

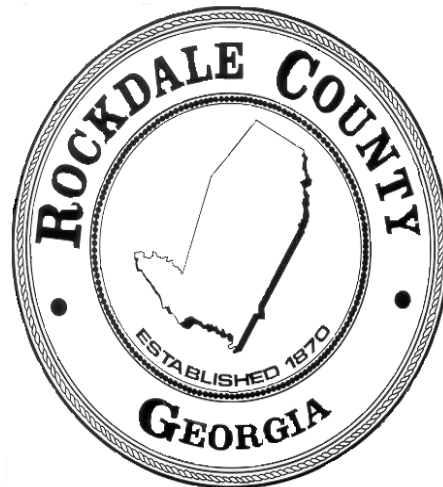
REQUEST FOR PROPOSALS

No. 17-01

ROCKDALE COUNTY, GEORGIA

December 21, 2016

HAZARD MITIGATION PLAN (HMP) UPDATE



**ROCKDALE COUNTY FINANCE DEPARTMENT
PROCUREMENT OFFICE
958 Milstead Avenue
CONYERS, GA 30012
770-278-7552**

INTRODUCTION:

Rockdale County is requesting Competitive Sealed Proposals for the **Hazard Mitigation Plan (HMP) Update**. Instructions for preparation and submission of a proposal are contained in this packet. Proposals must be typed or printed in ink.

Rockdale 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 veterans status. This policy ensures all segments of the business community have access to supplying the goods and services needed by Rockdale County.

PURCHASING CONTACT FOR THIS REQUEST:

All questions concerning this RFP and all questions arising subsequent to award are to be addressed to the Purchasing Division via email to Meagan Porch, Buyer, at meagan.porch@rockdalecountyga.gov or the following address:

Rockdale County Finance Department
Purchasing Division
Attn: Meagan Porch
958 Milstead Avenue
Conyers, GA 30012
Phone: (770) 278-7557, Fax: (770) 278-8910
E-mail: meagan.porch@rockdalecountyga.gov

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.

PROPOSAL COPIES FOR EVALUATION:

Four (4) hard copies and one (1) original hard copy and one (1) CD or Flash Drive in Adobe PDF format will be required for review purposes. *(Original must be clearly marked "Original" and the Copies clearly marked "Copies.")* . CD's that are blank or have incorrect information on them will not be acceptable and may be justification for disqualification. Check your disk(s) to ensure that they have the appropriate material on it before submitting.

CONTRACT TERM:

The Contract Term shall commence within thirty (30) days from receipt of Notice to Proceed. The contract must be completed within 365 days from contract start date.

DUE DATE:

Sealed proposals will be received at the Rockdale County Finance Department, Procurement Division, 958 Milstead Avenue, Conyers, GA 30012 no later than **2:00 P.M., local time, Thursday, January 12, 2017.** Proposals received after this time will not be accepted.

PRE-PROPOSAL CONFERENCE:

There will be no pre-proposal conference.

QUESTIONS AND CLARIFICATIONS:

All questions and requests for clarifications concerning this RFP must be submitted to the Purchasing Division via email to meagan.porch@rockdalecountyga.gov or at the above address no later than **2:00 p.m., local time, on January 5, 2017**. It shall be the proposers responsibility to seek clarification as early as possible prior to the due date and time. Written responses from the County to the questions it receives will be in an addendum and posted to the County's website at www.rockdalecountyga.gov, under Bid Opportunities. Questions or requests for clarifications received after this deadline will not receive a

response.

ADDENDA:

Answers to questions submitted that materially change the conditions and specifications of this RFP will be issued in an addendum and posted to the County's website at www.rockdalecountyga.gov Bid Opportunities. Any discussions or documents will be considered non-binding unless incorporated and issued in an addendum.

It is the proposer's responsibility to check the Rockdale County website at www.rockdalecountyga.gov, Bid Opportunities for any addenda that may be issued, prior to submitting a proposal for this RFP.

QUANTITIES

The quantities listed in the Proposers Response Schedule are provided as an estimate for proposal purposes. The County will not be obligated to quantities beyond actual needs.

ENERGY EFFICIENT, RECYCLING, AND WASTE REDUCTION PURCHASING POLICY

Policy #R-2015-08 includes the following language:

The Rockdale County Board of Commissioners only purchases energy star rated equipment and appliances that are economically responsible and reduce resource consumption and waste within federal, state, and local laws. The County will only purchase recycled copy, computer, and fax paper with at least 30 percent recycled content.

A copy of the policy may be viewed and downloaded by visiting the website at www.rockdalecountyga.gov Bid Opportunities, and scrolling down to the bottom of the page.

QUALIFICATIONS OF OFFERORS:

Proposers must have a current business license from their home based jurisdiction and provide a copy of that license with the submittal of their proposal response.

Proposals from any offeror that is in default on the payment of any taxes, license fees, or other monies due to Rockdale County will not be accepted.

Any contractor submitting a Proposal must complete the Contractor's Qualification Statement and Questionnaire if provided in this package.

In evaluating Proposals, the County may seek additional information from any contractor concerning such contractor's proposal or its qualifications to construct the Project.

Proposers are to submit at least **four (4) references** from projects with similar experience using the materials and process in this RFP.

