



SHERIFF
East Baton Rouge Parish
Post Office Box 3277
Baton Rouge, Louisiana 70821

SID J. GAUTREUX, III
SHERIFF & TAX COLLECTOR

225-389-5000

www.ebrso.org

REQUEST FOR PROPOSAL

TO PROVIDE EXPERT CONSULTING SERVICES FOR DISASTER

RESPONSE, RECOVERY, GRANT MANAGEMENT AND

ARCHITECTURAL / ENGINEERING

EMERGENCY REQUEST

August 2016

1. SECTION I — BACKGROUND/PURPOSE OF THE RFP

A. SID J. GAUTREAU, III, SHERIFF OF EAST BATON ROUGE PARISH (CLIENT) is a [**INSERT DESCRIPTION OF DEPARTMENT AND DUTIES, INCLUDING LOCATIONS**] *The East Baton Rouge Parish Sheriff's Office (EBRSO) is the primary law enforcement agency of [East Baton Rouge Parish](#), and has [jurisdiction](#) anywhere in the parish. It falls under the authority of the [sheriff](#), who is the chief law enforcement officer of the parish. The sheriff's office employs approximately 906 deputies, making it one of the largest law enforcement agencies in the state of [Louisiana](#). The office's mission is to be a leader public safety, community services and crime control. The sheriff is responsible for maintaining all substation though out the parish, tax office, civil office and EBR prison.*

B. CLIENT is seeking the services of expert 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.

CLIENT is embarking upon a competitive process to obtain a firm or firms 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 flood claims and for future presidentially-declared emergencies or major disasters. The firm or firms selected will be on call to assist CLIENT in dealing with Federally-declared emergencies and disasters during the term of the contract.

- C. CLIENT is seeking to enter into an agreement for a period of three (3) years, with up to two (2) one-year (1) extension options mutually agreed upon, with a vendor demonstrating expertise and extensive experience in the disaster recovery, hazard mitigation, and architectural-engineering processes. The vendor must be capable of meeting CLIENT's requirements as outlined in the Scope of Services/Scope of Work. The ultimate decision for selecting a firm shall be made by the Evaluation Committee using criteria included in this RFP to determine the ability of the firm to provide the services requested.
- D. All questions should be submitted in writing. Proposals must be received *via* email listed no later than the date and time listed below. No late proposals will be accepted.

Questions regarding this RFP should be addressed to:

Stephin Henderson
 Purchasing and Property Risk Manager
 East Baton Rouge Sheriff's Office
 222 St. Louis Street
 Baton Rouge, LA 70802
 Telephone: 225-389-4833
 Facsimile: 225-389-8258
shenderson@ebrso.org

2. SECTION II - RFP TIMETABLE

Release Date for Request for Proposal:	09/07/2016]
Deadline for Questions:	[09/12/2016 12pm]
Proposal Due Date:	[09/12/2016 3pm]
Selection Date:	[Tuesday 9/13/2016]
Contract Start Date:	[Wednesday 9/14/2016]
Contract End Date:	1 Year from start date]

Evaluation:

The owner may use an Evaluation Committee that shall select a firm based on criteria included in this RFP.

Contact Person:

Any questions regarding this RFP should be addressed to:

Stephin Henderson
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All substantive questions must be received in writing *via* e-mail prior to September 12, 2016 and before 12pm. Proposals must be submitted in accordance with the requirements of this RFP by September 12, 2016 and before 3pm. Late proposals shall not be accepted.

3. SECTION III - SCOPE OF SERVICES/SCOPE OF WORK

CLIENT incurred major disruption and damages resulting from flooding in August 2016 which was declared a major disaster by the President of the United States, FEMA-4277-DR-LA, on August 11, 2016.

During the incident period of August 11, 2016, and continuing, heavy rains and flooding caused significant damages in Livingston Parish. The Livingston Parish Sheriff's Office (LPSO) 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 or private property.

During the emergency period, the CLIENT used force account labor to protect facilities and property from further damage and remediate health and safety issues.

