



# City of Crystal River

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## **ADDENDUM NO. 1**

### **Request for Proposal for Comprehensive Disaster Recovery Administrative Services and Financial and Grant Management Support Solicitation No. 23-RFP-08**

To: Prospective Respondents  
From: Michael Manning, Assistant City Manager  
Date: October 27, 2023

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This first addendum is being issued to address the following questions:

Can you advise how we can obtain the forms that are referenced on page 12 of the RFP? I've looked on your website but cannot locate them. Will they be issued when the answers to questions are posted?

***Please see "Respondent's Certification Form" provided on the Bid's page.***

What is the closing date?

***In an effort to clarify the closing date, submittals must be in by November 8<sup>th</sup> at 3:00 pm.***

RFP does not specify how many hard copies? Electronic copies?

***5 Hard Copy and 1 Electronic***

Please confirm the page limit and do resumes count?

***To clarify, the city will allow a maximum of 45 pages, including resumes.***

Can you confirm the correct RFP number?

***23-RFP-08***

Can you confirm the correct RFP title?

***"COMPREHENSIVE DISASTER RECOVERY ADMINISTRATIVE SERVICES AND FINANCIAL AND GRANT  
MANAGEMENT SUPPORT"***

Will the City require the consultant to maintain an office within the City to perform the services outlined in the solicitation?

**No, the City anticipates the majority of the work to be done virtually with in-office presence as necessary.**

Can you please outline the federal disaster recovery grants awarded to the City and the amount obligated or requested?

**This is in progress following Hurricane Idalia (August 2023).**

Can you please identify the consultant utilized on a temporary emergency basis to perform grant management services following Hurricane Idalia and a summary of the services they provided?

**Atkins has managed immediate temporary emergency work since Hurricane Idalia hit the City of Crystal River. Services have included managing various disaster contracts for immediate remediation and repairs and coordination with FDEM and FEMA.**

Will travel be billed separately or will we need to include it in our rates?

**Travel may be billed separately.**

Would the city accept a digital submission?

**A hardcopy submission is required.**

**~ END OF ADDENDUM NO. 1 ~**