

REQUEST FOR PROPOSAL

POWERSOUTH ENERGY COOPERATIVE

Consulting Services for
DISASTER RECOVERY AND FEMA PUBLIC ASSISTANCE
Associated with Damage Sustained by
HURRICANE MICHAEL

RFP 2018 MICHAEL

PowerSouth Energy Cooperative (PowerSouth) is accepting sealed competitive proposals from qualified consultants to provide **Consulting Services for Disaster Recovery and FEMA Public Assistance** associated with damages sustained from Hurricane Michael. These consulting services shall be performed in accordance with all applicable local, State, and Federal laws, regulations, executive orders, and requirements of the Florida Division of Emergency Management (FDEM) and/or the Federal Emergency Management Agency (FEMA).

For information concerning this Request for Proposal (RFP), including specific requirements and evaluation criteria, please contact Patrick McCalman, at patrick.mccalman@powersouth.com or (334) 427-3335.

PowerSouth reserves the right to negotiate with any or all Respondents submitting qualifications. Small and minority businesses, women's business enterprises, and labor surplus area firms are encouraged to submit qualifications, and firms using subcontractors must solicit such firms in the subcontracting process.

EQUAL EMPLOYMENT OPPORTUNITY: PowerSouth and any of its covered subcontractors shall abide by the Equal Employment Opportunity Clause in Section 202 of Executive Order 11246, as amended, and the implementing rules and regulation of the Office of Federal Contract Compliance including the requirements of 41 CFR Sections 60-1.4(a), 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals on the basis of protected veteran status or disability, prohibit discrimination against all individuals based on their race, color, religion, sex, sexual orientation, gender identity or national origin, and require affirmative action by covered prime contractors and subcontractors to employ and advance in employment individuals without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status or disability. Likewise, when applicable, PowerSouth and/or its covered subcontractors agree to comply with the provisions of 29 CFR Part 471, Appendix A to Subpart A.

1. **INTENT:**

The intent of this RFP is to obtain sealed proposals from qualified and experienced consultants who are interested in assisting PowerSouth with Disaster Recovery efforts and FEMA Public

Assistance preparation, reporting, and other consulting services associated with damage sustained as a result of Hurricane Michael. The selected consultant must have knowledge of and provide all services in full compliance with all applicable local, State, and Federal laws, regulations, executive orders, and FEMA requirements.

Please follow the instructions in the RFP Response Requirements Section.

The executed contract will meet all rules for Federal grants, as provided for in Title 44 Code of Federal Regulations and 2CFR 200.317 through 200.326 and Appendix II.

The successful Respondent(s) will be awarded a contract effective from the date of award or notice to proceed as determined by PowerSouth.

2. **PROJECT SUMMARY:**

A. Introduction:

PowerSouth is a generation and transmission electric cooperative that serves the wholesale energy needs of its 20 electric distribution members in Alabama and Northwest Florida. These members provide energy to homes, businesses and industries in 39 Alabama and 10 Florida counties. Portions of PowerSouth's coverage territory were impacted by Hurricane Michael, and at least 6 counties that PowerSouth serves were declared major disaster areas by the President.

B. Work under this contract is expected to include, but not be limited to, the following:

- Provide assistance to PowerSouth with regard to disaster recovery efforts and compliance with applicable local, State, and Federal laws, regulations, executive orders, FDEM and FEMA requirements;
- Provide guidance in recovering reimbursement for the repair/replacement of the loss of critical infrastructure;
- Collaborate with PowerSouth staff and other PowerSouth consultants on project formulation, including damage assessments, information gathering, project development, preparation of project worksheets, and other project submittals to FDEM and/or FEMA, to include other agencies of other states should such further declarations be made;
- Assist with the management of FEMA-administered and/or other Federal grants and FDEM coordination issues;
- Generate project extension requests and amendments when necessary, and any other reports or documents to ensure grant reimbursement eligibility is not deobligated;
- Develop improved and/or alternate project requests for FDEM and FEMA and/or other Federal grants;

- Develop Hazard Mitigation strategies and proposals, as appropriate;
- Assist with the submission of first and second appeals to FEMA, as appropriate;
- Assist PowerSouth staff with the development of procurement packages for professional services that align with the Federal grant program requirements;
- Coordinate and interface with engineering and design efforts for repair and/or construction of damaged facilities and infrastructure that will comply with FEMA eligibility and cost reasonableness determinations. Provide oversight of repair/construction efforts to ensure work complies with applicable Project Worksheets and related FEMA Public Assistance grant requirements and guidelines;
- Assist PowerSouth in establishing pragmatic document control, establishing a file retention system and data management processes to ensure disaster records are complete and ready for audit; and
- Assist PowerSouth with the closeout of projects, including preparation and review of final closeout packages of completed work for compliance with federal grant program requirements.

