

April 4, 2008

ADDENDUM

TO

THE REQUEST FOR PROPOSALS
FOR
SHARED EMERGENCY SERVICES CONSULTANT

ISSUED MARCH 11, 2008

BY

THE FORT MONMOUTH ECONOMIC REVITALIZATION PLANNING
AUTHORITY

PLEASE TAKE NOTICE: Sealed proposals are due on APRIL 11, 2008 by 12:00 p.m., at the offices of the Fort Monmouth Economic Revitalization Planning Authority (the "Authority"), at 2-12 Corbett Way, Eatontown, New Jersey 07724.

This **ADDENDUM** includes Request for Proposals (the "RFP") modifications, and written responses to questions presented in writing via e-mail. **The Addendum will be made available at the Authority's website only.**

A. MODIFICATIONS ISSUED BY THE AUTHORITY

All changes are highlighted in boldface and are underlined.

1. Refer to the RFP, Section 1.

AMEND Section 1.0 PURPOSE AND INTENT, third paragraph, first sentence to read as follows:

"The Consultant will be engaged for a term of up to a maximum of six (6) months, commencing with the date of appointment which is expected to be on or about April 21, 2008."

2. Refer to the RFP, ATTACHMENT #5.

Replace entire page with the following page: ATTACHMENT #5 (Revised)

ATTACHMENT #5 (Revised)

COST PROPOSAL – FEE SCHEDULE FORM (refer to Scope of Services)

TASKS/ SUB-TASKS	DIRECT LABOR COST Includes all direct labor costs and all overhead associated with each type of personnel by prime or sub.	LABOR CATEGORY(S) Provide itemized breakdown of the proposed fee/hourly rate and level of effort by prime and sub	REIMBURSABLE EXPENSE Travel/Materials/Other	TOTAL LABOR AND REIMBURSABLE
TASK 1 DRAFT				
TASK 2 DRAFT				
TASK 3 DRAFT				
TASK 4 DRAFT				
TASK 1 FINAL				
TASK 2 FINAL				
TASK 3 FINAL				
TASK 4 FINAL				
Final Feasibility Recommendation				
Bi-weekly meetings and progress reporting				
Other (Explain)				
Total \$				

B. QUESTIONS AND ANSWERS SUBMITTED VIA E-MAIL

1. **Question :** Regarding Tasks #1, #2 and #3 in Attachment 1, Scope of Services, the amount of consultant time needed to gather data is directly contingent on the amount of documentation available at the beginning of the project regarding a number of important study areas for court, police, and fire/first aid/emergency management services; including:
- a. Comprehensive, up to date lists of staff, salaries, and benefits
 - b. Current labor agreements and contracts
 - c. Current legal and insurance costs
 - d. Comprehensive, up to date summaries of lease and operating costs of facilities
 - e. Up-to-date inventories of equipment and technology for operations and security
 - f. Current staff schedules and assignments
 - g. Space inventories and identification of assigned staff and users
 - h. Prisoner movement records and inventories
 - i. Current training facilities and costs
 - j. Current plans and studies

We understand that not all of the above items are equally applicable to all study areas. Without documentation of the above items, the consultant will need to allocate considerable time and resources to gather pertinent data. Will reports, studies and data be available for each of the above items at the beginning of the study, or will the consultant be required to gather and assemble data and information to provide a complete analysis and recommendations?

Answer: All available reference data will be provided to the successful bidder upon award of the contract, which includes: information and associated costs on the current services provided by the U.S. Army on Fort Monmouth and in the region, related to emergency services as well as; information on fire services provided by the three Host Communities and any local mutual aid agreements currently in place with the three Host Communities. Much of the data listed in the question will have to be gathered by the consultant. Members of the Authority staff and the Authority's Emergency Services Advisory Committee will assist the consultant in obtaining pertinent data for the study in a timely manner. Members of the Emergency Services Advisory Committee include: Police Chiefs; Fire Chiefs; Business Administrators; Emergency Management Coordinators; and Union representatives from Fort Monmouth, Eatontown, Oceanport and Tinton Falls, some of the surrounding municipalities, the County and the State of New Jersey.

2. **Question :** Task #4 includes the following statement: "Include nearby towns (e.g. Shrewsbury, Rumson, Little Silver, etc.) in shared emergency services as part of Emergency Activities." Will the consultant be required to provide the same level

of in-depth analysis of population projections, facilities, services and costs for each of these communities, in addition to the core three towns?