PROPRIETARY INFORMATION

Careful consideration should be given before submitting confidential information to Rockdale 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. Rockdale County does not guarantee the confidentiality of any information not clearly marked as a trade secret.

FINANCIAL STABILITY

The Offeror will provide financial information that would allow proposal evaluators to ascertain the financial stability of the firm.

- If a public company, the Offeror will provide their most recent audited financial report.
- If a private company, the Offeror will provide a copy of their most recent internal financial statement, and/or a letter from their financial institution, on the financial institution's letterhead, stating the Offeror is in good standing with that financial institution.

SELECTION PROCESS:

The Rockdale County Procurement Office 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 Procurement Office and/or Evaluation Committee.

This is a past performance/quality/price trade-off source selection in which competing offeror's past and present performance history and product quality will be evaluated on a basis approximately equal to price. Award will be made to the responsible offeror whose proposal represents the best value after evaluation in accordance with the factors listed below. Rockdale County Board of Commissioners may reject any or all proposals and to waive any technicalities or informalities if such action is in the county's interest.

Rockdale County may evaluate proposals and award a contract without discussions with offerors. Therefore, the offeror's initial proposal should contain the offeror'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.

INSURANCE:

The Company shall maintain in full force and effect the following insurance during the term of the Agreement.

Coverage	Limits of Liability
Workers' Compensation	Statutory
Employers' Liability	\$1,000,000.00
Bodily Injury Liability	\$1,000,000.00 each occurrence
except Automobile	\$1,000,000.00 aggregate
Property Damage Liability	\$1,000,000.00 each occurrence
except Automobile	\$1,000,000.00 aggregate
Personal & Advertising Injury Limit	\$1,000,000.00
Products / Completed Ops.	\$2,000,000.00 aggregate
Automobile Bodily Injury	\$1,000,000.00 each person
Liability	\$1,000,000.00 each occurrence
Automobile Property Damage	\$1,000,000.00 each occurrence
Liability	
Property Coverage	Equal to or greater than the existing building limit if performing renovations.
(If hazardous substances are involved)	
Contractor's Pollution Liability (with 1 year extended reporting period)	
Each Occurrence	\$1,000,000.00
Aggregate	\$2,000,000.00
Environmental Impairment Liability (with 1 year extended reporting period)	
Each Occurrence	\$1,000,000.00
Aggregate	\$2,000,000.00
Professional Liability/General Liability	\$1,000,000.00

All insurance shall be provided by an insurer(s) acceptable to the County, and shall provide for thirty (30) days prior notice of cancellation to the County. Upon contract award, 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.

Rockdale, GA shall be named as Additional Insured under any General Liability, Business Auto and Umbrella Policies using ISO Additional Insured Endorsement forms CG 2010 or its equivalent. Coverage shall apply as Primary and non-contributory with Waiver of Subrogation in favor of Rockdale County, Georgia.

The insurance carrier must have a minimum rating of A or higher as determined by the rating firm A.M. Best.

Certificates to contain policy number, policy limits and policy expiration date of all policies issued in accordance with this contract.

BONDS:

N/A

PERMITS:

The awarded contractor will be responsible for acquiring any permits that are required for this project/purchase. Rockdale County will waive fees on all permits issued by Rockdale County.

AWARD OF CONTRACT

The Rockdale County Procurement Office 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 Procurement Office and/or Evaluation Committee.

ILLEGAL IMMIGRATION REFORM AND ENFORCEMENT ACT OF 2011

Vendors submitting a Qualification package in response to this RFP must complete the Contractor Affidavit under O.C.G.A. §13-10-91(b)(1) which is provided with the RFP package to verify compliance with the Illegal Immigration Reform and Enforcement Act of 2011.

- A. The form must be signed by an authorized officer of the contractor or their authorized agent.
- B. The form must be notarized.
- C. The contractor will be required to have all subcontractors and sub-subcontractors who are engaged to complete physical performance of services under the final contract executed between the County and the contractor complete the appropriate subcontractor and sub-subcontractor affidavits and return them to the County a minimum of five (5) days prior to any work being accomplished by said subcontractor or sub-subcontractor. Format for this affidavit can be provided to the contractor if necessary.**

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 Rockdale County for the premature opening of a proposal not properly addressed and identified.

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 Rockdale County Procurement Office.

REJECTION OF PROPOSAL:

Rockdale 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 Rockdale County. Also, the right is reserved to waive any irregularities or informalities in any proposal in the proposing procedure. Rockdale 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 Rockdale 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.

INTEREST OF:

By submitting a proposal, the proposer represents and warrants that a Commissioner, Administrator, employee, nor any other person employed by Rockdale 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 there from.

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 Rockdale 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 Rockdale County. Failure to comply with the written specifications for this proposal may result in disqualification by Rockdale County.
3. All goods and materials shall be F.O.B. Destination Conyers, Georgia and no freight or postage charges will be paid by Rockdale County unless such charges are included in the proposal price.
4. The following number, **RFP No. 17-01** must be written clearly on the outside of each proposal envelope in order to avoid prior opening in error.
5. All proposals must be 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. Rockdale 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 120 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 Rockdale 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. Rockdale 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. No sales tax will be charged on any orders except for contracts that include construction materials being purchased through a third party.
 - i. Federal I.D. #58-6000882
 - ii. Sales Tax Exempt #58-800068K
11. If applicable, completed questionnaires must be signed manually. Rockdale County reserves the right to accept or reject any proposal on the basis of incomplete or inaccurate answers to the questionnaire.
12. If applicable, warranty information shall be provided.
13. Proposers shall state delivery time after receiving order.
14. Proposers shall identify any subcontractors, and include an explanation of the service or product that they may provide.

