TERREBONNE PARISH

REQUEST FOR PROPOSALS

FOR

APPLICATION DEVELOPMENT, PROJECT and GRANT MANAGEMENT
AND TECHNICAL ASSISTANCE CONTRACTOR

Proposal Due Date: June 12, 2017
Proposal Due Time: 2:00 P.M.

Released May 23, 2017

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GENERAL INFORMATION

1.1. Purpose

This Request for Proposals (RFP) is issued by the Terrebonne Parish Consolidated Government (TPCG) (hereinafter referred to as the Parish) for the purpose of entering into a contract with a grant/project manager and technical assistance contractor who will provide qualified personnel familiar with the FEMA the Hazard Mitigation Assistance programs, construction management, and ASCE -24 standards. The services provided by Contractor personnel will assist the Parish in expediting recovery operations by developing and implementing successful HMA applications for elevations of repetitive loss structures.

1.2. Background

In addition to the extensive damage which Louisiana experienced from Hurricanes Katrina and Rita in 2005, Terrebonne Parish was subsequently impacted by four other disasters in which a presidential declaration was issued. Terrebonne Parish must be prepared to recover from any future disasters by reducing the risk through mitigation. Applications have been developed for HMA grant opportunities and the parish is seeking application development and project management as needed upon award as the grant applications are funded.

1.3. Scope of Services

Attachment I details the scope of services and deliverables or desired results that the Parish requires of the Contractor.

2.0 ADMINISTRATIVE INFORMATION

2.1. Term of Contract

The period of any contract resulting from this RFP is ***tentatively*** scheduled for a three-year term to begin upon receipt of the first task order notice to proceed expected June 2017 and to continue through the grant period of performance plus one year for closeout**,** with an option to renew for two (2) additional 12 month periods if funding is increased and/or period of performance for the grant/s is successfully extended. Performance will not be complete until the project is submitted for closeout and all requests for information satisfied regardless of timeframe.

2.2. Proposer Inquiries

Written questions regarding RFP requirements or Scope of Services must be submitted to the RFP Coordinator as listed below.

Chris Pulaski, Director
Terrebonne Parish Consolidated Government
Department of Planning and Zoning
8026 Main Street, Suite 401
Houma, Louisiana 70360

This RFP is available in electronic format or in printed form by submitting a written request to the RFP Coordinator or emailing cpulaski@tpcg.org.

The Parish will consider written inquiries and requests for clarification of the content of this RFP received from potential proposers. Written inquiries must be received by the date specified in the Schedule of Events. The Parish reserves the right to modify the RFP by addendum should a change be identified that is in the best interest of the Parish.

Official responses to all questions submitted by potential proposers will be posted at www.centralbidding.com.

The RFP Coordinator and the RAMP Division Manager have the authority to officially respond to proposers' questions on behalf of the Parish. Any communications from any other individuals are not binding to the Parish.

2.3. Definitions

A. **Shall, Must, or Will** - Denotes **mandatory** language; a requirement that must be met without alteration
B. **Should, Can, or May** - Denotes desirable, **non-mandatory language**.
C. **Contractor -** A firm or individual who is awarded a contract
D. **Proposal -** A response to an RFP
E. **Proposer -** A firm, consortium or individual who responds to an RFP
F. **RFP -** A request for proposals

2.4. Schedule of Events

Event	**Date**
Advertise RFP and mail public announcements	May 23, 2017
Deadline for receiving written inquiries	June 5, 2017
Issue responses to written inquiries	June 7, 2017
Proposal submission deadline	June 12, 2017
Oral discussion with proposers	TBD
Notice of Intent to Award to be mailed	June 20, 2017
Contract Execution	June 29, 2017

NOTE: Terrebonne Parish reserves the right to amend and/or change this schedule of RFP events, as it deems necessary.

3.0 PROPOSAL INFORMATION

3.1. Minimum Qualifications of Proposer

The Consultant shall be a full-service firm with a very high degree of professionalism and significant experience with this service. Assigned consultant project management staff must have at least five (5) years experience and applicant management staff three (3) years experience in performing Project Management Services for previous Hazard Mitigation Grant (HMGP) or Hazard Mitigation Assistance programs.

3.2. Right to Prohibit Award

In accordance with the provisions of R.S. 39:2192, in awarding contracts after August 15, 2010, any public entity is authorized to reject a proposal or bid from, or not award the contract to, a business in which any individual with an ownership interest of five percent or more, has been convicted of, or has entered a plea of guilty or nolo contendere to any state felony or equivalent federal felony crime committed in the solicitation or execution of a contract or bid awarded under the laws governing public contracts under the provisions of Chapter 10 of Title 38 of the Louisiana Revised Statutes of 1950, professional, personal, consulting, and social services procurement under the provisions of Chapter 16 of this Title, or the Louisiana Procurement Code under the provisions of Chapter 17 of this Title.

3.3. RFP Addenda

Parish reserves the right to change the schedule of events or revise any part of the RFP by issuing an addendum to the RFP at any time. Addenda, if any, will be posted at www.centralbidding.com. It is the responsibility of the proposer to check the website for addenda to the RFP, if any.

3.4. Waiver of Administrative Informalities

The Parish reserves the right, at its sole discretion, to waive minor administrative informalities contained in any proposal.

