

REQUEST FOR QUALIFICATIONS (RFQ)
(Re-Advertisement)

The City of Greenville, North Carolina is seeking **Request for Qualifications (RFQ)** from qualified firms interested in providing services for Development of a Community Rating System Focused Activity 510 – Floodplain Management Plan, Repetitive Loss Area Analysis and Activity 330 – Program for Public Information. Services will include identifying and facilitating a group of stakeholders through a multistep process of plan development. The group will provide direction on flood preparation, response, mitigation, and education. Services also include preparing plan documents and resolutions in order to maximize credit in the Community Rating System. The complete RFQ can be accessed on the City’s website at www.greenvillenc.gov.

The City of Greenville has adopted a MWBE Policy, which requires a good faith effort to meet 4% MBE and 4% WBE goals. Goals must be met separately by HUB certified firms.

This is a re-advertisement open for 1 week. Interested firms are invited to submit proposals (4 copies in the required format) by 4:00 p.m., Monday, February 26, 2018, to the following address:

Daryl Norris, P.E.
Civil Engineer II
City of Greenville
Public Works Department
1500 Beatty Street
Greenville, NC 27834

February 16, 2018

To Whom It May Concern:

Subject: **Request for Qualifications** from Firms for Community Rating System Activity Development
(FMP, RLAA, & PPI).

The City of Greenville, NC, is seeking proposals from qualified firms interested in providing services for Development of a Community Rating System Focused Activity 510 – Floodplain Management Plan, Repetitive Loss Area Analysis and Activity 330 – Program for Public Information. Services will include identifying and facilitating a group of stakeholders through a multistep process of plan development. The group will provide direction on flood preparation, response, mitigation, and education. Services also include preparing plan documents and resolutions in order to maximize credit in the Community Rating System.

Interested firms are invited to submit proposals as outlined in the enclosed “**Request for Qualifications.**” Questions regarding the **Request for Qualifications** should be directed to Daryl Norris, P.E., Civil Engineer II, at (252) 329-4350 or dnorris@greenvillenc.gov.

Sincerely,

Daryl Norris, P.E., Civil Engineer II

Enclosure

cc: Kevin Mulligan, P.E., Director of Public Works
 Lisa Ann Kirby, P.E., Senior Engineer
 Billy Merrill, PLS, City Surveyor

**REQUEST FOR QUALIFICATIONS (RFQ) FOR
COMMUNITY RATING SYSTEM ACTIVITY DEVELOPMENT (FMP, RLAA, & PPI).**

**Public Works Department
City of Greenville, North Carolina
February 2017**

I. Overview and Purpose

This project is designed to complete activities to maximize credit in the Community Rating System (CRS) by preparing and adopting a Community Rating System (CRS) focused Activity 510 – Floodplain Management Plan (FMP), a CRS focused Activity 510 Repetitive Loss Area Analysis (RLAA) and a CRS focused Activity 330 Program for Public Information (PPI). At this time, the City is looking for firms with specific and proven expertise and experience in the following areas of stakeholder facilitation and floodplain management:

- facilitating stakeholders;
- floodplain management planning;
- analyzing hazards and repetitive loss areas; and
- preparing CRS plan documents;

A Flood Mitigation Plan for the City of Greenville will augment the City of Greenville’s Watershed Master Plans by providing enhanced flood-related information that will evaluate in more detail all flood hazards including a robust assessment of how the flood hazards impact repetitive loss properties in the City and those nearby or adjacent properties which currently only have one loss against the NFIP. The Floodplain Mitigation Plan will build upon the seven City of Greenville Watershed Master Plans with analysis of flooding hazards specific to culvert level of service for local and state roads, as well as pedestrian and rail corridors. This analysis will identify the transportation infrastructure susceptible to flooding hazards as well as proposed mitigation actions and improvements to increase level of service of these transportation routes in the face of increasing runoff from existing and future development and extreme storm events.

Following the review of the proposals, if multiple firms/teams are short-listed they may be contacted to schedule an interview/presentation. Please note, these interviews may or may not be required depending on the initial review and ranking of the proposals. If requested, during the interview, the teams will present the methodologies they have utilized and determined most effective in their experience. In addition, we will discuss specific abilities or experiences.