Hazard Mitigation Plan Update for Rockdale County, Georgia

1. INTRODUCTION

1.1 OBJECTIVE

- 1.1.1** Rockdale County is soliciting proposals from qualified firms or individuals to update the County's Hazard Mitigation Plan in accordance with requisite federal, state and local standards including the Federal Disaster Mitigation Act of 2000 (Act) and associated federal directives or guidelines. The successful Consultant should provide all planning services necessary to complete and submit an updated plan that meets the requirements of the Federal Emergency Management Agency (FEMA) and be approved to be eligible for the Hazard Mitigation Grant Program, Pre-Disaster Mitigation Program funding, and Public Assistance Funds. In addition to meeting compliance and eligibility standards for mitigation funds, the plan should serve as a planning document that describes potential hazards, vulnerabilities and strategies to reduce or eliminate the long term risks to human life and property from natural hazards. The plan will update the Rockdale County Hazard Mitigation Plan approved in February 2014.
- 1.1.2** The purpose of the Plan is to reduce the jurisdiction's risks from natural and human caused hazards, serving as a guide for decision-makers as they commit resources to reducing the effects of natural hazards. Local plans will also serve as the basis for the State to provide technical assistance and to prioritize project funding. Local plans include the following:
- a. The Rockdale County Emergency Operations Plan with
 - b. The current Hazard Mitigation Plan dated 2014;
 - c. SOP's and SOG's from public safety departments;
 - d. Planning and Zoning rules and regulations as specified in county code;
 - e. Local municipality comprehensive plans and codes for planning and zoning will also serve as the basis for the State to provide technical assistance and to prioritize project funding.
- 1.1.3.** The County is required to complete the updated plan by September 1, 2018. The plan must be submitted to the Georgia Emergency Management Homeland Security Agency (GEMHSA) no later than October 1, 2018 and to FEMA for approval no later than February 1, 2019.
- 1.1.4** The Consultant's work shall not be completed until the Plan has been both formally adopted by the City and County, and formally by the Federal Emergency Management Agency.
- 1.1.4.1** The County desires proposals from those firms that can provide all of the Services contemplated under the Scope of

Services (SOS) contained herein. Proponents shall comply with performance standards, requirements and the requested Scope of Services (SOS) in this RFP.

- 1.1.4.2** The successful Consultant agrees that the Services provided shall conform to the professional standards of care and practices customarily expected of professional consulting firms engaged in the performance of comparable work, that the personnel furnishing services shall be qualified and competent to adequately perform the services assigned to them, and that recommendations, guidance and performance of said personnel shall reflect such standards of professional knowledge and judgment to the extent required by the law.
- 1.1.4.3** It is essential that the successful consultant have the ability to work with Rockdale County and other essential parties as a team.
- 1.1.4.4** The County will appoint its Emergency Management personnel to serve as the County's Authorized Representative. The successful Proponent will provide a Lead Consultant, designated to be responsible for the overall coordination of services to be provided under the resulting Professional Services Agreement.

1.2 TERM

The contract shall commence within thirty (30) days from receipt of written Notice to Proceed.

The contract must be completed within three hundred sixty-five (365) days from contract start date.

1.3 CONFLICT OF INTEREST NOTICE TO PROPONENTS

1.3.1 All firms, Sub-consultants and their employees are notified and advised to avoid potential conflicts of interests. Full and prompt disclosure of involvement in any project or services to other clients that may be in conflict with financing, construction, operation and management of the County projects shall be made to the County in the technical response of the firm's proposal, and in advance of assignment so that real or potential conflicts of interest can be avoided.

1.3.2 In any circumstance where Proponent, including any joint venture partners, parent or subsidiary companies, or affiliates under common control, is providing Services or work under another contract with the County and a dispute, claim or conflict of interest arises between the County and such provider under this Agreement or another agreement, the County may in its sole determination and discretion, suspend all existing work under this Agreement and may or may not issue any further work to the Provider under this Agreement unless and until such dispute, claim or conflict of interest is resolved to the County's satisfaction. Should the County take such action, Provider shall not be entitled to any additional costs of any kind resulting from such action except that Provider may be paid for any authorized Services provided to the County under this Agreement prior to the effective date of the suspension of the work. This provision shall not be deemed exclusive and shall be supplemental to any rights and remedies available to the County under this Agreement, any other agreement or as may be available under applicable law.

1.4 SUB-CONSULTANTS AND SUB-CONTRACTORS

1.4.1 Consultant shall ensure the responsibility standards for each of its Sub-Consultants and Sub-Contractors as listed below and in each and every part of this RFP. Verification must include documentation that each Sub-Consultant or Sub-Contractor meets the responsibility criteria required to perform the work including any professional license, certification, insurance requirements of this RFP, any governmental agency having jurisdiction over the matter, or any law or regulation pertaining to the work or requirements. Contractor shall not furnish any statement, representation, or certification in connection with sub-consultants or sub-contractors that is materially false, deceptive, incorrect or incomplete. Failure of the Proponent to provide information concerning the responsibility of any Sub-consultant or Sub-contractor may result in a finding that the Proponent is not responsible.