3.5. Proposal Rejection/RFP Cancellation

Issuance of this RFP in no way constitutes a commitment by the Parish to award a contract. The Parish reserves the right to accept or reject, in whole or part, all proposals submitted and/or cancel this announcement if it is determined to be in the Parish's best interest.

3.6. Withdrawal of Proposal

A proposer may withdraw a proposal that has been submitted at any time up to the date and time the proposal is due. To accomplish this, a written request signed by the authorized representative of the proposer must be submitted to the RFP Coordinator.

3.7. Subcontracting Information

The Parish shall have the right to offer a single contract to a sole prime contractor or multiple contractors. In either case, the awarded contractor/s shall be responsible for all deliverables specified in the RFP and proposal, unless specifically excluded in the executed contract. This general requirement notwithstanding, proposers may enter into subcontractor arrangements, however, should acknowledge in their proposal total responsibility for the entire contract.

If the proposer intends to subcontract for portions of the work, the proposer should identify any existing subcontractor relationships and include specific designations of the tasks to be performed by the subcontractor. Proposer should provide detailed information about the experience and

qualifications of key personnel the contractor expects to use from the subcontractor. The prime contractor shall be the single point of contact for all subcontract work.

Unless provided for in the contract with the Parish, the contractor shall not contract with any other party for any of the services herein contracted for without the express prior written approval of the Parish.

Should the proposer change name, ownership, corporate structure, liability status or otherwise legally modify the legal entity status during the contract status, the proposer shall acknowledge that the original entity will still bear total responsibility for the entire contract should the Parish agree to modify the contract to include the new entity.

3.8. Ownership of Proposal

All materials submitted in response to this request become the property of Parish. Selection or rejection of a proposal does not affect this right.

3.9. Proprietary Information

Only information which is in the nature of legitimate trade secrets or non-published financial data may be deemed proprietary or confidential. Any material within a proposal identified as such must be clearly marked in the proposal and will be handled in accordance with the Louisiana Public Records Act, R.S. 44:1 et seq. and applicable rules and regulations. Any proposal marked as confidential or proprietary in its entirety **may** be rejected without further consideration or recourse.

3.10. Cost of Preparing Proposals

The Parish is not liable for any costs incurred by proposers prior to issuance of or entering into a contract. Costs associated with developing the proposal, preparing for oral presentations, and any other expenses incurred by the proposer in responding to this RFP are entirely the responsibility of the proposer, and shall not be reimbursed in any manner by Terrebonne Parish.

3.11. Errors and Omissions in Proposal

The Parish will not be liable for any errors in proposals. The Parish reserves the right to make corrections or amendments due to minor errors identified in proposals by Parish or the proposer. The Parish, at its option, has the right to request clarification or additional information from the proposers.

3.12. Contract Award and Execution

The Parish reserves the right to enter into a Contract without further discussion of the proposal submitted based on the initial offer received. The Parish reserves the right to contract for all or a partial list of services offered in the proposal.

The RFP and proposal of the selected proposer will become part of any contract initiated by the Parish.

The selected proposer shall be expected to enter into a contract with standard Parish requirements. In no event shall a Proposer submit its own standard contract terms and conditions as a response to this

RFP. Negotiations may begin with the announcement of the selected proposer(s).

If the contract negotiation period exceeds (10) business days or if the selected Proposer fails to sign the final contract within (10) business days of delivery, the Parish may elect to cancel the award and award the contract to the next-highest-ranked Proposer.

3.13. Code of Ethics

Proposers are responsible for determining that there will be no conflict or violation of the Ethics Code if their company is awarded the contract. The Louisiana Board of Ethics is the only entity which can officially rule on ethics issues.

3.14 **Board Resolution**

A certified copy of a board resolution granting authority to submit the proposal and sign a contract if selected should be submitted if proposer is a corporation. The copy of the proposal with original signatures will be retained for incorporation in any contract resulting from this RFP.

4.0 RESPONSE INSTRUCTIONS

4.1. Proposal Submission

Firms/individuals who are interested in providing services under this RFP **must** submit a proposal containing the information specified in this section. The fully completed proposal with original signatures by an authorized representative **must** be received in hard copy (printed) version by the RFP Coordinator on or before 2:00 PM Central Standard Time on the deadline date specified in the Schedule of Events. Fax or e-mail submissions shall not be acceptable. Proposers mailing their proposals should allow sufficient mail delivery time to ensure receipt of their proposal by the time specified. The proposal package must be delivered at the proposer's expense to:

Chris Pulaski, Director
Terrebonne Parish Consolidated Government
Department of Planning and Zoning
8026 Main Street, Suite 401
Houma, Louisiana 70360

For courier deliver, the street address is *same as above and* the telephone number is *985-873-6569.* It is solely the responsibility of each proposer to assure that their proposal is delivered at the specified place and prior to the deadline for submission. Proposals received after the deadline will not be considered.

The Parish requests three (3) copies of the proposal be submitted to the RFP Coordinator at the address specified. At least one (1) copy of the proposal shall contain original signatures of those company officials or agents duly authorized to sign proposals or contracts on behalf of the organization. One (1) electronic copy of the proposal and one (1) redacted copy of the proposal should accompany the submission. A certified copy of a board resolution granting such authority should be submitted if proposer is a corporation. The copy of the proposal with original signatures will be retained for incorporation in any contract resulting from this RFP.

