

# Request for Proposals (RFP)

## Flood Mitigation Assistance (FMA)

### Grant Program Management Services

Pamlico County anticipates receiving funding for non-disaster Flood Mitigation Assistance Program (FMA 2019) project award in the amount of \$1,078,187.00 by North Carolina Emergency Management (NCEM) for housing elevation for an estimated 7 units. The County is soliciting proposals for Grant Program Management Services to assist the County in the management and execution of this project in compliance with all applicable requirements under the 2019 Flood Mitigation Assistance (FMA) program.

#### **Scope of Services:**

Grant Program Management services shall include, but are not limited to, standard tasks necessary for the implementation of the project in conformance with the following compliance areas:

1. Develop comprehensive administrative guidelines for management of the program-funded elevation activities, including procedures for financial management, construction procurement, and construction management and inspection; coordination of required structural engineering and building inspection services; coordination of NFIP, local ordinance and NC State Building Code compliance activities; review of duplication of benefits procedures;
2. Provide Federal- and state-required civil rights, environmental, labor standards, audit, and general procurement compliance as mandated by the grant agreement(s) executed by the County.
3. Assist with procurement of a structural engineering firm, surveyor, and asbestos inspector. Scheduling and coordination of these additional professional services.
4. Coordinate with the local building inspection department and consult structural engineer during structural feasibility analysis, development of general elevation specifications, and preparation of an individual elevation work write-up i.e. coordinate the process from feasibility to bidding with the engineer.
5. Solicit local/regional elevation contractors to assure compliance with the project schedule
6. Manage the construction bid/award process
7. Provide periodic inspections to monitor the progress of the work
8. Authorize payment to other consultants and elevation contractors
9. Supervise the requisition process and coordination of project financial management with the County finance officer
10. Maintain detailed case files for the units included in the project, as well as general project compliance files.
11. Attend preconstruction conferences with homeowners and contractors; function as grantee/government/contractor liaison during construction.
12. Completion of all required reports and documentation.
13. Assistance with Financial Reimbursements Forms.
14. Setting up and managing official records.
15. Service Delivery and Program Management for all housing activities.

The services will not include the disbursement or account of funds distributed by the County's Finance Officer, legal advice, fiscal audits, or assistance with activities not related to the FMA project.

**Proposal Submission:**

Submissions provided to the County shall include at a minimum:

1. Individual or Firm Information:
  - the firm’s legal name, address, and contact information
  - principal(s) of the firm
  - specific individuals responsible for management of the program to include their experience and qualifications
2. Similar Grant Program Management Experience:
  - description of specialized experience and technical competence of the staff to be assigned to the project with respect to FMA program management,
  - description of firm’s prior experience, including any similar projects, location, total construction cost, and name of local official knowledgeable regarding the firm’s performance.
  - three references;
3. Consultant/ Firm Capability:
  - description of firm’s current work activities,
  - capability of carrying out all aspects of FMA related activities,
  - firm’s anticipated availability during the term of the project;
4. Cost of Services: Indicate fees for various service components and explanation of the basis for the fees; and
5. Documentation of compliance with state and federal debarment/ eligibility requirements.

**Proposal Evaluation Criteria:**

Proposals for Program Management services will be evaluated by a committee consisting of the County Manager, Director of Public Services, and the Emergency Planner. Proposals will be considered on an equal competitive basis. The County reserves the right to waive any informality or reject all proposals. There is no expressed or implied obligation for the County to reimburse responding firms for any expense incurred in preparing for or responding to this RFP. The following criteria will be used in the evaluation process:

1. General Qualifications, Competence and Reputation of Firm or Individual Consultant	20 points
2. Prior FMA or Similar Infrastructure Grant Experience of Firm or Individual Consultant	20 points
3. Qualifications of Actively Involved Staff (assigned staff members of Firm or Consultant)	20 points
4. Ability to Address Local Needs	15 points
5. Availability	15 points
6. Cost of Services	10 points

Respondents may review the 2019 Flood Mitigation Assistance (FMA) application which includes a description of the proposed project including activities, budget, schedule, and other pertinent information by visiting the Pamlico County Office of Emergency Management during regular office hours.

Proposal information must be received no later than August 15, 2022 at 11:00 AM at the following location or by email to [pc911@pamlicocounty.org](mailto:pc911@pamlicocounty.org)

Pamlico County Emergency Management  
PO Box 776  
202 Main Street  
Bayboro, NC 28515

For more information contact:  
Autumn Hardison  
[pc911@pamlicocounty.org](mailto:pc911@pamlicocounty.org)  
252-745-4131

Pamlico County is an Equal Opportunity Employer and invites the submission of proposals from minority and women-owned firms and other Historically Underutilized Businesses. Pamlico County invites the submission of proposals from a certified Section 3 business concerns. (Section 3 applies if the contract is over \$100,000 for non- construction contracts)

Upon selection of a qualified consultant, Pamlico County may enter into contractual agreements with the consultant, based upon the planning and management needs to be determined by the County and prospective funding agencies. Such agreements shall contain all necessary provisions as required by the granting agency and any other applicable federal, state, or local agency. Following contract negotiations with the planning and management consultant, the County plans to undertake a similar effort to procure professional engineering services required for the elevation, reconstruction, and/or additional engineering components of the grant program projects. This is not a request for professional engineering services.

This information is available in Spanish or any other language upon request. Please contact Autumn Hardison at 252.745.4131 or visit 202 Main Street in Bayboro, NC for accommodations of this request.

Esta información está disponible en español o en cualquier otro idioma a pedido. Comuníquese con Autumn Hardison al 252.745.4131 o visite 202 Main Street en Bayboro, NC para las adaptaciones de esta solicitud.