

**CITY OF MEXICO BEACH  
REQUEST FOR PROPOSALS**

**FOR COMPREHENSIVE DISASTER RECOVERY ADMINISTRATIVE SERVICES  
AND FINANCIAL AND GRANT MANAGEMENT SUPPORT**

The City of Mexico Beach, Florida is requesting proposals from qualified providers of federal disaster recovery administrative services and financial and grant management support as outlined in this request for proposals (“RFP”).

All proposals must be in writing and e-mailed to [mell@mexicobeachgov.com](mailto:mell@mexicobeachgov.com) with copy to [a.welle@mexicobeachgov.com](mailto:a.welle@mexicobeachgov.com) and must be received by 3:00 p.m., central time, November 18, 2018. The submittals will be publicly opened at this time. Only submittals received by the stated time and date will be considered. Submittals received after the time set for the opening will be rejected and returned unopened to the submitter. All e-mail submittals shall have the subject line “RFP – DISASTER RECOVERY ADMINISTRATIVE SERVICES.” Complete RFP Specifications and instructions on how to submit must be obtained from the City of Mexico Beach Website ([www.mexicobeachgov.com](http://www.mexicobeachgov.com)).

Questions concerning this request should be directed the City Administrator, Tanya Castro, at (850) 648-5700 or, if not in service, then (404) 660-7408 or by e-mail to [mell@mexicobeachgov.com](mailto:mell@mexicobeachgov.com).

The City of Mexico Beach encourages all segments of the business community to participate in its procurement opportunities, including small businesses, minority/women owned businesses, and disadvantaged business enterprises. The City does not discriminate on the basis of race, color, religion, national origin, disability, sex, or age in the administration of contracts.

The City reserves the right to waive informalities in proposals, to reject any or all proposals with or without cause, and to accept the proposal that in its judgment is in the best interest of the City.

**CITY OF MEXICO BEACH  
REQUEST FOR PROPOSALS**

**FOR COMPREHENSIVE DISASTER RECOVERY SERVICES AND  
FINANCIAL AND GRANT MANAGEMENT SUPPORT**

**PURPOSE**

The City is soliciting sealed proposals to provide Comprehensive Disaster Recovery Services and Financial and Grant Management Support. Hurricane Michael severely damaged the City, all utilities within the City, and generally every structure within the City on October 10, 2018. Previously the City entered into a temporary emergency contract with a consulting and engineering firm for services similar to those requested under this RFP. The contract that results from this FRP will replace the existing emergency contract and the newly contracted firm will continue and complete the work that was commenced previously under the emergency contract.

**INSTRUCTIONS TO PROPOSERS**

Firms desiring to provide services, as described in the Scope of Services, shall submit sealed proposals by e-mail to [mell@mexicobeachgov.com](mailto:mell@mexicobeachgov.com) with copy to [a.welle@mexicobeachgov.com](mailto:a.welle@mexicobeachgov.com). **Your proposal must not exceed thirty pages**, but the required forms at the end of this RFP do not count toward your maximum number of pages. A proposal must be received by the City by 3:00 p.m., central time, November 18, 2018. The submittals will be publicly opened at this time. Only submittals received by the stated time and date will be considered. Submittals received after the time set for the opening will be rejected and returned unopened to the submitter. All e-mail submittals shall have the subject line "RFP – DISASTER RECOVERY ADMINISTRATIVE SERVICES."

Offers by telephone or fax shall not be accepted. Faxed proposals shall be rejected as non-responsive regardless of whether the fax is received.

Respondents are cautioned that they are responsible for delivery to the specific e-mail address cited above. It is the sole responsibility of the proposer to ensure that his or her Proposal reaches the City on time. The City shall not be responsible for late deliveries or mail delays.

**TERMS AND CONDITIONS**

1. The CITY reserves the right to accept or reject any or all proposals, with or without cause, to waive technicalities, or to accept the proposal which, in its sole judgment, best serves the interest of the CITY, or to award a contract to the next most qualified submitter if a successful submitter does not execute a contract within ten (10) days after approval of the selection by the CITY.

CITY reserves the right, and has absolute and sole discretion, to cancel a solicitation at any time prior to approval of the award by the CITY.

2. The CITY reserves the right to request clarification of information submitted and to request additional information of one or more applicants.
3. Any proposal may be withdrawn until the date and time set above for the submission

of the proposals. Any proposals not so withdrawn shall constitute an irrevocable offer, for a period of sixty (60) days, to provide to the CITY the services set forth in this Request for Proposals, or until one or more of the proposals have been awarded.