1.4.2 All proposed Sub-consultants and Sub-contractors shall be listed in the Proponents response. Proponent shall ensure that all proposed Sub-contractors have adequate

personnel, past experience, adequate facilities, finances and business systems to perform the scope of services. The County reserves the right to approve all Sub-contractors and Sub-consultants.

- 1.4.3** Consultant shall have the responsibility of verifying the existence, authenticity and dates of expiration of all licenses required by all Sub-consultants and Sub-contractors engaged in the work of this RFP. The lack of a valid license for Consultant or any Sub-consultant or Sub-contractor shall be grounds for default, and for immediate termination for cause with prejudice as it relates to the Consultant, and the removal of any unlicensed entity from the project. In the event Consultant, a Sub-consultant or Sub-contractor is required to be licensed or certified as a condition precedent to providing goods or services under this RFP, the revocation or loss of such license or certification may result in immediate termination of the Consultant's contract effective as of the date on which the license or certification is no longer in effect.
- 1.4.4** All Sub-consultants and Sub-contractors must be approved by the County prior to performing. Consultant must receive written permission to add Sub-consultants or Sub-contractors not initially submitted with Proponent's response. Sub-consultants and Sub-contractors shall not sub-contract any portion of their work pursuant this RFP without the written consent of the County. Failure of the Consultant to obtain from the County prior approval of each Sub-consultant or Sub-contractor performing work on the project may result in suspension of work by that subcontractor, removal of work performed by unapproved sub-contractor(s) and all permissible sanctions against the Consultant. The County does not enter into contracts with any Sub-consultants or Sub-Contractors. The County only enters into a contract with the selected Consultant.

2. SCOPE OF WORK

The Consultant will provide all planning services required to update the Hazard Mitigation Plan Update for Rockdale County as specified in this RFP and Attachment A, Scope of Services, attached hereto and incorporated herein by reference.

3. MINIMUM QUALIFICATIONS

- 3.1** Proponent shall satisfactorily demonstrate significant experience in Hazard Mitigation Planning. Proponent must demonstrate the ability to meet the following minimum criteria to be considered responsive to the RFP:
- 3.2** The Consultant must have a minimum of five (5) years of proficiency and experience meeting the standards for compliance with the following:
- 3.2.1** Disaster Mitigation Act of 2000;
 - 3.2.2** FEMA's How to Guide, "Understanding Community Risks – Identify Hazards, and Determining Risk" (FEMA 386-2);
 - 3.2.3** Title 44 Code of Federal Regulations Part 201, Mitigation Planning and

Hazard Mitigation Grant Programs; Interim Final Rule (IFR) (The Rule), published on February 26, 2002;

- 3.2.4** Executive Order 11988, Floodplain Management;
- 3.2.5** Executive Order 1 1990, Protection of Wetland;
- 3.2.6** FEMA Nationwide Plan Review;
- 3.2.7** Local, State and Federal Statutory and Legal Regulations provided in Title 44 Code of Federal Regulations that may affect authorities for Hazard Mitigation Planning; and
- 3.2.8** Proponent and all joint venture partners, sub-consultants and subcontractors must possess and maintain all licenses required by state, local and federal laws to perform the work described in this RFP.

4. EVALUATION PROCESS

The County desires to select the Proponent whose proposal is determined to be the most advantageous to the County considering the technical and price evaluation criteria listed below. All Proposals will be evaluated by an Evaluation Committee in accordance with the County's Code of Ordinances and the criteria specified in this RFP as follows:

Selection Committee shall evaluate and rank the statements of qualifications based on the following criteria:

- Executive Summary – Refer to Section 5.2.2
(5%)
- Technical and Management Approach – Refer to Section 5.2.3
(30%)
- Experience and Qualification of Proponent Team – Refer to Section 5.2.4
(15%)
- Experience and Qualifications of Key Staff – Refer to Section 5.2.5
(10%)
- Experience and Performance on Other Projects – Refer to Section 5.2.6
(30%)
- Cost Proposal
(10%)

INTERVIEWS

Interviews may be scheduled. Interviews will be informal, and will provide respondents with an opportunity to answer any questions the selection team may have on a submission.

5. PROPOSAL PREPARATION AND GUIDELINES

5.1 PROPOSAL FORMAT

Proponents are required to submit their proposals in the following format:

5.1.1 Technical Proposal. Proponents are asked to submit evidence of their experience and qualifications to perform the Services as required by the RFP. The technical proposal shall include responses to all of the information requested in the RFP and shall be tabbed to identify the specific components. All forms required by the County or provided by Proponent should be included. Please **do not include any cost of any kind in this section.**

5.1.2 Cost Proposal: The Cost Proposal Form affixed hereto as Attachment "B" must be completed in its entirety and returned in a Separate and Sealed Envelope with Proponent's proposal. The Cost Proposal Form will become a part of the Agreement following negotiations, if any, pursuant to any award. The County may solicit Best and Final Offers, and discussions may be conducted with responsible proponents who submit proposals determined reasonably susceptible to being selected for award.