Failure to submit all information requested may result in the Parish requiring prompt submission of

missing information and/or giving a lower score in the evaluation of the proposal; however failure to submit mandatory information **shall** cause the proposal to be disqualified.

4.2. Proposal Format

Proposers should respond to this RFP with a Technical Proposal and Cost Proposal (Attachment III). No pricing information should be included in the Technical Proposal.

4.3. Cover Letter

A cover letter should be submitted on the proposer's official business letterhead explaining the intent of the proposer.

4.4. Technical and Cost Proposal

Proposals should be submitted as specified in Section 5, and should include enough information to satisfy evaluators that the Proposer has the appropriate experience and qualifications to perform the scope of services as described herein. Proposers should respond to all requested areas.

4.5. Certification Statement

The proposer **must** sign and submit the Certification Statement shown in Attachment II.

5.0 PROPOSAL CONTENT

The proposer should provide the information in the format outlined below:

5.1. Table of Contents

This section should serve to note section headers and page number references.

5.2. Executive Summary

This section should serve to introduce the purpose and scope of the proposal. It should include administrative information including, at a minimum, response date, proposer contact name and phone number, and the stipulation that the proposal is valid for a time period of at least 90 days from the date of submission. This section should also include a summary of the proposer's qualifications and ability to meet the Parish agency's overall requirements.

5.3. Corporate Background and Experience

The proposer should give a brief description of its company including a brief history, corporate structure and organization, number of years in business, volume of business including projects similar to that proposed and reserve capacity to provide project management services to the Parish. The Proposer should provide a description of its corporate resources that would be available to support this project, such as facilities, tools, or auxiliary staff who have unique qualifications and experience.

This section should provide a detailed discussion of the proposer's prior experience in working on projects similar in size, scope, and function to the proposed contract. Proposers should describe their experience in other states or in corporate/governmental entities of comparable size and diversity with references from previous clients including names and telephone numbers.

If subcontractors will be employed, the proposer should provide the same information regarding the subcontractor (s) as is requested for the proposer.

5.4. Proposed Project Staff

The Proposer should identify the number of staff positions it will provide and whether or not these are current employees of the Proposer. The proposer should provide detailed information about the experience and qualifications of the proposer's assigned personnel considered key to the success of the project. The Proposer should have currently on staff the positions listed on Attachment I or should have arrangements with subcontractors to provide these positions. If a subcontractor will be used, proposer should clearly identify any subcontractor arrangements and should provide information about the qualifications and experience of any key personnel the Proposer expects to use from the subcontractor.

This information should include education, training, technical experience, functional experience, specific dates and names of employers, relevant and related experience, past and present projects with dates and responsibilities and any applicable licenses and certifications. This should also specifically include the role and responsibilities of each person on this project, their planned level of effort, their anticipated duration of involvement, and their on-site availability.

5.5 Veteran and Hudson Initiative Programs

(Participation of Veteran Initiative and Hudson Initiative small entrepreneurships will be scored as part of the technical evaluation.)

The State of Louisiana Veteran and Hudson Initiatives are designed to provide additional opportunities for Louisiana-based small entrepreneurships (sometimes referred to as LaVet's and SE's respectively) to participate in contracting and procurement with the state, the grantee for these funding opportunities. A certified Veteran-Owned and Service- Connected Disabled Veteran-Owned small entrepreneurship (LaVet) and a Louisiana Initiative for Small Entrepreneurships (Hudson Initiative) small entrepreneurship are businesses that have been certified by the Louisiana Department of Economic Development. All eligible vendors are encouraged to become certified. Qualification requirements and online certification are available at https://smallbiz.louisianaforward.com/index_2.asp.

Ten (10) points of the total evaluation points on this RFP are reserved for proposers who are themselves a certified Veteran or Hudson Initiative small entrepreneurship or who will engage the participation of one or more certified Veteran or Hudson Initiatives small entrepreneurships as subcontractors.

a. If applicable, provide the scope of work performed by the firm or subcontractor eligible for this status.
b. Provide the percentage of work performed by the firm subcontractor eligible for status.

5.6 Approach and Methodology

The Proposer should provide:

1. Information to indicate that Proposer understands the nature of the project and how their proposal will best meet the needs of the Parish.
2. Its functional approach in identifying the tasks necessary to meet requirements.
3. Its approach to Project Management and Quality Assurance.
4. Its proposed Project Work Plan that reflects the approach and methodology, tasks and services to be performed, deliverables, timetables and staffing.

5.7 Cost Information

(Submit under separate cover; no pricing information should be submitted with Technical Proposal)

The proposal shall include an hourly rate for each position proposed in Attachment III-Cost Sheet. The hourly rates shall be inclusive of labor, overhead, and all other expenses including travel. Failure to provide an hourly rate for each position shall cause proposal to be disqualified. Each position shall be valued based on a reasonable cost for services provided.

For information purposes, the Proposer should provide an estimated percentage of the effort that will be completed by subcontractors.

