

# **EXHIBIT A** **REQUIREMENTS**

## **HIDALGO COUNTY REQUEST FOR PROPOSAL / QUALIFICATIONS**

**PROFESSIONAL CONSULTING SERVICES**

**MULTI-JURISDICTION**

**HAZARD MITIGATION ACTION PLAN UPDATE**

**RFP/Q NO: 2021-191-03-03-JDC**

**(NIGP Commodity Code: 918)**

Hidalgo County is requesting for sealed proposals from qualified **Consultant(s)** to review and update the 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 review and update the Hazard Mitigation Action Plan for Hidalgo County as specified herein. Sealed proposals will be accepted until **9:30 A.M., Wednesday, March 3, 2021. ANY RFP/Q RECEIVED AFTER THAT DATE AND TIME WILL NOT BE ACCEPTED AND WILL BE RETURNED UNOPENED.**

Deliver Submittal to:  
**RFP/Q NO: 2021-191-03-03-JDC**

**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/Q 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 EMAIL NO LATER THAN Monday, February 22, 2021 at 5:00 P.M. EMAIL TO: [jaime.cortez@co.hidalgo.tx.us](mailto:jaime.cortez@co.hidalgo.tx.us) Responses will be sent to all applicants via email by Thursday, February 25 at 5:00PM. 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 contracts 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 submitter 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. Closser, Edinburg, Texas 78539-Hidalgo County Courthouse **COMPLETION AND SUBMISSION OF FORM CIQ IS THE SOLE RESPONSIBILITY OF THE PROSPECTIVE SUBMITTER.**

**PROPOSER 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 PROPOSAL:**

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/Qualifications (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 one (1) year. 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. Final payment will not occur until after the plan is FEMA-approved. The vendor must agree to revise and modify the plan and provide responses back to FEMA until the plan is approved. The plan needs to have final approval by FEMA no later than March 15, 2022. This grant-funded project shall be a lump sum contract for consultant services. All expenditures by the consultant including labor, supplies, travel and printing shall be included in the proposal price – there will not be any allowable reimbursables.

Scope of work deadlines are the following

|   |                   |
|---|-------------------|
| Draft Plan Completion:                      | August 1, 2021    |
| Final Plan for Commissioners Court Approval | August 25, 2021   |
| TDEM Submission for Review                  | September 1, 2021 |
| FEMA Submission for Approval                | November 1, 2021  |
| FEMA Approved Plan                          | March 15, 2022    |

**GRANT FUNDING**

Any contract entered into by the County that is to be paid from grant funds shall be limited to payment from the grant funding and the vendor/provider understands that the County has not set aside any County funds for the payment of obligations under a grant contract. If grant funding should become unavailable at any time for the continuation of services paid for by the grant, and further funding cannot be obtained for the contract, then the sole recourse of the provider shall be to terminate any further services under the contract and the contract shall be null and void.

**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/Q 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 two (2) USB’s** 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.

## RFP/Q Cover Sheet

### Table of Contents

**Tab I:** Cover Letter, Proof of Insurance, and signed Addenda (when applicable; see Addenda under General Requirements) – The cover letter should include:

- Company name and address; name, title, email, telephone and fax number of person(s) to be contacted for clarifications or additional information regarding proposal;
- Name, title, email, telephone and fax number of person authorized to contractually obligate vendor's company with proposal and any future negotiations; and
- A brief statement summarizing the vendor's understanding of the project needs, work required, relevant experience, and any local issues or concerns.

**Tab II:** Scope of Service/Narrative of Proposed Services

- Describe your firm's philosophy, approach(s) and preferred methods for meeting requirements and/or deliverables in the Specifications.
- Provide the greatest amount of meaningful detail possible to describe the proposed products / services. Indicate if the vendor can meet the specifications, or if the specifications can be met only under certain conditions or circumstances. If the vendor is not able to meet the specification, briefly explain why, noting any concerns or issues Hidalgo County should be aware.
- Provide a timeline indicating deliverables, vendor responsibilities and resources needed from Hidalgo County. Also, list the estimated amount of time Hidalgo County staff must be involved in each phase of the project for a successful implementation. Include public meetings in your timeframe. Include a projected timeline with major milestones. Not providing a clear timeline may render the vendor's RFP/Q response disqualified.
- Provide a timeframe in your proposal listing each phase's dates using an awarded date of April 1, 2021.
- Provide the information you would need from Hidalgo County or any municipalities in the County for you to complete this project.
- Final product would include the following, but not limited to:
  - One (1) copy of the Approved Hazard Mitigation Action Plan in a comb-bound format
  - Copies of the first and final draft on two (2) USB's
  - A digital copy of the Hazard Mitigation Action Plan in Word and PDF on two (2) USB's
  - Digital copies of maps in the plan in Adobe PDF Format on two (2) USB's
  - Color maps in hard copy format
  - Drafts of public meeting and notices and resolutions

Mere reiterations of specifications are strongly discouraged, as they do not provide insight into the vendor's ability to meet the specifications.