During the emergency period, the CLIENT retained the assistance for emergency remediation and recovery firms to provide overall strategic planning and project scoping and management as well as damage assessment, environmental safety and health assessments, abatement oversight, education and planning services related to the FEMA application process.

CLIENT is a Sheriff applicant for FEMA Public Assistance (PA) and 404 Hazard Mitigation Grant Programs (HMGP) grants.

VENDOR QUALIFICATION REQUIREMENTS

1) *Respondents must complete and meet the qualifications of the questionnaire which follows.*

MINIMUM QUALIFICATION QUESTIONNAIRE

Disaster and Project Management	Prior Experience	Catastrophic Flood, Wind, Experience	If YES, for what organization(s) did you provide these services? List Organization Name(s)c
Experience in managing response and recovery for a Federal disaster declaration?	Y N	Y N	
Experience in local or state emergency disaster response and recovery? (Non-Federal)	Y N	Y N	
Experience with FEMA Public Assistance (PA) policy, programs and protocols?	Y N	Y N	
Experience with FEMA-Federal disaster recovery procurement and reimbursement?	Y N	Y N	
Experience with capital projects, life-cycle costing, and smart use of technology?	Y N	Y N	
Experience with FEMA's Risk MAP program and flood risk reduction initiatives?	Y N	Y N	
Demonstrated expertise and extensive experience in managing design and construction/re-construction related to	Y N	Y N	
Experience with FEMA HMGP 406/404 FEMA programs	Y N	Y N	
Experience working with FEMA and LA GOHSEP on major disasters?	Y N	Y N	

Signature: _____

Title: _____

Date: _____

1) **General Conditions:**

a) The Consultant may choose to assemble a team solely for this engagement. The Consultant will report directly CLIENT or their designate. The firm will also provide direct support to the Chief Financial Officer and others as directed by the Sheriff.

2) **Strategic Planning**

a) CLIENT is currently challenged with maintaining normal operations while planning and executing permanent repairs/hazard mitigation work to harden and make its facilities resilient for future disasters. The consultants will be responsible for providing advice and oversight in the development of cost-effective, timely, and FEMA reimbursable project scopes. Proposers 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. This function shall report directly to the President or his designate.

3) **Finance**

a) CLIENT is an applicant for FEMA Public Assistance, 406 Hazard Mitigation, and 404 HMGP grant funds. This effort is being centrally managed by the Chief Financial Officer. In the initial emergency engagement CLIENT set up invoice review, accounts payable and claiming processes consistent with FEMA regulations. The consultant shall assist with the submission of project worksheets for permanent and hazard mitigation work as well as providing ongoing advice and support for the process. Also, the consultant shall demonstrate its capacity to provide cost effective services including cost estimation services in the preparation of project budgets. This function shall report directly to the Chief Financial Officer.

4) **Disaster Recovery Program Management**

a) Reporting on a regular basis to the CLIENT, the Consultant shall provide overall disaster recovery program services. The proposers should recommend an appropriate level of management to coordinate with the contractors and staff doing the actual work. Services should be limited only to those specific to disaster recovery and hazard mitigation.

b) CLIENT is interested in proposers that will provide best overall value to the CLIENT.

5) **Architectural and Engineering Services**

a) Architectural and engineering services shall provide damage assessment, planning, and conceptual design for emergency/permanent repairs and hazard mitigation, on an as needed basis. The objectives for these services are for the pursuit of federal funding. Final design and engineering for each facility may be procured separately.

4. **SECTION IV — PROPOSAL PROCEDURES AND REQUIREMENTS**

Proposals must include the following:

Proposal Package Submission Requirements.

