



**RON CUNNINGHAM  
LLANO COUNTY JUDGE**

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January 27, 2020

**RE:** Proposed Contract Funding for Hazard Mitigation Assistance (HMA) grant programs to include Hazard Mitigation Grant Program (HMGP)

To All Interested Parties:

Attached is a copy of Llano County's Request for Qualification (RFQ) for pre-award and post-award engineering services. These services are needed for the development of a Notice of Intent (NOI)/ budget / BCA / scopes of work / draft specifications for the preparation of FEMA Hazard Mitigation Assistance applications for drainage improvement projects and emergency warning system/sirens for the County. Services are also necessary for the preliminary and final design plans, bid documents, and necessary interim and final inspections required by the County for the implementation of the HMA grant if the County is awarded a State contract through the Texas Division of Emergency Services (TDEM).

The submission requirements and deadline for this proposal are included on the attached Request for Qualification (RFQ) form. Please submit a proposal of services and statement of qualifications to:

Ron Cunningham, Llano County Judge 801 Ford Street Room 101 Llano, TX 78643

The deadline for submission of proposals is 4:00 pm February 10, 2020. The County reserves the right to negotiate with any and all persons or firms submitting proposals, per the Texas Professional Services Procurement Act and the Uniform Grant and Contract Management Standards. Minority Business Enterprises, Small Business Enterprises, Women Business Enterprises, and labor surplus area firms are encouraged to submit proposals.

Llano County is an Affirmative Action/Equal Opportunity Employer and strives to attain goals for Section 3 of the *Housing and Urban Development Act of 1968 (12 U.S.C. 1701u)* as amended.

Sincerely,

A handwritten signature in black ink, appearing to read "Ron Cunningham", is written over a horizontal line.

Ron Cunningham  
Llano County Judge  
Llano County, TX

Attachment: RFQ for Engineering Services

## Request for Qualifications for Engineering/Architectural Services

Llano County is seeking to enter into an **engineering services** contract with a State of Texas-registered engineer to assist with pre-award and post-award engineering services of its proposed HMA project(s) if funded by FEMA through TDEM. The County intends to seek funding in support of a drainage improvement project and emergency warning system/sirens under the Hazard Mitigation Grant Program (HMGP).

The following outlines this Request for Qualifications.

- I. **Scope of Work:** The engineering contract will encompass all project-related engineering services to the County, including but not limited to the following:

### Pre-Award:

- Development of Notice of Intent (NOI)
- Application Development including Scope of Work and schedule
- Preliminary cost estimates
- Provide assistance regarding feasibility and effectiveness
- Benefit Cost Analysis (BCA)
- Tables and supporting documentation for applications
- Respond to FEMA/State requests for information (RFI)

### Post-Award:

- Preliminary and final design plans and specifications
- Preparation of the bid packet
- Conduct all field testing and inspections (interim and final)
- Other special services

\*Please specify actual tasks to be performed under each of these categories.

- II. **Statement of Qualifications:** Llano County is seeking to contract with a competent engineering firm, registered to practice in the State of Texas. Please provide the following information:

- Brief history of the proposing entity, including general background, knowledge of and experience working with the relevant agency
- Related experience in applying for federally funded construction projects
- A description of work performance and experience with HMGP including a list of at least 3 references from past local government clients
- A statement substantiating the service provider's resource and the ability to carry out the scope of work requested in a timely manner
- Describe the service providers capacity to perform as well as resumes of all employees who will or may be assigned to provide services if your firm is awarded a contract through this solicitation

III. Proposed Cost of Services: Llano County reserves the right to negotiate with any and all engineers/engineering firms that submit statement of qualifications, per the Texas Professional Services Procurement Act and the Uniform Grant and Contract Management Standards.

*\*Pre-Award costs must have been incurred after the date of disaster declaration (HMGP). Pre-Award cost must be identified as separate line items in the cost estimate of the application. Costs associated with implementation of the activity but incurred prior to Federal award or final approval are not eligible. If an award is not made, Pre-Award costs will not be reimbursed by FEMA. Pre-award costs are reimbursed when the project is approved and funded.*

*Note: Projects with specialized or complex technical information such as drainage projects will include two phases. Phase 1 will be for developing Hydrological and Hydraulic Studies, feasibility studies, other technical studies and 100% design plans. After Phase 1 deliverables have been developed and analyzed, a new BCA will be performed and any necessary changes will be made in the Scope of Work and Budget. When Phase 1 deliverables have been approved by TDEM and FEMA, Phase 2 funding will follow.*

IV. Evaluation Criteria: Proposals received will be evaluated and ranked according to the following criteria:

<u>Criteria</u>	<u>Maximum Points</u>
Experience	60
Work Performance	25
Capacity to Perform	<u>15</u>
Total	100

The County will score and rank all eligible respondents. The County will negotiate a contract with the highest scoring respondent. If a contract cannot be reached, then the County will move down the list until a contract can be agreed upon.

V. Affirmative Action: Llano County is an Affirmative Action/Equal Opportunity Employer and strives to attain goals for Section 3 of the *Housing and Urban Development Act of 1968 (12 U.S.C. 1701u)* as amended.

VI. Submission Requirements: Please submit three (3) copies of your proposal to:

Ron Cunningham Llano County Judge 801 Ford Street, Room 101 Llano, Texas 78643

VII. Deadline for Submission: Proposals must be received no later than 4pm on February 10, 2020.