4. Proposals shall be sealed and submitter should indicate on their proposal the following:
  - CITY OF MEXICO BEACH PROPOSAL FOR COMPREHENSIVE DISASTER RECOVERY ADMINISTRATIVE SERVICES AND FINANCIAL AND GRANT MANAGEMENT SUPPORT
  - NAME AND ADDRESS OF SUBMITTER
5. Costs of preparation of a response to this request for proposals are solely those of the submitter. The CITY assumes no responsibility for any such costs incurred by the submitter. The submitter also agrees that the CITY bears no responsibility for any costs associated with any administrative or judicial proceedings resulting from the solicitation process.
6. The submitter receiving the award will obtain or possess the following insurance coverages and will provide Certificates of Insurance to the CITY prior to contract execution to verify such coverage.
  - A. Workers' Compensation - The proposer shall provide coverage for its employees with statutory workers' compensation limits, and no less than \$1,000,000.00 for Employers' Liability. Said coverage shall include a waiver of subrogation in favor of the CITY and its agents, employees and officials.
  - B. Commercial General Liability - The proposer shall provide coverage for all operations including, but not limited to Contractual, Products and Completed Operations, and Personal Injury. The limits shall be no less than \$1,000,000.00, per occurrence, with a \$2,000,000.00 aggregate.
  - C. Business Automobile Liability - The proposer shall provide coverage for all owned, non-owned and hired vehicles with limits of not less than \$1,000,000.00, per occurrence, Combined Single Limits (CSL) or its equivalent.
  - D. Professional Liability (Errors & Omissions) - The proposer shall provide coverage for all claims arising out of the services performed with limits not less than \$2,000,000.00 per claim. The aggregate limit shall either apply separately to this contract or shall be at least twice the required per claim limit.
7. The proposer awarded this contract shall maintain adequate records to justify all charges, expenses, and costs incurred in estimating and performing the work for at least three (3) years after completion of the later of final grant closeout or final audit by OMB of any project work performed under contract resulting from this RFP. The CITY shall have access to all records, documents and information collected and/or maintained by others in the course of the administration of the agreement. This information shall be made accessible at the awardees place of business to the CITY, including the Comptroller's Office and/or its designees, for purposes of inspection,

reproduction and audit without restriction.

8. It is the intent of the CITY to enter into a three (3) year contract, terminable at any time by the City, and providing the City with the option to renew for two (2) additional one (1) year renewal terms for services as described herein.

### **POINT OF CONTACT**

The City Administrator will be the only point of contact for this RFP. Under no circumstances may a Respondent contact any City Council Member or City employee concerning this RFP until after award. Any such contact may result in disqualification. The City Administrator may be reached at [mell@mexicobeachgov.com](mailto:mell@mexicobeachgov.com) or at (850) 648-5700 or, if not in service, then (404) 660-7408.

Proposers shall submit all questions, in writing, to the City Administrator at [mell@mexicobeachgov.com](mailto:mell@mexicobeachgov.com). All questions shall be submitted no later than **12:00 pm (central time) on November 12, 2018.**

### **ADDENDA**

If any addenda are issued after the initial specifications are released, the County will post the addenda on the front page of the City of Mexico Beach website at: <http://mexicobeachgov.com>. It is the responsibility of the proposer prior to submission of any proposal to check the above website to verify any addenda issued.

### **PROPOSAL FORMAT**

Submitters must respond in the format delineated below.

The following information shall be tabbed to identify the required information. Failure to submit this information will render your proposal non-responsive.

#### **1. QUALIFICATIONS OF THE PROPOSER**

The Respondent shall provide a narrative of the proposer's qualities and capabilities that demonstrates how the proposer will work with the City to fulfill the requirements of this project. Describe the proposer's methods of providing the services outlined within the Scope of Services. Only past experience with local governments will be considered. Proposer qualifications must include, at minimum, the following:

- A. Relevant Experience – Recent experience demonstrating current capacity and current expertise in assisting local governments in obtaining reimbursement from state and federal agencies following disaster events.
- B. Past Performance on Similar Projects - Provide at least three references for which the proposer has performed disaster grant management and administrative services as prime contractor that are similar to the requirements in the Scope of Services. Provide the reference contact name, address, e-mail address, telephone numbers and date of the contract.
- C. Project Approach – Describe the approach and methodology it will use to

accomplish the work herein. The project approach shall include information on schedule and availability where applicable.

