

# **REQUEST FOR PROPOSAL**

## **NEWTON COUNTY BOARD OF COMISSIONERS**

### **Program Administrative/Management Services**



**July 22, 2019**

**NEWTON COUNTY PURCHASING DEPARTMENT**

**1113 USHER STREET, SUITE 204**

**COVINGTON, GA 30014**

**678-625-1237**

**ADVERTISEMENT FOR REQUEST OF PROPOSAL**  
**Program Administrative/Management Services**  
**RFP #20-02**

Separate sealed proposals for Program Administrative/Management Services for Hazard Mitigation Plan Update, will be received by the Newton County Board of Commissioners at the Newton County Administration Building, Purchasing Department, Suite 204 located at 1113 Usher Street, Covington, GA 30014 **until 11:00 AM, Tuesday, August 13, 2019 E.S.T.**

**INSURANCE:** The contractor shall maintain in full force and effect throughout the lease term liability and property damage (casualty) policies. The policy of liability insurance shall cover all of the contractor's operations on the leased premises, including bodily injury and property damage; shall provide a per-occurrence limit of at least \$1,000,000 and at least double that amount in general aggregate; and shall name the County as an additional insured. The property damage policy shall cover the replacement value of the structures and equipment the contractor installs on site. The contractor shall also maintain workers' compensation insurance as required by law, and employers' liability coverage of at least \$1,000,000. The County will consider proposals offering reasonable exceptions to the requirements stated above. All policies shall be issued by an insurer of substantial size and financial stability. Upon request, contractor shall deliver to the County a certificate or policy of insurance evidencing contractor's compliance with this paragraph. Contractor shall abide by all terms and conditions of the insurance and shall do nothing to impair or invalidate the coverage.

Each proposal will be considered by the County, taking into consideration specific evaluation factors, as set forth in the Request for Proposal. Newton County reserves the right to reject any or all Proposals, including without limitation, the right to reject any Proposal that the County believes would not be in the best interest of the Project.

Digital copies of the PROPOSAL DOCUMENTS may be obtained at the Purchasing office at no charge by visiting [www.co.newton.ga.us](http://www.co.newton.ga.us) or contacting Randi Fincher at 678-625-1237 or [rfincher@co.newton.ga.us](mailto:rfincher@co.newton.ga.us). Hard copies of the PROPOSAL DOCUMENTS may be obtained upon a non-refundable payment of \$25.00 for each set. The County is not obligated to consider the contractor's proposal if they are not on record with the issuing office as having received complete Proposal Documents.

July 22, 2019  
Lloyd Kerr, County Manager  
Newton County Board of Commissioners

## **INTRODUCTION**

Newton County Board of Commissioners is requesting sealed proposals for Program Administrative/Management Services for the Hazard Mitigation Plan Update. Instructions for preparation and submission of a proposal are contained in this packet. Proposals must be typed or printed in ink.

Newton County provides equal opportunity for all businesses and does not discriminate against any person or business because of race, color, religion, sex, national origin, handicap or veteran's status. This policy ensures all segments of the business community have access to supplying the goods and services needed by Newton County.

## **PURCHASING CONTACT FOR THIS REQUEST:**

All questions concerning this invitation and all questions arising subsequent to award are to be addressed to the Purchasing Department at the following address:

Newton County Purchasing Department, Attn: Randi Fincher, 1113 Usher Street, Suite 204, Covington, GA 30014 Phone: 678-625-1237 E-mail: [rfincher@co.newton.ga.us](mailto:rfincher@co.newton.ga.us)

To maintain a "level playing field", and to assure that all proposers receive the same information, proposers are requested **NOT** to contact anyone other than the contact above until after the award of the contract. Doing so could result in disqualification of the proposer.

## **DUE DATE**

**Sealed proposals will be received at the Newton County Purchasing Department, 1113 Usher Street, Suite 204, Covington, GA 30014 no later than 11:00AM, Tuesday, August 13, 2019 E.S.T.** The price proposal form is to be sealed separately from the proposal. Do NOT put your price in with your proposal or it will be disqualified. Proposals received after this time will not be accepted.

## **PROPOSAL COPIES FOR EVALUATION:**

Four (4) copies, one (1) original and (1) digital copy on USB drive will be required for review purposes.

