

# TERREBONNE PARISH



REQUEST FOR PROPOSALS

FOR

*Development of the Terrebonne Parish  
Hazard Mitigation Plan Update  
and associated research and data entry*

Proposal Due Date: August 15, 2019

Proposal Due Time: 4:00 P.M.

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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 program administrator/management and planning contractor that will provide qualified personnel familiar with FEMA Predisaster Mitigation Assistance programs as described in this RFP. The technical assistance provided by Contractor personnel will assist the Parish in producing a mandatory Hazard Mitigation Plan Update through council, GOHSEP and FEMA approval in a timely and effective manner.

### 1.2. Background

Terrebonne Parish has applied for and received a Federal Emergency Management Agency (FEMA) Predisaster Mitigation (PDM) program grant of which approximately \$51,748 is available to update the Parish's Hazard Mitigation Plan (HMP). This will be the third iteration of that plan which must be complete and adopted by GOHSEP and FEMA by the current plan expiration date of March 25, 2015. The last update was approved in 2010. The Parish is interested in procuring the services of a professional hazard mitigation consulting firm to assist the parish in updating the current HMP. Terrebonne Parish will negotiate a lump sum, fixed price basis contract on a cost reimbursement basis, as well as payment terms with the successful firm.

### 1.3. Scope of Services

The scope of services, which the consultant must be prepared and qualified to provide, will include, but is not limited to the following. Attachment 1 provides more detail.

1. Providing professional services in all phases of the Hazard Mitigation Plan Update. These services include serving as the Parish's professional representative for the project; providing professional consultation and advice; preparing quarterly reports and request for reimbursement forms; facilitating steering committee meetings and communication with the public/stakeholders; and attending Council meetings to discuss and answer questions regarding the proposed updates to the HMP.
2. Creating and implementing a set of meetings and presentation content that follows and documents the requirements of the Community Rating System Section 510. The effort should follow the required procedures and documentation to earn the highest points feasible for the process and the resulting plan.
3. Creating public outreach strategy to obtain input on the proposed updated plan from the public reconvening the Steering Committee to review and update the HMP.
4. Preparing the updated plan in conformance with applicable HMGP and FEMA federal requirements including crosswalks and any related deliverables.
5. Compiling and entering Parish-specific data into the HAZUS model. These model runs will be used by the successful firm to develop the risk maps for discussion and inclusion in the plan. The results will be reviewed by the public and steering committee and the results integrated into all materials.
6. Reorganization or recreation of any and all charts, content, maps, attachments, indices, appendices, etc. at the request of the Parish, steering committee, or the public to create an

accessible plan that communicates the results and plan in a clear and effective manner.

7. Conducting a final preparation meeting and presentation of the new final draft plan to the Steering committee for recommendation to the Parish Government for adoption by resolution and finalization.
8. Submitting two (2) printed and bound copies of the new plan to the Parish, along with a version on CD, in word/Excel format.

For a more detail description of the Scope of Work, see Attachment I.

## **2.0 ADMINISTRATIVE INFORMATION**

### **2.1. Term of Contract**

The period of any contract resulting from this RFP is scheduled for an approximate nine (9) month term to begin upon receipt of the first task order notice to proceed expected in early September and to continue through FEMA approval and project closeout.

### **2.2. Proposer Inquiries**

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

*Jennifer C. Gerbasi  
Terrebonne Parish Consolidated Government  
Department of Planning and Zoning  
Recovery Assistance and Mitigation Planning Division  
8026 Main Street, Suite 201  
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 [jgerbasi@tcg.org](mailto:jgerbasi@tcg.org) or at [www.centralbidding.com](http://www.centralbidding.com).

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](http://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

### **2.4. Schedule of Events**

<b><u>Event</u></b>	<b><u>Date</u></b>
Post public announcements	July 24, 2019

Deadline for receiving written inquiries	July 31, 2019
Issue responses to written inquiries	August 1, 2019
Proposal submission deadline	August 15, 2019
Oral discussion with proposers	TBD
Notice of Intent to Award to be mailed	By September 1, 2019
Contract Execution	By September 11, 2019

**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 staff must have direct and demonstrated experience developing hazard mitigation plans. A digital copy sample plan shall be submitted with the Proposal as evidence of past experience.

#### **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](http://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 or other action that best serves the Parish.

