

**BRUNSWICK GLYNN COUNTY JOINT WATER & SEWER COMMISSION**

## **REQUEST FOR PROPOSAL**

### **FOR CONSULTING SERVICES FOR DISASTER RESPONSE, ENGINEERING, AND GRANT MANAGEMENT SUPPORT**

Date Advertised      Friday, November 17, 2017

Responses Due      Wednesday, December 6, 2017 at 12pm NOON, est.

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## **I. BACKGROUND**

BRUNSWICK GLYNN COUNTY JOINT WATER & SEWER COMMISSION (BGCJWSC) incurred major damages resulting from HURRICANES MATTHEW AND IRMA on OCTOBER 6, 2016 and SEPTEMBER 11, 2017 respectively, which was a Presidentially Declared Disaster. During the incident, BGCJWSC facilities sustained significant damage. BGCJWSC performed emergency protective measures to eliminate or lessen immediate threats to lives, public health, or safety and eliminate or lessen immediate threats of significant additional damage to public and private property.

BGCJWSC is seeking the services of a consultant or consultants in disaster management, emergency protective measures, planning, financial services, architectural and engineering services related to disaster recovery and hazard mitigation from major storm and flood events as well as other disaster perils; and assistance with the processes involved in applying for and submitting claims, receiving and managing Public Assistance and Hazard Mitigation grant funding from the Federal Emergency Management Agency (FEMA); in addition to other grant funding opportunities such as the Hazard Mitigation Grant Program, Community Block Grant Disaster Program (CDBG-DR), and State level funding pursuits.

BGCJWSC has entered into engagements with a firm to provide FEMA reimbursement services to stabilize critical facilities and take emergency protective measures. To date these services, include damage assessment, initial scoping, and oversight for the FEMA reimbursement process. Additionally, this emergency engagement covered assistance in preparing documentation for establishing financial oversight, and auditing to ensure compliance with FEMA policies and Federal regulations and procedures.

BGCJWSC is seeking to enter into an agreement for a period of three years, with up to two one-year extension options mutually agreed upon, with a consultant demonstrating expertise and extensive experience in the engineering support for disaster recovery and hazard mitigation. The vendor must be capable of meeting BGCJWSC requirements as outlined in the Scope of Services/Scope of Work outlined in Section III. Evaluation criteria outlined in Section VI will form the basis of selection.

Questions/comments regarding this RFP will be accepted until 5pm eastern standard time Tuesday, November 28, 2017. Questions should be submitted in writing via email to: Pamela Crosby, Director of Procurement, [pcrosby@bgjwsc.org](mailto:pcrosby@bgjwsc.org)

Responses must be received no later than Wednesday, December 6, 2017 at location outlined in Section IV. No late proposals will be accepted.

## **II. RFP SCHEDULE**

Advertise Date:	Friday, November 17, 2017
Deadline for Questions:	Tuesday, November 28, 2017
Proposal Due Date:	Wednesday, December 6, 2017 12pm NOON est.

Selection Date:

Thursday, December 21, 2017

### **III. SCOPE OF SERVICES**

As a result of these events, and in anticipation of similar future events, Agency is seeking a consultant to provide the following services:

#### **Direct Reporting / Support:**

The consultant will report directly to the BGCJWSC or designated program manager. The consultant will provide direct support to the BGCJWSC program manager and others as directed by BGCJWSC.

#### **Financial Management**

BGCJWSC is an applicant for FEMA Public Assistance, 406 Hazard Mitigation, and 404 HMGP grant funds. This effort is being managed by another consultant. The consultant shall assist with the development of engineering materials for work as well as provide ongoing advice and support for the process. Also, the consultant shall demonstrate its capacity to provide cost effective services including cost estimates in the preparation of project budgets.

#### **Engineering Services**

Engineering services shall provide damage assessment, planning, design, and construction management for emergency/permanent repairs and hazard mitigation, on an as needed basis. The objectives for these services are for the pursuit of federal funding. Final design for facilities may be procured separately.

### **IV. PROPOSAL PROCEDURES AND REQUIREMENTS**

#### **Proposal Package Submission Requirements:**

Proposal packages must be submitted no later than Wednesday, December 6, 2017 by 12pm NOON, est. Late or incomplete submissions will not be considered.

Proposal packages must be sealed and delivered to

Proposal packages must contain one clearly marked original, five hard copies, and one electronic copy in pdf format, of the respondent's proposal. Proposals must be prepared on 8.5x11 letter sized paper. Proposals must include the proposer's response as outlined below in "Proposal Requirements", required forms, and contract exception requests. Five copies of the cost proposal must be submitted in a separate sealed envelope labelled "Cost Proposal". A separate electronic copy of the cost proposal is not required.

#### **Proposal Requirements**

**Cover Letter.** (2 PAGE MAXIMUM) Clearly identify the name of the proposing firm and sub

consultants, if any. Outline the respondent's ability to perform the services described in the RFP and confirm that respondent is willing to perform those services and enter into a contract with BGCJWSC. Identify the name, telephone number and email of the contact person for technical and contractual clarifications throughout the evaluation period. Must be signed by an individual authorized to enter into a contract.

**Table of Contents.** Outline proposal sections and associated page numbers for easy reference.

**Firm Background and Experience.** (5 PAGE MAXIMUM) History and background of the consultant firm and sub consultant firms, if any. Description of services offered and areas of expertise. Include a maximum of five (5) projects/consulting assignments similar to the services requested herein which have been completed by the respondent within the last five years. For each project, clearly identify: respondent's role (prime consultant, sub consultant, owner's representative, etc.), services provided, start and end dates and a client reference to include agency name, contact name, telephone and email.