5.1.3 The Consultant must submit a performance schedule for the project, along with a fixed price/milestone schedule based upon deliverables. Proponents must provide the total cost of completing all phases of this project. Under no circumstance should the cost of all phases exceed the total project price. The cost is to be inclusive for all resources provided by the vendor. All costs, direct and indirect, including those for travel and lodging expenses, are to be incorporated within the total project cost and will not be paid in addition to or separately from the total project cost.

Please do not include exceptions to the RFP in the sealed Cost Proposal.

5.2 CONTENTS OF TECHNICAL PROPOSAL

The Proposal shall include responses to all of the information requested in this RFP. Brevity and specificity are encouraged. Concise presentation of pertinent information and organization of the submittal will be part of the evaluation. The County prefers a well-planned, straightforward business presentation with brief explanations. Proposals with verbose or disorganized responses will be judged accordingly. The Proposal format described herein may not fully capture the particulars of all the information requested by the RFP. Should there be any doubt as to where to place any information, use best judgment.

The following is a more detailed description of the requirements of certain portions of the Technical Proposal. The Technical Proposal shall be tabbed and organized as follows, with suggested a total page limit of One-Hundred (100)

pages (excluding the Required Form Submittals).

5.2.1 Letter of Transmittal: Letter transmitting the Proposal, identifying the team members and providing a designated point of contact, including name, title, address, email address, and telephone and fax numbers of one (1) individual to whom all future correspondence and/or communications should be directed by the County concerning this solicitation. The letter should include a narrative statement of the Proponent's approach to providing the Work solicited in this RFP.

5.2.2 Executive Summary: The purpose of the Executive Summary is to provide an overview of the Proponent's qualifications to accomplish the project. At a minimum, the Executive Summary must contain the following information:

5.2.2.1 Complete legal name of the Proponent and the name of the legal entities that comprise the Proponent. The Proponent must provide the domicile where each entity comprising it is organized, including entity name, brief history of the entity, contact name, address, phone number, email, and facsimile number, as well as the legal structure of the entity and a listing of major satellite offices. A statement declaring the type of business relationship the Proponent will use (i.e., a single company, joint venture, etc.);

5.2.2.2 The general and specific capabilities and experience of the Proponent's team. Each Proponent must identify examples where team members have worked together to complete a project. Discuss how the team was formed and how the team will function as an integrated unit in providing services to the County.

5.2.2.3 A declarative statement as to whether:

5.2.2.3.1 Proponent or any member of the Proponent team has an open dispute with the County or is involved in any litigation associated with work in progress or completed in both the private and public sector during the past five (5) years;

5.2.2.3.2 Proponent has within the past ten (10) years filed (or had filed against it) any bankruptcy or insolvency proceedings, whether voluntary or involuntary, or undergone the appointment of a receiver, trustee or assignee for the benefit of creditors. If so, please provide an explanation;

5.2.2.3.3 Proponent has failed to complete work or a contract awarded to proponent. If so, please provide an explanation; and

5.2.2.3.4 Proponent or any of the Proponent's employees, agents, independent contractors or subcontractors have been convicted of, or pled guilty or nolo contendere to any felony. If so, please provide an explanation and details.

5.2.2.4 Provide a summary of the other sections of the Proposal. All Sections should fit together into a well-organized highlight of the significant points of the Proposal.

5.2.3 Technical and Management Approach: Proponent should describe the procedures and methods that will produce the required outcomes for the project specified herein. Proponent should explain its approach in terms of management, organization, process, tools and techniques, staff and quality assurance/quality control. Such information should include but not be limited to:

5.2.3.1 A description of the recommended process and considerations for completing the plan update and approach for meeting public participation requirements;

5.2.3.2 A detailed breakdown of its project approach and timeline. The timeline should correspond with Proponents deliverables and methodology and include the necessary tasks for plan development and the responsibility of the participating jurisdictions for completion of specific tasks;

5.2.3.3 A statement of the responsibilities and requirements expected from the County in terms of personnel, subject matter experts and other County resources;

5.2.3.4 A general list or summary of the data and information needed to develop the plan;

5.2.3.5 A description of how Proponent will collect and analyze data and integrate it into the plan, and address gaps and deficiencies in existing data;

5.2.3.6 A description of how Proponent will assist the County in assembling a Planning/Steering Committee;

5.2.3.7 A description of the drafting of the initial and draft plan, including formatting and the various components; and

5.2.3.8 Other information deemed important by Proponent.

5.2.4 Experience and Qualifications of Proponent Team (Firms). Proponent shall

provide the following:

