

REQUEST FOR PROPOSALS FOR PROFESSIONAL SERVICES

Notice is hereby given that proposals will be received by Catawba County, until **2:00 P.M. EDT, Tuesday, June 14, 2016**, for the following Professional Services to be provided to said jurisdiction:

GRANT MANAGEMENT SERVICES FOR HAZARD MITIGATION GRANT PROJECT (HMGP) #4146-004 Catawba County RFP #16-1013

Project Summary: Catawba County is soliciting for professional project management services required to undertake the aforementioned Hazard Mitigation Grant Project. This project is to be conducted with FEMA HMGP funds pursuant to the Robert T. Stafford Disaster Relief Act and the State of North Carolina's 404 Administrative Plan. Upon selection of a qualified administrative consultant, the jurisdiction will enter into a contractual agreement with the consultant, based upon the management needs to be determined by Catawba County and the State of North Carolina, Department of Public Safety, Division of Emergency Management, Raleigh, North Carolina. Following contract negotiations with the management consultant, Catawba County plans to undertake a similar effort to procure professional services required for the elevation and demolition component of the referenced HMGP project. This is not a request for professional engineering services.

Any questions related to the RFP shall be submitted in writing via email to Debbie Anderson, Purchasing Manager danderson@catawbacountync.gov.

Each proposer must submit complete proposals in the format provided in the RFP. Proposals must be in a sealed envelope and clearly marked "HAZARD MITIGATION GRANT PROGRAM MANAGEMENT SERVICES – RFP #16-1013, Attn: Debbie Anderson, Purchasing Dept.. **Proposals must be received no later than 2:00 PM EDT, Tuesday, June 14, 2016, to be considered.** Proposals will be rated by the Emergency Management Team and Purchasing Manager. Procurement of a management firm will be accomplished in accordance with the county's standard procurement procedures for professional services, and in accordance with 44CFR13. The proposer shall submit one (1) hard copy printed on recycled content paper and printed on both sides and one (1) copy on a flash drive.

Iran Divestment Act Certification. Contractor certified that, as of the date listed below, it is not on Final Divestment List or the Iran Parent and Subsidiary Guidance List as credit by the State Treasurer pursuant to NCGS 147-86.58. In compliance with the requirements of the Iran Divestment Act (Article 6E of Chapter 147 of the North Carolina General Statutes), Contractor shall not utilize, in the performance of the contract, any subcontractor that is identified on the Final Divestment List or the Iran Parent and Subsidiary Guidance List.

E-Verify. Contractor shall comply with E-Verify, the federal E-Verify program operated by the United States Department of Homeland Security and other federal agencies, or any successor or equivalent program used to verify the work authorization of newly hired employees pursuant to federal law and as in accordance with N.G.G.S 674-25 et seq. In addition, to the best of Contractor's knowledge, any subcontractor employed by Contractor as a part the contract shall be in compliance with the requirements of E-Verify and N.C.G.S. 64-25 et seq.

Insurance. The selected firm will be required to furnish proof of Professional Liability Insurance coverage in the minimum amount of \$1,000,000 and name Catawba County as additionally insured.

Protest Procedures. Any party which is a prospective bidder, offeror, or contractor that may be aggrieved by the solicitation must submit a written protest within five (5) calendar days prior to the opening of the Request for Bid, Request for Proposal.

Any party which is an actual bidder, offeror, or contractor that may be aggrieved by the award of a contract, must submit a written protest within five (5) days of County transmitting via fax or email the announcement of intent to award.

The protest must be addressed to the Purchasing Manager, Catawba County, PO Box 389, 100A South West Blvd., Newton, NC 28658 and must include all the following information:

1. Name, address, telephone number, facsimile number and e-mail of the protester.
2. Signature of the protester or authorized agent.
3. The bid name and number.
4. A detailed statement of the legal and factual grounds of protest including copies of relevant documents.
5. Any supporting exhibits, evidence, or documents to substantiate any claims.
6. All information establishing that the protester is an interested party for the purpose of filing a protest.

7. The form of relief requested

After careful consideration of all relevant information, and consultation with the County Attorney, the Purchasing Agent shall make a written decision.

A decision of the Purchasing may be appealed to the County Manager in conjunction with the Association, depending on the type of bid. An appeal must be in writing and be delivered to the County Manager, 100A South West Boulevard, Newton, NC 28658, within seven (7) calendar days of the date of the Purchasing Manager faxed or emailed her decision.

Any and all costs incurred by a protesting party in connection with a protest shall be the sole responsibility of the protesting party.

Conflict of Interest. Catawba County and its agents, including all consultants, contractors, sub-contractors, or sub-recipients, shall comply with the federal Conflict of Interest policy.

Restrictions on Lobbying. Catawba County and its agents, including all consultants, contractors, sub-contractors, or sub-recipients, agree to comply with the requirements of Title 49 CFR Part 20, New Restrictions on Lobbying.

Drug-Free Workplace. The Association and its agents, including all consultants, contractors, sub-contractors, or sub-recipients, agree to comply with Title 49 CFR Part 32.400, Drug-Free Workplace requirements.

Title VI – Civil Rights Act of 1964. Catawba County shall comply with Title VI of the Civil Rights Act of 1964, (Title 49 CFR Part 21). Title VI prohibits discrimination on the basis of race, color, national origin, disability, gender and age in all programs or activities of any recipient of Federal assistance.

Title VII – Civil Rights Act of 1964. Catawba County shall comply with Title VII of the Civil Rights Act of 1964. Title VII prohibits discrimination by covered employers on the basis of race, color, religion, sex, national origin, pregnancy, age, and disability discrimination, gender identify or transgender status.

Catawba County's Reservations

Catawba County expressly reserves the right to:

- 1) Withdraw this request anytime without prior notice.
- 2) Postpone the response due date for its own convenience
- 3) Reject any or all responses without indicating any reasons for such rejection.
- 4) Accept the responses deemed by the Association to be in the best interest of the Association and the general public.
- 5) Waive any irregularity and/or informality in the responses received.

- 6) Not award a contract

Catawba County assumes no financial liability for any costs incurred by consultants preparing or submitting responses to this request.

PROJECT DESCRIPTION

1. Name or Title of Project
Catawba County Hazard Mitigation Project
2. Name of Sponsor/Location of Project:
Catawba County
1274 McKay Rd. , Newton, NC 28658
4476 Ridge St. Claremont, NC 28610
1359 Clarks Creek Circle, Newton, NC 28658
1814 s. US Hwy 321, Newton NC 28658
4479 Ridge St., Claremont, NC 28610
3. Professional Services Required:
Comprehensive management services of a professional consulting firm. These services will be procured by competitive proposals subject to 44CFR13.36.
4. Project Summary
The submitting firm(s) shall provide to the local government management services necessary for the successful implementation and completion of the following hazard mitigation activities, in accordance with the county's Flood Damage Prevention Ordinance and the 2012 NC Residential Building Code. The project requires extensive knowledge of Grant Financial Management, Construction Project Management, EEO and Environmental Compliance, Structural Elevation and Retrofitting Guidelines, and National Flood Insurance Program (NFIP) Participation

Catawba County has been awarded mitigation project grant funding because of the July 27, 2013 flooding and the resulting Presidential Major Disaster Declaration for Public Assistance known as DR-4153. The State of North Carolina has been awarded federal Department of Homeland Security Mitigation Grant monies to fund projects that reduce overall disaster risks for people and property and reduce reliance on disaster recovery funds. The approved project activities include: the voluntary acquisition and demolition

of four private residential properties (i.e. structures and land) for open space conversion; and elevating one existing private structure to avoid flooding including conducting hydrologic and hydraulic studies/analyses, engineering studies and drainage studies related to the mitigation project. The project is being funded by a 75% federal and 25% state cost-share.

Hazard mitigation actions are taken to reduce or eliminate the long-term risk to life and property from a variety of hazards. Mitigation can occur before, during and after a disaster. It has been shown that mitigation is most effective when based on a comprehensive, long-term plan that is developed before a disaster occurs. Catawba County's mitigation planning efforts began as early as 2001 and the county has had an approved Multi-Jurisdictional Natural Hazard Mitigation Plan since 2004. This plan approved by the Federal Emergency Management Agency was updated in 2009 and again in 2014.

Acquisition Properties:

1. 1274 McKay Rd. , Newton, NC 28658
2. 4476 Ridge St. Claremont, NC 28610
3. 1359 Clarks Creek Circle, Newton, NC 28658
4. 1814 s. US Hwy 321, Newton NC 28658

Elevation Property:

1. 4479 Ridge St., Claremont, NC 28610

GENERAL SCOPE OF SERVICES REQUIRED

The Program Administrator selected to manage this project will provide all of the necessary management expertise, including provision of on-site personnel, for the successful implementation and completion of the project. **All on-site structural feasibility analysis and construction inspection will be supervised by Catawba County Building Inspection Department; however, the management consultant must provide a qualified resident housing inspector to assist the local building inspector with construction inspection and to act as the primary construction management liaison between the local building inspector and the Program Administrator.** The Program Administrator shall provide the local government and the State of North Carolina with elevation policies and procedures consistent with the approved grant agreement regarding a variety of residential

properties in Catawba County, North Carolina. The Program Administrator shall possess a thorough working knowledge of the Stafford Act and related federal regulations provided for guidance of FEMA-funded hazard mitigation projects; elevation policies provided by the Federal Emergency Management Agency and the North Carolina Division of Emergency Management; FEMA structural elevation and retrofitting guidelines; National Flood Insurance Program (NFIP) participation requirements; the National Environmental Policy Act; and procurement, audit, financial management, civil rights, and labor standards regulations pertaining to federally-funded grant projects as referenced in the grant agreement(s) to be executed by Catawba County. Required services will include, but not necessarily be limited to, the following:

- a. Development of comprehensive administrative guidelines for management of the elevation activity, including procedures for financial management, construction procurement, and construction management and inspection; coordination of required structural engineering and building inspection services; coordination of NFIP and NC State Building Code compliance activities; review of duplication of benefits procedures; preparation of preconstruction and owner's certification documents; review of structural feasibility procedures; and preparation of homeowner/contractor dispute resolution procedures.
- b. Federal- and state-required civil rights, environmental, labor standards, audit, and general procurement compliance as mandated by the grant agreement(s) executed by the county.
- c. Procurement of a structural engineering firm, surveyor, and asbestos inspector. Scheduling and coordination of these additional professional services.
- d. Coordination with the local building inspection department and consultant structural engineer during structural feasibility analysis, development of general elevation specifications, and preparation of an individual elevation work write-up.
- e. Solicitation of local/regional elevation contractors to assure compliance with the project schedule.
- f. Management of the elevation and demolition bid/award process
- g. Assistance with on-site inspection of elevation/demolition work (as outlined above).
- h. Authorization of payment to other consultants and elevation contractors.

- i. Supervision of the requisition process and coordination of project financial management with the town finance officer.
- j. Maintenance of a detailed case file for the unit included in the project, as well as general project compliance and procurement files.

PROCUREMENT CRITERIA

1. The successful firm(s) must demonstrate a particular knowledge of all applicable policy and procedures, standard operating procedures, interim policy guidance and FEMA compendium provisions for successfully implementing the Hazard Mitigation Grant Program as outlined under the SCOPE OF SERVICES above, including definition of specific background in the management of FEMA-sponsored elevation/retrofitting activity. The Manager must be able to coordinate the procurement, work scope and work practices of other professional services including but not limited to attorneys, engineers, surveyor, and contractors used in the elevations undertaken by project participants.
2. The Program Manager must demonstrate a proven ability to review and make recommendations for permitting necessary for elevation or retrofitting of structures as required by state and local laws.
3. The Program Manager must have a demonstrated ability to provide guidance to local government officials and others involved in the decision-making process for the establishment of sound practices which will affect the time, consistency, and organization of the jurisdiction's elevation process.

The following factors will be considered critical in the evaluation of those proposals prepared in response to this announcement (maximum 100 points available):

1. Specific Related Experience of Project Team Members -- 35 points
2. Management Plan/Innovation -- 20 points
3. Performance and Reputation of Participating Firm(s) -- 20 points
4. Team Capacity/Staff Availability/Project Schedule -- 10 points
5. Cost-Effectiveness -- 15 points

GENERAL CONTRACTUAL CONDITIONS

1. The selected firm shall certify that it has no knowledge of any circumstances which will cause a conflict of interest in providing professional services; and that no contingent fees have been paid for soliciting or securing this contract.
2. Catawba County shall select the proposal that ranks highest according to qualitative criteria set forth in the RFP and local federal procurement policies.

3. Each firm or individual submitting a proposal response shall include a certification that it does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or provision of services.
4. IRAN DIVESTMENT ACT CERTIFICATION. Contractor certifies that, as of the date listed below, it is not on the Final Divestment List or the Iran Parent and Subsidiary Guidance List as created by the State Treasurer pursuant to NCGS 147-86.58. In compliance with the requirements of the Iran Divestment Act (Article 6E of Chapter 147 of the North Carolina General Statutes), Contractor shall not utilize, in the performance of the contract, any subcontractor that is identified on the Final Divestment List or the Iran Parent and Subsidiary Guidance List.

REQUIREMENTS FOR PROPOSALS

1. All proposers must submit complete proposals in the format provided in this RFP. All proposals and copies must be received by the date, time and at the location as specified in this RFP. Catawba County reserves the right to waive any informality or reject all proposals submitted.
2. Catawba County shall not reserve the right to retain all proposals submitted nor use any ideas in a proposal, regardless of whether that proposal is selected, without written consent by the submitter.
3. There is no expressed or implied obligation for Catawba County to reimburse responding firms for any expense incurred in preparing or responding in any informality or reject all proposals submitted.
4. All proposer responses to the RFP shall remain valid for a period of not less than ninety (90) calendar days from the due date of this RFP.
5. Submission of a proposal indicates acceptance by the proposer of the terms, conditions and requirements described in this RFP unless clearly and specifically noted in the submittal.
6. Proposal Format: Proposals to be prepared in this Format:
 - a. Letter of Interest from Principal(s) of Submitting Firm(s)
 - b. General Qualifications Statement (summary of firm's ability to perform the Scope of Services outlined above, and proven ability to meet requirements outlined under Procurement Criteria as outlined above).
 - c. Summary of Firm(s) Related Experience, including references
 - d. Resumes of Key Personnel
 - e. Management Plan/Technical Approach/Project Schedule(assume thirty [30] elevation units)
 - f. Staff Availability
 - g. Cost-Effectiveness (Provide a description of hourly rates, including all travel and per diem reimbursement, of all key personnel and technical/clerical support staff. Provide an estimated percentage of total work to be performed by each pay classification listed.)