

**Hyde County Board of Commissioners  
AGENDA ITEM SUMMARY SHEET**

**Meeting Date:** January 7, 2019  
**Presenter:** County Manager Kris Cahoon Noble  
**Attachment:** Yes

**ITEM TITLE:** SELECTION OF ADMINISTRATIVE SERVICES FOR FLORENCE HMGP AND FY18 FMA

**SUMMARY:** On December 20, Manager Noble, Jane Hodges and Rosemary Johnson met to review (3) proposals received for the administration of services for the Florence HMGP and FY18 FMA programs. Each proposal was ranked according to guidelines outlined in the RFP for the projects. The three proposals received were:

1. Holland Consulting Planners, LLC
2. Witt O'Brien
3. Summit Design & Engineering Services

Of the three proposals, Holland Consulting Planners ranked the highest based on the required criteria. We are recommending that Holland Consulting Planners, LLC be awarded the contract for administrative services for Hyde County's HMGP and FY18 FMA programs.

**RECOMMEND:** APPROVE HOLLAND CONSULTING PLANNERS, LLC AS THE ADMINISTRATIVE SERVICE PROVIDER FOR THE HYDE COUNTY HMGP AND FY18 FMA PROGRAMS

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Motion Made By:  Earl Pugh, Jr.  
 Tom Pahl  
 James Topping  
 Ben Simmons  
 Shannon Swindell

Motion Seconded By:  Earl Pugh, Jr.  
 Tom Pahl  
 James Topping  
 Ben Simmons  
 Shannon Swindell

Vote:  Earl Pugh, Jr.  
 Tom Pahl  
 James Topping  
 Ben Simmons  
 Shannon Swindell

## REQUEST FOR PROPOSALS FOR PROFESSIONAL SERVICES

Notice is hereby given that proposals will be received by Hyde County, North Carolina until 2:00 PM December 17, 2018, for the following Professional Services to be provided to said jurisdiction:

### HURRICANE FLORENCE HAZARD MITIGATION GRANT PROGRAM (HMGP) FLOOD MITIGATION ASSISTANCE (FMA) PLANNING AND MANAGEMENT SERVICES

**Project Summary:** Hyde County suffered significant damage to residential housing during Hurricane Florence in September 2018. 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 Hazard Mitigation Grant Program (HMGP) and Flood Mitigation Assistance (FMA) elevation, reconstruction and acquisition activities for all federally declared disasters and annual FMA application cycles occurring prior to December 1, 2021. 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.

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. 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 and reconstruction components of HMGP/FMA projects. This is not a request for professional engineering services.

The contact person for this project is:

Rosemary Johnson, Administrative Assistant  
Hyde County  
30 Oyster Creek Road  
PO Box 188  
Swan Quarter, NC 27885  
(252) 926-4178  
[rjohnson@hydecountync.gov](mailto:rjohnson@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 FLORENCE FLOOD MITIGATION ASSISTANCE AND HAZARD MITIGATION GRANT PROGRAMS, 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 2:00 PM December 17, 2018 to be considered. For more information, contact Rosemary Johnson, Administrative Assistant at 252-926-4178.

Proposals will be rated by the County staff prior to award of any contract. Procurement of a planning/management firm will be accomplished in accordance with 2CFR200 and the North Carolina General Statutes relating to procurement of professional services.

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Signature of Responsible Party/Contract

## **PROJECT DESCRIPTION**

### **1. Name of Title of Project**

**HYDE COUNTY  
HMGP/FMA DISASTER RECOVERY PROJECTS  
HURRICANE FLORENCE**

### **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 2CFR200.**

### **4. Project Summary**

**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, 2021. 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 local 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.**

## **GENERAL SCOPE OF SERVICES REQUIRED**

**The planning/management consultant (Program Administrator) selected to manage the HMGP/FMA 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 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 the 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 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 HMGP/FMA eligibility requirements.
- Prepare Letters of Interest for all proposed HMGP/FMA projects for submittal to NCDDEM.
- Compile homeowner application data (Property Site Inventory Form, elevation certificate, photographs, etc.) from individual homeowners in the county who are interested in participating in HMGP-and FMA-funded reconstruction/acquisition/elevation activities.
- Prepare BCA-compatible property spreadsheets for submittal to NCDDEM for benefit/cost analysis.
- Prepare on-line or printed applications (as required) for HMGP/FMA elevation, reconstruction, and acquisition activities.
- Develop comprehensive administrative guidelines for management of all HMGP-and FMA-funded reconstruction, elevation, and acquisition/demolition activity, including procedures for financial management, construction procurement, and construction management and inspection; coordinate required structural engineering and building inspection services; coordinate NFIP and NC State Building Code

compliance activities; review duplication of benefits procedures; prepare preconstruction and owner's certification documents; review structural feasibility procedures; prepare temporary relocation procedures and homeowner/contractor dispute resolution procedures; and prepare administrative guidelines and forms/documents for proper management of 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.
- Attend Hyde County Board of Commissioner meetings as required for approval of program guidelines, contract awards, etc.
- Function as liaison between the county and the NC Division of Emergency Management.

## **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 HMGP/FMA compendium provisions for successfully implementing the Hazard Mitigation Grant Program and Flood Mitigation Assistance Program as outlined under "SCOPE OF SERVICES" above, including definition of specific background in the management of FEMA- or state-sponsored elevation/retrofitting, reconstruction, 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 reconstruction or 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):

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. 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. 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.
4. Submission of a proposal indicates acceptance by the proposer of the terms, conditions and requirements described in this FP 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

Hyde County is an Equal Opportunity Employer and invites the submission of proposals from minority and women-owned firms. Hyde County invites the submission of proposals from a certified Section 3 business concern.

This information is available in Spanish or any other language upon request. Please contact Rosemary Johnson at 252/926-4178 or at 30 Oyster Creek Road, Swan Quarter, NC 27885 for accommodations for this request.

Esta información está disponible en español o en cualquier otro idioma a petición. Póngase en contacto con Rosemary Johnson en 252/926-4178 o en NC 30 Oyster Creek Road, cuarto cisne, 27885 alojamiento para esta solicitud.

**Hyde County Board of Commissioners  
AGENDA ITEM SUMMARY SHEET**

**Meeting Date:** January 7, 2019  
**Presenter:** County Manager Kris Cahoon Noble  
**Attachment:** Yes

**ITEM TITLE:** RECOMMENDATIONS: OCRACOKE OCCUPANY TAX BOARD

**SUMMARY:** Please see attached recommendations from the Ocracoke Occupancy Tax Board, which were approved at their December meeting.

**RECOMMEND:** APPROVE RECOMMENDATIONS

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Motion Made By:  Earl Pugh, Jr.  
 Tom Pahl  
 James Topping  
 Ben Simmons  
 Shannon Swindell

Motion Seconded By:  Earl Pugh, Jr.  
 Tom Pahl  
 James Topping  
 Ben Simmons  
 Shannon Swindell

Vote:  Earl Pugh, Jr.  
 Tom Pahl  
 James Topping  
 Ben Simmons  
 Shannon Swindell

12/7/18

Earl Pugh, Jr, Chairman  
Tom Pahl  
Dick Tunnel  
Benjamin Simmons  
Barry Swindell

Dear Sirs,

As part of our efforts to reduce the excess balance in the Ocracoke Occupancy Tax Fund, the Ocracoke Occupancy Tax Board recommends the Hyde County Commissioners approve the following funding Recommendations.

Ocracoke Youth Center	\$188,515	To payoff existing mortgage on Ocracoke Community Park
Ocracoke Preservation Society	\$141,000	For Construction of Visitor Bathrooms on the Island Inn Property
Ocracoke Foundation	\$84,500	Revitalization of Ocracoke Community Square
Ocracoke Health Center	\$57,203	Renovations and Repairs to the Ocracoke Clinic

The total recommended appropriations are \$471,218. Approval of these recommendations will reduce the Ocracoke Occupancy Tax fund reserve balance to approximately \$300,000 at the end of this fiscal year.

