



REQUEST FOR QUALIFICATIONS*

FOR COMPREHENSIVE DISASTER RECOVERY ADMINISTRATIVE SERVICES – INCLUDING: CONSTRUCTION FINANCIAL AND GRANT MANAGEMENT SUPPORT THROUGH FEDERAL / STATE DISASTER / EVENT PROJECTS CLOSEOUT

Date: March 18, 2022 – v 1.0

Date to be Returned: On or Before – April 19, 2022 – 4:00 pm
1 Hard Copy & a Digital File Required

Return Hard Copy Proposal to:

Karl E. Burgher, PhD, PE
FEMA Church Administrator & Project Manager
1527 Indian Pass Road, Port St Joe, Florida 32456

Send Digital Version and Questions to:

Karl@psjumc.org - a RSVP “RECIEVED” response will prove receipt.

Subject Line of Email RFQ submission shall read –
“RFQ – DISASTER RECOVERY ADMIN SERVICES - RFQ”

Subject Line of Email “Questions” submissions shall Read –
“RFQ – DISASTER RECOVERY ADMIN SERVICES – QUESTIONS”

Review will begin April 22, 2022

* The First United Methodist Church Reserves the right to accept or reject any or all applicants in whole or in part.

1.0 General Information

Purpose and Planning

This Request for Qualifications (RFQ) is issued by The First United Methodist Church of Port St. Joe (FUMC) for the purpose of entering into a contract with a qualified firm for disaster recovery administrative services / project management (PM); in full compliance with regulatory agency requirements and consistent with Federal Emergency Management Agency (FEMA) and the Florida Governor's Office of Homeland Security and Emergency Management requirements for cost reimbursement for FEMA Disaster/Project Management/Owners Representative Services CAT Z.

Services shall be performed on an "as needed" basis for FEMA grant management, project validation and closeout as a result of Hurricane Michael (and other future possible FEMA events) and other items as listed below.

The consultants lead PM will attend (in person or via phone-video conference) - weekly FUMC meetings as is needed, attend FUMC Board Meetings as required, and generally be available for all church governance discussions. There will be no maximums or minimums for the work efforts – but, it is expected that 1-2 days per week will facilitate the work at hand for the first few months and then project / task driven requests for support will follow through to closeout. Some of these tasks will be ongoing and some will be driven by short-term deliverables. The ability of the FIRM to plan, deliver on-time and on-estimated-budget is paramount.

The work may begin as soon as May 15, 2022 but no later than June 15, 2022. There will be an overlap period with the current FUMC FEMA Administrator where institutional knowledge shall be transferred along with a formal projects handoff. The FUMC FEMA Admin will stay on task through full state obligation of projects.

This will be a projects management driven effort and best PM practices shall be undertaken by all parties. Communications from either party shall never exceed 48 hours unless pre-arranged or from a Friday - Monday.

All invoices and billing shall be provided in a manner to satisfy FloridaPA – Department of Emergency Management project validation requirements for CAT Z direct and indirect management services.

Background

Given the geographical location of FUMC in Port St Joe, Florida, FUMC's mission was, and could be again, adversely impacted due to a variety of natural or man-made events. FUMC has identified the need for support in the area of these services as part of the FUMC overall Disaster Response Plan, Master Facilities Plan, FUMC Strategic Plan, and 2019-2023 Rebuilding Plans, changes, and additions as a result of Hurricane Michael of October 10, 2018. Please see www.psjumc.org for additional FUMC background information.

2.0 Scope of Services

FUMC requires professional disaster recovery project management services as related to damage to the campus and facilities due to Hurricane Michael by a qualified firm that includes disaster managers and registered professional civil engineering degreed staff. The firm should have highly organized project management skills.

The church has proceeded to the obligations phase for projects for Hurricane Michael for the FEMA disaster recovery process – however all possible services are listed from start to finish of a disaster in the consideration that FUMC is engaged in another FEMA event / disaster during this recovery requiring services from the beginning of such a new event. Work will also involve financial oversight of the mitigation phases of the building's ReBuild 2.0 plan.

In order to accomplish a proper disaster recovery, FUMC intends to hire a FEMA PA administrative services consultant to assist in the grant management of the disaster recovery (and other related efforts as is intermingled and as is necessary) funded projects. The selected firm more specifically will assist, service, and oversee as is needed the following items:

Site project identification and eligibility

Architectural and general contract review for federal procurement compliance

RFP / RFQ creation for work efforts

Budgeting and cost estimating

Contract assessment

Work effort tracking

Damage assessments and adjustments

Development of damage descriptions

Development of scopes of work with cost estimates

Insurance analysis and reconciliation

Cost reconciliation of completed work

Project Worksheet (PW) formulation and review

Procurement contractual oversight

CAT Z and Project Management cost analysis and distribution

Parsonage utilization analysis and eligibility

Reimbursable, capped, and 428 analysis and strategy

Mitigation Strategies

A & E separable project formulation

EI organization and data input

CAT B data organization and FEMA reimbursement requests

Temporary location management and FEMA assistance

Grant administration

Request for Reimbursements and Validation of Expenses

Any other disaster related grant activity mutually determined ...

