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ROBERT TAMBLE



317 MAIN STREET
P.O. BOX 449
SMITHVILLE, TEXAS 78957
(512) 237-3282
FAX (512) 237-4549

October 10, 2019

RE: Proposed Contract Funding for Hazard Mitigation Assistance (HMA) to include the Hazard Mitigation Grant Program (HMGP)

To All Interested Parties:

Attached is a copy of the City of Smithville's Request for Proposals (RFP) for pre-award and post-award consultant/management services for FEMA Hazard Mitigation Assistance (HMA) if awarded a State contract through the Texas Division of Emergency Management (TDEM). The City of Smithville is considering applying for funding to support a city drainage project under HMA's Hazard Mitigation Grant Program (HMGP).

The submission requirements and deadline for this proposal are included on the attached Request for Proposal (RFP) form. Please submit a proposal of services and statement of qualification to:

Robert Tamble
City Manager, City of Smithville
PO Box 449
317 Main Street
Smithville, TX 78957-0449

The deadline for submission of proposals is **2:00pm October 21, 2019**. The City of Smithville reserves the right to negotiate with any and all persons or firms submitting proposals, per the Texas Professional Services Procurement Act and the Uniform Grant and Contract Management Standards. Minority Business Enterprises, Small Business Enterprises, Women Business Enterprises, and labor surplus area firms are encouraged to submit proposals.

The City of Smithville is an Affirmative Action/Equal Opportunity Employer and strives to attain goals for Section 3 of the *Housing and Urban Development Act of 1968 (12 U.S.C. 1701u)* as amended.

Sincerely,

A handwritten signature in blue ink that reads "Robert Tamble".

Robert Tamble, City Manager
City of Smithville

Attachment: RFP for Consultant/Management Services

Request for Proposals for Grant Writing & Management Services

The City of Smithville is seeking to enter into a professional services contract with a competent **consultant/managing** firm to assist in the *pre-award and post-award* management required by the City for the implementation of a HMGP city drainage project if the City is awarded a State contract(s).

The following outlines the Request for Proposals.

- I. **Scope of Work:** The management consultant or firm to be hired is to provide contract-related management services to the City of Smithville, including, but not limited to, the following:

Pre-Award* (services associated with developing and requesting Federal disaster assistance)

- Grant Writing and Application Preparation
- Review and Submit Notice of Intent (NOI)
- Respond to Requests for Information (RFI) regarding FEMA projects
- Facilitate Benefit-Cost Analysis (BCA) with engineering firm or local staff
- Assemble Environmental and Historic Preservation Review (EHP)
- Participate in Public Outreach if applicable (e.g. advertising, public meetings)
- Act as Liaison between project engineer, the State, and FEMA
- Attend workshops and meetings related to the development and submission of the application

Post-Award Grant Management Activities: (services associated with administering Federal disaster assistance)

- Record-keeping and financial management
- Environmental clearance procedures
- Real property acquisition procedures under Uniform Act
- Equal employment opportunity requirements
- Project Management (e.g. quarterly reports, reimbursement requests)
- Technical Monitoring (e.g. site visits, technical meetings)
- Monitor and evaluate the progress of the mitigation activity in accordance with the approved SOW and budget
- Project close-out assistance

*Please specify actual tasks to be performed under each of these categories.

- II. **Statement of Qualifications:** The City of Smithville is seeking to contract with a competent management consultant firm that has had experience in grants/contracts management. Please provide the following information:

- Brief history of the proposing entity, including general background, knowledge of and experience working with the relevant agency
- Related experience in applying for federally funded construction projects

- A description of work performance and experience with HMGP including a list of at least 3 references from past local government clients
- A statement substantiating the service provider’s resource and the ability to carry out the scope of work requested in a timely manner
- Describe the service providers capacity to perform as well as resumes of all employees who will or may be assigned to provide services if your firm is awarded a contract through this solicitation

****Pre-Award costs must have been incurred after the date of disaster declaration (HMGP). Pre-Award cost must be identified as separate line items in the cost estimate of the application. Costs associated with implementation of the activity but incurred prior to Federal award or final approval are not eligible. If an award is not made, Pre-Award costs will not be reimbursed by FEMA. Pre-award costs are reimbursed when the project is approved and funded.***

Note: Projects with specialized or complex technical information such as drainage projects will include two phases. Phase 1 will be for developing Hydrological and Hydraulic Studies, feasibility studies, and other technical studies. After Phase 1 deliverables have been developed and analyzed, a new BCA will be performed and any necessary changes will be made in the Scope of Work and Budget. When Phase 1 deliverables have been approved by TDEM and FEMA, Phase 2 funding will follow.

- III. **Proposed Cost of Services:** These include a proposed cost by project of what you or your firm feels is appropriate for each area of the Scope of Work. Please note that the City will not use lowest/best bid as the sole basis for entering into this contract.

**** If an award is not made, pre-award expenses will not be reimbursed by FEMA. Pre-award expenses are reimbursed when the project is approved and funded.***

- IV. **Affirmative Action:** The City of Smithville is an Affirmative Action/Equal Opportunity Employer and strives to attain goals for Section 3 of the *Housing and Urban Development Act of 1968 (12 U.S.C. 1701u)* as amended.
- V. **Evaluation Criteria:** The City of Smithville will score and rank all eligible respondents. Proposals received will be evaluated and ranked according to the following criteria:

Criteria	Maximum Points
Experience	40
Work Performance	30
Capacity to Perform	25
HUB / Affirmative Action	5

- VI. **Submission Requirements:** Please submit three (3) copies of your proposal to:

Robert Tamble, City Manager
 PO Box 449 / 317 Main Street
 Smithville, TX 78957-0449

- VII. **Deadline for Submission:** Proposals must be received no later than **2:00pm October 21, 2019.**