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**REQUEST FOR PROPOSAL: Answers to Submitted Questions**

**RFP Published: July 14, 2025**

**RFP Submittal Deadline: August 1, 2025 (note NEW date!)**

**NEW QUESTIONS**

**Q: Does DRBC have a target budget in mind for this work? Are you able to share that?**

A: The budgeted amount for this project is not to exceed \$50,000.

**Q: Would this project involve only review and verification of BCAs? Or would the project involve developing BCAs from scratch (i.e. collecting/developing data and inputs for select communities)?**

A: The project involves working one-on-one with municipalities to develop and submit their BCAs. In most cases, the consultant would assist in the process from start to finish. In other cases, it is possible that a municipality has started the BCA process but needs support to complete and review before submitting to PEMA/FEMA.

**Q: Does the cost proposal have to be submitted as a hard copy or can it be submitted electronically in a separate email?**

A: The cost proposal must be submitted as a hard copy.

**Q: Under section 6, second bullet point, there is a request for statement that “the consultant has not defaulted on a FEMA application project”. Could you provide clarification on "defaulting". Is this intended to mean defaulting on the contractual terms related to a BCA project?**

A: If the bidder has previously received FEMA funding for a project, they must be able to confirm that all expected deliverables of that past project were met. In this case, yes –

“defaulting” in this context is intended to mean the contractual terms related to a BCA project.

**Q: Is the Commission willing to modify Par. 14, standard of care, to meet the professional services standard?**

A: The Pro Forma Agreement linked to the Commission’s RFP includes a disclaimer to the effect that this document is a “template,” and any final agreement entered into as a result of the RFP may include additional or modified provisions or may exclude one or more of the provisions in the template.

We have in the past tailored the standard of care provision (paragraph 14 in the Pro Forma Agreement) to the type of service being offered or to the type of service provider (e.g., academic vs. professional). This provision is adaptable to the appropriate industry or professional standard.

**Q: Is the Commission willing to modify Par. 17, indemnification language?**

A: The Commission considers the indemnification language in the Pro Forma Agreement to be reasonable. Without knowing the proposed modifications or reasons underlying them, it is impossible to say whether the Commission would be amenable to changes. However, the Commission is willing to negotiate with the highest rated bidder over contract terms, including those related to indemnification. If the Commission and the highest rated bidder are unable to agree on terms, the Commission will work with the next-highest-rated bidder to negotiate and execute an agreement.

**Q: Should we present our proposed comments to the sample contract now or if we are selected to negotiate?**

A: Bidders may include proposed comments on the Pro Forma Agreement as part of their Submittal. The Committee evaluating the proposals (“Evaluating Committee”) may review such comments; however, the Evaluating Committee will not account for or consider these comments in scoring the Proposals.

**Q: What grant program and cycle are you targeting-- 2025 FMA, future HMGP funds that are made available post disaster?**

A: Our partners at PEMA anticipate that the 2025 FEMA Flood Mitigation Assistance application period will open. They anticipate that there will be a replacement of the former BRIC program - either way, a BCA is required using either an approved pre-calculation method or a full BCA generated by the FEMA software program.

**Q: Does this request involve two parts: 1.) Reviewing 10-15 project applications for eligibility and 2.) Conducting BCAs on selected projects? If so, do some of the projects in part 1 have BCA already completed that need to be reviewed and some that need to complete a BCA?**

A: The project involves conducting BCAs on projects pre-selected by the DRBC and PEMA team. In most cases, the consultant would assist in the BCA development process from start to finish. In other cases, it is possible that a municipality has started the BCA process but needs support to complete and review before submitting to PEMA/FEMA.

**Q: How should the budget be itemized? Are hours/cost per project sufficient for a calculated cost for a maximum of 15 projects to set the “to not exceed” limit?**

A: Yes, providing a breakdown of hours and the cost per project is sufficient for itemizing the proposed project budget.

**Q: What is the level of detail that is needed for justifications? – should this be done within the Cost Calculator app or as a separate document?**

A: Justification by an approved Cost Calculator application is preferred; a separate document with explained methodology may also be used. Most BCAs can use the FEMA BCA Tool, and remarks can be added for the needs of the end-user (either a municipality/special district) and PEMA and/or FEMA reviewers. PEMA anticipates that Regionalization figures will be used as needed as well as RS Means or Marshall & Swift references.

**Q: Will projects have engineering analysis completed as part of the package, or should this be factored into the cost? If included, at what level in design are the projects >50% - 100%**

A: The consultant is not expected to complete engineering analysis as part of the package. Rather, work with municipalities will entail aiding them in gathering the necessary pre-existing information to plug into the BCA calculator and prepare their application for submission to PEMA/FEMA for final review.

**Q: Could we have an additional week extension given the time to respond to the questions?**

A: Yes, the project team will permit a one-week extension. Proposals must be submitted no later than 4 p.m. on Friday, August 1.

**Q: Where will questions and answers be posted?**

A: FAQ documents, containing all questions received by the project team from prospective

bidders, will be posted on the [project webpage](#). Additionally, bidders who reach out with questions will receive these answers directly.

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### **PREVIOUSLY SHARED QUESTIONS**

**Q: Is DRBC planning on issuing the 10-15 applications to the selected bidder all at once? Or will those projects be released in smaller increments / one at a time, as reviews are concluded?**

A: We anticipate selecting a bidder and then issuing the full list of assignments for municipal applicants. Due to inherent uncertainty regarding how many municipalities will express interest, it is possible that the project team may initially assign the bulk of applications and then follow up with the remaining ones shortly thereafter.

In either scenario, we do not expect to release these in increments following the completion of final memos.

**Q: Will the bidder be selecting the pace for work with the municipal applicants?**

A: The selected bidder may set their own pace for meeting the deliverables/needs of each municipality, if they can demonstrate that they're actively working with them during scheduled check-ins with the project team.