Proposal packages must be submitted and delivered in person and sealed to Stephin Henderson, Purchasing and Property Risk Manager, East Baton Rouge Sheriff's Office, 222 St. Louis Street, Baton Rouge, LA 70802 no later than [3pm] CST, and must include the following:

- a) Original required forms, contract exception requests, proposal, and 3 copies of each must be included
 - i) *Late or incomplete submissions will not be considered.*
 - ii) **Proposal Elements:**
 - (1) **Cover letter** submitted to Evaluation Committee signed by an individual authorized to enter into a contract. The letter should be dated.
 - (2) **Title page** should include the proposal title “Request for Proposals to Provide Expert Consulting Services for Disaster Response, Recovery, and Management,” Firm or Team name, principal contact name, address, tax ID number, phone number and email.
 - (3) **Executive Summary** should provide an overview of the proposer’s proposal.
 - (4) **Approach / Technical Proposal** should provide the proposer’s approach to providing disaster recovery and mitigation services to ensure the full recovery of the [SHERIFF SHERIFF], identification of potential mitigation actions, pursuit of federal aid and grants,
 - (5) **Cost Proposal [Including completion of Attachment B]** shall provide hourly rates by discipline and title. These costs may be subject to a negotiation after evaluations are completed, but before award. [SHERIFF] may require a best and final offer.
 - (6) **Firm Background and Organization** should include a description of the company and resumes for staff assigned to the project.
 - (a) A list of similar engagements and client references which demonstrate your firm’s expertise in working with government agencies and meeting their critical, unique needs.
- 2) **Describe for each of the following:**
 - a) **Strategic Planning.** Planning will be needed for a series of major and minor projects. Given CLIENT’s needs for brief time frames, coordination with ongoing operations, and financial controls, please address the following.
 - (1) Project methodology and approach.
 - (2) Description of specific deliverables to be provided.
 - (3) Description of proposed staffing and expertise.
 - (4) **No more than one page.**
 - b) **Finance.**
 - (1) Provide a proposed methodology to support CLIENT's FEMA Public Assistance and 404/406 Hazard Mitigation funding processes.
 - (2) Provide a description of specific deliverables that you would provide.
 - (3) Please provide a description of your proposed staffing and their expertise?
 - (4) **No more than one page.**

- c) **Disaster Program Management.**
 - (1) Approach and relevant project experience in managing projects for similar organizations.
 - (2) **No more than one page.**

- d) **Architectural and Engineering Services.**
 - (1) Approach and relevant project experience in managing projects for similar organizations.
 - (2) **No more than two pages.**

- e) **Rate Schedule.**
 - (1) The Contractor shall be expected to produce invoices that indicate total hours worked, hourly rates, and types of work done.
 - (2) Contractor must complete Attachment B.
 - (3) Please provide hourly rates. Rates to include all expenses. No other charges will be made to CLIENT other than hourly rates unless agreed to in writing by CLIENT.

- 3) **Evaluation Criteria.** Proposers must demonstrate minimum qualifications by completing the "Minimum Qualifications Questionnaire." Only those firms that meet these standards shall be evaluated. Qualified firms will be evaluated based on the following (in order of priority):
 - a) **Depth and technical expertise of staff.**
 - i) Does the firm have the resources available to evaluate and prepare the analysis needed to provide a roadmap to ameliorate CLIENT current challenges?
 - ii) Also can the firm develop a plan that prepares the facilities to withstand the next unplanned disaster?

 - b) **Proven capability working with FEMA and Louisiana GOHSEP.**
 - i) Evaluation will be based on FEMA disaster response and recovery experience with other clients.
 - ii) Extra consideration will be given to experience in Louisiana with the Governor's Office of Homeland Security and Emergency Preparedness. (GOHSEP)

 - c) **Cost (SUMMIT IN SEPARATE ENVELOPE)**
 - i) Rates by category.
 - ii) Ability to provide needed services in a cost effective manner.

