



**NEWTON COUNTY, TEXAS
REQUEST FOR PROPOSALS (RFP)**

RFP # 2018-1

**GRANT APPLICATION DEVELOPMENT, PROJECT MANAGEMENT,
AND GRANT ADMINISTRATION**

**FEMA HAZARD MITIGATION GRANT PROGRAM
HMGP DR-4332**

DEADLINE TO SUBMIT:

4:30 P.M. FRIDAY, MARCH 23, 2018

SECTION 1. GENERAL/SCOPE OF WORK

Newton County is seeking Proposals from qualified firms to conduct grant application development, project management, and grant administration work under FEMA's Hazard Mitigation Grant Program resulting from Federal Disaster Declaration 4332 (Hurricane Harvey). At a minimum, grant application elements will involve preparation of all State and Federal application materials, Benefit Cost Analysis, schedule and budget development and project implementation. Project management elements will include direction, supervision, and assistance for contractors and property owners, and grant administration including reports and tracking.

Proposals should include the following:

1. Provide proof of registration and active status with the System for Award Management (SAM – <https://www.sam.gov>)
2. Demonstrate capability and expertise to prepare FEMA mitigation grant applications and implement project management services in an effective and timely manner.
3. Demonstrate ability to properly document all work conducted from project management standpoint, coordinate with partner agencies and property owners as needed, and manage the work as needed.
4. Demonstrate ability to conduct grant application, project management, and grant administration work in a cost-effective manner, and readiness to mobilize and begin work.

1.A Award

Newton County reserves the right to award this contract on the basis of the best offer in accordance with the laws of Texas, to waive any formality or irregularity, to make award to more than one Proposer, and/or to reject any or all proposals.

1.B Governing Law

Proposer is advised that these requirements shall be fully governed by the laws of the State of Texas and that Newton County may request and rely on advice, decisions and opinions of the Attorney General of Texas and the District Attorney concerning any portion of these requirements.

1.C Cost of Preparing Proposals

Cost for developing proposals is entirely the responsibility of Proposers and shall not be charged to Newton County.

1.D Signature of Proposal

A transmittal letter, which shall be considered an integral part of the proposal, shall be signed by an individual who is authorized to bind the Proposer contractually. If the Proposer is a corporation, the legal name of the corporation shall be provided together with the signature of the officer or officers authorized to sign on behalf of the corporation.

1.F Non-Discrimination

The successful Proposer will be required to comply with the Americans with Disabilities Act and with all provisions of Federal, State, County, and local laws and regulations to ensure that no employee or applicant for employment is discriminated against because of race, color religion, sex, age, handicap, or national origin.

SECTION 2 – INSTRUCTIONS

2.A Interpretation and Clarification

No verbal interpretation or clarification will be made as to the meaning of this RFP. Requests for interpretation or clarification shall be made in writing and delivered to Newton County at the address shown below. Deadline for questions or request for clarification is Monday, March 19, 2018 at 4:00 p.m. A response will be issued in the form of an addendum to the RFP by the County if substantive clarification is in order.

2.B Submittal Requirements

The County will not accept any e-mailed proposals or proposals in digital format. The County will not accept any proposals received after the stated deadline and will not accept any responsibility for late delivery of proposals. One (1) bound copy and five (5) unbound printed copies of the proposal shall be submitted no later than 4:30 p.m., Friday, March 23, 2018, addressed as follows:

Ms. Sandra Duckworth
County Clerk, Newton County
RFP 2018-1 – Grant Application Development, Project Management, Grant Administration
DR-4332
115 Court Street
P O Box 454
Newton, TX 75966

2.C Proposal Content

All Proposals must contain a transmittal letter that specifically states that all terms and conditions contained in this Request for Proposal are accepted by the proposing firm. Sufficient information on each of the following five (5) elements must be submitted to ensure a full evaluation for this contract. At a minimum, the proposing firm's Proposal must contain information regarding:

1. Agency/company description
2. Printout of firm's System for Award Management (SAM) registration and current status
3. Experience and capabilities for developing FEMA mitigation grant applications and managing successfully awarded projects.
4. Description of Firm's strategy for project delivery in cost effective manner
5. Description of readiness to begin work following contract signing (timeframe, in days, when firm can start work).

2.D Evaluation

Evaluation of proposals will be made according to the following criteria:

<u>Criteria</u>	<u>Maximum Points</u>
Applicable related experience	30
Capacity, performance schedule	30
Company structure and qualifications	20
Cost of Services	10
Affirmative Action	10