Sincerely,



Bob Chestnut, Chairman  
Ocracoke Occupancy Tax Board



Kris Cahoon Noble

Hyde County Florence HMGP & FY18 FIMA Rating Sheet for Administrative Proposals

Rating Factor	Firms	
	Holland Consulting Planners	Summit Design with O'Brien
Ranking	Points	Engineering Services
Specific Related Experience of Project Team Members	35	15
Management Plan/Innovation	20	10
Performance & Reputation of Participating Firm(s)	20	10
Team Capacity/Staff Availability/Project Schedule	10	5
Cost Effectiveness	15	5
Total Points	100	45

Notes: HCP → C. Hilbert, team leader, over 11 projects for Hyde. Very familiar w/ Hyde housing stock & geography → J. Miars, 30 years of Administrative experience, Gary Miller, very familiar w/ Hyde Co. geography, housing stocks & soil conditions - Washington office - Wrote our Regional Hazard Mitigation Plan - Summit - Richmond Office - Office location map shows no office within a 3-3.5 hour drive - All relevant work experience outside of coastal N.C. - Heavy emphasis on acquisition assistance shows lack of knowledge in regard to HYDE County's needs - Emphasis on Open Space Inventory also shows a firm focus on densely populated areas not rural coastal towns - No promise to stay within DEM soft cost parameters O'Brien - addresses letter to Hyde Co. Planning & Inspections Dept, shows lack of familiarity with Hyde County offices - Also references acquisition - Experience in Virgin Islands, Louisiana, New Jersey, Iowa, Vermont not necessarily relevant to coastal NC. - Says unmatched knowledge in Hyde's topography, building types & cultural landscapes but feel statement is unsubstantiated Staff experience in Iowa, New Jersey, Texas - Publicly traded company with no comparable eastern NC experience - Office out of Texas - Costs are higher with no promise to stay within DEM soft cost parameters.

*Jane Dodge*

Hyde County Florence HMGP & FY18 FMA  
Rating Sheet for Administrative Proposals

Rating Factor Ranking	Firms		Summit Design & Engineering Services
	Points	Holland Consulting Planners	
Specific Related Experience of Project Team Members	35	10	16
Management Plan/Innovation	20	9	15
Performance & Reputation of Participating Firm(s)	20	10	18
Team Capacity/Staff Availability/Project Schedule	10	4	9
Cost Effectiveness	15	5	3
<b>Total Points</b> Double Check Column	<b>100</b>	<b>38</b>	<b>61</b>

Notes: Summit took 10 years on 1 project and that seems to be their normal to spread it out over several years. Hourly rates are lower but no local offices and certainly not familiar with Hyde "no acquisition preferred policy".  
 Witt O'Brien is a global company that is a subsidiary of a "publicly traded company on the NYSE" company founded by a former FEMA Director. They are not involved in small hands on projects like our. Keeps mentioning the project an "on-going" OVER PRICED phases of the project 30 days to 2 years.

Holland knows us, is hands on and mid priced and is able to work on a small scale and finish in a matter of months not years and provides a turnkey project to the homeowner.

# Rosemary Johnson

Hyde County Florence HMGP & FY18 FMA  
Rating Sheet for Administrative Proposals

Rating Factor Ranking	Firms		Summit Design & Engineering Services
	Holland Consulting Planners	Witt O'Brien	
Specific Related Experience of Project Team Members 35	35	35	20
Management Plan/Innovation 20	20	20	10
Performance & Reputation of Participating Firm(s) 20	20	15	10
Team Capacity/Staff Availability/Project Schedule 10	10	2	5
Cost Effectiveness 15	15	10	10
Total Points Double Check Column 100	100	82	55

Notes: I have worked personally w/ Holland Consulting Planners for 4 years. They are intimately familiar w/ Hyde County's landscape, county personnel, citizens etc. They have always been accessible, ready to assist w/ any questions & on technical logistics. I believe that Witt O'Brien has experience needed, however they have been involved in projects out of country & out of NC, thus limiting availability

Rated by: County Manager's Office/Building Inspections

to our staff if needed & possibly more of the work falling on co. employees. ALSO a publically traded co. - more larger scale. NO local offices used to dealing w/ projects on a

Summit design/Engineering appears to take too long to complete projects. NO local offices.





30 Years of Service  
1987 - 2017

December 13, 2018

Ms. Rosemary Johnson, Administrative Assistant  
Hyde County  
30 Oyster Creek Road  
Swan Quarter, NC 27885

RE: Proposal - Hurricane Florence HMGP/FMA Programs

Dear Ms. Johnson:

We are pleased to submit our proposal for planning and grant management services for the Hyde County Hurricane Florence Hazard Mitigation Grant Program (HMGP)/Flood Mitigation Assistance (FMA) Program. Holland Consulting Planners, Inc., can offer Hyde County a team of flood mitigation specialists with a wide diversity of similar recent experience to complete the referenced projects. All project team members have worked on numerous HMGP/FMA acquisition/elevation/reconstruction projects throughout eastern North Carolina, and are extremely familiar with current federal and state guidelines governing acquisition/elevation/reconstruction projects. As you are aware, HCP has successfully managed numerous large HMGP elevation projects in eastern North Carolina following Hurricanes Fran, Bonnie, Floyd, Isabel, and Irene. We are currently managing FY14, FY15, and FY16 elevation activity for Hyde County, as well as Beaufort, Bertie, Craven, Pamlico, and Pender Counties; and for the Town of Carolina Beach. We have worked closely with the North Carolina Division of Emergency Management since 1997. Please contact any of our clients to confirm our individual and collective capabilities.

The project will be managed from the Washington regional office of Holland Consulting Planners, Inc. Chris Hilbert will serve as Project Manager, and will be assisted by Jessie Miars as Program Administrator/Coordinator, Donna Blackmon as Assistant Program Administrator, and Gary Miller as Senior Housing Inspector.

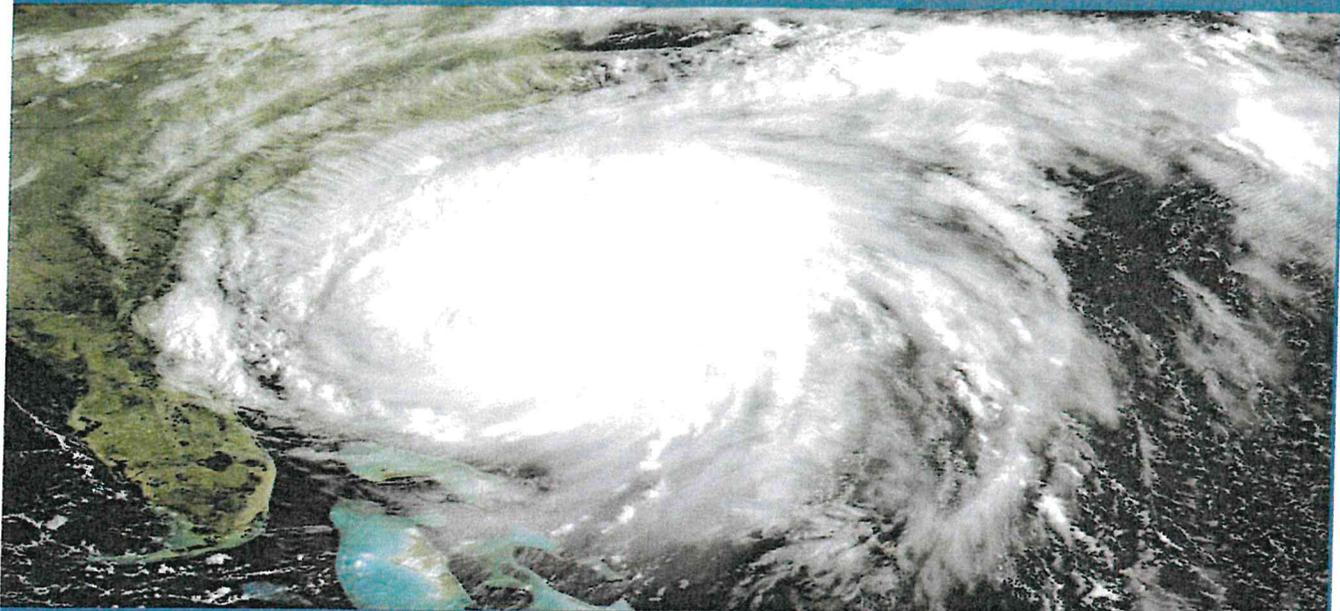
We believe our enclosed hourly rate schedule will compare favorably to any you may receive. We have a small, efficient organization in which all individuals work productively on projects. HCP will provide turnkey project management and acquisition/elevation/reconstruction contract administration within soft cost parameters established by the North Carolina Division of Emergency Management and outlined in the project applications. We estimate that those costs (including required engineering and surveying costs) will not exceed 17-18% of the total project budget.