 - d) **Demonstrated knowledge of educational infrastructure, equipment, space adjacencies and operations.**

- i) Evaluation will be based on the consultant's prior engagements with government agencies and/or systems and the experience of consulting personnel.
- e) **Demonstrated knowledge of severe flooding and wind damage.**
 - i) Evaluation will be based on previous disaster recovery activities similar to the current flood incident.
 - ii) References

4) PROPOSAL EVALUATION PROCEDURES

- a) **Evaluation Committee** The Evaluation Committee:
 - i) Will be comprised of [SHERIFF] designees who will evaluate the components of this solicitation.
 - ii) Shall evaluate and rate all proposals meeting the Minimum Qualification Requirements. All proposals will be evaluated in accordance with the criteria described in Section IV.
 - iii) Will make a determination to:
 - (1) Award a contract based on initial proposals from all or a "short list" of proposers;
 - (2) Or, conduct discussions/negotiations with all or a "short list" of proposers.
 - iv) May require proposers to give oral or visual presentations in support of their proposals or to exhibit or otherwise demonstrate the information contained therein.
 - v) Reserves the right to waive or modify any mistakes in proposals, if it is in the best interest of CLIENT that are deemed by the Evaluation Committee to be not material.
 - vi) Shall award a contract to the highest rated proposer based on the evaluation factors set forth in the RFP subject to CLIENT's right to reject all proposals.
- b) **Minimum Qualification Requirements:** The Evaluation Committee shall evaluate all proposals received on or before the Proposal Due Date and Time and at the location specified in the RFP to determine whether the proposers meet the Minimum Qualification Requirements. Proposers must meet the minimum qualifications stated in this RFP

EVALUATION PROCEDURE

The successful Respondent(s) will be selected based upon the best response offered to the RFQ. The Parish may reserve the right to select and execute contracts with Respondents from this submittal as funding becomes available. Respondents may be requested to give an oral presentation after submission of responses should the Parish find it necessary.

Evaluation Criteria: Submittals will be evaluated and scored based upon the following criteria:

Criteria	Points Assigned
<u>Firm/Team Qualifications and Experience</u>	40
Preference will be given to firms with experience in working with the East Baton Rouge Parish Government and to firms with knowledge of the parish infrastructure. Firms with additional experience on grant-related projects are preferred.	
<u>Key Personnel Qualifications and Experience</u>	35
Preference will be given to staff who have worked with the East Baton Rouge Parish Government and are familiar with the parish infrastructure. Personnel with additional experience on grant-related projects are preferred.	
<u>Project Understanding</u>	25
The firm's understanding of the project and the Parish's needs associated with project.	

SECTION V - CONTRACT AND PAYMENT TERM OF CONTRACT:

- a) **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 CLIENT.

- b) **CONTRACT PROVISIONS:** The contract to be entered into between the selected proposer and CLIENT shall contain negotiated provisions based upon the specific requirements set forth in this RFP and the selected firm's proposal, as well as CLIENT's Contract Provisions. These provisions will be negotiated after the firm is selected.

- c) **PAYMENT:** The selected firm shall be paid per tasks/deliverables and paid upon the completion, review and approval of the tasks/deliverables.

- d) **DOCUMENT OWNERSHIP:** All documents produced for CLIENT will become the property of CLIENT.

SECTION VI - GENERAL INFORMATION

- a) **STATUS OF INFORMATION CLIENT** shall not be bound by any oral or written information released prior to the issuance of the RFP. CLIENT shall not be bound by any oral or written representations, statements or explanations other than those made 1) in this RFP, or 2) in formal written addenda issued to this RFP.

COMMUNICATION WITH CLIENT Proposers are advised that, from the date this RFP is issued until the award of the contract, no contact with CLIENT or other CLIENT personnel related to this solicitation is permitted, except with **[SHERIFF]**, who has been designated as the contact person.

- 2) **PROPOSER INQUIRIES** All inquiries regarding this solicitation shall be addressed to the contact person named in this proposal by **[3p.m]** CST. All substantive questions should be sent in writing to the contact person. The contact person may orally respond to inquiries of a non-substantive nature. Proposers are advised that CLIENT cannot ensure a response to inquiries.
- 3) **ADDENDA TO THE RFP** CLIENT shall issue responses, in the form of written addenda, to inquiries related to substantive issues and any other corrections or amendments to the RFP it deems necessary prior to the Proposal Due Date. It is the proposer's responsibility to assure receipt of all addenda. The proposer should verify with the designated contact person prior to submitting a proposal that all addenda have been received and shall acknowledge in the transmittal letter the number of addenda issued.
- 4) **MODIFIED PROPOSALS** A proposer may submit a modified proposal to replace all or any portion of a previously submitted proposal up until the Proposal Due Date and Time. The Evaluation Committee shall consider only the latest timely version of the proposal.
- 5) **PROPOSER'S OFFER** A proposal may be withdrawn in writing only prior to the Proposal Due Date and Time. A proposer's offer shall be irrevocable after the Proposal Due Date and Time and until the contract award.
- 6) **COSTS INCURRED BY PROPOSERS** CLIENT shall not be liable for any costs incurred by proposers in the preparation of proposals or for any work performed in connection therewith.