The general timeline for this project is as follows:

Contract Awards	February	2018
Establish Stakeholder Committees	March	2018
FMP, RLAA, PPI Complete	July	2018
Adoption of Plans	August	2018

II. Background Information

The City of Greenville is currently a participating community in the Community Rating System (CRS). The National Flood Insurance Program's (NFIP) Community Rating System (CRS) is a voluntary incentive program that recognizes and encourages community floodplain management activities that exceed the minimum NFIP requirements.

As a result, flood insurance premium rates are discounted to reflect the reduced flood risk resulting from the community actions meeting the three goals of the CRS:

1. Reduce flood damage to insurable property;
2. Strengthen and support the insurance aspects of the NFIP, and
3. Encourage a comprehensive approach to floodplain management.

For CRS participating communities, flood insurance premium rates are discounted in increments of 5% (i.e., a Class 1 community would receive a 45% premium discount, while a Class 9 community would receive a 5% discount (a Class 10 is not participating in the CRS and receives no discount)). The CRS classes for local communities are based on 18 creditable activities, organized under four categories:

1. Public Information,
2. Mapping and Regulations,
3. Flood Damage Reduction, and
4. Flood Preparedness.

The City is a Class 7 community and is currently in the process of its 5 year review to evaluate the program and score the flood management activities. While this project will not be completed in time to be considered in this review cycle, the City intends to request an additional review to incorporate the planning documents into the City's rating.

III. Scope of Work (Consultant Responsibilities)

It is envisioned that the project will consist of several major work components:

- facilitating stakeholders;
- floodplain management planning;
- analyzing hazards and repetitive loss areas; and
- preparing CRS plan documents;

The 3 planning products of the CRS will include the Activity 510 FMP 10-Step CRS Planning Process, the RLAA will include the Activity 510 5-Step Planning Process and the PPI will include an Activity 330 7-Step Planning Process. The three CRS planning processes can be conducted under one planning process. The structure of the planning committee shall be organized to meet the membership requirements for the FMP and

the PPI. One committee can qualify for both activities in the CRS. The RLAA does not require that a committee be developed under its 7 Steps.

The single jurisdiction FMP, RLAA and PPI are being prepared to maximize credits for the City of Greenville's CRS program. To maximize credits for the FMP, the public involvement process and the makeup of the floodplain management planning committee (FMPC) are critical to ensuring the city receives maximum credits under Activity 510. The FMP will also follow the 4 Phases of the Disaster Mitigation Act of 2000 Planning Requirements.

The FMPC will also qualify under Activity 330 for the preparation of PPI. At a minimum, the City's Public Information Officer (PIO), a local insurance agent (who sales flood insurance), a local real estate agent, and one additional outside stakeholder would meet the minimum requirements (50% threshold) for full public involvement on the FMPC. The requirements for participation under the PPI would be met through this approach. Up to 4 additional city staff persons would also be members of the FMPC and would meet the requirements for staff expertise in the six mitigation categories (Prevention, Property Protection, Emergency Services, Natural Floodplain Functions, Structural Projects, and Outreach Projects). Therefore, at a minimum, a FMPC of 8 members would be directing the planning process.

A minimum of 5 FMPC meetings will be held during the planning process. The 3 required PPI meetings can be held simultaneously with the FMPC meetings since the committee would qualify for both activities (330 and 510).

A minimum of two public meetings must be held during the planning process. One of these meetings should be at the beginning of the planning process to discuss the planning process and to gain comments and feedback from the public on the flood hazards and the second public meeting should be held at the end of the planning process to discuss and debate the draft FMP. Both of these public meetings must be properly advertised to qualify for full CRS credit along with including minutes, agendas, and sign-in sheets in an appendix of the plan.

Additional outreach beyond inviting the public to attend a public meeting is also required to meet full public outreach in Activity 510 of the CRS. Therefore, the City along with its consultant will prepare things like a flood questionnaire to be posted on the city's website and other such activities that involve the public besides attending a meeting.

The FMPC along with the City's consultant will be responsible for guiding the city through the planning processes and to capitalize on all CRS credits possible under Activities 330 for the PPI and Activity 510 for the FMP. A draft FMP and PPI for review by the FMPC and the public and will incorporate comments into the final versions before being adopted by the City Council.

