



## Town of Nags Head

Post Office Box 99  
Nags Head, North Carolina 27959  
Telephone 252-441-1122  
Fax 252-441-3350  
[www.nagsheadnc.gov](http://www.nagsheadnc.gov)

### ADDENDUM NO. 3

Date: March 3, 2023

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);

1. Should vendors submit a cost proposal at the same time as they submit their response to the RFQ?  
**Answer-** No cost proposal shall be submitted since we are following the qualification-based selection process in accordance with NC General Statutes (NCGS) Section 143-64.31
2. Section 1 Item A. Laws and Regulations – This section states “This procurement shall be governed by the NCGS and the Code, Policies, and Procedures of the Town of Nags Head.” Question: “Please clarify the policies and procedures in the section?”  
**Answer-** The Town of Nags Head Purchasing Policy is consistent with the Mini-Brooks Acts and governed by NC General Statutes (NCGS) Section 143-64.31.
3. Please confirm the playbooks are intended to be a job aid/checklist.  
**Answer-** Yes, the playbooks are intended to be a job aid/checklist, using locally relevant resources and information.
4. Section 1 Item B – “If the playbooks are not considered job/aid checklists can you provide an outline or example of the expectations?”  
**Answer-** The playbooks are considered a job/aid checklist. Since the current EOP does not contain incident-specific job/aid checklists, the format of the article should be consistent with the format of the EOP Document.
5. Section 1 Item A. - This section references "This will include a review/integration of the Town of Nags Head EOP with the Dare County EOP."QUESTION: “Please clarify if the Dare County EOP is currently being updated.”  
**Answer-** The Dare County EOP is not currently being updated. You can view the current document at: <https://www.darenc.gov/home/showdocument?id=7915>

6. Section 1 Item A. - This section references “This will include a review/integration of the Town of Nags Head EOP with the Dare County EOP” QUESTION: “What level of effort is expected in any collaboration with the County?”  
**Answer-** This section intends to conduct a comparative analysis between the Dare County and Town of Nags Head EOP to identify discrepancies and contradictions between the two plans and make subsequent recommendations for compatibility.
7. Will the town be providing updated GIS files?  
**Answer-** The Town has a limited number of GIS files. They will be made available to the firm that receives the project.
8. How many functional annexes/hazard appendices exist in the current EOP? How many additional functional annexes/hazard appendices are desired?  
**Answer-** The current EOP has six (6) Appendix (A-F) and eighteen (18) Annexes. The number of annex/hazard appendices will be agreed upon during the stakeholder meetings.
9. Should offerors include a project budget with proposal responses?  
**Answer-** No.
10. Will the ESFs and RSFs be standalone documents or a component of the EOP?  
**Answer-** The EOP and the COOP should be one stand-alone document and shall include any/all ESFs and RSFs.
11. Will the Town grant the successful offeror access to or ensure that relevant Town departments share the data necessary to provide a final product?  
**Answer-** We will share all of the relevant data that we have available.
12. RFQ page 5 item 9 states that contractors should “Provide updated maps depicting hazard event history and hazard location/hazard extent per FEMA guidance.” Please specify what format does the Town need the maps in?  
**Answer-** ArcGIS
13. RFQ page 5 item 7 states that contractors should “Provide an assessment of the impact of changes in population, demographics, land use, and development on overall risk to people, property, and the environment in the Town of Nags Head”. Please specify what period(s) of time are demographic changes to be included. Using decennial census data from how far back? Similarly, what land use data does the Town have that they can make available to offerors  
**Answer-** These sections refer to data that is available in the 2020 Outer Banks Regional Hazard Mitigation Plan. No update will be necessary unless a significant change has been found in this data.



**Randy C. Wells, EFO, CFO, CEMSO. | Town of Nags Head**  
Fire Chief | Fire and Ocean Rescue  
P.O. Box 99  
Nags Head, NC 27959  
Tel: (252) 449-2018  
[randy.wells@nagsheadnc.gov](mailto:randy.wells@nagsheadnc.gov)  
[www.nagsheadnc.gov](http://www.nagsheadnc.gov)

**END OF ADDENDUM**