

## **REQUEST FOR PROPOSALS**

### **PROFESSIONAL GRANT ADMINISTRATIVE SERVICES**

The City of Bay St. Louis, Mississippi is soliciting proposals from qualified and experienced professional consultants or consulting firms to augment, implement, and manage the City's maximum recovery funding from the Federal Emergency Management Agency (FEMA) under the FEMA Public Assistance (PA) Grant Program under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act), as amended for present and future declared disasters or any other federal, state or other grants available to the City of Bay St. Louis.

The ideal candidate shall possess demonstrated experience in programmatic disaster recovery and must have intimate knowledge and expertise in disaster recovery programs and must have extensive knowledge in public assistance programs of federal, state and other governing agencies to ensure recovery activities maximize any funding or reimbursement for which the City may qualify. This includes, but is not limited to, the Federal Emergency Management Agency (FEMA) Public Assistance Program, Hazard Mitigation Grant Program (HMGP), EPA, HUD, NRCS, CBDG, and/or other funding sources as identified by the City of Bay St. Louis. The consulting firm will assist the City with maximizing funding, expedite the process, retain funds during projects, reimbursement requests, closeouts, and audit services in accordance with the FEMA regulations and guidelines. In addition, the consulting firm will have to identify, apply for and manage grant applications for hazard mitigation and any other grant funded projects in the City.

#### **TERM OF CONTRACT**

The City of Bay St. Louis seeks to establish contractual agreements with one (1) or more qualified firms, herein after referred to as Consultant(s) to provide consulting and representation services as described on an as-needed basis. The initial contractual period shall be for two (2) years, with an option to extend for two (2) additional one (1) year terms. The City reserves the right to award multiple contracts if in its best interest to do so.

#### **NOTICE TO PROCEED**

The City will request action from the Consultant(s) through a Task Order with a Notice to Proceed.

The City will notify the consulting firm of anticipated work to be done. The Consultant(s) shall then prepare a Task Order detailing the project scope of services to be provided and the compensation to be due to the firm(s). Compensation shall be based upon the hourly rates set forth in the Hourly Rate Schedule submitted by the firm. The City reserves the right to negotiate a not to exceed amount on each work order.

## **SCOPE OF WORK**

The purpose of this RFP is for the City of Bay St. Louis to acquire as-needed grant administrator services and comprehensive disaster recovery management services. The selected consultant(s), working closely with and at the direction of City Administration, will assist in strategically managing the project development and administration of all federal and/or state disaster programs related to declared emergencies or disasters that occur during the term of this contract. In addition, the Consultant(s) will assist the City with identifying hazard mitigation grants. The Consultant(s) will also assist the city with the applying for these funds and serve as grant administrator for the funds from start to finish.

Services provided in the development of such programs may include, but are not limited to the following:

### **FEMA Public Assistance (PA) Advisory Services**

1. Develop a process/system to efficiently submit grant applications, identify eligible projects, capture costs, prepare cost reports, reconcile invoices, and close-out projects.
2. Attend meetings with relevant local, state, and federal officials to address eligibility and process issues.
3. Provide knowledge, experience, and technical expertise in dealing with federal and state regulations, specifically including, but not limited to, the Robert T. Stafford Disaster Relief and Emergency Assistance Act, Post-Katrina Emergency Management Reform Act of 2006, Environmental and Historic Preservation Management, Davis-Bacon and Section 3, as necessary.
4. Proactively identify and resolve issues that may arise related to the funding of completed and forthcoming work.
5. Provide engineering, cost estimating, and architectural support, among other types of technical assistance.
6. Assess damage to public infrastructure components and facilities.
7. Obtain, analyze and gather field documentation, including gathering relevant records (including timekeeping and assignment records) in order to extract pertinent information.
8. Review all data and supporting documentation to determine eligible adequate costs.
9. Evaluate and assist in the formulation of FEMA PA Emergency and Permanent Work Project Worksheets, to include Cost Estimating, developing Detailed Damage Descriptions and Dimensions (“DDDs”) and project Scope of Work (“SOW”).
10. Assist in the development of hazard mitigation proposals under Sections 406 and 404 of the Stafford Act. (See further detail herein, below.)
11. Evaluate alternate and/or improved projects.

12. Evaluate the appropriateness of the use of FEMA pilot programs including Section 428 Public Assistance Alternative Procedures for Permanent Work and Debris Removal.
13. Review Project Worksheets (PW) to determine final eligible costs and third-party refunds/reimbursements.
14. Reconcile eligible costs and prepare PW versions.
15. Prepare first and second appeals, and work with the City through any arbitration.
16. Monitor reconstruction efforts, reconcile change orders with PW scope of repair, and prepare progress payments.
17. Perform PW closeouts.
18. Prepare projects for audit.
19. Respond to audit findings, as required.

