

**REQUEST FOR SOLICITATION
FOR PROGRAM MANAGEMENT SERVICES
FOR EMERGENCY HOUSING INDIVIDUAL ASSISTANCE PROGRAM**

- I. Background and Purpose of the Request**– Hurricane Harvey impacted Southeast Texas in August and September of 2017 and resulted in historic flooding, with tens of thousands of area citizens displaced from their homes. As a result of the damages from Hurricane Harvey, Jefferson, Hardin, and Orange Counties have been declared federal disaster areas. Tens of thousands of residential dwellings located within Southeast Texas sustained flood-related damage and are still without power, hot water, or necessary repairs required to make them safe for residents.

While a portion of the property owners have had the resources to make temporary or permanent repairs to their properties in the past weeks, many have not. This leaves thousands of Texas residents without acceptable living conditions and many remain displaced from their residences. Southeast Texas continues to receive afternoon summer thunderstorms. With the area’s continued rain and humidity, mold is a threat to public health and safety. Clean up efforts need to be expedited, consistent, and thorough. Local, state, and federal governments desire to offer residents an option to return to their homes in safe, sanitary conditions under a Federally Funded, Locally Managed Individual Assistance Program (the “Harvey Program”). The Harvey Program will allow residents to remain in, or quickly return to, their own homes or other housing options. Because of the number of displaced residents and the ensuing temporary housing crisis, as well as the large number of people remaining in their homes without adequate utility service, work under this procurement must be able to start immediately.

In coordination with Governor Abbott’s Suspension of procurement statutes and rules for purchases related to the State’s emergency response to Hurricane and Tropical Storm Harvey Letter (September 18, 2017) and the procurement standards of 2 CFR 200, particularly the exigent and emergency requirements under 2 CFR 200.320(f)(2), the South East Texas Regional Planning Commission (“SETRPC”) is soliciting, to directly contract with a firm to provide Program Management Services to help, develop, manage and control this effort. Proposals to this Request for Solicitation, in the form outlined in the Proposal Requirements below, will be used to select a single Harvey Program management firm.

The SETRPC is seeking to enter into a contract with a competent grant administrator to assist in developing, managing, and/or implementing an individual assistance program for short term housing needs under the Harvey Program. The successful Respondent shall be immediately engaged in establishing and administering the Harvey Program under guidelines established by the Federal Emergency Management Agency for Hurricane Harvey recovery efforts. The following outlines the Request for Solicitation.

II. Statement of Solicitation – SETRPC is seeking to contract with a competent grant administrator that has had experience in grant and contract administration of single family construction through federal emergency and/or disaster recovery programs. Specifically, SETRPC is seeking proposals from management firms or individuals with the following qualifications:

- a. Experience in federally-funded disaster recovery programs;
- b. Experience in residential construction and contractor management; and/or
- c. Cost based on initial team of 20 to be scaled based on program capacity.

III. Evaluation Criteria- The proposals received will be evaluated and ranked by SETRPC staff according to the following criteria, in order of importance:

- a. Federal emergency or disaster recovery program experience 40 points
- b. Residential construction and contractor management experience 30 points
- c. Financial capacity 20 points
- d. Reference(s) 10 points

The Hurricane Harvey Emergency Housing Committee (the “HEHC”) will select the most qualified respondent with whom to enter into contract negotiations based on the proposals received, proposals that are most responsive in meeting the needs of the emergency services and recommendation of SETRPC staff.

IV. Proposal Requirements– All proposals must include the following items in the following order separated by tabs:

- a. *Cover letter*– Include a brief overview of your firm and your interest in this RFQ, or if an individual please submit a resume. Provide a contact name, phone number, fax number, and e-mail address.
- b. *Statement of Qualifications*– Include the following to support qualifications and experience:
 - 1. Federal Emergency or Disaster Recovery Experience – Provide a brief description of your qualifications and experience with federal emergency or disaster recovery programs.
 - 2. Residential Construction and Contractor Management Experience – Provide a brief description of your qualifications and experience with residential construction and contractor management.
 - 3. Financial Capacity - Provide a copy of the firms most recently audited financial statements, including a Balance Sheet and Income Statement. Bank statements plus a banking reference may be provided for sole proprietorships, partnerships or smaller firms if audited financial statements

are not available. All documents supporting financial condition should be in the name of the submitting firm or its owner.

