

September

2020



Request for Proposals

To Provide
Hurricane Recovery and Grant
Management Services

Deadline: October 5, 2020

West Calcasieu Port
Sulphur, Louisiana

1. Introduction

This Request for Proposals (RFP) is issued by the West Calcasieu Port, also known as the West Cal Port (herein referred to as WCP). WCP has incurred significant damage from Hurricane Laura and is seeking professional services to provide assistance and support for grants management and administration and associated project management activities as needed for federal and state programs, including primarily, but not limited to, the Federal Emergency Management Agency Public Assistance Program, Federal Emergency Management Agency Hazard Mitigation Program, HUD Community Development Block Grant Program, and U.S. Department of Transportation programs.

The purpose of this Request for Proposal (RFP) is to obtain competitive proposals from qualified proposers who are interested in development and implementing a recovery plan to restore facilities to their pre-disaster condition, ensure that projects within the recovery program are accomplished on time and within budget, and to maximize eligibility and reimbursement for all aspects of the recovery program.

Interested respondents must send an email stating their intent to submit a proposal to Darla Perry (darlaperry@bellsouth.net) or Lynn Hohensee (lhohensee@lehcomm.com). Proposals must be submitted by email as a pdf document by September 30, 2020, to either of the two contacts mentioned above.

2. Overview of Timeline:

- Respondents should send an email to darlaperry@bellsouth.net by September 30, 2020, to show intent to submit a proposal. The response to written inquiries will be sent to all interested parties.
- All inquiries and questions should be submitted by September 30, 2020, by email to darlaperry@bellsouth.net.
- Proposals are due to WCP no later than 2:00pm on October 5, 2020. Proposals received after that time will not be reviewed.
- Proposals must be submitted by email in .pdf format to darlaperry@bellsouth.net.
- WCP reserves the right at its sole discretion, to adjust this schedule, as it deems necessary.

Event	Date	Time
Initial Advertisement	09/29/2020	N/A
Deadline for Written Inquiries and Notice of Intent to Submit a Proposal	09/30/2020	2:00pm
Issue Responses to Written Inquiries	10/01/2020	N/A
Deadline for Receipt of Proposals	10/05/2020	2:00pm
Notice of Intent to award	10/06/2020	n/a

3. Scope of Services

- Provide assistance and support for grants management and administration and associated project management activities as needed for federal and state programs, including primarily, but not limited to, the Federal Emergency Management Agency Public Assistance Program, Federal Emergency Management Agency Hazard Mitigation Program, HUD Community



Development Block Grant Program, and U.S. Department of Transportation programs.

- Develop and implement a recovery plan to restore facilities to their pre-disaster condition while consideration of FEMA Alternative Procedures to move funding for a more appropriate use including Hazard Mitigation opportunities.
- Overall Program Management Services: The Consultant shall be responsible for supporting the development and implementation of the overall program management plan.
 - Management of Design Phase: The Consultant shall be responsible for assisting in the procurement of, and providing design management of, professional design services required to implement construction of the projects.
 - Management of Construction Phase: The Consultant shall be responsible for management of the procurement of construction services and providing project construction management of the construction phase.
 - Field inspection services: The Consultant shall be responsible for providing field inspection services as necessary to ensure compliance to schedule, budget, and quality contractual requirements.
- Project Controls: The Consultant shall be responsible for coordinating with the appropriate staff person to manage invoices, contracts, change orders, and amendments to develop systems that result in the delivery of projects on time and on budget.
- Grants Administration, Compliance and Close-Out: The Consultant shall be responsible for working with the appropriate Federal, State, Local and Private agencies for obtaining, maximizing, and ensuring compliance of FEMA, CDBG.
- Respondents must have extensive, specialized, and successful expertise in the FEMA Public Assistance Program.

4. Evaluation Criteria:

Selection will be based on overall value, which includes but is not limited to expertise, experience, references, responsiveness, demonstrated understanding of the project, ability to execute the work, as well as price. All submitted proposals are to be limited to a length, including resumes, not to exceed 30 pages.