**Tab III: Pricing Information**

See PRICING / DELIVERY INFORMATION page for instructions.

**Tab IV: Organizational Information/Qualifications (also see “Firm Qualifications”)**

- Vendor’s history, background, principal officers and organizational chart
- Description of project team organization; names and resumes of team members
- Licenses/accreditations
- At least five (5) references, three (3) of which must be counties in the state of Texas
- Description of Mitigation Planning Projects updated and approved by FEMA
- Copy of a completed Certificate of Interested Parties Form 1295

**Tab V: Legal Documents**

Include any standard agreement(s) and/or contracts(s) associated with vendor’s response.

**Tab VI: Miscellaneous**

State exceptions to any of the requirements in this RFP/Q, if any. Company brochures, marketing materials, or any other information vendor deems appropriate to the RFP/Q response may be included in this section.

**SCOPE OF SERVICES:**

Hidalgo County is seeking a qualified vendor to provide a multi-jurisdictional hazard mitigation action plan and consulting services for Hidalgo County. The vendor must have the resources and capabilities to plan, access, draft, and submit a mitigation plan to the Federal Emergency Management Agency (FEMA).

It is the responsibility of each vendor to examine the entire RFP/Q package, seek clarification in writing and review their responses for accuracy before submitting. Questions relating to this RFP/Q must be submitted in writing and directed to JD Cortez, via email to Jaime.Cortez@co.hidalgo.tx.us The deadline for submission of questions relating to this proposal is **February 22, 2021 no later than 5:00 p.m. CST**. All questions submitted in writing prior to the deadline will be compiled and answered in writing. A copy of all questions and answers will be available to all participants. Hidalgo County will not be bound by any information conveyed verbally.

**BACKGROUND:**

Hidalgo County is the nation’s seventh largest county. Hidalgo County is separated into four (4) geographical divisions called Precincts. Each precinct elects a Commissioner to sit as a representative of their precinct on the Commissioners Court as well as for the oversight of county functions in their area. Hidalgo County consists of 22 municipalities and it’s unincorporated area.

**REQUIREMENTS:**

The Hidalgo County Office of Emergency Management (HCOEM) along with other Hidalgo County agencies and participating jurisdictions will update and enhance the Hidalgo County Multi-Hazard Mitigation Plan within a four (4) month period of performance that will comply with requirements identified in 44 CFR Part 201, Part 206 and FEMA Hazard Mitigation Planning Guidance. The plan shall have final approval by FEMA no later than March 15, 2022 The mitigation plan will address multiple natural and human caused hazards, to include but not limited to floods, hurricanes/coastal storms, severe thunderstorms, tornadoes, hail, wildfire, extreme heat, winter storms/freezes, dam and levee failure, earthquakes, sinkholes, toxic releases/hazardous materials and pipeline failures.

Hidalgo County has a population of approximately 870,000 residents. In addition, the Hidalgo County Multi-Hazard Mitigation Plan will consist of Hidalgo County which includes twenty-two (22) municipalities. The mitigation plan will develop mitigation action items and strategies to reduce long-term vulnerabilities and minimize future damages and loss of life or injury within Hidalgo County, Texas.

**Hazard Mitigation Plan Update Process:**

The proposed planning project will be a five-year update to the Hidalgo County Multi-Hazard Mitigation Plan. Hidalgo County will document the entire updated hazard mitigation planning process, including but not limited to the following project activities:

A. **ESTABLISH A MULTI-JURISDICTION PLANNING TEAM (MJPT):** Hidalgo County will establish a MJPT as the primary coordinating element to update and enhance portions of the Hidalgo County Multi-Hazard Mitigation Plan that affect the entire planning area. The MJPT will include a single representative from each participating jurisdiction.

