

PANAMA CITY HOUSING AUTHORITY  
REQUEST FOR PROPOSALS  
DISASTER RECOVERY CONSULTANT SERVICES  
PCHA-RFP-2019-1

**QUESTIONS #2, 3, 4 and 5**

On January 28, 2019, PCHA received questions in response to PCHA-RFP-2019-1 and provides the following answers:

**Question #2** – (Re: Part III.9 Fee Schedule) Please define flat rate proposal.

**Response #2** – Proposers are invited to propose flat rates for some or all of the services they propose. A flat rate is a defined amount of compensation for a defined task. If a proposal includes a flat rate, the proposer should specifically identify the task that will be covered and the total compensation that will be due for the task.

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**Question #3** – (Re: Special Terms & Conditions. 2<sup>nd</sup> sentence) RFP makes no mention of travel costs. Since there is no specific scope of work and specifications cannot be established will pre-approved travel costs be reimbursed to the contractor?

**Response #3** – No travel costs will be reimbursed for travel between Panama City and a contractor's headquarters and/or employees' places of residence. When travel is required to other cities to provide services for PCHA, a contractor shall only be reimbursed for reasonable travel expenses approved by PCHA in advance.

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**Question #4** – (Part V. 2 Term of Contract) Since the contract will be for five years can contractors proposed escalated yearly rates?

**Response #4** – A proposal may include escalated yearly rates.

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**Question #5** – How many units does PCHA own?

**Response #5** – See the attached document.