

**REQUEST FOR PROPOSALS**  
**FOR DISASTER RECOVERY ADMINISTRATIVE SERVICES**

**PURPOSE**

OWNER is soliciting sealed proposals to provide Disaster Recovery Administrative Services.

**INSTRUCTIONS TO PROPOSERS**

Firms or companies desiring to provide services, as described in the Scope of Work, shall submit sealed proposals with an original, five (5) complete copies, and one (1) CD with all of the above information included (each document must be in an individual PDF format file) no later than **10:00 a.m., Thursday, November 8, 2018, to Janice Peters, City Clerk, City of Callaway, City Hall Planning Building, 6601 E. Highway 22, Callaway, Florida 32404.**

Offers by telephone or telegram shall not be accepted. Also, submitters are instructed NOT to fax their proposal. Faxed proposals shall be rejected as non-responsive regardless of where the fax is received.

Respondents are cautioned that they are responsible for delivery to the specific location cited above. Therefore, if your bid, proposal or quotation is delivered by an express mail carrier or by any other means, it is your responsibility to ensure delivery to the above address. This office will not be responsible for deliveries made to any place other than the specified address.

It is the sole responsibility of the bidder to ensure that his or her Proposal reaches the City on time. The OWNER shall not be responsible for late deliveries or mail delays. All proposals will be opened publicly.

**TERMS AND CONDITIONS**

1. The OWNER reserves the right to accept or reject any or all proposals, with or without cause, to waive technicalities, or to accept the proposal which, in its sole judgment, best serves the interest of the OWNER, or to award a contract to the next most qualified submitter if a successful submitter does not execute a contract within thirty (30) days after approval of the selection by the OWNER.

OWNER reserves the right, and has absolute and sole discretion, to cancel a solicitation at any time prior to approval of the award by the OWNER.

2. The OWNER reserves the right to request clarification of information submitted and to request additional information of one or more applicants.
3. Any proposal may be withdrawn until the date and time set above for the submission of the proposals. Any proposals not so withdrawn shall constitute an irrevocable offer, for a period of ninety (90) days, to provide to the OWNER the services set forth in this Request for Proposals, or until one or more of the proposals have been awarded.
4. Proposals shall be sealed and submitter should indicate on their proposal the following:
  - Date of Opening – 2:00 p.m., Monday, November 5, 2018
  - Name and Address of submitter
5. Costs of preparation of a response to this request for proposals are solely those of the submitter. The OWNER assumes no responsibility for any such costs incurred by the submitter. The submitter also agrees that the OWNER bears no responsibility for any costs associated with any administrative or judicial proceedings resulting from the solicitation process.

6. The submitter receiving the award will obtain or possess the following insurance coverages and will provide Certificates of Insurance to the OWNER to verify such coverage.
  - A. Workers' Compensation - The vendor shall provide coverage for its employees with statutory workers' compensation limits, and no less than \$1,000,000.00 for Employers' Liability. Said coverage shall include a waiver of subrogation in favor of the OWNER and its agents, employees and officials.
  - B. Commercial General Liability - The vendor shall provide coverage for all operations including, but not limited to Contractual, Products and Completed Operations, and Personal Injury. The limits shall be no less than \$1,000,000.00, per occurrence, with a \$2,000,000.00 aggregate.
  - C. Business Automobile Liability - The vendor shall provide coverage for all owned, non-owned and hired vehicles with limits of not less than \$1,000,000.00, per occurrence, Combined Single Limits (CSL) or its equivalent.
  - D. Professional Liability (Errors & Omissions) - The vendor shall provide coverage for all claims arising out of the services performed with limits not less than \$1,000,000.00 per claim. The aggregate limit shall either apply separately to this contract or shall be at least twice the required per claim limit.
7. The consultant awarded this contract shall maintain adequate records to justify all charges, expenses, and costs incurred in estimating and performing the work for at least three (3) years after completion of the later of final grant closeout or final audit by OMB of any project work performed under contract resulting from this RFP. The OWNER shall have access to all records, documents and information collected and/or maintained by others in the course of the administration of the agreement. This information shall be made accessible at the awardees place of business to the OWNER, including the Comptroller's Office and/or its designees, for purposes of inspection, reproduction and audit without restriction.
8. It is the intent of the OWNER to enter into a three (3) year term contract, with a renewal clause for two (2) additional one (1) year renewal terms for services as described herein.