B. **ESTABLISH A MITIGATION CORE PLANNING TEAM (MCPT):** The MCPT will include staff from HCOEM directly involved with the five-year update planning process and the contracted staff and/or consultants facilitating and developing the updated Hidalgo County Multi-Hazard Mitigation Plan. **The consultant is primarily responsible for overall project management, facilitating meetings/workshops, and developing the updated and enhanced multi-jurisdiction mitigation plan.**

C. **ESTABLISH LOCAL MITIGATION PLANNING TEAMS (LMPT):** Each participating jurisdiction may establish a LMPT. The LMPT members should include a cross-section of the jurisdiction, such as emergency managers, floodplain administrators, building officials, development officials, housing officials and other subject matter experts as determined by the jurisdiction. The LMPT will:

- Hold public hearings, meetings, and/or workshops during the plan development period.
- Solicit input from citizens and professionals with knowledge of applicable hazards.
- Solicit input regarding the feasibility of potential mitigation measures for each hazard and the prioritization of mitigation projects.
- Review the final draft of the plan and the plan's goals and proposed mitigation projects.
- Be involved in the implementation as well as the updating of the plan's goals and proposed mitigation projects.

D. **ESTABLISH GEOGRAPHIC INFORMATION SYSTEM (GIS) RISK ANALYSIS TEAM (GIS-RAT):** The GIS-RAT will consist of GIS professionals from various Hidalgo County agencies and other participating jurisdictions. The GIS-RAT and the contracted staff and/or consultants will collect GIS hazard/risk data and develop hazard mapping to demonstrate geographic location, hazard prone areas and assist in loss estimations based on GIS models and parcel data affecting residential, commercial and critical facilities. Contracted staff and/or consultants will also provide GIS capabilities and services to assist in Hazard/Risk Assessments.

E. CONDUCT INITIAL NOTIFICATION AND KICK-OFF WORKSHOP: Hidalgo County will provide initial notifications of the plan update to all participating jurisdictions and non-participating jurisdictions within Hidalgo County. Hidalgo County will also notify surrounding counties, development agencies, key stakeholders and residents of the plan update and provide an opportunity for input and participation. Hidalgo County in conjunction with contracted staff and/or consultants will conduct and facilitate a Kick-Off Workshop for participating jurisdictions and stakeholders.

F. CONDUCT PUBLIC WORKSHOPS/HEARINGS: Hidalgo County, Texas is the seventh largest county in the U.S. with a population size of approximately 870,000 residents. During the plan update Hidalgo County and all participating jurisdictions will post the draft plan and final plan for public comment and review online. Hidalgo County will use multiple methods to inform the community about the plan update and how to get involved; such methods may include public notice, newspapers, media, websites, and social media platforms. Hidalgo County and contracted staff and/or consultants, the MCPT, will host five (5) Public Involvement Workshops/Hearings across the Planning Area to encourage community input into the plan update.

G. UPDATE INTRODUCTION AND COMMUNITY PROFILE SECTIONS: The MCPT will update and enhance the Introduction Section and Community Profile sections of the Hidalgo County Multi-Hazard Mitigation Plan. The update may include, but are not limited to the following:

- Geography, Demographics, and Vulnerable Populations;
- Watersheds and Drainage Systems;
- Economics, Business and Employment data;
- Land Use and Development;
- Forms of Government and Political subdivisions;
- Federal Disaster Declarations

H. CONDUCT A CAPABILITY ASSESSMENT: The MCPT will conduct a capability assessment survey to assess authorities, policies, plans, programs and resources for each participating jurisdiction regarding hazard mitigation. Codes, Standards and Ordinances will be examined as they relate to hazard mitigation and floodplain management. The Capability Assessment survey will also identify areas for expanding and improving capabilities.

### **Conduct a Hazard Identification and Risk Assessment (HIRA)**

The purpose of this section is to provide a risk-based approach for hazard mitigation planning and will include:

A. HAZARD IDENTIFICATION: Hidalgo County and each participating jurisdiction will update/develop a description, type, location, extent, and prioritization of the natural hazards that have occurred within the planning area. For this plan, the risk assessment section will assess the planning area's risks. Each participating jurisdiction will conduct a hazard risk survey to identify and assess their perceived risk from natural hazards within each community. The natural hazards categories, consistent with the State Hazard Mitigation Plan include, but are not limited to:

- Flood-related hazards (riverine/coastal/flash-flooding, hurricanes/coastal storms, dam failures, winter storms and hurricanes) that include, at a minimum, flood hazard areas as defined by FEMA in the Flood Insurance Rate Maps (FIRMs) for the planning area as well as local historical data. The flood-related section of the plan and HIRA will be updated to comply with the Community Rating System (CRS) 510 Floodplain Management Planning activity.

