

Agenda Item # 21
Date 3/11/20

REQUEST FOR PROPOSAL

To: Engineering Flood Plain Professionals

From: Dodge County Emergency Mgmt.

Subject: Request for Proposal (RFP) for Voluntary Acquisition, Demolition, and Construction Program for Flood-prone Property

Issue Date: February 6th, 2020

Due Date: March 10th, 2020

Dodge County, Nebraska is seeking a professional engineering firm to assist with a Hazard Mitigation Grant Program Application from the Nebraska Emergency Management Agency. The selected firm will develop a Voluntary Acquisition and Construction Program for flood-prone properties within Dodge County.

SCOPE AND CRITERIA

Dodge County has been allocated \$4.95 million in funding to be used towards a Voluntary Property Acquisition and Construction Program for flood-prone properties. The selected firm will use experience in Grant Application Writing and Flood-prone Property Acquisition and Construction Programing to assist Dodge County Emergency Management in maximizing the amount of Grant funds received. The selected firm will meet with Dodge County Emergency Management and County Board of Supervisors to determine the implementation of the Voluntary Acquisition and Construction Program. The selected firm will have a point of contact available for property owners. The Voluntary Acquisition and Construction Program shall follow the Nebraska Emergency Management Agency's guidelines for acquisition and construction of flood-prone structures.

QUALIFICATIONS

The professional architectural/engineering firm shall be:

1. Independent of any contractors, suppliers, manufacturers, or any interest that is construed as a conflict of interest to the proposal.
2. A professional engineering firm that has experience in projects of similar scope and size as described in the scope of services section.

SUBMITTAL REQUIREMENTS

The Consultant shall include in the submittal:

1. Letter of Interest (limited to 2 single-sided pages).
2. A brief discussion of your project understanding and scope of work outlining your project approach for the study. (limited to 3 single-sided pages).
3. List of proposed team members including project specific experience and proposed roles in the project (Specific emphasis on grant writing team is expected).
4. List of similar projects completed in the last 5 years.
5. Proposed timeline.
6. Estimated cost breakdown.

SELECTION PROCESS

The final selection shall be determined by (but not limited to) a combination of the following criteria (interviews are not planned):

1. Consultant's understanding and recommended approach to complete the project.
2. Consultants history in successfully obtaining grant funding
3. Consultant history in similar projects
4. Consultant's ability to complete the project in a timely manner.

Sealed submittals (including 1 hard copy and 1 digital copy) shall be delivered to the Dodge County Emergency Management Office March 10th, 2020 by 2 pm for a public opening. A selection committee for Dodge County will take the recommended proposal for consideration to the County Board of Supervisors at the March 11th, 2020 by 9 am meeting.

Submittals shall be delivered to:

Dodge County Emergency Management
Attn: Property Mitigation RFP
435 N Park Ave STE 101B
Fremont, NE 68025

All Sealed submittals must be received no later than March 10th, at 2:00 p.m. in the Dodge County Emergency Management Office for public opening.