

VAN ZANDT COUNTY
HAZARD MITIGATION GRANT/PLAN DEVELOPMENT
REQUEST FOR PROPOSALS

To: Prospective Responders

From: Chuck Allen, Van Zandt County Emergency Management Coordinator

Subject: Request for Proposals: Van Zandt County Hazard Mitigation Grant Development and Plan Update

Date: May 24, 2016

Attached is a Request for Proposals (RFP) to provide Hazard Mitigation Grant development, management, and planning services to Van Zandt County in connection with a required update to its existing County Hazard Mitigation Plan.

If you have questions concerning this Request for Proposals, please do not hesitate to give me a call at (903)567-6026 or preferably email me at callen@vanzandtcountry.org.

Chuck Allen

Emergency Management Coordinator

Van Zandt County

Request for Proposals to Grant Application and Hazard Mitigation Plan

A. PROBLEM STATEMENT

Van Zandt County wishes to secure the services of a consultant to perform all aspects of preparing and submitting to the Federal Emergency Management Agency (FEMA) a Hazard Mitigation Grant application for the development of an updated plan for Van Zandt County. If the grant is approved, the consultant will develop the multi-jurisdictional hazard mitigation plan, which will address all natural hazards that can affect this County. The purpose of this update is to renew data regarding regional assets and potential hazards, revise mitigation actions for each partner entity, and analyze overall risk assessment for the County. The update will also be an opportunity to evaluate past mitigation actions and explore new means of mitigating potential hazard losses.

The existign County Hazard Mitigation Plan will be restructured, revised and updated, and submitted to the Texas Division of Emergency Management (TDEM).

A FEMA-approved hazard mitigation grant is required in order to develop the plan and the awarded consulant will have expertise in developing both Hazard Mitigation Assistance plans and grants.

A Hazard Mitigation Plan is required for eligibility for grant funds through FEMA's pre-disaster grant programs such as: Pre-Disaster Mitigation (PDM) and Flood Mitigation Assistance (FMA); and post disaster grant programs such as: Public Assistance (PA) and Hazard Mitigation Grant Program (HMGP). Federal grant programs award funds to local governments and non-profit organizations to implement mitigation projects identified as part of a FEMA-approved hazard mitigation plan.

All incorporated cities in Van Zandt County are expected to be included in the update. Other entities (as required and/or allowed by law) such as School Districts, Soil and Water Conservation Districts, and Water Districts located within Van Zandt County are invited and encouraged to participate.

Van Zandt County is seeking a grant under the Hazard Mitigation Grant Program related to DR-4245 and DR-4255.

B. GRANT APPLICATION PROCESS

A FEMA-approved hazard mitigation grant is required in order to develop the plan. Prospective respondents should detail firm experience in developing hazard mitigation grant applications over the last five (5) years.

The County may require that the consultant develop multiple grant applications to different programs in order to ensure an award.

The consultant shall be responsible for completing all sections of the grant application and coordinating with the County as necessary for completion.

C. PLANNING UPDATE PROCESS

The hazard mitigation plan development process will involve the following steps, some of which may be performed concurrently. The qualified consultant shall demonstrate firm experience in completing the following:

- Documenting the planning process
- In-depth experience in developing and updating risk and vulnerability assessments
- Analyzing previous mitigation actions and developing new mitigation strategies
- Conducting public outreach, coordinating with stakeholders and strategic partners
- Developing all sections of the plan and assisting each jurisdiction with adopting the plan

Consultant must have a working relationship with TDEM and FEMA Region VI and demonstrate experience in the review and editing process.

Van Zandt County is seeking HMGP grant development services for DR 4245 and DR 4255.

D. CONSULTANT SELECTION PROCEDURES

Proposals will be reviewed by the County Emergency Management Coordinator, County Commissioner, County Auditor, a law enforcement representative, and a fire department representative of the County.

E. PROPOSAL CONTENTS

The Consultant's proposal must contain a cover letter and five sections. The cover letter shall at minimum: list the RFP subject, the name of the proposer's firm, local address, telephone number, email address, name and title of contact person who will be authorized to make representation for the proposer and the date. The five sections shall include:

1. **Technical Approach/Project Schedule.** Briefly describe the approach to be taken in addressing the proposed scope of work. The description is to include delineation of

specific tasks to be undertaken in completing the Hazard Mitigation Grant and Plan Update.

2. **Experience of Proposed Personnel.** A brief resume of the individuals involved in the project will be required.
3. **Prior Related Experience.** Summarize the firm's experience with hazard mitigation grant development and planning in Texas since 2010.
4. **Responsiveness to client needs.** Describe specific project implementation measures intended to improve the overall positive benefit of the plan update to the citizens and jurisdictions of Van Zandt County. Describe factors such as familiarity with the geographic area of the project, positive interaction with TDEM staff and other planning capabilities that will enhance the overall quality and effectiveness of the completed plan update.
5. **References.** Please include a minimum of five (5) references. Include contact person and phone number for each referenced project.

F. FACTORS FOR AWARD/EVALUATION CRITERIA

The following factors will be used in evaluating consultants' proposals and awarding of contract:

1. Technical Approach/Project Schedule (25 points)
2. Experience of Proposed Personnel (25 points)
3. Prior related firm experience (20 points)
4. Responsiveness to Client Needs (15 points)
5. References (15 points)

Additional Information:

1. Van Zandt County will enter into a contract with the consultant whose proposal is determined to be the most advantageous to the County, with all-inclusive quote and all other evaluation factors considered. The County reserves the right to reject any and all proposals and the right, in its sole discretion, to accept the proposal it considers most favorable to the County's interest. In addition, Van Zandt County reserves the right to waive minor irregularities in the procedures. The County further reserves the right to reject all proposals and seek new proposals when such action is reasonably in the best interest of the County. The County reserves the right to cancel an awarded contract

within thirty (30) days of written notice if performance is unsatisfactory. No penalty and/or fee may be imposed if contract is cancelled or not renewed.

2. A written award of acceptance will be mailed to the successful proposer and a fully executed contract is required prior to commencement of any work under this RFP.
3. The County encourages proposals from small, minority, and female-owned businesses.
4. Responses to the RFP should be addressed to Chuck Allen, Emergency Management Coordinator, 24632 State Highway 64, Canton Texas, 75103, and due no later than **Friday June 10, 2016 at 4:00 PM CDT.**
5. Proposals will be accepted only from parties that are free of all obligations and interests that might conflict with the best interest of the County and have the capacity of providing services on a timely basis.
6. Proposals/offers should be sent through the mail or hand-delivered. The submission of a proposal shall be prima facie evidence that the proposer has full knowledge of the scope, nature, quantity and quality of work to be performed; the detailed requirements of the specifications; and the conditions under which the work is to be performed.
7. The proposer shall furnish the County such additional information as it may reasonably require.
8. Van Zandt County is seeking HMGP grant development services for DR 4245 and DR 4255.