## **PROPOSAL FORMAT**

Submitters must respond in the format delineated below.

The following information shall be tabbed to identify the required information. Failure to submit this information will render your proposal non-responsive.

### **1. QUALIFICATIONS OF THE FIRM**

The Respondent shall provide a narrative of the firm's qualities and capabilities that demonstrates how the firm will work with the City to fulfill the requirements of this Project. Describe the firm's methods of providing the Disaster Recovery Administrative Services outlined within the Scope of Work. Only past experience as the prime contractor with local governments will be considered. Firm qualifications must include, at minimum, the following:

- A. Relevant Experience – Recent experience demonstrating current capacity and current expertise in assisting local governments in obtaining reimbursement from state and federal agencies following disaster events.
- B. Past Performance on Similar Projects - Provide at least three references for which the firm has performed disaster grant management and administrative services as prime

contractor that are similar to the requirements in the Scope of Services. Provide the reference contact name, address, e-mail address, telephone numbers and date of the contract.

- C. Project Approach – Describe the approach and methodology it will use to accomplish the work herein. The project approach shall include information on schedule and availability where applicable.

2. QUALIFICATIONS OF STAFF

Describe the composition and structure of the firm and include the names of persons with an interest in the firm. Key project staff must be full time employees of the proposing firm and have experience, working for the Proposer, in the requirements described within the Scope of Work.

A Key Staff – The Respondent shall include a list of the proposed staff that will perform the work required if awarded this contract and a summary of staff qualifications. Provide resume representative of staff likely to be assigned to this project. An organizational chart and management plan should be included in this section. The Respondent shall also include minimum qualifications for each class of employee of the project team and identify his/her role on the team. Include in this section the location of the main office and the location of the office proposed to work on this project.

3. TECHNICAL APPROACH

Provide a description of the submitter’s approach to the project, to include startup procedures/requirements.

4. COST PROPOSAL

Each submitter must complete and submit the Cost Proposal Form/Fee Schedule included herein. The Cost Proposal will be evaluated on the hourly rates submitted on the cost proposal form for the labor positions listed. All non-labor costs will be billed to the OWNER at cost without markup.

**SELECTION CRITERIA**

The following weighted criteria will be utilized to select the consultant awarded this contract.

| <b>Criterion</b>  | <b>Points</b> |
|---|---------------|
| Firm Scope and Capacity   | 20            |
| Firm Qualifications on Similar Projects including references  | 20            |
| Staff Qualifications and Experience including demonstration of knowledge of FEMA/HUD regulations and procedures | 20            |
| Project Understanding and Approach  | 20            |
| Knowledge of/ Past Work Experience for the Community and/or local resources                                     | 10            |
| Cost Proposal   | 10            |
| <b>TOTAL</b>  | <b>100</b>    |

## **SCOPE OF SERVICES**

### **I. BACKGROUND**

In the event of a major disaster, the City seeks to protect its interests by securing the services of a qualified disaster recovery consultant as outlined in the following scope of work. The City recognizes that if its facilities and/or operations are damaged and disrupted by a major disaster, its existing employees and systems may be overwhelmed by the scale of necessary disaster response and recovery work. In order to ensure a rapid recovery and post disaster redevelopment process, the City will require the services of qualified, experienced professionals to manage state and federal grant management processes.

### **II. SCOPE Of WORK**

The contractor will provide experienced personnel and resources to complete the following activities:

- A. Applicants Briefing and Kick-Off Meeting. Attend meetings with the State/Federal agencies including applicant briefings, kick-off meetings and project specific discussions;
- B. Technical Assistance. Provide general financial management advice and assistance including but not limited to:
  - Develop and support the ongoing activity of a disaster recovery team to manage the FEMA Public Assistance process;
  - Provide advice as to the disaster recovery team as appropriate and participate in meetings;
  - Provide advice as to the eligibility of facilities, work, and costs and develop justifications for presentation to the State of Florida and FEMA with regard to any issues which may arise;
  - Briefing purchasing, contracting and department personnel on requisite/purchasing procedures and documentation
- C. Correspondence. Prepare correspondence to the State of Florida, FEM, HUD, etc. on behalf of the City as necessary; Prepare a program management plan; Prepare periodic reports to the City as to the status of grant management progress and participate in all status meetings;
- D. Inspection/Damage Assessment. Inspect disaster related damage to eligible facilities, identify eligible emergency and permanent work (Category A-G) and review records of emergency expenses incurred by the City;
- E. Document. Ensure all eligible damages have been quantified and presented to federal inspectors/Project Officers;
- F. Financial Tracking. Categorize, record, track and file costs on approved forms in support of the financial reimbursement process. Communicate with City Departments on a daily basis and maintain an up-to-date database of eligible labor, equipment, and materials costs as reported on Event Activity Tracking Forms to prepare daily reports to City management;
- G. Financial Management. Assistance in requesting Immediate Needs Funding or Grants Based on Estimates; Development and tracking of plans for Cash flow management and disbursements by State/FEMA; Insurance evaluation, documentation adjusting and

