

## *Jackson County Specifications*



### *Requests for Proposals Hazardous Mitigation Action Plan for Jackson County*

#### **Vendor Responsibilities:**

- Vendors are responsible to download and complete any addendums.  
(Addendums will be posted on Jackson County Website no later than 48 hours prior to Bid Opening)
- Vendors will submit responses in accordance with requirements stated on cover of document.
- Vendors may not submit responses via email or fax.
- This RFP is a firm offer that shall be irrevocable and open for acceptance for ninety (90) calendar days from the date set for submission of Proposals.

**SUBMIT BIDS TO:** Jackson County Auditor's Office 115 W Main, Rm 209B, Edna, TX 77957

**SUBMIT NO LATER THAN:** Friday, December 10, 2010  
2:00 PM (Central)

**MARK ENVELOPE:** Mitigation Plan

Results will not be given by phone. Results will be provided to vendors in writing after Commissioners Court award.

Jackson County is always conscious and extremely appreciative of your effort in the preparation of this document. Requests for information must be in writing and directed to: Michelle Darilek, CPA, Jackson County Auditor [m.darilek@co.jackson.tx.us](mailto:m.darilek@co.jackson.tx.us); 361-782-2072.

***ALL RFPS MUST BE RECEIVED IN COUNTY AUDITOR'S OFFICE BEFORE RECEIVING DATE AND TIME SPECIFIED. ONLY THE NAMES OF FIRMS WHOM SUBMITTED RFPS WILL BE PUBLICLY READ. RFPS RECEIVED AFTER THE SPECIFIED TIME WILL BE RETURNED UNOPENED.***

**Vendor Information and Certification**

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Legal Name of Contracting Company	Federal ID Number or Social Security Number
Telephone Number	Facsimile Number

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Complete Mailing Address (for Correspondence)

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City, State and Zip Code

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Complete Remittance Address (if different from above)

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City, State and Zip Code

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Email Address

**Name of Representative authorized to sign for bidder:**

Name and Title	Signature

- a) Does your “residence state” require bidders whose principal place of business is in Texas to underbid bidders whose residence state is the same as yours by a prescribed amount or percentage to receive a comparable contract? “Residence State” is defined as the state in which the principal place of business is located.      \_\_\_\_\_ YES      \_\_\_\_\_ NO
  
- b) What is that amount or percentage:      \_\_\_\_\_

All specifications and terms and conditions of the RFP have been read.  
The information contained in the Requests for Proposal is true and complete.  
I certify that the above information is correct:

Name and Title	Signature
Date:	

## **1 Scope of Work:**

Jackson County, Texas wishes to secure the services of a consultant to perform all aspects of preparing/updating a Hazardous Mitigation Action Plan (HMAP) for the County and various local communities within the County. This plan will fulfill all federal, state and local hazardous mitigation plan requirements and meet or exceed standards found under 44CFR201.6 for mitigation planning in order to be Federal Emergency Management Agency (FEMA) approved. The purpose of the mitigation plan is to identify natural and man-made hazards, to identify actions and activities to reduce any losses from those hazards, and to establish a coordinated process to implement the plan. The plan will have a more in-depth All-Hazard and risk assessments along with mitigation strategies for each jurisdiction that elects to participate. The hazard assessment methodology will address an All-Hazards approach which includes natural and/or man-made disasters. The assessment will consider chemical, biological, radiological, nuclear and explosive incidents.

The mitigation update will be integrated into the existing Jackson County Hazard Mitigation Plan as an update to the existing plan, reflecting conditions that have changed since 2004. When complete the updated plan will comply with all the requirements promulgated by the Texas Division of Emergency Management (TDEM) and all applicable provisions of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, Section 104 of the Disaster Mitigation Act of 2000 (DMA 2000) (P.L. 106-390), and the Bunning-Bereuter-Blumenauer Flood Insurance Reform Act of 2004 (P.L. 108-264), which amended the National Flood Insurance Act (NFIA) of 1968 (42 U.S.C. 4001, et al). The updated plan will comply with 44 CFR Part 201, which specifies the criteria for approval of mitigation plans required in Section 322 of the DMA 2000, and follow the guidelines established in FEMA's "Local Multi-Hazard Mitigation Planning Guidance: dated July1, 2008 and specifically the Local Mitigation Plan Crosswalk found in the Guidance. The updated plan will be developed in accordance with FEMA's Community Rating System (CRS) Floodplain Management Plan standards and policies.