Any public meetings will be properly advertised by placing an advertisement in the local newspaper along with the City's website and other social media outlets.

Under the FMP planning process, the City and its consultant will use the latest North Carolina I-Risk data for the development of the HIRA.

IV. Deliverables

The selected consultant shall provide the City with a final report (paper and digital copy) highlighting the following:

- project methodology;
- Floodplain Management Plan document;
- Repetitive Loss Area Analysis document;
- Program for Public Information plan document;
- adoption resolution; and
- multiple public and stakeholder meetings.

Specific requirements for the deliverables will be discussed during the development of the detailed scope of work.

V. Schedule for Consultant/s Selection

The tentative schedule for selecting a consultant is outlined below. The actual schedules may vary.

Submit Qualifications	February 26, 2018
Presentations from Selected Firms	February 28- March 2, 2018
Contract Negotiations	March 5-9, 2018
Contract Awarded	March 16, 2018

VI. RFQ Requirements and Formatting

Section I - Cover/Introductory Letter

The introductory letter should be addressed to Daryl Norris, Civil Engineer II, Greenville, NC. Said letter is limited to two (2) pages and should contain the following elements of information:

- Brief corporate profile;
- Expression of firm's interest in the work;
- Date of most recent private engineering firm qualification;
- Statement regarding firms possible conflict of interest; and
- Summation of information contained in the proposal.

Section II - Evaluation Factors

This section should contain information regarding evaluation and other factors listed in the advertisement such as:

- Identify project personnel/sub-consultants qualifications and experience; and
- Understanding of project (highlight key milestones and identify potential obstacles)
- Unique qualifications of key team members and how they relate to this project;
- Identity type and location and similar work performed with last three (3) years to include project manager, cost, and client contact
- Other relevant information

Section III - Supportive Information

This section should contain the following information:

- Capacity Chart/Graph (key personnel as well as available work force);
- Organizational chart indicating personnel to be assigned by discipline;
- Resumes of key personnel;
- Names, classification, and location of the firm's North Carolina employees;
- Minority Business Enterprises and Women's Business Enterprises Forms; and
- Other relevant information.

Detailed approaches, scopes, and project cost estimates will be developed during contract negotiations with the selected firm. Cost estimates are not required for submission of RFQ.

VII. Consultant Selection Criteria

Criteria for the selection of the Consultant will include, but not necessarily be limited to, the following:

- Quality and completeness of response to the RFQ (20%);
- Approach and methodology of how Consultant will meet City’s objectives for the project (25%);
- Applicable experience of Consultant and/or team proposed by the Consultant (25%); and
- Qualifications of individual(s) proposed for the duties (30%).

The selection team will consist of the Director of Public Works, Senior Engineer, Civil Engineer II (Stormwater) and Financial Analyst. The team will evaluate the RFQ’s based on the aforementioned items and corresponding percentages. It is envisioned that the City will select one team from the proposals but it is possible several teams will be short-listed and interviews/presentations will be scheduled.

VIII. Minority and Women Business Enterprise (MWBE) Program

It is the policy of the City of Greenville to provide minorities and women equal opportunity for participating in all aspects of the City’s contracting and procurement programs, including but not limited to, construction projects, supplies and materials purchase, and professional and personal service contracts. In accordance with this policy, the City has adopted a Minority and Women Business Enterprise (MWBE) Plan and subsequent program, outlining verifiable goals.

The City has established a 4% Minority Business Enterprise (MBE) and 4% Women Business Enterprise (WBE) goal for the participation of MWBE firms in supplying goods and services for the completion of this project. All firms submitting qualifications and/or proposals agree to employ “good faith efforts” towards achieving these goals and supply other information as requested in the “MWBE Professional Services Forms” included in Appendix A. **Failure to complete the MWBE forms may be cause to deem the submittal nonresponsive.**

Questions regarding the City’s MWBE Program should be directed to the MWBE Office at (252) 329-4862.

