



WILLIAMSON COUNTY PURCHASING DEPARTMENT
901 SOUTH AUSTIN AVE.
GEORGETOWN, TEXAS 78626

<http://www.wilcogov.org/purchasing>

REQUEST FOR QUOTATION

COMPREHENSIVE DISASTER RECOVERY SERVICES AND FINANCIAL AND GRANT MANAGEMENT SUPPORT

Williamson County Purchasing Department must receive the request for quote electronically at purchase@wilco.org no later than **4:30pm, Friday, July 10, 2015** or the request for quote may be considered non-responsive.

It is the sole responsibility of the bidder to ensure that their request for quote is received on time. Williamson County will not assume responsibility for any delay in the submittal of this form.

If you have any questions regarding this request for quote, please contact Jarred Thomas, Emergency Management Coordinator for Williamson County Office of Emergency Management at 512-864-8269

SCOPE OF WORK

Williamson County is seeking quotes to acquire comprehensive disaster recovery management services, including FEMA Public Assistance Advisory Services, HUD SDBG-DR Support, FEMA 404 and 406 Hazard Mitigation Expertise, Financial and Grant Management Support, and Data Management.

REQUIREMENTS

The successful bidder is required to provide the following services:

I. FEMA Public Assistance Advisory Services

Specific tasks include:

1. Develop a process/system to efficiently submit Federal grant applications, identify eligible projects, capture costs, prepare cost reports, reconcile invoices, and close-out projects.
2. Attend meetings with the state and FEMA to address eligibility and process issues, at the request of the client
3. Provide extensive knowledge, experience and technical competence in dealing with Federal regulations, specifically including the Stafford Act, Post Katrina Emergency Management Reform Act, and the Sandy Recovery Improvement Act.
4. Proactively identify and resolve issues that may arise related to the funding of work completed or to be completed by the jurisdiction.

5. Provide technical assistance, as requested. Technical assistance may involve engineering and architectural support, among other types of assistance.
6. Support in completing an assessment of damage to public infrastructure components, transportation systems, and facilities.
7. Obtain, analyze and gather field documentation, including gathering relevant records in order to extract pertinent information necessary for submittal including timekeeping and staff assignment records.
8. Review for clarity and completeness, as well as consistency and accuracy, all data and supporting documentation.
9. Evaluate and assist in the formulation of FEMA PA Emergency and Permanent Work Project Worksheets. This will involve expertise in Cost Estimating, developing Detailed Damage Descriptions and Dimensions (“DDD”) and a project’s Scope of Work (“SOW”).
10. Assist in the development of hazard mitigation proposals under Section 406 of the Stafford Act.
11. Evaluate alternate and/or improved projects.
12. Review Project Worksheets to determine final eligible costs and third party refunds and reimbursements.
13. Reconcile eligible costs and prepare Project Worksheet versions, as necessary.
14. Prepare first and second appeals, as requested.

II. HUD Community Development Block Group Disaster Recovery (CDBG-DR) Support Services

Specific tasks include:

1. Provide extensive knowledge, experience and technical competence in the planning, administration, and implementation of eligible CDBG activities as identified at 24 CFR 570 and modified or waived under the Federal Register allocation of the CDBG-DR funds..
2. Experience with undertaking unmet needs assessments that identify type and location of the community’s disaster recovery needs especially in the three core aspects of recovery – housing, infrastructure, and the economy.
3. Provide extensive knowledge of CDBG eligible activities and national objectives particularly as they apply to disaster recovery.
4. Provide technical assistance as requested including HUD level environmental reviews and clearance and other cross-cutting federal requirements such as procurement, federal labor standards, fair housing, accessibility, uniform administrative requirements, and monitoring and compliance.
5. Have extensive knowledge of the development and submission of HUD required Action Plan for Disaster Recovery, Action Plan Amendments, performance reporting, and grant closeout.
6. Have extensive knowledge of Project Management and Operations including the ability to develop policies and procedures for implementing all CDBG-DR funded programs and activities including contractor, subcontractor, and sub-recipient oversight and monitoring.
7. Have the ability to maintain project files with supporting documentation for all CDBG-DR funded activities that meet HUDs regulatory requirements.
8. Have knowledge and understanding of HUD’s Disaster Recovery Grant Reporting (DRGR) data management system including Action Plan set-up and Quarterly Reporting.⁸ Have extensive knowledge of HUD’s requirements for housing programs including rehabilitation, reconstruction, acquisition, buyout, relocation, and rental assistance.
9. Have extensive knowledge of HUD’s requirements for infrastructure and public facilities

including FEMA PA match programs.