## **ADDENDA**

Answers to questions submitted that materially change the conditions and specifications of this RFP will be distributed to all addressees as an addendum. Any discussions or documents will be considered non-binding unless incorporated and distributed in an addendum. Answers to all questions shall be provided a minimum of 72 hours prior to the time the Proposal is due.

Proposers should check with the Purchasing Department frequently during the bidding process to verify that they have received all issued addendums. While every attempt is made to make sure that registered proposers receive notice of addendums, proposers have the responsibility of making sure that they have received all issued addendums. Addenda are required to be signed and returned with the proposal submittal.

## **PROPRIETARY INFORMATION**

Careful consideration should be given before submitting confidential information to Newton County. The Georgia Open Records Act permits public scrutiny of most materials collected as part of this process. Please clearly mark any information that is considered a trade secret, as defined by the Georgia Trade Secrets Act of 1990, O.C.G.A. §10-1-760 et seq., as trade secrets are exempt from disclosure under the Open Records Act. Newton County does not guarantee the confidentiality of any information not clearly marked as a trade secret.

## **SELECTION PROCESS**

The Newton County Purchasing Department and Evaluation Committee makes a recommendation for award. The Board of Commissioners will make the actual award of the contract and has the authority to award the contract to a company different than the company recommended by the Purchasing Department and/or Evaluation Committee.

An award will be made to the proposer whose proposal represents the best fit for the County after evaluation in accordance with the factors listed below. Newton County may reject any or all proposals and to waive any technicalities or informalities if such action is in the county's interest.

The proposer's initial proposal should contain the Proposer's best terms from a price and technical standpoint. The County reserves the right to conduct discussions if the County later determines them to be necessary.

Proposers will be evaluated based on the following criteria and may be called in for an interview. The County intends to award the contract to the responsible and responsive contractor whose proposal is determined in writing to be the most advantageous to the County taking into consideration all of the evaluation criteria.

## **EVALUATION CRITERIA**

Proposals will be evaluated using the categories and scoring indicated below:

- |  |                   |
|--|-------------------|
| 1. Technical Proposal Evaluation (Worth 70 Points) |                   |
| a. Corporate Background and Experience             | 20 Points         |
| b. Proposed Staff Qualifications, Resumes          | 20 Points         |
| c. Approach and Methodology                        | 30 Points         |
| 2. Cost Proposal Evaluation (Worth 30 Points)      |                   |
| a. Cost  | 30 Points         |
| <b>Total Possible Points</b>                       | <b>100 Points</b> |

## **INSURANCE**

With its proposal, each proposer shall indicate whether it meets the insurance requirements stated above, or if not, the coverage types and amounts in its insurance program.

**CONTRACT TERMS**

The contract between the County and the Consultant shall become effective upon signing and shall remain in force until the completion of the project or until notice of termination in writing is given by the other party as provided herein.

**AWARD OF CONTRACT**

The Newton County Purchasing Department and Evaluation Committee makes a recommendation for award. The Board of Commissioners will make the actual award of the contract and has the authority to award the contract to a company different than the company recommended by the Purchasing Department and/or Evaluation Committee.

**CONTRACT ADMINISTRATION**

The contact for any contract(s) or purchase order(s) arising as a result of this RFP shall be Jody Nolan, 678-342-5326.

**GENERAL INFORMATION**

No proposals received after said time or at any place other than the time and place as stated in the notice shall be considered. No responsibility shall attach to Newton County for the premature opening of a proposal not properly addressed and identified.

**TENTATIVE BID SCHEDULE**

Advertisement	July 22, 2019	
Deadline to Submit Questions	August 5, 2019	5:00 PM
Answer to Questions	August 8, 2019	
RFP 19-15 Due Date	August 13, 2019	11:00 AM

**WITHDRAWAL OF PROPOSAL**

A proposer may withdraw his proposal before the proposal due date, without prejudice to the proposer, by submitting a written request of withdrawal to the Newton County Purchasing Department.

**REJECTION OF PROPOSAL**

Newton County may reject any and all proposals and must reject a proposal of any party who has been delinquent or unfaithful in any formal contract with Newton County. Also, the right is reserved to waive any irregularities or informalities in any proposal in the proposing procedure. Newton County shall be the sole judge as to which proposal is best, and in ascertaining this, will take into consideration the business integrity, financial resources, facilities for performing the work, and experience in similar operations of the various proposers.

