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DEPARTMENT OF FINANCE

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EMAIL AND POSTED

November 3, 2022

ADDENDUM NO. 3

RFP 22-6698

CONTRACT TO PROVIDE PROJECT MANAGEMENT, GRANT MANAGEMENT, AND ADMINISTRATIVE SERVICES FOR THE CITY OF KENNER POLICE DEPARTMENT

BY WAY OF THIS ADDENDUM, PLEASE NOTE THE FOLLOWING:

- Section 3.2 – COST should be changed from forty percent (40%) to thirty-five percent (35%) of the proposer's score.

Questions and Answers

1. Please confirm if the SOW outlined in the scope is intended to support grants activities for all agencies city-wide or is this limited to specific departments?

All Departments.

2. Is an AICP is required or is city planning experience is acceptable in lieu of the AICP certification?

AICP is preferred.

3. We understand from Addendum 1 that the contract will be on an annual basis with the option for additional renewals upon mutual agreement by both parties. Please clarify the length of the base period and optional renewal periods.

12-month base period with optional renewal TBD.

4. What does the City currently do to identify funding needs?

Not specific to this RFP.

5. How does the City determine what funding is pursued?

Not specific to this RFP.

6. Can the City provide a list of funding needs or capital improvement projects for which funding is needed at the time of engagement / award of contract?

No, the list will be developed as part of the initial scope of services.

7. For the consultant's "on-site" requirement, are the three days a week mandatory or would the City consider a more cost-effective hybrid service model that involves support being provided partially remotely?

Yes, upon advanced approval.

8. How is the management and oversight of grants handled at the City currently?

Not specific to this RFP.

9. Is the City's current grants management process centralized or decentralized (managed by each department individually)?

It is hybrid – some handled independently; some through the city.

10. Is it the City's intent for the consultant to assess the current grants management process? Or is it the City's intent for the consultant to help develop and/or refine a grants management process?

The city is open to recommendations after award.

11. Is there a grants financial management system currently in place?

Question is unclear.

12. If there is not a grants financial management system in place, or if it is not an acceptable financial management system, does this RFP intend to have the consultant assist with a needs assessment and software selection, including development of an RFP?

The city is open to recommendations after award.

13. The RFP states the consultant will “maintain a database accessible to the City of Kenner providing information on individual grants, programs and projects, including the up to date status of each individual grant, program and project.” Is there a database currently being used by the City to do those tasks? If not, is the intent of the RFP to provide recommendations for a technology solution?

The hybrid system could be improved and the city is open to recommendations after award.

14. Please provide clarification regarding the following deliverables: *"Prepare and submit project applications, BCAs (benefit cost analyses), budgets, reporting, and project oversight through closeout."*

a. Please define what is meant by "project applications"?

Grant applications to fund a project.

b. Does this refer to specific departments or city-wide grants management program?

All departments.

15. Please provide clarification about the following deliverable: *"Assist City of Kenner with the preparation of a request for qualifications and the procurement of an engineering or landscape architecture firm(s) for the awarded projects under this allocation."*

a. Is there a list of current projects (CDBG? And/or others).

Yes.

b. What projects does the City of Kenner plan to pursue?

Not specific to this RFP.

16. RFP Section PART III Selection Process, 3.1 Evaluation Criteria, 4th bullet under Technical Proposal states: "Proposed Strategy of the firm in representing BREC in project management, grant management and administrative services." Please clarify what BREC stands for?

This is a typo, disregard the 4th bullet.

17. Please confirm the following forms are required with the submittal: Attachment A-Cover Page, Attachment E-Corporate Resolution, Attachment F-Signature Page, Attachment G-Statement of Non-Collusion, Attachment H-E-Verify Affidavit, Attachment I-Professional Services Affidavit, Attachment J-Past Criminal Attestation Clause.

This is confirmed.

18. Regarding Attachment E-Corporate Resolution, if a firm has a Corporate Resolution in place for signing authority, should they be included in our response in place of Attachment E?

Yes.

19. Are subcontractors required to submit the required forms, or is this the sole responsibility of the prime contractor?

The prime is responsible for ensuring subs meet minimum requirements.

20. Cost: Can the City of Kenner please clarify if they are looking for a rate schedule or one blended rate for the cost proposal? Given that this work is following federal funds, we would like to ensure we provide a proposal that meets federal standards and can be compared to other proposals.

Refer to Addendum No.1. This question has been addressed.

21. **Section 2.4 Deliverables:** Can the City of Kenner clarify if contractor or subcontractor clearances referring to obtaining a determination of good standing with the LA Secretary of State or if the clearance is from another entity?

The LA Secretary of State or comparable entity in another state.

22. Please confirm if this scope includes support for CDBG-DR projects that will be managed outside of the Kenner Police Department. Or is the solicitation solely for oversight of CDBG-DR funds that will serve as the match for PSGP funds?

There is no guarantee that either, or both projects, will be managed as part of the scope of work. This will be determined after award of the contract.

23. Can the City of Kenner provide the total dollar allocation of PSPG funds received that is intended to be managed by this scope of services?

Refer to Response #22.

***Please sign the line below and include this form in the bid packet to acknowledge this Addendum.**

X _____

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