



STATE OF TEXAS

Limestone County

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LIMESTONE COUNTY TEXAS

REQUEST FOR PROPOSAL

FOR

HAZARD MITIGATION PLAN UPDATE

FOR

EMERGENCY MANAGEMENT

DUE BY:

November 7th, 2018

FEMA Grant Award Information:

Catalog of Federal Domestic Assistance (CFDA): 97.047

FEMA Award Identification Number: EMT-2018-PC-0001

FEMA Project Number: PDMC-PL-06-TX-2017-002

Project Title: Limestone County Hazard Mitigation Planning Grant

Period of Performance (POP): September 13, 2018 to March 31, 2021

Deadline for Vendor Questions: October 30th 2018 - 5:00PM

1.0 Introduction and Background

Limestone County Texas is located in Groesbeck, which is in Central Texas.

We are soliciting proposals from qualified firms/individuals to update the Limestone Emergency Management's existing Hazard Mitigation Plan.

The existing plan was completed in April, 2014.

The current plan will be provided on request

2.0 Scope of Service

The plan update would include the following –

Research/update the frequency of occurrence

Update the vulnerability to chosen disasters

Workgroup meeting, preparation and communication time

Update the general community profile

Create, update and revise hazmat strategies

The final product would include the following – One (1) copy of the County All Hazards Mitigation Plan in a comb-bound format

A digital copy of the Limestone County All Hazards Mitigation Plan in Microsoft Word format on a CD-ROM or USB Drive

A digital copy of the Limestone County All Hazards Mitigation Plan in Adobe PDF format on a CD-ROM or USB Drive

Digital copies of maps in the plan in Adobe PDF format on a CD-ROM or USB Drive

Color maps in hard copy format

Drafts of public meeting notices and resolutions

3.0 Contractual Requirements

As this plan will be funded through a grant, the selected consultant is expected to provide documentation of time spent developing the plan and to adhere to the budget. Reports will be due on the last workday of every month listing the work provided and hours spent on the project. The consultant shall provide a copy of first drafts, final drafts and the approved plan.

At the end of the plan development process, Limestone County and LEM each require two copies of the final draft (one goes to FEMA). A color digital version in original (editable Word document) and PDF format is also required. Limestone County must receive approval from FEMA to determine that the contractor has met its contractual obligation. Final payment will not occur until after the plan is FEMA-approved. The contractor must agree to revise and modify the plan and provide responses back to LEM/FEMA until the plan is approved.

This grant-funded project shall be a lump sum contract for consultant services. All expenditures by the consultant including labor, supplies, travel and printing shall be included in the proposal price – there will not be any allowable reimbursables.

4.0 Contract Term/Project Timeline

Provide a timeframe in your proposal listing each phase's dates using an awarded date of mid September 2018. The plan needs to have final approval by FEMA by March 31, 2021.

5.0 Vendor Questions

The deadline for vendor questions is 2:00 PM CT, October 30th, 2018. Email all questions to Matt Groveton at matt.groveton@co.limestone.tx.

6.0 Grant In-Kind Match

HMP Grant includes an in-kind match. Consultant will be working in conjunction with The Limestone County Emergency Management Coordinator in that regard.

7.0 Public Records and Confidential Information

It is the intention to maintain an open and public process in the solicitation, submission, review, and approval of procurement activities. Proposal records will not be available under an open records request prior to the award of the contract.

Any proposals submitted in conjunction with this request will become a public record and consequently, open for complete public inspection. If there are confidential or proprietary sections of proposals which should be exempted from this requirement, Proposer(s) must notify Limestone County through a written request.

Notification of the county's determination on such requests will be made prior to release of any of the information in the proposal.

Information cannot be kept confidential unless it is a trade secret.

Trade secret could mean information, including formula, pattern, compilation, program, device, method, technique or process to which all of the following apply:

1. The information derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use.
2. The information is the subject of efforts to maintain its secrecy that are reasonable under the circumstances.

8.0 Proposal Submittal/Required Information and Format of Response

Provide one original (hard-copy unbound proposal) and two bound proposal copies.

To assure similarity in proposal presentation and allow the evaluation team to easily compare competitive proposals, proposer shall include the materials in the order as described below and sections should be separated by tabs. Failure to provide all requested information below may result in the rejection of your proposal.

TAB 1 — INTRODUCTION

This section should include an overall description and understanding of the Limestone County project. Describe how you will fulfill the scope of service as requested in Section 2.0, addressing each task. Describe your study process as it relates to each task.

TAB 2 — COMPANY OVERVIEW/ORGANIZATIONAL QUALIFICATIONS

Identify the principal and support staff who will be assigned to this project. Define the capacity in which each individual would be working on the project. Provide a resume of each individual assigned to the project. Specifically include experience in similar type projects.