6 EVALUATION AND SELECTION

6.1 Evaluation Team

The evaluation of proposals will be accomplished by an evaluation team, to be designated by the Director of Planning and Zoning, which will determine the proposal most responsive or most advantageous to the Parish, taking into consideration price and the evaluation factors set forth in the RFP.

6.2 Administrative and Mandatory Screening

All proposals will be reviewed by the Evaluation Team to determine compliance with administrative and mandatory requirements as specified in the RFP. Firms must meet the minimum qualifications and requirements. Proposals found not to be compliant with mandatory requirements will be rejected from further consideration.

6.3 Clarification of Proposals

The Parish reserves the right to seek clarification of any proposal for the purpose of identifying and eliminating minor irregularities or informalities.

6.4 Oral Presentations/Discussions

Proposers who meet all mandatory requirements and are considered susceptible for award after the initial evaluation may be invited to give an oral presentation that demonstrates their proposed solution to this RFP. Proposers who are invited to participate in the oral presentation should be prepared to demonstrate their proposed methodology and how this methodology has been used to provide solutions for other clients. Commitments made by the Proposer at the oral presentation, if any, will be considered binding. The maximum amount of points to be assigned for oral presentations

will be 30, and these points will be based upon the perceived ability of the proposed methodology to achieve the Parish's goals for the project. Points for oral presentations will be added to the scores from the initial evaluation.

6.5 Evaluation and Review

Proposals that pass the preliminary screening and mandatory requirements review will be evaluated based on information provided in the proposal. The evaluation will be conducted according to the following.

Criteria	**Maximum Score**
Technical Proposal Evaluation	**(Worth 85 Points)**
1. Corporate Background and Experience	15
2. Knowledge of local conditions/needs	10
3. Approach and Methodology	20
4. Resumes, Proposed Staff Qualifications	20
5. Accessibility	10
6. Veteran/Hudson Initiative	10
Cost Proposal Evaluation	**(Worth 25 Points)**
5. Cost	25
Total Possible Points	**110**
Oral Presentations (if held)	**30**

All responses to the solicitation will be evaluated according to the criteria and corresponding point system. The proposal will be evaluated on the basis of written materials and will not assume facts into the record. Sufficient information must be included in the response to ensure that the correct numbers of points are assigned. Incomplete or incorrect information may result in a lower score. Projects provided without contact information will not be awarded points for experience. Additional information may be elicited in oral presentations which will be considered in the ranking and become part of the public record and resulting contract.

A very low rating in any of the categories will be sufficient cause for rejection of the proposal. Any application that does not meet minimum standards will not be reviewed further. In responding to the following, respondent shall state whether the qualifications are a result of in-house expertise or not.

6.6 Technical Proposal Criteria Definitions

This section provides details for each of the factors listed in Section 6.5 for Technical Evaluation Criteria.

6.6.1 Corporate Background and Experience (15 points)

The proposer will be evaluated on past experience with similar projects and pertinent corporate resources. The Evaluation team will review the proposer's overview of its experience rendering

services similar to those included in this RFP.

Please provide a table of grant programs administered, year of award, amount of award, units mitigated, which projects are through closeout, and point of contact with phone numbers.

The evaluation team will evaluate the proposer's past performance qualifications and references; and will also review the past performance qualification for each subcontractor proposed.

6.6.2 Knowledge of Local Conditions and Needs (10 Points)

The proposer will be evaluated on their knowledge of the terrain, risk paradigm, regulatory environment and cultural sensitivities in this coastal parish.

6.6.3 Approach and Methodology (20 points)

The evaluation team will evaluate the proposer's overall approach for providing the services and satisfying the requirements of the RFP. The items that will be evaluated include:

Approach – The Proposer's approach to managing the overall project. In assessing the Management Capability, the evaluators will be looking for the following items:

- Project Organization (including identification and role of subcontractors)
- Organizational chart
- Project Management Planning and Tracking System *
- Project Reporting*
- Quality Assurance
- Subcontractor Management

* Provide a sample (construction management, grant status, and communications log)

Methodology

- Ability to coordinate effectively with GOHSEP, FEMA and the Parish.
- Evidence that approach reflects sufficient knowledge and experience with the subject matter and Terrebonne Parish's needs specifically.
- Strategies and tactics to be used to complete tasks and services efficiently and effectively in the most cost effective and time-saving manner
- Completeness in addressing the full spectrum of required staffing services in Attachment I.
- Project work plan, with appropriate tasks identified, with appropriate durations assigned to each task, as well as appropriate staff to accomplish each task
- Documentation sample for each project type typical for implementation
- Typical timeline for project implementation and individual structures.*

6.6.4 Resumes, Proposed Staff Qualifications (20 points)

The evaluation team will assess the quality of the resumes of the staff supplied by the Proposer. The proposer's proof of capacity to perform the scope of work will include a showing of an adequate communications, accounting, engineering and data management staff. Adequacy can be proposed by quantifying the positions needed based on projected volume and timeline in the approach and methodology. Staff should be capable of all facets of project management including communication, GIS capabilities, report generation, and a demonstrated ability to track project status and financial data. If subcontractors will be used, the resumes from the subcontractors will also be reviewed. Points will increase for Applicant Managers who are CFMs and Construction Managers who are engineers or certified building inspectors.

c. Specify which employee will be responsible for the Scope of Work related to each title. For example, which employee will serve as the Applicant Manager, where will the position be served, and at what phone number will they be reached?

d. Demonstrate clearly the capacity of each assigned staff member to perform that function and the time served providing that function.