We would welcome the opportunity to discuss this project and our qualifications in more detail during a personal interview. Please contact me at 910/392-0060 if you have questions about our qualifications. Thank you for your consideration of our firm to assist Hyde County on this project.

Sincerely,

T. Dale Holland, AICP  
President

# Project Proposal:



## Hyde County, NC

Hurricane Florence

Hazard Mitigation Grant Program/  
Flood Mitigation Assistance

Planning and Management Services



Executive Summary .....	2
Firm Profile .....	3
General Qualifications - Hazard Mitigation & Disaster Recovery Assistance .....	5
Prior Related Experience.....	7
Project Team and Project Management .....	12
Organizational Chart.....	12
Staff Qualifications .....	12
Résumés .....	13
Technical Proposal .....	18
Scope of Work.....	18
Project Schedule .....	20
Deliverables/Terms and Conditions of the Contract .....	20
Responsiveness/Availability .....	21
Responsiveness .....	21
Staff Availability.....	21
References .....	21
Cost Proposal .....	22
Hourly Rates .....	22
Basis of Compensation.....	22
Non-Discrimination Certification.....	23

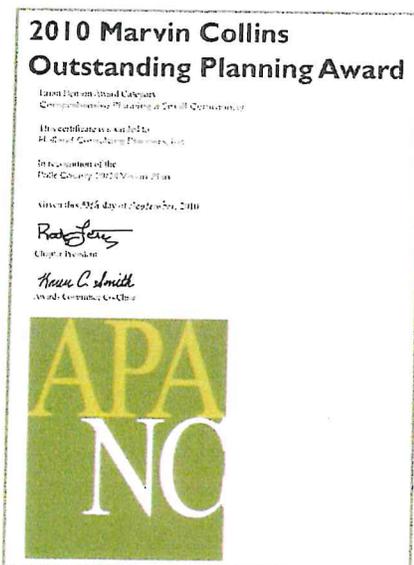
This proposal will provide Hyde County with extensive background on the qualifications of Holland Consulting Planners, Inc. (HCP), to provide planning and management services in support of the county's proposed Hurricane Florence Hazard Mitigation Grant Program (HMGP) and Flood Mitigation Assistance (FMA) Program. The following is a brief outline of our background and capabilities related to hazard mitigation and disaster recovery planning and management:

- HCP has been continuously engaged in flood hazard mitigation and disaster recovery planning and management in eastern North Carolina since 1996. No other firm in the Southeast has managed more FEMA- and HUD-funded elevation/acquisition/rehabilitation activity during the past twenty years.
- HCP has significant recent hazard mitigation planning experience in North Carolina, and our staff has an intimate understanding of the relationship between the local and regional hazard mitigation planning process and annual funding cycles and post-disaster HMGP programs.
- HCP has an extremely close and longstanding relationship with the NCDDEM staff in Raleigh, and is able to work constructively with NCDDEM in creating solutions to engineering and budgetary concerns that may arise during project implementation.
- HCP has capable and experienced program administrators and resident inspectors available to the county on a weekly basis. These individuals have worked extensively on FEMA- and HUD-funded flood mitigation and recovery projects in eastern North Carolina for over twenty years.
- HCP's hourly fee schedule is extremely competitive, based on our recent review of fee structures presented by regional engineering/planning firms engaged in flood mitigation and disaster recovery in North Carolina. We will provide the county with turnkey project management services for a fee that is consistent with the service delivery costs to be outlined in the project applications.



**Holland Consulting Planners, Inc.**, (HCP) was established in 1987 to provide quality comprehensive planning and grant management consultant services. T. Dale Holland, AICP, is the firm's owner and president. While a wide range of planning capabilities are provided, our principal focus is on land use planning and regulation, urban design, community development, and flood hazard mitigation. We strongly believe in providing exceptional service to our client base.

The firm maintains offices in **Wilmington** and **Washington, NC**. The majority of our staff is located in our Wilmington office, our firm's headquarters. Our staff consists of experienced professionals who are members of the American Institute of Certified Planners, in addition to other organizations associated with the built environment.



The firm has prepared over 100 land use and comprehensive plans, and over twenty-five (25) zoning/unified development and subdivision ordinances. Other planning experience includes the preparation of hazard mitigation plans, sign regulations, recreation plans, urban design guidelines, and comprehensive housing strategies.

The firm has been actively involved in North Carolina's Flood Hazard Mitigation and Disaster Recovery Program, including the management of numerous Hurricane Fran/Floyd/Isabel/Irene HMGP elevation/acquisition projects, and ongoing management of Flood Mitigation Assistance (FMA) projects. HCP successfully managed the largest residential elevation/retrofitting program ever funded by FEMA (Beaufort County, NC 1997 through 2002).

The following provides a summary of the capabilities of Holland Consulting Planners, Inc.

**Planning**

Code and Ordinance Preparation  
Comprehensive and Growth Management Plans  
Hazard Mitigation Plans  
Emergency Response Plans  
Economic Development Plans  
Bicycle and Pedestrian Plans  
Corridor Plans  
Downtown Plans  
Transportation and Parking Plans  
Open Space Plans  
Shoreline Access Plans  
Public Involvement Plans and Charrettes

**Community Development/Disaster Recovery**

Environmental Review Records  
HUD CDBG Administration  
Analysis of Impediments to Fair Housing Choice  
Consolidated Plans and Annual Action Plans  
CDBG Program Planning and Applications  
Housing Rehabilitation Administration  
HMGP/FMA Elevation and Acquisition  
Housing Needs Assessment

**Urban Design**

Community Design Plans  
Placemaking Strategies  
Parks and Open Space Conceptual Design  
Streetscape Design  
Site Planning  
Computer Visualization (existing and proposed)  
Design Review  
Site Evaluation and Selection

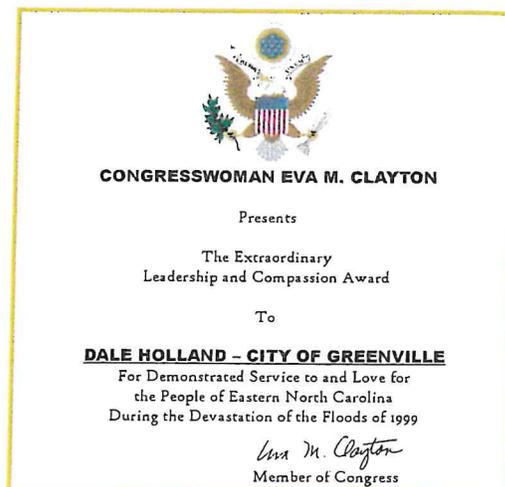
**Administrative & Management Services**

Zoning and Planning Administration  
Planning and Design  
Project Management  
Program Development  
Grant Administration  
Graphics, Mapping, and Auxiliary GIS  
Business Retention, Expansion, and Recruitment  
Communication, Community, and Public Relations  
Workload Overflow

