

**REQUEST FOR PROPOSALS
FLOOD MITIGATION PLAN CONSULTANT SERVICES**

Notice is hereby given that the Santa Rosa County Board of County Commissioners is calling for and requesting proposals for flood mitigation plan consultant services. Plans must meet the minimum as outlined in 44 CFR §78.5, §78.6, §201.6, and comply with the Local Multi-hazard Mitigation Planning Guide issued July 1, 2008. Proposals must conform to the specifications listed.

All proposals must be in writing and delivered by hand, mail, or Fed EX to the Santa Rosa County Procurement Department, 6495 Caroline Street, Suite G, Milton, Florida 32570, and must be received by 10:00 a.m., April 28, 2009. Only proposals received by the aforesaid time and date will be considered. All proposals shall be sealed and clearly labeled, "**RFP – CONSULTANT SERVICES**". Please provide the original proposal, labeled "ORIGINAL", and eleven (11) copies labeled "COPY" (12 total complete packages).

Specifications may be secured from the Santa Rosa County Website (www.santarosa.fl.gov/bids) or at the Santa Rosa County Procurement Department at the above address. Telephone (850) 983-1870.

A Pre-proposal Conference has been scheduled for 9:30 a.m. (local time), April 14, 2009 at 6051 Old Bagdad Highway, Milton, FL 32583; in the Public Service Media Room.

Questions concerning this request should be directed to the Sheila Harris, at (850) 983-1848.

The Board of County Commissioners reserves the right to accept or reject any and all proposals in whole or in part, and to waive all informalities.

Santa Rosa County does not discriminate on the basis of race, color, national origin, sex, religion, age, or handicapped status in employment or provision of service.

By order of the Board of County Commissioners of Santa Rosa County, Florida.

Legal Notice

One Issue – March 28, 2009 – Press Gazette, April 2, 2009 - Navarre Press

Bill and Proof to Santa Rosa County Procurement Department, Attention: Orrin L. Smith, 6495 Caroline Street, Suite G, Milton, Florida 32570

March 28, 2009

MEMORANDUM

TO: Company Addressed

FROM: Santa Rosa County Procurement Department

SUBJECT: Request for Proposals for Flood Mitigation Plan Consultant Services

Notice is hereby given that the Santa Rosa County Board of County Commissioners is calling for and requesting proposals for flood mitigation plan consultant services. Plans must meet the minimum as outlined in 44 CFR §78.5, §78.6, §201.6, and comply with the Local Multi-hazard Mitigation Planning Guide issued July 1, 2008. Proposals must conform to the specifications listed.

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SECTION I INFORMATION AND INSTRUCTIONS

1.1 The complete original proposal must be submitted in a sealed package and received in accordance with the instructions detailed in the cover letter. All proposals shall be labeled “**Consultant Services**”. Proposers shall file all documents necessary to support their proposal and include them with their proposal. Proposers shall be responsible for the actual delivery of proposals during business hours to the address indicated in the cover letter. It shall not be sufficient to show that the proposal was mailed in time to be received before scheduled closing time.

1.2 Proposal Format: Proposals shall be submitted in the following format and include the following information.

- A. Detailed description of project approach as requested
- B. Qualifications and experience as detailed in Section II
- C. Fee Proposals per instructions in Section III signed by responsible party
- D. Specific itemization of pricing breakdown to include the cost for the following:
 - Notification of the appropriate community organizations concerning the planning process and upcoming meetings, and their participation
 - Scheduling meetings throughout the county, especially in high risk areas
 - Conducting the community meetings
 - Mapping flood hazard areas, repetitive loss feasibility analysis and BFE's
 - Collection of data for benefit cost analysis
 - Evaluate impact analysis for natural and built environment
 - Provision of repetitive loss feasibility analysis
 - Provision of benefits-cost analysis
 - Develop a statement of goals to address flood hazards
 - Identify project activities, including alternatives to prepare for, prevent, reduce and/or protect from flood impact
 - Draft an action plan and recommendations for action, and integration with the comprehensive LMS Plan
 - Presentation of the plan to the community
 - Identify procedures to monitor, assess, and revise the plan annually.

