

Request for Proposals to Grant Application and Hazard Mitigation Plan

A. PROBLEM STATEMENT

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

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

A Hazard Mitigation Plan is required for eligibility for grant funds through FEMA's pre-disaster grant programs such as: Pre-Disaster Mitigation (PDM) and Flood Mitigation Assistance (FMA); and post disaster grant programs such as: Public Assistance (PA) and Hazard Mitigation Grant Program (HMGP). Federal grant programs award funds to local governments and non-profit organizations to implement mitigation projects identified as part of a FEMA-approved hazard mitigation plan. All incorporated cities in Nortex Regional Planning Commission are expected to be included in the update. Other entities (as required and/or allowed by law) such as School Districts, Soil and Water Conservation Districts, and Water Districts located within Nortex Regional Planning Commission are invited and encouraged to participate. Nortex Regional Planning Commission is seeking a grant under the Hazard Mitigation Grant Program related to DR 4266, and DR4269.

B. GRANT APPLICATION PROCESS

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

The Nortex Regional Planning Commission may require the consultant to develop multiple grant applications to different programs in order to ensure an award. The consultant shall be responsible for completing all sections of the grant application and coordinating with the Nortex Regional Planning Commission as necessary for completion.

C. PLANNING UPDATE PROCESS

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

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

Consultant must have a working relationship with TDEM and FEMA Region VI and demonstrate experience in the review and editing process.

Nortex Regional Planning Commission is seeking HMGP grant development services for DR 4266 <http://www.fema.gov/disaster/4266>, and DR4269 <http://www.fema.gov/disaster/4269>.

D. CONSULTANT SELECTION PROCEDURES

Proposals will be reviewed by the Homeland Security Committee, Nortex Regional Planning Commission, and individuals from a panel of Emergency Management and Public Safety.

E. PROPOSAL CONTENTS

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

1. **Technical Approach/Project Schedule.** Briefly describe the approach to be taken in addressing the proposed scope of work. The description is to include delineation of Specific tasks to be undertaken in completing the Hazard Mitigation Grant and Plan Update.
2. **Experience of Proposed Personnel.** A brief resume of the individuals involved in the project will be required.
3. **Prior Related Experience.** Summarize the firm's experience with hazard mitigation grant development and planning in Texas since 2011.
4. **Responsiveness to client needs.** Describe specific project implementation measures intended to improve the overall positive benefit of the plan update to the citizens and jurisdictions of Nortex Regional Planning Commission. Describe factors such as familiarity with the geographic area of the project, positive interaction with TDEM staff and other planning capabilities that will enhance the overall quality and effectiveness of the completed plan update.
5. **References.** Please include a minimum of five (5) references. Include contact person and phone number for each referenced project.

F. FACTORS FOR AWARD/EVALUATION CRITERIA

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

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

Additional Information:

1. Nortex Regional Planning Commission will enter into a contract with the consultant whose proposal is determined to be the most advantageous to the Region, with all-inclusive quote and all other evaluation factors considered. The Nortex Regional Planning Commission reserves the right to reject any and all proposals and the right, in its sole discretion, to accept the proposal it considers most favorable to the Region's interest. In addition, Nortex Regional Planning Commission reserves the right to waive minor irregularities in the procedures. The Nortex Regional Planning Commission further reserves the right to reject all proposals and seek new proposals when such action is reasonably in the best interest of Nortex Regional Planning Commission. The Nortex Regional Planning Commission reserves the right to cancel an awarded contract within thirty (30) days of written notice if performance is unsatisfactory. No penalty and/or fee may be imposed by either party if contract is cancelled or not renewed.
2. A written award of acceptance will be mailed to the successful proposer and a fully executed contract is required prior to commencement of any work under this RFP.
3. The Nortex Regional Planning Commission encourages proposals from small, minority, and female-owned businesses.
4. **Responses to the RFP should be emailed to mbland@nortexrpc.org and t.jones@nortexrpc.org in a .pdf no later than 26 July 2016 at 2 PM.**
5. Proposals will be accepted only from parties that are free of all obligations and interests that might conflict with the best interest of the Nortex Regional Planning Commission and have the capacity of providing services on a timely basis.
6. Proposals/offers **will not** be received through the mail or hand-delivered. The submission of a proposal shall be prima facie evidence that the proposer has full knowledge of the scope, nature, quantity and quality of work to be performed; the detailed requirements of the specifications; and the conditions under which the work is to be performed.
7. The proposer shall furnish the Nortex Regional Planning Commission such additional information as it may reasonably require.

8. Nortex Regional Planning Commission is seeking HMGP grant development services for DR 4266 <http://www.fema.gov/disaster/4266>, and DR4269 <http://www.fema.gov/disaster/4269>.

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