

MIDLAND COUNTY REQUEST FOR QUOTE

Disaster Recovery Management Services

Addendum #1

1. Bids can be sent in electronically by either email or fax to Denise Mason at dmason@co.midland.mi.us or 989-832-6602.
2. Construction Management & Project Management

The County of Midland is soliciting qualifications for consultant(s) for disaster recovery and other associated professional services ensuing from (2) two Dam failures and major flooding to be utilized by Midland County as well as other eligible jurisdictions located wholly or partly within Midland County, Michigan who elect to utilize such services and who enter into an interlocal cooperation contract with Midland County. Such eligible jurisdictions include, but are not limited to, the municipalities located wholly or partly within Midland County, Michigan, which are: the City of Midland, the Village of Sanford, Jerome Township, Edenville Township, Midland Township and the Midland County Road Commission.

Thus, Midland County and eligible jurisdictions are seeking to enter into a contract(s) with qualified consultant(s) to assist in damage assessment, strategic planning, program/project development, managing and implementation/administration of State and Federal disaster assistance made available as Dam failures and any future disasters declared during the contract period, and to provide comprehensive administration of FEMA, HUD, and other programs and projects to fully maximize funding opportunities for FEMA Public Assistance, hazard mitigation grants, and other funding opportunities. A contract may be awarded to one or more respondents hereunder. The successful Respondent(s) must be registered with the Secretary of State of the State of Michigan and authorized to conduct business in the State of Michigan, and registered in the federal System for Award Management (SAM). The successful Respondent(s) shall be immediately engaged in damage assessment, assistance with recovery programs (i.e., Individual Assistance, Public Assistance, Small Business Administration, and other Federal and State Funding) and establishment of recovery projects/programs while following applicable Federal, State and Local guidelines.

All Respondents seeking a contract under this RFQ must be knowledgeable regarding, and comply with, the procurement standards required under Local, Federal and State law, including without limitation, 2 C.F.R. §§ 200.317-200.326, and 2 C.F.R. Part 200, Appendix II.
Damage Assessment

- Damage Assessments, Scoping and Estimating for facilities & systems for project funding including, but not limited to: roads & bridges, water control facilities, buildings and equipment, utilities, parks, recreational areas, structures, residential and commercial structures.
- Community Assessment to include residential, commercial, and public structures for possible recovery programs.
- Identification of damages in the following areas:
 - General Civil
 - Streets, Traffic Controls
 - Building- Structural
 - Building- Mechanical, Electrical, Plumbing (MEP)
 - Wastewater- Civil/Structural
 - Wastewater- MEP
 - Water- Civil/Structural
 - Water- MEP
 - Waterfront/Marine
 - Drainage- Flooding
 - Hazardous Materials
 - Environmental
 - Architectural

Strategic Planning

Assessment of Status and Gap Analysis for multiple jurisdictions

- Research
- Subject Matter Experts
- Strategic Recovery Plan Development
- Public Meetings and Public Involvement
- Advise Midland County Jurisdictions/Entities on Recovery Processes
- Development and/or participation in ad-hoc committees and analysis reports
- Provide viable IT solutions compatible with existing jurisdiction applications
- Identify and Develop Hazard Mitigation Opportunities and Projects
- Assess FEMA Individual Assistance and SBA and other opportunities for residents
- NFIP Assessment and Permit Process Development
- Review and assessment of insurance policies, creating short- and long-term recommendations regarding future insurance handlings and negotiating with insurance companies with Jurisdiction's approval.
- Identification of alternate sources of funding

Program/Project Development

- Recovery Project/Program Design to maximize recovery and reimbursement eligibility
- Eligible Project Identification
- Prepare Grant Applications Claims for disaster recovery programs (e.g.,

- FEMA, HMGP, CDBG, HUD, etc.)
- Compile and Manage Insurance Claim Submissions
 - Develop, Submit and Manage Adjustments/Version Requests, and Alternate or Improved Project Requests
 - Troubleshoot Policy Interpretation, Cost and benefit Analysis
 - Review and respond to National Environmental Policy Act (NEPA) and Environmental and Historic Preservation (EHP) requests for information
 - Assist in preparing and writing request for qualifications, request for proposals, invitations to bid, or other applicable procurements for identified projects, which will preclude the successful Respondent(s) from submitting qualifications or bid for such projects, but will not preclude such Respondent(s) from overseeing the administration/implementation of the project/program as listed below

Implementation

Management/Administration

- Grant Administration and Staffing
- Develop and Submit Grant Reports
- Prepare and Submit Reimbursement Documents
- Prepare and Submit Closeout Documents

Development of Program Policies and Procedures

- Application Intake and Income Eligibility
- Applicant/Participant Involvement Crisis Communications
- Quality Assurance and Control
- Data Management and Records Retention

Construction Management and Inspection

Procurement and Project Administration working with jurisdictional systems and approvals

- Development of Bid Documents
- Bid Review and Bid Tabulation
- Contract/Agreement Negotiation and Development
- Change Orders

Closeout

- Daily/Weekly/Monthly/Annual Reconciliation of Grant Funds
- Budget Control, Cash Flow Management and Financial Analysis
- Review all data and supporting documents for reimbursement eligibility
- Track status of payments from Federal and State agencies
- Draft memos, letters and correspondence to internal and external parties
- Subcontractor Invoice Review and Reconciliation
- Government Audit Processes:

Documentation Submission
Audit Assistance & Support
Response to Audit Findings
Closeout Appeal Letters and Processes

- Record Retention that aligns with federal, state and local regulations, which may include the provision of physical and/or electronic records upon contract closeout, but provides assistance to Jurisdictions post-contract, if necessary.

3. Quotes are due by Tuesday, August 11, 2020 by 12:00pm (Noon)