

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 related services for the City of Birmingham’s 2011-2012 Wind Mitigation Program and for FEMA Public Assistance Grant Program Permanent Work project worksheet development and implemented project planning and monitoring related services

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 Federal Emergency Management Agency (FEMA) Hazard Mitigation Grant Program’s project application development, project management and project closeout requirements and accounting procedures for wind mitigation projects including community safe rooms

- B.** Also, each Consultant’s experience and qualifications will be evaluated primarily as they relate to Federal Emergency Management Agency Public Assistance Program-Permanent Work related project worksheet development requirements including the mitigation measures associated with Section 406 of the Public Assistance Program and as they relate to overall project planning and project implementation activities associated with the rebuilding of various city-owned, damaged critical and public facilities.

- C. Award will be made to the responsible consultant whose proposal is most advantageous to the CITY, with price and other factors considered.
- D. 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.
- E. 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. OVERVIEW.

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 wind mitigation and public assistance services consultant team (hereinafter referred to as the CONSULTANT Team) who will provide professional services associated with the FEMA Hazard Mitigation Grant Program's grant application development, project management and project closeout/audit related requirements associated with the planning and development of community safe rooms/shelters and who will provide professional services associated with the development of FEMA-approvable, permanent work related project worksheets and the subsequent monitoring and documenting of the implementation of permanent work projects, from project worksheet approval to project closeout, under the FEMA Public Assistance Program for various damaged city-owned, public and critical facilities.

The CONSULTANT Team must be knowledgeable and have documented demonstrable wind mitigation related experience with FEMA's HMGP grant application development and submission requirements, with using the latest FEMA Benefit Cost Analysis (BCA) Wind Mitigation Module, with addressing the community shelter and safe room requirements as specified in FEMA Publication 361 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 in monitoring and documenting the implementation of approved permanent work projects from project worksheet approval to project closeout under the supervision of the CITY in accordance with the FEMA Public Assistance requirements for permanent work projects.

The CONSULTANT Team must also be knowledgeable and have documented demonstrable experience with developing FEMA-approvable, permanent work related project worksheets that incorporates hazard mitigation measures, with monitoring and documenting the implementation, from project worksheet approval to project closeout, permanent work related projects under the FEMA Public Assistance Program, and with the Public Assistance Program requirements and policies as specified respectively in FEMA Publications 321, 322, and 323 and FEMA Public Assistance Policy Reference Manual 9500 Series.

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 will be required to have personnel immediately available to complete the tasks required by this scope of services. The selected CONSULTANT Team will 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.

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

In addition, the submitted cost proposal must have three fee schedules accounting for all of the aforementioned project related costs. One fee schedule, specifying all costs in the aforementioned format, for the HMGP project application development of no less than six community shelter related projects. One fee schedule, specifying all costs in the aforementioned format, for project management from award to closeout for no less than six community shelter related projects under FEMA HMGP. One fee schedule, specifying all costs in the aforementioned format, for preparing no less than five permanent work (3 small projects and 2 large projects) related Public Assistance project worksheets and for managing the implementation of each of the five permanent work projects in accordance with the FEMA Public Assistance Program for permanent work projects from project worksheet approval to project closeout.

Finally, 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 community shelter related grant application should be provided. 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.

1. Solicit RFQ/RFP.....July 19, 2011
2. Deadline for Receiving Written Proposals.....July 22, 2011

3. Consultant Selection Recommendation.....July 25, 2011
4. Contract Development Completion.....July 27, 2011
5. Notice to Proceed (estimated).....August 12, 2011
6. HMGP Application Completed.....August 29, 2011
7. HMGP Application Deadline.....September 1, 2011
8. 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 the community shelter related grant application.

Section III. SCOPE OF SERVICES

- 1. PROJECT CONSULTANT TEAM SERVICES: THE CONSULTANT TEAM WILL BE EXPECTED TO PROVIDE PROFESSIONAL SERVICES TO INCLUDE, BUT NOT LIMITED TO, THE FOLLOWING:**

WIND MITIGATION PROJECTS & PUBLIC ASSISTANCE PROJECTS

- A. The selected CONSULTANT Team shall coordinate its efforts and services related to development of FEMA HMGP wind mitigation projects and FEMA PA permanent work projects in close coordination with the City's Long-Term Community Recovery and Rebuilding efforts and shall fully participate in the continuing planning processes as well as fully interact with the City and its planning team members.
- B. The selected CONSULTANT Team shall appoint a qualified and experienced Project Manager for overall coordination and communication with the CITY pertaining to HMGP and Public Assistance Program related projects. The Project Manager shall remain on the job and available to the CITY for the duration of the projects.
- C. The selected CONSULTANT Team shall stay current with FEMA Safe Rooms/ Shelters and FEMA Public Assistance Program policies and procedures and notify the CITY's Project Manager immediately if changes occur.
- D. The selected CONSULTANT Team shall monitor project accounting, budgeting, expenditures, revenues and activities by providing monthly project expense reports and all periodic project status reports to the City Project Representative to satisfy all state and / or federal project reporting requirements.
- E. The selected CONSULTANT Team shall keep all project related documents and records and make them available to the City, City representatives, and federal and/or state project representative upon request at any time during and/or at the completion of the HMGP and PA permanent work projects.
- F. The selected CONSULTANT Team will coordinate all HMGP and Public Assistance Program closeouts and all state and federal project audits with the City, State, and Federal officials.

