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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) grant programs to include Hazard Mitigation Grant Program (HMGP)

To All Interested Parties:

Attached is a copy of the City of Smithville's Request for Qualification (RFQ) for pre-award and post-award engineering services. These services are needed for the development of a Notice of Intent (NOI)/ budget / BCA / scopes of work / draft specifications for the preparation of FEMA Hazard Mitigation Assistance application for a city drainage improvement project. Services are also necessary for the preliminary and final design plans, bid documents, and necessary interim and final inspections required by the City of Smithville for the implementation of the HMA grant if the City of Smithville is awarded a State contract through the Texas Division of Emergency Services (TDEM).

The submission requirements and deadline for this proposal are included on the attached Request for Qualification (RFQ) form. Please submit a proposal of services and statement of qualifications 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: RFQ for Engineering Services

Request for Qualifications for Engineering/Architectural Services

The City of Smithville is seeking to enter into an **engineering services** contract with a State of Texas-registered engineer to assist with pre-award and post-award engineering services of its proposed HMA project(s) if funded by FEMA through TDEM. The City of Smithville intends to seek funding in support of a city drainage project under the Hazard Mitigation Grant Program (HMGP).

The following outlines this Request for Qualifications.

- I. **Scope of Work:** The engineering contract will encompass all project-related engineering services to the City of Smithville, including but not limited to the following:

Pre-Award:

- Development of Notice of Intent (NOI)
- Application Development including Scope of Work and schedule
- Preliminary cost estimates
- Provide assistance regarding feasibility and effectiveness
- Benefit Cost Analysis (BCA)
- Tables and supporting documentation for applications
- Respond to FEMA/State requests for information (RFI)

Post-Award:

- Preliminary and final design plans and specifications
- Preparation of the bid packet
- Conduct all field testing and inspections (interim and final)
- Other special services

*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 engineering firm, registered to practice in the State of Texas. 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

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

****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.

IV. **Evaluation Criteria:** Proposals received will be evaluated and ranked according to the following criteria:

<u>Criteria</u>	<u>Maximum Points</u>
Experience	60
Work Performance	25
Capacity to Perform	<u>15</u>
Total	100

The City of Smithville will score and rank all eligible respondents. The City will negotiate a contract with the highest scoring respondent. If a contract cannot be reached, then the City will move down the list until a contract can be agreed upon. The City will issue a task order for the identified Scope #1 and with funding, task order #2.

V. **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.

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 on October 21, 2019.**