

CITY OF BIRMINGHAM)
STATE OF ALABAMA)

REQUEST FOR PROPOSALS

TO: Qualified Consultants

FROM: City of Birmingham, Alabama

RE: Request for Proposals for Hazard Mitigation Grant Program (HMGP) Project Application Development, Management and Closeout for City of Birmingham's 2011-2012 Flood Mitigation Program

DATE: July 18, 2011

Section I. INTRODUCTION.

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

This is a procurement of professional consulting services as more particularly described herein. The City of Birmingham ("CITY") will adhere to the following method for conducting evaluations of responses received to the RFP "Proposals":

- a. Each Consultant's experience and qualifications will be evaluated primarily as they relate to the Federal Emergency Management Agency (FEMA) Hazard Mitigation Grant Program's (HMGP) project application development, project management and project closeout requirements and accounting procedures for acquisition projects and minor flood control projects.
- b. Award will be made to the responsible consultant whose proposal is most advantageous to the CITY, with price and other factors considered.
- c. The CITY has exclusive and sole discretion to determine the consultant whose services will be most advantageous to the CITY, and reserves the right to reject all or any Proposals.
- d. Consideration will be given to such matters as consultant integrity, compliance with public policy, record of past performance, and financial and technical resources.

Section II. PROJECT OVERVIEW AND REQUIREMENTS.

This Request for Proposals (RFP) is issued by the CITY of Birmingham, Alabama (hereinafter referred to as the CITY) for the purpose of entering into a contract with a qualified flood mitigation consultant team (hereinafter referred to as the CONSULTANT Team) who will provide professional services associated with the FEMA Hazard Mitigation Grant Program's (HMGP) grant application development, project management and project closeout/audit related requirements for various to be determined property acquisitions and minor flood control projects within and along the Special Flood Hazard Areas of the City of Birmingham. The services provided by the CONSULTANT Team will assist the CITY in securing Federal grant funds to implement various flood mitigation projects to lessen the damaging effects of flooding throughout the Birmingham City Limits.

The CONSULTANT Team must be knowledgeable and have documented demonstrable flood mitigation project related experience with FEMA's HMGP grant application development and submission requirements, with using the latest FEMA Benefit Cost Analysis (BCA) Module, with using FEMA approved computer-based Hydrologic & Hydraulic Modeling programs and with meeting and satisfying environmental, cultural resources, historical and other such regulatory compliance requirements. The CONSULTANT Team must be able to develop highly competitive, fully-scoped, ready-to-implement HMGP project grant applications, and the Consultant Team must have the ability and documented demonstrable experience to manage and implement awarded flood mitigation projects including coordinating and conducting project closeout and auditing activities under the supervision of the CITY within applicable FEMA guidelines.

This will not be an "exclusive" contract and should not be construed as such. The CITY reserves the right, subject to negotiation and agreement, in writing, with the selected CONSULTANT Team, to either expand or limit the scope of services as needed. The selected CONSULTANT Team is expected to have personnel immediately available to complete the tasks required by this scope of services. The selected CONSULTANT Team is expected to complete the required tasks in a timely, efficient, cost-effective and fully compliant manner.

Cost Proposal

The submitted cost proposal must specify for each team member the hourly cost rate, in fee schedule format, accounting for all project-related costs including the cost factors listed below.

- Direct labor
- Overhead rate
- General and administrative expenses
- Travel and lodging (based on federally approved rates and limitations)
- Profit
- Subcontracts (including comparable breakdown of costs as indicated above)
- Miscellaneous and reimbursable expenses (supplies, materials, equipment use costs, etc.)
- Any other applicable FEMA approved expenses

In addition, the submitted cost proposal must have four fee schedules accounting for all of the aforementioned project related costs. One fee schedule specifying all costs in the aforementioned format for the project application development of no less than two acquisition projects. One fee schedule specifying all costs in the aforementioned format for the project application development of no less than two minor flood control projects. One fee schedule specifying all costs in the aforementioned format for project management from award to closeout for no less than two acquisition projects. One fee schedule specifying all costs in the aforementioned format for project management from award to closeout for no less than two minor flood control projects.

Finally, for the two project application development activities, please provide, in addition to the aforementioned fee schedule, a detailed, itemized budget identifying all costs, including the aforementioned cost factors, associated with developing, preparing, submitting and responding to post application submission comments and reviews for each flood mitigation grant application. Please be sure to identify those costs that are considered to be FEMA-eligible pre-award costs.

Project Schedule

The contract period will begin at the time that the contract agreement is executed by both parties. However, the project start date (i.e. notice to proceed) will be dictated by the consultant selection and appointment process. A tentative contract approval timeline is provided below.

