

**REQUEST FOR QUALIFICATIONS (RFQ)**  
**(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 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](http://www.greenvillenc.gov).

The award of a contract under this solicitation will be paid with federal funding. Funding is contingent upon compliance with all terms and conditions of funding award. All prospective contractors shall comply with all applicable federal laws, regulations, executive orders, FEMA requirements and the terms and conditions of the funding award. In addition, vendor submitting proposals shall be responsible for complying with state law and local ordinances.

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.

Interested firms are invited to submit proposals (in the required quantity and format) by 4:00 p.m., Friday, March 1, 2019, to the following address:

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

February 15, 2019

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 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](mailto: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 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 Repetitive Loss Area Analysis and Program for Public Information for the City of Greenville will augment the City of Greenville’s Watershed Master Plans and the Neuse River Basin Regional Hazard Mitigation Plan 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. It will build upon the seven City of Greenville Watershed Master Plans analysis of flooding hazards specific to culvert level of service for local and state roads, as well as pedestrian and rail corridors. The two CRS planning processes have a direct fiscal and environmental impact on transportation impervious surfaces outlined by the Metropolitan Planning Organization (MPO).

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	March	2019
Establish Stakeholder Committees	March	2018
RLAA, PPI Complete	June	2019
Adoption of Plans	August	2019

## **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 2 planning products of the CRS will include the RLAA Activity 510 5-Step Planning Process and the PPI will include an Activity 330 7-Step Planning Process. The two CRS planning processes can be conducted together and in conjunction with the Regional Hazard Mitigation Plan update. The structure of the planning committee shall be organized to meet the

membership requirements for the PPI to maximize CRS credit. The RLAA does not require that a committee be developed under its Steps.

The single jurisdiction RLAA and PPI are being prepared to maximize credits for the City of Greenville's CRS program.

The development of the RLAA will examine localized stormwater flooding issues. Localized stormwater flooding is partially caused by increases of impervious surfaces throughout the City of Greenville. As such, the guidance of the MPO on transportation and imperious surfaces will be considered and evaluated throughout these planning processes.

At a minimum the PPI committee must include 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 as well as the City's floodplain manager.

A minimum of 3 PPI meetings will be held during the planning process. For the RLAA no committee meetings are required; however, a letter will be sent at the beginning of the process to inform those properties that field work will be taking place.

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 will coordinate with staff on the development of the RLAA including the field work. A draft PPI will be available for the PPI committee before it is brought to the City Council for adoption.

#### **IV. Deliverables**

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

- project methodology;
- 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	March 1, 2019
Presentations from Selected Firms	March 4-6, 2019
Contract Negotiations	March 6-8, 2019
Contract Awarded	March 11, 2019

## **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; 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. 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.

All firms submitting bids are required to complete the Affidavit form found in Attachment B.

#### **XI. Iran Divestment Act**

By submitting a proposal, vendor certifies that; (i) it is not identified on the Final Divestment List or any other list of prohibited investments created by the NC State Treasurer pursuant to N.C.G.S. 143-6A-4; (ii) it will not take any actions causing it to appear on any such list during the terms of this contract, and (iii) it will not utilize any subcontractor to provide goods and services hereunder that is identified on any list.

#### **XII. Supervision of Consultant**

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

#### **XIII. 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 required number of proposals in the required format no later than 4:00 pm, March 1, 2019, 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](mailto:dnorris@greenvillenc.gov).

**ATTACHMENT B**

STATE OF NORTH CAROLINA

E-Verify AFFIDAVIT

CITY OF GREENVILLE

\*\*\*\*\*

I, \_\_\_\_\_(the individual attesting below), being duly authorized by and on behalf of \_\_\_\_\_ (the entity bidding on project hereinafter "Employer") after first being duly sworn hereby swears or affirms as follows:

1. Employer understands that E-Verify is the federal E-Verify program operated by the United States Department of Homeland Security and other federal agencies, or any successor or equivalent program used to verify the work authorization of newly hired employees pursuant to federal law in accordance with NCGS §64-25(5).

2. Employer understands that Employers Must Use E-Verify. Each employer, after hiring an employee to work in the United States, shall verify the work authorization of the employee through E-Verify in accordance with NCGS§64-26(a).

3. Employer is a person, business entity, or other organization that transacts business in this State and that employs 25 or more employees in this State. (mark Yes or No)

a. YES \_\_\_\_\_, or

b. NO \_\_\_\_\_

4. Employer's subcontractors comply with E-Verify, and if Employer is the winning bidder on this project Employer will ensure compliance with E-Verify by any subcontractors subsequently hired by Employer.

This \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Signature of Affiant

Print or Type Name: \_\_\_\_\_

State of North Carolina City of \_\_\_\_\_

Signed and sworn to (or affirmed) before me, this the\_\_\_\_\_

(Affix Official/Notarial Seal)

day of \_\_\_\_\_, 20\_\_.