- Wind-related hazards (hurricanes/coastal storms, winter storms, tornadoes, severe thunderstorms, hail) based on information provided by the National Weather Service and/or State Hazard Mitigation Plan.
- Fire-related hazards, human-caused or natural (drought, extreme heat, wildfires) based on local historical data, the National Weather Service, State Hazard Mitigation Plan, and/or other applicable plans/sources.
- Geologic hazards (earthquakes, landslides, sinkholes) based on local historical information, State Hazard Mitigation Plan, and/or other applicable plans/sources.
- Other hazards not listed above as determined by local history and experience. Consideration may also be given to human-caused hazards (i.e. toxic releases/hazardous materials and energy pipeline failures).

B. **HAZARD RISK ASSESSMENT**: Hidalgo County and each participating jurisdiction will conduct a Hazard Risk Assessment that will incorporate new or current hazard data and assess each hazard's extent, impact, vulnerability and overall risk based on a standardized risk methodology.

- Risk methodology will assess the following risk factors: Severity of impact, frequency of impact, warning time, cascading potential, historical occurrence, vulnerability, affected area potential and perceived risk.
- Previous occurrence data will be collected from the National Weather Service, National Climatic Data Center, US Geological Service, and other national databases.
- The vulnerability assessment will assess buildings/structures and their associated loss estimations/damages based on GIS data, parcel data, and land-use data to estimate the consequence of natural hazard impacts on commercial, residential and critical facilities.
- Probability will be based on historical occurrence data over a time range to determine a percentage of probability in any given year.
- Unique hazards will be addressed for each participating jurisdiction.
- Climate considerations will be assessed based on national scientific data that may influence the probability of future hazards; such considerations may include changes in temperature, intensity, hazard distribution, and/or frequency of extreme weather events that may increase vulnerability.

### **Update Mitigation Strategies and Action Items**

B. **UPDATE AND ENHANCE MITIGATION TECHNIQUES**: Each LMPT will provide a review of mitigation techniques implemented within their community; which may include but not limited to the following mitigation techniques: prevention, property protection, natural resource protection, structural projects, emergency services, and public information and awareness. This will assist communities in understanding why certain mitigation techniques may be appropriate and why some may not be appropriate within the Hidalgo County Planning Area. The information collected will be integrated into the mitigation strategy section of the mitigation plan as an appendix.

C. **UPDATE AND ENHANCE PRIORITIZATION METHOD AND DOCUMENT CHANGES IN PRIORITY**: The MCPT will develop a STAPLEE scoring matrix worksheet for each jurisdiction to assess the priority of each proposed mitigation action item. STAPLEE is an acronym for Social, Technical, Administrative, Political, Legal, Economic and Environment; which is a standardized method to determine the priority of mitigation action items. Each LMPT will use the STAPLEE scoring matrix worksheet to determine priority or changes in priority.

D. AND ENHANCE EXISTING AND NEW MITIGATION ACTION ITEMS: The MCPT will use previous Annual Evaluation and Monitoring Reports, as available, to identify existing mitigation action items as either current, deleted or a success. The MCPT will also conduct new Mitigation Action Item Workshops with each participating jurisdiction to develop a wide range of mitigation actions. Each LMPT will develop new action items and review existing action items and submit these to the MJPT and MCPT for integration into the plan update.

#### **Update and Enhance the Hazard Mitigation Plan Maintenance**

A. MONITORING, EVALUATING, AND UPDATING: HCOEM, and MCPT if convened, is primarily responsible for plan updates and will conduct an annual evaluation and monitoring report to assess the progress, implementation and effectiveness of mitigation action items in collaboration with each participating jurisdiction. Each participating jurisdiction is primarily responsible for evaluating and monitoring their mitigation action items on an annual basis and may convene the LMPT to assist in mitigation action item updates.

B. INCORPORATION INTO EXISTING PLANNING MECHANISMS: Each participating jurisdiction and/or LMPT will assist the communities in the implementation and incorporation of the plans' goals into other local planning processes, such as a Comprehensive Plan, Land Use/Zoning Plans, Master Plans, and other development related documents. The LMPTs and MJPT will also integrate other planning mechanisms into the Mitigation Plan during the plan update process.

C. IMPLEMENTATION SCHEDULE: The final multi-jurisdiction mitigation action plan will include an implementation schedule with procedures for ensuring the plans' implementation, updating and revision every five (5) years.