- 5.2.4.1 A description of the proposed team and all proposed Sub-consultants;
 - 5.2.4.2 A delineation of the roles assigned to the team members and all proposed Sub-consultants;
 - 5.2.4.3 An organizational chart of proposed team indicating the role each team member will fulfill (one sheet of 11" x 17" paper allowed);
 - 5.2.4.4 Describe team member's experience working together and working in a blended, integrated team environment;
 - 5.2.4.5 Provide any other information on the Proponents team as may be applicable;
 - 5.2.4.6 The Proponent shall identify any outside specialized consultants it intends to use as a Sub-consultant or Sub-contractor for the management of the work, or major portion thereof. The Proponent shall submit information on the Sub-consultants, which shall include: specialized Sub-consultant's resume, company history, address, details of experience with similar type of municipal or county projects during the last five (5) years, and copy of licenses and certificates required for all services to be provided under the Scope of Services; and
 - 5.2.4.7 Describe the Proponent team's ability to effectively perform the Scope of Services and to coordinate its efforts with the County. List office addresses and total number of employees, and the number of both professional and support employees located at those offices. Also, list Proponent's geographical location of the office that will be primarily responsible for the project, and where the work will be accomplished.
- 5.2.5 **Experience and Qualifications of Key Staff.** Provide the names, education, certifications, licenses and registrations for individuals who will be assigned to the project as Key Staff. Also, describe each participant's experience on projects of similar size and scope as required by this RFP, including but not limited to the following:
- 5.2.5.1 Provide an experience matrix that summarizes the involvement of the named Key Staff on projects listed in the Proponent's experience matrix over the last five (5) years.
 - 5.2.5.2 Provide resumes showing professional qualifications for Key Staff. List of four (4) relevant projects, including: Client Name and Location; Project description; Role of the individual; Project actual or expected completion date; and Reference Contacts; and

- 5.2.5.3** Submission of the names for Key Staff constitutes a commitment to use these individuals if the Proponent is selected, and changes may be made only with the prior written consent of the County. Proponent must describe its backup personnel plan in the event there is a need to replace Key Staff or Team Members during the course of the project.

5.2.6 Experience and Performance on Other Projects

Describe the Proponent's experience and qualifications in the development of Hazard Mitigation planning with local and/or state government as widely described in the Scope of Work.

- 5.2.6.1** Separately list any projects or contracts that the proposed team has worked on together in the last ten (10) years;
- 5.2.6.2** Demonstrate Proponent's knowledge, skills, abilities, and experience in working with emergency management, disaster programs or continuity of operations planning with local or state governments; and
- 5.2.6.3** Provide a narrative description of at least three (3) Hazard Mitigation Plans completed for local or state governments and approved by FEMA that demonstrate Proponent's capability and qualifications in all areas identified in the RFP. Each project should encompass the following: project owner, location, contact information, description of project work performed by various team members, major milestones, and planned cost and schedules versus actual completion cost and schedules.

Provide four (4) governmental entity references for which you have provided services similar in size and scope. References are to be provided utilizing the References and Release Form attached hereto as F6.10.

F6.10 REFERENCE AND RELEASE FORM

List at least four (4) references for the Prime proponent and each proposed sub consultant using a separate Reference and Release Form for each. Provide the information requested in the form below for the contact person who will verify the Proponent's experience and ability to perform the type of services listed in the RFP.

Company Name	Contract Period (Including Completion Date)		
Contact Person Name and Title	Telephone Number (include area code)		
Complete Primary Address	City	State	Zip Code
Email Address	Fax Number (include area code)		
Project Name	Project Number		

Company Name	Contract Period (Including Completion Date)		
Contact Person Name and Title	Telephone Number (include area code)		
Complete Primary Address	City	State	Zip Code
Email Address	Fax Number (include area code)		
Project Name	Project Number		

Company Name	Contract Period (Including Completion Date)		
Contact Person Name and Title	Telephone Number (include area code)		
Complete Primary Address	City	State	Zip Code
Email Address	Fax Number (include area code)		
Project Name	Project Number		

Company Name	Contract Period (Including Completion Date)		
Contact Person Name and Title	Telephone Number (include area code)		
Complete Primary Address	City	State	Zip Code
Email Address	Fax Number (include area code)		
Project Name	Project Number		

REFERENCE CHECK RELEASE STATEMENT

You are authorized to contact the references provided above for purposes of the RFP.

Company Name _____ Proponent Sub-consultant

Authorized Signature _____

Title _____

Date _____

Page Two (2) Reference and Release Form

ATTACHMENT A SCOPE OF SERVICES

1. GENERAL

Reference is made to the Information and Instructions to Bidders and Introduction, and incorporated herein.

The Scope of Services (SOS) contained in this RFP includes, but may not be limited to, a broad array of services that may be performed over a period of time in order to meet the County's initiatives. The County will determine the services to be performed. Nothing in this RFP constitutes an assurance that a particular item of work will be performed by the successful Consultant. The County reserves the right to request all, some or any combination of services identified in this Scope of Services. When the County desires any Services contemplated under this Scope of Services, the County will contact the successful Consultant and authorize such Services. It is understood and agreed to by the Proponent that Services performed under the Scope of Services of this RFP shall include, but not be limited to, the Services described below and as desired by the County.

2. BASIC SERVICES

The successful Proponent's basic services shall include, but not be limited to, the following professional services:

The Consultant will update the County's Hazard Mitigation Plan. The planning process will include the City of Conyers, the local participating jurisdiction within the County. Public input and close coordination with County officials is an integral part of the process. The Consultant must document the planning process, establish mitigation goals, assess capabilities, identify and analyze mitigation actions and establish implementation strategy. Services include implementation through existing planning mechanisms, establishing processes for monitoring, evaluating, and updating the plan to ensure continued public involvement.

