

**EXHIBIT A**  
**REQUIREMENTS**

**HIDALGO COUNTY**  
**REQUEST FOR PROPOSAL**

**PROFESSIONAL CONSULTANTING SERVICES**  
**-HAZARD MITIGATION ACTION PLAN**

**RFP NO: 2013-073-00-00-CGA**

**(NIGP Commodity Code: 918)**

Hidalgo County is requesting for sealed proposals from qualified **Consultant(s)** to assist in the development of a New Hazard Mitigation Action Plan. The plan will set the stage for long-term disaster resistance through the identification of actions. Hidalgo County Purchasing Department will receive sealed proposals for the provision and establishment of Consulting Services to develop a Hazard Mitigation Action Plan for Hidalgo County as specified herein. Sealed proposals will be accepted until **9:30 A.M., Wednesday, April 00, 2013. ANY RFP/Q RECEIVED AFTER THAT DATE AND TIME WILL NOT BE ACCEPTED AND WILL BE RETURNED UNOPENED.**

Deliver Submittal to:  
**RFP NO: 2013-073-00-00-CGA**

**US Postal Mail address:**

Martha L. Salazar, CPPB, Purchasing Agent  
Hidalgo County Purchasing Department  
Administration Building  
2812 S. Business Hwy. 281  
Edinburg, Texas 78539

**Physical Address:**

Martha L. Salazar, CPPB, Purchasing Agent  
Hidalgo County Purchasing Department  
Administration Building  
2802 S. Business Hwy. 281  
Edinburg, Texas 78539

**The Submittal Envelope Must Show the RFP Number, Name and Acceptance Date.**  
The following outlines the Request For Proposal:

**SECTION I GENERAL TERMS AND CONDITIONS**

**ADDITIONAL INFORMATION:**

Hidalgo County is requesting that Request For Proposal be routed to Martha L. Salazar, CPPB, Purchasing Agent.

**WRITTEN QUESTIONS WILL BE ACCEPTED VIA FACSIMIL NO LATER THAN** Wednesday, \_\_\_\_\_, 2013 at 5:00 P.M. at (956) 292-7612, and/or **BY EMAIL TO:** [cris.villarreal@co.hidalgo.tx.us](mailto:cris.villarreal@co.hidalgo.tx.us) Responses will be sent to all applicants via facsimile by Friday, \_\_\_\_\_. **TELEPHONE INQUIRIES WILL NOT BE ACCEPTED.**

**DISCLOSURE OF CONFLICT OF INTEREST:**

Effective January 1, 2006, Chapter 176 of the Texas Local Government Code requires that any vendor, person, consultant or contractor considering doing business with Hidalgo County ("the County") to disclose in the Conflict of Interest Questionnaire (the "CIQ") attached as **Exhibit D**, the vendor, person consultant or contractor's affiliation or business relationship that might cause a conflict of interest with the County. By law, the CIQ must be filed with the Hidalgo County Clerk's Office no later than the seventh business day after the date the person becomes aware of facts that require that statement to be filed. The disclosure requirement applies to a person or business who contract or seeks to contract with Hidalgo County for the sale or purchase of property, goods or service. Any purchase order or contract resulting from this process shall be considered null and void if the successful bidder fails to comply with Texas Local Government Code Chapter 176. Vendors, consultants, contractors and others who desire to conduct business with Hidalgo County are encouraged to refer to Texas Local Government Code Chapter 176 for the details of this law. An offense under Texas Local Government Code Chapter 176 is a Class C Misdemeanor.

Please submit complete CIQ forms to the Hidalgo County Clerk's Office located at 100 No. Closner, Edinburg, Texas 78539-Hidalgo County Courthouse **COMPLETION AND SUBMISSION OF FORM CIQ IS THE SOLE RESPONSIBILITY OF THE PROSPECTIVE BIDDER.**

**PROPOSER'S AFFIDAVIT:**

Prior Contract award, respondents to this RFP/Q must submit a signed Proposer's Affidavit (attached herein in **Exhibit E**) certifying that the submission is (1) not the result of Collusion as described in the Proposer's Affidavit, (2) that the Respondent does not have a Conflict of Interest as described in the Proposer's affidavit or that the Respondent has not and will not attempt to lobby directly or indirectly as described in the Proposer's Affidavit.

**NON-DISCRIMINATION:**

Submitters, during the performance of this contract, will not discriminate against any employee or applicant for employment because of race, religion, sex, national origin or disability except where religion, sex, national origin or disability is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor.

**PROCESSING TIME FOR PAYMENT:**

Submitters are advised that a minimum of thirty (30) days is required to process invoices for payment.