#### **FEMA 404 and 406 Hazard Mitigation Grant Program (HMGP)**

1. Assist in identifying, developing, and evaluating opportunities for hazard mitigation projects to reduce or eliminate risk from future events.
2. Provide experience hazard mitigation staff to identify and prepare hazard mitigation proposals, grant applications, benefit cost analysis, and other services related to Hazard Mitigation Grant Program (HMGP), Pre-Disaster Mitigation (PDM), and other mitigation programs.
3. Work closely with private property owners, as well as FEMA and/or MEMA, as needed through any grant project.
4. Provide post-award grant administration services and program management services for projects funded by HMGP, FEMA, or PDM. This may include outreach, intake, documentation processing, construction inspection, and closeout.

#### **Financial and Grant Management Support**

1. Advise the City of all FEMA's policies, regulations, practices, and procedures and how to track costs, including direct administrative costs to facilitate reimbursement for all eligible costs, including Consultant(s) fees.
2. Provide general grant management advice.
3. Perform internal controls assessment.
4. Conduct pre-audit activities and prepare disaster recovery projects for audit.
5. Meet with city/county/state/federal representatives in connection with the programmatic, financial, contracting and accounting services related to applicable regulations.
6. Prepare required reports, including the Public Assistance Quarterly Progress Report, for the State and FEMA, as needed.

7. Provide oversight of contractors' billing to ensure that they invoice in accordance with their contract, and that all costs eligible for the grant funding are documented and claimed.
8. Categorize, record, track, and file costs in support of the financial reimbursement process for grants. This includes, but is not limited to, tracking Project Worksheet status and status of payment from the FEMA and MEMA.
9. Assist in providing interagency coordination (federal, state, county, city) and technical support, as well as identifying funding resources that may be available to assist in the long-term recovery process.
10. Collect Policies, Bid Tabs, Contracts, Agreements, etc.
11. Work with FEMA Project Specialist in compiling documentation for the Project Writers.
12. Perform analysis of labor vs equipment hours, etc.
13. Identify the need for pre-positioned contracts. These contracts must be procured in compliance with Federal Procurement Regulations, include a scope of work which anticipates disaster work and ensures the costs are reasonable in the current market environment.
14. Perform insurance reconciliation, as well as other funding source coordination to avoid duplication of benefits.
15. Perform Cost-Benefit Analysis when necessary to support the City's determination of pursuing reimbursement.
16. Track, monitor and report time and activities performed by Consulting Firm Staff by project, or as allowable under the provisions of the Federal Guidance for direct administrative, indirect and project management costs reimbursement.
17. Provide monthly written performance and status reports to the City on the status of activities completed under this contract, the FEMA Public Assistance (PA) Program and other grant programs.
18. Attend City Council meetings to provide updates, as needed.
19. Maintain an active Unique Entity Identifier (UEI).
20. Attend meeting with FEMA, MEMA or other agencies as needed by the City to help advise the administration through the grant process.

### **Information Technology, Data Management and Reporting Support**

1. Provide viable integrated IT solutions (compatible with existing City applications) that support the management and implementation of disaster recovery programs and other grant programs.
2. Manage data for disaster recovery programs and other grant programs.
3. Provide expertise using systems to report, manage, and analyze information to optimize and improve disaster recovery programs.

### **Pre-Disaster Cost Recovery Plan Development**

1. Develop the general framework, processes, and tools to facilitate cost recovery activities associated with a federally or state declared disaster.
2. Assist in the identification of the primary roles and responsibilities to effectively coordinate the provision of PA and other federal and/or state grant funding programs.

### **Long-Term Disaster Recovery and Redevelopment Planning**

1. Develop the general framework, processes, and tools to facilitate a long-term disaster recovery and redevelopment activities associated with a federally and/or state declared disaster.
2. Specify the triggering event for the transition from response to recovery.
3. Conduct an in-depth analysis of existing plans, policies, and procedures related to recovery and redevelopment.
4. Establish clear roles and responsibilities for all recovery and redevelopment stakeholders.

### **Emergency Management Support Services**

- 1) Assistance in preparation of emergency management plans and documents to include COOP (Continuity of Operations Plan), Debris Management, or other related plans.
- 2) Training, drills, and exercises (tabletop, functional, and full-scale) support including exercise development, after action reporting, and facilitation.
- 3) Community Rating System (CRS) technical assistance.
- 4) Providing staff to support the City in various functional areas as required following an emergency response.

## **SUBMITTING THE PROPOSAL TO THE CITY**

### **Information provided to the City of Bay St. Louis shall include:**

- 1) The specialized experience and technical competence of the Consultant with respect to requested services (0-40 points);
- 2) The past record of performance of the Consultant with respect to such factors as accessibility to clients, quality of work, and ability to meet schedules (0-20 points);
- 3) Capability of carrying out all aspects of grant related activities (0-20 points);
- 4) Cost of services (0-5 points); and,
- 5) References from previous clients of related work with the Consultant within the past five years (0-5 points); and,

Documentation of compliance with E-Verify requirements must be submitted with proposal. Minority and women business enterprises are solicited to submit a bid on this contract. The

information provided for each area above must be clearly identifiable to assure maximum allocation of points for each category.

