

COUNTY OF TUSCALOOSA )  
STATE OF ALABAMA )

## REQUEST FOR PROPOSALS

**TO: Qualified Firms**

**FROM: Tuscaloosa County, Alabama**

**RE: Request for Proposals for Professional Grant Application Development and Project Management Services for HMGP Safe Room**

**DATE: July 12, 2021**

### Section 1. Introduction

This is a Request for Proposals (“RFP”) containing information concerning the above-referenced matter, an abbreviated scope of work, and evaluation items. Firms expressing interest should be fully capable of providing the end results requested.

This is a procurement of professional services as more particularly described herein. This procurement will be conducted in a manner providing full and open competition consistent with standards of 2 CFR § 200.317-200.327. To wit:

- a. Each firm’s experience and qualifications will be evaluated primarily as they relate to the firm’s ability to provide grant application preparation, project management and grant management services under FEMA’s Hazard Mitigation Grant Program (HMGP).
- b. The County will make awards only to responsible firms possessing the ability to perform successfully under the terms and conditions of the procurement. Consideration will be given to such matters as firm’s integrity, compliance with public policy, record of past performance, and financial technical resources. The County will require firms to execute a “Disbarment and Suspension Statement “certifying / verifying that the firm is not suspended or disbarred or otherwise excluded under 2 CFR Section 408.220 of the government-wide non-procurement, disbursement and suspension list. This is a qualifications-based procurement of grant application development and project management professional services whereby competitors’ qualifications will be evaluated and the most qualified firm will be selected, subject to negotiation of fair and reasonable compensation.
- c. Written proposals will be reviewed and rated. The rating system will consist of a numerical grading system and a pass/fail grading system, as set forth in Section 3. The County may or may not elect to interview any of the responding firms.
- d. The County has exclusive and sole discretion to determine the firm whose services will be most advantageous to the County, and reserves the right to reject all firms.

The purpose of this inquiry is to determine the interest or non-interest and the qualifications of firms in providing the professional services required. A number of firms may be asked to express their interest in regard to these services in the form of a Proposal. Following the receipt of Proposals, a certain firm or firms may be selected for further consideration.

## **Section 2. General Scope of Services**

Tuscaloosa County Commission seeks proposals from qualified and experienced consultants who are interested in assisting the County with the development of and submission of grant applications, grant administration and other consulting services associated with management and implementation of a FEMA Hazard Mitigation Grant Program (HMGP). The selected consultant must have knowledge of and provide all services in full compliance with all applicable local, State, and Federal laws, regulations, executive orders, and FEMA requirements.

The project involves construction of stand-alone dual-purpose FEMA-rated community safe room in Tuscaloosa County. The safe room will be designed and constructed to meet FEMA Publication 361 criteria. The County requires work experience based on FEMA 361. Significant additional consideration will be given to firms with experience related to FEMA safe room projects.

Work under this contract is expected to include, but not be limited to the following:

- Prepare an HMGP application include Scope of Work (SOW), budget, and schedule that could potentially propose the construction of a community dual use tornado storm safe room for Tuscaloosa County.
- Perform Benefit-Cost Analysis (BCA) using FEMA's BCA Software
- Collaborate with County staff and other County consultants on program formulation
- Provide grant and project management assistance to the County to ensure effective and efficient implementation of approved project

The firm must comply with all applicable state, local, and federal regulations related to the services provided to the County. The County reserves the right, subject to negotiation and agreement, in writing, with the selected firm, to either expand or limit the scope of services as needed.

The selected firm will be required to have sufficient personnel to complete the tasks required by this scope of services. The selected firm will complete the required tasks in a timely and efficient manner. The selected firm would be expected to enter into a contract for services based upon the firm's hourly rates and an agreed-upon not to exceed amount.

## **Section 3. Firm Qualification and Proposal Requirements**

Firms interested in performing the work will be considered on the basis of a Proposal containing information submitted in response to this request in a form limited to seven (7) pages in 12-pont font or larger of either Times New Roman or Arial. Front and back shall be considered 2 pages. Proposals must be signed by an authorized representative or contracting agent of the firm.

**Proposals are due by close of business on Tuesday, July 20, 2021.**

All proposals should be submitted in 8 ½" x 11" paper size. Each proposal shall be prepared simply and economically, providing straightforward, concise delineation of the firm's capabilities to satisfy the requirements of this RFP. Fancy binding and color displays other than those necessary are highly discouraged.

**Provide three (3) bound copies to:**

**Tuscaloosa County Commission  
Attn: London Jenkins  
2501 7<sup>th</sup> Street, Suite 300  
Tuscaloosa, Alabama 35401**

**OR respond by email to London Jenkins at [ljenkins@tuscco.com](mailto:ljenkins@tuscco.com).**

The selected firm or firms must be experienced and qualified to provide the required scope of services. The firm or firms selected must have expertise related to the general Scope of Services set forth in Section 2. The following information must be submitted with the proposal on the date indicated above and, in the order, indicated below:

- a. Recently Completed Projects: Evidence of satisfactory performance of at least three (3) recently completed projects of the type indicated above. (10 points possible)
- b. Experience and Qualifications. A statement of the firm's qualifications to perform the work and years in business. The statement should include the following:
  1. The general experience of the firm. (5 points possible)
  2. The specific experience of the proposed personnel in the fields that the proposed services are requested, their qualifications, years of experience, professional certifications, and availability to perform the work and services to be provided. (5 points possible)
  3. A statement of experience and work similar nature that all the proposed personnel have performed. (5 points possible)
  4. A statement as to whether the firm or any subcontractors are a minority or woman owned business enterprise. (1 points possible)
  5. A statement as to professional standing including any pending controversies outstanding. If none exists, such a statement should be made. (pass/fail)
  6. A list of qualified persons in other disciplines required for the proposed services to be acquired from outside sources, if applicable. (pass/fail)
- c. Please include a very specific statement as to the firm's experience with FEMA 361 and FEMA safe room projects. (10 points possible)
- d. Discuss additional scope of work items which are not mentioned in the Project Summary that, based upon your experience, will be of great assistance to the County in applying for and managing HMGP projects. (5 points possible)
- e. Project Approach/Plan: Explain the Respondent's understanding of the project and outline the Respondent's proposed approach to completing the anticipated scope of work (5 points possible)

- f. Please include a statement as to potential general conflicts of interest that would prevent the Tuscaloosa County Commission from entering into an agreement with your firm pursuant to the RFP. If none exists, such a statement should be made. (pass/fail)
- g. Firm must be licensed and approved for work in the State of Alabama; please include a statement to this effect. (pass/fail)

The County reserves the right to interview a firm or multiple firms as it sees fit. There is no guarantee that a contract award will be made pursuant to this RFP. This RFP may be modified or amended at any time and for any reason, in the discretion of the County. The County has exclusive and sole discretion to determine the firm or firms whose services will be most advantageous to the County, and reserves the right to reject all firms.

Any questions by the firm related to this RFP should be submitted in writing along with the firm's proposal. In the interest of fairness and in order to maintain impartiality, the County may not respond to questions from individual firms during the RFP process.

Tuscaloosa County is an Equal Opportunity Employer without regard to race, color, religion, gender, sex (including pregnancy, gender identity, and sexual orientation), national origin, age, disability, genetic information, status as a veteran or current or prospective member of a uniformed service, family medical history or genetic information, workers' compensation claims, or any other classification protected by federal, state, or local law.

**END RFP.**