**ELECTRONIC TRANSMISSION OF BIDS:**

Hidalgo County's Purchasing Department will not accept telegraphic or electronically transmitted submissions.

**PROOF OF FINANCIAL AND BUSINESS CAPABILITY:**

Submitters must, upon request, furnish satisfactory evidence of their ability to furnish products or services in accordance with the terms and conditions of these requirements. Hidalgo County will make the final determination as to the submitter's ability.

**SUBMITTER DEFAULT:**

Hidalgo County reserves the right, in case of submitter default, to procure the articles or services from other sources and hold the defaulting submitter responsible for any excess costs occasioned thereby.

**RESTRICTIVE OR AMBIGUOUS REQUIREMENTS:**

It is the responsibility of the submitter to review the Request for Proposal/Qualification (RFP/Q) packet and to notify the Purchasing Department if the requirements are formulated in a manner that would unnecessarily restrict competition. Any such protest or question regarding the requirements or bidding procedures must be received in the Purchasing Department not less than seventy-two hours prior to the time set for the opening. These criteria also apply to requirements that are ambiguous.

**HAND DELIVERED PROPOSALS:**

Hidalgo County requires submitters, when hand delivering RFP/Q, to make sure that it is stamped with date and time by the County Purchasing staff.

**SIGNING OF PROPOSALS/QUALIFICATIONS:**

In order to be considered all submittals **must** be signed. **Please sign the original in blue ink.**

**WAIVING OF INFORMALITIES:**

Hidalgo County reserves the right to waive minor informalities or technicalities when it is in the best interest of Hidalgo County.

**SUBCONTRACTING:** The successful submitter may not subcontract the award without the written consent of the Commissioners' Court of Hidalgo County.

**TERM OF CONTRACT:**

The contract will be for a period of two (2) years with the county's option to renew for an additional one (1) year term, at the same rates, terms and conditions. Hidalgo County reserves the right to continue this proposal for an additional sixty (60) day Grace Period at the end of the contract under the same rates, terms and conditions.

**DAVIS BACON ACT: (If Applicable)**

All selected and awarded firms are required to include the Davis-Bacon Act when advertising and developing specifications.

**SECTION II RFP REQUIREMENTS**

**REQUEST FOR PROPOSAL/QUALIFICATION:**

The required contents and limitations for the preparation of the RFP/Q are described in this section. Failure to provide the requested information or adhere to any County limitations will result in disqualification of the submitted RFP/Q. A total of **one (1) original and seven (7) copies** of the RFP/Q shall be submitted to the address on the cover letter.

**CONTENTS:**

The required contents for the RFP/Q are presented below in the order they should be incorporated into the submitted document.

**UNDERSTANDING OF THE PROJECT:**

This section should demonstrate the submitter's understanding of the project needs, the work required, and any local issues or concerns. This description should be concise, candid, and limited to 3 pages in length.

**SCOPE OF SERVICES:**

Hidalgo County is requesting proposals from experienced, qualified consultants in order to establish a **Professional Consulting Services** to provide consulting services to assist in the development of a new Hazard Mitigation Action Plan. The plan will set the stage for long-term disaster resistance through the identification of actions. The Plan will focus on mitigation strategies and measure, and establish a coordinated process for implementation in conjunction with the Hidalgo County Emergency Management Office.

The proposed Hidalgo County Hazard Mitigation Action Plan will cover the unincorporated areas of the County and any participating cities, including but not limited to:

The scope of work will encompass all project-related services to the County of Hidalgo including, but not limited to, the following:

### **1. Organize to prepare the plan**

- a. Coordinate planning effort with Hidalgo County staff and participating Jurisdictions
- b. Mitigation Planning kickoff meeting.

### **2. Plan to Involve the Public**

- a. Documents prepared to brief the public at Commissioners Court Meetings, as well as information to be included on the County website and social media channels
- b. Prepare Mitigation Plan Questionnaire to be distributed to the public and determine method of distribution
- c. Take advantage of routine meetings of other agencies to use as an opportunity to involve the public
- d. Issue public notices and hold first public meeting to formally initiate the planning process

### **3. Coordinate with Other Agencies**

- a. Submit statements and information to other agencies to include as topics on their routine agendas
- b. The Draft Mitigation Plan will be submitted to TDEM and other agencies for review and comment
- c. Hold a second Mitigation Planning meeting