- 7) **DISCUSSIONS-NEGOTIATIONS CLIENT** reserves the right to award a contract on the basis of initial offers received, without discussions. Therefore, each initial offer should contain the proposer's best terms from a programmatic and cost standpoint.
- 8) **CONTRACT AWARD** CLIENT reserves the right to award a contract to a firm other than the proposer offering the lowest overall cost. The contract resulting from this solicitation may be awarded to the highest-rated responsible proposer based on the evaluation factors set forth in the RFP.
 - a) Sheriff Gautreaux Principles;
 - b) CLIENT's Contract Review Committee and [SHERIFF] Executive approval;
 - c) The firm's execution of the contract;
 - d) And, approval by CLIENT/SHERIFF..
- 9) **EQUAL EMPLOYMENT OPPORTUNITY REQUIREMENTS AND MINORITY-WOMEN BUSINESS ENTERPRISE PARTICIPATION FOR THIS RFP.** Unless waived by CLIENT in writing, the proposers must comply with the requirements outlined in the process noted in the completion of the requirements.
- 10) **RFP POSTPONEMENT/CANCELLATION.** CLIENT reserves the right to postpone or cancel this RFP and to reject all proposals.

ATTACHMENT A

PROPOSAL PACKAGE CHECKLIST

I. Submitted in Person:

Addressed to:

Stephin Henderson
Purchasing and Property Risk Manager
East Baton Rouge Sheriff's Office
222 St. Louis Street
Baton Rouge, LA 70802

- a. PDF file(s) of the Proposal Package that include each of the following:**
- i. Proposal cover letter;**
 - ii. Title Page;**
 - iii. Executive Summary;**
 - iv. Approach / Technical Proposal;**
 - v. Acknowledgement of Addenda, if any;**
 - vi. Rate Schedule (Attachment B in RFP) completed;**
 - vii. Firm Background and Organization**

Late proposals will not be considered.

ATTACHMENT B
SCHEDULE – ALL INCLUSIVE HOURLY RATES

DISASTER RECOVERY PERSONNEL	Hourly rate Years 1-3	Hourly rates OPTION YR 1	Hourly rates OPTION YR 2
Principal/Managing Director			
Recovery & Mitigation Program Director			
Recovery & Mitigation Project Manager			
Senior Consultant/Grant/Audit/Specialist			
Consultant/Grant/Audit/Specialist			
Junior Consultant/Grant/Audit/Specialist			
Technical/Field Staff			
Administrative Staff			
ENGINEERING PERSONNEL			
Project Engineer (Professional License)			
Project Manager (Engineering)			
Senior Engineer/Designer			
Structural Engineer/Designer			
Environmental Engineer/Designer			
Flood Engineer/Designer			
Geotechnical Engineer/Designer			
Junior Engineer/Designer			
Engineering Technician			
ENVIRONMENTAL SERVICES			
Principal Environmental Specialist			
Environmental Project Manager			
Senior Environmental Consultant			
Environmental Consultant			
Junior Environmental Consultant			
Asbestos Building Inspector			

HOURLY RATES: Hourly rates per title are set forth above. Rates shall only apply if the Work Order specifies that the method of payment for the performance of services by the Consultant shall be on an hourly basis.

Travel costs will be limited to transportation, and per diem in accordance with federal guidelines.

COMPANY NAME: _____ DATE: _____

AUTHORIZED SIGNATOR: _____

SIGNATURE: _____