



# Emergency Management Consulting Services

## *Request for Proposals*

The City of West Monroe invites qualified firms and individuals to submit proposals for Emergency Management Consulting Services for the City of West Monroe. This RFP, issued in response to Winter Storm Fern, addresses immediate emergency management needs and outlines the scope of work, submission requirements, and evaluation criteria.

**Proposals are due by 5:00 p.m. on Monday, February 9.**



**NOTICE**  
**CITY OF WEST MONROE, LOUISIANA**  
**REQUEST FOR PROPOSALS (RFP)**  
**EMERGENCY MANAGEMENT CONSULTING SERVICES**  
**Initiated in Response to Winter Storm Fern**

Issue Date: February 6, 2026

**Proposals Due:** February 9, 2026, by 5:00 p.m.; email to [cityclerk@westmonroe.la.gov](mailto:cityclerk@westmonroe.la.gov)

**PURPOSE**

The City of West Monroe (“City”) is seeking proposals from qualified firms and individuals to provide Emergency Management Consulting Services for the City of West Monroe, Louisiana.

This RFP is issued in response to Winter Storm Fern, to address immediate emergency management needs. The selected Consultant may provide services for this event and for future emergencies or disasters as authorized by the City.

The work consists of but is not limited to providing expertise, strategic guidance, planning assistance, and training related to Emergency Management activities for disaster and emergency events affecting the City of West Monroe. Services shall be provided only upon written authorization by the City and on an as-needed basis.

**SCOPE OF SERVICES**

The services shall include the initiation, coordination and monitoring of activities during all phases of emergency management as needed by the City of West Monroe, including preparedness, response, recovery and mitigation relating to the FEMA Public Assistance (PA) and Hazard Mitigation Program.

All services shall be performed in compliance with FEMA regulations, policies, guidance and 2 CFR Part 200, as applicable.

**1. Preparedness Planning**

- Review, update, and if required, assist in the development of the City’s emergency management and disaster recovery plans.
- Review plans and procedures for FEMA compliance and, if necessary, assist the City in developing RFP/RFQ for standby response and recovery contracts. Consultant may provide technical assistance but shall not submit a bid, participate as a subcontractor, or otherwise profit from any contract they assisted in developing.
- Assist the City in reviewing insurance policies and identifying deductibles for reporting to FEMA in the event of a Presidentially declared disaster.
- Provide training to select City personnel regarding applicable federal regulations and FEMA policy.
- Conduct an annual emergency management training exercise for the Mayor and key administration personnel.

- Coordinate plans and activities with Ouachita Emergency Operations Center, when requested by the City.

## **2. Response Activities**

- Assist City in activating emergency contracts authorized by the City.
- Assist in monitoring debris removal and emergency work contractors for documentation and FEMA compliance purposes.
- Assist in monitoring documentation related to force account labor and force account equipment.
- Assist City staff in resolving issues identified by FEMA or GOHSEP.
- In the event of an adverse FEMA decision, assist with necessary appeals.

## **3. Recovery Activities**

- Assist City with initial damage assessments.
- Attend GOHSEP Applicant Briefings and assist the City in preparing and submitting Requests for Public Assistance.
- Provide grants management oversight and technical assistance.
- Assist in the preparation of FEMA Project Worksheets (PW) in coordination with City personnel and other contractors.
- Make recommendations for Alternate and Improved projects and consult with City project manager regarding hazard mitigation opportunities under the PA Program.
- Assist the City in reviewing contractor invoices for FEMA compliance and eligibility. Coordinate with project manager on mitigation projects.
- Assist in the preparation of FEMA appeals at the direction of the City.

## **AUTHORIZATION OF SERVICES**

No work shall be performed unless authorized in writing by the City through a task order, notice to proceed or other written authorization. While this RFP is issued in response to Winter Storm Fern, services under the resulting contract may also be provided for future emergency events or disasters as needed.

The City makes no guarantee of a minimum amount of work.

