Request for Proposals to Grant Application and Hazard Mitigation Plan

for

CENTRAL TEXAS COUNCIL OF GOVERNMENTS

HAZARD MITIGATION PLAN

Proposal Description

Application and Hazard Mitigation Plan for Bell, Coryell, Milam, Lampasas, Mills, and Hamilton counties and incorporated cities of those counties

Central Texas Council of Governments

2180 North Main Street, P.O. Box 729

Belton, Texas 76513

(254) 770-2365

Issue Date: May 21, 2021

Response Date: June 15, 2021

Request for Proposals to Grant Application and Hazard Mitigation Plan

A. PROBLEM STATEMENT

The Central Texas Council of Governments (CTCOG) wishes to secure the services of a professional consultant to perform all aspects of application, management, preparation, project implementation, planning services and submission requirements associated with the approval of a Hazardous Mitigation planning grant and plan development to the Federal Emergency Management Agency (FEMA) through the Texas Division of Emergency Management. If the grant is approved, the consultant will develop the multi-jurisdictional hazard mitigation plan, which will address all-natural hazards that can affect this region.

A FEMA-approved hazard mitigation grant is required to develop the plan. The awarded consultant will have expertise in developing both Hazard Mitigation Assistance plans and grants. Payment of services will be dependent upon CTCOG being awarded a Mitigation Planning grant from the Texas Department of Emergency Management and FEMA.

A Hazard Mitigation Plan is required for eligibility for grant funds through FEMA's pre-disaster grant programs such as: Building Resilient Infrastructure and Communities (BRIC) and Flood Mitigation Assistance (FMA); and post disaster grant programs such as: Public Assistance (PA) and Hazard Mitigation Grant Program (HMGP). Federal grant programs award funds to local governments and non-profit organizations to implement mitigation projects identified as part of a FEMA-approved hazard mitigation plan. All incorporated cities in the Central Texas Council of Governments' region are expected to be included in the update. Other entities (as required and/or allowed by law) such as School Districts, Soil and Water Conservation Districts, and Water Districts located within Central Texas Council of Governments' region are invited and encouraged to participate. The Central Texas Council of Governments is seeking a grant under the Hazard Mitigation Grant Program related to DR 4572 and 4586.

B. GRANT APPLICATION PROCESS

A FEMA-approved hazard mitigation grant is required to develop the plan. Prospective respondents should detail their experience in developing hazard mitigation grant applications over the last five (5) years.

The Central Texas Council of Governments may require the consultant to develop multiple grant applications to different programs to ensure an award. The consultant shall be responsible for completing all sections of the grant application and coordinating with the Central Texas Council of Governments as necessary for completion.

C. PLANNING UPDATE PROCESS

The hazard mitigation plan development process will involve the following steps, some of which may be performed concurrently. The qualified consultant shall demonstrate firm experience in completing the following:

- Documenting the planning process
- In-depth experience in developing and updating risk and vulnerability assessments
- Analyzing previous mitigation actions and developing new mitigation strategies
- Conducting public outreach, coordinating with stakeholders and strategic partners
- Developing all sections of the plan and assisting each jurisdiction with adopting the plan.

Consultant must have a working relationship with TDEM and FEMA Region VI and demonstrate experience in the review and editing process. Central Texas Council of Governments is seeking HMGP grant development services for DR 4572 and 4586.

D. CONSULTANT SELECTION PROCEDURES

Proposals will be reviewed by the CTCOG Homeland Security Advisory Committee.

E. PROPOSAL CONTENTS

The Consultant's proposal must contain a cover letter and seven sections. The cover letter shall at minimum: list the RFP subject, the name of the proposer's firm, local address, telephone number, email address, name and title of contact person who will be authorized to make representation for the proposer and the date. The five sections shall include:

1. **Technical Approach/Project Schedule.** Briefly describe the approach to be taken in addressing the proposed scope of work. The description is to include delineation of specific tasks to be undertaken in completing the Hazard Mitigation Grant and Plan Update.