Any subcontracts issued under this contract must comply with the necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible, in accordance with 2 CFR 200.321. Note: The use of any Contractor, or Sub-Contractor, that has been declared debarred by the Office of Federal Contract Compliance Programs (OFCCP) is prohibited. A complete list of federally disbarred contractors can be found at www.sam.gov. It shall be the sole responsibility of the selected Respondent to ensure that any subcontractor(s) or subconsultant(s) are in good standing with the OFCCP and not on the debarment list.

3. **RFP RESPONSE REQUIREMENTS:**

A. Preparation and Format:

Proposals should be prepared in a clear and concise manner to meet the requirements of the RFP. Proposals must be signed by an authorized representative or contracting agent of the Respondent. The Respondent shall include pricing for additional anticipated labor categories, including other non-labor related project costs. Please include any mark-up to be added to the cost of reimbursable expenses. Also include a cover letter with the name, address, phone number and email address of the person or firm submitting the proposal. Provide the name of the project manager/ primary contact person and person authorized to contract for the firm.

B. Qualifications:

- (a) In order to demonstrate the Respondent has sufficient qualifications, resources and experience to provide the services under this RFP, please provide the following

information:

- (i) A brief history of the Respondent and an overview of the Respondent's experience indicating resources, understanding, qualifications, background, etc., in providing the services related to Disaster Recovery and FEMA Public Assistance experience, including:
 - 1. Approximate number of Public Assistance grants you have prepared and submitted.
 - 2. Key individual(s) who will be working on this project and a summary of his/her qualifications and experience. Provide resumes of all key individuals.
 - 3. Head office of the Respondent and, if different, the location of the Respondent's office in the region. If the Respondent is proposing a team arrangement, identify the locations of the headquarters and local offices of the lead team member.
- (b) Discuss recent experience of the Respondent which demonstrates current capacity to provide the services requested in this RFP.
- (c) List of ALL current contracts underway as a result of Hurricane Michael.
- (d) Describe the benefits that PowerSouth will realize in selecting the Respondent's firm or team for this project. Benefits may include unique or specialized processes or organization, staff qualifications, capabilities, specialized experience, best practices or other factors that distinguish the Respondent from other Respondents.
- (e) Briefly summarize any other appropriate factors, not already provided in response to the questions and requests listed herein, about the Respondent's qualifications that are relevant to the consideration of the Respondent for this Project.
- (f) Provide at least three (3) references for which the Respondent has performed similar services within the last five (5) years.

C. Other:

- (a) Discuss additional scope of work items which are not mentioned in the Project Summary that, based upon your experience, will be of great assistance to PowerSouth in its disaster recovery efforts.
- (b) Explain the Respondent's understanding of the project and outline the Respondent's proposed approach to completing the anticipated scope of work.

D. Proposal Delivery:

PowerSouth will receive sealed proposals at the location stated below until **3:30 p.m. on Wednesday, November 14, 2018**. Submittals received after this deadline will not be considered.

The complete submittal consisting of **2 copies of the proposal** must be delivered to PowerSouth in a sealed package, clearly marked on the outside **RFP 2018 MICHAEL** and addressed to:

PowerSouth Energy Cooperative
Attn: Heather Cravey
RFP 2018 MICHAEL
2027 E Three Notch Street
Andalusia, AL. 36421

Hand delivered submittals shall be taken to PowerSouth headquarters at the above address.