Answer: No.

3. **Question:** How many other towns will also be included in the study, in addition to these three?

Answer: Based on referenced and gathered data; all towns that are currently sharing services with the three Host Communities (Tinton Falls, Eatontown, and Oceanport) by contract and/or agreement, as well as, pending shared services agreements that are being considered. The number of additional municipalities could be as many as five.

4. **Question :** Section 7.0 raises the risk that “payment for all services is subject to availability and receipt of funds” from USDOD. Has this project been approved and budgeted for by the USDOD? Are you expecting that the selected consultant will carry the burden of not being paid for services already provided should USDOD not remit funds? If so, would you characterize this as an inconsequential or material risk? Does this risk run contrary to the RFP’s “Standard Terms and Conditions” section VI paragraph C (page 43 of the RFP)?

Answer: As per the Department of Defense Office of Economic Adjustment (“DoD OEA”), the principal function of DoD OEA is to provide technical and financial assistance to the Authority to see that the Redevelopment Plan is completed. DoD OEA has entered into a grant agreement with the Authority and DoD OEA has committed to financing 90% of the cost of the Redevelopment Plan. While at this time an exact amount of funds cannot be stated, the federal funds are present and will be made available at the request of the Authority.

5. **Question :** The schedule presented on page 23 of the RFP indicates that draft reports are due within four weeks, including holiday week, of the tentative award date. In order to meet such an aggressive schedule there are a number of dependencies, including near immediate availability of key staff members and stakeholders from three distinct departments, each with multiple divisions, from three different municipalities. Is it realistic to expect that all key participants will be available to actively participate in interviews the week of April 21st?

Answer: Yes, every effort will be made to have the participants available for interviews during the week of April 21st. The Authority’s Emergency Services Advisory Committee has a meeting scheduled that week which should help facilitate the schedule. However, this is subject to the approval of the selected bidder to serve as the Shared Emergency Services Consultant by the Authority board.

6. **Question:** How firm are the final report deadlines?

Answer: The final reports deadline is firm pending, but all deadlines are subject to change and are subject to the approval of the selected bidder as the Shared Emergency Services Consultant by the Authority board.

7. **Question :** Will any of the planned public meetings take place in advance of the issuance of the final feasibility study on July 7th? (Note: Based on our experience developing strategies and implementing municipal and county shared services, effective community outreach that seeks to understand and then proactively address the concerns of residents is essential to successfully implementing a program. These concerns should be documented and addressed in each of the draft reports.) If so, how much advance notice will be given to residents?

Answer: There are and will be monthly public meetings of the Emergency Services Advisory Committee and Authority board meetings where the consultant will have an opportunity to share information. These meetings are publicly noticed and advertised in accordance with the Open Public Meetings Act.

8. **Question :** What is the budget amount that has been established for this initiative?

Answer: See the answer to Question 4 above. No information concerning the budget for this RFP is being released at this time.

9. **Question:** One clarifying question on the Shared Emergency Services Consultant RFP. Section 1.0 Purpose and Intent, Paragraph 3, first sentence.....”The Consultant will be engaged for a term of up to a maximum of six (6) months years(s).....I presume it is “months”....can you clarify

Answer: Yes, the term is up to six (6) months. The word year(s) is being deleted. Please see Section A above.

10. **Question:** Can you please provide me with the Authority’s definition or description of the following terms on Attachment No. 5, as follows:

Direct Labor Cost
Labor Category(s)
Total Labor Dollars

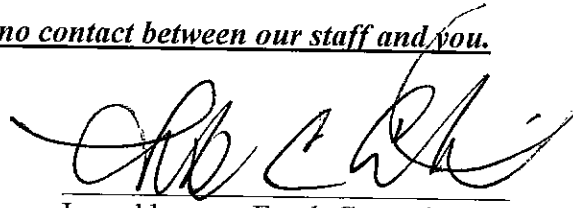
An example for each would be appreciated.

Answer: Please see revised Attachment #5 (Revised) Cost Proposal – Fee Schedule Form set forth in Section A above.

11. **Question:** What “supporting/back up documentation associated with Fee” referenced at the bottom of Attachment No. 5 is FMERPA expecting? Can you offer examples?

Answer: Please see revised Attachment #5 (Revised) Cost Proposal – Fee Schedule Form set forth in Section A above.

Please, there will be absolutely no contact between our staff and you.



Issued by: Frank Cosentino
Executive Director

Date: April 4, 2008