The work must be completed and ready for submittal to the Jackson County Office of Emergency Management (OEM) by close of business July 25, 2011. The project is being financed in part by a federal grant administered by the Texas Department of Public Safety, Texas Division of Emergency Management.

A copy of the present plan is available on the Jackson County website [www.co.jackson.tx.us](http://www.co.jackson.tx.us)

## **2. Procedures for submitting Requests for Proposals:**

Jackson County requires that firms responding to this request do so in the manner prescribed below. This information should substantiate the capacity and ability of the firm and its staff to perform the services requested herein. It is important to list projects completed of a similar nature that demonstrates this capacity.

2.1 Bound 8-1/2-inch by 11-inch report with a Table of Contents and all pages numbered in sequence (**maximum 20 pages**). Binding must allow reports to lie flat when open and may be either wire or GBC. Format of the report may be either "portrait" or "landscape" format with binding on

either long or short side. Report to contain the following:

- 2.1.1 Cover Letter. Briefly describe your ability and interest in conducting the described work. Letter must be signed by a person having authority to enter into contract.
  - 2.1.2 Company Technical Experience. Describe your experience in preparing previous HMAP or similar plans, including knowledge of current FEMA plan requirements; provide a list of related work performed in the last 3-5 years, including client, location, services provided by your firm, and owner contact name and number.
  - 2.1.3 Approach to Tasks. Describe your approach to providing the services requested and availability to conduct the project in a timely manner.
  - 2.1.4 Company Organization. Describe your company structure and the capacity to perform the work.
  - 2.1.5 Personnel Qualifications and Resumes. Provide a current resume for all personnel who may or will be assigned to this project.
  - 2.1.6 List of References. Provide a minimum of three (3) references for projects you have provided services similar to that in the solicitation. For each reference, indicate the organization, contact person, telephone, type of work performed, date(s) of service, and project status.
- 2.2 Submit one (1) original, four (4) copies and one (1) electronic response on CD. CD must contain only one (1) file in PDF format and must match written response identically. Failure to provide proper CD is cause for disqualification.

### **3. Vendor Responsibilities:**

- 3.1. Develop and maintain a project timeline.
- 3.2. Facilitate, record, and transcribe all necessary meetings to complete the project.
- 3.3. Provide all necessary technical writing and graphic expertise necessary to complete the project.
- 3.4. Develop all drafts, final reports, and electronic data necessary to complete the project.
- 3.5. Ensure that Final product (HMAP) meets all required elements for compliance with all FEMA regulations for eligibility in the Hazardous Mitigation Grant Program (HMGP) and Annual grants.
- 3.6. Provide bi-monthly progress reports to OEM point of contact (POC).
- 3.7. Provide bi-monthly meeting schedules to OEM POC.
- 3.8. Correlate the plan to Annex P of the Jackson County Emergency Operation Plan.

- 3.9. The Plan must meet Final rule for local mitigation planning found in FEMA 44CFR 201.6.
- 3.10. Must meet all requirements in FEMA publications 386, Local Multi-Hazard Planning Guidance 07-01-2008, Local Mitigation Plan Crosswalk
- 3.11. The Accurate Crosswalk to the State to include one hardcopy of the Plan, one hardcopy of the crosswalk, one digital copy of the Plan and one digital copy of the Crosswalk.
- 3.12. Natural Hazards assessed will be coordinated with Current FEMA approved State
- 3.13. Each participant in the Plan's information must meet all the requirements and conclude its performance with an adoption resolution.
- 3.14. Provide all information required to submit Quarterly Progress Reports, 3 days prior to a due date