Project amendment development

Any other activity or work effort that impacts the infrastructure of the FUMC of PSJ

Any other unknown activity as it relates to FEMA, the FL DEM and city, county and any other external agency involvement as it relate the to disaster recovery and FUMC's infrastructure.

Project closeout and appeals

Grant Management

The PM will assist FUMC with its Request for - and Management of – FEMA / Florida (and other) Public Assistance. The PM will assist with project worksheet development/review, damage assessment, scope alignment, reimbursement requests, closeout, general grant management, dispute resolution, and appeals (if necessary). Firms responding must have experience working with Public Assistance grant management. PM must be able to track, report, and invoice time in accordance with FEMA approved tasks for sub-grantees.

Either party, with or without cause, may terminate the contract by providing 30 days written notice to the other party. Termination may be for convenience.

Should additional public or other assistance funding be obtained by FUMC for permanent repair/replacement of facilities or damaged contents, the PM may provide grant oversight of the project work efforts. The PM is to maintain budget oversight and coordinate with FEMA/State of Florida and may attend meetings on behalf of FUMC as their authorized representative as needed. PM and “Firm” invoicing shall meet all the requirements of public assistance grant regulations passing CAT Z validation.

3.0 Disaster Grant Manager Requirements

Firms responding to this RFQ must have staff experienced with managing recovery efforts for other PA applicants of similar size and scope as FUMC. Firms responding to this RFP should have direct and relevant experience in performing the responsibilities listed in the Scope of Work section of this RFQ.

Firms responding to this RFQ must have considerable experience obtaining obligations for and financially managing projects designed and constructed under government funded relief or grant programs.

The application shall define the firms lead contact.

4.0 Insurance Requirements

The Firm receiving the award will obtain or possess the following insurance coverage’s and will provide Certificates of Insurance to FUMC of PSJ prior to contract execution to verify such coverage.

A. Workers' Compensation - The proposer shall provide coverage for its employees with statutory workers' compensation limits, and no less than \$1,000,000.00 for Employers' Liability. Said coverage shall include a waiver of subrogation in favor of FUMC and its agents, employees and officials.

B. Commercial General Liability - The proposer shall provide coverage for all operations including, but not limited to Contractual, Products and Completed Operations, and Personal Injury. The limits shall be no less than \$1,000,000.00, per occurrence, with a \$2,000,000.00 aggregate.

C. Business Automobile Liability - The proposer shall provide coverage for all owned, non-owned and hired vehicles with limits of not less than \$1,000,000.00, per occurrence, Combined Single Limits (CSL) or its equivalent.

D. Professional Liability (Errors & Omissions) - The proposer shall provide coverage for all claims arising out of the services performed with limits not less than \$1,000,000.00 per claim.

5.0 Selection Criteria and Evaluation Method

Selection Criteria:

FUMC will use the following qualitative criteria and proposal evaluation method to rank the firms that submit qualifications.

- A. The broad criteria that will be evaluated are as follows:
1. Recent experience working with FEMA and Florida's Governor's Office post event recovery projects using public assistance funding.
 2. Recent grant management experience assisting PA applicants with disaster recovery involving Public Assistance grant funding.
 3. Experience with managing recent project grants of similar scope and value.
 4. Ability to perform all responsibilities in the Scope of Work section in this RFP.
 5. Experience assisting private nonprofits with disaster recovery projects.
 6. Cost for project management services.
 7. Small, disadvantaged, Woman-Owned or Minority Business enterprises.
 8. Proposal detail and completeness.
 9. Respondent shall be able to provide an example "Master Service Agreement" for work to be accomplished in compliance with all FEMA, Homeland Security, Federal and State requirements. This agreement must have both time on site and task order driven specifications. Responsibility of any flow down clauses to subcontractors and other PM providers shall be the responsibility of the PM with FUMC oversight.

B. A tabular mathematical evaluation shall be undertaken for final ranking.

Criterion	Points
Firms Qualifications on Similar FEMA Grants Projects including references - Demonstrated Project Management Skills	20
Staff Qualifications and Experience including demonstration of knowledge of FEMA/HUD/FloridaPA/Florida DEM regulations and procedures or similar	20
Project Understanding and Technical Approach to the above scope of work	25
Knowledge of / Past Work Experience in similar communities	20
Cost Proposal	15
TOTAL	100

Evaluation Method:

A FUMC Executive FEMA Recovery committee shall undertake the evaluation of submissions and proposal ranking. Negotiation will begin with the highest ranked firm and proceed through ranking of determined qualified providers as the committee decides. The committee shall have the right to abandon the RFQ and re-issue a call for qualifications as they determine is required.