1.3 It is the sole responsibility of the **PROPOSER** to assure that they have received the entire Request for Proposal.

1.4 Proposers will be notified in writing of any change in the specifications contained in this RFP.

1.5 No verbal or written information which is obtained other than through this RFP or its addenda shall be binding on the Santa Rosa County. No employee of Santa Rosa County is authorized to interpret any portion of this RFP or give information as to the requirements of the RFP in addition to that contained in or amended to this written RFP document.

- 1.6 Right of Rejection and Clarification:** Santa Rosa County reserves the right to reject any and all proposals and to request clarification of information from any proposer. Santa Rosa County is not obligated to enter into a contract on the basis of any proposal submitted in response to this document.
- 1.7 Request for Additional Information:** Prior to the final selection, proposers may be required to submit additional information which the County may deem necessary to further evaluate the proposer's qualifications.
- 1.8 Denial of Reimbursement:** Santa Rosa County will not reimburse proposers for any costs associated with the preparation and submittal of any proposal, or for any travel and/or per diem costs that are incurred.
- 1.9 Gratuity Prohibition:** Proposers shall not offer any gratuities, favors, or anything of monetary value to any official, employee, or agent of Santa Rosa County for the purpose of influencing consideration of this proposal.
- 1.10 Right of Withdrawal:** A proposal may not be withdrawn before the expiration of ninety (90) days from the proposal due date.
- 1.11 Right of Negotiation:** Santa Rosa County reserves the right to negotiate with the selected proposer the exact terms and conditions of the contract.
- 1.12 Right of Rejection of Lowest Fee Proposal:** Santa Rosa County is under no obligation to award this project to the proposer offering the lowest fee proposal. Evaluation criteria included in this document shall be used in evaluating proposals.
- 1.13 Exceptions to the RFP:** Proposers may find instances where they must take exception with certain requirements or specifications of the RFP. All exceptions shall be clearly identified, and written explanations shall include the scope of the exceptions, the ramifications of the exceptions for Santa Rosa County, and a description of the advantage to be gained or disadvantages to be incurred by the County as a result of these exceptions.
- 1.14 Indemnification:** Proposer, at its own expense and without exception, shall indemnify, defend and pay all damages, costs, expenses, including attorney fees, and otherwise hold harmless Santa Rosa County, its employees, and agents, from any liability of any nature or kind in regard to the delivery of these services.
- 1.15 Rights to Submitted Material:** All proposals, responses, inquiries, or correspondence relating to or in reference to this RFP, and all reports, charts, and other documentation submitted by proposers shall become the property of Santa Rosa County when received.
- 1.16 Basis of Award:** Proposals shall be evaluated by a Selection Committee. The

Selection Committee may, at its option, request any or all proposers to provide on-site demonstrations of the proposed system.

- 1.17 Copies:** An original and eleven copies of the proposal and supporting documents must be submitted in response to the RFP. All responses must relate to the specifications as outlined.
- 1.18 Contacts:** Proposers must submit proposals in accordance with the instructions contained in this RFP. All requested information must be submitted with the proposal. Instructions for preparation and submission of proposals are contained in this package.

Questions regarding this request for proposal should be directed to:

Orrin L. Smith
Procurement Officer
(850) 983-1870
[email: orrins@santarosa.fl.gov](mailto:orrins@santarosa.fl.gov)

Technical Questions should be addressed to:

Sheila Harris
Grants Coordinator
(850) 983-1848
[email: sheilah@santarosa.fl.gov](mailto:sheilah@santarosa.fl.gov)

- 1.19 Submittal of Qualifications:** Proposals should include experience and qualifications as described in Section II. Additional information may be submitted as appropriate to further describe proposer and the firm's capabilities.
- 1.20 Compliance with Laws:** In connection with the furnishing of supplies or performance of work under the contract, the Consultant agrees to comply with the Fair Labor Standard Act, Equal Opportunity Employment Act, and all other applicable Federal and State laws, regulations, and executive orders to the extent that the same may be applicable and further agrees to insert the foregoing provision in all subcontracts awarded hereunder.

Proposers certify that all equipment, services and or goods provided to Santa Rosa County comply with the Department of Justice ADA Title III Regulations.

