

Questions:

**Solicitation: Kerr-Tar Regional Council of Governments RFP “Shelter and Facilities Needs Assessment”**

Section Title	Paragraph Number	Page Number	RFP Text in Question	Question	Answer
Background	1	2	Kerr-Tar Regional Council of Governments (COG) is a voluntary association of local governments that is designated by the State of NC to serve as the lead regional planning organization for the Kerr-Tar Area. The COG serves 21 member governments in a five county area; Franklin, Granville, Person, Vance and Warren along with municipalities within these counties make up the membership of the Council.	Are there any expectations for involvement of both municipal government stakeholders and community stakeholders, particularly those who may be responsible for the unofficial shelters? Is there a COG POC who will support any community engagement efforts?	Yes – Local government stakeholders will work closely with chosen consultant. There will be a specific COG POC who will support the engagement efforts.
Background	2	2	The region is vulnerable to a wide range of natural hazards such as winter storms, severe thunderstorms, extreme heat, drought and floods that threaten life and property. With the expected increase in severe weather events due to climate changes, it is imperative that the region take a proactive approach to advance resiliency efforts.	Are there any recent sheltering operations that have significantly impacted the region? Are there any lessons learned or takeaways that can be shared with the consultant to inform this project?	There have any been any recent sheltering operations that have significantly impacted the region. Local Emergency Management Directors will be working closely with chosen consultant and can share historical knowledge with sheltering operations.
Background	3	2	Mitigation projects identified in both the Tar River Hazard Mitigation Plan (Franklin, Granville, Vance & Warren) and the Eno-Haw Hazard Mitigation Plan and NCORR’s Regions Innovating for Strong Economies and Environment (RISE) Plan provide a	Does Kerr-Tar Regional COG have access to the shapefiles and data utilized to develop the risk maps for the Tar River Hazard Mitigation Plan and Eno-Haw Hazard Mitigation Plan? If not, who has access to this information, and will it be made available to the consultant?	The COG will have access, through the local government GIS offices, to the shapefiles. They will be available to the consultant as needed.

			blueprint for advancing resiliency efforts. While each county and municipality may have identified projects specifically needed for their area, our focus is on projects that are regional in scope.		
Scope of Work	1	3	Kerr-Tar Regional COG is seeking a qualified firm or individual(s) to conduct an Emergency Shelters and Facilities Need Assessment in the Kerr-Tar region.	Are there any expectations for in-person meetings or site visits for the project?	Some, but not all, in person meetings and site visits are expected.
Scope of Work	2	3	For each facility, list upgrades/improvements/relocation that is required to withstand current and future climate hazards;	Does disaster risk data for shelter sites already exist? Or would this need to be collected or developed by the consultant?	Existing data risk would does not exist and would need to be developed.
Scope of Work	2	3	If requested, assist local governments in the region with identifying, preparing and submitting funding applications for shelter improvements.	Will grant applications be included as part of this specific project or will they be scoped separately? If so, is there a target number of grant applications that may need to be developed?	Grant applications will be scoped separately. There is no target number of grant applications, but there is the expectation of at least one regional application.
Scope of Work	2	3	If requested, assist local governments in the region with identifying, preparing and submitting funding applications for shelter improvements.	Will grant applications be included as part of this specific project or will they be scoped separately? If so, is there a target number of grant applications that may need to be developed?	Grant applications will be scoped separately. There is no target number of grant applications, but there is the expectation of at least one regional application.
Scope of Work	2	3	Conduct an inventory of all facilities used as emergency shelters, especially ones that are currently undocumented or are used on a more information or temporary basis;	Will Special Medical Needs Shelters (SMNS) be expected to be included in the assessment or just General Population and Access/Functional Needs? What about congregate and non-congregate shelters?	General Population and access/functional needs.  Congregate shelters Only
Qualifications, Capacity, Experience	1	4	A list of individuals that will be committed to this project and their professional qualifications. The	Can the Council of Governments confirm if proposed team members' resumes should be included in the response?	Please include resumes.

and References of the Consultant			names and qualifications of any sub-consultants shall be included in this list.		
Project Timeline and Budget	5	1	Provide a project timeline for completion. (Project timeline should not exceed 8 months)	Will grant application support be included as part of the maximum 8-month period of performance?	Not necessarily, but will need to be included as part of the original scope for contract purposes.
Project Timeline and Budget	5	1	Provide a current rate schedule in case an additional task may be asked.	Can the Council of Governments provide examples of additional tasks that may fall under this contract?	Just grant identification and grant writing.
Project Timeline and Budget	5	1	A detailed budget of overall costs and a breakdown of the costs associated with each phase of the scope of work.	Is there a target not to exceed cost for this effort	No. Costs negotiations may be necessary.

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