2. QUALIFICATIONS OF STAFF

Describe the composition and structure of the proposer and include the names and qualifications of all subcontractors and other companies that would be providing services under this contract. Key project staff for this specific project, whether employees of the Proposer or a subcontractor of the Proposer, must be identified and described and have experience, working for the Proposer, in the requirements described within the Scope of Work.

Key Staff – The Respondent shall include a list of the proposed staff that will perform the work required if awarded this contract and a summary of staff qualifications. Provide resumes of staff likely to be assigned to this project. An organizational chart and management plan should be included in this section. The Respondent shall also include minimum qualifications for each class of employee of the project team and identify his/her role on the team. Include in this section the location of the main office and the location of the office proposed to work on this project.

3. PROJECT UNDERSTANDING AND TECHNICAL APPROACH

Provide a description of the submitter's approach to the project, to include startup procedures/requirements.

4. COST PROPOSAL

Each submitter must complete and submit the Cost Proposal Form included herein. The Cost Proposal will be evaluated on the hourly rates submitted on the cost proposal form for the labor positions listed. The Cost Proposal also shall reflect an estimate of the percentage of work to be completed by each position. The proposed hourly rates are inclusive of all costs associated with the disaster recovery assistance provided to the CITY. The CITY will not reimburse the consultant for travel, lodging, food, overhead, operational or other related costs either for its own employees or for its subcontractors. Other non-labor costs, such as costs for document reproduction, that are reasonable and agreed to by the City in writing for will be billed to the CITY at cost without markup.

Provide examples (if any) where you have recovered all or part of your fees from FEMA.

## COST PROPOSAL FORM

The hourly labor rates shall include all applicable overhead, expenses, and profit.

POSITIONS	HOURLY RATES	ESTIMATE % OF WORK BY THIS POSITION
Project Executive	\$	%
Project Manager	\$	%
Senior Damage Assessment Estimator	\$	%
Damage Assessment Estimator	\$	%
Senior Grant Management Specialist	\$	%
Grant Management Specialist	\$	%
Senior Engineer/Analyst	\$	%
Engineer/Analyst	\$	%
Senior Planner or Environmental Specialist	\$	%
Planner or Environmental Specialist	\$	%
Administrative Assistant	\$	%
Public Information Officer (PIO)	\$	%
Junior Public Information Officer (PIO)	\$	%
Data Entry	\$	%
Administrative / Clerical	\$	%

### OTHER REQUIRED POSITIONS

Submitter may include other positions, with hourly rates and attach a job description for each position.

## **SELECTION CRITERIA**

The following weighted criteria will be utilized to select the proposer awarded this contract.

<b>Criterion</b>	<b>Points</b>
Proposer Qualifications on Similar Projects including references	25
Staff Qualifications and Experience including demonstration of knowledge of FEMA/HUD regulations and procedures	25
Project Understanding and Technical Approach	25
Knowledge of / Past Work Experience in nearby communities (no local preference applicable)	10
Cost Proposal	15
<b>TOTAL</b>	<b>100</b>

Representatives of the City staff will review the submittals for completeness in consultation with the City Attorney. Those submittals deemed complete and responsive will be scored according to the criteria above. In the event that more than five proposals are submitted, the City Administrator may choose to form a selection committee to score the proposals according to the criteria above in order to reduce the number of proposals under consideration by the City Council to five. Any short listing of the proposals will occur in a meeting open to the public.

The City Council shall review and score all responsive proposals or, if a selection committee has shortlisted the proposals, then the City Council shall score the short-listed proposals. The City Council may choose to conduct formal presentations/interviews with the proposers or shortlisted proposers prior to scoring the proposals.

The scores of all City Council members shall be added together to establish final scoring. Proposers will be ranked in order of the sum of all scores of all City Council members participating. At least three City Council members must participate in the scoring for the rankings to be complete (due to damage to the City and homes, it is possible that not all Council members will be present to participate). In the event of tie for first place, the City Council shall determine a top ranked proposal by consideration and approval of a motion of the City Council. The proposals shall then be listed in order of preference and the City Administrator shall begin contract negotiations with the top-ranked proposer.

Any meeting to shortlist the proposals or for the City Council to rank the proposals shall be open to the public and the public shall be provided reasonable notice of all such meetings, no less than 48 hours in advance of such scheduled meeting, by posting a public notice on the door to City Hall and on the City's website.