**STATEMENT OF EXPERIENCE AND QUALIFICATIONS**

The proposer may be required, upon request, to prove to the satisfaction of Newton County that he/she has the skill, experience, necessary facilities and ample financial resources to perform the contract(s) in a satisfactory manner and within the required time. If the available evidence of competency of any proposer is not satisfactory, the proposal of such proposer may

be rejected. The successful proposer is required to comply with and abide by all applicable federal and state laws in effect at the time the contract is awarded.

#### **NON-COLLUSION AFFIDAVIT**

By submitting a proposal, the proposer represents and warrants that such proposal is genuine and not sham or collusive or made in the interest or in behalf of any person not therein named, that the proposer has not directly or indirectly induced or solicited any other proposer to put in a sham proposal, or any other person, firm or corporation to refrain from proposing and that the proposer has not in any manner sought by collusion to secure to that proposer any advantage over any other proposer.

#### **NO CONFLICT OF INTEREST**

By submitting a proposal, the proposer represents and warrants that a Commissioner, Administrator, employee, nor any other person employed by Newton County has, in any manner, an interest, directly or indirectly, in the proposal or in the contract which may be made under it, or in any expected profits to arise therefrom.

#### **DOCUMENTS DEEMED PART OF THE CONTRACT**

The notice, invitation to proposers, general conditions, and instructions for proposers, special conditions, specifications, proposal, and addenda, if any, will be deemed part of the contract.

#### **STANDARD INSTRUCTIONS**

1. The instructions contained herein shall be construed as a part of any proposal invitation and/or specifications issued by Newton County and must be followed by each proposer.
2. The written specifications contained in this proposal shall not be changed or superseded except by written addendum from Newton County. Failure to comply with the written specifications for this proposal may result in disqualification by Newton County.
3. *Reserved*
4. The following number, **RFP 20-02 Program Administrative/Management Services for the Hazard Mitigation Plan Update** must be written clearly on the outside of each proposal envelope in order to avoid prior opening in error.
5. All proposals must be sealed, received and in-hand at proposal due date and time. Each proposer assumes the responsibility for having his/her proposal received at the designated time and place of proposal due date. Proposals received after the stated time and date may be subject to rejection without consideration, regardless of postmark. Newton County accepts no responsibility for mail delivery.
6. Unless otherwise stated, all proposals submitted shall be valid and may not be withdrawn for a period of 90 days from the due date.
7. Each proposal form submitted must include the name of the business, mailing address, the name, title and signature of the person submitting the proposal. When submitting a proposal to Newton County the first page of your proposal package should be the proposal form listing the price, delivery date, etc., unless the proposal form is requested to be in a separate envelope.
8. Newton County reserves the right to accept a proposal that is not the lowest price if, in the

County's judgment, such proposal is in the best interest of the County and the public. The County reserves the right to reject any and all proposals.

9. Telephone, Telegraphic or Facsimile proposals will not be accepted.

10. *Reserved.*

11. If applicable, completed questionnaires must be signed manually. Newton County reserves the right to accept or reject any proposal on the basis of incomplete or inaccurate answers to the questionnaire.

14. *Reserved.*

15. *Reserved.*

16. Proposers shall identify any subcontractors, and include an explanation of the service or product that they may provide.

17. Proposers should expect to contract with the County using the sample lease attached to this RFP, without significant modification. Proposers who have questions about any portion of the sample lease should make these known during the question/answer period and answers will be provided by RFP addendum.

## **SPECIFIC INSTRUCTIONS**

Any Proposer submitting a Proposal in response to the aforesaid Request for Proposal shall comply with the following specific instructions:

- (1) *Reserved.*
- (2) The submission of a Proposal constitutes a representation by the Contractor that it has studied and examined the Proposal Documents, including the scope of work and sample lease document attached to this RFP.
- (3) Any Proposal may include such documentation and information as the contractor deems appropriate to establish that it is a responsible and responsive Contractor and that its Proposal is the most advantageous to the Owner, taking into consideration the specific evaluation factors, as set forth in the aforesaid Request for Proposals.
- (4) Any changes, additions, interpretations, or corrections, to or concerning the Proposal Documents prior to the date for submission of Proposals will be issued as an Addendum by the Owner. Only such written changes, additions, interpretations, or corrections by Addendum shall be binding. Any changes, additions, interpretations, corrections given by any other method shall not be valid and the Contractor shall not rely upon in any manner whatsoever any verbal statements, instructions, interpretations, corrections, or other information provided by the Owner. Addendum will be sent by email to all the contracts and other entities that are registered in the Purchasing Department of the County as having received Contract Documents for the Project.
- (5) All Proposals must be signed by a duly authorized officer, member, or general partner (as appropriate) and dated. All blanks on the completed Proposal Form shall be filled in where so requested. The completed Proposal shall be without interlineations, alterations or erasures.
- (6) Upon submission, all Proposals shall become and remain the property of the County. The County shall have no liability arising out of the disclosure, dissemination, or publication of any Proposal or any information contained therein.
- (7) Any Proposal submitted to the County shall remain open for acceptance by the County, and same shall be honored by the contractor, for a period of ninety (90) days of the date set forth hereinabove for the receipt of Proposals;
- (8) The County reserves the right to amend these Instructions, or clarify same by Addendum, within the time provided by Georgia Law. If such revisions or amendments are of such magnitude as to warrant, in the sole discretion of the County, the postponement for the date of the submission and receipt of Proposals, written notification shall be issued to any contractor who has notified the County in writing of its intent to submit a Proposal pursuant to the County's Request for Proposals.
- (9) A Summary Checklist of the items to be included in each proposal is shown below:  
Exhibit A: Proposal Certification  
Exhibit B: Non Collusion Affidavit  
Exhibit C: Price Proposal Form  
Exhibit D: Any addenda received from County  
Exhibit E: Technical Proposal



## Exhibit A

I certify that this proposal is made without prior understanding, agreement, or connection with any corporation, contractor or person submitting a proposal for the same, and is in all respects fair and without collusion or fraud. I understand that collusive bidding is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards. I agree to abide by all conditions of this Request for **Proposal #20-02** and certify that I am authorized to sign this proposal for the company.

This \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_.

Company Name (Please Type or Print)

Person Authorized to Sign:

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Street: \_\_\_\_\_

Title: \_\_\_\_\_

City: \_\_\_\_\_

Telephone Number: (    ) \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Signature: \_\_\_\_\_

Email: \_\_\_\_\_

**Exhibit B**  
**Non-Collusion Affidavit of Prime Bidder/Subcontractor**

State of Georgia  
Newton County, Georgia

\_\_\_\_\_, being the first duly sworn, deposes and says that:

1. He/she is \_\_\_\_\_ of \_\_\_\_\_  
(Owner, partner, etc.) (Company)

the Bidder that has submitted the attached Bid;

2. He/she is fully informed respecting the preparation and contents of the attached Bid and of all pertinent circumstances respecting such Bid;

3. Such Bid is genuine and is not a collusive or sham Bid;

4. Neither the said Bidder nor any of its officers, partners, owners, subcontractors, agents, representatives, employees or parties in interest including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly, with any other Bidder, firm or person to submit a sham Bid in connection with the Contract for which the attached Bid has been submitted or to refrain from bidding in connection with such Contract, or has in any manner, directly or indirectly sought by agreement or collusion or communication or conference with any other Bidder, firm or person to fix price or prices in the attached Bid or of any other Bidder, or to fix overhead, profit or cost element of the bid price or the bid price of any other bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement and advantage against Newton County or any person interested in the proposed contract;

5. The price or prices quoted in the attached Bid are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees or parties in interest including this affiant;

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name & Title: \_\_\_\_\_

Notary: \_\_\_\_\_

My Commission Expires \_\_\_\_\_

**Exhibit C**  
**PROPOSAL PRICE FORM**  
**RFP #20-02**  
**Program Administrative/Management Services**  
**For The Hazard Mitigation Plan Update**

Specify an estimated not-to-exceed amount for the services. Attach your firm's standard fee schedule for the services. State any personnel expenses, direct salaries, consultant charges and reimbursable expenses.

Proposal on Specification as outlined: Yes \_\_\_\_\_  
No \_\_\_\_\_ \* Variations are to be noted.