### **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 4:00 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:

*Jennifer C. Gerbasi  
Terrebonne Parish Consolidated Government  
Department of Planning and Zoning  
Recovery Assistance and Mitigation Planning Division  
8026 Main Street, Suite 201  
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) paper copies of the proposal are 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. 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 and can be combined with the cover letter. 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 provide detailed information about the experience and qualifications of the proposer's assigned personnel considered key to the success of the project. Optimally, the staff members will have worked on the projects in the corporate background section and with each other. The Proposer should have currently on staff the positions proposed 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 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.

## **5.6 Cost Information**

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

The proposal shall include in the cost estimate an argument for cost reasonableness.

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

# **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. Proposals will be evaluated by representatives of the Parish based upon the selection criteria provided herein. The Parish reserves the right to reject any and all proposals. The evaluation will be conducted according to the following:

<b>Criteria</b>	<b>Maximum Score</b>
<b>Technical Proposal Evaluation</b>	<b>(Worth 80 Points)</b>
1. Firm Experience	20
2. Knowledge and Background of Staff Members	25
3. HAZUS Data Research and Population/Modeling	15
4. Community Ratings System Knowledge and Experience	10
5. Capacity to Perform the Work	10
6. Previous Experience in Terrebonne	-10
<b>Cost Proposal Evaluation</b>	<b>(Up to 20 Points)</b>
7. Price	20
<b>Total Possible Points</b>	<b>100</b>
<b>Oral Presentations (if held)</b>	<b>30</b>

All responses to the solicitation will be evaluated according to the criteria and corresponding point system. The proposals 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. All responses should pertain to in-house expertise, not subcontract expertise. 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 Firm Experience Specific to FEMA Plans (20 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 assigned staff experience rendering services similar to those included in this RFP.

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 and Background of Staff Members Performing the Work (25 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, and data management staff. Staff should be capable of all facets of planning including public outreach, 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.

- Assigned staff experience with public/ professional outreach.
- Professionals: Planners, Certified Floodplain Managers (CFMs), writers, modelers.

Please provide a table of Hazard Mitigation Plans produced by the assigned staff team members, which plans were adopted, as well as other grant programs administered, year of award, amount of award, and point of contact with phone numbers.

**6.6.3 HAZUS Data Research and Population/Modeling (up to 15 points)**

**6.6.4 Community Ratings System Knowledge and Experience (up to 10 points)**

**6.6.5 Capacity to Perform the Work Timely (max. 10 Points)**

Adequate staff for program deliverables to be met and work complete within the period of performance. Adequacy can be proposed by quantifying the positions needed to fulfill the scope of work in the timeframe provided and the availability/capacity of assigned staff to perform.

**6.6.6 Previous Experience With Terrebonne Parish (up to 10 point deduction)**

**6.7 Cost Proposal Selection Criteria (20 Points)**

The lowest price proposal will receive the maximum points for price. Higher cost proposals will receive reduced amounts of points based on the following formula:

$$\frac{\text{Lowest proposal Price}}{\text{This Proposal Price}} \times \text{Total Price Points} = \text{Points Allocated to this Proposal}$$

The Parish reserves the right to conduct telephone inquiries to clarify written information submitted. In the event two or more respondents receive equal points, an interview will be conducted with each firm. The final selection will be based on the firm considered most advantageous to the Parish.

**6.8 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, Houma, LA 70360. 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.

**6.9 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.

## **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 monthly payments to the Parish for the life of this agreement.

All payments will be made based on deliverables.

Example:

15% Planning Process

15% Risk Assessment

15% Mitigation Strategy

20% Draft Submittal to GOHSEP

25% Final FEMA Approval

10% of the contract amount will be withheld in anticipation of revisions and 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 Parish or 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 as are applicable to the Parish.

# ATTACHMENT I

# SCOPE OF SERVICES

## A. Overview

Terrebonne Parish has applied for and received a Federal Emergency Management Agency (FEMA) Predisaster Mitigation (PDM) program grant to update the Parish's Hazard Mitigation Plan (HMP). This will be the forth iteration of that plan which must be complete and adopted by GOHSEP and FEMA by the current plan expiration date of March 25, 2020. The timeline of the successful proposer should show that the plan will be approved by council and submitted to GOHSEP **three (3) months** from the notice to proceed. The HAZUS update will be completed prior to the final risk assessment discussion.