### **4. Assess the Hazards**

- a. Review the Risk Assessment from the current Cover the Boarder Hazard Mitigation Plan
- b. Evaluate each hazard and potential impact to areas within the County to include all participating Jurisdictions. Utilize TDEM and FEMA hazard evaluation protocol to document the process
- c. Incorporate previous Cover The Border Hazard Mitigation Plans, Floodplain Management Program Activities, Plans, Emergency Management Plan Risk Assessments, and other hazards information that is available
- d. Prepare GIS Base Maps to locate hazard areas in Hidalgo County and surrounding jurisdictions
- e. Research existing studies, reports and documentation pertaining to natural disasters that have impacted the County, such as Hurricane Dolly and Hurricane Alex
- f. Identify river and storm drainage issues that impact the County
- g. Obtain and evaluate the FEMA/NFIP Repetitive Loss List
- h. Coordinate with Hidalgo County and others to identify floodplain mapping and drainage improvement needs
- i. Coordinate with state and federal agencies such as the, Texas General Land Office, Texas Department of Transportation, Governor's Division of Emergency Management, Texas Water Development Board, National Marine Fisheries and Texas Parks and Wildlife Department
- j. Coordinate with FEMA to obtain technical information related to any ongoing effort that includes the County
- l. Coordinate with FEMA, TxDOT, NGS and others to obtain NAVD 88 Benchmarks within the County that can be referenced for new construction within the areas subject to flooding.

## **5. Assess the Problem**

- a. Review the vulnerability assessment for the current Cover the Board Hazard Mitigation Plan prepared by the Rio Grande Institute and Texas A&M International University
- b. Utilize TDEM hazard evaluation protocol and evaluate the potential impact of each hazard for unincorporated areas in the County as well as adjacent areas.
- c. Hold Mitigation Planning Meeting #3

## **6. Mitigation Plan Goals**

- a. Identify goals and mitigation action items that can be incorporated into the Mitigation Plan and Capital Improvement Plan of the County and all participating Jurisdictions
- b. Evaluate goals and action items and establish ranking of priorities
- c. Finalize the Mitigation Goals and CIP action items for the County and all participating Jurisdictions.

## **7. Prepare the County's Draft Mitigation Plan**

- a. Research existing benchmarks in the County available from FEMA, TxDOT, NGS and others. Create a benchmark database, including and new BM's that have been established by the County to assist in administering NFIP requirements
- b. Prepare the Draft Mitigation Plan for review prior to Public Meeting #2 and submittal to TDEM Hold Public Meeting # 2 on the draft plan

## **8. Submit draft Plan to TDEM**

- a. Submit the Draft Plan and Crosswalk Checklist to TDEM for review
- b. Revise the Draft Plan based upon review comments from other agencies. Impromptu committee will consist of participating Cities during planning meetings and TDEM

## **9. Finalize the Plan for adoption**

- a. Conduct Public Meeting #3 to formally present the Plan and allow public input in the plan
- b. Respond to review comments received from the public, FEMA, TDEM and other agencies and revise the Draft Plan as required.
- c. Upon receipt of Plan acceptance notice from TDEM, present to Commissioners Court to review draft plan before final adoption
- d. Hidalgo County's Commissioners Court formal adoption of the Plan
- e. Participating Jurisdictions formal adoption of the plan
- f. Mitigation Planning Meeting #4
- g. Final Plan must be completed by no later than, September 15, 2013

## **10. Establish procedures to implement, evaluate and revise the plan**

- a. Develop procedures to implement, evaluate, monitor and revise the plan on an annual basis for the initial five year period.
- b. Distribute ten (10) printed and bound final plans, to include ten (10) electronic copies of the plan on CD in Microsoft Word and Pdf format to County staff and other agencies

- c. Prepare Project Close Out documentation and report to be submitted to TDEM
- d. Submit the Mitigation Actions from the approved Mitigation Plan to Hidalgo County to be incorporated into the Hidalgo County all-hazards Mitigation Plan
- e. Mitigation Plan Meeting #5 – Wrap Up

### **FIRM QUALIFICATIONS**

This section should include a description of the firm's project personnel and their most recent similar projects. For each project, a client contract name and phone number should be included for reference purposes. Additionally, the names of the personnel proposed for this project who participated in the listed projects should be provided. This project list is limited to 5 pages. Additionally all interested participants shall comply with the following;

- a. Interested firm's shall meet or exceed Final Rule of Local Mitigation Planning 44 CFR 201-6 in order to be FEMA approved.
- b. Minimum of three (3) years experience in preparing similar Hazard Mitigation Plans for governmental entities.
- c. Demonstrate thorough knowledge and understanding of natural and manmade hazards, State of Texas HMAP and FEMA's requirements for Hazard Mitigation Plans.
- d. Provide detailed information on experience with previous Hazard Mitigation Plans and plan updates including knowledge of current FEMA plan requirements.
- e. Provide a representative list of projects of a scale and complexity similar to the project being requested by the County. The list should include the project location, client, services provided by your firm for the project, term of services and owner contact information.
- f. Provide at least three (3) references for which your firm has provided the same or similar services. Failure to submit references may result in the disqualification for award.
- g. The firm should provide an organizational chart for the project and a summary paragraph of the project work to be performed by each proposed staff member. Biographic summaries that highlight the experience relevant to the specific project responsibilities should be provided for all proposed personnel. Identify project staff, task leaders and sub-consultants whom will be working alongside key County staff.

