

## REQUEST FOR PROPOSALS

**Subject:** Request for Proposals (RFP) FEMA BRIC Project

**Issue Date:** 12/28/2023

**Due Date/Time:** 2/2/2024 by 5:00 PM

The City of St. Edward, is to receive \$1,557,781.00 of funding through the Building Resilient Infrastructure and Communities (BRIC) program from the Federal Emergency Management Agency (FEMA) and is requesting proposals from experienced and well-qualified consulting engineering and planning firms to assist with application development and overall project management. The proposed project seeks to implement restoration of the banks of the Beaver Creek to prevent future flooding and reduce the base flood elevations thereby reducing property damage to the city service area, surrounding agricultural land, and habitat and riparian area within the project scope that is caused by repeated flooding. A qualified professional engineering/planning firm shall be a professional firm that has experience in projects of similar scope and size as described in the scope of services section. The total proposed planning budget is \$202,500.00.

## SCOPE OF SERVICES AND CRITERIA

The FEMA BRIC Project Plan should examine the following criteria throughout the study area:

- Assist with application development and overall project management.
- Conduct full survey of environmental, historical, and land right considerations and then create finalized design plans for stabilizing Beaver Creek with a focus on utilizing bioengineering and nature based solutions.
- Compile any and all data needed to generate a final drainage report and final plans for the project.
- Issue final plans for the Beaver Creek in 2D or 3D form denoted as final plans.
- Conduct a full analysis of the environmental, historical, and other land use impacts of the project and work with local, state and federal agencies to comply with all regulation requirements impacted by the project.
- Finalize all designs to construction phase after full environmental analysis.
- Conduct a feasibility study in which the long term benefits of the project will be assessed against the long term costs as laid out in the final plans. Depending on whether the benefits of the project will overall outweigh the cost is the determining factor on whether the City will proceed with Phase 2-Construction Phase of the project. If the project cannot provide clear cost effective benefits than the project will terminate at Phase 1.
- At the discretion of the City construction administration.

## SELECTION PROCESS

The final selection of the Engineering firm will be according to the following criteria and weighing factors:

1. Technical expertise of the firm in connection with the proposed scope of services to be provided and the complexity of the project. *(30 points)*

2. Past 5-year record of performance on contracts with municipality and other clients including quality of work, timeliness and cost control. Include examples of past planning projects of a similar nature and a contact person with phone number for all projects. *(30 points)*
3. Capacity of the firm to perform the work within time limitations, taking into consideration the current and planned workload of the firm. Include a project team for this specific job and qualifications of all team members. *(20 points)*
4. Familiarity of the firm with the types of problems applicable to the project and knowledge of the FEMA BRIC program. *(20 points)*

## **SUBMITTAL REQUIREMENTS**

The Consultant shall include in the submittal:

- Letter of Interest.
- A brief discussion of your project understanding and scope of work outlining your project approach for the study.
- Capacity and qualifications including of the firm(s) including a list of proposed team members including project specific experience and proposed roles in the project (with specific emphasis on downtown revitalization).
- List of similar projects completed in the last 5 years.
- Proposed timeline.
- Proposed cost and fee schedule.

Elaborate and expensive presentation aids are neither necessary nor encouraged. After an initial review, interviews may be conducted followed by a rescoring of proposals. The firm's proposal that best meets the needs of the City will be considered. Negotiations of the firm's proposed scope of services and contract amount may be conducted after the selection of the respondent's proposal. Only fixed price (or not to exceed) contracts will be considered. Cost and percentage of cost contracts are not allowed. The City of St. Edward is an equal opportunity employer and require all contractors and consultants to comply with all applicable Federal and State laws and regulations.

If you have questions, you may email Angie Miller, Deputy Clerk, City of St. Edward, [cityclerk@stedwardne.com](mailto:cityclerk@stedwardne.com), or call 402-678-3322. Submittals including 6 hard copies shall be delivered to: City of St. Edward, Attn: Angie Miller, PO Box 247, St. Edward, NE 68660, by 02/2/2024, at 5:00 p.m.