



## THE COUNTY OF GALVESTON

**RUFUS G. CROWDER, CPPO, CPPB**  
PURCHASING AGENT

**GWEN MCLAREN, CPPB**  
ASST. PURCHASING AGENT

COUNTY COURTHOUSE  
722 Moody (21<sup>st</sup> Street)  
Fifth (5<sup>th</sup>) Floor  
GALVESTON, TEXAS 77550

April 20, 2021

**PROJECT NAME:** Professional Planning & Consulting Services to Update the Galveston County Hazard Mitigation Plan

**SOLICITATION NO:** RFP #B211029

**RE:** ADDENDUM #1

To All Prospective Proposers:

The following information is being provided to aid in preparation of your bid submittal(s):

**Question #1:** *Will we be provided electronic MS copy of the current hazard mitigation plan?*

Response: Yes.

**Question #2:** *How much time has the Local Emergency Planning Committee (LEPC) allotted to meet to update the plan?*

Response: We will plan meetings and make available to contracted vendor.

**Question #3:** *Is a documented update of the previous planning process available for review before bidding?*

Response: This will be available for contracted vendor.

**Question #4:** *Are LEPC meetings taking place in person or virtually?*

Response: In person with the option to join virtually.

**Question #5:** *Can plan update meetings take place virtually?*

Response: Yes.

**Question #6:** *On the checklist provided on the first page of the form, a “Bid Sheet” is mentioned and is not referenced anywhere else. Which form is considered the Bid Sheet?*

Response: The Bid Sheet in this bid packet is titled Proposal Sheet. It is the same form as the check-off list.

**Question #7:** *Please clarify what you mean by “Work of Performance”.*

Response: Carry out the Scope of Services.

**Question #8:** *Please clarify what you mean by “Capacity to Perform.”*

Response: Staffing and Modeling ability...

**Question #9:** *“Proposal Specifications can be obtained at the office of the Galveston County Purchasing Agent, located in the Galveston County Courthouse, 722 Moody, (2151 Street), Floor 5, Purchasing, Galveston, Texas 77550, or by visiting the Galveston County website @ <http://www.galvestoncountytexas.gov/pu/Pages/BidListing.aspx>”. The URL produces a 404 or page not found. What is the correct URL?*

Response: <http://www.galvestoncountytexas.gov/pu/Pages/OpenSolicitations.aspx> is the correct URL.

**Question #10:** *The Proposal Form contains a request to provide information for three (3) major suppliers to demonstrate financial capability. Our firm does not have major supplies that can speak to our financial capability (especially considering this RFP is for services to be performed by the Consultant and is not for the purchase of goods)? Can Galveston County waive or adjustment this requirement?*

Response: Please submit what you can to demonstrate your financial capability.

**Question #11:** *Does the County have a pricing sheet(s) that you want proposer’s to complete?*

Response: Please provide your company rate sheet.

**Question #12:** *Will Galveston County please provide a copy of the Purchasing Policies & Procedures Manual that is referenced in Section 72. Compliance with Galveston County Purchasing Policies and Procedures?*

Response: The manual can be downloaded at the following link or by searching the County of Galveston Purchasing Department’s website: <http://www.galvestoncountytexas.gov/pu/Pages/default.aspx>

As a reminder, all questions regarding this proposal must be submitted in writing to:

Rufus G. Crowder, CPPO CPPB  
Galveston County Purchasing Agent  
722 Moody, Fifth (5<sup>th</sup>) Floor  
Galveston, Texas 77550  
E-mail: [purchasing.bids@co.galveston.tx.us](mailto:purchasing.bids@co.galveston.tx.us)

If you have any further questions regarding this bid, please address them to Rufus Crowder, CPPO CPPB, Purchasing Agent, via e-mail at [purchasing.bids@co.galveston.tx.us](mailto:purchasing.bids@co.galveston.tx.us), or contact the Purchasing Department at (409) 770-5371.

Please excuse us for any inconvenience that this may have caused.

Sincerely,



Rufus G. Crowder, CPPO CPPB  
Purchasing Agent  
Galveston County