## **CONTRACT TERM**

1. The initial contract term shall be for a period of 3 years, with an option to renew in one (1) year increments, for up to two (2) one-year, contingent upon satisfactory performance, continued need and budget approval.
2. Continuation of the contract is subject to the appropriation of funds by the City. Failure to appropriate sufficient funds shall result in termination without penalty.
3. Consultant shall hold all licenses, permits, and certifications required to perform the services in the State of Louisiana and shall comply with all federal, state and local laws and regulations.
4. No portion of the work shall be subcontracted without prior written consent to the City. The Consultant shall remain fully responsible for the performance of all subcontractors.

5. The City may award contracts to one or multiple Consultants and may assign work at its sole discretion.

### **PRICING AND PAYMENT**

- Proposals shall include hourly rates by labor category (Attachment A – Hourly Rate Table), which shall remain fixed for the initial contract term unless otherwise approved by the City.
- All work shall be subject to not-to-exceed amounts established by the City through written authorization.
- Invoices shall include sufficient detail to demonstrate FEMA eligibility, including labor category, hours worked, task description, and applicable authorization reference.
- Payment is subject to City approval and compliance with applicable federal and state requirements.

### **GENERAL CONDITIONS AND CLAUSES**

- The City is exempt from Louisiana state and local sales and use taxes.
- The City may terminate the contract for cause or for convenience with thirty (30) days written notice.
- The Consultant shall comply with all applicable nondiscrimination laws.
- Consultant shall comply with all FEMA conflict-of-interest requirements and shall disclose any actual or potential conflicts of interest.

### **INSURANCE**

Proposers shall maintain insurance coverage meeting City requirements and provide certificates of insurance prior to contract execution and upon request.

### **PROPOSAL CONTENTS**

Proposer shall include as part of their proposal, the following information:

1. INTRODUCTION LETTER – Briefly state consultant’s understanding of services required and a brief background of firm.
2. PROPOSAL – Detailed description of prior experience with FEMA and GOHSEP projects. Must include:
  - a. Professional experience and training credentials in governmental emergency management.
  - b. Qualifications and resumes of key personnel, including licenses and certifications. Consultant must be in good standing with Louisiana Secretary of State and vetted through both state and federal databases.
  - c. Technical Approach and Methodology – Describe strategy for planning, procurement, response, recovery and documentation assistance.
  - d. Cost Proposal – Hourly rate schedule by labor category (Attachment A). Rates shall be fully burdened, including all direct and indirect costs, overhead, profit, and applicable taxes. Rates shall remain fixed unless adjusted with written City approval.

- e. DBE Status (if applicable) – Include current certification and supporting documentation. Failure to provide proof may result in ineligibility for consideration.
3. NON-COLLUSION AFFIDAVIT – Attachment B, signed and notarized.
4. DEBARMENT AND SUSPENSION CERTIFICATION – Attachment C, signed and notarized.
5. W9 and COI – Upon contract award, provide insurance certificates as required.

### **EVALUATION AND SELECTION**

Proposals will be evaluated using the following criteria:

1. Relevant experience with FEMA and GOHSEP projects for comparable governmental entities
2. Qualifications and experience of proposed personnel
3. Technical approach and ability to provide timely, hands-on assistance
4. Cost proposal and reasonableness of rates
5. References
6. DBE certification (if applicable)

The City reserves the right to reject any or all proposals and to make awards in the best interest of the City.

### **ATTACHMENTS**

Attachment A – Hourly Rate Table

Attachment B – Non-Collusion Affidavit

Attachment C – Debarment and Suspension Certification

### **RESERVATION OF RIGHTS**

The City reserves the right to reject any or all proposals, waive informalities, make multiple awards, and cancel this RFP.

### **SUBMISSION INSTRUCTIONS**

Proposals must be received by email to [cityclerk@westmonroe.la.gov](mailto:cityclerk@westmonroe.la.gov) no later than 5:00 p.m. on Monday, February 9, 2026.

Late proposals may be rejected.