2. **Experience of Proposed Personnel.** A brief resume of the individuals involved in the project will be required.

3. **Prior Related Experience.** Summarize the firm's experience with hazard mitigation grant development and planning in Texas since 2011.

4. **Responsiveness to client needs.** Describe specific project implementation measures intended to improve the overall positive benefit of the plan update to the citizens and jurisdictions of Central Texas Council of Governments. Describe factors such as familiarity with the geographic area of the project, positive interaction with TDEM staff and other planning capabilities that will enhance the overall quality and effectiveness of the completed plan update.

5. **References.** Please include a minimum of five (5) references. Include contact person and phone number for each referenced project.

6. **Proposed Cost of Services.** We are seeking a fixed-price cost proposal. Please provide your cost proposal to accomplish the scope of work outlined above and for any additional services required to implement the project described in this solicitation. The proposal should include pricing per jurisdiction and must include all costs that are necessary to successfully complete these activities. Contract pricing for services under this RFP will be adjusted if final number of participating jurisdictions differ from the current estimate. Please note that the lowest/best bid will not be used as the sole basis for entering into this contract.

7. **Grant Match and In-kind.** The 25% match for the grant project total will be met through a soft match in which each jurisdiction will contribute facilities and planning efforts, including

travel, staff time and other eligible in-kind expenses. Contract pricing should include tracking all associated cost and in-kind work to meet all FEMA reimbursement requirements.

F. FACTORS FOR AWARD/EVALUATION CRITERIA

The following factors will be used in evaluating consultants' proposals and awarding of contract:

1. Technical Approach/Project Schedule (25 points)
2. Experience of Proposed Personnel (25 points)
3. Prior related firm experience (20 points)
4. Responsiveness to Client Needs (15 points)
5. References (15 points)

Additional Information:

1. Central Texas Council of Governments will enter into a contract with the consultant whose proposal is determined to be the most advantageous to the region, with all-inclusive quote and all other evaluation factors considered. The Central Texas Council of Governments reserves the right to reject any and all proposals and the right, in its sole discretion, to accept the proposal it considers most favorable to the region's interest. In addition, Central Texas Council of Governments reserves the right to waive minor irregularities in the procedures. The Central Texas Council of Governments further reserves the right to reject all proposals and seek new proposals when such action is reasonably in the best interest of CTCOG. The Central Texas Council of Governments reserves the right to cancel an awarded contract within thirty (30) days of written notice if performance is unsatisfactory. No penalty and/or fee may be imposed by either party if contract is cancelled or not renewed.

2. A written award of acceptance will be emailed/mailed to the successful proposer and a fully executed contract is required prior to commencement of any work under this RFP.

3. The Central Texas Council of Governments encourages proposals from small, minority, and female-owned businesses.

4. **Responses to the RFP should be emailed to jesse.hennage@ctcog.org in a .pdf no later than 5:00 PM June 15, 2021.**

5. Proposals will be accepted only from parties that are free of all obligations and interests that might conflict with the best interest of CTCOG and have the capacity of providing services on a

timely basis.

6. Proposals/offers **will not** be received through the mail or hand-delivered. The submission of a proposal shall be prima facie evidence that the proposer has full knowledge of the scope, nature, quantity and quality of work to be performed; the detailed requirements of the specifications; and the conditions under which the work is to be performed.

7. The proposer shall furnish CTCOG such additional information as it may reasonably require.

8. Central Texas Council of Governments is seeking HMGP grant development services for DR 4266 http://www.fema.gov/disaster/4266, and DR4269 http://www.fema.gov/disaster/4269.

9. It is understood by all parties that no compensation will be paid nor will it be expected for any services rendered in the development of this proposal, grant application or services thereof, and will be dependent upon CTCOG being awarded the Mitigation Planning grant and a consultant is then under agreement and thereafter contract.