**Team Organization and Resumes.** (10 PAGE MAXIMUM) Organization chart clearly identifying project roles, names, and reporting structure/lines of authority. Include a resume for each individual shown on organization chart. Resumes should include education, certification(s), years of experience, and specific project experience including role on each project. Resumes should be limited to one page with exception of the proposed Project Principal and Program Manager, which can be two pages each.

**Technical Approach.** (3 PAGE MAXIMUM) Proposer's approach to providing disaster recovery services as outlined in Section III to ensure successful recovery, financial support, engineering support and compliance, client service, and close out.

**Cost Proposal / Rate Schedule (Attachment A).** Provide loaded hourly rates, to include expenses, copies, travel, etc. No other charges will be made to BGCJWSC other than hourly rates unless agreed to in writing by BGCJWSC. Cost proposal must be submitted in a separate sealed envelope. These costs may be subject to a negotiation after evaluations are completed, but prior to award. BGCJWSC may require a best and final offer.

## **V. EVALUATION AND SELECTION**

The Agency's evaluation committee will assist in the evaluation and selection of successful responses. The committee shall evaluate and rate all proposals in accordance with the criteria outlined below. The BGCJWSC /evaluation committee will make a determination to award a contract based on the evaluation of initial proposals

BGCJWSC reserves the right to waive or modify any mistakes in proposals, if it is in the best interest of BGCJWSC and that are deemed by the evaluation committee to be not material.

### **Evaluation Criteria**

The successful respondent will be selected based upon highest overall score of the response. BGCJWSC reserves the right to select and execute contracts with respondents to this RFP as

funding becomes available.

Responses to RFP will be evaluated and scored based upon the following criteria:

<b>Criteria</b>	<b>Points Assigned</b>
Firm Background and Experience	25
Team Organization and Resumes	30
Technical Approach	30
Overall Responsiveness to RFP	10
Cost Proposal	5

The lowest average cost proposal will receive 5 points. Other firms will receive a reduced score based on the percentage difference in average cost.

## **VI. CONTRACT AND PAYMENT TERMS**

**Contract Term.** The term of the contract shall be for a period of three (3) years with up to two (2) one (1) year renewals at the option of BGCJWSC.

**Contract Provisions.** The contract to be entered into between the selected consultant and BGCJWSC shall contain negotiated provisions based upon the specific requirements set forth in this RFP and the selected firm's proposal, as well as BGCJWSC contract provisions. These provisions will be negotiated after the firm is selected.

**Payment:** The selected consultant shall be paid per tasks/deliverables and paid monthly upon the completion, review and approval of the tasks/deliverables.

**Document Ownership:** All documents produced for BGCJWSC will become the property of BGCJWSC.

## **VII. GENERAL INFORMATION**

**Status of Information.** BGCJWSC shall not be bound by any oral or written information released prior to the issuance of the RFP. BGCJWSC shall not be bound by any oral or written representations, statements or explanations other than those made (1) in this RFP, or (2) in formal written addenda issued to this RFP.

**Communication with Client.** Proposers are advised that, from the date this RFP is issued until the award of the contract, no contact with BGCJWSC or BGCJWSC personnel related to this solicitation is permitted, except with Name, who has been designated as the contact person.

**Proposer Inquiries.** All inquiries regarding this solicitation shall be addressed to the contact person named in this proposal by Tuesday, November 28, 2017 All substantive questions should be sent in writing to the contact person. The contact person may orally respond to inquiries of a non-substantive nature. Proposers are advised that BGCJWSC personnel cannot ensure a response to inquiries.

**Addenda to RFP.** BGCJWSC shall issue responses, in the form of written addenda, to

inquiries related to substantive issues and any other corrections or amendments to the RFP it deems necessary prior to the proposal due date. It is the proposer's responsibility to assure receipt of all addenda. The proposer should verify with the designated contact person prior to submitting a proposal that all addenda have been received and shall acknowledge in the transmittal letter the number of addenda issued.

**Modified Proposals.** A proposer may submit a modified proposal to replace all or any portion of a previously submitted proposal up until the proposal due date and time. The evaluation committee shall consider only the latest timely version of the proposal.

**Proposer's Offer.** A proposal may be withdrawn in writing only prior to the proposal due date and time. A proposer's offer shall be irrevocable after the proposal due date and time and until the contract award.

**Costs Incurred by Proposers.** BGCJWSC shall not be liable for any costs incurred by proposers in the preparation of proposals or for any work performed in connection therewith.

**Discussions, Negotiations.** BGCJWSC reserves the right to award a contract on the basis of initial offers received, without discussions. Therefore, each initial offer should contain the proposer's best terms and qualifications.

**Contract Award.** BGCJWSC reserves the right to award a contract to a firm other than the proposer offering the lowest overall cost. The contract resulting from this solicitation may be awarded to the highest-rated responsible proposer based on the evaluation factors set forth in the RFP.

**Equal Employment Opportunity Requirements.** Unless waived by BGCJWSC in writing, the proposers must comply with the Agency's equal opportunity requirements.

**RFP Postponement/Cancellation.** BGCJWSC reserves the right to postpone or cancel this RFP and to reject all proposals.

**Confidential Information.** The designation of certain information as confidential proprietary information is acceptable. The respondent must clearly designate the part of the proposal that contains the confidential proprietary information as "confidential" in order to claim protection from disclosure. The respondent must also designate these pages as "confidential" within the table of contents. Any proposal marked as confidential or proprietary in its entirety may be rejected without further consideration.

**ATTACHMENT A. COST PROPOSAL/RATE SCHEDULE – ALL INCLUSIVE HOURLY RATES**

[illegible]

\*All hourly rates provided shall be inclusive of all expenses incurred.

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

Authorized Representative: \_\_\_\_\_

Signature: \_\_\_\_\_