- G.** The selected CONSULTANT Team will be available upon request by the City to attend and participate in meetings held by the City or City Neighborhoods/Community Associations.
- H.** The selected CONSULTANT Team shall maintain adequate records, permits, complaints, inspection reports, and any other such HMGP or Public Assistance Program related document for review by the City, AEMA or FEMA upon request any time during and/or at the completion of each project.

Wind Mitigation Projects

- I.** The selected CONSULTANT Team shall prepare and submit completed, competitive and grant-submission ready HMGP grant application(s) for the installation of no less than six community safe rooms/ shelters, in the Pratt Community and other designated areas as may be necessary. Moreover, the selected CONSULTANT Team shall determine the hazard to be mitigated, identify the problem that the safe room/ shelter intends to alleviate, define in detail the scope of work for the wind mitigation project(s), provide digital latitudes and longitudes as well as maps and photographs of planned areas where safe rooms/ shelters shall be constructed. In addition, CONSULTANT Team shall prepare a detailed project budget including material, labor, equipment expenses, professional services, and any other project related costs, conduct a FEMA-acceptable benefit cost analysis, determine and identify any required professional design oversight and peer review, devise a project completion schedule, and described two alternatives for mitigating extreme wind events. The selected CONSULTANT Team shall also provide any and all required construction documents and construction data, and obtain all required Environmental documents such as but not necessarily limited to Engineering Plans/ Tech Specs/ State Historic Preservation Officer [SHPO] required documents, US Fish and Wildlife required documents, and US Army Corps of Engineers required documents and provide any other documentation as it relates to extreme wind mitigation. The selected CONSULTANT Team shall develop any required Community Safe Room Operations Plans and Community Safe Room Maintenance Plans.
- J.** The selected CONSULTANT Team shall assist the CITY in performing any and all project management related activities from project start to project closeout and auditing.
- K.** The selected CONSULTANT Team shall develop and include as a component of the construction of Community Safe Rooms/ Shelters an applicable number of Quality Assurance Plans as described in FEMA publication 361 Section 3.10.2. The selected CONSULTANT shall include in each developed Quality Assurance Plan all necessary forms, documents, reports, inspections, structural observations etc. necessary to ensure the successful design as it relates to extreme wind events.
- L.** The selected CONSULTANT Team shall be responsible for performing all required site development, civil construction, utility and any other project related design work as well for performing all required preliminary surveying work.

- M.** The selected CONSULTANT Team shall be responsible for performing all required architectural design work and construction documents development work associated with the building of Community Shelters that are fully compliant with FEMA Publication 361.
- N.** The selected CONSULTANT Team shall prepare per the City bid and specification requirements, all specification and bid packages such that the City of Birmingham can advertise, bid, and award all necessary construction contracts.
- O.** The selected CONSULTANT Team shall be responsible for identifying existing utilities and with contacting and coordinating all site and project related design work with all utility companies, Jefferson County Environmental Services Department and any other such entities.
- P.** The selected CONSULTANT Team shall develop any required designs and specifications documents, construction documents and ensure that they are fully compliant with the requirements as specified in FEMA Publication 361.
- Q.** The selected CONSULTANT Team shall be responsible for assisting the CITY in estimating and determining site acquisition costs for the construction or installation of community shelters.
- R.** The selected CONSULTANT Team shall be responsible for ensuring that community shelter site meets all applicable zoning and subdivision regulations.
- S.** The selected CONSULTANT Team shall coordinate the site selection process and shall evaluate the use of single purpose facilities versus dual purpose facilities, new community shelter construction or installation versus shelter retrofits, prefab shelters versus engineered shelters and any other required preliminary planning and evaluation activities associated with the site and shelter type selection per FEMA Publication 361.
- T.** The selected CONSULTANT Team shall provide short and long rang planning for future extreme wind events throughout the City of Birmingham. The short and long rang plan shall include data collection and site selection for potential installation of community safe rooms/ shelters throughout the Birmingham City Limits.

Public Assistance Program

- U.** The selected CONSULTANT Team shall be responsible for assisting the CITY in developing FEMA approvable permanent work project worksheets for no less than five damaged public facilities. Public Assistance Program related hazard mitigation measures and special considerations, and codes and standards evaluations and environmental and historical requirements must be incorporated in the project worksheet development.
- V.** The selected CONSULTANT Team shall assist the CITY in determining whether to develop improved projects and/or alternate projects as defined under the FEMA

Public Assistance Program.