**ATTACHMENT A – HOURLY RATE SCHEDULE**

<b>Labor Category</b>	<b>Description</b>	<b>Hourly Rate</b>
Program Manager	Overall project oversight and FEMA coordination	\$
Senior Emergency Management Specialist	FEMA PA/HM technical expertise	\$
Grants Management Specialist	Documentation, PWs, compliance	\$
Field Coordinator	On-site monitoring and support	\$
Administrative Support	Clerical and reporting support	\$

*All rates are fully burdened and include all costs, overhead, profit, and applicable taxes.*

**ATTACHMENT B – NON-COLLUSION AFFIDAVIT**

STATE OF \_\_\_\_\_

PARISH/COUNTY OF \_\_\_\_\_

BEFORE ME, the undersigned authority, personally came and appeared:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company/Firm: \_\_\_\_\_

who, being first duly sworn, did depose and state as follows:

1. That the affiant is the duly authorized representative of the proposer submitting a proposal in response to the Request for Proposals for Emergency Management Consulting Services issued by the City of West Monroe, Louisiana.
2. That the proposal submitted by the above-named proposer was made without any prior understanding, agreement, or connection with any other person, firm, or corporation submitting a proposal for the same services, and was made without collusion, conspiracy, or fraud.
3. That the proposer has not directly or indirectly entered into any agreement, participated in any collusion, or engaged in any action intended to:
  - o Fix, maintain, or control prices;
  - o Eliminate or reduce competition; or
  - o Otherwise restrain free and open competition in connection with this procurement.
4. That no officer, employee, or agent of the City of West Monroe has received or will receive any financial benefit, gift, gratuity, or consideration for favorable treatment in connection with this proposal.
5. That the affiant understands that any false statements made herein may result in:
  - o Disqualification of the proposal;
  - o Termination of any contract awarded;
  - o Possible civil or criminal penalties under applicable state or federal law.

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SIGNATURE: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

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

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

DATE: \_\_\_\_\_

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**NOTARY ACKNOWLEDGMENT**

Sworn to and subscribed before me this \_\_\_\_ day of \_\_\_\_\_, 20.

NOTARY PUBLIC: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Notary ID / Bar Roll No.: \_\_\_\_\_

My commission expires: \_\_\_\_\_

**ATTACHMENT C - DEBARMENT AND SUSPENSION CERTIFICATION**

STATE OF \_\_\_\_\_

PARISH/COUNTY OF \_\_\_\_\_

The undersigned, as an authorized representative of the proposer, hereby certifies, to the best of its knowledge and belief, pursuant to 2 CFR §200.213, that neither the Proposer nor its principals:

1. Are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency;
2. Have within the preceding three (3) years been convicted of, or had a civil judgment rendered against them for:
  - a. Fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract;
  - b. Violation of federal or state antitrust statutes relating to the submission of offers; or
  - c. Commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
3. Are presently indicted for or otherwise criminally or civilly charged by a governmental entity with any of the offenses listed above; or
4. Have within the preceding three (3) years had one or more public transactions terminated for cause or default.

The undersigned further certifies that, as of the date of this submission, it has checked the System for Award Management (SAM.gov) and that neither the firm nor its principals are listed as excluded.

If the Proposer cannot certify any statement above, it shall attach a written explanation to this certification.

The undersigned acknowledges that falsification, misrepresentation or omission of facts may result in rejection of the proposal, termination of any resulting contract, disqualification from future procurements, and/or civil or criminal penalties under applicable state or federal law.

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SIGNATURE: \_\_\_\_\_  
PRINTED NAME: \_\_\_\_\_  
TITLE: \_\_\_\_\_  
COMPANY NAME: \_\_\_\_\_  
DATE: \_\_\_\_\_

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**NOTARY ACKNOWLEDGMENT**

Sworn to and subscribed before me this \_\_\_\_ day of \_\_\_\_\_, 2026.

NOTARY PUBLIC: \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Notary ID / Bar Roll No.: \_\_\_\_\_  
My commission expires: \_\_\_\_\_