

REQUEST FOR PROPOSALS FOR PROFESSIONAL SERVICES

Notice is hereby given that proposals will be received by Hyde County, North Carolina, until **5:00 P.M. EST, Wednesday, January 3, 2018**, for the following Professional Services to be provided to said jurisdiction:

**HURRICANE MATTHEW
FLOOD MITIGATION ASSISTANCE (FMA)
PLANNING AND MANAGEMENT SERVICES
AND
HUD CDBG DISASTER RECOVERY (CDBG-DR)/
CDBG INFRASTRUCTURE (CDBG-I)
PLANNING AND MANAGEMENT SERVICES**

Project Summary: Hyde County suffered significant damage to residential housing as well as its Davis School Community Center during Hurricane Matthew in October 2016. The county is soliciting turnkey professional planning and project management services required to undertake the following activities:

- 1) Submit Letters of Interest and applications for, and manage, proposed Flood Mitigation Assistance (FMA) elevation, reconstruction, and acquisition activities for all federally declared disasters and annual FMA application cycles occurring prior to December 1, 2020. These activities are to be conducted with FEMA funds pursuant to the Robert T. Stafford Disaster Relief Act, the National Flood Insurance Reform Act of 1994, and the State of North Carolina's Flood Mitigation Administrative Plan, as administered by the NC Division of Emergency Management.
- 2) Compile homeowner data and needs assessments and finalize CDBG Disaster Recovery (CDBG-DR) and CDBG Infrastructure (CDBG-I) applications, and to manage funded projects, as CDBG disaster recovery and infrastructure funds are made available to designated state agencies. These activities are to be conducted in accordance with standard CDBG federal regulations (24CFR570 and 2CFR200) and standard administrative procedures drafted by the designated state management agencies.

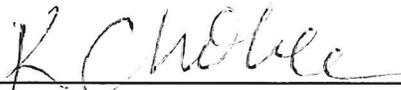
Upon selection of a qualified consultant, Hyde County will enter into contractual agreements with the consultant, based upon the planning and management needs to be determined by the county and the prospective funding agencies. Contract execution will be contingent upon execution of grant agreement and/or Memorandum of Agreement by the county with the appropriate funding agency for the individual project/funding allocation. Following contract negotiations with the planning and management consultant, the county plans to undertake a similar effort to procure professional engineering services required for the elevation, reconstruction, and construction management components of FMA/CDBG-DR/CDBG-I projects. This is not a request for professional engineering services.

The contact person for this project is:

Kris Cahoon Noble
Planning & Economic Development Director
Hyde County
30 Oyster Creek Road
PO Box 188
Swan Quarter, NC 27885
Phone: (252) 926-4180
knoble@hydecountync.gov

Each proposer must submit complete proposals in the format provided in the RFP. Proposals must be in a sealed envelope and clearly marked "HURRICANE MATTHEW HAZARD MITIGATION AND DISASTER RECOVERY GRANT PROGRAM, PLANNING AND MANAGEMENT SERVICES - SPECIAL PROJECT RFP" in the lower left corner of the envelope. **Mailed, delivered, or e-mailed proposals must be received by no later than 5:00 P.M. EST, Wednesday, January 3, 2018, to be considered.**

Proposals will be rated by the County Planning & Economic Development Director and Planning Department staff prior to award of any contract. Procurement of a planning/management firm will be accomplished in accordance with 44CFR13, 24CFR85, 2CFR200, and the North Carolina General Statutes relating to procurement of professional services.



Kris Cahoon Noble, Planning & Economic Development Director

PROJECT DESCRIPTION

1. **Name or Title of Project**

HYDE COUNTY
FLOOD MITIGATION AND CDBG PROJECTS
HURRICANE MATTHEW

2. **Name of Sponsor/Location of Project**

Hyde County, North Carolina

3. **Professional Services Required**

Comprehensive administrative/management services of a professional consulting firm. These services will be procured by competitive proposals subject to 44CFR13.36, 24CFR85.36, and 2CRF200.

4. **Project Summary**

FMA Component: (Planning and Management)

The submitting firm(s) shall provide the county with planning services required to submit letters of interest and project applications to the NC Division of Emergency Management for HMGP and FMA acquisition, reconstruction, and elevation activities for all federally-declared disasters and annual FMA application cycles occurring prior to December 31, 2020. Upon receipt of individual grant agreements, the submitting firm(s) shall provide policies, procedures and guidelines, as well as management services, necessary for the successful implementation and completion of these hazard mitigation activities. The project is intended to eliminate or significantly reduce future flood risk through the acquisition, elevation, or reconstruction of flood-prone residences in the floodplain. The project includes the elevation of residences above base flood elevation, in accordance with the Hyde County Flood Damage Prevention Ordinance, reconstruction in accordance with the NC Residential Building Code, and the acquisition and demolition of substantially damaged flood-prone structures. The project requires extensive knowledge of Grant Financial Management, Construction Project Management, EEO and Environmental Compliance, Structural Elevation and Retrofitting Guidelines, National Flood Insurance Program (NFIP) Participation Requirements, and Federal Acquisition and Relocation Requirements.

