



**REQUEST FOR PROPOSALS\***

**FEMA Disaster Recovery  
Project Management Consulting Services**

**Competitive Proposal:**

**Date:** March 20, 2019 – v 2.0  
**Date to be Returned:** April 16, 2019 – 4:00 pm  
4 Hard Copies & Digital File

**Return Hard Copy Proposal to:**

**Karl Burgher, PhD, PE  
FEMA Church Administrator & Project Manager  
First United Methodist Church of Port St Joe  
1001 Constitution Drive  
Port St Joe, FL 32456**

**Send Digital Version and Questions to:**

**Karl@psjumc.org - a RSVP “Received” response will prove receipt of proposal.**

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

## **1.0 GENERAL INFORMATION**

### **Purpose**

This Request for Proposals (RFP) 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 FEMA disaster consulting 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.

Services shall be performed on an "as needed" basis for the rebuilding of campus and remote facilities as a result of Hurricane Michael and other concurrent build and design needs.

### **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 2019-2020 Rebuilding Plans, changes, and additions as a result of Hurricane Michael of October 10, 2018. Please see [www.psjumc.org](http://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 PM. The scope will be to access and assess all buildings on campus and to assist in listing damages per FEMA requirements, preparing FEMA project plans for the campus facilities, FEMA project management, reimbursement processes, and project closeout - as well as assisting with FEMA characterized mitigation proposals for the campus against future storm conditions and events. Services may include an approximately 4,000 sf. structure to replace the demolished parsonage building as well as new structures for the Methodist Learning Center under the FEMA 428 Alternative Project options.

Services will also need to consider potential storm mitigation upgrades like dry and wet flood proofing designs with the addition of flood walls or flood gates. Work will be per the present Master Plan for site development and recently completed Great Hall addition project. .

In order to accomplish a proper recovery, FUMC intends to hire a FEMA PA consultant to assist in the management of the FEMA (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:

Site identification and eligibility

Damage assessments

Development of damage descriptions

Development of scope of work and cost estimates

Insurance reconciliation

Cost reconciliation of completed work  
Project Worksheet (PW) formulation and review  
Procurement  
Design and construction management  
Grant administration  
Request for Reimbursements  
Project closeout

### **Grant Management**

The PM will assist FUMC in connection with its Request for - and Management of – FEMA (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.

### **Project Management**

Should additional public or other assistance funding be obtained by FUMC for permanent repair/replacement of facilities or damaged contents, the PM may provide Public Assistance grant oversight of the projects. 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 invoicing shall meet all the requirements of public assistance grant regulations.

### **3.0 Project Manager Requirements**

Firms responding to this RFP must have experience with managing recovery efforts for other non-profit PA applicants of similar size and scope as FUMC. Firms responding to this RFP must have direct and relevant experience in performing all responsibilities listed in the Scope of Work section of this RFP. Firms responding to this RFP must have a minimum of 5 years' experience obtaining funding for and managing projects designed and constructed under government funded relief or grant programs.

### **4.0 Selection Criteria and Evaluation Method**

#### **Selection Criteria:**

FUMC will use the following criteria and proposal evaluation method to rank the firms that submit qualifications for selection as the PM for these projects.

The 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 project management/grant management experience assisting PA applicants with disaster recovery involving Public Assistance grant funding.
3. Experience with managing recent projects 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. 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. Responsibility of any flow down clauses to subcontractors and other PM providers shall be the responsibility of the PM with FUMC oversight.

**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 RFP and re-issue a call for proposals as they determine is required.

**5.0 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 technical team lead.
5. An hourly rate schedule for the delivery of services.

6. Certificates of Insurance with minimum requirements of Workman’s Compensation – Statutory Limits, General Liability - \$1 million, Professional Liability - \$1 million.
7. Any relevant corporate certifications and registrations.

**6.0 Terms of Agreement**

The period of any agreement resulting from this RFP is **tentatively** scheduled for a one-year term to begin on or about April 10, 2019 and to continue through April 10, 2020 with an option by FUMC and PM to renew for four additional 12-month periods, up to a total of five years.

**7.0 RFP Coordinator**

Name: Karl E. Burgher, PhD, PE  
 Title: FEMA Church Administrator & Project Manager  
 Address: 1001 Constitution Drive  
 Port St Joe, Florida 32456

Questions **must be sent via e-mail** to the RFP coordinator at (Karl@psjumc.org).

**8.0 Respondent Inquiries**

The FUMC RFP Coordinator will respond to e-mail inquiries from respondents regarding the RFP up to March 27, 2019 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 by March 29, 2019 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.

**9.0 Calendar of Events**

RFP Initially posted to website	03/18/19
RFP Advertised – The Star – Port St Joe, FL	03/28/19
	04/04/19
Deadline for receiving respondent inquiries	04/05/19
Issue responses to respondent inquiries by	04/10/19
Proposal submission deadline	04/16/19
Notice of intent to award	04/19/19
Execution of agreement	04/23/19

## **10.0 RFP Addenda**

FUMC reserves the right to change the calendar of events or revise any part of this RFP by formally issuing an addendum 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.

## **11.0 Response Instructions**

Respondents to this RFP must submit sealed proposals that shall contain all information that is specified in this solicitation.

The original proposal with the original signature of the respondent's authorized representative must be delivered to the following **on or before 4:00pm EST on April 16, 2019:**

First United Methodist Church – Port St Joe  
Attn: Karl E. Burgher, PhD, PE  
FEMA Church Administrator & Project Manager  
1001 Constitution Drive  
Port St Joe, Florida 32456

And Digitally to [Karl@psjumc.org](mailto:Karl@psjumc.org)

Note: FUMC requests that the candidates provide four hard copies at submission along with an emailed digital version.