10. Have extensive knowledge of HUD's requirements for economic development activities.

11. Have extensive knowledge of HUD's requirements for calculating duplication of benefits in compliance with the Stafford Act.

III. FEMA 404 and 406 Hazard Mitigation Expertise

Specific tasks include:

1. Assist in identifying, developing and evaluating opportunities for hazard mitigation programs to reduce or eliminate risk from future events.
2. The consultant will provide experienced hazard mitigation staff to identify and prepare hazard mitigation proposals, grant applications, benefit cost analysis, and other services related to Hazard Mitigation Grant Program, Pre-Disaster Mitigation, and other mitigation programs.

IV. Financial and Grant Management Support

Specific tasks include:

1. Advise on FEMA's rules, practices and procedures and advise on how to track costs, including direct administrative costs to facilitate reimbursement for all eligible client costs, including contractor costs.
2. Provide general grant management advice.
3. Conduct pre-audit activities and prepare documentation for audit.
4. Meet as necessary with City/County/State/Federal representatives in connection with the programmatic, financial, contracting and accounting services necessary to meet Federal and State regulations.
5. Prepare reports for the State and FEMA, as needed.
6. Provide oversight of contractors' billing to ensure that they invoice properly and are only compensated for work actually performed, and that all costs eligible for the disaster grant funding are documented and claimed.
7. Categorize, record, track and file costs in support of the financial reimbursement process.
8. Track Project Worksheet status and status of payment from the State.
Assist in providing interagency (Federal, State, County, City) coordination and technical support, as well as identifying funding resources that may be available to assist in the long-term recovery process.

V. Information Technology, Data Management and Reporting Support

Specific tasks include:

- a. Design and develop IT solutions that support the management and implementation of the disaster recovery programs.
- b. Provide experience managing data for disaster recovery programs.
- c. Provide expertise using systems to report information to assist in the management of the disaster recovery programs.
- d. Provide expertise to analyze data and information for process improvement and optimization.

Contractor Expectations:

The contractor will be required to track all of their hours and costs to facilitate reimbursement by FEMA, when applicable. Invoices will include specific descriptions of tasks, tied to specific project worksheets, and the time each individual spent on the task.

The following information shall be tabbed to identify the required information.

1. QUALIFICATIONS OF THE FIRM

- A. Provide a description and history of the firm focusing on previous Federal and State Public Assistance (PA) program experience and applicability of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended, Federal Regulations (44 CFR) and FEMA policies (9500 Policy Series).

Firm qualifications must include, at minimum, the following:

1. Ten (10) years of experience working with the Public Assistance Grant Program, at the Federal, State or local level, including Project Worksheet development, Project Worksheet audit, documentation review, eligible cost reconciliation, audit checklists, appeal/appeal responses, and closeout.
2. Experience with all categories of work in man-made and natural disasters, with expertise in force account labor, equipment reimbursement, supplies, donated services, mutual aid, and contracted services.
3. Experience developing, reconciling, or reviewing large federal grants, including Project Worksheets or federal loans in excess of \$20 million.
4. Demonstrated experience developing and implementing innovative solutions to difficult PA and CDBG-DR problems, and innovative uses of these grant streams.
5. Direct experience with implementation and management of the Public Assistance Alternative Procedures.
6. Prior experience performing A-123 Internal Controls Review and Improper Payment Act reviews of U.S. Department of Homeland Security (DHS) programs.
7. Experience managing the financial functions of a large-scale disaster reconstruction program.
8. Experience implementing a comprehensive financial and grant management system for the FEMA Public Assistance program.
9. Experience in developing projects for the FEMA 404 and 406 Hazard Mitigation Program.
10. Experience working with HUD CDBG-DR grant programs at the Federal, State or large local government level, including program design and monitoring.
11. Prior experience performing internal controls reviews and improper payment reviews.
12. Experience administering the FEMA Community Disaster Loan program
13. Experience with interpreting and administering new Sandy Recovery Improvement Act rules and programs.
14. Experience with programmatic disaster closeouts.

B. QUALIFICATIONS OF STAFF

Provide an organizational chart, resumes, and summary of staff qualifications for the firm. Key project staff should include but are not limited to: project executive (15+ years of experience plus minimum college degree), project manager (10+ years of experience, plus college degree), project accountant (5+

years of experience plus relevant college degree), and senior closeout specialist (5+ years of experience plus college degree). Proposer may include other labor categories, such as subject matter expert (15+ years of experience), closeout specialist (3+ years of experience plus college degree), and include a description describing the minimal level of qualifications.

C. PAST PERFORMANCE REFERENCES

Provide a minimum of three references for which the firm has performed services in the past that are similar to the requirements in the Scope of Services. Provide a description of the project, the reference contact name, title, e-mail address, telephone numbers, date of the contract/period of performance, and any prior assessments they've completed of your work. In addition, provide any additional evidence of consistently successful experience on past projects.

REFERENCES

1. Company Name _____
 Contact _____
 Title _____
 Phone _____

2. Company Name _____
 Contact _____
 Title _____
 Phone _____

3. Company Name _____
 Contact _____
 Title _____
 Phone _____

4. Company Name _____
 Contact _____
 Title _____
 Phone _____

5. Company Name _____
 Contact _____
 Title _____
 Phone _____

6. Company Name _____
Contact _____
Title _____
Phone _____

D. TECHNICAL APPROACH

Provide a description of your firm's approach to the project, to include start-up procedures, process to analyze Project Worksheets and accompanying documentation, project management and quality control procedures.

E. Compliance with Local, State, and Federal Requirements

Each Proposer must be in compliance with all Local, State, and Federal Requirements and be prepared to implement programs that comply with these requirements. Federal Requirements are listed in Attachment A. These requirements must be included in all contractor and subcontractor agreements where CDBG-DR funding may potentially be used.

F. COST QUOTE

Complete and submit the Cost Quote Form/Fee Schedule included herein. The Cost Quote will be evaluated on the hourly rates submitted on the cost Quote Form for the labor positions listed. All non-labor other direct costs will be billed to the Williamson County at cost without mark-up.

COST QUOTE FORM

The hourly labor rates shall include all applicable overhead and profit. All non-labor related other than direct costs will be billed to the Williamson County at cost without mark-up.

POSITIONS**HOURLY RATES**

Project Executive	\$ _____
Subject Matter Expert	\$ _____
Project Manager	\$ _____
Project Accountant	\$ _____
Senior Closeout Specialist	\$ _____
Closeout Specialist	\$ _____
Other: _____	\$ _____
Other: _____	\$ _____
Other: _____	\$ _____
Other: _____	\$ _____

OTHER REQUIRED POSITIONS

Quote may include other positions, with hourly rates and attach a job description and required years of experience for each position.

SELECTION CRITERIA:

The following weighted criteria will be utilized to select the consultant awarded this contract:

Qualifications of the Firm	30
Relevant Past Performance	25
Qualifications of Staff	20
Technical Approach	15
Cost Proposal	10
TOTAL	100

REQUIREMENTS OF LAW

"Requirements of Law" means the requirements, as applicable, of:

- I. 24 CFR Part 570 (HUD's regulations concerning Community Development Block Grants (CDBG)) including subpart K of such regulations, except:
 - a. the Grantee's environmental responsibilities described in 24 CFR 570.604,
 - b. the Grantee's responsibility for initiating the review process under the provisions of 24 CFR Part 52 and
 - c. where waivers or alternative requirements are provided for in the HUD Notices;
- II. Davis-Bacon and Related Acts (DBRA)
- III. The Contract Work Hours and Safety Standards Act (CWHSSA)
- IV. The Copeland (Anti-Kickback) Act

