

REQUEST FOR PROPOSALS

CITY OF FAIRHOPE

Consulting Services for
EMERGENCY RECOVERY AND FEMA PUBLIC
ASSISTANCE

Associated with Impacts From
CORONAVIRUS COVID19

RFP 2020 COVID19

The City of Fairhope (CITY) is accepting sealed competitive proposals from qualified consultants to provide **Consulting Services for Emergency Recovery and FEMA Public Assistance** associated with impacts from Corona virus. These consulting services shall be performed in accordance with all applicable local, State, and Federal laws, regulations, executive orders, and FEMA requirements.

The CITY will receive sealed proposals at the location stated below until **2:00 p.m. on Wednesday, March 27, 2020**. Submittals received after this deadline will not be considered.

The complete submittal consisting of **1 original, 1 copy and 1 color pdf (cd or thumb drive)** must be delivered to the CITY in a sealed package, clearly marked on the outside **RFP 2020 COVID19** and addressed to:

City of Fairhope
Attn: Dee Dee Brandt, Purchasing Manager
555 South Section Street
Fairhope, AL 36532

Hand delivered submittals shall be taken to the CITY's Purchasing Manager at the above address.

To receive a copy of this Request for Proposal (RFP) or for information concerning this RFP, including specific requirements and evaluation criteria, please visit <https://www.fairhopeal.gov>, or contact Dee Dee Brandt, (251) 928-8003 or deedee.brandt@fairhopeal.gov.

The CITY reserves the rights to negotiate with any or all firms submitting qualifications. Small and minority businesses, women's business enterprises, and labor surplus area firms are encouraged to submit qualifications and firms using subcontractors must solicit such firms in the subcontracting process.

The CITY is an equal opportunity employer without regard to race, color, sex, age, religion, national origin, persons with disabilities, or limited English proficiency.

1.0 INTENT:

The intent of this Request for Proposal (RFP) is to obtain sealed proposals from qualified and experienced consultants who are interested in assisting the CITY with Emergency Recovery efforts and FEMA Public Assistance preparation, reporting, and other consulting services associated with impacts sustained as a result of Corona virus. The selected consultant must have knowledge of and provide all services in full compliance with all applicable local, State, and Federal laws, regulations, executive orders, and FEMA requirements.

Please follow the instructions in the RFP Response Requirements Section.

The executed contract will meet all rules for Federal grants, as provided for in Title 44 Code of Federal Regulations and 2CFR 200.317 through 200.326 and Appendix II.

The Successful Respondent(s) will be awarded a contract effective from the date of award or notice to proceed as determined by the CITY.

2.1 PROJECT SUMMARY:

Introduction:

The City of Fairhope (CITY), is a municipality located in Baldwin County, Alabama. On March 13, 2020, the President declared the ongoing Corona virus Disease 2019 (COVID-19) pandemic of sufficient severity and magnitude to warrant an emergency declaration for all states, tribes, territories, and the District of Columbia pursuant to section 501 (b) of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. 5121-5207 (the “Stafford Act”). State, territorial, tribal, and local government entities and certain private non-profit organizations are eligible to apply for Public Assistance.

Work under this contract is expected to include, but not be limited to the following:

- Provide assistance to the CITY with regard to emergency recovery efforts and compliance with applicable local, State, and Federal laws, regulations, executive orders, and FEMA requirements;
- Provide guidance in recovering reimbursement for the repair/replacement of the loss of critical infrastructure;
- Collaborate with CITY staff and other CITY consultants on project formulation, including damage assessments, information gathering, project development, preparation of project worksheets, and other project submittals to the Alabama Emergency Management Agency (AEMA) and/or the Federal Emergency Management Agency (FEMA);
- Assist with the management of FEMA-administered and/or other Federal grants and AEMA coordination issues;

- Generate project extension requests and amendments when necessary, and any other reports or documents to ensure grant reimbursement eligibility is not de-obligated;
- Develop improved and/or alternate project requests for AEMA and FEMA and/or other Federal grants;
- Develop Hazard Mitigation Strategies and Proposals, as appropriate;
- Assist with the submission of first and second appeals to FEMA, as appropriate;
- Assist CITY staff with the development of procurement packages for professional services that align with the Federal grant program requirements;
- Coordinate and interface with engineering and design efforts for repair and/or construction of damaged facilities and infrastructure that will comply with FEMA eligibility and cost reasonableness determinations. Provide oversight of repair/construction efforts to ensure work complies with applicable Project Worksheets and related FEMA Public Assistance grant requirements and guidelines;
- Assist CITY in establishing pragmatic document control, establishing a file retention system and data management processes to ensure disaster records are complete and ready for audit; and
- Assist CITY with the closeout of Projects, including preparing and review of final closeout packages for completed work for compliance with federal grant program requirements.

Any subcontracts issued under this contract must comply with the necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible, in accordance with 2CFR200.321. Note: The use of any Contractor, or Sub-Contractor, who has been declared debarred by the Office of Federal Contract Compliance Programs (OFCCP) is prohibited. A complete list of federally disbarred contractors can be found at www.sam.gov. It is the sole responsibility of the Consultant to ensure that any subcontractor(s) or subconsultant(s) are in good standing with the OFCCP and not on the debarment list.

3.1 RFP RESPONSE REQUIREMENTS:

- A. Requesting the RFP document: To receive RFP documents, please download the documents directly from the CITY's website <https://www.fairhopeal.gov>, or contact Dee Dee Brandt, (251) 928-8003 or deedee.brandt@fairhopeal.gov.
- B. Any questions can be emailed to deedee.brandt@fairhopeal.gov until 10:30 a.m. on Monday, March 23, 2020. Any Addenda to this RFP will be posted on the CITY's website and emailed to those firms which have notified the CITY of their intention to submit a proposal. It remains the sole responsibility of the offering firm to contact the CITY prior to submitting a proposal

to ascertain if any addenda have been issued, to obtain all such addenda, and acknowledge any addenda with each proposal.