D. CONTINUED PUBLIC INVOLVEMENT: Each participating jurisdiction will work with the communities for continued public involvement.

#### **Draft Multi-Jurisdiction Plan**

A. DRAFT PLAN: Hidalgo County and contracted staff and/or consultants, aka the MCPT will develop a draft plan and submit to each LMPT for review and revisions. Each LMPT will provide their review and revisions to the MJPT for the final draft plan. The draft plan should be completed by August 1, 2021.

B. LEGAL REVIEW: The Hidalgo County Attorney's Office will provide a legal review of the draft copy of the Hidalgo County Multi-Hazard Mitigation Plan to ensure compliance with all required laws, statutes and regulations.

#### **Finalize Multi-Jurisdiction Plan**

A. FINAL PLAN: The MJPT will incorporate revisions from the LMPT and provide the final plan to the MCPT ready for legal review. The plan will be submitted to the Texas Division of Emergency Management (TDEM) with approval from Commissioners Court no later than August 25, 2021 to allow time for initial review. By October 1, 2021 the updated plan will be forwarded to FEMA/Region for final review and approval.

B. LEGAL REVIEW: The Hidalgo County Attorney's Office will provide a legal review of the final copy of the Hidalgo County Multi-Hazard Mitigation Plan to ensure compliance with all required laws, statutes and regulations.

### **Plan Required Revisions, Approval and Adoption**

A. **REQUIRED REVISIONS**: TDEM or FEMA region may require certain revisions; at which time Hidalgo County and contracted staff and/or consultants, the MCPT will coordinate with affected participating jurisdictions to make any/all corrections or request for information.

B. **PLAN APPROVAL**: FEMA will provide final approval of the mitigation plan.

C. **ADOPTION**: Hidalgo County will work with the participating communities for the adoption of the plan by the communities' governing bodies. Hidalgo County will use the Adoption Pending Approval (APA) process.

### **Outcomes**

The plan update to the Hidalgo County Multi-Hazard Mitigation Plan will develop mitigation action items and strategies to reduce long-term vulnerabilities and minimize future damages and loss of life or injury within Hidalgo County, Texas. The participating jurisdictions and community will benefit from the plan update through the following outcomes:

- Increased education and awareness around threats, hazards, and vulnerabilities
- Built partnerships focused on disaster risk reduction, hazard mitigation and resilience involving government, organizations, businesses, and the public
- Identification of long-term, broadly-supported strategies for risk reduction based on community objectives
- Communicates priorities to potential sources of funding

The plan update will also allow Hidalgo County which includes twenty-two (22) municipalities to maintain eligibility for Hazard Mitigation Assistance (HMA) funding opportunities: 1. Pre-Disaster Mitigation (PDM), 2. Flood Mitigation Assistance (FMA), 3. Hazard Mitigation Grant Program (HMGP) and 4. Building Resilient Infrastructure and Communities (BRIC).

### **Cost-Effectiveness**

Hazard mitigation planning projects are considered cost-effective non-traditional mitigation strategies and no Benefit Cost Analysis (BCA) is required.

### **Personnel**

A. **MITIGATION CORE PLANNING TEAM (MCPT)**: Personnel may include staff from HCOEM such as the Mitigation Planner and GIS Technical Specialist. Contracted staff/or consultants with experience in developing multi-jurisdiction mitigation plans will assist in the plan update by facilitating workshops, writing plan updates and assisting throughout the planning process. Contracted staff and/or consultants may include a Project Manager, Hazard Mitigation Planners and Consultants.

C. **LOCAL MITIGATION PLANNING TEAMS (LMPT)**: Personnel may include the Emergency Management Coordinator, Floodplain Administrator, Development Manager, Building Official, Housing Official, Code Enforcement Official, or other jurisdiction-specific members with an interest or expertise related to hazard mitigation.

D. **GIS RISK ANALYSIS TEAM (GIS-RAT)**: Personnel may include GIS professionals from HCOEM, Hidalgo County Planning Department (HCPD), Hidalgo County Information Technology Department (HCIT), Hidalgo County Fire Marshal's Office (HCFMO), Hidalgo County Urban County, Hidalgo County

Drainage District, and/or local jurisdiction GIS professionals. Contracted staff and/or consultants will also provide GIS capabilities and services to assist in Hazard/Risk Assessments.