4. Initial Cost Estimate- Provide a cost assessment based on an initial team of 20 to carry out services.
5. References – Provide up to three (3) references for whom you have provided services similar to those sought by this RFQ, particularly institutional customers such as units of local government, governmental entities, or public agencies.
6. Resumes – Provide resumes for key staff who would be involved with the project.

- c. *Affirmative Marketing requirements*– SETRPC is an equal opportunity employer and encourages minority, women owned, low-income owned businesses and those located in census tracts which have been designated low income within our service area to submit a bid for the services described above. All firms should describe their policies, and procedures regarding outreach to minorities, women, and low income persons, their actual hiring practices and their subcontracting processes as they relate to affirmative hiring and procurement.

V. Deadline for Proposal: An original and five (5) copies of complete proposals must be submitted in person, by mail or other carrier by **12:00 P.M. ON MONDAY, OCTOBER 2, 2017. NO LATE PROPOSAL WILL BE ACCEPTED. AN INCOMPLETE PROPOSAL WILL BE REVIEWED AND SCORED AS SUBMITTED.**

VI. SETRPC reserves the right to:

- a. Contract with the most qualified bidder based on the criteria stated herein.
- b. Reject any or all proposals that do not meet the minimum qualifications.
- c. Reissue this solicitation if adequate interest is not received.
- d. Reject all proposals and/or waive any immaterial deviation or defect in a proposal.
- e. Seek clarification of any proposals for the purpose of identifying and eliminating minor irregularities or informalities.

VII. Contract Award and Execution- SETRPC will enter into contract negotiations with the most qualified grant administrator as selected pursuant to this solicitation. Should the parties be unable to reach an agreement as to contract terms, the SETRPC will then begin contract negotiations with the next most qualified respondent hereunder. SETRPC reserves the right to enter into a contract without further discussion of the proposal submitted based on the initial proposals received. The proposal of the selected Respondent shall become part of any contract hereunder. Negotiations may begin with the announcement of the selected Proposer. If the contract negotiation period exceeds two (2) calendar days or if the selected Respondent fails to sign the final contract within two (2)

calendar days of delivery, SETRPC may elect to cancel the award and award the contract to the next most qualified respondent hereunder.

VIII. Time Lines and SETRPC Contact

a. Responses must be received in the SETRPC's Offices on or before **MONDAY, OCTOBER 2, 2017 by 12:00 P.M.**

b. Applications may be mailed or hand-delivered to:

**South East Texas Regional Planning Commission
Attn: Shanna Burke
2210 Eastex Freeway
Beaumont, Texas 77703**

c. Because time is of the essence in the Harvey Program, the following timeline of events will be followed as closely as possible:

- Release of Request for Solicitation Tuesday, September 26, 2017
- Submission of Written Proposals Monday, October 2, 2017 - 12:00 PM
- Notice of Selection on or about Wednesday, October 4, 2017

IX. Open Records– Information submitted to SETRPC is public information and is available upon request in accordance with the Texas Public Information Act, Chapter 552 of the Government Code (the “Act”). A firm submitting any information it considers confidential as to trade secrets or commercial or financial information, which it desires not to be disclosed, must clearly identify all such information in its proposal. If such information so identified by the firm is requested from SETRPC, the firm will be notified and given an opportunity to present its position to the Texas Attorney General, who shall make determination as to whether such information is exempted from disclosure under the Act. Information not clearly identified as confidential will be deemed to be non-confidential and will be made available by SETRPC upon request.

X. Cost Incurred Responding– All costs directly or indirectly related to the preparation of the proposal shall be the sole responsibility of and shall be borne by, the responding firm.