

# **REQUEST FOR PROPOSALS DISASTER RECOVERY AND EMERGENCY RESPONSE GRANT SERVICES**

## **NOTICE OF PROPOSAL OPENING**

**NOTICE IS HEREBY GIVEN** that the City of Bay Minette, shall receive and open proposals to assist the City in preparation work for pending disaster and the process of gaining federal and state assistance related to Disaster Recovery and Emergency Response Grant Services on an as needed, as directed basis. (hereinafter referred to as “recovery and response grant services” in this Request for Proposals and in attached specifications) for the City of Bay Minette. The request contained herein is not subject to the Alabama competitive bid statutes given the nature of the professional services sought, the high degree of professional skill involved and the decisive part that the personality of the individual(s) employed will play in the engagement. In addition, the City has previously declared an emergency, in writing, and any delay in the award of the subject request for proposal would be detrimental to the public good.

The proposal opening will take place at Bay Minette City Hall located at 301 D’Olive Street in Bay Minette, Alabama at 3:00PM. on Friday October 9, 2020. **Time is of the essence in submitting proposals and only proposals received and date stamped by 3:00 P.M. Central Time on Friday, October 9, 2020, will be opened and considered.** One award will be made pursuant to the procedures set out herein. Proposers and any other interested individuals are invited to attend the proposal opening.

## **THE INVITATION PACKAGE**

The invitation package for this request for proposals includes: this Request for Proposals, the written specifications for Disaster Recovery and Emergency Response Grant services, and a Proposal Submittal Form are to be included when submitting a proposal. Proposers should verify that they have received all pages (total of 9) of the invitation package. If there are any omissions, the proposer should contact City Administrator, Tammy Smith, by e-mail at [tsmith@ci.bay-minette.al.us](mailto:tsmith@ci.bay-minette.al.us) to request missing pages. It is the responsibility of the proposer to make this request in sufficient time to prepare and submit the proposal in time for opening. Proposers should carefully read and comply with all parts of the invitation package, including all attachments.

## **PREPARING AND SUBMITTING PROPOSAL**

All proposals must be typed or handwritten in ink on the attached Proposal Submittal Form. **The completed Proposal Submittal Form shall be placed in front of and separated from all other documents included in the proposal packet, such that it will be the first document viewed upon opening the proposal packet.** Proposals submitted in pencil and not submitted on the Proposal Submittal Form will *not* be considered. All proposals shall include all documentation requested in the specifications. Proposals submitted without such documentation will *not* be considered. Only information contained on the attached Proposal Submittal Form and accompanying required documentation will be considered in evaluating proposals. **Please submit one original proposal and 3 copies.**

Envelopes containing a “no proposal” shall also include the words “NO PROPOSAL” on the outside of the envelope. Facsimiles and e-mails will not be accepted. Proposals submitted by

“Express/Overnight” services must be in a separate inner envelope or package sealed and identified as stated above. All proposals must be received prior to the proposal opening. Proposals received after the deadline will be returned unopened.

All sealed proposals should delivered to:

City of Bay Minette  
ATTN: Finance Department  
301 D’Olive Street  
Bay Minette, AL 36507  
Telephone No. (251) 580-1619

### **PROPOSER QUALIFICATIONS**

All proposers and all program participants must be in compliance with any applicable federal, state, county and municipal laws, regulations, resolutions and ordinances, including but not limited to, licensing, permitting, and taxation requirements. All proposers should be prepared to submit any evidence or documentation as proof that they are properly licensed and permitted under any applicable laws upon request. Additionally, all proposers shall provide proof that they are in compliance with the e-verify requirements of Alabama’s Immigration Law (Ala. Code § 31-9-1 et seq.)

### **PROPOSAL AWARD**

The City of Bay Minette will serve as the awarding authority. The proposal will be awarded at a regular meeting of the Bay Minette City Council or by the Mayor in the event of a declared State of Emergency. Any and all proposals submitted in compliance with this Request for Proposals shall be considered, and award will be made to the lowest responsible proposer meeting the specifications as determined by the awarding authority in compliance with Alabama law and Alabama Emergency Management Agency (AEMA), Federal Emergency Management Agency (FEMA), and Federal Highway Administration (FHWA) regulations and guidelines for disaster Recovery and Emergency Response Grant Services.

As fully detailed in the attached specifications, this Request for Proposals is for disaster Recovery and Emergency Response Grant Services which comply in all respects with AEMA, FEMA, and FHWA rules, procedures, and guidelines for Disaster Recovery and Emergency Response Grant Services. Throughout this Request for Proposals and the attached specifications, any reference to FEMA shall also imply FHWA compliance when the circumstances dictate, such as when sites eligible for emergency relief work are involved. All proposals will be reviewed and evaluated by a committee created for that purpose, which committee will make comments and recommendations to the awarding authority. All factors contained in the invitation package will be evaluated in determining the successful proposer, and any omissions of the stated requirements may be cause for rejection of the proposal submitted. The committee’s evaluation to determine the lowest responsible proposal meeting specifications may include any or all of the following:

- (1) Cost of services
- (2) The proposer’s demonstration of ability to quickly activate in Bay Minette
- (3) The proposer’s demonstration of ability to perform services as required by the specifications

- (4) The proposer's demonstration of ability to activate adequate and properly trained personnel to perform services in compliance with AEMA, FEMA, and FHWA guidelines and all applicable federal law and regulations to ensure reimbursement, if reimbursement is available
- (5) The proposer's demonstration of past performance on other recovery and response grant services contracts in compliance with AEMA, FEMA, and FHWA guidelines
- (6) The proposer's demonstration of financial ability to perform services required in an activating under the payment procedures set out in the specifications
- (7) Proof of general and professional liability insurance to cover any damages resulting from services provided by the successful proposer, including any denial of reimbursement due to the actions or inactions of the recovery and response grant services contractor or any failure to perform as required in the contract

City of Bay Minette staff will score the proposals based on the following criteria:

- Firm qualifications (35%)
  - Staff qualifications (25%)
  - Technical approach (25%)
  - Cost proposal (15%)
- Total (100%)

### **SELECTION PROCESS**

Each proposal received will be reviewed in accordance with the criteria stated above.

City staff will then develop an Agreement with the successful Proposer and will present the Agreement to the Bay Minette City Council or Mayor for approval. An award is made on execution of the written Agreement by all parties. Only the City is authorized to issue news releases relating to this RFP, its evaluation, award, and/or performance of the Agreement. In the event the City and the Contractor cannot agree on terms of an Agreement, then Agreement negotiations with the next most appropriate finalist will be made.

All information provided by the proposer related to the items listed above shall be attached to the Proposal Submittal Form as provided in the instructions on that form. It is the proposer's responsibility to provide, with its Proposal Submittal Form, information to adequately and accurately reflect its ability to effectively carry out the requirements of the City-wide contract.

The City of Bay Minette reserves the right to reject any and all proposals, to waive any informality in proposals, and to accept in whole or in part such proposal solely at its discretion.

### **CONTRACT WITH SUCCESSFUL PROPOSER**

The successful proposer will be required to execute a written contract with the awarding authority, which will bind the successful proposer to the terms requiring compliance with all items required in these specifications. The contract period will be from the date of award by City through December 31, 2020.

**CONTACT REGARDING PROPOSALS AND INVITATION**

Any questions or problems related to downloading or obtaining copies of this Request for Proposals or the specifications should be directed to Tammy Smith at (251) 580-1619 or [tsmith@ci.bay-minette.al.us](mailto:tsmith@ci.bay-minette.al.us).

Any questions or requests for additional information regarding this invitation or the following specifications shall be submitted **in writing** no later than 48 hours prior to proposal opening to:

Tammy Smith at [tsmith@ci.bay-minette.al.us](mailto:tsmith@ci.bay-minette.al.us)

***Contact initiated by a potential proposer with a City official or City employee shall only be as specifically set out in this Request for Proposals.*** Any other contact with a City official or employee by a potential proposer regarding this proposal between the date of this invitation and the date of proposal award shall be deemed as an attempt to unduly influence the proposal award, and shall be grounds for rejection of the proposal submitted by the proposer initiating such other contact.

# PROPOSAL SPECIFICATONS

## INTRODUCTION

Natural disasters in Alabama have shown the need to have a consultant assist the City in preparation work for pending disaster and the process of gaining federal and state assistance related to Disaster Recovery and Emergency Response Grant Services on an as needed, as directed basis. Therefore, the City of Bay Minette has developed this Request for Proposals to award a contract for these services.

It is a requirement of this Request for Proposals that the successful proposer be able to provide the services set out in these specifications in full compliance with all AEMA, FEMA, FHWA guidelines and regulations and all federal law and regulations applicable at the time work is performed to ensure reimbursement, if reimbursement is available. Any conflict with the language included in these specifications shall be construed to comply with AEMA, FEMA, and FHWA requirements promulgated under Title 2 U.S. Code of Federal Regulations, Part 200.

