

## Request for Qualifications to Provide Hazard Mitigation Assistance Services

### I. GENERAL INFORMATION

#### A. Purpose

The Southeast Louisiana Flood Protection Authority - East, (Flood Protection Authority or FPA) is soliciting Statements of Qualifications from qualified consultants (“the consultant”) with expertise in the Federal Hazard Mitigation Assistance Program (HMA) issued by the U.S. Department of Homeland Security (DHS), Federal Emergency Management Agency (FEMA), Federal Insurance and Mitigation Administration (FIMA), Mitigation Directorate, Hazard Mitigation Assistance (HMA) Division. The qualified consultant should be familiar with the Building Resilient Infrastructure and Communities (BRIC) program and shall be responsible for preparing FEMA Grant Applications consistent with the BRIC program guiding principles, monitoring construction projects, consultation with agencies to assure compliance with the HMA and or BRIC Program, preparing grant applications and managing grants, as well as other applicable mitigation activities. The selected consultant will provide Grant Application and Grant Management services at a negotiated price when and if federal funds are awarded to the FPA. In addition to having knowledge and experience in federal grant elements, the consultant shall also have the ability and experience in conducting Federal and State of Louisiana agency consultations and grant closeout reporting. The consultant shall have demonstrated experience to assist the FPA in meaningful participation in the HMA and or BRIC process. The consultant should have skill and experience in liaison with GOHSEP and FEMA officials, working on behalf of agencies similar to the Flood Protection Authority and reporting at public meetings as needed. The consultant should have staff members and/or sub-consultants with experience and qualifications in grant management, Federal and State regulatory compliance, and the ability to perform Benefit Cost Analyses using FEMA approved BCA software.

#### B. Submission of Statement of Qualification

1. One (1) original and four (4) copies of the Consultant’s Statement of Qualifications (SOQ) must be submitted to the address located below on or before **Monday, October 5, 2020 at 3:00 p.m.** local time. SOQ’s submitted late will not be considered.

2. Statements of Qualifications should be submitted to:

Director of Engineering  
Southeast Louisiana Flood  
Protection Authority - East  
6920 Franklin Avenue  
New Orleans, LA 70122

3. A copy of this SOQ and any additional information pertaining to this SOQ can be found on the Authority's website at [www.floodauthority.org](http://www.floodauthority.org) under the Business tab – RFQ. Questions regarding the SOQ should be directed in writing to Chris Humphreys, P.E., Director of Engineering Southeast Louisiana Flood Protection Authority East at [chumphreys@floodauthority.org](mailto:chumphreys@floodauthority.org) no later than **4:00 p.m. on Monday, September 21, 2020**. All submitted questions along with the Authority's responses will be posted on the Authority's website no later than **4:00 p.m. on Monday, September 28, 2020**.
4. This Request for Qualifications may be cancelled at any time and any and all SOQ's may be rejected in whole or in part as the FPA may determine that such actions are in the FPA's best interest.

C. Addendum to the Request for Qualifications

This Request for Qualifications shall not be modified in any way except by a written Addendum. Any such written Addendum shall be prepared by the FPA and shall be mailed, or emailed to each Consultant that has notified the FPA of their intent to submit an SOQ as well as posted under the Procurement Section of the FPA's website.

D. Evaluation Criteria and Selection Process

1. Firms must meet the minimum qualifications and requirements set forth in Section II of this Request for Qualifications. A very low rating in any of the categories will be sufficient cause for the rejection of the proposal.
2. Consultant shall state whether the qualifications described in their SOQ are a result of in-house expertise or if a subcontractor fulfills any of the qualifications.
3. Consultants shall provide at least five References along with their contact information.
4. Consultants will be evaluated on the basis of written material submitted and according to the following factors. Selection Process:

ITEM 1 – FIRM'S EXPERIENCE AND SUCCESS IN WINNING AND MANAGING FEMA HMA GRANTS: (Total Possible Points: 25)

- Cumulative Experience on and results of similar projects that include FEMA funding

ITEM 2 – KNOWLEDGE AND BACKGROUND OF STAFF MEMBERS WHO WILL BE PERFORMING THE WORK: (Total Possible Points: 25)

- Adequate staff with knowledge and background to perform the work. Capability of the Team, Professional Competence including education and professional certification. Character of the Team including relevance and substance of experience in Grant Application, Grant Management and FEMA Closeout. (Maximum of 10 resumes) (Up to 25 Points)

ITEM 3 – FIRM’S PROJECT APPROACH TO THE NEEDS SPECIFIED IN SECTION III: (Total Possible Points: 20)

- Up to twenty (20) points will be awarded based on the suitability of the Team’s proposed approach and the suggested process to accomplish the tasks associated with the needs listed in the contract provisions