Submittals sent through the U.S. Mail are done so at the risk of the prospective vendor and should be addressed to the City of Bay St. Louis, in care of the City Clerk's Office, 688 Highway 90, Bay St. Louis, Mississippi, 39520. The City is NOT responsible for submittals that arrive in the mail after the designated opening time. Submittals may also be delivered in-person to the City Clerk's Office.

Consulting Firms desiring to provide services, as described in the Scope of Work, shall submit sealed proposals in an original and five (5) complete hard copies along with an electronic copy on a jump drive.

**All submittals must be on file with the City Clerk no later than 10:00am on April 3, 2025. All submittals must be sealed and clearly marked on the outside of the envelope as "RFP FOR GRANT ADMINISTRATOR".**

Responses submitted by "Express/Overnight" services must be in a separate inner envelope/package sealed and identified as stated in the previous sentence. Envelopes not so marked are submitted at the risk of the prospective submitter, and the City assumes no responsibility for the premature opening of same by any City employee.

The City Clerk or Authorized Representative will meet at the City Hall Conference Room at 10:00am on April 3, 2025 and will then and there open the proposals. The administration will then take the proposals for review and consideration to make a final recommendation to the city council. The governing body reserves the right to reject any and all proposals and to waive informalities.

For more information, please contact Mike Reso, City Clerk for the City of Bay St. Louis, MS at 228-466-5457 or [mreso@baystlouis-ms.gov](mailto:mreso@baystlouis-ms.gov).

Publish Dates: Thursday, March 13, 2025 and Thursday, March 20, 2025.

**Comprehensive Disaster Recovery Management Services**

**PROPOSAL CERTIFICATION**

Proposers Signature: \_\_\_\_\_ Date: \_\_\_\_\_

By Signing above, I Certify that I have carefully read and fully understand the information contained in this RFP; and that I have the capability to successfully undertake and complete the responsibilities and obligations of the Proposal being submitted and have the authority to sign Proposal on behalf of my organization. It is the offeror's responsibility to assure that all addenda have been reviewed prior to proposal submission.

BY (Printed): \_\_\_\_\_

TITLE: \_\_\_\_\_

COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

The proposer supplies the information recorded below for use in the preparation of the contract documents, in event of contract award:

1. Please indicate type of business organization:
  - Proprietorship
  - Partnership
  - Corporation
  - Limited Liability Co.
2. If business is a Corporation, please answer the following questions:
  - a. Name and title of officers, authorized by Corporate Resolution, who will execute the contract on behalf of corporation (generally President and Secretary).  
\_\_\_\_\_
  - b. Firm is incorporated in what state?  
\_\_\_\_\_
  - c. If firm is a foreign corporation, does firm have a certificate of authority from the Mississippi Secretary of State? Yes or No
3. If business is a Partnership, please answer the following:
  - a. Name in full or all general partners and addresses:
  - b. Is this a limited or general partnership?
  - c. If a limited partnership, what is the state of registration?
  - d. If business is a foreign limited partnership, does business have a certificate of authority from the Mississippi Secretary of State?

4. If business is a Proprietorship, please answer the following:

a. Name of owner:

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5. If business is a limited liability company, please answer the following:

a. List the names and titles of managers or member-managers who will execute the contract on behalf of the company?

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b. What is the state of organization?

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c. If business is a foreign limited liability company, does business have a certificate of authority from the Mississippi Secretary of State?

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**COST PROPOSAL 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 City of Bay St. Louis at cost without mark-up.

<u>POSITIONS</u>	<u>HOURLY RATE</u>
Project Executive	\$
Subject Matter Expert	\$
Project Manger	\$
Project Accountant	\$
Senior Closeout Specialist	\$
Closeout Specialist	\$
Other: _____	\$
Other: _____	\$
Other: _____	\$
Other: _____	\$

**OTHER REQUIRED POSITIONS**

The consulting firm may use other required positions as necessary with the written approval of the City. All such positions and applicable hourly rates shall be listed in the price schedule.

The employment of unauthorized aliens by a Consulting Firm is considered a violation of Section 274A (e) of the Immigration and Nationality Act. If the Consulting Firm knowingly employs unauthorized aliens, such violation shall be cause for unilateral cancellation of any contract resulting from this solicitation. This applies to any sub-contractor used by the Consulting Firm as well.

**Payment**

- 1) The unit price of all personnel to be provided by the Consulting Firm shall be at the firm’s standard billing rate.
- 2) All labor rates are to be fully burdened to include all taxes, benefits, handling charges, equipment, mileage, rentals, per diem, housing, reproduction supervisory tasks, overhead, profits and any other expenses necessary to the execution of a contract to developed as a result of this RFP.
- 3) Invoices will be processed for payment only after approval of the Public Works Director or his/her designee. Approval for payment shall not be granted until appropriate deliverables are received and determined to be consistent with the scope and accurate.