Metropolitan Washington
Council of Governments

**RFP 21-011
MILITARY INSTALLATION RESILIENCE REVIEW**

ADDENDUM 3

This addendum answers questions received as of January 13, 2021.

Questions follow. Answers are in **bold** text.

1. The RFP requires that up to four (4) workshops are to be conducted in support of this project. For budgeting purposes, should the logistical expenses associated with these workshops be included within the proposed budget or is there another anticipated funding stream to support travel, facility rental, refreshments, etc.?
   a. **The logistical expenses associated with these workshops should be included within the proposed budget.**

2. Should the vulnerability assessment explicitly assess vulnerability of installation assets? If so, will the contractor be provided with access to the necessary asset-level information?
   a. **The assessment will only assess vulnerabilities of installation assets that are dependent or impacted by resources off base. The contractor will be provided what is considered releasable asset level information. If information is missing or unavailable the contractor should identify as such within the study.**

3. How does COG define short, medium, and long term?
   a. **Short Term would be up to ten years; Medium Term would be between ten and thirty years; Long Term would be greater than thirty years.**

4. Section VIII. A. 3.b states, "A matrix shall be provided which will list all project work from the past three (3) years to date." In addition, Attachment C states "PROVIDE THE INFORMATION REQUESTED BELOW ON ALL CONTRACT PROJECT WORK FOR THE PAST THREE (3) YEARS TO DATE." Could offerors instead provide the information requested only for relevant contract project work from the past three (3) years to date?
   a. **Yes, please only include past performance information for projects that are relevant to the scope for this project.**

5. Will COG remove the notarization requirement given the circumstances of the pandemic?
   a. **Yes. The requirement to have the documents notarized shall be waived.**

6. For in-person meetings, is the contractor responsible for identifying and paying rental for meeting space or will that be coordinated by MWCOG?
    a. **No.**

7. For in-person meetings, is the contractor responsible for providing refreshments and/or meals?
    a. **No.**

8. Does MWCOG have a preferred virtual meeting platform to be used for this project?
    a. **No. COG typically uses MS Teams, Webex, Zoom, etc.**

9. Will the contractor be required to host any GIS mapping for MWCOG after this project is completed or will all files be turned over as a final deliverable?
    a. **No. The files shall be turned over as a final deliverable.**

10. Should the fully burdened hourly rate be inclusive of travel costs and other direct costs (ODCs) or should these costs be called out separately under the work task in the budget?
    a. **Travel costs and other direct costs (ODCs) should be called out separately under the work task in the budget.**

11. Page 11 asks for the employee's "home office". Are you looking for the office they are attached to/work out of or are you requesting their residential location for the resume requirement?
    a. **It should be the office they are attached to/work out of, not their personal residence.**

12. Page 12 and Attachment C: Contract References ask for all project work from the last 3 years. Is MWCOG seeking a list of every projects that a firm has completed in the last three years, or simply project work related to similar tasks? Or is this solely seeking contract references as required by Attachment C?
    a. **Only include past performance information for projects that are relevant to the scope for this project.**

13. In a post COVID-19 environment, would there be any availability to use existing office space or meeting rooms for regular meetings if needed or requested?
    a. **Yes, the Council of Governments has a number of conference rooms available for the project, there will be no additional costs to use such space.**