CDBG-DR Component: (Planning and Management)

The submitting firm(s) shall provide the county with planning services required to submit project application(s) to appropriate state agencies as CDBG disaster recovery funds are made available by those agencies. These services would

include completion of detailed household surveys and needs assessments, and completion of required applications and any required citizen participation activities and environmental compliance. These projects would include the rehabilitation/elevation or reconstruction of residences above base flood elevation, in accordance with the Hyde County Flood Damage Prevention Ordinance and the NC Residential Building Code. The 2017 CDBG-DR project includes roof replacement at the Davis School Community Center in Engelhard. This (these) project(s) require extensive knowledge of federal CDBG regulations, Grant Financial Management, Construction Project Management, DBRA Labor Standards Compliance, EEO and Environmental Compliance, and Structural Elevation and Retrofitting Guidelines.

CDBG-I Component: (Planning and Management)

The submitting firm(s) shall provide the county with planning services required to submit project application(s) to appropriate state agencies as CDBG-Infrastructure funds are made available by those agencies. These services would include completion of required surveys and needs assessments, and completion of required applications and any required citizen participation activities and environmental compliance. The FY2017 CDBG-I project (to be potentially funded) involves installation of approximately 3,400 linear feet of sewer force main to serve low-moderate income housing units in Hacienda Heights, Mattamuskeet Village Apartments, and 12 other single-family units in Engelhard, NC. This (these) project(s) require extensive knowledge of federal CDBG regulations, Grant Financial Management, Construction Project Management, DBRA Labor Standards Compliance, and EEO and Environmental Compliance.

GENERAL SCOPE OF SERVICES REQUIRED

The planning/management consultant (Program Administrator) selected to manage the FMA/CDBG-DR/CDBG-I projects will provide all of the necessary planning and project management expertise, including provision of on-site personnel, for the successful implementation and completion of the projects. **All on-site structural feasibility analysis and construction inspection will be supervised by the Hyde County Building Inspection Department; however, the management consultant must provide a qualified resident housing inspector to assist the local building inspector with construction inspection and to act as the primary construction management liaison between the local building inspector and the Program Administrator.**

The Program Administrator shall provide Hyde County and the State of North Carolina with rehabilitation/reconstruction/elevation/acquisition/relocation policies and procedures consistent with the approved grant agreements regarding a variety of residential properties in Hyde County, North Carolina. The Program Administrator shall possess a thorough working knowledge of the Stafford Act and related federal regulations provided for guidance of FEMA-funded hazard mitigation projects; reconstruction/acquisition/elevation policies provided by the Federal Emergency Management Agency and the North Carolina Division of Emergency

Management; FEMA structural elevation and retrofitting guidelines; National Flood Insurance Program (NFIP) participation requirements; the NC Residential Building Code; federal CDBG regulations (24CFR570); the National Environmental Policy Act; procurement, audit, financial management, civil rights, and labor standards regulations pertaining to federally-funded grant projects as referenced in the grant agreement(s) to be executed by the county; and the Uniform Relocation and Real Property Acquisition Policies Act. Required services will include, but not necessarily be limited to, the following:

- Conduct public meetings for presentation of FMA eligibility requirements.
- Prepare Letters of Interest for all proposed FMA projects for submittal to NCDEM.
- Compile homeowner application data (Property Site Inventory Form, elevation certificate, photographs, etc.) from individual homeowners in the county who are interested in participating in FMA-funded reconstruction/acquisition/elevation activities.
- Prepare BCA-compatible property spreadsheets for submittal to NCDEM for benefit/cost analysis.
- Prepare on-line or printed applications (as required) for FMA elevation, reconstruction, and acquisition activities.
- Conduct public meetings for presentation of CDBG-DR and/or CDBG-I eligibility requirements.
- Compile homeowner application data from individual homeowners in the county who are interested in participating in the CDBG-DR repair/replacement program or CDBG-I program.
- Prepare applications to be submitted to the designated state CDBG-DR or CDBG-I management entity by the approved deadline(s). Application preparation will include (at a minimum):
 - Identification of households or properties eligible for assistance (based on review of existing applications for housing assistance on file, meetings with the Board of Commissioners, and future community outreach activities).
 - Supervision of all required citizen participation activities for submittal of the application.
 - Preparation of a Citizen Participation Plan, Housing Distribution Plan, Project Administration Plan, Community Development Plan, project budget, supervision of the homeowner application process and the applicant selection process (including field assessment of units occupied by eligible applicants, and all forms/documents required for submittal of final application(s) to the designated state management agency by the specified application deadline date(s)).
 - Completion of environmental assessments of all units and, and preparation of the Environmental Review at the Community Level in accordance with the requirements of G. S. 113A-1, the North Carolina Environmental Policy Act of 1971.