The parish has implemented many of the planned mitigation projects from the last plan and has suffered one additional presidentially declared disaster. Funding has been requested to enhance the HAZUS model to ascertain the current level of risk. The purpose of the project is to update the plan to reflect current and to the extent possible future risks by identifying, updating and evaluating the success of the mitigation activities completed; proposing and creating a strategy for implementing additional mitigation efforts; incorporating new risk modeling data in assessments; incorporating community sustainability efforts; and providing specific strategies to mitigate Repetitive Loss structures. The plan should prioritize projects that individually or in combination would provide the most risk reduction for consideration in future funding discussions.

The approach to the project should be influenced and framed by the Community Rating System Section 510 Floodplain Management Planning and The Local Mitigation Planning Handbook released by FEMA in March 2013.

The scope of services in summary required the successful proposer to:

1. Review the original HMP and all other relevant reports, data, or regulations to create a baseline of threats and current conditions. This will include at least all threats identified in the existing HMP.
2. Identify gaps in data necessary or very beneficial to project the level of threats in the future and assist in the development or gathering of this data for a complete risk assessment. This includes framing the Risk Modeling project and the integration of results into all materials.
3. Review all past and new data to develop a strategy for mitigating risks of multiple threats resulting in a plan with prioritized set of proposed projects or project types. This will require coordination with other agencies, nonprofits groups and the general public.
4. Create and implement a public outreach strategy to obtain input on the proposed updated plan from the public and coordinating with the Steering Committee to review and update the HMP.
5. Create or reformat all maps, lists spreadsheets or other deliverables as needed to best express the outcomes of the new research and meeting input.
6. Each presentation will be made available to the parish at least 48 hours prior to the meeting for Parish review and changes requested or additional will be incorporates prior to the meeting.
7. Implement all required meetings (6 topics for steering committee, 3 public meetings) and document the meetings and plans in accordance with the Community Rating System Section 510 to maximize benefits.
8. Conducting a final preparation meeting and presentation of the new final draft plan to the Steering committee for recommendation to the Parish Government for adoption by resolution and finalization.
9. Submitting two (2) printed and bound copies of the new plan to the Parish, along with a version

on CD, in word/Excel format and the format in which it was originally created.

10. Revising the plan as needed in response to GOHSEP and FEMA feedback prior to approval including additional language, research, maps, figures or other requests.
11. All files related to the maps that would be needed to recreate or revise the maps or figures including shape files and data will be delivered to the parish and be the property of the parish and.

## **B. Tasks and Services**

### **1. Planning Process:**

- a. The Plan will document the process used to review and analyze each section of the Plan (i.e. Planning Process, Risk Assessment, Mitigation Strategy, and Plan Maintenance.)
- b. The Steering Committee will be populated and convened for a project Kick-Off meeting.
- c. An Outreach Strategy will be created.
- d. An assessment of community capabilities will be performed.
- e. All Recommended Revisions of the Plan per “Reviewer’s Comments” in the previous approved FEMA Local Hazard Mitigation Plan Review Crosswalk will be documented.
- f. If the Steering Committee concludes that some sections of the Plan warrant an update and others do not, the Steering Committee will document the process used to make that determination.
- g. The Plan maintenance section will include a description of how the community was kept involved during the Plan maintenance process (44 CFR 201.6(c) (4) (iii)) over the past five years.

### **2. HAZUS Update and Data Enhancement**

- a. HAZUS data will be mined from available sources, entered and incorporated and used to run scenarios with the updated set, which will be used in meetings for discussion and the new plan.

### **3. Risk Assessment:**

- a. The local risk assessment update will address any newly identified hazards that have been determined to pose a threat.
- b. Data gaps will be identified and those appropriate and feasible will be provided in draft form to be included in an RFP for Risk Modeling to fill in these gaps.
- c. The Plan will continue to describe occurrences of hazards included in the previously approved Plan, and discuss new occurrences of hazard events. The updated Plan will incorporate any new historical records, or hazard data, including loss estimates, related to profiling hazards.
- d. Any maps included in the updated Plan, will be consistent with the updated information.
- e. The vulnerability overview in the updated Plan will describe any changes, clarifications, or refinements o the summary described in the previously approved Plan. It will continue to include, by type hazard, a general description of the types of structures affected by the hazard.
- f. The Plan will include a “Repetitive Loss Strategy” to address repetitive loss structures in the risk assessment by describing the types (residential, commercial, institutional, etc.)

and provide the numbers of repetitive loss properties located in identified flood hazard areas.

- g. Where vulnerability to previously identified hazards has changed, the Plan will incorporate this information into the updated risk assessment.
- h. If the previously approved Plan identified that data deficiencies would be addressed at a later time, then the deficiencies will be considered for incorporation in the updated Plan. If the data deficiencies have not been resolved in the past five years or 2b herein, they will be addressed along with an explanation of why they have not been resolved.