3. SPECIFIC WORK AND REQUIREMENTS

The following includes, but is not limited to, typical specific services that may be required from the successful Proponent:

3.1 Planning/Steering Committee

- a. The Consultant is expected to provide documentation of time spent developing the Plan and to adhere to a strict budget. To ensure that development of the Plan is consistent with the budget provided, the County's representative will meet periodically with the Consultant and with the Planning/Steering Committee members to monitor the expenditure of funds and progress of work;
- b. The Consultant will lead in the preparation of the Plan; however, members of the Planning/Steering Committee will provide input, information, update and comments throughout the development of the Plan; and

- c. The Consultant shall provide a timeline and process for documenting time and resources spent on plan development.

3.2 Draft Plan

- a. The Consultant shall provide and prepare a plan for submittal to FEMA reviewers;
- b. The Consultant's plan should follow the intent of the Disaster Mitigation Act of 2000 and strictly adhere to the guidelines provided in Title 44 Code of Federal Regulations Part I;
- c. The Consultant shall provide a brief description of the history, physical setting, land use patterns, and development trends of the area to be covered by the plan;
- d. The Consultant will conduct an assessment and list the identification of hazards and preliminary risks assessment to which each of the participating partners is vulnerable;
- e. The Consultant must develop a risk assessment and vulnerability analysis report and prioritized list of recommended strategies, programs, policies and actions as required by FEMA regulations, including those which are relevant to people, physical assets, public facilities, and infrastructure as well as general environmental conditions;
- f. The Consultant must create severe repetitive loss strategies including a summary of current federal, state and local programs and policies which address the identified risks;
- g. The Consultant's planning team final meeting must be dedicated to selecting, prioritizing and scheduling the recommended mitigation actions;
- h. The Consultant will prepare a list of mitigation actions based on the findings of the hazard identification and risk assessment. Mitigation actions will be finalized by the Planning/Steering Committee into an Implementation Strategy that will be categorized by hazard, providing pros and cons, preliminary cost estimates, responsible entities; and ranking mitigation actions into short, medium and long-range priorities; and
- i. The Consultant shall update mitigation projects, prioritize mitigation projects and develop mitigation strategies and actions. This will include a brief description of each recommendation including persons responsible for implementing recommendations, approximate cost of and potential funding sources for implementing recommendations, cost effectiveness of recommendations, and suggested timeline for implementing recommendations.

3.3 Final Plan

- a. The Consultant shall provide and present to members of the Planning/Steering Committee and/or other invited officials the final version of the plan verbally and in a written format suitable for reproduction by Rockdale County;
- b. The final version should include the requirements listed above, and incorporate the comments suggested by the Planning Committee members;
- c. The Consultant shall incorporate the review comments, which must include documentation of public participation in the plan development and documentation; and prepare the final plan for adoption upon State and FEMA review; and
- d. Proponent shall provide two (2) electronic versions on Thumb drive and email to the County's Emergency Management Agency office of the approved and adopted final plan in Word format, along with three (3) color copies, organized in binders.

3.4 Performance Schedule

- a. A tentative schedule and the proposed timeline for this project must be submitted with the understanding that it will be subject to change upon agreement of the County and successful Proponent; and
- b. Utilizing a project similar to the County's project as a basis, a proposed schedule shall be presented that lists the major tasks, the expected duration for each task, proposed completion dates, and the anticipated delivery date of the Final Plan.

PROPOSAL FORM

RFP No. 17-01

Instructions: Complete all THREE parts of this bid form.

PART I: Proposal Summary

Complete the information below. If you wish to submit more than one brand, make a photocopy of this Proposal Form.

1.	LUMP SUM	\$
2.		\$
3.		\$
4.		\$
5.		\$
6.		\$

PART II: Addenda Acknowledgements (if applicable)

Each vendor is responsible for determining that all addenda issued by the Rockdale County Finance Department – Purchasing Division have been received before submitting a bid.

Addenda	Date Vendor Received	Initials
"1"		
"2"		
"3"		
"4"		
"5"		
"6"		

PART III: Vendor Information:

Company Name	
Address	
Telephone	
E-Mail	
Representative (print name)	
Signature of Representative	
Date Submitted	

ROCKDALE COUNTY BOARD OF COMMISSIONERS
NON-COLLUSION AFFIDAVIT OF VENDOR

State of _____)

County of _____)

_____, being first duly sworn, deposes and says that:

(1) He is _____ (owner, partner officer, representative, or agent) of _____, the Vendor that has submitted the attached RFP;

(2) He is fully informed respecting the preparation and contents of the attached RFP and of all pertinent circumstances respecting such RFP;

(3) Such RFP is genuine and is not a collusive or sham RFP;

(4) Neither the said Vendor nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affidavit, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other Vendor, firm or person to submit a collusive or sham RFP in connection with the Contract for which the attached RFP has been submitted or refrain from proposing 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 Vendor, firm or person to fix the price or prices in the attached RFP or of any other Vendor, or to fix any overhead, profit or cost element of the proposing price or the proposing price of any other Vendor, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against Rockdale County or any person interested in the proposed Contract; and

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

(Signed)

(Title)

