

**COUNTY OF TANEY,
MISSOURI**



REQUEST FOR PROPOSAL

For

EMERGENCY MANAGEMENT CONSULTANT

Taney County, Missouri

RFP #201108-145 – Emergency Management Consultant

Release Date:

August 10, 2011

Submittal Deadline:

August 29, 2011

Not later than 9:00 AM, Central Time

Taney County Purchasing
132 David Street
P.O. Box 1630
Forsyth, Missouri 65653

Ron Erickson, Director of Purchasing
Phone: 417-546-7281 Fax: 417-546-7280
E-mail: rone@co.taney.mo.us

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INSTRUCTIONS AND GENERAL CONDITIONS

- 1) **Delivery of Proposals:** Sealed proposals, subject to Instructions and General Conditions and any special conditions set forth herein, will be received at the Taney County Purchasing Office until the proposal closing date and time indicated herein for furnishing the County with services as detailed in the following request for proposal.

- 2) **Proposal Closing:** All proposals shall be **delivered before** 9:00 AM, Central Time, Monday August 29, 2011 to:

Taney County Purchasing Department
Ron Erickson, Director of Purchasing
132 David Street / PO Box 1630
Forsyth, Missouri 65653

- 3) The County will not accept any proposals received after 9:00 AM and will return such late proposals to the Offeror.

- 4) Proposals will be opened publicly at 9:00 AM on August 29, 2011 and read aloud. All proposal responses will be considered public information and following contract execution or rejection of all proposals, all responses will become a part of public record and will be released to any person or firm that requests it.

- 5) Proposals must be submitted in a sealed envelope identified with the proposal number and date of closing. List the proposal number on the outside of the box or envelope and note "Response to Request for Proposal enclosed".

- 6) If you do not care to submit a proposal, please return the *No Bid Response Page* and note your reason. No fax or electronic transmitted proposals will be accepted.

- 7) If you have obtained this proposal document from our Web Page or from another source than the Taney County Purchasing Department, please check with our office prior to submitting your proposal to ensure that you have a complete package. The Purchasing Department cannot be responsible for providing addenda if we do not have you on our Vendor list for this proposal.

- 8) This County is not responsible for any expenses which proposers may incur in preparing and submitting proposals called for in this Request for Proposals.

- 9) The County reserves the right to conduct personal interviews or require presentations of any or all proposers prior to selection. The County will not be liable for any costs incurred by the proposer in connection with such interviews/presentations (i.e. travel, accommodations, etc.)

- 10) All proposals submitted shall be binding for ninety (90) calendar days following the opening.

- 11) Taney County Commission reserves the right to reject any or all proposals, when such rejection is in the best interest of the County.

- 12) Bid may be awarded to one company or multiple companies; when such award is deemed in the best interest of the County

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INTRODUCTION AND GENERAL INFORMATION

Introduction:

- 1) This document constitutes a request for sealed proposals for Emergency Management Consultant as set forth herein.

- 2) Organization – This document, referred to as Request for Proposal (RFP), is divided into the following parts:
 - Instructions and General Conditions
 - Instructions and General Information
 - Scope of Services
 - Cost / Bid

Guidelines for Written Questions:

- 1) All questions regarding this Request for Proposal shall be submitted in writing, **prior to the proposal opening** and no later than **9:00 AM., on August 22, 2011**. All questions must be mailed, faxed or emailed. All such questions will be answered in writing, and such answers will be provided to all parties having obtained a Request for Proposal packet by the County by posting the addendum on the County Web site at www.taneycounty.org (select Current Bid Notices). Technical questions should be directed to:

Bob Atchley
Administrator / Floodplain Administrator
Taney County Planning Commission
P.O. Box 383, 207 David Street
Forsyth, MO 65653
417-559-5612 (Cell)
boba@co.taney.mo.us

- 2) In the event that it becomes necessary to revise any part of this RFP, written addenda will be issued. Any addendum to this RFP is valid only if in writing and issued by the Taney County Purchasing Department.

- 3) **Timeline:** The County anticipates a contract award following the evaluation of the proposal responses within **45 days from the RFP opening date and completion**. These dates are provided for informational purposes and may change as requirements dictate. (Note; Given the critical nature of this work an award is expected to be made as soon as possible after opening.)

- 4) **Sunshine Laws:** Due to applicable sunshine laws and regulations concerning public documents, the County's proposal file becomes part of public record at the time of contract execution or when all proposals are rejected.