## SERVICES ACTIVATION PROCEDURES

The City shall be authorized under the terms of the contract to activate the contract in the event of a disaster warranting the need for Disaster Recovery and Emergency Response Grant Services. The City shall not be required to activate the Disaster Recovery and Emergency Response Grant Services of the contractor. However, in the event the City desires to utilize the services of the contractor, the City will forward to the contractor a written Notice to Proceed on a form prepared for that purpose. The Disaster Recovery and Emergency Response Grant Services contractor will be required to activate its forces within 24 hours of receipt of the Notice to Proceed. Once activated, the Disaster Recovery and Emergency Response Grant Services contractor shall provide the services set out in these specifications to the extent necessary to meet the needs of the City.

The Disaster Recovery and Emergency Response Grant Services contractor must be able to provide the minimum services included in these specifications upon activation and must be prepared to place personnel, including a project manager, in the City within 24 hours of receipt of the written Notice to Proceed. **Each proposer shall include with his or her Proposal Submittal Form complete and adequate contact information for transmitting the Notice to Proceed to the Disaster Recovery and Emergency Response Grant Services contractor.** Project communication contacts for the City shall be detailed in the Notice to Proceed. The Disaster Recovery and Emergency Response Grant Services contractor shall be responsible for coordinating with these designated City representatives to ensure compliance with the 24 hour mobilization requirement is met.

## TRAINING REQUIREMENT

The Disaster Recovery and Emergency Response Grant Services contractor shall provide necessary City employees with adequate training concerning eligibility for reimbursement, if reimbursement is available, and disaster specific information. All training shall meet AEMA, FEMA, and FHWA requirements, and where possible or required by AEMA, FEMA, and FHWA rules or regulations, shall involve personnel from either or both of these agencies. Proof of training shall be provided to the City when responding to a Notice to Proceed. **The proposer**

**must demonstrate in his or her proposal documents that all workers will be adequately trained prior to performing any work on the project.**

**SCOPE OF SERVICES**

**The proposer must demonstrate in its proposal documents that the Disaster Recovery and Emergency Response Grant Services includes each of the following services in compliance with all AEMA, FEMA and FHWA guidelines and regulations and applicable federal law and regulations to the City.** The scope of services as described below shall be considered minimum standards to meet in submitting proposals.

The Contractor shall provide emergency management and grant management services that may include but are not limited to the following:

- A. Assist the City with preparedness, response and recovery activities utilizing the Cities Preparedness and Response Plans.
- B. Assist in advising on situational awareness and working with the municipality to determine unmet needs in the preparedness and response phase.
- C. Assist the City with staff augmentation on an as-needed basis during disaster response and recovery.
- D. The Contractor's work will include grant administration, audits, and monitoring if needed.
- E. The Contractor shall assist the City with the administration of Disaster Recovery and Emergency Response Grant programs with federal and state agencies to include but not limited to: Federal Emergency Management Agency (FEMA), Alabama Emergency Management (AEMA), and other Federal, State or Local programs and projects contemplated by Project Worksheets (PWs).
- F. The Contractor shall attend meetings, as directed by the City, with FEMA, AEMA, and other agencies in conjunction with an on behalf of the City.
- G. The Contractor shall collaborate with the City and other agencies on project formulation, including damage assessments (field team assessment of damages including a comprehensive list of damaged structures, contents, etc.); Information gathering (photo- document damages, gather records, drawings, insurance policies, historical photos/videos, etc.); project development (define both small and large projects' scope, size, and damages, including cost estimating that will be the basis of each PW); project submittals (draft and submit small and large project PWs to AEMA/FEMA).
- H. The Contractor shall proactively identify opportunities to maximize Public Assistance and Post-Disaster Mitigation funding with the current regulatory framework.

