



## Town of Nags Head

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**ADDENDUM NO. 2**

**Date: February 24, 2022**

**RE: TOWN OF NAGS HEAD FY 22/23 CAPITAL IMPROVEMENT PROJECT-  
Updating and revision of the Town of Nags Head Emergency Operations Plan and Continuity of  
Operations Plan**

**FROM:** Town of Nags Head  
c/o Andy Garman, Town Manager  
5401 S Croatan Highway, Nags Head, NC 27959

**TO:** Prospective Proposers

This addendum forms a part of the Contract Documents modifying the original Request for formal Qualifications for the Town of Nags Head FY 22/23 Updating and revision of the Town of Nags Head Emergency Operations Plan and Continuity of Operations Plan

This Addendum consists of the following clarifications in response to bidder question(s);

- We noticed that the proposal format the Town has requested does not specify including any hourly rates or project budget. Does this mean that multiple firms can qualify for the work being requested, and if selected, the Town will then bid out pieces of the scope to the qualifying firms? Or does the Town intend to award this project and the entire Scope of Work to one firm?

**Answer-** The Town of Nags Head intends to award this project to a sole qualifying firm.
- Is the Peak Resources Nursing Home plan considered part of your EOP included in this update, or is it considered a separate plan that just needs integration in the Town of Nags Head EOP?

**Answer-** While Peak Resources is a target hazard for Nags Head Fire Rescue they have their own Emergency Operations Plan. We integrate their plan into our EOP as a reference.
- Is the Outer Banks Hospital plan considered part of your EOP included in this update, or is it considered a separate plan that just needs to be integrated into the Town of Nags Head EOP?

**Answer-** While Outer Banks Hospital is a target hazard for Nags Head Fire Rescue they have their own Emergency Operations Plan. We integrate their plan into our EOP as a reference.
- What is the anticipated project timeline from start to finish?

**Answer-** Prepare and provide a final Basic Plan to the Town for approval nine months (9) from the anticipated contract award date of April 5, 2023. The project shall be completed on or before December 29, 2023.
- The RFQ indicates that proposals may be submitted as hard copies or by email. Is there a preferred method for submission?

**Answer-** There is no preferred method for submission as long as it is within the guidelines outlined in the RFQ.

6. Is there a preference for a local vendor?

**Answer-** There is no preference for a local vendor but the selected firm must have strong knowledge of the unique geography, populations, resources, and hazards associated with the Town of Nags Head, North Carolina.

7. Are all of the elements listed under Section "B: Statement of Work" currently in existence and just need to be updated? If not, what is the status of any elements which need to be created or developed rather than updated?

**Answer-** The current Emergency Operations Plan contains most of the information in "Section B", however, some items such as the hazard-specific playbooks need to be developed, and other appendices may need to be identified and developed.

8. What is the status of the Continuity Plan and what is the need for that plan's update? Have all departments been through the entire continuity process and updates are needed or will each department need to be taken through the entire process?

**Answer-** The current EOP has a section regarding the continuity of operations, however, it needs stakeholder input and revision. Every department will need input and guidance to ensure that the revisions are inclusive of their needs.

9. Is the expectation that meetings will be virtual, in-person, or a combination of both?

**Answer-** Any meeting format may be used to gather stakeholder information.

10. Does the Town have existing drafts of the different Playbooks listed on pages 4 and 5 of the RFP? Or will these need to be developed from scratch?

**Answer-** The current EOP does not contain Playbooks. These will need to be made from scratch.



**Randy C. Wells, EFO, CFO, CEMSO. | Town of Nags Head**

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**END OF ADDENDUM**