Solicit RFQ/RFP.....	July 19, 2011
Deadline for Receiving Written Proposals.....	July 22, 2011
Consultant Selection Recommendation.....	July 25, 2011
Contract Development Completion.....	July 27, 2011
Notice to Proceed (estimated).....	August 12, 2011
HMGP Applications Completed.....	August 29, 2011
HMGP Application Deadline.....	September 1, 2011
Anticipated Grant Award.....	March 1, 2012

A project schedule that identifies the key tasks, milestones, and associated timelines for the management of awarded grants from grant award to project closeout should be provided for each flood mitigation project type (i.e. acquisition project and minor flood control project).

Section III. SCOPE OF SERVICES

A. Project Consultant Team Services: the Consultant Team will be expected to provide professional services to include, but not limited to, the following:

Property Acquisition Projects & Minor Flood Control Projects

1. The selected Consultant Team will prepare and submit no less than four (2 acquisition projects and 2 minor flood control projects) completed, competitive and grant-submission ready HMGP grant application(s) including all required technical, mapping, preliminary surveying and engineering, flood modeling, benefit cost

- analysis work and related supporting documentation, environmental and historical compliance work as well as any other work required to submit a fully scoped, cost effective, highly competitive and environmentally compliant HMGP grant application to the Alabama Emergency Management Agency (AEMA) and FEMA for project acquisition and minor flood control projects.
2. The selected Consultant Team will prepare two Project Management Plans, one for all property acquisition projects and one for all minor flood control projects. Each Project Management Plan shall set forth all project-related procedures, policies, methodologies and contain a complete inventory of all of the documents, forms, etc. needed to implement and complete acquisition and minor flood control projects.
 3. The selected Consultant Team will implement each awarded project in accordance with an agreed upon project management plan and schedule, and will adhere to all Federal Emergency Management Agency and Alabama Emergency Management Agency rules and procedures and environmental/historic preservation compliance requirements governing the FEMA 2011-2012 Hazard Mitigation Grant Program guidelines.
 4. The selected Consultant Team will assist the City in establishing the property acquisition priority and a comprehensive review of possible minor flood control project and scoping.
 5. The selected Consultant Team will monitor project accounting, budgeting, expenditures, revenues and activities by providing monthly project expense reports and periodic project status reports to the City Project Representative to satisfy all state and/or federal project reporting requirements.
 6. The selected Consultant Team will keep all project related documents and records and make them available to the City, City representatives, and federal and/or state project representatives upon request at any time during and/or at the completion of the project.
 7. The selected Consultant Team shall appoint a qualified and experienced Project Manager for overall coordination and communication with the CITY.
 8. The selected Consultant Team will coordinate the project close out and all state and federal project audits with the City, State, and Federal officials.
 9. The selected Consultant Team will be available, upon request by the City, to attend and participate in meetings held by the City or City Neighborhood Associations as well as attend a minimum number of property closings
 10. The Consultant Team shall maintain adequate records, receipts, permits, complaints, inspections for review by the City and FEMA upon request any time during and/or at the completion of the project.

Property Acquisition Projects

11. The selected Consultant Team will assist the City in establishing the property acquisition priority and in identifying properties qualifying for purchase in accordance with FEMA's 2011-2012 Hazard Mitigation Grant Program guidance.
12. The selected Consultant Team will provide and perform all tenant relocation services in accordance with the Uniform Relocation Assistance and Real Property Acquisition Act, the guidance provided in Hazard Mitigation Assistance 2010 Program Guidance and City of Birmingham developed URA implementation policies.
13. The selected Consultant Team will assist in the coordination of owner and tenant relocation services and/or Special Flood Program Incentive services for those project participants interested in relocating within the city limits of Birmingham.
14. The selected Consultant Team will conduct, coordinate and schedule all appraisal inspections and shall provide electronic and/or hard copies of appraisal reports to the City of Birmingham and its representative(s) upon request. The Consultant shall also assist in the resolution of property appraisal appeals.
15. The selected Consultant Team will obtain all title binders, updates, and final title policies from selected title companies and will make arrangements for payments by the City to selected title companies for rendered services.
16. The selected Consultant Team will prepare and send all property owner questionnaires, letters of interest, quote letters, sales contracts, notice of vacation, tenant assistance letters and other pertinent and/or required correspondence as necessary to property owners and/or displaced tenants located in the Targeted Property Acquisition Areas.
17. The selected Consultant Team will coordinate all pre-closing and closing arrangements with the City's representative(s) as well as assist the City of Birmingham and its representatives in obtaining all required post closing documents including final and clear title policies, detailed closing statements, general warranty deeds, tax checks, copies of disbursed checks and other pertinent and/or required closing related documents.
18. The selected Consultant Team will provide administrative and/or clerical support to the Housing Relocation Committee of the Project, participate in Committee meetings, as well as assist in coordinating all Committee related activities as established in the project management plan.
19. The selected Consultant Team will coordinate the vacation of all acquired structures, perform building/property vacation and lot clearance inspections, post properties, obtain from property owner(s) and provide to City all keys, as well as notify the City Project Representative in writing when a property is ready for abatement and/or demolition and/or land clearance/site restoration work.