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SCOPE OF SERVICES

1) Background Information:

In a committed effort to complete the Flood Victims Buyout Project as offered through the Federal Emergency Management Agency (FEMA), the Taney County Commission has passed a motion to contract for an Emergency Management Consultant Company to assist in ensuring that each and every legal requirement is met in a timely manner while completing the project correctly and efficiently. Also, the company chosen will engage on a full time basis to meet the needs of those Taney County Residents who qualify as “Substantially Damaged Flood Victims” resulting from recent spring flood events – who reside within the same general area as designated to be under the geographic responsibility of Taney County. Given the extreme complexities associated with any such project including required documents, grant work, property assessments, applications, demolition, and detailed follow through this decision has been made to seek specialized professional assistance in keeping with putting the best interests of all Taney County Residents first and foremost.

2.) Proposal Format:

The Taney County Commission will select from interested companies who meet **all** of the following requirements and can support such with documentation and references. As well as being able to deliver the required services almost immediately at the lowest possible reasonable fees.

- **MUST** have experience in all Hazard Mitigation Grant Programs (HMGP) mitigation grants and project management.
- **MUST** have experience in providing consulting services to emergency responders and emergency managers in a variety of fields.
- **MUST** have experience in preparing and managing grant applications specifically related to flood buyout projects.
- **MUST** have experience in preparing documentation acceptable by the Federal Emergency Management Agency (FEMA) specific to flood buyout projects.
- **MUST** have a thorough understanding of the Code of Federal Regulations (CFR) Chapter 44, and supply documentation to support same.
- **Should** have experience in providing these types of services to counties in Missouri.
- **MUST** have experience in providing risk assessments pertaining to flood buyout programs.
- **MUST** have experience in providing vulnerability assessments pertaining to flood buyout programs.
- **MUST** provide onsite and remote support during the buyout management process.
- **MUST** be able to conduct damage assessment surveys, write project worksheets, and support the implementation of the Federal Public Assistance Program.
- **Should** specialize in public information and provide direct support to elected officials, department heads and public information outlets.
- **Should** have experience in providing on-site support involving other catastrophes such as affected communities in Mississippi and Florida following hurricanes, including Katrina.
- **Preferably** have experience in flood buyout programs pertaining to, or involving as close to, or more than, 200 homes or properties.
- **MUST** have experience in working with the State of Missouri Emergency Management Agency (SEMA)
- **MUST** have experience in preparing and completing “Benefit-Cost Analysis” (BCA) reports as well as FEMA’s “Notice of Interest” (NOI) documents.
- **MUST** have experience in preparing grant applications as well as overseeing the entire grant process from start to finish.
- **MUST** be able to conduct, prepare, and oversee the entire process concerning; FEMA addendums (if/when necessary), closing statements, and the required demolition.
- **MUST** be able to conduct interviews with all flood victims as quickly as possible and present to each the specific contracts required for them.
- **MUST** be able to complete closeout documentation post demolition and include signed HUD statements.
- **MUST** be able to complete the entire project, from start to finish, within the allotted timeframe as designated by FEMA.

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Each, and EVERY, bullet point listed on page 4 above is critical to the success of this project. If a submitted RFP does not include all of the **"MUST"** items it will be considered to be "Non-Responsive" and therefore rejected.

After an initial evaluation process, a question and answer interview may be conducted with the Offeror, if deemed necessary by the County. In addition, the Offeror may be asked to make an oral presentation and demonstration of their proposed system. All arrangements and scheduling will be coordinated by the County Purchasing Director. Completion of this critical project will involve total cooperation from all available sources Taney County can allow but especially assistance from the Planning & Zoning Department *and* The Director of Purchasing.

1. Rejection / Withdrawal of Proposals Response:

Rejection of Proposals- Taney County Commission reserves the right to reject any or all proposals, when such rejection is in the best interest of the County.

Withdrawal of Proposals- Proposals may be withdrawn on written request from the Offeror at the address shown in the RFP prior to the time of acceptance of the proposals.

2. Validity of Proposal Response:

Offeror agrees that the proposal response shall remain firm for a period of ninety (90) calendar days after the date specified for the return of proposals.

COST / BID

TOTAL COST TO THE COUNTY: _____

BIDDER: _____

ADDRESS: _____

Phone: _____ Fax: _____

The undersigned offers to furnish and deliver the articles or services as specified at the prices and terms stated and in strict accordance with the specifications, instructions and general conditions of bidding which have been read and understood, and all of which are made part of this order.

Authorized Signature: _____

Printed Name and Title: _____

Today's Date: _____

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“NO BID RESPONSE FORM”

NOTE: COMPLETE AND RETURN THIS FORM ONLY IF YOU DO NOT WANT TO
SUBMIT A BID

**If you do not wish to respond to this bid request, please fill this form out and return it to
the Purchasing Department by mail or fax.**

**If you would like to FAX this “NO Bid” Response Form to our office, the FAX number is
(417) 546-7280.**

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Business Name: _____

Address: _____

Telephone: _____

Contact: _____

Date: _____

Reason(s) for not bidding:
