



City of Roswell

To: Interested Vendors

December 3, 2024

From: Louis Najar, P.E., City Engineer

RFQ – FEMA Substantial Damages Inspection Professional Services

Chaves County & Roswell, NM

DR-4843-NM/Severe Storms & Flooding

Declared: November 1, 2024

A. DESCRIPTION: NEED OF SERVICES

The City of Roswell is seeking professional services for the inspection, data gathering to comply with FEMA post flooding event requirements; FEMA Hazard Mitigation: Floodplain Management. Seeking vendors with FEMA experience, and protocols. The City's goal/need is to complete SD's, have data available in FEMA shareable format, and be able to perform SD Determinations for properties.

The RFQ is to document the requested services and details for interested vendors.

B. REQUESTED WORK

1. On site Substantial Damage inspections and data gathering for: 203 Residences, 2 Apartment Units (Missouri/8th & 9th/Pennsylvania), 19 Commercial structures (Includes 2 medical offices off 8th/Washington) and 6 City of Roswell structures (Parks Dept. Yard east of N. Virginia/12th; Roswell Museum; Roswell Convention Center, Roswell Adult Center (8th/Missouri), Roswell Boy Scouts Structure (9th/Missouri), Roswell Parks Office (4th/Cahoon Park), Roswell Parks Storage Building (rock structure Cahoon Park).
2. SD inspections/data and preliminary SD Determinations
3. All data to be in FEMA recommended format.
4. Vendor would also train James MacCornack, City Asst. City Engineer and Louis Romero, Construction Inspector on SD inspections and documentation. With the goal to be: City could then inspect those impacted on the Hondo River Corridor and have trained SD staff for the future.
5. Other tasks as vendor would recommend for the betterment of the City's Hazard Mitigation/Floodplain Management.
6. See Attached PDF of Spring River 1% Floodplain notes used by Louis Najar, City Engineer to come up with the number of residents, apartments, commercial structures and City of Roswell structures.

Anticipated Time Line:

City time line: Issue RFQ, review RFQ, recommend award. If vendor accepts, enter in agreement with vendor as soon as possible. Start work as soon as agreement in place & purchase order procured.



C. SUBMITTAL & PRICING

Proposals and Quotes are to be submitted in a PDF format and will be an email submittal. **All proposals and quotes must be received by Noon Mountain Time, Monday December 9, 2024. Submit to Louis Najar at l.najar@roswell-nm.gov**

Proposals will be graded on proposal detail, time line and costs. **Itemized task cost is requested do better evaluate a proposal.** Again, proposers may add tasks they deem necessary for the betterment of project development.

A professional courtesy email is requested to be sent to Louis Najar if solicited vendor chooses not to submit a proposal

D. Questions/Other

All questions or other to be addressed to Louis Najar, City Engineer, Office 575-627-6281, Cell 575-910-6477.

Xc: James MacCornack
Finance
Purchasing