Proposal price expires: \_\_\_\_\_ Month \_\_\_\_\_ Day \_\_\_\_\_ Year  
Minimum of 90 days

Proposal Price: \$ \_\_\_\_\_  
Lump Sum Not to Exceed

**Proposal Received From:**

Company \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Contact # \_\_\_\_\_

\_\_\_\_\_  
Authorized Representative (Print or Type)

\_\_\_\_\_  
Authorized Representative (Signature)

## **Exhibit D**

ANY ADDENDA ISSUED BY NEWTON COUNTY FOR THIS PROJECT

## **Exhibit E**

### **Technical Proposal**

*Purpose:*

Newton County Board of Commissioners was awarded a Federal Grant to update the Multi-Jurisdiction Hazard Mitigation Plan to meet the federal requirements of the Disaster Mitigation Act of 2000. Newton County Board of Commissioners is seeking to procure the services of a professional hazard mitigation consulting firm to update the current Hazard Mitigation Plan.

The technical proposal paragraphs must contain the below information:

**Title Page**

Proposals must include a title page that list the Proposer's contact information.

**Company Background and Experience**

The Proposer should give a brief description of its company including brief history, corporate or organizational structure and number of years in business. The proposer should provide a description of its corporate resources that would be available to support this project, such as facilities, tools or auxiliary staff who have unique qualifications and experience.

Also provide three (3) prior experiences in working with governmental entities on projects similar in size and scope.

**Proposed Project Staff:**

The Proposer should provide resumes and detailed information about the experience and qualifications of the personnel assigned to the project. Provide a complete listing of all related projects undertaken or completed in the past 10 years. This should also include the role and responsibilities of each person on the project, their planned level of effort, their anticipated duration of involvement and their on-site availability.

If a subcontractor will be used, Proposer should clearly identify any subcontractor arrangements and should provide information about the qualifications and experience of any key personnel the Proposer expects to use from the subcontractor.

**Approach and Methodology:**

Proposals should include enough information to satisfy evaluators that the Proposer has the appropriate experience, knowledge and qualifications to perform the scope of services as described herein. Proposers should respond to all requested areas:

1. Provide information to indicate the Proposer understands the nature of the project and how its proposal will best meet the needs of the County.
2. Define a functional approach in providing the services.
3. Define a functional approach in identifying the task necessary to meet requirements

4. Describe the approach to Project Management and Quality Assurance.
5. Provide a proposed Project Work Plan that reflects the approach and methodology, tasks and services to be performed, deliverables, timetables and staffing.
6. Provide an explanation of any additional tasks to be performed which are deemed necessary by the Proposer for successful project completion; explanation of deviation from and/or deletion of any task listed in the Scope of Services.
7. Have the ability to develop programmatic strategies, goals and objectives.

**Cost Proposal:**

The Price Proposal Form must be sealed and submitted separately from technical proposal. Proposals with pricing in the technical proposal will not be accepted.

The proposal shall include a lump sum price for the updated of the Hazard Mitigation Plan. Please attach a breakdown of the cost to the Price Proposal Form

## **Scope of Work**

Identify all Changes to the Plan within each Section

1. Update the planning process
  - a. List jurisdictions participating in the plan that seek approval.
  - b. Describe the process used to review and analyze each section of plan, as well as process used to determine if a section warranted an update.
2. Improve the risk assessment
  - a. Address any newly identified hazards that pose a more significant threat than was apparent when previously approved plan was prepared
  - b. Discuss new occurrences of hazard events and update the
  - c. Incorporate new information where data deficiencies were identified in the previous plan or if the data deficiencies remain unresolved, explain why they remain unresolved and include a schedule to resolve the issue.
  - d. Include current inventory of existing and proposed buildings, infrastructure and critical facilities in hazard areas, including existing NFIP repetitive loss structures. The community will determine how far into the future they wish to go in considering proposed buildings and Critical Facilities based on timed data gathering phase of their comprehensive plan or land use plan update.
  - e.

**Consultants Qualifications:**

1. The ideal project manager will have a minimum of ten (10) years of responsible, professional-level, public or private sector, experience in complex project management with an emphasis on more than one of the following disciplines:
  - a. Architecture
  - b. Landscape Architecture
  - c. Civil engineering
  - d. Construction Management
2. Bachelor's degree in architecture, landscape architecture, urban planning or construction management.
3. Project manager to preferably have one of the following: license professional architect, license landscape architect, certified project manager or certified construction manager.
4. Ability to communicate effectively, meet schedules, coordinate activities with multiple parties, and work within budget limitations.
5. Proficiency in the utilization of project management software.