- V. Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA), as amended
- VI. Section 104(d) of the Housing and Community Development Act of 1974, as amended
- VII. Title VI of the Civil Rights Act of 1964 and as amended in 1988
- VIII. Fair Housing Act (Title VIII of the Civil Rights Act of 1968, as amended, 42 U.S.C. 3601–3619)
- IX. Title II of the Civil Rights Act of 1968 (25 U.S.C. 1301-1303, Indian Civil Rights Act)
- X. Section 3, Housing and Urban Development Act of 1968
- XI. Architectural Barriers Act of 1968
- XII. Title IX of the Education Amendments Act of 1972
- XIII. Americans with Disabilities Act (Entitlement Community Development Block Grant grantees)
- XIV. Section 504 of the Rehabilitation Act of 1973
- XV. Section 508 of the Rehabilitation Act of 1973
- XVI. Section 109 of Title I of the Housing and Community Development Act of 1974
- XVII. Section 104(b)(2) of the Housing Community Development Act of 1974
- XVIII. Age Discrimination Act of 1975
- XIX. Title II of the Americans with Disabilities Act of 1990
- XX. Housing for Older Persons Act of 1995 (HOPA)
- XXI. 42 U.S.C. 3537c (Prohibition of Lump Sum Payments)
- XXII. 2 CFR Part 225 (Cost Principles for State, Local, and Indian Tribal Governments);
- XXIII. 24 CFR Part 1: Nondiscrimination in Federally Assisted Programs of HUD
- XXIV. 24 CFR Part 3: Nondiscrimination on the Basis of Sex in Education Programs or Activities receiving Federal Financial Assistance
- XXV. 24 CFR Part 5.105: Other Federal Requirements
- XXVI. 24 CFR Part 6: Nondiscrimination in Programs, Activities Receiving Assistance under Title I of the Housing and Development Act of 1974
- XXVII. 24 CFR Part 8: Nondiscrimination Based on Handicap in Federally Assisted Programs and Activities of the Department of Housing and Urban Development
- XXVIII. 24 CFR Part 35 (Lead Based Paint Rule)
- XXIX. 24 CFR Part 42 (Displacement, Relocation Assistance and Real Property Acquisition for HUD and HUD-Assisted Programs)
- XXX. 24 CFR Part 50 (Protection and Enhancement of Environmental Quality)
- XXXI. 24 CFR Part 51 (Environmental Criteria and Standards)
- XXXII. 24 CFR Part 55 (Floodplain Management)
- XXXIII. 224 CFR Part 58 (Environmental Review Procedures for Entities Assuming the U.S. Department of Housing and Urban Development's Environmental Responsibilities)
- XXXIV. 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments);
- XXXV. 24 CFR Part 91.225 (a)(1): Affirmatively Furthering Fair Housing
- XXXVI. 24 CFR Part 91.325 (a)(1): Affirmatively Furthering Fair Housing (State Community Development Block Grant grantees)
- XXXVII. 24 CFR Part 91.325(b)(5): Compliance with Antidiscrimination laws
- XXXVIII. 24 CFR Part 91.520: Performance Reports
- XXXIX. 24 CFR Parts 100-125: Fair Housing
- XL. 24 CFR Part 135: Economic Opportunities for Low- and Very Low-Income Persons
- XLI. 24 CFR Part 146: Non-discrimination on the Basis of Age in HUD Programs or Activities Receiving Federal Financial Assistance
- XLII. 29 CFR Part 1: Procedures for Predetermination of Wage Rates
- XLIII. 29 CFR Part 3: Contractors and Subcontractors on Public Building or Public Work Financed In Whole or In Part by Loans or Grants from the United States
- XLIV. 29 CFR Part 5: Labor Standards Provisions Applicable to Contracts Covering Federally

