

Request for Proposals to Complete Hazard Mitigation Plan

for

CORYELL COUNTY

Proposal Description

Hazard Mitigation Plans for Coryell County to include: Cities of Copperas Cove, Gatesville, Evant, and Oglesby, and the Copperas Cove ISD and the Gatesville ISD

Coryell County

800 E Main Street, Suite A

Gatesville, Texas 76528

(254) 865-5911

Issue Date: October 25, 2022

Response Date: November 17, 2022

Request for Proposals for Hazard Mitigation Plan

A. PROBLEM STATEMENT

Coryell County (County) wishes to secure the services of a professional consultant to perform all aspects of preparation, project implementation, planning services and submission requirements associated with the approval of a Hazard Mitigation Plan to the Federal Emergency Management Agency (FEMA) through the Texas Division of Emergency Management (TDEM). The selected consultant will develop the multi-jurisdictional hazard mitigation plan, which will address all-natural hazards that can affect this region.

A FEMA approved Hazard Mitigation Plan is required for eligibility for grant funds through FEMA's pre-disaster grant programs such as: Building Resilient Infrastructure and Communities (BRIC) 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. Coryell County, the cities of Copperas Cove, Gatesville, Evant, Oglesby, and Copperas Cove ISD and Gatesville ISD are expected to be included in the plan.

B. PLAN DEVELOPMENT 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.

C. CONSULTANT SELECTION PROCEDURES

Proposals will be reviewed by a committee appointed by the Coryell County Commissioners Court.

D. PROPOSAL CONTENTS

The Consultant's proposal must contain a cover letter and six sections. The cover letter shall at a 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 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 Plan and anticipated timeline for successful completion of the project.
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 2011.
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 the 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.
6. **Proposed Cost of Services.** We are seeking a fixed-price cost proposal. Please provide your cost proposal to accomplish the scope of work outlined above and for any additional services required to implement the project described in this solicitation. The proposal should include pricing per jurisdiction and must include all costs that are necessary to successfully complete these activities. Contract pricing for services under this RFP will be adjusted if the final number of participating jurisdictions differ from the current estimate. Please note that the lowest/best bid will not be used as the sole basis for entering into this contract.

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 (20 points)
3. Prior related firm experience (20 points)
4. Responsiveness to Client Needs (10 points)
5. References (10 points)
6. Price Proposal (15 points)

Additional Information:

1. The 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, the 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 an 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 by either party if the contract is cancelled or not renewed.

2. A written award of acceptance will be emailed/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 mailed or delivered to:

**Coryell County Judge
800 E Main Street, Suite A
Gatesville, Texas 76528**

- **Submittals should include one (1) original, four (4) copies, and one (1) electronic version in a .pdf format, and received no later than 3:00 PM on November 17, 2022.**

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 to provide services in a timely manner.

6. 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. It is understood by all parties that no compensation will be paid nor will it be expected for any services rendered in the development of this proposal, plan development or services thereof, and will be dependent upon the County being delivered a FEMA approved Hazard Mitigation Plan.