- I. The Contractor shall provide ongoing guidance to maximize Public Assistance funding.
- J. The Contractor shall coordinate and manage deliverables with various Federal and state agencies to include AEMA, FEMA, and other agencies.
- K. The Contractor shall assist with gathering and submitting grants quarterly reporting to applicable federal and state agencies to include AEMA, FEMA, and/or other Federal, State and Local agencies.
- L. The Contractor shall generate and submit time extension requests to FEMA and/or other Federal and State grants and AEMA when necessary so that eligibility is not forfeited.
- M. The Contractor shall assist with insurance claim submission and tracking in relation to projects submitted to federal and state agencies to avoid duplication of benefits and documents final amount of insurance proceeds applied to each project.
- N. The Contractor shall assist in compiling the necessary legal documents for proper filing.
- O. The Contractor shall advise on required document retention strategies.
- P. The Contractor shall coordinate with local government staff to obtain all cost and necessary backup documentation to develop, revise, and submit PWs.
- Q. The Contractor shall track status of federal and state agencies reimbursement and serve as a co-liaison between FEMA/other agencies and local government.
- R. The Contractor shall assist in responding to Requests for Information from FEMA and or other agencies.
- S. The Contractor shall assist with the submission of appeals Federal, State and Local agencies.
- T. The Contractor shall provide detailed and periodic management reports on the status of PWs including development, revisions, submissions/approvals, open issues, financial overview, etc.
- U. The Contractor shall provide finance reports showing the projected schedule for reimbursement requests and the actual status of reimbursements received and provide financial documentation for the Comprehensive Annual Financial Report (CAFR) audits.
- V. The Contractor shall assist with the preparation of public procurement documentation and providing additional procurement assistance as needed.
- W. The Contractor shall assist with developing program guidelines, policies, procedure, implementation plans, or other pertinent documents.
- X. The Contractor shall research, develop, and prepare grant applications and other

applicable public assistance documents.

Y. The Contractor shall review data and records for compliance with Federal, State or Local requirements.

AA. The Contractor shall research, monitor, reporting, document, manage, analyze, assess, design, and other work related to disaster recovery, disaster planning, disaster mitigation, and public assistance.

BB. The Contractor shall advise on the management of the closeout process.

CC. Prepare, submit track Hazard Mitigation Grant program applications as required with CLIENT, Federal agencies and State Agencies. This includes project or program development, formulation, processing and monitoring as required.

Proposer shall demonstrate that it is experienced and knowledgeable in handling and executing projects in compliance and consistent with the policies, publications, guidelines and publications of the AEMA, FEMA, and FHWA and all applicable federal law and regulations in effect at the time of the work being performed. Throughout these specifications, any reference to FEMA shall also mean all Federal compliance when the circumstances dictate, such as when sites eligible for emergency relief work are involved. The contractor shall further demonstrate compliance with, including but not limited to, the following:

- FEMA Public Assistance Program and Policy Guide (latest edition)
- FEMA Procurement Disaster Assistance Team (PDAT) Field Manual
- FEMA Public Assistance Alternative Procedures Section 428
- FEMA Hazard Mitigation Grants: 404 and 406
- Title 2 U.S. Code of Federal Regulations, Part 200
- 41 C.F.R. Part 60-1.4 Equal Opportunity Clause
- 29 C.F.R. §5.5(b) Contract Work Hours and Safety Standards Act
- Clean Air Act and Federal Water Pollution Control Act
- 2 C.F.R. part 180 and 2 C.F.R. part 3000 Suspension and Debarment Compliance
- 31 U.S.C. § 952 and 44C.F.R. Part 18 Byrd Anti-Lobbying Amendment (as amended)
- Section 6002 Solid Waste Disposal Act
- 31 U.S.C. Chapter 38 Program Fraud and False or Fraudulent Statements or Related Acts
- Emergency Relief Manual (Federal-Aid Highways) (latest edition)
- FEMA and Federal Requirements for Access to Records
- Prohibition on Use of Department of Homeland Security Seal, Logo, and Flags
- Compliance with Federal Law, Regulations and Executive Orders for FEMA Financial Assistance
- State of Alabama Administrative Regulations for Public Assistance for State Managed Events in Compliance with Alabama Act 2009-342



- Compliance with 2. C.F.R. 200.318(j)(1) – (j)(2) contract requirements for time and materials contracts.
- And all other applicable Federal, State and local regulations

In addition to the compliance requirements above, the contractor shall comply with requirements under **2 C.F.R. §200.321**. The awarded contractor agrees, if subcontracts are to be let, to assure that minority businesses, women’s business enterprises and labor surplus area firms are used when possible. The affirmative steps must include:

- a. Placing qualified small and minority businesses, and women’s business enterprises on solicitation lists;
- b. Assuring that small and minority businesses, and women’s business enterprises are solicited whenever they are potential sources;
- c. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women’s business enterprises;
- d. Establishing delivery schedules, where the requirement permits, which encourages participation by small and minority businesses, and women’s business enterprises;
- e. Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce.