IV. Equal Employment Opportunity Clause

The City has adopted an Equal Employment Opportunity Clause, which is incorporated into all specifications, purchase orders, and contracts, whereby a vendor agrees not to discriminate against any employee or applicant for employment on the basis of race, color, religion, sex, national origin or ancestry. By submitting qualifications and/or proposals, the firm is attesting that they are an Equal Opportunity Employer.

Federal law (Rehabilitation Act and ADA) prohibits handicapped discrimination by all governmental units. By submitting a proposal, the vendor is attesting to its policy of nondiscrimination regarding the handicapped.

X. E-Verify Compliance

By submitting a proposal, BIDDER acknowledges that compliance with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes is required by the Contractor and its Subcontractors by North Carolina law and the provisions of the Contract Documents. The BIDDER represents that the BIDDER and its Subcontractors are in compliance with the requirements of Article 2 of Chapter 64 of the North Carolina

General Statutes. Article 2 of Chapter 64 of the North Carolina General Statutes requires employers, that transact business in the State of North Carolina and employ 25 or more employees in the State of North Carolina, to electronically verify the legal employment status of an employee through the federal E-Verify program after hiring the employee to work in the State of North Carolina.

XI. Supervision of Consultant

The Consultant will be under the supervision of the Director of Public Works for the City of Greenville or his designee.

XII. Proposal Submission and Deadline

All proposals are limited to 25 pages inclusive of the cover letter, and shall be typed on 8 1/2" x 11" sheets, single spaced, one sided. In order to reduce costs and to facilitate recycling; binders, dividers, tabs, etc. are prohibited. One staple in the upper left-hand corner is preferred. Proposals containing more than 25 pages will not be considered.

Interested firms are invited to submit the four copies of proposals in the required format no later than 4:00 pm, February 26, 2018, to the following address:

Daryl Norris, P.E.
Civil Engineer II
City of Greenville
Public Works Department
1500 Beatty Street
Greenville, NC 27834

Proposals submitted after this deadline or to any location other than that listed above will not be considered. Firms submitting fewer copies than required or in the incorrect format will not be considered.

For questions regarding this Request for Qualifications, contact Daryl Norris at (252) 329-4350 or dnorris@greenvillenc.gov.

**City of Greenville/Greenville Utilities Commission
Minority and Women Business Enterprise Program**

**MWBE Guidelines for Professional Service Contracts
\$50,000 and above**

Policy Statement

It is the policy of the City of Greenville and Greenville Utilities Commission to provide minorities and women equal opportunity for participating in all aspects of the City’s and Utilities’ contracting and procurement programs, including but not limited to, construction projects, supplies and materials purchases, and professional and personal service contracts.

Goals and Good Faith Efforts

Service providers responding to this solicitation shall comply with the MWBE program by making Good Faith Efforts to achieve the following aspirational goals for participation.

	CITY	
	MBE	WBE
Professional Services	4%	4%

Submitters shall submit MWBE information with their submissions on the forms provided. This information will be subject to verification by the City prior to contract award. **As of July 1, 2009, contractors, subcontractors, suppliers, service providers, or MWBE members of joint ventures intended to satisfy City MWBE goals shall be certified by the NC Office of Historically Underutilized Businesses (NC HUB) only.** Firms qualifying as “WBE” for the City’s goals must be designated as a “women-owned business” by the HUB Office. Firms qualifying as “MBE” for the City’s goals must be certified in one of the other categories (i.e.: Black, Hispanic, Asian American, American Indian, Disabled, or Socially and Economically Disadvantaged). According to new Statewide Uniform Certification (SWUC) Guidelines, ethnicity supersedes gender; therefore, firms who are certified as both a “WBE” and “MBE” will satisfy the “MBE” category only. **Each goal must be met separately. Exceeding one goal does not satisfy requirements for the other.**

The City shall accept NCDOT certified firms on federally funded projects only.