- Financed and Assisted Construction (Also, Labor Standards Provisions Applicable to Non-construction Contracts Subject to the Contract Work Hours and Safety Standards Act)
- XLV. 29 CFR Part 6: Rules of Practice for Administrative Proceedings Enforcing Labor Standards In Federal and Federally Assisted Construction Contracts and Federal Service Contracts
- XLVI. 29 CFR Part 7: Practice Before the Administrative Review Board With Regard to Federal and Federally Assisted Construction Contracts
- XLVII. 36 CFR Part 800 (Protection of Historic Properties)
- XLVIII. 40 CFR Part 1500-1508 (Regulations for Implementing the National Environmental Policy Act)
- XLIX. 49 CFR Part 24 (Uniform Relocation and Real Property Acquisition for Federal and Federally-Assisted Programs)
- L. URA Fixed Residential Moving Cost Schedule
- LI. Executive Order 11063: Equal Opportunity in Housing, November 20, 1962 (State and Entitlement Community Development Block Grant grantees)
- LII. Executive Order 11063: Equal Opportunity in Housing, November 20, 1962 (State and Entitlement Community Development Block Grant grantees)
- LIII. Executive Order 11246: EEO and Affirmative Action Guidelines for Federal Contractors Regarding Race, Color, Gender, Religion, and National Origin, September 25, 1965
- LIV. Executive Order 11375: Amending Executive Order No. 11246, October 13, 1967
- LV. Executive Order 12086: Consolidation of contract compliance functions for equal employment opportunity, October 5, 1978
- LVI. Executive Order 12892: Leadership and Coordination of Fair Housing in Federal Programs: Affirmatively Furthering Fair Housing, January 17, 1994
- LVII. Executive Order 12898: Federal Actions To Address Environmental Justice in Minority Populations and Low-Income Populations, February 11, 1994
- LVIII. Executive Order 13166: Improving Access To Services For Persons With Limited English Proficiency, August 11, 2000
- LIX. Executive Order 13217: Community-Based Alternatives for Individuals with Disabilities, June 19, 2001
- LX. Executive Order 13330: Human Service Transportation Coordination, February 24, 2004
- LXI. 24 Code of Federal Regulations Part 570.912: Nondiscrimination compliance; and
- LXII. all other applicable Federal, state and local laws, regulations, policies and Grantee guidelines, whether existing or to be established, governing the CDBG-DR funds.

I. The Requirements of Law above include, but are not limited to, the following:

Duplication of Benefits

The <Insert Entity> must comply with Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5121-5207) as amended ("Stafford Act"). The Stafford Act directs administrators of Federal assistance to ensure that no "person, business concern, or other entity" will receive duplicative assistance and imposes liability "to the extent such assistance duplicates benefits available to the entity for the same purpose from another source." Any sources of funding assistance provided for public services or structural damage and loss that are considered a duplication of benefits ("DOB") must be deducted from the CDBG-DR assistance to be provided.

The following are a list of sources of funding assistance that can be provided for structural damage and loss that are considered a duplication of benefits under federal law:

- FEMA National Flood Insurance Program ("NFIP");
- Private Insurance, for structure, not contents;

- Increased Cost of Compliance (“ICC”);
- Philanthropic funds;
- Other sources of Federal funding;
- Any other funding source that may duplicate assistance.

Procurement

HUD requires that procurement of supplies, equipment, construction, and services by <Insert Entity> agencies comply with 24 CFR section 85.36 and the <Insert State or Local Procurement Rules> 24 CFR section 85.36 sets forth the following four methods of procurement to be followed depending on upon what is being procured, the cost, availability, and other factors: small purchases (\$100,000 or less), sealed bids, competitive proposals, and non-competitive proposals.

Conflict of Interest

(a) In the procurement of supplies, equipment, construction, and services by the <Insert Entity> and by sub-recipients, the conflict of interest provisions in 24 CFR section 85.36(b)(3) and 24 CFR section 84.42, respectively, apply.

(b) For the acquisition and disposition of real property, the provision of assistance to individuals, businesses, or other private entities (e.g., through grants, loans, and rehabilitation work), and other cases that are not the procurement of supplies, equipment, construction, and services, the conflict of interest provisions in 24 CFR section 570.611 apply.