## **SCOPE OF SERVICES**

Following the devastating Hurricane Michael, Mexico Beach is seeking proposals for comprehensive disaster recovery management services, including FEMA Public Assistance, Engineering and Architect Assessment, Individual Assistance Advisory Services, Federal /State policy advisory services, HUD CDBG-DR Support, FEMA 404 and 406 Hazard Mitigation Expertise, Financial and Grant Management Support, Public Information Officer Support, and Data Management. Some of these tasks are underway because the City previously entered into a temporary emergency contract with a consulting and engineering firm for services similar to those requested under this RFP. The contract that results from this FRP will replace the existing emergency contract and the newly contracted firm will continue and complete the work that was commenced previously under the emergency contract. The proposer will be required to track all of their hours and costs, including those of any of its subcontractors or partners performing work under the contract, to facilitate reimbursement by FEMA, when applicable. Invoices will include specific descriptions of tasks, tied to specific project worksheets, and the time each individual spent on the task. While these services may occasionally interrelate with or involve advice from engineers on proposer's staff, the contract resulting from this RFP is not for engineering or architecture services and will not comply with Florida's Consultant's Competitive Negotiation Act. Engineering and architecture tasks must be referred to the City's regular engineering firm or will require an RFQ compliant with Florida's Consultant's Competitive Negotiation Act. The proposer will provide experienced personnel and resources to complete the following activities:

*FEMA Public Assistance Advisory Services. Specific tasks include:*

1. Develop a process/system to efficiently submit Federal grant applications, identify eligible projects, capture costs, prepare cost reports, reconcile invoices, and close-out projects.
2. Attend meetings with the state and FEMA to address eligibility and process issues, at the request of the client
3. Provide extensive knowledge, experience and technical competence in dealing with Federal regulations, specifically including the Stafford Act, Post Katrina Emergency Management Reform Act, and the Sandy Recovery Improvement Act.
4. Proactively identify and resolve issues that may arise related to the funding of work completed or to be completed by the jurisdiction.
5. Provide technical assistance, as requested. Technical assistance may involve advice to City's engineering and architectural firms, among other types of assistance.
6. Support in completing an assessment of damage to public infrastructure components, transportation systems, and facilities.
7. Obtain, analyze and gather field documentation, including gathering relevant records in order to extract pertinent information necessary for submittal including timekeeping and staff assignment records.
8. Review for clarity and completeness, as well as consistency and accuracy, all data and supporting documentation.



9. Evaluate and prepare FEMA PA Emergency and Permanent Work Project Worksheets. This will involve expertise in Cost Estimating, developing Detailed Damage Descriptions and Dimensions (“DDD”) and a project’s Scope of Work (“SOW”).
10. Assist in the development of hazard mitigation proposals under Section 406 of the Stafford Act.
11. Evaluate alternate and/or improved projects.
12. Review Project Worksheets to determine final eligible costs and third party refunds and reimbursements.
13. Reconcile eligible costs and prepare Project Worksheet versions, as necessary.
14. If the City is not satisfied with funds made available by FEMA, make all reasonable efforts to resolve any such dispute and/or strategize and prepare first and second appeals, as requested.
15. Providing infrastructure assessments, costs estimating, and code and standards applications
16. Coordinating with the US Army Corps of Engineers (USACE)

*HUD Community Development Block Group Disaster Recovery (CDBG-DR) Support Services Specific tasks include:*

1. Provide extensive knowledge, experience and technical competence in the planning, administration, and implementation of eligible CDBG activities as identified at 24 CFR 570 and modified or waived under the Federal Register allocation of the CDBG-DR funds.
2. Provide extensive knowledge of CDBG eligible activities and national objectives particularly as they apply to disaster recovery
3. Have extensive knowledge of Project Management and Operations including the ability to develop policies and procedures for implementing all CDBG-DR funded programs and activities including contractor, subcontractor, and sub-recipient oversight and monitoring.
4. Have the ability to maintain project files with supporting documentation for all CDBG-DR funded activities that meet HUDs regulatory requirements.
5. Have knowledge of HUD’s requirements for infrastructure and public facilities, including FEMA match.
6. Have extensive knowledge of HUD’ s requirements for calculating duplication of benefits in compliance with the Stafford Act.

*FEMA 404 and 406 Hazard Mitigation Expertise. Specific tasks include:*

1. Assist in identifying, developing and evaluating opportunities for hazard mitigation programs to reduce or eliminate risk from future events.
2. The proposer will provide experienced hazard mitigation staff to identify and prepare hazard mitigation proposals, grant applications, benefit cost analysis, and other services related to Hazard Mitigation Grant Program, Pre-Disaster Mitigation, and other mitigation programs.