Please note: A service provider may utilize any firm desired. However, for participation purposes, all MWBE firms who wish to do business *as a minority* must be certified by NC HUB. A complete database of NC HUB certified firms may be found at <http://www.doa.nc.gov/hub/>

Instructions

The submitter shall provide the following forms:

- FORM 1—Sub-Service Provider Utilization Plan
This form provides the amount of sub-contracted work proposed on the project for MWBE. This proposed participation is based on the current scope of work. Submitter must turn in this form with submission. If the submitter does not customarily subcontract elements of this type of project, do not complete this form. Instead complete FORM 2.
- FORM 2--Statement of Intent to Perform work without Sub-Service Providers
This form provides that the submitter does not customarily subcontract work on this type of project.
- Sub-Service Provider Utilization Commitment
Submitted by the selected service provider after negotiation of the contract and prior to Award, this form lists the MWBE firms committed to participate on the project. This commitment will reflect any changes in the Plan due to adjustments in project scope.
NOTE: A firm is expected to maintain the level of participation proposed in FORM 1 – Sub-Service Provider Utilization Plan – unless there is a negotiated change in the service required by the City. A firm is also encouraged to increase MWBE participation in the Utilization Commitment as a result of ongoing Good Faith Efforts.
- Proof of Payment Certification
Submitted by the selected service provider with each payment application, listing payments made to subconsultants. This form is not provided with the submission.

In addition to the forms provided above, each service provider must provide a discussion of its diverse business policies and procedures to include the good faith efforts it employed to utilize minority and women-owned firms on this project. This discussion must include:

- 1. Outreach efforts that were employed by the firm to maximize the utilization of MWBE's.*
- 2. A history of MWBE firms used on similar projects; and*
- 3. The percentage participation of MWBE firms on these projects.*

NOTE: Those service providers submitting FORM 2 should discuss and provide documentation to justify 100% performance without the use of subconsultants (both majority and minority) per the statements of the form.

Minimum Compliance Requirements: All written statements, signed forms, or intentions made by the Submitter shall become a part of the agreement between the Submitter and the City for performance of contracts. Failure to comply with any of these statements, signed forms, or intentions or with the minority business guidelines shall constitute a breach of the contract. A finding by the City that any information submitted (either prior to award of the contract or during the performance of the contract) is inaccurate, false, or incomplete, shall also constitute a breach of the contract. Any such breach may result in termination of the contract in accordance with the termination provisions contained in the contract. It shall be solely at the option of the City whether to terminate the contract for breach or not. In determining whether a Submitter has made Good Faith Efforts, the City will evaluate all efforts made by the Submitter and will determine compliance in regard to quantity, intensity, and results of these efforts.

Sub-Service Provider Utilization Plan FORM 1

(Must be included with submission if subcontracting any portion of work)

We _____, do certify that on the
(Company Name)
_____ we propose to expend a minimum of _____%
(Project Name)

of the total dollar amount of the contract with certified **MBE** firms and a minimum of _____% of the total dollar amount with **WBE** firms.

Name, Address, & Phone Number of Sub-Service Provider	*MWBE Category	Work description	% of Work

*Minority categories: Black, African American (**B**), Hispanic or Latino (**L**), Asian American (**A**) American Indian (**I**), Female (**F**) Socially and Economically Disadvantaged (**S**) Disabled (**D**)

The undersigned intends to enter into a formal agreement with MWBE firms for work listed in this schedule conditional upon execution of a contract with the current scope proposed by the Owner.

The undersigned hereby certifies that he/she has read the terms of this agreement and is authorized to bind the submitter to the agreement herein set forth.

Date: _____

Name & Title of Authorized Representative _____

Signature of Authorized Representative _____

Statement of Intent to Perform work without Sub-Service Providers FORM 2

(Must be included with submission if not subcontracting any portion of work)

We, _____, hereby certify that it is our
intent to perform **100% of the work required** for the _____ contract.
(Project Name)

In making this certification, the Proposer states the following:

i. It is a normal and customary practice of the Proposer to perform all elements of this type of contract with its own workforce and without the use of subconsultants. *The Proposer has substantiated this by providing documentation of at least three (3) other projects within the last five (5) years on which they have done so.*

Check box to indicate documentation is attached.

ii. The Proposer has a valid business reason for self-performing all work on the Contract as opposed to subcontracting with a MWBE. The Proposal must describe the valid business reason for self-performing, and the Proposer must submit with its Bid or Proposal documentation sufficient to demonstrate to the Authority reasonable satisfaction the validity of such assertions.