4. **INSURANCE, BONDING AND FINANCIAL STABILITY:**

- A. If requested by PowerSouth during a contract negotiation phase, Respondent must be able to provide information substantiating the Respondent's credit worthiness, assets and exposures, bonding capabilities, and any litigation in the past five years which is related to the services that Respondent provides in the regular course of business. PowerSouth desires a certain level of confidence that the selected Respondent is operating a highly sustainable business.
- B. If awarded the contract solicited by this RFP, the selected Respondent will be required to provide PowerSouth a Certificate of Insurance naming PowerSouth Energy Cooperative as additional insured. PowerSouth will also require an (actual) Additional Insured Endorsement and Waiver of Subrogation on the General Liability and Auto and a Waiver on the Workmen's Comp. The Workmen's Comp should indicate if the states of Alabama and Florida are included in its coverage, if your company works in both states for us. We will accept a Blanket Additional Insured Endorsement and Waiver of Subrogation. Please make sure to reference the policy number listed on the Certificate of Insurance. PowerSouth will require all insurance documentation before a issuance of a final purchase order.

The certificate should include the following coverage's and/or requirements:

- i. Commercial General Liability Insurance, including Contractual Liability, Completed/Products, Broad Form Property Damage, and Contractors Protective Liability, if subcontractors are used. Minimum limits Bodily Injury, including Death and Property Damage, \$1,000,000 each occurrence and \$2,000,000 General Aggregate and Products/Comp Aggregate. PowerSouth Energy Cooperative should be named as an ADDITIONAL INSURED as per CG2010 attached or equivalent and per CG20 37 attached or equivalent. Along with an actual additional insured endorsement and waiver of subrogation in favor of PowerSouth.
- ii. Automotive Liability including Owned, Non-owned and Hired Vehicles: Minimum Limits-Bodily Injury \$1,000,000 each person, \$1,000,000 each occurrence, and property damage \$1,000,000 each occurrence. PowerSouth Energy Cooperative should be named as ADDITIONAL INSURED on the auto policy per CA 20 48 attached. Along with an actual additional insured endorsement and waiver of subrogation in favor of PowerSouth.
- iii. Worker's Compensation Statutory limits for State (s) in which work is to be performed, including Longshoreman's coverage if applicable, along with

Employers’ Liability of \$1,000,000 each accident, \$1,000,000 disease-each employee and \$1,000,000 disease-policy limits. If work is to be performed on PowerSouth’s premises, located in Alabama or Florida, please provide evidence of workmen’s compensation coverage in the above named states. Along with an actual wavier in favor of PowerSouth should be included per WC 00 03 13.

- iv. Said certificate must set forth the name of insurer, policy number, expiration date, limits of liability and at least (10) days written notice to PowerSouth of cancellation. All policies should be written by responsible insurance companies with an A M Best rating of A-VIII.

5. TERMS AND CONDITIONS:

PowerSouth reserves the right to negotiate and revise stated contract terms and conditions prior to the Respondent and PowerSouth executing an agreement. PowerSouth reserves the right to negotiate terms as needed to improve elements of the proposal to best meet the needs of PowerSouth, including cost. The selected Respondent shall be subject to removal, with or without cause, at any time during the term of the contract.

The services provided under this contract should be eligible for reimbursement as a direct administrative cost (reference Disaster Assistance Policy DAP9525.9, Section 324 Management Costs and Direct Administrative Costs and Recovery Policy 9525.14, Grantee Administrative Costs). To maximize PowerSouth’s ability to recover the cost of services provided under this contract, the Respondent shall track time on a project by project basis. Invoices submitted to PowerSouth for payment must reflect this project by project breakdown and must provide sufficient backup documentation to ensure reimbursement eligibility.

6.0 EVALUATION CRITERIA:

Criteria	Weight
Personnel Experience/Qualifications	30
Pricing/Staffing	30
Availability	25
Project Approach/Plan	15

100

COST PROPOSAL FORM

The hourly rates shall include all applicable overhead and profit. All non-labor related costs, including travel and lodging, will be billed to PowerSouth at cost without mark-up.

Submit hourly rates by position:

<u>POSITIONS</u>	<u>HOURLY RATES</u>
Subject Matter Expert	\$ _____
Project Manager	\$ _____
Project Writer	\$ _____
Data Manager	\$ _____
Closeout Specialist	\$ _____
Research Assistant	\$ _____
Other: _____	\$ _____
Other: _____	\$ _____

OTHER REQUIRED POSITIONS

Respondent may include in its proposal other positions it believes necessary or beneficial to the performance of the scope of work. If such other position is proposed, please include a job description, experience needed, and an hourly rate.