- W.** The selected CONSULTANT Team shall be responsible for ensuring that FEMA approved permanent work Public Assistance projects are designed, managed and constructed in accordance with all applicable FEMA Public Assistance Program requirements and that all project related activities, including applicable CONSULTANT Team services, are FEMA reimbursable to the maximum extent possible. In cases where an activity may not be FEMA reimbursable the selected CONSULTANT Team is responsible for promptly informing the CITY Project Representative.
- X.** The selected CONSULTANT Team shall be responsible for reviewing all project related invoices to ensure that all permanent project work performed is FEMA reimbursable.
- Y.** The selected CONSULTANT Team shall be responsible for ensuring that all required Public Assistance Program permanent work related documents and records needed to support FEMA reimbursement requests are properly maintained, easily compiled for submission, and made readily available to the City, Alabama Emergency Management Agency, and/or FEMA upon request or as required.
- Z.** The selected CONSULTANT Team shall monitor, coordinate as well as work with design professional, construction management personnel, contractors, city staff and any other project related parties to ensure that their work activities completely comport with FEMA Public Assistance Program requirements.
- AA.** The selected CONSULTANT Team shall be responsible for coordinating all required project closeout related activities associated with the FEMA Public Assistance Program for permanent work projects.
- BB.** The selected CONSULTANT Team shall be responsible for attending FEMA Public Assistance Program team meetings with other consultants, with the City, state and/or federal Public Assistance Program representatives.
- CC.** The selected CONSULTANT Team shall be responsible for tracking and monitoring Public Assistance Program activities to ensure that work assignments are completed in a documented and audit ready manner.

2. SERVICES PROVIDED BY THE CITY

The City will provide the following minimum services in support of the Consultant:

- A.** The Department of Planning, Engineering and Permits will provide general project planning, overall project coordination and project management and site selections assistance to the Consultant and shall serve as the City Project Representative.

- B.** The Department of Planning, Engineering & Permits will advertise, bid, and award all designed wind mitigation related community shelter projects.
- C.** The Law Department will provide general legal counsel to the Consultant Team pertaining to the FEMA Public Assistance Program or Hazard Mitigation Grant Program.
- D.** 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.

Section IV. QUALIFICATIONS STATEMENT AND PROPOSAL REQUIREMENTS.

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

- A.** 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 this project. Please make sure that the team is complete and consistent with the described work activity.
- B.** A statement of the CONSULTANT Team's, including sub-consultants, professional experience in the area of HMGP wind mitigation projects and in FEMA PA permanent work projects. This statement should, at a minimum, list and describe any and all relevant experience in developing, managing, and closing out highly competitive and successful wind mitigation projects involving community safe room/shelters as well as in developing FEMA approvable Public Assistance permanent work project worksheets for damaged public and/or critical facilities that incorporate Public Assistance Program allowed hazard mitigation measures and in monitoring and documenting the implementation of approved FEMA reimbursable PA permanent work projects associated with damaged public and/or critical facilities.
- C.** 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.
- D.** Fee schedules and a detailed cost break-down that completely comport with Section II Cost Proposal of this RFP.
- E.** Project schedules that completely comport with Section II Project Schedule of this RFP.
- F.** A detailed description and demonstration of how qualified small and minority business and women business enterprises would participate in the wind mitigation

and FEMA PA permanent work projects. Also, please note that registration with the Birmingham Construction Industry Authority or mission equivalent organization will be evaluated.

- G.** 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 firm 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 and services to be monitored 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 or any service performed by another contracted entity for which the selected CONSULTANT Team is responsible for monitoring is 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.
- H.** 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 applicable documents generated pursuant to the contract shall be in compliance with FEMA regulations and will be in a form to ensure eligibility of FEMA reimbursement regardless of whether or not FEMA actually reimburses. Please include a statement as to whether or not your CONSULTANT Team can meet this requirement.
- I.** 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 that the selected CONSULTANT 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 must have expertise related to the many procedures and requirements of FEMA and particular expertise in the area of FEMA's Hazard Mitigation Grant Program and FEMA's Public Assistance Grant Program.

SECTION V. QUALIFICATIONS STATEMENT/PROPOSAL EVALUATION PROCESS.

All submitted qualifications statements and proposals will be evaluated by City of Birmingham staff. The selected CONSULTANT Team 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 qualifications statement/proposal:

- A.** Quality/Completeness/Reasonableness/Cost Effectiveness of submitted Qualifications Statement/Proposal (relative weight 20%)
- B.** Documented relevant prior work experience on comparable FEMA wind mitigation projects involving the construction and/or installation of community safe rooms/shelters and comparable FEMA Public Assistance Program permanent work project worksheet development and project monitoring from award to closeout. (relative weight 25%)
- C.** Demonstrated experience with preparing and submitting highly competitive FEMA related wind mitigation projects involving community safe rooms/shelters (relative weight 10%)
- D.** Demonstrated experience with securing FEMA reimbursements for Public Assistance Program permanent work public and/or critical facilities related projects (relative weight 10%)
- E.** Demonstrated experience with incorporating hazard mitigation measures associated with Section 406 of the Public Assistance Program into permanent work public and/or critical facilities related projects. (relative weight 10%)
- F.** Demonstrated ability to meet project schedule requirements (relative weight 15%)
- G.** Demonstrated small and minority business and women business enterprises classification/ participation/ registration (relative weight 10%)

SECTION VI. 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 email 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, as the HMGP application deadline is September 1, 2011.

END RFP.