**Holland Consulting Planners, Inc.**

3329 Wrightsville Avenue, Suite F  
Wilmington, North Carolina 28403  
Phone: 910/392-0060 • Fax: 910/392-2839  
Website: [www.hcpplanning.com](http://www.hcpplanning.com)  
E-mail: [wilmington@hcpplanning.com](mailto:wilmington@hcpplanning.com)

Peterson Building, 310 West Main Street  
Washington, North Carolina 27889  
Phone: 252/946-0877 • Fax: 252/946-7912  
E-mail: [washington@hcpplanning.com](mailto:washington@hcpplanning.com)



**Holland Consulting Planners, Inc.,** (HCP) has been involved in the North Carolina Hazard Mitigation Assistance (HMA) program from its inception. The firm worked closely with the North Carolina Emergency Management staff during the winter and spring of 1997 to develop HMGP elevation programs in Beaufort County, Craven County, Belhaven, and Washington, NC. From 1998 to 2003, HCP managed three major “urgent needs” elevation programs in Beaufort County, the Craven County Hurricane Fran HMGP elevation project, a 25-unit Beaufort County Hurricane Bonnie elevation project, and Hurricane Isabel elevation/acquisition projects in Beaufort County and Hyde County. The firm managed major Hurricane Isabel/Irene HMGP acquisition/elevation projects in Beaufort, Craven, and Hyde Counties, and has also assisted several clients with applications for, and management of, annual Flood Mitigation Assistance (FMA) projects funded by FEMA Region IV since 2008.

In short, HCP has an extremely comprehensive and detailed understanding of the various management requirements and programmatic issues related to the state’s hazard mitigation and disaster recovery effort. Many of the policies, plans, local administrative guidelines, and day-to-day procedures developed by the HCP staff during inception of these projects are utilized by the state administrative agency to implement ongoing mitigation projects throughout North Carolina.

Holland Consulting Planners, Inc., possesses all of the experience and expertise outlined in the County’s RFP, as evidenced below:

- The proposed project team has gained an in-depth understanding of the HMGP, FMA, and related flood mitigation and disaster recovery programs during the past twenty years. HCP completed the three largest elevation programs ever funded by FEMA Region IV from 1998-2003, and also managed the City of Greenville and Town of Windsor Hurricane Floyd HMGP acquisition projects. We have already demonstrated our ability to coordinate successful large-scale elevation and acquisition programs with the supervisory federal and state agencies, as well as our ability to coordinate the activities of other professionals (surveyors, appraisers, attorneys, engineers) involved in the elevation/acquisition process. HCP developed the majority of the administrative guidelines and bid documents utilized on the Hurricane Fran/Bonnie/Isabel/Irene HMGP elevation/acquisition projects, and has demonstrated the ability to work closely with the supervisory agencies and the engineering staff to develop these documents within required technical parameters, while ensuring that homeowners are treated on an individual basis. Additionally, the HCP administrative staff proposed to be assigned to the Hyde County projects is very familiar with the technical requirements of the HMGP and FMA programs.
- HCP has an extensive background in elevation, acquisition, and housing rehabilitation work in eastern North Carolina. We have demonstrated our ability to manage these types of projects in accordance with state, FEMA- and HUD-mandated guidelines.

- The professional staff assigned to this project has demonstrated its ability to work proactively with government agencies during administration of previous HMGP/FMA and CDBG projects. This effort is evidenced by FEMA approval of amended grant awards during Hurricanes Fran and Floyd HMGP administration, and resolution of a Memorandum of Agreement between local units of government and the Division of Archives and History concerning treatment of historically significant houses in the Hurricane Fran HMGP elevation projects. Additionally, the contract documents developed by HCP for the Beaufort County and Craven County elevation projects and the Greenville acquisition project have been used by NCEM as a model for elevation/acquisition projects in other parts of the state.
- The principal and staff of Holland Consulting Planners, Inc., have the ability to provide sound guidance to the Hyde County staff during the decision-making process. We take pride in our responsiveness and our ability to present information in a responsible, objective manner during public forums.

Since 1997, following Hurricane Fran, HCP has been at the forefront of North Carolina's hazard mitigation planning and disaster recovery effort, assisting numerous clients in eastern North Carolina with preparation of all hazard mitigation plans, supervision of buyout and retrofitting projects, and management of recovery programs including housing replacement and rehabilitation. Recent experience includes the following:

**1987-2004:** Preparation of Post-Disaster Recovery and Evacuation Plans and Storm Hazard Mitigation Policies, including mapping of flood-prone areas and high wind zones, for over 35 units of government in eastern North Carolina as part of Land Use Plans required by North Carolina Coastal Area Management Act (CAMA) regulations.

**September 1996 – June 1997:** Following Hurricane Fran, assisted North Carolina Division of Emergency Management and several eastern North Carolina communities with preparation of "Urgent Need" HMGP Elevation Applications for submittal to FEMA Region IV.

**October 1997 – December 2003:** Administration of five HMGP elevation and acquisition projects (Hurricane Fran/Bonnie) outlined below, including preparation of all program assistance policies, contract documents, professional services contracts, homeowner preconstruction and contract administration forms; and complete program management, including elevation and retrofitting contract administration, supervision of resident inspection services, and coordination of legal, surveying, engineering, and asbestos inspection services. Projects included management of additional funds provided by North Carolina and HUD (CDBG-DR) for utility and floor framing retrofitting and rehabilitation of low-income units.

1. Beaufort County, NC (Hurricane Fran) – 75 elevated units – completed in December 2001.
2. Beaufort County, NC (Hurricane Bonnie) – 25 elevated units – completed in December 2002.
3. Belhaven, NC (Hurricane Fran) – 255 elevated units – completed in February 2003.
4. Craven County, NC (Hurricane Fran) – 7 elevated units – completed in December 2000.
5. Washington, NC (Hurricane Fran) – 40 elevated units/21 acquired units – completed in March 2001.

**January 1998 – present:** Participation in development of NC planning standards for preparation of Hazard Mitigation Plans by local units of government; preparation of Hazard Mitigation Plans for over thirty (30) local units of government, including one of two pilot Regional HMPs within the State of North Carolina. Subsequent preparation of five additional Regional HMPs.

**December 2000 – June 2004:** Administration of HMGP/HFPA Acquisition Projects and/or NC Crisis Housing Assistance Projects for sixteen local units of government in eastern North Carolina following Hurricane Floyd (September 1999). HCP has managed the acquisition of over 700 flood-damaged structures with HMGP/HFPA funds, including management of related homeowner and tenant relocation

programs. In Greenville, the firm assisted the city staff with the acquisition of over 400 parcels. Additionally, HCP managed the elevation/repair or replacement of an additional 500 residential units through the NC Crisis Housing Assistance program.

**June 2005 – March 2008:** Administration of five HMGP elevation and acquisition projects (Hurricane Isabel) outlined below, including preparation of all program assistance policies, contract documents, professional services contracts, homeowner preconstruction and contract administration forms; and complete program management, including elevation and retrofitting contract administration, supervision of resident inspection services, and coordination of legal, surveying, engineering, and asbestos inspection services.

1. Beaufort County, NC – 14 elevated units – completed in June 2006.
2. Belhaven, NC – 15 elevated units – completed in June 2006.
3. Edenton, NC – 1 elevated unit; 3 acquisition units – completed in June 2006.
4. Hertford County, NC – 3 acquisition units – completed in December 2007.
5. Hyde County, NC – 4 acquisition units; 26 elevation units – completed in October 2006.

**August 2005 – December 2007:** Management of CDBG Supplemental Assistance Programs for replacement/ rehabilitation of homes damaged by Hurricane Isabel in Hyde County, Beaufort County, and Belhaven, NC.

**January 2006 – December 2010:** Management of state-funded Crisis Housing Assistance programs in Pender County and Columbus County, NC, for 2004 tropical storm recovery.

**January 2008 – Present:** Management of annual FMA elevation application/management processes for Beaufort County, Craven County, Carolina Beach, Pender County, Hyde County, Oak Island, Windsor, and Wrightsville Beach.

**July 2013 – Present:** Management of Hurricane Irene HMGP acquisition/elevation projects for Beaufort County, Craven County, Hyde County, and Pamlico County (65 units).

**March 2015 – Present:** Management of FY13 FMA projects for the Town of Carolina Beach, and Beaufort and Craven Counties (20 units), and FY14 FMA projects for the Town of Carolina Beach, and Beaufort, Craven, and Pender Counties (30 units). Also currently managing the Craven County, Beaufort County, Hyde County, Town of Carolina Beach, Town of Windsor, and Pamlico County FY15 FMA projects (25 units).

**April 2018 - Present:** Management of Hurricane Matthew HMGP acquisition/elevation/mitigation reconstruction projects for Bladen County, Pender County, and the Towns of Tarboro and Windsor (96 units).

**Bald Head Island, North Carolina**

2010 Hazard Mitigation Plan Update

**Beaufort, North Carolina**

2003 Hazard Mitigation Plan

**Beaufort County, North Carolina**

Hurricane Fran HMGP/SARF Elevation Program  
FY99 NCHFA SFR-Disaster Program  
2001 Hazard Mitigation Plan  
2003 Hazard Mitigation Plan Update  
FY05 CDBG Supplemental Assistance Program  
FY08 Repetitive Flood Claim Elevation Project  
Hurricane Isabel HMGP Elevation Program  
Hurricane Bonnie HMGP Elevation Program  
Hurricane Floyd HMGP/SARF Acquisition  
and Relocation Project  
Hurricane Floyd Repair and Replacement Program  
FY10 Severe Repetitive Loss Elevation Project  
2010 Multi-Jurisdictional Hazard Mitigation Plan  
Hurricane Irene HMGP Elevation Program  
FY13 Flood Mitigation Assistance Program  
FY14 Flood Mitigation Assistance Program  
FY15 Flood Mitigation Assistance Program  
FY16 Flood Mitigation Assistance Program

**Belhaven, North Carolina**

Hurricane Fran FEMA HMGP/SARF Project  
2001 Hazard Mitigation Plan  
Hurricane Floyd Repair and Replacement Program

**Bertie County, North Carolina**

2017 NC Disaster Recovery Act Program

**Bladenboro, North Carolina**

FY99 NCHFA SFR-Disaster Program  
2002 Hazard Mitigation Plan  
FY04 NCHFA Urgent Repair Program

**Bladen County, North Carolina**

2004 Hazard Mitigation Plan  
2010 Multi-Jurisdictional Hazard Mitigation Plan  
Hurricane Matthew Hazard Mitigation Grant Program  
2017 NC Disaster Recovery Act Program  
2017 HM-NC Disaster Recovery Act Program

**Brunswick County, North Carolina**

FY99 NCHFA SFR-Disaster Project  
Hurricane Floyd Repair and Replacement Program

**Caldwell County, North Carolina**

2003 Hazard Mitigation Plan  
2010 Multi-Jurisdictional Hazard Mitigation Plan

**Carolina Beach, North Carolina**

2010 Severe Repetitive Loss Elevation Project  
FY13 Flood Mitigation Assistance Program  
FY14 Flood Mitigation Assistance Program  
FY15 Flood Mitigation Assistance Program  
FY16 Flood Mitigation Assistance Program

**Carteret County, North Carolina**

2010 Multi-Jurisdictional Hazard Mitigation Plan

**Chowan County, North Carolina**

Hurricane Isabel HMGP Elevation/Acquisition Project

**Columbus County, North Carolina**

FY05 Crisis Housing Assistance Repair and  
Replacement Program

**Craven County, North Carolina**

Hurricane Fran HMGP/SARF Elevation Project  
1999 Hazard Mitigation Plan  
FY99 NCHFA SFR-Disaster Program  
Hurricane Floyd HMGP/SARF Acquisition and  
Relocation Project  
Hurricane Floyd Repair and Replacement Program  
2003 Emergency Operations Plan Update  
2003 Hazard Mitigation Plan Update  
FY08 Repetitive Flood Claim Program  
FY10 Repetitive Flood Claim Program  
2010 Multi-Jurisdictional Hazard Mitigation Plan  
FY13 Flood Mitigation Assistance Program  
FY14 Flood Mitigation Assistance Program  
FY15 Flood Mitigation Assistance Program  
FY16 Flood Mitigation Assistance Program  
2017 Hurricane Matthew CDBG-NR Program

**Craven County Schools**

2005 Emergency Response Plan



## **PRIOR RELATED EXPERIENCE**

### **Eastern Regional Advisory Committee**

2007 ERAC Medical Response Plan  
2008 ERAC Medical Response Plan Update

### **Franklin County, North Carolina**

1999 Land Use/Hazard Mitigation Plan  
2003 Hazard Mitigation Plan Update

### **Granville County, North Carolina**

2003 Hazard Mitigation Plan

### **Greene County, North Carolina**

2010 Multi-Jurisdictional Hazard Mitigation Plan

### **Greenville, North Carolina**

Hurricane Floyd HMGP/SARF Acquisition and  
Relocation Project

### **Greer, South Carolina**

2010 Hazard Mitigation Plan

### **Halifax County, North Carolina**

2003 Hazard Mitigation Plan  
2010 Multi-Jurisdictional Hazard Mitigation Plan

### **Hertford County, North Carolina**

Hurricane Floyd SARF/STRA Relocation Program  
Hurricane Isabel HMGP Elevation/Acquisition Program  
2003 Hazard Mitigation Plan  
2010 Multi-Jurisdictional Hazard Mitigation Plan

### **Hyde County, North Carolina**

FY05 CDBG Supplemental Assistance Program  
Hurricane Isabel HMGP Acquisition & Elevation  
Project  
FY11PDM Elevation Program  
Hurricane Irene HMGP Elevation Project  
FY15 Flood Mitigation Assistance Program  
FY16 Flood Mitigation Assistance Program

### **Kinston, North Carolina**

NCHFA Essential Single-Family Rehabilitation Program

### **Louisburg, North Carolina**

2003 Hazard Mitigation Plan

### **Lumberton, North Carolina**

NCHFA Essential Single-Family Rehabilitation Program

### **Moore County, North Carolina**

2010 Multi-Jurisdictional Hazard Mitigation Plan

### **Onslow County, North Carolina**

2001 All Natural Hazard Mitigation Plan

### **Pamlico County, North Carolina**

Hurricane Irene HMGP Elevation Program  
FY15-16 FMA Elevation Programs

### **Pembroke, North Carolina**

2002 Hazard Mitigation Plan  
2010 Hazard Mitigation Plan Update

### **Pender County, North Carolina**

FY05 Crisis Housing Assistance Repair and  
Replacement Program  
2010 Multi-Jurisdictional Hazard Mitigation Plan  
FY14 Flood Mitigation Assistance Program  
2017 NC Disaster Recovery Act Program  
Hurricane Matthew Hazard Mitigation Grant Program

### **Pine Knoll Shores, North Carolina**

2004 Hazard Mitigation Plan

### **Roanoke Rapids, North Carolina**

Hurricane Floyd Crisis Housing Assistance and  
HMGP Buyout Programs  
2002 Local Hazard Mitigation Plan

### **Robeson County, North Carolina**

2010 Multi-Jurisdictional Hazard Mitigation Plan  
2016 Multi-Jurisdictional Hazard Mitigation Plan

### **Rocky Mount, North Carolina**

Housing Inspection Services and Technical Assistance  
for Hurricane Floyd Repair & Replacement Program

### **Sunset Beach, North Carolina**

2010 Hazard Mitigation Plan Update



## **PRIOR RELATED EXPERIENCE**

### **Tarboro, North Carolina**

Hurricane Matthew Hazard Mitigation Grant Program

### **Tyrrell County, North Carolina**

2004 Hazard Mitigation Plan

### **Washington, North Carolina**

Hurricane Fran HMGP/SARF Elevation Program

1999 NCHFA SFR-Disaster Recovery Project

1999 Hazard Mitigation Plan

Hurricane Floyd HMGP/SARF Acquisition and Relocation Project

Hurricane Floyd Repair and Replacement Program

Hurricane Matthew Hazard Mitigation Grant Program

2017 Hurricane Matthew CDBG-NR Program

### **Whiteville, North Carolina**

2001 Hazard Mitigation Plan

### **Williamston, North Carolina**

2003 Hazard Mitigation Plan

### **Windsor, North Carolina**

Hurricane Floyd HMGP/SARF Acquisition and Relocation Project

Hurricane Floyd Repair and Replacement Program

Tropical Storm Nicole HMGP Acquisition Program

FY15 FMA Elevation Program

Hurricane Matthew Hazard Mitigation Grant Program

2017 Hurricane Matthew CDBG-NR Program

### **Wrightsville Beach, North Carolina**

2002 Hazard Mitigation Plan

2004 Hazard Mitigation Plan Update

2010 Hazard Mitigation Plan Update

### **Regional Hazard Mitigation Plans (HMP)**

2010 MTW Regional HMP (Martin, Tyrrell, and Washington Counties)

2015 Bladen/Columbus Regional HMP (Bladen and Columbus Counties)

2015 Neuse River Basin Regional HMP (Greene, Jones, Lenoir, Pitt, and Wayne Counties)

2015 Pamlico Sound Regional HMP (Beaufort, Carteret, Craven, Hyde, and Pamlico Counties)

2015 Sampson/Duplin Regional HMP (Duplin and Sampson Counties)

2015 Southeastern NC Regional HMP (Brunswick, New Hanover, and Pender Counties)

2016 Halifax/Northampton Regional HMP (Halifax and Northampton Counties)

2016 Northeastern NC Regional HMP Update (Bertie, Hyde, Martin, Tyrrell, and Washington Counties)

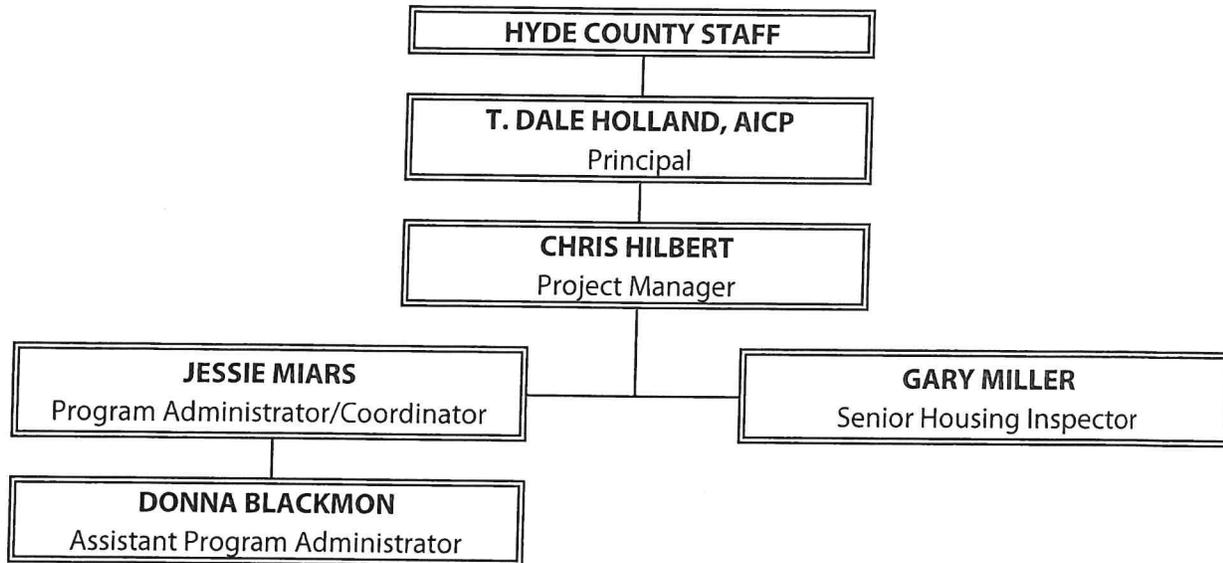
### **Holland Consulting Planners, Inc.**

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**Organizational Chart**



**Staff Qualifications**

**T. Dale Holland, AICP**, will function as Principal-in-Charge and will assume ultimate responsibility for responding to concerns of the Board of Commissioners, and for resolving contractual questions and citizen complaints.

As Project Manager, **Chris Hilbert**, will assume direct responsibility for maintaining effective liaison with other professionals involved in the hazard mitigation management process, for ensuring satisfactory compliance with federal and state guidelines, and for maintaining a mutually beneficial relationship between Holland Consulting Planners, Inc., and the Hyde County staff. He will accomplish preliminary work tasks and coordinate all required program activities on a day-to-day basis. Chris will assume responsibility for managing financial documentation, budgeting, program compliance, and recordkeeping. He will be assisted by **Gary Miller** who will prepare work write-ups, inspect construction work, and act as a field liaison to ensure efficient contract administration.

**Jessie Miars**, Program Administrator/Coordinator, and **Donna Blackmon**, Assistant Program Administrator, will assist with maintaining project files, procuring other professional services (structural engineer, surveyor, appraiser, asbestos inspector, etc.), providing technical advice, preparation of policies, ensuring satisfactory compliance with federal and state guidelines, and monitoring contract administration and labor standards activities, if required.

**Résumés**

Résumés for all proposed project team members, including a list of individual experience with similar communities are attached.

**PROFESSIONAL AFFILIATIONS:**

American Institute of Certified Planners (AICP)

**EDUCATIONAL BACKGROUND:**

East Carolina University, A.B. Geography, 1969  
East Carolina University, M.A. Geography, 1971  
NCI Charrette Planner Training, April 2008

**PUBLICATIONS, AWARDS, PRESENTATIONS:**

"The Effect of Water Pollution on Industrial Locations within the Roanoke River Basin," Master's Thesis

2010 Marvin Collins Outstanding Planning Award (Comprehensive Planning - Small Community) - Polk County 20/20 Vision Plan

2014 Marvin Collins Outstanding Planning Award (Honorable Mention, Comprehensive Planning - Large Community) - Envision 35: Goldsboro Urbanized Area Comprehensive Plan

**RELEVANT PROJECT EXPERIENCE:**

**Bladen County, North Carolina**

2015 Bladen/Columbus County Regional Hazard Mitigation Plan

**Clinton, North Carolina**

FY09 CDBG Infrastructure Program  
FY12 CDBG Infrastructure Program  
2035 Comprehensive Plan

**Craven County, North Carolina**

Pamlico Sound Regional Hazard Mitigation Plan  
FY16 Flood Mitigation Assistance Program  
2017 Hurricane Matthew CDBG-NR Program

**Greenville, North Carolina**

Hurricane Floyd HMGP/SARF Acquisition/Relocation Project

**Kinston, North Carolina**

2013 Unified Development Ordinance  
Plan Kinston (Comprehensive Plan)  
NCHF Essential Single Family Rehabilitation Program

**Onslow County, North Carolina**

2005-07 Core Land Use Plan  
FY2011 CDBG Scattered Site Program

**Pitt County, North Carolina**

Neuse River Basin Regional Hazard Mitigation Plan

**Windsor, North Carolina**

FY08 CDBG Community Revitalization Program  
2011 Unified Development Ordinance  
2017 Comprehensive CAMA Land Use Plan  
Hurricane Matthew Hazard Mitigation Grant Program

Mr. Holland earned his A.B. in **Geography** with a minor in **Planning** and his M.A. in Geography from East Carolina University. Before starting his own planning firm in 1987, he worked in various planning positions in Virginia and in Rocky Mount and Wilmington, NC. The firm has prepared over **100 land use and comprehensive plans**, over twenty (20) zoning/unified development and subdivision ordinances, and has been actively involved in **North Carolina's Disaster Recovery Program**, including the management of Hurricane Fran/Floyd/Isabel/Irene HMGP elevation/acquisition/rehabilitation projects. Mr. Holland has extensive experience working with municipalities in southeastern North Carolina. He is a member of the **American Institute of Certified Planners**.

**PUBLIC INVOLVEMENT EXPERIENCE:**

Mr. Holland has extensive public participation experience including training by the **National Charrette Institute**. Engaging the citizenry within the jurisdiction of a given project is an integral process of nearly all planning efforts completed at Holland Consulting Planners (HCP). Some projects require a greater level of participation than others. Over the years, HCP has established proven techniques and exercises to include the public, solicit valuable input, establish consensus, and limit controversy. More information for planning and urban design projects completed in the past, the majority of which included public involvement, is available on the HCP website: <http://hcpplanning.com/work/>



**PROFESSIONAL AFFILIATIONS:**

NC Community Development Association

**EDUCATIONAL BACKGROUND:**

B.S. Geography, 1996  
East Carolina University

**CONTINUING EDUCATION:**

Community Development Academy, NC Institute of Government, Chapel Hill, 2003  
Lead Based Paint Risk Assessment Workshop, Craven County Health Department, 2003  
Completion of 15 Law and Administration Course, Cape Fear Community College  
FEMA Retrofitting Floodprone Residential Buildings (EMI L0279) Course

**RELEVANT PROJECT EXPERIENCE:**

**Beaufort County, North Carolina**

FY99 NCHFA SFR-Disaster Program  
Hurricane Floyd Repair and Replacement Program  
Hurricane Irene HMGP Project  
FY13 Flood Mitigation Assistance Program  
FY14 Flood Mitigation Assistance Program  
FY15 Flood Mitigation Assistance Program  
FY16 Flood Mitigation Assistance Program

**Craven County, North Carolina**

FY13 Flood Mitigation Assistance Program  
FY14 Flood Mitigation Assistance Program

**Hyde County, North Carolina**

Hurricane Isabel HMGP Elevation Project  
Hurricane Irene HMGP Program & Rescopement Program  
FY08 NCHFA-SFR Program  
FY09 CDBG Recovery Program  
FY09 CDBG Community Revitalization Program  
FY10 CDBG Contingency Program  
FY10 CDBG Scattered Site Program  
FY11 Pre-Disaster Mitigation Program  
FY15 Flood Mitigation Assistance Program  
FY16 Flood Mitigation Assistance Program  
2017 CDBG Disaster Recovery Program

**Pamlico County, North Carolina**

Hurricane Irene HMGP Project

**Williamston, North Carolina**

FY08 CDBG Community Revitalization Program

**Windsor, North Carolina**

Hurricane Floyd Repair and Replacement Program  
Hurricane Floyd HMGP Project  
FY08 CDBG Community Revitalization Program  
FY15 Flood Mitigation Assistance Program  
Hurricane Matthew Hazard Mitigation Grant Program

Mr. Hilbert earned his B.S. in **Geography** from East Carolina University. He has worked for Holland Consulting Planners, Inc., since 1996. His principal focus has been on **community development** and management of housing related projects, including acquisition and elevation projects. Mr. Hilbert has experience in preparation of **administrative guidelines/ policy development**, and general **project compliance/monitoring coordination** with various local, state, federal and other governing agencies/ authorities for numerous housing rehabilitation/ redevelopment/mitigation projects.



**EDUCATIONAL BACKGROUND:**

University of North Carolina, Chapel Hill  
B.A. Education, 1979

- Conducted Acquisition/Relocation Workshop for NC Division of Emergency Management staff, 2001
- Conducted Davis-Bacon Labor Standards Compliance Workshops for City of Fayetteville staff (May 2000 and February 2002) and City of High Point staff (2003)
- Community Development Administrator Certification, CD Academy, NC Institute of Government, 2003
- Attended DCA-sponsored Environmental Review Workshop, Raleigh, NC, 2006
- Attended HUD-sponsored Acquisition and Relocation Training Course, Atlanta, GA, 2008
- Participated in HUD-sponsored webinars: "Using HUD's Assessment Tools for Environmental Compliance," "Environmental Noise Assessments," and "Acceptable Separation Distance Assessment Training," October, 2011
- Received certification for NCDEQ-sponsored "CDBG-Infrastructure Environmental Documentation Preparation" workshop, August 2014, August 2016, and May 2018.
- Attended NCDEQ DWI-sponsored Federal Compliance Workshop, November 2017 and December 2018

**RELEVANT PROJECT EXPERIENCE:****Bertie County, North Carolina**

2017 NC Disaster Recovery Act Program

**Bladen County, North Carolina**

2015 Bladen/Columbus County Regional  
Hazard Mitigation Plan

Hurricane Matthew Hazard Mitigation Grant Program

2017 NC Disaster Recovery Act Program

2017 HM-NC Disaster Recovery Act Program

**Craven County, North Carolina**

FY11 CDBG Contingency Program

FY12 CDBG Infrastructure Program

FY12 CDBG Scattered Site Program

FY16 Flood Mitigation Assistance Program

2017 Hurricane Matthew CDBG-NR Program

**Hyde County, North Carolina**

FY09 CDBG-CR Program

FY09 CDBG-SBEA Program

FY10 CDBG-SS Program

FY16 Flood Mitigation Assistance Program

Hurricane Irene HMGP Rescopement Program

2017 CDBG Disaster Recovery Program

**Windsor, North Carolina**

Tropical Storm Nicole HMGP Program

Hurricane Matthew Hazard Mitigation Grant Program

Ms. Miars earned her B.A. in Education from the University of North Carolina at Chapel Hill. Her experience includes over thirty years in **community development/planning administration**. She has worked for Holland Consulting Planners, Inc., since 1990, primarily in **community development** and management of housing related projects, with an emphasis in **project compliance/monitoring coordination** with various local, state, federal and other governing agencies for over 100 housing rehabilitation and community revitalization projects. Her role as **Community Development Planner** and **Relocation Specialist** has included such interests as **preparation of fair housing plans and analysis of impediments to fair housing choice, environmental review records, data collection and analysis for hazard mitigation plans and for health/wellness assessments, labor standards compliance, acquisition/ relocation compliance and coordination of project activities, citizen participation coordination, and coordination of compliance documents for HUD Consolidated Plans**. Ms. Miars has conducted several **acquisition/relocation workshops** and labor standards **compliance workshops** for various municipalities as well as for the N.C. Division of Emergency Management staff. She holds a **Community Development Administrator certificate** from the Community Development Academy, North Carolina Institute of Government in Chapel Hill.



**EDUCATIONAL BACKGROUND:**

University of Mount Olive  
B.S. Business Management, 2017

Cape Fear Community College  
Administrative Assistant Certification, 2012  
Associate's in Office Systems Technology, 1986

**RELEVANT PROJECT EXPERIENCE:**

**Bertie County, North Carolina**  
2017 NC Disaster Recovery Act Program

**Town of Carolina Beach, North Carolina**  
FY16 Flood Mitigation Assistance Program

**City of Kinston, North Carolina**  
2017 NCHFA Essential Single-Family Rehabilitation Program

**City of Lumberton, North Carolina**  
2017 NCHFA Essential Single-Family Rehabilitation Program

**Pamlico County, North Carolina**  
FY16 Flood Mitigation Assistance Program

**Pender County, North Carolina**  
2017 NC Disaster Recovery Act Program

**Town of Wrightsville Beach, North Carolina**  
FY16 Flood Mitigation Assistance Program

Ms. Blackmon has worked as an **Assistant Program Administrator** for Holland Consulting Planners, Inc., since early 2018. Her duties include setting up and **maintaining rehabilitation, elevation, and reconstruction case files** as well as client model files, providing point of contact for homeowner/occupant applicants; **coordinating scheduling with inspectors and residents** for housing assessments; compiling household income documentation and completing income verifications; and ensuring that critical documents such as elevation certificates, tax cards, floodplain maps, and surveys are prepared, tracked, and **properly filed for each housing rehabilitation and/or elevation applicant.**