*Financial and Grant Management Support. Specific tasks include:*

1. Advise on FEMA's rules, practices and procedures and advise on how to track costs, including direct administrative costs to facilitate reimbursement for all eligible client costs, including contractor costs.
2. Provide general grant management advice.
3. Conduct pre-audit activities and prepare documentation for audit.
4. Meet as necessary with City/County/State/Federal representatives in connection with the programmatic, financial, contracting and accounting services necessary to meet Federal and State regulations.
5. Prepare reports for the State and FEMA, as needed.
6. Provide oversight of contractors' billing to ensure that they invoice properly and are only compensated for work actually performed, and that all costs eligible for the disaster grant funding are documented and claimed.
7. Categorize, record, track and file costs in support of the financial reimbursement process.
8. Track Project Worksheet status and status of payment from the State. Assist in providing interagency (Federal, State, County, City) coordination and technical support, as well as identifying funding resources that may be available to assist in the long-term recovery process.

*Information Technology, Data Management and Reporting Support. Specific tasks include:*

1. Design and develop IT solutions that support the management and implementation of the disaster recovery programs.
2. Provide experience managing data for disaster recovery programs.
3. Provide expertise using systems to report information to assist in the management of the disaster recovery programs.

*Emergency Management Services. Specific Tasks can include the services needed for CLIENT coordination and protocols associated with the following entities:*

1. FEMA Recovery Services
2. Federal Highway Administration (FHWA)
3. Florida Department of Transportation (FDOT)
4. Natural Resources Conservation Service (NRCS)

*Public Information Officer Support:*

The proposer will provide the City with an experienced Public Information Officer who will coordinate public outreach, engage media, and perform any other external and internal communication needs arising from and related to Hurricane Michael. The PIO will report directly to the City Administrator. Knowledge of Mexico Beach and Bay County is highly desirable. Specific tasks include:

1. Respond to media inquiries and requests
2. Serve as a media spokesperson
3. Produce and distribute press releases to local, regional, state and national media outlets
4. Develop and execute public information campaigns to generate awareness about recovery efforts
5. Organize special activities, such as press conferences and media briefings
6. Provide logistics support for city staff
7. Prepare all media and social media statements
8. Provide media training for elected officials and City staff
9. Staff a liaison in the Bay County Emergency Operations Center (EOC)
10. Coordinate internal communications and briefings with city staff
11. Coordinate regularly scheduled communications and briefings between city staff, intergovernmental agencies, and elected officials

*Miscellaneous Services Applicable to All Programs:*

1. Correspondence. Prepare correspondence to the State of Florida, FEM, HUD, etc. on behalf of the City as necessary; Prepare a program management plan; Prepare periodic reports to the City as to the status of grant management progress and participate in all status meetings;
2. Provide assistance to departments having difficulty with their claims;
3. Ensure the City meets all deadlines imposed by FEMA and/or the State for documentation, appeals, completion of work, etc.;
4. Review the scope of work and bidding procedures of proposed damage repair/reconstruction work for compliance with FEMA requirements;
5. Support departments with organizing reimbursable expenses. Review, maintain and ensure accuracy of documentation prepared by City departments;
6. Financial Tracking. Categorize, record, track and file costs on approved forms in support of the financial reimbursement process. Communicate with City Departments on a daily basis and maintain an up-to-date database of eligible labor, equipment, and materials costs as reported on Event Activity Tracking Forms to prepare daily reports to City management;
7. Financial Management. Assistance in requesting Immediate Needs Funding or Grants Based on Estimates; Development and tracking of plans for Cash flow management and disbursements by State/FEMA; Insurance evaluation, documentation adjusting and settlement services; Tracking project progress, expenditures, reimbursement requests and receipts;
8. Closeout. Preparation of closeout packages including final funding reconciliation, copies of required permits, exemptions or waivers, bid documents, change orders, improved project filings, compliance monitoring, and other documents required or useful for grant closeout review. Prepare all documentation for, and represent the City in, all project closeout activities, Participate in exit conferences with the City, State, and FEMA;

9. Audit. Upon completion of all projects and drawn down reimbursement for all eligible costs, finalize preparations for State and FEMA final inspections and audits.
10. Other Grant Management Assistance: Provide other state and federal grant management services as needed. Assist the City with the management and administration of other federal grant management programs not identified above.

END OF SCOPE

### **REQUIRED FORMS**

**The following attached forms must be completed and submitted with your proposal. Your proposal must not exceed thirty pages. The following forms do not count toward the thirty page limit.**

- Proposal Form
- Addendum Acknowledgement
- Anti-Collusion Clause
- Conflict of Interest
- Drug Free Workplace
- Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions
- Certification Regarding Lobbying