#### **4. Mitigation Strategy**

- a. The Plan will document the goals that were reevaluated and note the ones that were determined to remain valid and effective.
- b. The Plan update provides an opportunity to reconsider the range of specific actions. If the mitigation actions remain unchanged from the previous Plan, then the update will indicate why changes are not necessary.
- c. The Plan will describe the Parish's participation in the NFIP and will identify, analyze, and prioritize actions related to continued compliance with the NFIP.
- d. The updated single-jurisdictional Plan will identify the completed, deleted, or deferred actions or activities from the previously approved Plan as a benchmark for progress. If the mitigation actions or activities remain unchanged from the previously approved Plan, the updated Plan will include in it prioritization any new mitigation actions identified since the previous Plan was approved or through the Plan update process.

#### **5. Plan Maintenance:**

As part of the planning process, the community reviews and analyzes the previously approved Plan's method and schedule for monitoring and updating the Plan, such as strengths and weaknesses and what elements, if any, have changed. The updated Plan will include the method and schedule that will be used over the next five years to monitor, evaluate, and update the Plan.

- a. The updated Plan will continue to describe how the mitigation strategy, including goals and objectives, and mitigation actions will be incorporated into other planning mechanisms, and also indicate how information contained in the Plan, including hazard identification and the risk assessment, will be integrated into other planning mechanisms.
- b. The Plan will address the process used to keep the community involved over the previous five years. The Plan will also describe the process used to solicit public involvement during the Plan maintenance process over the next five years.

#### **6. Additional State Requirements**

The Parish will work with the community to identify and include additional requirements set by GOHSEP or the Community Ratings System.

#### **7. Plan Hazard Mitigation Plan Adoption and Approval**

- LOCAL ADOPTION: The Parish will provide documentation (i.e. Resolution) for adoption of the Plan by the Parish Council



- **PLAN APPROVAL:** The adopted Plan will be submitted to the GOHSEP on or before the termination date now set for November 2019 for initial review and forwarding to FEMA/Region for final review and approval.

**8. Hazard Mitigation Plan Deliverables**—includes the following:

- Preliminary Plan deliverable will be reviewed by GOHSEP and FEMA Region VI and will include:
  - Letter of Transmittal;
  - Two (2) hard copies, in three ring binders, including at a minimum the hazard identification /risk assessment and mitigation strategy sections of the Plan.
  - Two (2) hard copies, in three ring binders, to the Parish for review, if requested.
- Draft Plan deliverable will be reviewed by GOHSEP and FEMA Region VI and will include:
  - Letter of transmittal;
  - Two (2) hard copies, in three ring binders, including completed Hazard Mitigation Plan. This deliverable will incorporate review comments from the Preliminary Plan deliverable and will conform to all requirements of 44 CFR Part 201.6 with the exception of resolution(s) of adoption.
  - Two (2) hard copies, in three ring binders, to the Parish for review, if requested.
- Final Plan deliverable will include the following:
  - Letter of Transmittal
  - Two (2) hard copies, in three ring binders, including an entire adopted and approved Hazard Mitigation Plan; and
  - Two (2) CD's containing digital files of the Plan that are identical to the hard copies.
  - Two (2) hard copies, in three ring binders, and two (2) CD's containing digital files of the Plan in both PDF and all documentation in its native format (i.e. Microsoft Word, Excel, etc.)

**3.0 General Requirement for All Services**

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 Monitoring Deliverables**

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

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 to the Parish.

#### **4.3 Quarterly Reports**

The Contractor shall submit to THE PARISH written Quarterly Reports 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 27<sup>th</sup>, December 29<sup>th</sup>, March 29<sup>th</sup> and June 28<sup>th</sup>, 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 Personnel**

**5.1** The Contractor shall be required to deploy all personnel listed by name in the proposal on the day the contract commences or the target date for the task requiring that skill set.

**5.2** Any changes to subcontractor or contractor assigned staff must be approved in writing by the Parish. Substitutions of all proposed personnel must be approved in advance by the Parish. Change of key personnel is grounds for termination for cause at the discretion of the Parish.

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## ATTACHMENT II - CERTIFICATION STATEMENT

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*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](http://www.epls.gov).)

**Authorized Signature:** \_\_\_\_\_

Typed or Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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**SIGNATURE of Proposer's Authorized Representative**

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**DATE**