- C. Preparation and Format: Proposals should be prepared in a clear and concise manner to meet the requirements of the RFP. Proposals must be signed by an authorized representative or contracting agent of the firm. The Respondent shall include pricing for additional anticipated labor categories, including other non-labor related project costs. Please include any mark-up to be added to the cost of reimbursable expenses.
- D. Proposal Delivery:
Proposals are **due no later than 2:00 p.m., Wednesday, March 27, 2020**. The complete submittal, consisting of 1 original, 1 copy and 1 color pdf (cd or thumb drive) of the proposal must be delivered to CITY in a sealed package, clearly marked on the outside **RFP 2020 COVID19** and addressed to:

City of Fairhope
Attn: Dee Dee Brandt, Purchasing Manager
555 South Section Street
Fairhope, AL 36532

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4.1 MINIMUM RFP RESPONSE REQUIREMENTS:

Please submit the following information with your Proposal:

- a. Cover letter with the name, address, phone number, fax number, and email address of the person or firm submitting the proposal. Provide the name of the project manager/ primary contact person and person authorized to contract for the firm.
- b. In order to demonstrate the Respondent has sufficient qualifications, resources and experience to provide the Services under this RFP, please provide the following information:
 - A brief history of the firm and an overview of the 'Respondent's experience indicating resources, understanding, qualifications, background, etc., in providing the services related to Disaster/Emergency Recovery and FEMA Public Assistance experience, including:
 - What is the approximate number of Public Assistance grants you have prepared and submitted?
 - Identify the key individual(s) who will be working on this project and summarize his/her qualifications and experience. Provide resume of all key

individuals.

- Identify the head office of the Respondent and, if different, the location of the Respondent's office in the region. If the Respondent is proposing a team arrangement, identify the locations of the head and local offices of the lead team member.
- c. Discuss recent experience of the Respondent which demonstrates current capacity to provide the services requested in this RFP.
 - d. Describe the benefits that the CITY will realize in selecting the Respondent's firm or team for his project. Benefits may include unique or specialized processes or organization, staff qualifications, capabilities, specialized experience, best practices or other factors that distinguish the Respondent from other Respondents.
 - e. Discuss additional scope of work items which are not mentioned in the Project Summary that, based upon your experience, will be of great assistance to the CITY in its disaster recovery efforts.
 - f. Briefly summarize any other appropriate factors, not already provided in response to the questions and requests listed herein, about the Respondent's qualifications that are relevant to the consideration of the Respondent for this Project.
 - g. Provide at least three (3) references for which Respondent has performed similar services within the last five (5) years.
 - h. List of ALL current contracts underway as a result of Coronavirus COVID19.
 - i. Provide a summary of any litigation, claim(s), or contract disputes filed by or against the Respondent in the past five (5) years which is related to the services that Respondent provides in the regular course of business. State if there are NO litigation claim(s) or contract dispute(s) filed by or against the Respondent in the past five (5) years.
 - j. Project Approach/Plan: Explain the Respondent's understanding of the project and outline the Respondent's proposed approach to completing the anticipated scope of work.
 - k. Provide a statement of the firm's current bonding capabilities and Certificate(s) of Liability insurance.
 - l. Proposed Compensation: Submit hourly rates for services including rates by position.

The CITY reserves the right to negotiate terms as needed to improve elements of the proposal to best meet the needs of the CITY, including cost.

- m. Cost Center Tracking: The services provided under this contract should be eligible for reimbursement as a direct administrative cost (reference Disaster Assistance Policy DAP9525.9, Section 324 Management Costs and Direct Administrative Costs and Recovery Policy 9525.14, Grantee Administrative Costs). To maximize CITY's ability to recover the cost of services provided under this contract, the Firm shall track time on a project by project basis. Invoices submitted to the CITY for payment must reflect this project by project breakdown and must provide sufficient backup documentation to ensure reimbursement eligibility.
- n. Financial Stability: If requested by the CITY during a contract negotiation phase, provide information substantiating the firm's credit worthiness, assets and exposures, bonding capabilities, and any litigation in the past five years regarding financial considerations. The CITY desires a certain level of confidence that the selected firm is operating a highly sustainable business.

5.0 TERMS OF CONTRACT: The CITY reserves the right to negotiate and revise stated contract terms and conditions prior to the Firm and CITY executing an agreement. The firm shall serve at the pleasure of the CITY and be subject to removal, with or without cause, at any time during the term of the service agreement by giving thirty (30) days written notice to the other party.

6.0 EVALUATION CRITERIA:

Criteria	Weight
Personnel Experience/Qualifications	30
Pricing/Staffing	30
Availability	25
Project Approach/Plan	15

100

COST PROPOSAL FORM

The hourly rates shall include all applicable overhead and profit. All non-labor related other than direct costs, including travel and lodging, will be billed to the client at cost without mark-up.

POSITIONS

HOURLY RATES

Subject Matter Expert

\$ _____

Project Manager

\$ _____

Project Writer

\$ _____

Data Manager

\$ _____

Closeout Specialist

\$ _____

Research Assistant

\$ _____

Other: _____

\$ _____

Other: _____

\$ _____

OTHER REQUIRED POSITIONS

Proposer may include other positions, with hourly rates and attach a job description and required years of experience for each position.