



REQUEST FOR BOARD ACTION

ITEM NO. 7

DATE OF MEETING: September 28, 2015

REQUESTED BY: Kyle M. Breuer, Director, Planning and Community Development

SHORT TITLE: Approval of Contract with Holland Consulting Planners, Inc., to Administer FY 15 Hazard Mitigation Assistance Grant.

BACKGROUND: On July 10, 2015 Planning and Emergency Management Staff advertised a request for professional services (RFP) to provide management services to administer the FY 14-15 Flood Mitigation Assistance (FMA) grant awarded to Pender County in the amount of \$2.09 million. The grant approval is to elevate six (6) existing structures and acquire five (5) properties that have incurred repetitive losses through past storm events. Following an advertising window of approximately two weeks, Holland Consulting Planners, Inc. was the only qualified consulting firm to submit a response to the RFP. In review of the proposal submitted, it has been identified that Holland Consulting Planners, Inc., obtains the necessary knowledge and expertise to administer the full scope of this project as they have previous successful projects in and around eastern North Carolina. The advertised RFP is attached to this request for the Board's review of the project scope. As of the date of this document, Pender County has not received a contractual document between the County and the Division of Public Assistance but would expect the project parameters to be consistent with the RFP scope for expected project deliverables and reporting. A formal contract will not be provided until funding is directed from the federal government.

The program will provide 100% of the cost of elevating/retrofitting structures and the County will experience no direct costs for this program.

Eleven applicants from Pender County were submitted on July 1, 2014 to NCDEM. Eligible applicants will be notified once funding has been secured with Pender County.

SPECIFIC ACTION REQUESTED: To consider approval of the selection of Holland Consulting Planners, Inc., to administer the FY 14-15 Hazard Mitigation Assistance Grant

Request for Proposals

**FY2014-2015 FLOOD MITIGATION ASSISTANCE (FMA) PROGRAM
PLANNING AND MANAGEMENT SERVICES**



**Pender County Planning and Community Development
Pender County Emergency Management
Post Office Box 1519
805 South Walker Street
Burgaw, North Carolina 28425**

***Issued: July 10, 2015
Submission Deadline: 5:00 pm on July 30, 2015***

REQUEST FOR PROPOSALS FOR PROFESSIONAL SERVICES

Notice is hereby given that proposals will be received by Pender County, North Carolina, until **5:00 PM EST on Thursday, July 30, 2015**, for the following Professional Services to be provided to said jurisdiction:

FY2014-2015 FLOOD MITIGATION ASSISTANCE (FMA) PROGRAM PLANNING AND MANAGEMENT SERVICES

Project Summary: Pender County has received notification from the North Carolina Division of Emergency Management (NCDDEM) of the award of \$2.09 million in Flood Mitigation Assistance (FMA) funds to elevate six (6) residential structures and acquire five (5) residential structures in Pender County. The County expects to receive additional FMA funding for FY2015. The County is soliciting for professional planning and project management services to undertake turnkey planning and management services required to manage proposed FY14 Flood Mitigation Assistance Program (FMA) elevation and acquisition activities, and to submit an application for, and manage, proposed FY2015 FMA funding. These activities are to be conducted with FEMA FMA funds pursuant to the Robert T. Stafford Disaster Relief Act and the State of North Carolina's 404 Administrative Plan, as administered by the NC Division of Emergency Management.

Upon selection of a qualified consultant, Pender County will enter into a contractual agreement with that consultant, based upon the planning and management needs to be determined by the County and the prospective funding agencies. Following contract negotiations with the planning and management consultant, the County plans to undertake a similar effort to procure professional engineering services required for the elevation component of the referenced FMA project. This is not a request for professional engineering services.

The contact person for this project is:

Mr. Kyle M. Breuer, AICP
Pender County Planning Director
805 South Walker Street
Burgaw, North Carolina 28425
Phone: (910) 259-1202

Each proposer must submit complete proposals in the format provided in the RFP. Proposals must be in a sealed envelope and clearly marked "FLOOD MITIGATION ASSISTANCE PROGRAM, PLANNING AND MANAGEMENT SERVICES - SPECIAL PROJECT RFP" in the lower left corner of the envelope. **Mailed, delivered, or e-mailed proposals must be received by no later than 5:00 PM EST, on Thursday, July 30, 2015, to be considered.**

Proposals will be rated by the County Planning Director and County Emergency Management Director prior to award of any contract. Procurement of a planning/management firm will be accomplished in accordance with 44CFR13 and the North Carolina General Statutes relating to procurement of professional services.

Kyle M. Breuer, AICP
Pender County Planning Director

PROJECT DESCRIPTION

1. Name or Title of Project

PENDER COUNTY FY2014-2015 FLOOD MITIGATION ASSISTANCE (FMA) PROJECTS

2. Name of Sponsor/Location of Project

Pender County, North Carolina

3. Professional Services Required

Comprehensive administrative/management services of a professional consulting firm. These services will be procured by competitive proposals subject to 44CFR13.36.