#### **4. Jackson County-OEM Responsibilities:**

- 4.1. Provide Project Management.
- 4.2. Provide Consultant with POC:
  - 4.2.1.1. Approve meeting schedule;
  - 4.2.1.2. Approve bi-monthly progress reports;
  - 4.2.1.3. Provide introduction to jurisdictional POCs;
  - 4.2.1.4. Approve drafts and final report;
- 4.3. Provide OEM subject matter expert for meetings.
- 4.4. Assist consultant with obtaining each jurisdictional plan approval process by way of introduction to jurisdictional officials responsible for council and court approvals.
- 4.5. Submit Quarterly Reports.
- 4.6. Request reimbursements of expenses quarterly.
- 4.7. Submit final reimbursement request.
- 4.8. Submit final report.

#### **5. Project Timeline:**

- 5.1. Send announcement to committee members about the update to HMAP.
- 5.2. First Planning Meeting.
- 5.3. Initiate Planning Project and Organize resources.
- 5.4. Develop Hazard Assessments for the jurisdictions (order to be decided after initial OEM and Consultant meeting).

Jackson County  
 Hazardous Mitigation Action Plan Update  
 Request for Proposal

- 5.5. Develop Preliminary Risk Assessments for jurisdictions.
- 5.6. Review Hazard and Risk Assessments for jurisdictions.
- 5.7. Revise Risk and Hazard Assessments.
- 5.8. Develop Mitigation Strategy for jurisdictions.
- 5.9. Review Mitigation Strategies for jurisdictions.
- 5.10. Compile the HMAP.
- 5.11. Committee Reviews HMAP.
- 5.12. Committee revises HMAP (if necessary).
- 5.13. Present HMAP to community for comments.
- 5.14. Develop final draft.
- 5.15. Committee Reviews final draft.
- 5.16. Committee revises HMAP (if necessary).
- 5.17. Develop final report.
- 5.18. Deliver final report to OEM POC.
- 5.19. OEM Delivers final report to County Judge.

**6. Evaluation Criteria:**

Understanding scope of work, requirements and methodology	25 points
Strategy for design related to timeline/dates	20 points
Previous experience with FEMA and All-Hazard Mitigation Action Plans	25 points
Company organization, personnel qualifications and experience	15 points
References from clients of FEMA approved Mitigation Plans	15 points
<b>TOTAL</b>	<b><u>100 points</u></b>

**7. Selection Process:**

Requests for proposals will be evaluated by a committee comprised of County staff. The committee will review RFPs submitted and develop a short list of not more than 5 firms (if necessary). These firms may be requested to submit additional information and may be invited to interview with the Committee. Jackson County will not be liable for any costs incurred in preparing proposals or associated travel costs. Based on further review after the interviews, the committee will forward their recommendations to the Jackson County Commissioners Court.

## **8. Pricing Schedules:**

List any and all fees associated with the provision of services by proposer, if selected, to include a fee schedule and all incidental charges for the project.

## **9. Questions:**

Questions about this Request for Proposal package should be directed in writing to Michelle Darilek, CPA, Jackson County Auditor [m.darilek@co.jackson.tx.us](mailto:m.darilek@co.jackson.tx.us) **Questions will be accepted until 3:00 PM, Friday, December 3, 2010.**

## **10. REQUIRED FORMS:**

All vendors submitting are required to complete the attached forms and return with submission:

- W-9 Form
- Conflict of Interest Questionnaire
- Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion for Contracts and Grants

Update to Jackson County Mitigation Action Plan  
Request for Proposal

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY  
EXCLUSION FOR CONTRACTS AND GRANTS**

NAME OF INDIVIDUAL, AGENCY, BUSINESS OR ORGANIZATION	Doing business as (DBA), if applicable:	
ADDRESS	Applicable Procurement or Solicitation #, if any:	Federal Employer Tax Identification #:

**READ CAREFULLY BEFORE SIGNING THIS CERTIFICATION. Federal regulations require contractors, bidders, and subgrantees to sign and abide by the terms of this certification, without modification, in order to participate in certain transactions directly or indirectly involving federal funds.**

1. By signing and submitting this certification, the prospective vendor/grantee is attesting/acknowledging the representations set out below.
2. This certification is a material representation of fact upon which Jackson County will rely on when this transaction is entered into. If it is later determined that the prospective vendor/grantee knowingly rendered an erroneous certification, in addition to other remedies available to Federal or State departments or funding agency(s), Jackson County may pursue on its own available remedies, including contract termination, suspension and debarment.
3. The prospective vendor/grantee shall provide immediate written notice to Jackson County Auditor's Office, 115 W Main, Rm 209B, Edna, TX 77957, if at any time it learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered contract", "debarred", "suspended", "ineligible", "participant", "person", "principal", "proposal", and "voluntarily excluded", as used in this certification, have meanings based upon materials in the Definitions and Coverage sections of federal rules implementing Executive Order 12549. You may contact the person to which this proposal or contract is submitted for assistance in obtaining a copy of this regulation.
5. The prospective vendor/grantee agrees, by submitting this certification, that should the proposed contract/grant be entered into, it shall not knowingly enter into any lower-tier-covered transaction or sub-contract with a person or entity that is proposed for debarment, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this transaction, unless pre-authorized by the appropriate federal or state department or agency, or by Jackson County.

Do you have or do you anticipate having sub-vendors/sub-grantees under this proposed agreement?

Yes       No

6. The prospective vendor/grantee further agrees by submitting this certification, that it will include this certification titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion for Contracts and Grants," without modification, in all lower-tier covered transactions and sub-contracts and in all solicitations for lower-tier covered transactions and sub-contracts.
7. A vendor/grantee may rely upon a certification of a prospective participant that it is not proposed for debarment, debarred, suspended, ineligible, or voluntarily excluded from the transaction, unless it knows that the certification is erroneous. Each vendor/grantee is required to check the list of parties excluded from Federal and State Procurement and Non-procurement Programs. Jackson County checks this list for all parties to which it provides funds that are derived directly or indirectly from the Federal Government.
8. Nothing contained in the foregoing shall be construed to require the establishment of a system of records in order to render in good faith the certification required by this certification document. Participants are not required to have knowledge and information exceeding that which is normally possessed by a prudent person in the ordinary course of business activity.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a transaction knowingly enters into a lower-tier transaction or contract with a person who is proposed for debarment, debarred, suspended, ineligible, or voluntarily excluded from participation, in addition to other remedies available to the Federal Government, Jackson County or its applicable funding agency( s) may pursue available remedies, including contract termination, suspension and/or debarment.

Update to Jackson County Regional Mitigation Action Plan  
Request for Proposal

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY  
EXCLUSION FOR CONTRACTS AND GRANTS**

Check the statement that applies to the potential vendor/grantee:

1. The prospective vendor/grantee certifies by submission of this certification, that neither it nor its principals: (a) Is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal or State department or agency; and
- (b) Have, within a three-year period preceding this certification, been convicted of or had a civil judgment rendered against them for fraud; committed a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract; violated Federal or State antitrust statutes; committed embezzlement, theft, forgery, bribery, falsification or inappropriate destruction of records; or received stolen property; and
- (c) Is presently indicted for or otherwise charged by a government entity (Federal, State, or local) with the commission of any of the offenses enumerated in the preceding paragraph (b) of this certification; and
- (d) Have, within a three-year period preceding this certification, had one or more contracts or transactions (Federal, State, or local) terminated for cause or default.
02. The potential vendor/grantee is unable to certify to one or more of the terms in this certification. In this instance, the potential vendor/grantee must attach a signed and dated explanation for each of the above terms, 1(a) through 1(d), to which it cannot certify.

NAME OF POTENTIAL VENDOR/GRANTEE:	
<b>Signature of Authorized Representative</b>	Printed/Typed Name & Title of Authorized
<b>DATE:</b>	