   For example: Proposed individual performed intake and homeowner project management for an HMGP elevation grant from 2012-2016, which is four years of experience

e. Indicate which proposed staff members provided the services, and in what manner, outlined in Corporate Experience.

6.6.5 Accessibility

From past experience, the Parish has determined that the residents are best served when the Applicant Manager has a physical presence in the Parish. The proposer will be awarded up to ten (10) points for having the Applicant Manager report to work at a permanent location in Terrebonne.

6.6.6 Cost Proposal Selection Criteria

The cost evaluation will be based upon the total proposed cost for the descriptions submitted by the proposer in Attachment III: Cost Sheet. The total proposed cost will be determined by multiplying the hourly rate per position by the estimated number of hours expected for each position. The subtotals will be added to obtain a total cost. These costs may assume a volume of work per unit mitigated. The proposer with the lowest total cost shall receive a score of 25 points for the cost category. The remaining proposers will receive a cost score based upon the following formula:

CS = (LPC/PC*25)

Where:	CS	= Computed cost score (points) for proposer being evaluated
	LPC	= Lowest proposed total cost of all proposers
	PC	= Proposer's total cost

6.7 Oral Presentations Evaluation (30 points)

Those proposers susceptible for award may be invited to provide oral presentations. The proposers who qualify for the final round of the selection process will be notified of their selection at least two weeks in advance of the date they are to make their presentations to the evaluation team. The presentations will be made at 8026 Main Street, 4th floor. Each proposer will have 15 minutes to set up equipment and thirty (30) minutes to make its presentation. Fifteen minutes will be allowed to remove equipment after presentation.

6.8 Announcement of Contractor

The Evaluation Team will compile the scores and make a recommendation to the Parish President on the basis of the responsive and responsible proposer with the highest score.

The Parish will notify the successful Proposer and proceed to negotiate terms for final contract. Unsuccessful proposers will be notified in writing accordingly.

The proposals received (except for that information appropriately designated as confidential in accordance with R.S. 44.1 et seq), selection memorandum along with list of criteria used along with the weight assigned each criteria; scores of each proposal considered along with overall scores of each proposal considered, and a narrative justifying selection shall be made available, upon request, to all interested parties after the "Notice of Intent to Award" letter has been issued.

Any Proposer aggrieved by the proposed award has the right to submit a protest in writing to the head of the agency issuing the proposal within 14 days after the award has been announced by the agency.

The award of a contract is subject to the approval of the Division of Administration, Office of Contractual Review.

7 SUCCESSFUL CONTRACTOR REQUIREMENTS

7.1 Corporation Requirements

Upon the award of the contract, if the contractor is a corporation not incorporated under the laws of the State of Louisiana, the contractor shall have obtained a certificate of authority pursuant to R. S. 12:301- 302 from the Secretary of State of Louisiana prior to the execution of the contract.

Upon the award of the contract, if the contractor is a for-profit corporation whose stock is not publicly traded, the contractor shall ensure that a disclosure of ownership form has been properly filed with the Secretary of State of Louisiana.

7.2 Billing and Payment

Progress payments will be made as follows:

Contractor shall provide weekly progress reports along with requests for payments at the following milestones which will be refined and assigned a percentage value in negotiations:

1) Kickoff meeting
2) Council Packet Complete
3) Milestones 1-4 reflecting the work required to oversee the respective scope of work
4) Closeout

All payments will be made within 30 days of the submission of a complete invoice. For audit purposes, Contractor shall track all work related to the project including a daily listing of all personnel who provided services during the month, the structure (if applicable) and the number of hours worked at the contracted hourly rate and the eligible activity performed. Up to 15% of the contract amount will be withheld in anticipation of closeout.

7.3 Confidentiality

All financial, statistical, personal, technical and other data and information relating to the Parish's operation which are designated confidential by the Federal Privacy Act of 1974 and made available to the contractor in order to carry out this contract, or which become available to the Contractor in carrying out this contract, shall be protected by the Contractor from unauthorized use and disclosure

through the observance of the same or more effective procedural requirements applied to the Parish.

ATTACHMENT I SCOPE OF SERVICES

1. Overview

The Contractor shall provide technically qualified personnel to the Parish for the purpose of assisting the Parish in the development and administration of the grant programs stemming from nondisaster grant opportunities announced in 2017. Potential mitigation activities include but are not limited to elevation, mitigation reconstruction, buyout, critical facility hardening, pump station improvements, coastal restoration and planning. Implementation services will be awarded as needed by task order. The scope of work incorporates by reference the entirety of the RFP, the responsive proposal, and assertions made or submissions provided during the interview if held.

2. APPLICATION

I. Consultation with SRL Property Owners.

A. Consult with owners of SRL properties prior to submitting the application on project activity types, estimated costs, and insurance implications, as well as, the right to appeal. The selected consultant will make the consultation process as simple and streamlined as possible for the property owners. It is important to note that the consultant will be required to emphasize to all SRL property owners that consultation will not represent a formal offer of mitigation assistance.