**PROFESSIONAL AFFILIATIONS:**

Certified in Safe Work Practices for Lead-Based  
Paint Hazard Reduction  
NC Certified Home Inspector (#1950)  
NC Building Inspector – Level 1

**EDUCATIONAL BACKGROUND:**

Associate's Degree in Mechanical Engineering, 1992  
Beaufort County Community College  
Washington, North Carolina

Continuing Education

Law and Administration Code Enforcement Class  
DCA LBP/Handicap Access Rehab Workshop, 2004  
CDBG Rehabilitation Standards Workshop, 2007  
NCHFA Rehabilitation Workshop, 2007  
PHRANC Fall Conference, 2007  
NC Plumbing Code, 2008  
Spanish in the Workplace, 2011

**RELEVANT PROJECT EXPERIENCE:**

**Beaufort County, North Carolina**

FY10 CDBG Scattered Site Program  
FY10 Severe Repetitive Loss Elevation Project  
Hurricane Irene HMGP Elevation Program  
FY13 Flood Mitigation Assistance Program  
FY14 Flood Mitigation Assistance Program  
FY15 Flood Mitigation Assistance Program  
FY16 Flood Mitigation Assistance Program

**Brunswick County, North Carolina**

FY11 NCHFA-SFR Program Housing Inspection  
FY14 NCHFA-SFR Program Housing Inspection

**Town of Carolina Beach, North Carolina**

FY13 Flood Mitigation Assistance Program  
FY14 Flood Mitigation Assistance Program  
FY15 Flood Mitigation Assistance Program

**Craven County, North Carolina**

FY09 CDBG Scattered Site Program  
FY10 Repetitive Flood Claim Program  
FY12 CDBG Scattered Site Program  
FY13 Flood Mitigation Assistance Program  
FY14 Flood Mitigation Assistance Program  
FY15 Flood Mitigation Assistance Program  
FY16 Flood Mitigation Assistance Program

**Hyde County, North Carolina**

FY08 NCHFA-SFR Program  
FY15 Flood Mitigation Assistance Program  
FY16 Flood Mitigation Assistance Program

**Town of Windsor, North Carolina**

FY08 CDBG Community Revitalization Program  
FY15 Flood Mitigation Assistance Program

Mr. Miller has worked as a **Rehabilitation/ Housing Inspector** for Holland Consulting Planners, Inc., since 2001. He holds a **Level I North Carolina Building Inspector's certification**, is a **certified home inspector** (license #1950), and is **certified in Safe Work Practices for Lead-based Paint Hazard Reduction**. He has attended numerous continuing education classes, including **rehabilitation workshops** sponsored by the Division of Community Assistance, North Carolina Housing Finance Agency, and PHRANC. Mr. Miller supervises contractors on a daily basis while performing interim and final construction inspections. His duties as **rehabilitation inspector** include compiling bid specifications, preparing cost estimates, preparing change orders and authorization of payments to contractors. In addition, Mr. Miller maintains liaison among contractors, homeowners, local building inspectors and the program administrator for housing-related programs as well as projects involving **public works improvements**.



### **Scope of Work**

HCP will provide all of the necessary planning and project management expertise, including provision of on-site personnel, for successful application submittal and implementation and completion of the projects. It is our understanding that all on-site structural feasibility analysis and construction inspection will be supervised by the County's Building Inspector; however, HCP has qualified resident inspectors on staff 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 Project Manager.

HCP will provide Hyde County and the State of North Carolina with HMGP and FMA policies and procedures consistent with the approved grant agreements. HCP possesses a thorough working knowledge of the Stafford Act and related federal regulations provided for guidance of FEMA-funded hazard mitigation projects; elevation, acquisition, and reconstruction policies provided by the Federal Emergency Management Agency and the North Carolina Division of Emergency Management; FEMA structural elevation and retrofitting guidelines; National Flood Insurance Program (NFIP) participation requirements; the National Environmental Policy Act; and 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. Required services to be provided by HCP will include, but not necessarily be limited to, the following:

- Conduct public meetings for presentation of HMGP/FMA eligibility requirements.
- Prepare Letters of Interest for all proposed HMGP/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 HMGP- and 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 HMGP/FMA elevation, reconstruction, and acquisition activities.
- Develop comprehensive administrative guidelines for management of selected HMGP- and FMA-funded reconstruction, elevation, and acquisition/demolition activity, including procedures for financial management, construction procurement, and construction management and inspection; coordinate required structural engineering and building inspection services; coordinate NFIP and NC State Building Code compliance activities; review duplication of benefits procedures; prepare preconstruction and owner's certification documents; review structural feasibility procedures; prepare temporary relocation procedures and homeowner/contractor

dispute resolution procedures; and prepare administrative guidelines and forms/documents for proper management of 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.

- 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.

**Project Schedule**

Project schedule to be determined based on funding availability.

**Deliverables/Terms and Conditions of the Contract**

HCP will deliver all county-required contract provisions, certificates of insurance, disclaimers, etc., and review them with the County Manager prior to contract execution.

**Responsiveness**

Based on our overall experience with HMGP/FMA programs, we believe we have an excellent understanding of the needs and goals of the county during administration of this project. Some of our more important administrative goals are outlined below:

1. Establish clear channels of communication among the County's staff, supervisory state agencies, the homeowners, other professional service providers, and the consultant.
2. Handle complaints on an immediate basis.
3. Prior to the start-up of the field work for each funded project, we will hold a management meeting with the County Manager and Finance Officer to address all financial and program compliance issues, discuss the project schedule, and agree on the responsibilities to be assumed by the local staff during completion of each project.
4. Provide effective communication with other consultants involved (general contractor, surveyor, engineer) to ensure cost-effective and timely service to the county.
5. Conduct thorough inquiry to prevent duplication of benefits.

**Staff Availability**

All project team members outlined in this proposal are currently working on projects in HCP's Washington office and are immediately available to begin work on your project. This project is manageable enough to be integrated into their usual weekly workload as current project responsibilities diminish. We guarantee that you will be provided the manpower to ensure the successful completion of the program.

**References**

Don Baumgardner, Planning Director  
Craven County Planning Department  
2828 Neuse Boulevard  
New Bern, NC 28562  
(252) 636-6618  
[dbaumgardner@cravencountync.gov](mailto:dbaumgardner@cravencountync.gov)

Jeremy Hardison  
Carolina Beach Senior Planner  
1121 Lake Park Boulevard  
Carolina Beach, NC 28428  
(910) 458-2999  
[jeremy.hardison@carolinabeach.org](mailto:jeremy.hardison@carolinabeach.org)

**Hourly Rates**

Staff Position	% of Projected Workload Total	Hourly Rate
<b>T. Dale Holland, AICP</b> Principal	2%	\$160.00
<b>Chris Hilbert</b> Project Manager	28%	\$100.00
<b>Jessie Miars</b> Program Administrator/ Coordinator	15%	\$85.00
<b>Donna Blackmon</b> Assistance Program Administrator	20%	\$75.00
<b>Gary Miller</b> Senior Housing Inspector	25%	\$85.00
<b>Clerical/Administrative Support</b>	10%	\$60.00
	100%	

AVERAGE PROPOSED HOURLY RATE: \$94.17

**NOTE:** There are no separate reimbursable charges, i.e., *per diem*, mileage, lodging, etc. Hourly rates are inclusive of any such charges.

**Basis of Compensation**

HCP will provide turnkey project management and acquisition/elevation/reconstruction contract administration within soft cost parameters established by the North Carolina Division of Emergency Management and outlined in each project application. We estimate that those costs (including required engineering and surveying costs) will not exceed 17-18% of the total project budget for each project.

**Non-Discrimination Certification**

I, T. Dale Holland, President of Holland Consulting Planners, Inc., do hereby certify that Holland Consulting Planners, Inc., does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or provision of services.

Certified this 13th day of December, 2018.

Cindy M. Anderson  
Attest

T. Dale Holland  
T. Dale Holland, President  
Holland Consulting Planners, Inc.