ITEM 4 – UNDERSTANDING THE BRIC PROGRAM OBJECTIVES AND PRIORITIES AND ABILITY TO DEMONSTRATE THE NEEDS AND PROJECT OBJECTIVES OF THE FLOOD PROTECTION AUTHORITY MATCH OF THESE OBJECTIVES, PRIORITIES AND PERFORMANCE METRICS: (Total Possible Points: 30)

- Understanding of the BRIC Program and ability to Successfully Demonstrate The Needs of Flood Protection Authority (Up to 10 Points)
- Previous work with other agencies, parishes, city entities (Up to 10 Points)
- Innovative Concepts (Up to 10 Points)

TOTAL POINTS     100

In the event two or more respondents receive equal points, an interview will be conducted with each firm. It is the Flood Protection Authority’s discretion to interview any potential respondents to this RFQ. The final selection will be based on the Statement of Qualifications considered most advantageous to the Flood Protection Authority.

II. QUALIFICATIONS

- A. The Consultant shall be a full-service firm with a very high degree of professionalism and significant experience with this service. At least one member of the Consultant firm must be a professional Engineer in the State of Louisiana with at least 10 years of experience.
- B. It is preferred that the Consultant have at least five (5) years experience in performing Grant Applications and Grant Management Services for previous Hazard Mitigation Assistance Programs (HMA).

III. CONTRACT PROVISIONS

- A. The Consultant should be able to meet all of the FPA’s needs including, but not limited to, the following:
  - Work with FPA staff to prepare timely HMA / BRIC grant applications.
  - Coordinate with the Louisiana Governor’s Office of Homeland Security and Emergency Preparedness and FEMA for all requests for information concerning projects.
  - Comply with all grant program mandates and documentation requirements

- Review architectural plans, foundation designs, construction details, elevation certificates and other specifications.
- Conduct Pre-design and pre-construction planning as needed and coordination with the local governments for compliance with building codes
- Make project eligibility determinations.
- Interview contractors and sub-contractors for qualifications, experience, references, insurance and financial stability.
- Review construction packages for contractor bidding.
- Conduct contract closings between contractors, and the FPA.
- Conduct financial tracking of Program funds and payments.
- Inspect construction for compliance with program requirements and to approve milestone payment requests from contractors.
- Coordinate change orders with regard to HMA requested by Contractors.
- Prepare and submit Requests for Payments to GOHSEP
- Develop and submit quarterly progress reports to the FPA and State.
- Provide in Progress Reviews as required to keep the FPA informed on project progress.
- Assist and facilitate FPA staff with the HMA / BRIC process.
- Facilitate required post-mitigation deed restrictions
- Serve as HMA Project Manager for the FPA regarding grant requirements. Project management services cover all tasks from the application process through closeout of projects as required by grant guidelines.

B. Scope of Work and Payments associated with this contract will be in accordance with Task Orders issued by the FPA. Task Orders will be issued in accordance with HMA awarded individual hazard mitigation grants and BRIC awarded grants received by the FPA or in accordance with tasks desired by the FPA in support of hazard mitigation activities. No payments are intended or implied outside of specifically negotiated Task Orders. This contract has a period of performance of three years (36 months) consisting of one base and two option years.

#### IV. FORM OF PROPOSAL

- A. Cover Letter – Include the name of the contact person for the Consultant. Acknowledge receipt of any Addenda that may be issued by the Flood Protection Authority.
- B. Project Approach – Describe the Consultant’s approach to the needs specified in Section III – Contract Provisions.
- C. History of the Firm – Provide a detailed history of the Consultant’s firm and prior experience that relates to this project. Consultant must list in tabular form all governmental bodies for which the firm currently is or has

previously had under contract for the project management of HMA projects since 2005 including the funding year, the project description and the Consultant's role.

- D. Project Manager & Staff Background – Provide detailed biographical information on the individual who will manage the Flood Protection Authority HMA grant project, including education, training, and experience. Include Staff members who would be assigned to act for Consultant's firm and the functions assigned to each.
- E. References – List the names, addresses, and phone number of at least five (5) references for whom the Project Manager's firm has provided similar services. Please provide a list of services that these references have utilized.
- F. Qualifications – Describe in detail how the Consultant meets the requirement of Section II – Qualifications of the Request for Proposal.
- G. Innovative Concepts Present innovative concepts, if any, not discussed above for consideration.
- H. Other – Include any other pertinent information that may be used by the FPA to evaluate the proposal (limited to 3 pages).

The Advocate to run:

Monday, September 14, 2020

Monday, September 21, 2020

Monday, September 28, 2020

Daily Journal of Commerce to run:

Monday, September 21, 2020