



July 29, 2024

To: All Potential Respondents

From: Katelyn Howells, Purchasing Agent

Subject: 005-RFP-1156-2025 Develop and/or Update Multi-Jurisdictional Hazard Mitigation Plans

Addendum One

Please amend the following sections of the subject RFP. Changes have been highlighted for reference purposes only.

Exhibit 10 - Research Plan

Describe recommended research strategy for each task listed in the Scope of Work including on-site coordination and support services, best practice consulting options and professional services. Identify any third-party Respondents involved in Respondent's research strategy and describe these relationships. Describe the skills and time required by State of Iowa personnel. Provide an estimate of State of Iowa staff time required to complete the research. Describe the documentation provided along with applicable costs for any additional documentation. Please describe Respondent's experience with services similar in scope. Please provide a research schedule, based on weekly milestones (not dates). **Describe how many plans the respondent would be able to develop simultaneously.**

3.3 Cost Proposal

The Respondent shall provide its Cost Proposal in a separate file for the proposed goods and/or services. All prices are quoted pursuant to the terms and conditions of this RFP. Respondent's Cost Proposal shall include an all-inclusive, itemized, total cost in U.S. Dollars (including all travel, expenses, etc. in prices) for the proposed services. All pricing to be FOB Destination, freight cost, and all expenses included; and based on Net 60 Days Payment Terms. Cost proposals must include the following:

- Provide all hourly rates for positions that will be utilized for the services. Counties are listed below to provide a reference for potential costs. No county or multi-county planning is guaranteed.
- Provide individual cost estimates for developing (updates to) multijurisdictional hazard mitigation plans for the following Iowa counties¹ (assume all were approved prior to the 2023 update to FEMA's planning requirements outlined in the LMPPG):
 - Butler
 - Cedar
 - Franklin
 - Madison
 - Mahaska
 - **Muscatine**
 - Palo Alto (no current plan)
 - Poweshiek

¹ Not all counties listed will necessarily be purchasing services under contracts resulting from this RFP. Other Iowa counties will be invited to purchase planning services under contracts resulting from this RFP, for which further quotes may be requested after contract award.

- Wapello
- Webster
- Wright
- Dallas, Polk, and Warren (Multi-county, December 2027)
- Cerro Gordo and Worth (Multi-county, January 2029)
- Jasper and Marion (Multi-county, March 2028)

Please acknowledge receipt of this addendum by signing in the space provided below, and return this letter with your proposal (do not send back separately).

I hereby acknowledge receipt of this addendum.

Signature

Date

Typed or Printed Name