### **NUMBER OF COPIES TO BE SUBMITTED:**

Hidalgo County requires **one (1) original submittal and seven (7) copies.**

### **ADDITIONAL INFORMATION:**

Hidalgo County is requesting that any and all questions, inquiries, and all clarifications regarding quotes, bids, proposals or statements of qualifications be addressed to, Martha L. Salazar, CPPB, Purchasing Agent, **Attn: Cris Ayala, via email:** [cris.villarreal@co.hidalgo.tx.us](mailto:cris.villarreal@co.hidalgo.tx.us), 2812 South Business Highway 281, Edinburg Texas 78539. **TELEPHONE CALLS WILL NOT BE ACCEPTED!**

Any/All costs and expenses associated with the preparation and submission of (bids, proposals and/or quotes) shall be the responsibility of the proposer and not reimbursements for such charges or expenses shall be passed onto Hidalgo County.

Hidalgo County has the authority to utilize State Contracts from its membership with their existing or new cooperatives whenever it is in the County's best interest to do so.

**PROPOSERS ARE TO PROVIDE A FEE SCHEDULE WITH THIS SUBMITTAL:**

Proposer is to provide a fee proposal based on the scope of work and services.

**SECTION III: SELECTION AND SCHEDULES**

**I. SELECTION PROCEDURES/EVALUATION CRITERIA:**

The evaluation consists of a 100-point scoring system. However, after the 100-point evaluation, Hidalgo County Commissioner's Court may elect to narrow the participating firms and request a presentation from a representative from firms.

- A. Evaluation Committee selected by Hidalgo County Commissioner's Court, Elected Official or User Department will review, score and evaluate the Request for Proposals (RFP) received.
- B. After the RFP have been reviewed, scored and evaluated, a grid will be presented to Commissioner's Court for the purposes of ranking.
- C. Categories are further detailed in the Selection Criteria (Exhibit B) section of this RFP.

**II. SCORING AND EVALUATION PROPOSALS**

Proposals will be evaluated and scored for innovation and completeness, in response to each of the elements outlined in the Scope of Services including but not be limited to, the items listed below:

**A. EXPERIENCE - 30 POINTS**

- 1. Experience and background with other governmental agencies relevant to previous Disaster Mitigation Plans and Plan updates including knowledge of current FEMA plan requirements.
- 2. Demonstrate client satisfaction and candidate's familiarity with the required experience and expertise

**B. COST - 25 POINTS**

- 1. Provides the required turnkey services at a reasonable cost.

**C. PROJECT UNDERSTANDING AND METHODOLOGY-25 POINTS**

- 1. Firm understanding of the project scope of work, its complexity, commitment of adequate resources to satisfy all project elements, and sequence of steps and time that will be necessary to satisfactorily complete all tasks outlined in scope of work.

**D. CAPACITY OF PERFORMANCE - 20 POINTS**

- 1. Provides appropriate evidence of adequate staffing.
- 2. Complete full scope of work and satisfy all project requirements, including final Hazard Hazard Mitigation Plan in a timely manner.

**TERMINATION OF SERVICES:**

Any contract awarded to a successful proposer will be in effect until (a) the contract expires, (b) delivery and acceptance of products and/or performance of services ordered, or (c) terminated by County with thirty day's written notice prior to cancellation.

**PROPOSAL SUBMITTED TO:** An original and seven (7) copies of RFP/Qs should be submitted to:

<p><b><u>US Postal Mail address:</u></b> Martha L. Salazar, CPPB, Purchasing Agent Hidalgo County Purchasing Department Administration Building 2812 S. Business Hwy. 281 Edinburg, Texas 78539</p>	<p><b><u>Physical Address:</u></b> Martha L. Salazar, CPPB, Purchasing Agent Hidalgo County Purchasing Department Administration Building 2802 S. Business Hwy. 281 Edinburg, Texas 78539</p>
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RFP must be submitted by **no later than 9:30 a.m. on Wednesday,** \_\_\_\_\_

Categories are further detailed in the Selection Criteria (Exhibit B) section of this RFP.

DRAFT