20. The selected Consultant Team will maintain property acquisition status and property occupancy status reports and provide such to the City Project Representative, the appropriate Police Precinct representative, and to the Chief of Condemnation and Demolition on a periodic basis.
21. The Consultant Team will at a minimum maintain regular office hours from 8:00 A.M. to 5:00 P.M., Monday through Friday, except for City-recognized holidays as well as provide meeting space for all project related interviews or any other face-to-face interactions with property owners and displaced tenants.

Minor Flood Control Projects

22. The selected Consultant Team shall ensure that BMP measures for erosion and sediment control are properly designed and ensure that project designs meet all state and local erosion and sediment control design and permitting requirements and/or procedures.
23. The selected Consultant Team shall assist the City of Birmingham in bidding and awarding projects by performing preliminary surveying work, developing design and specifications documents, developing construction documents, by preparing bids and specifications package per the City's requirements and by performing whatever other work may be needed to make project(s) ready for bid and award by the City of Birmingham.
24. The selected Consultant Team shall be responsible for reporting all design or pre-construction related site deficiencies to the City representative(s) and the appropriate authority immediately.
25. The selected Consultant Team shall be responsible for identifying existing utilities and with contacting and coordinating all site and project related work with all utility companies, Jefferson County Environmental Services Department and any other such entities.
26. The selected Consultant Team will be responsible for ensuring that all environmental, cultural resources and/or historical assessments or environmental impact statements and any other such requirements are met and incorporated in the design and specifications and construction documents required to complete projects in accordance with FEMA pre- and post grant award requirements and conditions.
27. The selected Consultant Team shall be responsible for preparing any required conditional and as-built FEMA map change requests that are directly associated with the implemented and/or constructed minor flood control project
28. The selected Consultant Team shall be responsible for obtaining all necessary temporary and permanent easements as well as for securing all necessary right-of-ways and for performing any and all associated work to secure property for the construction and implementation of minor flood control projects.

29. The selected Consultant Team shall be responsible for complying with all applicable City of Birmingham Subdivision Regulations including Engineering Design Guidelines for Subdivisions and Commercial Developments.
30. The selected Consultant Team shall evaluate and incorporate to the maximum practicable extent green infrastructure design practices, vegetative design and construction practices and any other such engineering practices that minimized adverse environmental, stormwater management and receiving water quality impacts. Where there are potential conflicts with existing local, state or federal regulations, selected Consultant Team shall inform the City Project Representative.

B. City Provided Services: The City will provide the following minimum services in support of the Consultant:

1. The floodplain management/stormwater management staff of the Department of Planning, Engineering and Permits will provide general project planning, project development, overall project coordination and project management assistance to the Consultant and shall serve as the City Project Representative.
2. The Department of Planning, Engineering & Permits will advertise, bid, and award all designed minor flood control projects.
3. The Law Department will provide general legal counsel to the Consultant and will oversee the deed recording for all acquired properties and right-of-way issues.
4. The Department of Community Development will perform Decent, Safe and Sanitary inspections for identified comparable replacement dwellings as necessary, and make available relocation services and programs for those project participants interested in relocating within the Birmingham City Limits.
5. The finance staff of the Department of Planning, Engineering and Permits and the Department of Finance will provide accounting and financial management services for the federal grant program and pay all approved, project related charges/expenses.
6. The Chief of Condemnation and Demolition along with the Department of Public Works will assist the Consultant by performing all structure abatement and demolition work as well as all lot and site clearance/restoration work.

Section IV. QUALIFICATIONS STATEMENT AND PROPOSAL REQUIREMENTS.