Subscribed and Sworn to before me this _____ day of _____, 20

Name _____

Title _____

My commission expires (Date)

ROCKDALE COUNTY BOARD OF COMMISSIONERS
NON-COLLUSION AFFIDAVIT OF SUB-CONTRACTOR

State of _____)

County of _____)

_____, being first duly sworn, deposes and says that:

(1) He/She is _____ (owner, partner officer, representative, or agent) of _____, the sub-contractor that has submitted the attached RFP;

(2) He is fully informed respecting the preparation and contents of the attached RFP and of all pertinent circumstances respecting such RFP;

(3) Such RFP is genuine and is not a collusive or sham RFP;

(4) Neither the said sub-contractor nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affidavit, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other Vendor, firm or person to submit a collusive or sham RFP in connection with the Contract for which the attached RFP has been submitted or refrain from proposing 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 Vendor, firm or person to fix the price or prices in the attached RFP or of any other Vendor, or to fix any overhead, profit or cost element of the proposing price or the proposing price of any other Vendor, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against Rockdale County or any person interested in the proposed Contract; and

(5) The price or prices quoted in the attached RFP are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the sub-contractor or any of its agents, representatives, owners, employees, or parties in interest, including this affidavit.

(Signed)

(Title)

Subscribed and Sworn to before me this _____ day of _____, 20 ____.

Name _____

Title _____

My commission expires (Date)

Contractor Affidavit under O.C.G.A. §13-10-91(b)(1)

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. §13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of (name of public employer) has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. §13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. §13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number

Date of Authorization

Name of Contractor

Name of Project

Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, ____, 201__ in _____(city), _____(state).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME
ON THIS THE _____ DAY OF _____, 201__.

NOTARY PUBLIC
My Commission Expires:

Subcontractor Affidavit under O.C.G.A. § 13-10-91(b)(3)

By executing this affidavit, the undersigned subcontractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract with (name of contractor) on behalf of (name of public employer) has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned subcontractor will continue to use the federal work authorization program throughout the contract period and the undersigned subcontractor will contract for the physical performance of services in satisfaction of such contract only with sub-subcontractors who present an affidavit to the subcontractor with the information required by O.C.G.A. § 13-10-91(b). Additionally, the undersigned subcontractor will forward notice of the receipt of an affidavit from a sub-subcontractor to the contractor within five business days of receipt. If the undersigned subcontractor receives notice that a sub-subcontractor has received an affidavit from any other contracted sub-subcontractor, the undersigned subcontractor must forward, within five business days of receipt, a copy of the notice to the contractor. Subcontractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number

Date of Authorization

Name of Subcontractor

Name of Project

Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, ____, 201__ in _____(city), _____(state).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME
ON THIS THE _____ DAY OF _____, 201__.

NOTARY PUBLIC
My Commission Expires:

Sub-subcontractor Affidavit under O.C.G.A. §13-10-91(b)(4)

By executing this affidavit, the undersigned sub-subcontractor verifies its compliance with O.C.G.A. §13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract for (name of subcontractor or sub-subcontractor with whom such sub-subcontractor has privity of contract) and (name of contractor) on behalf of (name of public employer) has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. §13-10-91. Furthermore, the undersigned sub-subcontractor will continue to use the federal work authorization program throughout the contract period and the undersigned sub-subcontractor will contract for the physical performance of services in satisfaction of such contract only with sub-subcontractors who present an affidavit to the sub-subcontractor with the information required by O.C.G.A. §13-10-91(b). The undersigned sub-subcontractor shall submit, at the time of such contract, this affidavit to (name of subcontractor or sub-subcontractor with whom such sub-subcontractor has privity of contract). Additionally, the undersigned sub-subcontractor will forward notice of the receipt of any affidavit from a sub-subcontractor to (name of subcontractor or sub-subcontractor with whom such sub-subcontractor has privity of contract). Sub-subcontractors hereby attest that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number

Date of Authorization

Name of Sub-Subcontractor

Name of Project

Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, _____, 201__ in _____(city), _____(state).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME
ON THIS THE _____ DAY OF _____, 201__.

NOTARY PUBLIC

My Commission Expires: _____

Affidavit Verifying Status for County Public Benefit Application

By executing this affidavit under oath, as an applicant for the award of a contract with Rockdale, County Georgia, I _____. [Name of natural person applying on behalf of individual, business, corporation, partnership, or other private entity] am stating the following as required by O.C.G.A. Section 50-36-1:

1) _____ I am a United States citizen

OR

2) _____ I am a legal permanent resident 18 years of age or older or I am an otherwise qualified alien or non-immigrant under the Federal Immigration and Nationality Act 18 years of age or older and lawfully present in the United States.*

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of Code Section 16-10-20 of the Official Code of Georgia.

Signature of Applicant: _____
Date

Printed Name:

*_____
Alien Registration number for non-citizens

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE
_____ DAY OF _____, 20____.

Notary Public
My commission Expires:

***Note:** O.C.G.A. § 50-36-1(e)(2) requires that aliens under the federal Immigration and Nationality Act, Title 8 U.S.C., as amended, provide their registration number. Because legal permanent residents are included in the federal definition of "alien", legal permanent residents must also provide their alien registration number. Qualified aliens that do not have an alien registration number may supply another identifying number below.