(c) For cases covered by paragraph (b) in this section, the general rule is that a person covered by 24 CFR section 570.611(c) who exercises or has exercised any functions or responsibilities with respect to CDBG-DR activities assisted under this part, or who is in a position to participate in a decision making process or gain inside information with regard to such activities, shall not obtain a financial interest or benefit from a CDBG-DR-assisted activity, or have a financial interest in any contract, subcontract, or agreement with respect to a CDBG-DR-assisted activity, or with respect to the proceeds of the CDBG-DR-assisted activity, either for themselves or those with whom they have business or immediate family ties, during their tenure or for one year thereafter.

Persons covered by 24 CFR section 570.611(c) include employees, agents, consultants, officers, elected officials, and appointed officials of the <Insert Entity> or its sub-recipients.

(d) Pursuant to 24 CFR section 570.611(d) HUD may grant an exception to conflicts of interest covered by paragraph (b) of this section, so long as the exception is not a violation of state or local law.

Davis-Bacon Requirements

The Davis-Bacon Act (40 U.S.C. §§ 3141 *et seq.*) requires that construction contracts involving an excess of \$2000, unless exclusively in connection with the rehabilitation of residential property containing fewer than 8 units, include a provision stating that all laborers and mechanics must be paid at a rate not less than those determined by the Secretary of Labor to be prevailing for the <Insert Entity>, which rates are to be provided by the agency. These wage rates are a federally mandated minimum only, and will be superseded by any State or City requirement mandating higher wage rates.<Insert Entity> contractors shall require their subcontractors to comply with Davis-Bacon requirements.

Requirements Regarding Individuals with Disabilities

Section 504 of the Rehabilitation Act of 1973 states that “no otherwise qualified individual with a disability

in the United States...shall, solely by reason of her or his disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, service or activity receiving Federal financial assistance..." Section 303(a)(2) of the Americans with Disabilities Act of 1990, 42 U.S.C. § 12183, mandates that when a public or commercial facility is altering or renovating a particular area, the facility must also, to the maximum extent feasible, renovate the area to provide access to and make usable for individuals with disabilities.

Section 3 Requirements

Section 3 of the HUD Act of 1968 applies to contracts related to housing and other public construction projects in which the contract or subcontract exceeds \$100,000. Under Section 3, grantees should, to the greatest extent feasible, provide economic opportunities such as jobs and employment training to low- and very-low income persons who live in the metropolitan area. Section 3 forms are attached to this document.

Minority and Women's Business Enterprise Development

In accordance with Executive Order 12432, HUD mandates that all localities make reasonable efforts to procure goods and services through women- and minority-owned business enterprises. All CDBG-DR-funded programs are required to report on a semi-annual basis, the race and ethnicity of the business owners with whom the <Insert Entity> signs a CDBG-DR-funded contract in excess of \$25,000.

Incorporation by Reference and Precedence

The Contract shall be derived from (1) Williamson County's standard terms and conditions; (2) the RFQ and its Addenda; 3) the Respondent's Quote; and 4) any cooperative or buy board agreement. In the event of a dispute under the Contract, applicable documents will be referred to for the purpose of clarification or for additional detail in the following order of precedence: (1) Williamson County's standard terms and conditions; (2) the RFQ and its Addenda; 3) the Respondent's Quote; and 4) any cooperative or buy board agreement.

In the event Williamson County requires that an ensuing Agreement be executed following award and a dispute arises between (1) terms and conditions of the ensuing Agreement, (2) the RFQ and its Addenda; 3) the Respondent's Quote; and 4) any cooperative or buy board agreement, applicable documents will be referred to for the purpose of clarification or for additional detail in the following order of precedence: (1) terms and conditions of the ensuing Agreement and its Addenda; (2) the RFQ and its Addenda; 3) the Respondent's Quote; and 4) any cooperative or buy board agreement.

Fill in the blanks and sign this form in the designated area below

Vendor Name: _____

Phone: _____

Contact Person: _____

Fax: _____

Vendor Address: _____

Email: _____

Signature: _____

Date: _____

Printed Name: _____

**THIS IS NOT AN ORDER. THIS IS A REQUEST FOR QUOTATION WHICH DOES NOT
OBLIGATE WILLIAMSON COUNTY TO PLACE AN ORDER.**