SECTION II SCOPE OF WORK

- 2.0** Santa Rosa County is seeking proposals from consultants to assist County staff in the preparation of a Flood Mitigation Plan.
- 2.1** Summary: The consultant with staff assistance will identify and analyze repetitively flooded areas to determine the most critical repetitively flooded properties. These properties will be mapped to develop future mitigation plans and strategies. During this time of gathering data, staff and the consultant will gather community input by neighborhood meetings and field work to supplement existing data. After compiling data, completing the analysis, mapping the properties and developing mitigation strategies, staff and the consultant will prepare an updated plan for adoption by the Board of County Commissioners. The final plan will be a stand alone plan that will be utilized to update the Flood Hazard section of the Santa Rosa County Hazard Mitigation Plan. The update will provide greater focus and foresight in reducing future flood occurrence.
- 2.2** The County anticipates that the plan will take approximately **9** months to develop, and contain the elements as detailed in the scope of work. Both public and private resources will be utilized to develop a thorough, useable plan. Building permits records, insurance loss, reports, repeated flooding incidents reports, Public works maintenance records and other records will be available for review to determine those areas most susceptible to flooding.
- 2.3** Project Goals: The goals are as follows:
- Identify and analyze the 10 year history of floodplain development, growth, programs, projects, studies, and repetitive loss information to include locations, addresses, and damage estimates (structural and property).
 - Determine cause and potential mitigation.
 - Create a prioritized list of mitigation strategies for Santa Rosa County to reduce flooding and target critical areas and repetitive loss structures.
 - Produce and distribute a document which can be adopted by the County and used to guide future funding and mitigation efforts.
 - Create a prioritized list of floodplain management activities to improve Santa Rosa County's CRS Rating.
- 2.4** Scope of Work: The consultant will produce a final report that includes:
- Research and describe the extent of flood depth and damage potential.
 - Maps and descriptions of the existing flood hazard (including identification of the flood risk and a thorough discussion of past floods).
 - Estimates of the types and number of structures at risk.

- Creation of a map and discussion of repetitive loss properties and potential mitigation activities for repetitive loss structures.
- Discussion about the numbers and types of building at risk.
- Description of the impact of the flooding in infrastructure, public health and safety.
- Description of the needs and procedure for warning and evacuating residents and visitors. Identify critical facilities.
- Description of the development trends including a discussion of redevelopment in the floodplain, the watershed and natural resources area.
- Summarize the impact of flooding on the community and the local economy.
- Floodplain management goals for Santa Rosa County.
- Strategy for reducing flood risk.
- Strategy for continued compliance with the NFIP regulations.
- Description of how the community has coordinated with other agencies and organizations and when their input was requested.
- Identification and evaluation of cost effective and technically feasible mitigation actions considered.
- Procedures for ensuring implementation.
- Procedures for reviewing progress.
- Procedures for recommending revisions to the plan.

- 2.5** The consultant should insure the plan submitted for approval includes documentation of formal plan adoption by the Santa Rosa County.
- 2.6** The consultant should include a list of potential projects and how the projects will contribute to the overall mitigation strategy.
- 2.7** Approach and Scope of Work: The responding firm shall describe in detail its approach to the project as outlined in this Request for Proposal. In addition to the approach for the outlined scope, the responding firm is encouraged to propose any appropriate enhancements to the outlined scope.
- 2.8** Qualifications: Each proposer shall submit their qualifications to prepare a flood mitigation plan. A detailed listing of similar projects shall be submitted along with a description of the project, dates completed, contact persons, implementation history, and any other pertinent information. Each proposer shall also submit resumes of the key personnel that will be involved with the project. Additional information regarding professional awards, memberships, etc. may also be submitted.
- 2.9** References: Respondents shall provide statements of company background, including company history, primary contact information (including telephone number(s), fax number(s), and email addresses(s), and a detailed narrative of related experience performing similar projects.
- 2.10** Availability: The firm shall outline its current and projected workload and its commitment to provide the requested services. Each proposer shall submit a

proposed time schedule for completion including management decision points.

- 2.11** An estimated work schedule is included as an attachment.
- 2.12** Costs: The proposer shall submit a lump sum fee to include all costs associated with completing the project including labor, supplies, equipment, and travel.
- 2.13** Sub-contractors: If sub-contractors will be utilized as part of this project, please submit their qualifications for the area(s) in which they are being utilized.

April 21, 2009

TO: Company Addressed
FROM: Santa Rosa County Procurement Department
SUBJECT: Request for Proposals for Flood Mitigation Plan Consultant Services

Addendum #1
Flood Mitigation Plan Consultant Services

1. Disregard reference to Section III in the Proposal Format section.