- Develop comprehensive administrative guidelines for management of all FMA-, CDBG-DR, or CDBG-I-funded rehabilitation, reconstruction, elevation, construction, and acquisition/demolition activities, including procedures for financial management, construction procurement, and construction management and inspection; coordinate required structural engineering and building inspection services; coordinate NFIP and NC State Building Code compliance activities; review duplication of benefits procedures; prepare preconstruction and owner's certification documents; review structural feasibility procedures; prepare temporary relocation procedures and homeowner/contractor dispute resolution procedures; and prepare administrative guidelines and forms/documents for proper management of residential housing activities in accordance with HUD/FEMA disaster recovery and hazard mitigation requirements.
- Provide Federal- and state-required civil rights, environmental, labor standards, audit, and general procurement compliance as mandated by the grant agreement(s) executed by the county.
- Procure a structural engineering firm, legal firm, appraiser, surveyor, and asbestos inspector. Provide scheduling and coordination of these additional professional services.
- Coordinate with the local building inspection department and consultant structural engineer during structural feasibility analysis, develop general elevation, reconstruction, and rehabilitation specifications, and prepare bid documents.
- Solicit local/regional general contractors to assure compliance with the project schedule.
- Manage the construction bid/award process.
- Assist with on-site inspection of all residential construction work (as outlined above).
- Authorize payment to other consultants and general contractors.
- Supervise the cost report process and coordinate project financial management with the county finance officer.
- Manage all acquisition and demolition activity in accordance with URA and FEMA requirements, and Standard Operating Procedures established by the North Carolina Division of Emergency Management.
- Develop a Citizen Participation Plan and coordinate an effective citizen participation process.
- Maintain detailed case files for each unit included in the project, as well as general project compliance and procurement files.
- Attend preconstruction conferences with homeowners and contractors; function as grantee/government/contractor liaison during construction.
- Provide complete homeowner construction contract administration services, including review of change orders, issuance of notices to proceed, review of construction schedule, and regular review of construction quality and cost control procedures with the local building inspector.

- Monitor and conduct labor standards activities, where necessary, to include attendance at pre-bid and pre-construction conferences, employee wage interviews, payroll review, compliance with wage decision, and submittal of semi-annual and other reports as required.
- Attend Board of Commissioners meetings as required for approval of program guidelines, contract awards, etc.
- Function as liaison between the county and the NC Division of Emergency Management and the designated supervisory agency for CDBG-DR and/or CDBG-I funds.

PROCUREMENT CRITERIA

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

The following factors will be considered critical in the evaluation of those proposals prepared in response to this announcement (maximum 100 points available):

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| 1. | Specific Related Experience of Project Team Members | 35 points |
| 2. | Management Plan/Innovation | 20 points |
| 3. | Performance and Reputation of Participating Firm(s) | 20 points |
| 4. | Team Capacity/Staff Availability/Project Schedule | 10 points |
| 5. | Cost-Effectiveness | 15 points |

GENERAL CONTRACTUAL CONDITIONS

1. The selected firm shall certify that it has no knowledge of any circumstances which will cause a conflict of interest in providing professional services; and that no contingent fees have been paid for soliciting or securing this contract.
2. Hyde County shall select the proposal that ranks highest according to qualitative criteria set forth in the RFP and local federal procurement policies.
3. Each firm or individual submitting a proposal response shall include a certification that it does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or provision of services.

REQUIREMENTS FOR PROPOSALS

1. All proposers must submit complete proposals in the format provided in this RFP. All proposals and copies must be received by the date, time and at the location as specified in this RFP. Hyde County reserves the right to waive any informality or reject all proposals submitted.
2. There is no expressed or implied obligation for the county to reimburse responding firms for any expense incurred in preparing or responding in any informality or reject all proposals submitted.
3. All proposer responses to the RFP shall remain valid for a period of not less than ninety (90) calendar days from the due date of this RFP, which is January 3, 2018.
4. Submission of a proposal indicates acceptance by the proposer of the terms, conditions and requirements described in this RFP unless clearly and specifically noted in the submittal.
5. Proposal Format. Proposals are to be prepared in the following format:
 - Letter of Interest from Principal(s) of Submitting Firm(s).
 - General Qualifications Statement (summary of firm's ability to perform "General Scope of Services Required" outlined above, and proven ability to meet requirements 1.- 4., outlined under "Procurement Criteria," also outlined above).
 - Summary of Firm(s) Related Experience, including references.
 - Resumes of Key Personnel.
 - Management Plan/Technical Approach/Project Schedule.
 - Staff Availability.
 - Cost-Effectiveness (**Provide a description of hourly rates, including all travel and *per diem* reimbursement, of all key personnel and technical/clerical support staff. Provide an estimated percentage of total work to be performed by each pay classification listed**).
 - Non-Discrimination Certification.