settlement services; Tracking project progress, expenditures, reimbursement requests and receipts;

- H. Project Worksheet. Prepare Project Worksheets for Categories A-G for review by FEMA and the State ensuring that the scope of work is accurate and comprehensive, estimates are accurate, expenses are eligible and documented, and that projects are categorized as small or large in a manner that ensures prompt and sufficient reimbursement to the City; Attend all meetings with the City, State and FEMA (and/or other Federal agencies) to negotiate individual Project Worksheets as needed;
- I. Repair and Restoration. Review the scope of work and bidding procedures of proposed damage repair/reconstruction work for compliance with FEMA requirements;
- J. Documentation. Support departments with organizing reimbursable expenses. Review, maintain and ensure accuracy of documentation prepared by City departments;
- K. Reporting. Compile and summarize in FEMA approved format Category A through G costs for presentation to FEMA and the State and inclusion in project worksheets;
- L. Provide assistance to departments having difficulty with their claims;
- M. Ensure the county meets all deadlines imposed by FEMA and/or the State for documentation, appeals, completion of work, etc;
- N. Appeal. If the City disagrees with any FEMA determinations, make all reasonable efforts to resolve any such dispute and/or strategize and write appeals; Provide fully qualified counsel to the City in support of any legal action required as the result of an appeal;
- O. Closeout. Preparation of closeout packages including final funding reconciliation, copies of required permits, exemptions or waivers, bid documents, change orders, improved project filings, compliance monitoring, and other documents required or useful for grant closeout review. Prepare all documentation for, and represent the City in, all project closeout activities, Participate in exit conferences with the City, State, and FEMA;
- P. Audit. Upon completion of all projects and drawn down reimbursement for all eligible costs, finalize preparations for State and FEMA final inspections and audits.
- Q. FEMA 404 and 406 Hazard Mitigation Services: Assist in identifying, developing and evaluating opportunities for hazard mitigation projects (Section 404 and 406). Develop hazard mitigation proposals, cost benefit analysis (BCA). Prepare other hazard mitigation services related to Hazard Mitigation Grant Program, Pre-Disaster Mitigation, and other mitigation programs.
- R. HUD Community Development Block Grant Disaster Recovery (CDBG-DR) Support Services: Provide knowledge, experience, and technical competence in the planning, administration, and implementation of eligible CDBG activities as identified at 24 CFR 570 and modified or waived under Federal Register allocation of the CDBG-DR funds. Conduct unmet needs assessment – particularly housing, infrastructure, and economy. Provide other HUD related technical assistance and consulting services as needed.
- S. Other Grant Management Assistance: Provide other state and federal grant management services as needed. Assist the City with the management and administration of other federal grant management programs not identified above.

END OF SCOPE

**COST PROPOSAL FORM**

The hourly labor rates shall include all applicable overhead and profit. All non-labor related project costs (including travel, lodging, and per diem) will be billed to the OWNER at cost without mark-up.

| <b>POSITIONS</b>                   | <b>HOURLY RATES</b> |
|------------------------------------|---------------------|
| Project Executive                  | \$                  |
| Project Manager                    | \$                  |
| Senior Damage Assessment Estimator | \$                  |
| Damage Assessment Estimator        | \$                  |
| Senior Grant Management Specialist | \$                  |
| Grant Management Specialist        | \$                  |
| Senior Engineer/Planner/Analyst    | \$                  |
| Engineer/Planner/Analyst           | \$                  |
| Administrative Assistant           | \$                  |

**OTHER REQUIRED POSITIONS**

Submitter may include other positions, with hourly rates and attach a job description for each position.