B. Provide written updates to participants at least once per quarter while the application is moving through the approval process. A new letter is required each time the application moves a step further in the process regardless of frequency.

C. Consultant will meet face to face with homeowners to obtain signatures on voluntary participation agreements, offer letters, and any other documentation that requires explanation. This may be achieved in a group setting.

D. Consultant will meet face to face with any homeowner who requests meetings at his/her home to ask questions regarding the property or due to disability, infirmity or lack of transportation.

II. Application Preparation and Submission.

A. Following consultation, submit a complete grant application, including subapplications and any supporting documentation, using the web-based, electronic grant (eGrants) management system**. If a fee will be charged for the preparation of the application, then a separate cost must be identified. Revisions to the original application to add or remove properties or to request greater funding should the need or opportunity arise shall be included in any original application preparation fee.**

B. The SRL program funds cost-effective mitigation activities, demonstrated by a BCR of 1.0 or greater. Accordingly, the consultant must submit a Benefit Cost Analysis (BCA) for each mitigation project, along with adequate documentation for a complete review and analysis of the project. The goal being the complete and comprehensive documentation that the mitigation projects funded by the SRL program are both feasible and effective at mitigating the hazard(s) for which the project was designed

C. Provide information regarding environmental resources and/or historic properties in the project area and potential impacts to those resources.

- *Applicant Management Costs.* Prepare a separate management cost subapplication for all anticipated management costs in accordance with program guidelines.

III. Program Implementation.

A. If funded, the consultant shall complete the work activities contained in the approved grant application, which shall include but not be limited to the following.

2. Tasks and Services

If the application is funded and a task order awarded, the consultant shall complete the work activities contained in the approved grant application, which shall include but not be limited to the following:

2.1 Consultation with Property Owners.

2.1.1 On project site consultation by at least Applicant Manager with owners of properties prior to submitting the recommendation to the Parish to proceed to final approval through council. Consultant will explain to the homeowner at least the estimated costs, cost guidance, the program implementation process, Duplications of Benefits, ICC processing and assignment, insurance implications, program benefits and obligations, and all Terrebonne Parish Consolidated Government policies and procedures.

2.1.2 Consultant will meet face to face with homeowners to obtain signatures on voluntary participation agreements, offer letters, and any other documentation that requires explanation. This may be achieved in a group setting.

2.1.3 Confirm information previously gathered remains valid and accurate.

2.1.4 Ensure execution of the Statement of Voluntary Participation, Model Acknowledgement of conditions, and all other sworn documents or required homeowner submissions.

2.1.5 Conduct public and individual meetings to assist homeowners with the program requirements.

2.2 Documentation

2.2.1 Keep excel or access database tracking the progress of each project.

2.2.2 Provide project updates/progress reports within 24 hours of request.

2.1.1 Verify all licensing/insurance requirements for contractors and participants.

2.1.2 Comply with all grant program mandates and documentation requirements including, but not limited to DOB, ICC, disability, lift selection showing that the options were provided for review.

2.1.3 Advise and recommend the course of action on behalf of the Parish in all grant related activities

2.1.4 Assist the Parish in establishing project files in the Department of Planning and Zoning. These files must demonstrate compliance with all applicable State, local, and federal regulations. Monitor the PARISH project files throughout the program to ensure that they are complete and contain all necessary documentation for any future audit.

2.1.5 Recruitment, retention and processing of applicants and alternates on an ongoing basis before application and throughout implementation.

2.2 Amendment Preparation and Submission.

2.2.1 If necessary to best serve the Parish and most effectively spend the grant funds, Consultant will submit a request for project amendment, a positive benefit cost ratio, and all required documentation to earn GOHSEP and FEMA approval**.**

2.2.2 Update environmental review documents as needed for the amendment process including environmental resources and/or historic properties in the project area and potential impacts to those resources.

2.3 Financial Management

2.3.1 Consultant will initiate and oversee all applicant payment authorizations, providing the proper documentation for Requests for Reimbursement/Payment, advances, and reconciliations, to ensure consistency with the procedures established for the Program.

2.3.2 Assist the Parish in meeting the State's financial reporting requirements.

2.3.3 Consultant will provide all documentation to satisfy GOHSEP or FEMA requests for information.

2.3.4 Conduct financial tracking of Program funds and homeowner payments.

2.4 Closeout

2.4.1 Consultant will document all activities with the end goal of reimbursement in full from GOHSEP and ultimately FEMA. Consultant will develop closeout documents and represent parish in appeals.

2.4.2 Performance will not be complete until the project is closed out and final payment received by the Parish.

2.5 Program Implementation details

2.5.1 If funded and awarded by task order, the consultant shall complete the work activities contained in the approved grant application including but not limited to those above, any in the proposal or oral presentation, and the following separated by project type:

Infrastructure and Restoration Grants

The parish is interested in applying for the Climate Resilience Mitigation Activity grants available under the PDM grant program. These may include but are not limited to elevation, mitigation reconstruction, buyout, critical facility hardening, pump station/ improvements, coastal restoration and planning. Each application would require knowledge of the activity and the Benefit Cost Analysis (BCA) including environmental benefits. Training in the latest version of the BCA module will be included in staff experience ranking.