### **INSURANCE**

All proposers shall provide adequate documentation to demonstrate ability to satisfy the following requirements related to insurance and payment of damages for noncompliance with the contract or Notice to Proceed:

### **GENERAL AND PROFESSIONAL LIABILITY INSURANCE**

The Disaster Recovery and Emergency Response Grant Services contractor shall maintain such general and professional liability insurance as will protect the contractor and the City from any claims for workmen’s compensation and from claims for damage and/or personal injury, including death, which may arise from operations under the executed contract. Such insurance shall also cover any financial loss to the City as a result of the denial of AEMA, FEMA, and FHWA reimbursement due to the errors and/or negligence of the Disaster Recovery and Emergency Response Grant Services contractor. Additionally, such insurance shall cover the proposer’s failure to perform after receipt of a Notice to Proceed issued by the City. Such insurance shall be written by companies authorized to do business in Alabama.

Proof of insurance with the following minimum coverage shall be included with each proposal submitted by the Disaster Recovery and Emergency Response Grant Services contractor:

Professional Liability:  
\$1,000,000 per occurrence

General Liability:  
\$1,000,000 - Bodily injury and property damage combined occurrence  
\$1,000,000 - Bodily injury and property damage combined aggregate  
\$1,000,000 - Personal injury aggregate  
Automobile Liability:  
\$1,000,000 - Bodily injury and property damage combined coverage Any automobile including hired and non-owned vehicles

Statutory Workers Compensation as required under Alabama law  
Employers Liability:  
\$100,000 - Limit each occurrence

Umbrella Coverage:  
\$1,000,000 - Each occurrence  
\$1,000,000 – Aggregate

The Contractor agrees the Certificate(s) of Insurance shall:

1. Clearly indicate the City has been endorsed on the Commercial Umbrella/Excess Liability and Commercial General Liability policy as an Additional Insured. Clearly indicate the project name and project number.
2. Clearly indicated Certificate Holder(s) as follows:

Original to: City of Bay Minette  
Attn: Finance Department  
301 D'Olive Street  
Bay Minette, AL 36507  
Email: tsmith@ci.bay-minette.al.us

# PROPOSAL SUBMITTAL FORM

## Disaster Recovery and Emergency Response Grant Services Proposal

Company Name:

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Address:

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Proposal Submitted by:

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(Name of company representative)

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

e-mail address: \_\_\_\_\_

Phone: \_\_\_\_\_

Position	Rate
Project Executive	\$
Subject Matter Expert	\$
Project Manager	\$
Sr. Recovery Specialist	\$
Recovery Specialist	\$
Data Analyst	\$
Sr. Inspector	\$
Inspector	\$
Sr. Engineer	\$
Engineer	\$
Administrative/Clerical Assistant	\$
Project/Travel Expenses	\$

**In addition to the above-stated proposal prices, by initialing below and signing this Proposal Submittal Form, the proposer acknowledges that he or she has attached documentation to demonstrate ability to meet each of the following project requirements:**

**Proposer's Initials**

Ability to activate within specified timeframe \_\_\_\_\_

Ability to perform services as required by proposal specifications \_\_\_\_\_

Ability to activate adequate and properly trained personnel to perform services in compliance with AEMA, FEMA, and FHWA guidelines to ensure reimbursement for recovery activities, if reimbursement is available \_\_\_\_\_

Record of past performance on other disaster Recovery and Emergency Response Grant Services contracts in compliance with AEMA, FEMA, and FHWA guidelines \_\_\_\_\_

Financial ability to perform services required in the City under the payment procedures set out in the proposal specifications \_\_\_\_\_

Proof of general and professional liability insurance to cover any damages resulting from services provided by the successful proposer, including any denial of reimbursement due to the actions or inactions of the Disaster Recovery and Emergency Response Grant Services contractor, or from the failure to perform services or complete a project for the City. \_\_\_\_\_

**By initialing below and signing this Proposal Submittal Form, the proposer also acknowledges and agrees to each of the follow:**

**Proposer's Initials**

That the proposal submitted meets the proposal specifications \_\_\_\_\_

That the proposal prices set out on this Proposal Submittal Form will be honored for the period from the Notice to Proceed to December 31, 2020 \_\_\_\_\_

That the company has the capability to provide services to the City simultaneously with other contracts. \_\_\_\_\_

That the company will comply with all requirements and/or requests to confirm compliance with Title 2 U.S. Code of Federal Regulations, Part 200; AEMA, FEMA, and FHWA guidelines and regulations; and all applicable local, state and federal law. \_\_\_\_\_

That the company listed above will respond to any Notice to Proceed within the time frame and under the procedures set out in the proposal specifications \_\_\_\_\_

That the company will provide all insurance in the amounts and at the times required in the proposal specifications \_\_\_\_\_

That the company will comply with the payment procedures set out in the proposal specifications \_\_\_\_\_

Signature of Company Representative submitting proposal:

\_\_\_\_\_

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