All submitted Proposals shall contain a statement of qualifications which should, at a minimum, include the following:

1. A list of all qualified personnel, including all sub-consultants, required to perform the consultant services listed herein. As the number of team members will be evaluated, this list should include the resumes and qualifications of each listed personnel including all sub-consultants that would be assigned to each flood mitigation project type. Please make sure the team is complete and consistent with each flood mitigation project type.
2. A statement of the Consultant Team's, including sub-consultants, professional experience in the area of property acquisition/buyout projects, in administering relocation assistance programs and in minor structural flood control projects. This statement should, at a minimum, list and describe any and all relevant experience in developing and fully scoping, managing, and closing out highly competitive and successful property acquisition projects, including relocation assistance, and minor flood control projects.
3. A detailed description of the Consultant Team's project approach including elements to be performed by the Consultant Team and elements expected to be performed by CITY staff. In addition, this description should clearly demonstrate how staff and other resources will be used to ensure the successful delivery of the required services.
4. Fee schedules and a detailed cost break-down that completely comport with Section II Cost Proposal of this RFP.
5. Project schedules that completely comport with Section II Project Schedule of this RFP.
6. A detailed description and demonstration of how qualified small and minority business and women business enterprises would participate in flood mitigation projects. Also, please note that registration with the Birmingham Construction Industry Authority or mission equivalent organization will be evaluated.
7. Contract Review by FEMA. The contract between the selected Consultant Team and the CITY may be submitted for review to FEMA. The CITY desires that the costs it incurs for services provided by the selected Consultant Team be eligible for FEMA reimbursement. While the CITY understands that the selected Consultant Team cannot guarantee that the services it provides will be eligible for FEMA reimbursement, the CITY nevertheless desires that the selected Consultant Team utilize its professional judgment and expertise in an effort to limit its services to those which are eligible for FEMA reimbursement. Describe in detail how your Consultant Team will comply with this requirement. The selected Consultant Team will be required to notify the CITY if at any time any service provided by the selected Consultant Team under the terms of the contract are not or are not expected to be

- eligible for reimbursement by FEMA, in the selected Consultant Team's professional opinion. Include a statement as to whether your Consultant Team has the level of expertise to fulfill this requirement, as well as a detailed explanation of the procedures your Consultant Team will implement to fulfill this requirement.
8. CITY Expenditures. The CITY desires to enter into a contract for professional services with a Consultant Team possessing a high level of expertise and professional skill in the areas described in this RFP. As such, the CITY desires that the selected Consultant Team be contractually required to guarantee that all documents generated pursuant to the contract shall be in compliance with FEMA regulations and will be in a form so as to ensure eligibility of FEMA reimbursement regardless of whether or not FEMA actually reimburses. Please include a statement as to whether or not Consultant Team can meet this requirement.
 9. Please include a statement as to potential general conflicts of interest and particularly conflicts of interests under FEMA guidelines that may exist that would prevent the CITY from entering into an agreement with your Consultant Team pursuant to this RFP. If none exists, such a statement should be made.

Please note the following: the selected Consultant Team must be experienced and qualified to provide the required scope of services. The selected Consultant Team shall be properly licensed in the State of Alabama to perform all work identified in the scope of services and the selected Consultant Team must have expertise related to the many procedures and requirements of FEMA, and particular expertise in the area of FEMA's HMGP Program.

Qualifications Statement/ Proposal Evaluation Process

All submitted qualifications statements and proposals will be evaluated by City of Birmingham staff. The selected consultant will be notified and arrangements will be made for contract development and consultant appointment.

Staff shall use the following selection criteria and relative weights for evaluating each submitted qualification statement/proposal:

- Quality/Completeness/Reasonableness/Cost Effectiveness of submitted Qualifications Statement/Proposal (relative weight 20%)
- Documented relevant prior work experience on comparable FEMA property acquisition projects and minor structural control projects (relative weight 20%)
- Documented relevant prior work experience on comparable non-FEMA property acquisition projects and minor structural control projects (relative weight 15%)
- Demonstrated experience with preparing and submitting highly competitive flood mitigation projects (relative weight 10%)
- Demonstrated ability to meet project schedule requirements (relative weight 15%)
- Demonstrated experience with the Uniform Relocation Assistance and Real Property Acquisition Act and its amendments. (relative weight 10%)

- Demonstrated small and minority business and women business enterprises classification/participation/registration (relative weight 10%)

SECTION V. SUBMISSION OF PROPOSALS

Proposals are due on or before 3 p.m. CST, Friday, July 22, 2011. Proposals received after this deadline will not be accepted.

Proposals delivered in person should be taken to the Office of Planning, Engineering and Permits, City of Birmingham, City Hall, 710 North 20th Street, Room 500, Birmingham, Alabama 35203. No less than four hard copies should be provided.

or

You may scan and e-mail a PDF copy of your proposal to Edwin.Revell@birminghamal.gov. If submitted via e-mail, you are responsible for assuring it was received via a human-generated acknowledgement, phone call, or otherwise.

This RFP may be modified or amended at any time and for any reason, in the discretion of the CITY.

There is no guarantee that a contract award will be made pursuant to this RFP. Nevertheless, interested parties should be prepared to begin work pursuant to this RFP no later than August 12, 2011 if selected as the HMGP application deadline is September 1, 2011.

END RFP.