4. Project Summary

Upon receipt of grant agreements, the submitting firm(s) shall provide policies, procedures and guidelines, as well as management services, necessary for the successful implementation and completion of FY2014 and FY2015 FMA mitigation activities. The project is intended to eliminate or significantly reduce future flood risk through the elevation or acquisition of flood-prone residences in the Special Flood Hazard Area (SFHA). The project includes the elevation of residences above base flood elevation, in accordance with the Pender County Flood Damage Prevention Ordinance and acquisition of residential property in accordance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970. The project requires extensive knowledge of Grant Financial Management, Construction Project Management, EEO and Environmental Compliance, Structural Elevation and Retrofitting Guidelines, Federal Real Property Acquisition Regulations, and National Flood Insurance Program (NFIP) Participation Requirements.

GENERAL SCOPE OF SERVICES REQUIRED

The planning/management consultant (Program Administrator) will provide all of the necessary planning and project 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 the Pender County Building Inspections Division; however, the management consultant will 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 will provide Pender County and the State of North Carolina with elevation/acquisition policies and procedures consistent with the approved grant agreement regarding a variety of residential properties in Pender 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; acquisition/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; 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 the county; and the Uniform Relocation and Real Property Acquisition Policies Act. Required services to be provided will include, but not necessarily be limited to, the following:

- Develop comprehensive administrative guidelines for management of all elevation and acquisition/demolition activity, including procedures for financial management, construction procurement, and construction management and inspection; coordinate required structural engineering and building inspection services; coordinate NFIP and NC State Building Code compliance activities; review duplication of benefits procedures; prepare preconstruction and owner's certification documents; review structural feasibility procedures; prepare temporary relocation procedures and homeowner/contractor dispute resolution procedures; and prepare administrative guidelines and forms/documents for proper management of the acquisition/demolition activities in accordance with URA/FEMA public assistance requirements.
- Provide 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.
- Procure a structural engineering firm, legal firm, appraiser, surveyor, and asbestos inspector. Provide scheduling and coordination of these additional professional services.
- Coordinate with the local building inspection department and consultant structural engineer during structural feasibility analysis, develop general elevation specifications, and prepare individual elevation work write-ups.
- Solicit local/regional elevation and demolition contractors to assure compliance with the project schedule.
- Manage the elevation and demolition bid/award process.
- Assist with on-site inspection of elevation/demolition work (as outlined above).
- Authorize payment to other consultants and elevation/demolition contractors.
- Supervise the cost report process and coordinate project financial management with the county finance officer.
- Manage all acquisition and demolition activity in accordance with URA and FEMA requirements, and Standard Operating Procedures established by the North Carolina Division of Emergency Management.

- Maintain detailed case files for each unit included in the project, as well as general project compliance and procurement files.
- Attend preconstruction conferences with homeowners and contractors; function as grantee/government/contractor liaison during elevation.
- Provide complete homeowner elevation contract administration services, including review of change orders, issuance of notices to proceed, review of construction schedule, and regular review of construction quality and cost control procedures with the local building inspector.
- Attend Board of Commissioners' meetings as required for approval of program guidelines, contract awards, etc.
- Function as liaison between the county and the NC Division of Emergency Management and Federal Emergency Management Agency.

PROCUREMENT CRITERIA

1. The successful firm(s) must demonstrate a particular knowledge of all applicable policies and procedures, standard operating procedures, interim policy guidance and FMA compendium provisions for successfully implementing the Flood Mitigation Assistance Program as outlined under "GENERAL SCOPE OF SERVICES REQUIRED" above, including definition of specific background in the management of FEMA-sponsored elevation/retrofitting and acquisition activities. The Program Administrator must be able to coordinate the procurement, work scope and work practices of other professional services including but not limited to attorneys, engineers, surveyors, appraisers, and contractors used in the elevations or demolitions undertaken by project participants.
2. The Program Administrator must demonstrate a proven ability to review and make recommendations for permitting necessary for elevation of structures as required by state and local laws.
3. The Program Administrator must have a demonstrated ability to amend the grants to the benefit of those properties not technically feasible to elevate, relative to cost effectiveness/cost reasonableness provided by benefit cost ratios.
4. The Program Administrator must have a demonstrated ability to provide guidance to local government officials and others involved in the decision-making process; e.g., a community task force, for the establishment of sound practices which will affect the time, consistency, and organization of the jurisdiction's elevation and acquisition 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. Pender 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.

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. Pender County reserves the right to waive any informality or reject all proposals submitted.
2. Pender 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 the 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, which is July 30, 2015.
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 are to be prepared in the following format:

- * Letter of Interest from Principal(s) of Submitting Firm(s).
- * General Qualifications Statement (summary of firm's ability to perform "General Scope of Services Required" outlined above, and proven ability to meet requirements 1.- 4. outlined under "Procurement Criteria," also outlined above).
- * Summary of Firm(s) Related Experience, including references.
- * Resumes of Key Personnel.
- * Management Plan/Technical Approach/Project Schedule.
- * Staff Availability.
- * **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).**
- * Non-Discrimination Certificate.