Elevation of Structures

- The Applicant Manager must visit the property with the owners on at least one occasion in order to properly advise the owner/applicant.
- Coordinate with the property owner and vendors the completion and review of elevation plans, foundation designs, construction details, elevation certificates and other specifications.
- Assist participating homeowners to develop a bid that meets program requirements for cost reasonableness and program eligibility and includes any special accommodations required by the homeowner that are eligible for FEMA reimbursement.
- Assist participating homeowners to develop construction contracts that include engineered plans, sewerage treatment plants and elevators where necessary.
- Ensure that the contractors obtain the proper permits.
- Construction manager oversees the implementation of the engineered plans, grant compliance and quality control to meet all applicable standards by local, state, federal or grant authorities.

- Review and recommend payments to contractors and "Requests for Payment" for compliance with program requirements. Independent verification and photographic documentation (when appropriate) required verifying that work is eligible and as specified on engineered plans.
- Review, analyze and evaluate requests for change orders.
- Conduct and document final inspection and make adjustments (if required) to recommend appropriate payment when ready for final payment to the contractor.
- Oversee or obtain homeowner approval of each milestone prior to invoicing by any party.
- Attend and assist the Parish during the State's monitoring visit(s). Prepare the Parish's response to any monitoring findings.
- Prepare close-out documents, and develop responses to GOHSEP or FEMA requests for information or findings.

Mitigation Reconstruction

In an effort to improve the housing stock in Terrebonne Parish, respond to the needs of the applicants and to improve the Benefit Cost Assessment for the application, substantially damaged properties may be demolished and reconstructed within the guidelines of FEMA and GOHSEP.

- Consultant will provide all of the services outlined under the elevation program above, and
- Follow the program requirements of HMGP Reconstruction Grant Pilot for Hurricanes Katrina, Rita, and Wilma published June 23, 2006, including oversight of
  - Pre-construction,
  - Site preparation,
  - Foundation construction,
  - Structural shell construction,
  - Interior finishes and
  - Construction completion.
  - All documentation for compliance and closeout

Acquisitions

The Parish does not anticipate acquiring properties due to the open space requirement, but any application must list all potential mitigation methods as options.

- Complete environmental review requirements.
- Meet with each property owner to ensure that the owner understands all policies and restrictions that affect the acquisition of his or her property, and to collect any missing data. During the meeting ensure that the property owner understands property acquisition in general, duplication of benefits (DOB) and all Terrebonne Parish Consolidated Government policies and procedures.
- Confirm information previously gathered remains valid and accurate.
- Ensure execution of the Statement of Voluntary Participation and Affidavit.
- Ensure property owners correctly complete an Income Status Worksheet (if applicable). Collect and analyze receipts and ensure attachment to the Affidavit.
- Ensure that all procurement activities comply with FEMA and Terrebonne Parish Procurement Policies.
- Assist homeowner to procure the services of a qualified appraiser for the property to be acquired.

- Walk through property and photograph each room prior to appraisal to document fixtures and finishes present.
- Ensure property owners understand the PARISH's policy regarding second appraisals.
- Ensure that property owners complete the hazardous materials property survey by the required date.
- Document all meetings with property owners.
- Ensure the proper execution and return of hazardous materials property survey. Meet with property owners to review completed hazardous materials property surveys and abatement of hazardous materials, as necessary.
- With assistance from the PARISH and agent of the Parish hired for legal services, ensure the completion of a title search for each property to ensure that (1) the owner selling the property is also the titleholder; and (2) the title is clear at the time of sale and has no mortgages, outstanding liens, incompatible easements, or other encumbrances to the property.
- Subsequent to the determination of fair market value by the appraiser, determine "Duplication of Benefits" (DOB) in consultation with the State. Ensure that all requests for DOB Research to the State contain the required information for proper and timely review and decision; Ensure that all required documents are properly signed and executed prior to closing.
- Formally advise of the purchase price to be offered to the owner in writing at a face-to-face meeting.
- Prepare the written offers to purchase in accordance with State guidelines.
- In the event an offer is made to an owner of a rental property, ensure the tenants are afforded information regarding relocation eligibility in accordance with program requirements.
- Complete proper inspections prior closing; ensure that property owner is afforded an opportunity to be in attendance; ensure that fixtures included in the appraisal have not been removed.
- Compare closing photos to pre-appraisal photos for consistency.
- Ensure hazardous materials per the Hazardous Material Property Survey/ Individual Property Survey Form have been abated.
- Distribute Notices to Vacate to tenants and owners; meet with owners/tenants.
- Ensure that any tenants on property to be acquired are advised of eligibility to receive relocation assistance.
- Assist the PARISH in requesting funds to pay owner(s) and schedule closing.
- Assist the PARISH in conducting the closing with the property owner(s); prepare necessary documents for submission to the Parish Council authorizing acquisition.
- Inspect cleared land for authorization for final payment to the demolition contractor and provide pictures to the Parish for the files.
- Assist the Parish in conducting the closeout of the Project, including but not limited to the preparation of all required closeout forms for execution by the Parish.
- 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.