6.0 Proposal Responses shall include:

1. Summary of company background and corporate contact information including primary contact name, address, telephone number, and email address.
2. Registration on SAM.gov providing evidence of non-disbarment & eligibility to be awarded contracts using federal funding.

3. Detailed responses to each item of the Selection Criteria.
4. A listing a names, resumes, and relevant project experience of proposed team members. Please label a specified team lead. A Firm Employee Resource List - Name—Resume—Responsibility is desired.
5. An hourly rate schedule for the delivery of services for all possible personnel.
6. A general explanation of charges to PSJFUMC and FEMA in full over the life of the project. PSJUMC must be able to ascertain in-house expense risk vs. FEMA reimbursement.
7. A discussion of any possible PSJ-FUMC, long term FEMA un-reimbursable out of pocket costs and ultimate charges and responsibilities assessing church out of pocket risk.
8. A general work plan flow considering all activities, services provided, deliverables, and milestones – PSJFUMC understands that exact milestone dates can be uncertain given the back and forth nature of the recovery process – but, the consultant shall provide a project an explanation of the work sequence, church vs. consultant work expectations and responsibilities, and deliverables. We want to see that all firms and especially the FUMC have a robust understanding of the work in front of them to bring FUMC of PSJ to total and complete Hurricane Michael disaster closeout.
9. A tabled list of project work milestones (dates not expected) to closeout.
10. Any relevant corporate certifications and registrations.

7.0 Terms of Agreement

The period of any agreement resulting from this RFQ is **tentatively** scheduled for a two-year term to begin on or about May 15, 2022 and to continue through final recovery and FloridaPA closeout. This RFQ allows FUMC and Firm to renew for four additional 12-month periods, up to a total of six years. Contract termination may be for convenience at any time by either party.

8.0 RFQ Coordinator

Name: Karl E. Burgher, PhD, PE
Title: FEMA Church Administrator & Project Manager
Email: Karl@psjumc.org

Questions **must be sent via e-mail** to the RFQ coordinator at (**Karl@psjumc.org**). Answers to all questions will be posted per calendar below – all final questions must be submitted two days prior.

9.0 Respondent Inquiries

The FUMC RFP Coordinator will respond to e-mail inquiries from respondents regarding the RFP as referenced in the calendar of Events (paragraph 2.4). Questions presented by a potential respondent and the Coordinator's response will be provided to all potential respondents via website postings at www.psjumc.org as defined in the Calendar of Events.

Only the RFP Coordinator has the authority to officially respond to a respondent's question(s) on behalf of the FUMC. Any communication from any other individuals will not be considered binding in the review of proposals and will not necessarily be posted to the FUMC website.

10.0 Calendar of Events

RFP Initially posted to website	03/18/22
Start Date for RFP Advertisement (week of)	03/21/22
Site Walkthrough (schedule time the week of)	04/04/22
Deadline for receiving respondent inquiries	04/08/22
Issue responses to respondent inquiries by	04/11/22
Proposal submission deadline	04/19/22
Notice of intent to award (estimate)	04/29/22
Execution of agreement (estimate)	05/15/22
Start Date (estimate)	06/01/22

11.0 RFP Addenda

FUMC reserves the right to change the calendar of events or revise any part of this RFQ by formally issuing a subsequent version via the FUMC Rebuild Services website at <https://PSJUMC.Org> - Tab Rebuild – Tab RFQ/RFP - <https://psjumc.org/rebuild/rfq-rfp/> - at any time during the proposal period; up to 72 hours prior to the submission date. Submitters hold the sole responsibility to attend to the website and examine whether any subsequent versions of this RFQ have been posted.

12.0 Response Instructions

1. Respondents to this RFP must submit sealed proposals that shall contain all information that is specified in this solicitation.
2. Responses must also include the required forms:

The following attached forms must be completed and submitted with your proposal. Your proposal must not exceed thirty pages. The following forms in parts 2. And 3. and the Master Service Agreement do not count toward the thirty-page limit.

- General Response to Above
- Addendum Acknowledgement
- Anti-Collusion Clause

- Conflict of Interest
- Drug Free Workplace
- Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions
- Certification Regarding Lobbying

3. The submission must also include receipt acknowledgment of the FEMA contracts provisions template and sign at all applicable locations.

4. The submission should show attention to minority, veteran, women, and women owned businesses through ownership, hires / staff, subcontracting and company policies.

5. The original proposal and required forms with the original signature of the respondent's authorized representative must be delivered to the following on or before, April 19, 2022:

**Attn: Karl E. Burgher, PhD, PE
FEMA Church Administrator & Project Manager
1527 Indian Pass Road, Port St, Joe, Florida 32456**

And Digitally via email to Karl@psjumc.org - Organization, file naming conventions, and order shall be important so that FUMC for review clarity.

One part of the RFQ may not spoil any and all other parts of this RFQ.

FUMC of PSJ will correct any errors and adjust as is learned and is necessary up to 72 hours prior to proposal deadline via postings to the FUMC of PSJ ReBuild website. The burden for review is on RFQ interested parties.