

Request for Qualifications

A sealed Statement of Qualifications (SOQ) plainly marked in lower left corner of envelope, "RFQ for Professional Grant Management and Engineering Services", shall be submitted to the General Manager of Fort Bend County Municipal Utility District No. 25 no later than **November 3, 2017 at 2:00 p.m.**

Fort Bend County Municipal Utility District No. 25, hereinafter described as "FBMUD25" or "the District", intends to enter into a contract for professional grant management services for the purpose of disaster recovery services related to a Presidentially Declared Disaster.

BACKGROUND

FBMUD25 incurred damages to some of its facilities as a result of Hurricane Harvey starting on August 23, 2017, which was a Presidentially Declared Disaster (DR-4332). FBMUD25 performed emergency protective measures to eliminate or lessen immediate threats to lives, public health, or safety and eliminate or lessen immediate threats of significant additional damage to public and private property.

FBMUD25 is seeking the services of a consultant or consultants in disaster management, emergency protective measures, planning, education, financial services, architectural and engineering services related to disaster recovery and hazard mitigation from major storm and flood events as well as other disaster perils; and assistance with the processes involved in applying for and submitting claims, receiving and managing Public Assistance and Hazard Mitigation grant funding from the Federal Emergency Management Agency (FEMA); in addition to other grant funding opportunities such as the Hazard Mitigation Grant Program, Community Block Grant Disaster Program (CDBG-DR), and State level funding pursuits.

FBMUD25 has entered into emergency engagement with a firm to provide a variety of services to stabilize critical facilities and take emergency protective measures. To date, these services include damage assessment, work site safety assessment, strategic planning, initial scoping, and oversight for emergency protective measures and emergency work. Additionally, this emergency engagement covered assistance in preparing documentation for grant proposals and establishing financial oversight and auditing to ensure compliance with FEMA policies and Federal regulations and procedures.

FBMUD25 is embarking upon a competitive process to obtain a consultant to provide on-going planning, oversight, and application processing support for the completion of emergency protective measures, permanent work, and hazard mitigation resulting from disasters; including reviewing strategic plans, project scopes, applications, and internal controls and processes for procurement, invoicing and claiming, and developing benefit cost analyses. These services will be used for the current hurricane event and for future presidentially declared emergencies or major disasters. The selected consultant also will be on call to assist FBMUD25 to deal with Federally-declared emergencies and disasters during the term of the contract.

FBMUD25 is seeking to enter into an agreement with a consultant demonstrating expertise and extensive experience in the disaster recovery, hazard mitigation, and architectural-engineering processes. The vendor must be capable of meeting FBMUD25's requirements as outlined in the Scope of Work set out below. District Staff will score proposals per the below evaluation criteria.

INSTRUCTIONS

Respondents are to follow the instructions indicated below in responding to this Request for Qualifications (RFQ). Any request for further explanation or additional details must be submitted in writing no later than **5:00 p.m. on October 30, 2017**. Please direct any inquiries to Mary Moore Hayes at mmhayes@waterdistrict25.com.

All SOQs received will be reviewed internally by the District's General Manager and Staff and ranked based on the criteria shown in this RFQ. Once a final selection has been made, an agreement will be negotiated with the top ranked firm(s). The proposed negotiated agreement(s) will be considered by the District's Board of Directors for discussion and possible action at its regular board meeting.

The District is asking qualified firms to prepare a definitive SOQ that addresses the Scope of Work set out below and conforms to the following instructions. The SOQ of the Respondent and all sub-consultants shall include the following:

- A maximum two (2) page cover letter introducing the firm, indicating the local office to perform the work and indicating the principal in charge for such office.
- A list of up to ten (10) projects completed within the last five (5) years demonstrating the firm's experience with similar projects. Include references with current contact name and phone numbers. Referenced projects shall be work performed by the Respondent's current engineering staff. This section shall be limited to ten (10) pages.
- An organization chart that clearly identifies project roles, names, and reporting structure/lines of authority. Include a resume for each individual shown on the organization chart. Resumes should include education, certification(s), years of experience, and specific project experience including role on each project. Resumes should be limited to one page each.

Technical Approach. Respondents must outline their approach to providing disaster recovery services as outlined in the Scope of Work set out below to ensure successful recovery, financial management, program management, grant management and compliance, client service, and close out.

Respondents shall submit a minimum of two (2) written copies of the SOQ and one electronic file in pdf format on a USB drive. By submitting a SOQ, Respondents consent to the District undertaking such investigation as it deems in its best interest to determine a Respondent's qualifications. A Respondent assumes all responsibility for any costs it incurs in preparing a response to this RFQ.

Selection will be based on a Respondent's ability to address the Scope of Work and the qualifications of the firm and individuals assigned to this Project. Factors to be considered are as follows:

- Firm Qualifications - 30 points – Emphasis will be given to firms with experience in FEMA grant management. Also, firms with successful hazard mitigation experience will be given preference.
- Staff Qualifications – 30 points – Emphasis shall be given to staff with experience in disaster recovery and proven grant management.
- Project Approach - 40 points. Project approach will be reviewed for its applicability to the needs of FBMUD25 and the appropriateness of technical approach to manage the disaster recovery grants for FBMUD25.

The District will enter into contract negotiations with the first-ranked Respondent. If the District cannot reach an agreement with the first-ranked Respondent, it will proceed to the next highest ranked, etc.

SCOPE OF WORK

Direct Reporting/Support: The selected Consultant will report directly to the District's General Manager or her designated project manager.

Strategic Planning: FBMUD25 will be challenged with maintaining normal operations while planning and executing permanent repairs/hazard mitigation work to make its facilities resilient for future disasters. The selected Consultant will be responsible for providing advice and oversight in the development of cost-effective, timely, and FEMA-reimbursable project scopes. Respondents should demonstrate that they can recommend solutions to the difficult tasks of ensuring that work is done cost effectively, meets codes and standards, and provides hazard mitigation for future disasters.

Financial Management: FBMUD25 is an applicant for FEMA Public Assistance, 406 Hazard Mitigation, and 404 HMGP grant funds. The selected Consultant shall assist with the submission of all project worksheets for work as well as provide ongoing advice and support for the process. Also, the selected Consultant shall demonstrate its capacity to provide cost effective services including cost estimates in the preparation of project budgets. This function shall report directly to the Financial Manager for FBMUD25.

Disaster Recovery Program Management: Reporting on a regular basis to FBMUD25, the selected Consultant shall provide overall disaster recovery program services. Respondents should recommend an appropriate level of management to coordinate with the District contractors and staff that are delivering the actual work. Services should be limited only to those specific to disaster recovery and hazard mitigation. FBMUD25 is interested in Respondents who will provide the best overall value to FBMUD25.

Engineering Services: Engineering services shall include damage assessment, planning, engineering, and construction management for emergency/permanent repairs and hazard mitigation, on an as-needed basis. The objectives for these services are to pursue federal funding. Final design for facilities may be procured separately.

CONTRACT AND PAYMENT TERMS

Contract Term. The term of the contract shall be for a period of three (3) years with up to two (2) one (1) year renewals at the option of FBMUD25.

Contract Provisions. The contract to be entered into between the selected Consultant and FBMUD25 shall contain negotiated provisions based upon the specific requirements set forth in this RFQ and the selected firm's proposal, as well as FBMUD25 contract provisions. These provisions will be negotiated after the firm is selected.

Payment: The selected Consultant shall be paid per tasks/deliverables upon the completion, review

and approval of same.

Document Ownership: All documents produced for FBMUD25 will be the property of FBMUD25.

Mary Moore Hayes
General Manager
Fort Bend County MUD No. 25