

## Request for Proposal to Provide Hazard Mitigation Services

### I. GENERAL INFORMATION

#### A. Purpose

The Parish of Vermilion is soliciting proposals from qualified consultants (“the consultant”) with expertise in the Federal Hazard Mitigation Assistance Program (HMA). The qualified consultant shall be responsible for preparing HMA applications, managing acquisition and elevation projects, monitoring construction projects, consultation with agencies to assure compliance with the HMA as well as other applicable mitigation activities. The selected consultant will provide project management services at a negotiated price when and if federal funds are awarded to the Parish. In addition to having knowledge and experience in federal grant elements, the consultant shall also have the ability and experience in conducting Federal and State of Louisiana agency consultations and grant closeout reporting. The consultant shall have demonstrated experience in the public facilitation process to assist the public in meaningful participation in the HMA process. The consultant should have skill and experience in successful public outreach and participation techniques, to include facilitating and conducting public workshops, individual and group meetings with interested homeowners, liaison with GOHSEP and FEMA officials, reporting at Police Jury meetings and presenting information as needed. The consultant should have staff members and/or sub-consultants with experience and qualifications in grant management, Federal and State regulatory compliance, and the ability to perform Benefit Cost Analyses using FEMA approved BCA software.

#### B. Submission of Proposals

1. Three copies of the project proposal must be submitted to the address located below on or before **July 6, 2018 at 10:00 a.m.** local time. The original proposal shall be clearly marked as such. Proposals submitted late will not be considered.
2. Proposals should be submitted to: (Mailing address)  
Vermilion Parish Police Jury  
Attn: Keith Roy  
100 North State Street, Suite 200  
Abbeville, LA 70510

3. The envelope containing the Proposal for Hazard Mitigation Services must have "Louisiana Hazard Mitigation Services" displayed on the outside of the envelope.
4. This package contains information on qualification requirements of the Consultant and information required to be included in the proposal. Questions regarding the proposal should be directed to Rebecca M. Broussard at the above address or by telephone (337) 898-4308 or by email at vpoep@cox-internet.com.
5. This Request for Proposals may be cancelled at any time and any and all proposals may be rejected in whole or in part as the Parish may determine that such actions are in the Parish's best interest.

C. Addendum to the Request for Proposals

This Request for Proposals shall not be modified in any way except by a written Addendum. Any such written Addendum shall be prepared by Purchaser and shall be mailed, faxed or emailed to each Consultant recorded by Purchaser as receiving this Request for Proposals package. Any Consultant submitting a proposal must acknowledge the receipt of any and all written Addendums in the cover letter to the proposal.

D. Evaluation Criteria and Selection Process

1. Firms must meet the minimum qualifications and requirements set forth in Section II of this Request for Proposals. A very low rating in any of the categories will be sufficient cause for the rejection of the proposal.
2. Respondents will be evaluated on the basis of written material submitted and according to the following factors. In responding to the following, respondent shall state whether the qualifications are a result of in-house expertise or if a subcontractor fulfills the qualification.
3. Selection Process:

ITEM 1 – FIRM'S EXPERIENCE IN MANAGING HMA PROJECTS:

(Total Possible Points: 25)

- Ten or more (25 Points)
- Less than 10 (20 Points)
- Less than 5 (10 Points)

ITEM 2 – KNOWLEDGE AND BACKGROUND OF STAFF MEMBERS WHO WILL BE PERFORMING THE WORK:

(Total Possible Points: 15)

- Adequate staff with knowledge and background to perform the work (resumes) (Up to 15 Points)

ITEM 3 – FIRM’S PROJECT APPROACH TO THE NEEDS SPECIFIED IN SECTION III:

(Total Possible Points: 20)

- Up to twenty (20) points will be awarded based on the proposed approach and the suggested process to accomplish the tasks associated with the needs listed in the Contract Provisions

ITEM 4 – UNDERSTANDING THE NEEDS OF THE PARISH

(Total Possible Points: 15)

- Previous work with Vermilion Parish (Up to 10 Points)
- Previous work with other parish governmental entities (Up to 5 Points)

ITEM 5 – PRICE CONSIDERATION:

(Total Possible Points: 25)

The lowest priced proposal will receive the maximum points for price. Other, more expensive proposals will receive reduced amounts of points based on the following formula with rounding to the nearest tenth: Lowest Proposal/More Expensive Proposal x Total Possible Price Points.

(Up to 25 Points)

TOTAL POINTS \_\_\_\_\_

In the event two or more respondents receive equal points, an interview will be conducted with each firm. It is Purchaser’s discretion to interview any potential respondents to this RFP. The final selection will be based on the proposal considered most advantageous to Purchaser.

E. Public Participation Process

The Consultant shall have extensive knowledge and experience with organizing meetings for public participation. The proposal should describe

at a minimum, the consultant's experience in each of the following areas and a facilitation process for public involvement, which shall include some of the following techniques:

- Working with the public, as well as Parish Council's or Police Jury's and City Governments, to explain the HMA program and to keep participation on schedule
- Provide agency consultation on their projects

## II. QUALIFICATIONS

- A. The Consultant shall be a full-service firm with a very high degree of professionalism and significant experience with this service.
- B. It is preferred that the Consultant have at least three (3) years experience in performing Project Management Services for previous Hazard Mitigation Assistance Programs (HMA).

## III. CONTRACT PROVISIONS

- A. The Consultant should be able to meet all of the Parish's needs including, but not limited to, the following:
  - Work with homeowners and local government staff to prepare timely HMA grant applications.
  - Conduct public and individual meetings to assist homeowners with the program requirements.
  - Coordinate with the Louisiana Governor's Office of Homeland Security and Emergency Preparedness and FEMA for all requests for information concerning projects.
  - Comply with all grant program mandates and documentation requirements
  - Review architectural plans, foundation designs, construction details, elevation certificates and other specifications for elevation projects
  - Conduct pre-construction planning as needed and coordination with Police Jury's Building Permit Agent for compliance with building codes
  - Make project eligibility determinations.
  - Interview contractors and sub-contractors for qualifications, experience, references, insurance and financial stability.
  - Develop a construction package for contractor bidding.
  - Conduct contract closings between homeowners, contractors, and the Parish.
  - Conduct financial tracking of Program funds and homeowner payments.

- Inspect construction for compliance with program requirements and to approve milestone payment requests from contractors.
  - Coordinate change orders requested by homeowner.
  - Conduct final inspection, make adjustments, (if required) and provide final elevation certificate to homeowner and the Parish.
  - Prepare and submit Requests for Payments to GOHSEP
  - Develop and submit quarterly progress reports to the Parish and State.
  - Provide in Progress Reviews as required to keep the Parish informed on project progress.
  - Assist and facilitate local government staff with the HMA process.
  - Facilitate required post-mitigation deed restrictions
  - Serve as Project Manager for the Police Jury for elevations and acquisitions. Project management services cover all tasks from the application process through closeout of projects as required by grant guidelines.
- B. Payments associated with this contract will be in accordance with Task Orders issued by the Purchaser. Task Orders will be in accordance with individual hazard mitigation grants received by the Purchaser or in accordance with tasks desired by the Purchaser in support of hazard mitigation activities. No payments are intended or implied outside of specifically negotiated Task Orders. This contract has a period of performance of three years (36 months) with two additional one-year option periods to be executed solely upon the discretion of the Purchaser based on contractor performance.

#### IV. FORM OF PROPOSAL

- A. Cover Letter – Include the name of the contact person for the Consultant. Acknowledge receipt of any Addenda that may be issued by Purchaser.
- B. Project Approach – Describe the Consultant’s approach to the needs specified in Section III – Contract Provisions.
- C. History of the Firm – Provide a detailed history of the Consultant’s firm and prior experience that relates to this project. Proposer must list in tabular form from all governmental bodies for which the firm currently is or has previously had under contract for the project management of HMA projects since 2005 including the funding year, the project description and the proposer’s role.
- D. Project Manager & Staff Background – Provide detailed biographical information on the individual who will manage Purchaser project, including

education, training, and experience. Include Staff members who would be assigned to act for Respondent's firm and the functions assigned to each.

- E. References – List the names, addresses, and phone number of at least five (5) references for whom the Project Manager's firm has provided similar services. Please provide a list of services that these references have utilized.
- F. Qualifications – Describe in detail how the Firm meets the requirement of Section II – Qualifications of the Request for Proposal.
- G. Price Consideration shall be a price per structure (for either elevation or acquisition mitigation projects). The proposer shall describe the proposed fee schedule and method of invoicing for services performed.
- H. Other – Include any other pertinent information that may be used by the Parish to evaluate the Consultant's proposal.