**Task Oversight**

Project oversight will be provided by the HCOEM. Vendor will provide Hidalgo County with TDEM Quarterly Progress Reports on the implementation of the planning project over the four (4) month period of performance. In addition, the Hidalgo County Budget Officer will also ensure compliance with all procurement and grant guidance requirements in coordination with the Hidalgo County Auditor’s Office.

**Project Location**

The planning area will include the entire Hidalgo County, Texas jurisdiction. Locations include the unincorporated area of Hidalgo County, Texas and the following municipalities:

Other participating jurisdictions or special purpose districts located within Hidalgo County, Texas may also consider participating in the Hidalgo County Multi-Hazard Mitigation Plan during the plan update process.

|              |             |                    |             |
|--------------|-------------|--------------------|-------------|
| 1. Alamo     | Update      | 2. Edcouch         | Update      |
| 3. Edinburg  | Update      | 4. Elsa            | Add to Plan |
| 5. Granjeno  | Add to Plan | 6. Hidalgo         | Update      |
| 7. La Villa  | Update      | 8. La Joya         | Add to Plan |
| 9. McAllen   | Update      | 10. Mercedes       | Update      |
| 11. Mission  | Update      | 12. Palmhurst      | Add to Plan |
| 13. Penitas  | Add to Plan | 14. Pharr          | Update      |
| 15. Progreso | Add to Plan | 16. Progreso Lakes | Add to Plan |
| 17. San Juan | Update      | 18. Sullivan City  | Update      |
| 19. Weslaco  | Add to Plan | 20. Alton          | Add to Plan |
| 21. Donna    | Add to Plan | 22. Palmview       | Update      |

## PRICING / DELIVERY INFORMATION

### PRICING

Provide pricing for the proposed multi-jurisdiction hazard mitigation action plan and consulting services for Hidalgo County. Pricing should be presented in the format shown below. Pricing information must be included in Tab III of proposal.

On a separate page, identify all itemized services required that will be provided. Vendor shall provide a detailed description and quantity of each item and provide a detailed description of how services will affect the project.

| <u>Item No.</u> | <u>Description</u>   | <u>Total Price</u> |
|-----------------|--|--------------------|
| 1.              | Plan, Update, and Prepare the Hazard Mitigation Action Plan  | \$                 |
| 2.              | Plan presented to the Texas Division of Emergency Management | \$                 |
| 3.              | Prepare any revisions required for FEMA Approval             | \$                 |
| 4.              | Expenses   | \$                 |
|                 | Grand Total  | \$                 |

### OPTIONAL / VALUE ADDED SERVICES

Vendors may propose optional or value-added services described in the specifications and/or listed on the Pricing/ Delivery Information sheet(s) of this RFP/Q by services not identified in this RFP/Q. At a minimum, discuss service capabilities and reasons why it would be valuable for this project. Include information on these services in Tab II of your response and include pricing in Tab III.

## **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 five (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 five (5) 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 Hazard Mitigation Action Plan (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 five (5) references, three of which should be Texas counties, 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. Biographical 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 who will be working alongside key County staff.

## **NUMBER OF RFP/Q COPIES TO BE SUBMITTED:**

Hidalgo County requires **one (1) original submittal and two (2) USB's.**

## **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: Jaime "JD" Cortez, via email: [jaime.cortez@co.hidalgo.tx.us](mailto:jaime.cortez@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 Commissioners Court may elect to narrow the participating firms and request a presentation from a vendor representative.

A. Evaluation Committee selected by Hidalgo County Commissioners Court, Elected Official or User Department will review, score and evaluate the Request for Proposals (RFP/Q) received.

B. After each RFP/Q has been reviewed, scored and evaluated, a grid will be presented to Commissioners Court for the purposes of ranking.

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

**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 Hazard/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, deadline, 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 the County with thirty day's written notice prior to cancellation.

**PROPOSAL SUBMITTED TO:** One (1) original and two (2) USB' of RFP/Qs should be submitted to:

|   |   |
|---|---|
| <b><u>US Postal Mail address:</u></b><br>Martha L. Salazar, CPPB, Purchasing Agent<br>Hidalgo County Purchasing Department<br>Administration Building<br>2812 S. Business Hwy. 281<br>Edinburg, Texas 78539 | <b><u>Physical Address:</u></b><br>Martha L. Salazar, CPPB, Purchasing Agent<br>Hidalgo County Purchasing Department<br>Administration Building<br>2802 S. Business Hwy. 281<br>Edinburg, Texas 78539 |
|---|---|

RFP/Q must be submitted by **no later than 9:30 a.m. on Wednesday, March 3, 2021**

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