

CITY OF HAVELOCK, NORTH CAROLINA
Request for Proposals
For
Public and Hazard Mitigation Grant Assistance and Disaster Recovery Services

Introduction: The City of Havelock is requesting proposals from qualified Firms for the public and hazard mitigation grant assistance and disaster recovery services as related to Hurricane Florence. Upon review of submitted written proposals in response to this Request for Proposal (RFP) and after interviews of selected firm(s), the City of Havelock anticipates awarding a single contract for the service activities solicited.

Project Scope: Work scope activities are to consist of a need's assessment for public assistance, hazard mitigation and disaster recovery services, completing and submitting federal grant applications and administering federal funds in compliance with federal loan/grant programs, and agency program requirements; conditions and/or specifications. The City anticipates that multiple project and applications will be developed and submitted for funding consideration. All projects will be located within the incorporated limits of the City of Havelock.

Project Area Background: Located within a 20-minute drive to the North Carolina coast, the United States Census Bureau reports that the total area of the City is 18+/- square miles of which approximately five percent (5%) of that area is water. The total City population is approximately 20,087. During September 2018, the City of Havelock was severely impacted by Hurricane Florence. The City has extensive infrastructure damage to (but not limited) the water treatment and distribution system, the sewer collection, treatment and discharge system, roads and City Facilities.

Proposal Format: A written proposal must be submitted in the format outlined herein. Each proposal will be reviewed to determine if it is complete prior to actual evaluation and in consideration to deciding to interview or not with the submitting firm. A total of five (5) copies of the proposal, one (1) of which shall be electronic, shall be submitted to the City of Havelock.

General Proposal Content: The written proposal is to include background information about the company, its employees, and experience with successfully acquiring and managing federal disaster public assistance funds including all FEMA categories A-G, Hazard Mitigation and Disaster Recovery Services. The City will give preferably consideration to North Carolina local government related project references. It should include the firm's experience, as well as key consultant resumes, especially of those who would comprise the proposed team. For the purposes of the RFP, the term "company" shall refer to the prime respondent of this RFP, or in other words, the company with whom the City of Havelock will contract.

The term "consultant" shall refer to any and all consultants with whom the prime respondent will be including on the project team. The proposal shall clearly delineate any experience, background, etc. between the prime "company" and "consultants".

Specific Proposal Submission Information: Specifically, the proposal should address/include the following information in order:

- 1: Company profile listing: name, address, and phone number, email address, website, year established along with type of ownership, company staff size and its organization chart. If company has multiple offices, please list where the work for this project will be performed.
- 2: The Company's experience as a provider of public and hazard mitigation grant assistance and disaster recovery services.
- 3: Information about the overall makeup of the proposed project team, including identity of assigned key personnel, a description of their respective responsibilities and duties, and each team member's experience with public assistance, hazard mitigation and disaster recovery services
- 4: Provided resumes on those consultants and individuals proposed to be assigned to the project team.
- 5: Within the last ten (10) years, a summary of at least five (5) public assistance projects for which the designer was responsible. Each of the project summaries should include the following:
 - a. Description of the project which includes: size, function, and year completed; and
 - b. Degree of involvement (principals or consultant); and
 - c. Those company consultant individuals who were involved and their assigned role; and
 - d. Project references including contact names, addresses, and telephone numbers.
- 6: Narrative on the company's workload and ability to perform work for this project.
- 7: The proposed design approach by company for this project, including a proposed task timeline indicating number of calendar days to start/complete each proposed task.
- 8: Company proximity to, and familiarity with the area where the project is located.
- 9: Please provide references of clients for whom company and consultants have provided specifically activities related to public assistance, hazard mitigation and disaster recovery services. Include name, title, company or agency, email address and telephone number for each reference.

- 10: A list identifying project, year and project cost amount in regards to the company's experience in submitting grant/loan applications and/or administrating federal funded program projects.
- 11: A copy of the company's current rate and/or service fee schedule.
- 12: Any other additional information the respondent believes to be relevant to the City of Havelock's selection efforts.

Selection Criteria: In determining which firm(s) the City would select for further interview and/or negotiate consideration, a firm's submitted proposal is to be evaluated by city staff based upon the following weighted criteria:

- a. The firm's overall experience during the past ten (10) years in planning, design and construction administration involvement in related public assistance, hazard mitigation and disaster recovery services. (10 points)
- b. The firm's experience in specific planning, design and managing for a North Carolina municipal and/or county government request and administering public assistance, hazard mitigation and disaster recovery services. Besides the firm's experience, this rating factor will favorably consider those assigned individuals project team members who have actually been involved with a municipal and/or county project.
- c. Assessment of the firm's workload and ability to perform work for the City's project. (10 points)
- d. Assessment of the submitted project design approach and work task timeline proposed by the firm. (25 points)
- e. The firm's experience in applying and/or administering a federal public assistance, hazard mitigation and disaster recovery services.
- f. A check on the firm's submitted public assistance, hazard mitigation and disaster recovery services project references. (20 points)

Proposal Submission: Submit five (5) copies of the written proposal, one (1) of which must be electronic, no later than 11:30 AM, (EST) on October 24, 2018. No proposals will be accepted after this time. The City reserves its right to accept and reject any or all proposals.

Submit proposals to:

Lee W. Tillman
Director of Finance
Havelock Finance Department
PO Box 368
Havelock, NC 28532

All questions regarding this project should be directed to Lee Tillman at ltillman@havelocknc.us. In order that the selection process is as objective as possible, do not contact any other member of the City of Havelock Staff or officials.

General Comments:

- 1: Any cost incurred by respondents in preparing or submitting a proposal for the project shall be the respondents' sole responsibility.
- 2: All responses, inquiries, or correspondence relating to this RFP will become the property of the City of Havelock when received.
- 3: The City of Havelock reserves the right to refuse any or all packages received.