The following criteria will form the basis for evaluating submitted qualifications:

Criteria	Points
Qualifications, Experience, and Staff Availability	25
Technical Approach and Capabilities	50
Pricing for Services Offered	25
Total Points Possible	100

5. Submission of RFP:

- **Cover Letter:** Proposers should include a cover letter submitted on official business letterhead addressing the intent of the proposer including point of contact. Include information regarding staff's ability to begin work immediately. It is the desire of WCP to award and sign a contract the first week of October with work to begin as soon as possible.
- **Qualifications, Experience and References:** Provide a brief description of the company

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including number of years in business. Provide information pertaining to prior experience in working on projects of similar size, scope, and function. Identify the individuals and any subcontractors assigned to this project. Include at least three references.

- **Technical Approach and Capabilities:** Include the proposer's understanding of the disaster recovery process and how its proposal will best meet the needs of WCP.
- **Rate Schedule:** Complete the rate schedule in its entirety and include it in the proposal. The hourly rate should not include cost for travel and expenses. Expenses must be preapproved and will be paid as actual cost. Proposer may add additional staff deemed relevant.
- **Sample Contract:** WCP does not procure consultants often. Please provide a sample contract that could be used for this engagement. Include all required Federal contract clauses.

Rate Schedule:

Position	Hourly Rate
Program Director	
Senior Project Manager	
Project Manager	
Document Control Specialist	
Public Assistance Specialist	
Data Manager	
Accounting/Audit Support Specialist	
Subject Matter Expert	
Cost Estimator	
Engineer	
Design Specialist/Architect	
Total hourly rate	
Other:	
Other:	

6. Terms and Conditions:

- **Liability for Errors and Omissions:** While the WCP has employed considerable effort to ensure an accurate representation of information in this RFP, the information is not guaranteed or warranted to be accurate by the WCP nor is it necessarily comprehensive or exhaustive. Nothing in this RFP is intended to relieve Consultants from forming their own opinions and conclusions with respect to the matters addressed in this RFP.
- It is the policy of WCP to provide equal opportunities without regard to race, color, national origin, sex, age, disabilities, or veteran status in educational programs and activities. This includes, but is not limited to, admissions, educational services, financial aid and employment.
- Respondents, their consultants, sub-consultants, or other parties representing the Respondent for this solicitation may not contact any member of the RFP Selection Panel concerning this project from the date of advertisement until after the date of selection.
- WCP reserves the right to reject any and/or all of the proposals in response to this RFP.
- The firm selected will be responsible for assembling the sub consultants necessary to meet the requirements of the RFP. WCP reserves the right to review the proposed firm/team and



reject any sub consultants identified to be part of the applicant's team due to poor past performance.

- All expenses incurred by your company in preparing your proposal, attending meetings, and all other expenses otherwise associated with this solicitation shall be borne solely by your firm.
- This request for proposals is not an offer to contract. The provisions in this RFP and any purchasing policies or procedures of WCP are solely for the fiscal responsibility of WCP, and confer no rights, duties or entitlements to any party submitting proposals.
- WCP reserves the right to conduct such investigations of and discussions with those who have submitted proposals or other entities as they deem necessary or appropriate to assist in the evaluation of any proposal or to secure maximum clarification and completeness of any proposal.
- The successful proposer shall be required to sign a contract with WCP. The contractor shall be an independent contractor of WCP.
- All submittals become the property of WCP and will not be returned. Proprietary information included in the submittals must be clearly identified and will be protected if possible.
- No Performance Bond is required.
- Governing Law: This RFP is governed by, and is to be construed and performed in accordance with, the applicable laws of the State of Louisiana. If a Consultant's Proposal is accepted, the Selected Consultant must agree to submit to the irrevocable exclusive jurisdiction of the Fourteenth Judicial District Court, State of Louisiana.
- Termination: Breach of the terms and conditions of the contract shall be just cause for termination without notice and without prejudice to any other rights and remedies available to WCP in connection with the breach. WCP may cancel any contract without cause upon providing thirty (30) days' written notice to the Selected Consultant.

7. Questions:

Questions pertaining to this RFP must be directed in electronic format via e-mail to darlaperry@bellsouth.net or hohensee@lehcomm.com. All questions will be considered. Those that are considered to add clarity to the solicitation will be addressed in writing with the question and answer provided to all Firms.