Check box to indicate documentation is attached.

iii. If it should become necessary to subcontract some portion of the work at a later date, the Proposer will notify the City and institute good faith efforts to comply with all requirements of the MWBE program in providing equal opportunities to MWBEs to subcontract the work. **The firm will also submit a Request to Change MWBE Participation Form (even if the final subconsultant is not MWBE).**

The undersigned hereby certifies that he or she has read the terms of this certification and is authorized to bind the Proposer in accordance herewith.

Date: _____

Name & Title of Authorized Representative _____

Signature of Authorized Representative _____

Sub-Service Provider Utilization Commitment

(Must be submitted after contract negotiation and prior to Award)

We _____, do certify that on the
 _____ we will expend a minimum of _____%

of the total dollar amount of the contract with certified **MBE** firms and a minimum of _____% of the total dollar amount of the work with **WBE**.

Name, Address, & Phone Number of Sub-Service Provider	*MWBE Category	Work description	% of Work

*Minority categories: Black, African American (**B**), Hispanic or Latino (**L**), Asian American (**A**) American Indian (**I**), Female (**F**) Socially and Economically Disadvantaged (**S**) Disabled (**D**)

The undersigned will enter into a formal agreement with MWBE firms for work listed in this schedule. Failure to fulfill this commitment may constitute a breach of contract.

The undersigned hereby certifies that he/she has read the terms of this commitment and is authorized to bind the submitter to the commitment herein set forth.

Date: _____

Name & Title of Authorized Representative _____

Signature of Authorized Representative _____

REQUEST TO CHANGE MWBE PARTICIPATION

(Submit changes only if recipient of intent to award letter, continuing through project completion.)

Project: _____

Bidder or Prime Consultant: _____

Name & Title of Authorized Representative: _____

Address: _____ Phone #: _____

_____ Email Address: _____

Original Total Contract Amount: \$ _____

Total Contract Amount (including approved change orders or amendments): \$ _____

Will this request change the dollar amount of the contract? Yes No

If yes, give the total contract amount including change orders and proposed change: \$ _____

The proposed request will do the following to overall MWBE participation (please check one):

Increase Decrease No Change

Name of subconsultant: _____

Service provided: _____

Proposed Action:

___ Replace subconsultant

___ Perform work in-house

For the above actions, you must provide one of the following reasons (Please check applicable reason):

___ The listed MBE/WBE, after having had a reasonable opportunity to do so, fails or refuses to execute a written contract.

___ The listed MBE/WBE is bankrupt or insolvent.

___ The listed MBE/WBE fails or refuses to perform his/her subcontract or furnish the listed materials.

___ The work performed by the listed subconsultant is unsatisfactory according to industry standards and is not in accordance with the plans and specifications; or the subconsultant is substantially delaying or disrupting the progress of the work.

If replacing subconsultant:

Name of replacement subconsultant: _____

Is the subconsultant a certified MWBE ? Yes No

If no, please attach documentation of outreach efforts employed by the firm to utilize an MWBE.

Dollar amount of original consultant contract \$ _____

Dollar amount of amended consultant contract \$ _____

Other Proposed Action:

Increase total dollar amount of work

Add as an additional subconsultant*

Decrease total dollar amount of work

Other

Please describe reason for requested action: _____

**If adding additional subconsultant:*

Is the subconsultant a certified MWBE? Yes No

If no, please attach documentation of outreach efforts employed by the firm to utilize an MWBE.

Dollar amount of original consultant contract \$ _____

Dollar amount of amended consultant contract \$ _____

Interoffice Use Only:

Approval Y N

Date _____

Signature _____

Pay Application No. _____

Purchase Order No. _____

Proof of Payment Certification
M/WBE Contractors, Suppliers, Service Providers

Project Name: _____

Prime Service Provider: _____

Current Contract Amount (including change orders): \$_____

Requested Payment Amount for this Period: \$_____

Is this the final payment? ___Yes ___No

Firm Name	M/WBE Category*	Total Amount Paid from this Pay Request	Total Contract Amount	Total Amount Remaining

*Minority categories: Black, African American (**B**), Hispanic or Latino (**L**), Asian American (**A**) American Indian (**I**), Female (**F**) Socially and Economically Disadvantaged (**S**) Disabled (**D**)

Date: _____

Certified By: _____

Name

Title

Signature