3.0 General Requirement for All Services

3.1 Contractor's hourly rates will be inclusive of all work performed for services and related internal costs, including all overhead, costs of doing business, use of Contractor equipment and in-house resources. No Contractor charges above the contracted hourly rate(s) will be accepted. Subcontractor's rates will not include any markup and have to be cost reasonable.

4.0 Deliverables

The Contractor shall provide to the Parish:

4.1 Weekly Reports

Contractor personnel will be required to prepare weekly reports on their activities. These reports shall reflect the projects worked on, the tasks addressed for each project, future courses of action for the projects, project status, communications regarding the project or program, and other information the contractor needs to communicate contractor's supervisor.

4.3 Quarterly Reports

The Contractor shall submit to THE PARISH Quarterly Reports in LAHM summarizing its activities measures against the goals and objectives of this contract demonstrating the use of strategies and tactics outlined in its proposals to the PARISH. Such quarterly reports shall be due to THE PARISH not later than September 27th, December 29th, March 29th and June 28th, of each calendar year during the term or extended term of this agreement. The standard quarterly report form will include an accounting of expenditures and receipts for the previous quarter identifying overruns, underruns, and the grant funds remaining. A Final Report shall be the report that is due December 31, of the final year of this agreement detailing the activities and funds expended during the contract term.

5.0 Project Monitoring

Consultant will follow processes and procedures in accordance with the requirements stated in 44 CFR Part 13.40, providing the Parish with all documentation necessary in a timely manner.

6.0 Personnel

6.1 The Contractor shall be required to deploy all personnel listed by name in the proposal as the Parish point of contact and Applicant point of contact on the day the contract commences, the remainder to report within thirty days of the contract commencement date.

6.2 Any changes to subcontractor or contractor assigned Parish Point of Contract and Applicant Point of Contact staff must meet the qualifications in the RFP response and be approved in writing by the Parish. Substitutions of all proposed personnel must be approved by the Parish in writing *in advance* of work by those substitutes. No work in advance of approval will be eligible for payment. Change of either point of contact is grounds for termination for cause at the discretion of the Parish.

6.3 Project Manager/Parish Point of Contact

This position shall provide technical assistance to the senior leadership of the Parish. This position shall demonstrate an extensive knowledge of the operational and regulatory aspects of the FEMA Hazard Mitigation Programs and have a minimum of 3 years' experience in a senior project management position.

ATTACHMENT II - CERTIFICATION STATEMENT

The undersigned hereby acknowledges she/he has read and understands all requirements and specifications of the Request for Proposals (RFP), including attachments.

OFFICIAL CONTACT: The Parish requests that the Proposer designate one person to receive all documents and the method in which the documents are best delivered. Identify the Contact name and fill in the information below: (Print Clearly)

Date _____ Official Contact Name:_____

A. E-mail Address: _____

B. Telephone Number with area code: ___(___)_____

C. Facsimile Number with area code: ___(___)_____

D. US Mail Address: _____

Proposer certifies that the above information is true and grants permission to the Parish to contact the above named person or otherwise verify the information provided.

By its submission of this proposal and authorized signature below, Proposer certifies that:

The information contained in its response to this RFP is accurate;

Proposer complies with each of the mandatory requirements listed in the RFP and will meet or exceed the functional and technical requirements specified therein;

Proposer accepts the procedures, evaluation criteria, mandatory contract terms and conditions, and all other administrative requirements set forth in this RFP.

Proposer's quote is valid for at least *90* days from the date of proposal's signature below;

Proposer understands that if selected as the successful Proposer, he/she will have *10* business days from the date of delivery of final contract in which to complete contract negotiations, if any, and execute the final contract document. (Agency insert number of days to correspond to same number referenced in RFP section number 3.12 Contract Award and Execution.)

Proposer certifies, by signing and submitting a proposal for $25,000 or more, that their company, any subcontractors, or principals are not suspended or debarred by the General Services Administration (GSA) in accordance with the requirements in OMB Circular A-133. (A list of parties who have been suspended or debarred can be viewed via the internet at www.epls.gov .)

Authorized Signature: _____

Typed or Printed Name: _____

Title: _____

Company Name: _____

Address: _____

City:_____ State:_____ Zip: _____

_____ _____

SIGNATURE of Proposer's Authorized Representative **DATE**

ATTACHMENT III - COST SHEET
(Sample with Sample Staff and Titles)

(*<u>NOTE</u> – Cost Sheet should be submitted under separate cover and not with Technical Proposal. Rates will reflect the level of education and experience required for the provision of services of that position and will not be an average across all positions.)

Provide a separate cost for all activities that carry different cost assessments, for example elevation, mitigation reconstruction, grant and project management, and applications for all available mitigation activities proposed in the scope of work.

Example:
Project Management

Position	Estimated Number Required	Hourly Rate[1] Per Position	Hours Proposed	Proposed Total
Project Manager/ Parish Point of Contract				
Applicant Manager/Point of Contact				
Technical Assistance Liaison				
Construction Manager/inspector				
Administrative Coordinator				
Financial Services				
Total Cost Per Structure –				

Sample – Populate with proposed staff based on Approach and Methodology.

[1] Hourly rates listed in response to the above may be decreased through negotiation in any contract entered into as a result of this RFP, including the original contract and renewals, but shall not be increased during the entire term of the contract.