TAB 3 — APPROACH TO AND TIMELINE FOR PROJECT

Detail the overall and specific approach you or your company would take to lead and assist the County in this project. Include a projected timeline with major milestones. Also, list the estimated amount of time Limestone County staff must be involved in each phase of the project for a successful implementation. Include public meetings in your timeframe. Provide the information you would need from Limestone County or any municipalities in the County for you to complete this project.

TAB 4 - CONTRACT TERM/TIMELINE

Provide a timeframe in your proposal listing each phase's dates using an awarded date of mid

September 2018. The plan needs to have final approval by FEMA by March 31, 2021.

TAB 5 — EXPERIENCE IN SIMILAR TYPE PROJECTS

Provide a minimum of three and a maximum five similar projects that were completed within the past five years. Include project description, date of project, client name, address, contact name with phone number and email.

Provide the FEMA approved Hazard Mitigation Plans prepared by you or your firm. The plan could be provided in your proposal on CD-ROM or USB Drive or noted as a URL Link.

TAB 6 — ADDITIONAL PERTINENT INFORMATION

This section shall include any additional information the proposer deems necessary that is relevant to this project.

9.0 Contact Information Regarding Procurement Issues:

Natasha Badgett

Limestone County, Purchasing Coordinator

(254) 729-3817

natasha.badgett@co.limestone.tx.us

10.0 Clarification and/or Revisions to the Specifications and Requirements

Proposer must examine the RFP documents carefully and before submitting a Proposal may request clarification. A Proposer's failure to request additional information or clarification shall preclude the Proposer from subsequently claiming any ambiguity, inconsistency, or error.

Limestone County will issue responses to inquiries and any other corrections or amendments it deems necessary in written addendum prior to the Proposal due date. Proposers should rely only on the representations, statements or explanations that are contained in this RFP and the written addendum to this RFP. Where there appears to be a conflict between the RFP and any addendum issued, the last addendum issued will prevail.

It is the Proposer's responsibility to assure receipt of all addenda, which would be posted on the County's website at <http://www.co.limestone.tx.us/>. Upon posting, such addenda shall become part of the RFP and binding on Proposer(s).

11.0 Company Interviews

Companies may be asked to make a verbal presentation to the evaluation committee. Such presentations will provide firms with the opportunity to answer any questions that the evaluation committee may have on the proposal. However, the proposal should be completed on a comprehensive basis with the expectation that a verbal presentation may not be considered necessary by the evaluation team.

12.0 County Reservation Limestone County reserves the right to accept or reject

, any or all proposals, in whole or in part, as deemed in the best interest of the County.

a. This proposal request does not commit Limestone County to make an award or to pay any costs incurred in the preparation of a proposal in response to this request.

b. The proposals will become part of Limestone County's files without any obligation on Limestone County's part.

c. The proposer shall not offer any gratuities, favors, or anything of monetary value to any official or employee of Limestone County for any purpose.

- d. The Company shall report to Limestone County any manufacturer product price reductions, model changes, and product substitutions. No substitutions are allowed without prior approval from Limestone County.
- e. Limestone County has the sole discretion and reserves the right to cancel this proposal and to reject any and all proposals received prior to award, to waive any or all informalities and or irregularities, or to re-advertise with either an identical or revised specification.
- f. Limestone County reserves the right to request clarifications for any proposal.
- g. Limestone County reserves the right to select elements from different individual proposals and combine and consolidate them in any way deemed to be in the best interest of Limestone County.

13.0 Closing Date

Proposals will be received up to 5:00 pm CT November 7th, 2018.

14.0 Proposal Submittal

Send or deliver proposals to –

Limestone County Emergency Management
Attn: Matt Groveton
1221 E. Yeagua
Groesbeck, Texas 76642

Mark on the outside of your proposal **“Hazard Mitigation Plan Proposal”**

15.0 Taxes

Limestone County Texas is Tax Exempt.

16.0 Method of Procurement

The method for this procurement is competitive proposal, pursuant to the Limestone County Procurement Policy as adopted by the Limestone County Commissioners Court on September 28th, 2015 which will be provided upon request.

After submission of the written proposal, qualified proposers may be requested to make an oral presentation to a committee responsible for making final recommendations. The process allows for confidential negotiations and revisions.

17.0 Venue

This agreement will be governed and construed according to the laws of the State of Texas. This agreement is performable in Limestone County.

18.0 Status of Proposal

Upon award, proposals will be considered public record and details will be posted online. Information on status could be obtained from Limestone County’s web site

<http://www.co.limestone.tx.us/>.

LIMESTONE COUNTY PROPOSAL & PRICING FORM **Hazard Mitigation Plan Update**

Proposals Due: November 7th, 2018 -- 5:00 pm
Send/Deliver Proposals To: Limestone County Emergency Management

Attn: Matt Groveton
1221 E. Yeagua
Groesbeck, Texas 76642

LUMP SUM PROJECT COST \$ _____

Provide all information as requested in final section

Firm Name:

Authorized Signature:

Print name:

Title:

Date:

Address:

City/State/Zip:

Phone/Fax:

E-mail: