

JASPER COUNTY EMA



RFP 2025 HAZARD MITIGATION PLAN UPDATE

Advertised: January 2025
Mandatory Pre-Bid: February 2025
Sealed Bids Due: February 28, 2025 @ 10am
Potential Bid Award: March 2025

INVITATION TO BID/REPLY

NOTE: This RFP format must be used for your bid format. All points within the bid package must be answered as either 'Understood and/or Compliant', 'Non-Compliant' or 'Non-Compliant with Alternate Solution Provided'. If you answer with the last selection, you should provide thorough information on your alternate solution. Any point not addressed will be considered incomplete and may result in disqualification.

Understood and/or Compliant _____ Non-Compliant _____ Non-Compliant/ Alternate Solution Provided _____

General Instructions:

1. This bid is for a turnkey Hazard Mitigation Plan update. Jasper County is seeking a Plan Writer / Planner to conduct all required meetings, gather all needed information, document all needed items, and handle all budgetary needs including financial monitoring/documentation to ensure match is met, payments are requested and received by Jasper County and in closing produce a GEMA and a FEMA approved Jasper County Hazard Mitigation Plan update utilizing the existing plan. All work and all needed to gain a state and federally approved plan must be handled by the winning Planner. The EMA Director will aid in the coordination but should not be required to do most of the work. In addition, this plan must be completed and submitted to GEMA and FEMA on or before October 1, 2025 in order to gain approval before the current plan expires in 2026.

Understood and/or Compliant _____ Non-Compliant _____ Non-Compliant/Alternate Solution Provided _____

2. The invitation is advertised on January 16, 2025. You should report your desire to bid no later than January 30, 2025. To inform us of your intent to bid; please email sward@jasperema911ga.com and call (770) 842-6724. We will conduct a virtual pre-bid meeting on February 11, 2025 at 3pm. Those desiring to bid will be provided the meeting link. This is a mandatory meeting that requires a bidding representative presence. To ask any questions; please send an email to sward@jasperema911ga.com

Understood and/or Compliant _____ Non-Compliant _____ Non-Compliant/Alternate Solution Provided _____

3. All bids must be delivered to the Jasper County Commissioners Office which is located inside the Jasper County Courthouse at 126 West Green Street, Monticello, Georgia 31064. You must include 2 copies of your bid and they must be delivered sealed and properly labeled with the following title: RFP 2025 Hazard Mitigation Plan Update. They must be delivered in a sealed package, on or before 10:00 o'clock A.M., on February 28, 2025.

Understood and/or Compliant _____ Non-Compliant _____ Non-Compliant/Alternate Solution Provided _____

4. Pricing proposals must be on the Bidder Response Form(s) attached, with explanations, if necessary, on separate identified sheets, and must state the total bid "expected not to exceed" price with a breakdown of price for each option.

Understood and/or Compliant _____ Non-Compliant _____ Non-Compliant/Alternate Solution Provided _____

5. Bids will be opened on February 28, 2025 at 10:00am at the Jasper County Courthouse in the Board of Commissioners meeting room. It is not required that Bidder be present as no decision will be made at the opening.

Understood and/or Compliant _____ Non-Compliant _____ Non-Compliant/Alternate Solution Provided _____

6. Bid award will be announced following the approval by the Board of Commissioners. It is imperative that you ensure that your bid is valid for a minimum time of 60 to 180-days past opening. This will allow time to review the entire bid package, make install adjustments for any inclement weather and either make award or reissue the RFP.

Understood and/or Compliant _____ Non-Compliant _____ Non-Compliant/Alternate Solution Provided _____

7. Jasper County incurs no obligation by extending this invitation and all RFP responses will be received without obligation, and Jasper County will not incur any costs associated with the submission of a bid.

Understood and/or Compliant _____ Non-Compliant _____ Non-Compliant/Alternate Solution Provided _____

8. Bids will not be refused or rejected for minor errors, but not utilizing the bid forms and responding point by point as requested, will result in “the bid being rejected”. It is the bidder’s responsibility to seek clarification to any question concerning the bid prior to submission of the bid, from the supervisor above named.

Understood and/or Compliant _____ Non-Compliant _____ Non-Compliant/Alternate Solution Provided _____

9. Jasper County reserves the right to reject any and all bid responses.

Understood and/or Compliant _____ Non-Compliant _____ Non-Compliant/Alternate Solution Provided _____

10. The bid is expected to be awarded to the lowest responsible bidder, considering price, meeting or exceeding specifications, growth potential, flexibility to meet changing technology, redundancy, overall capability, additional features available, and the following elements:

- a. Quality of workmanship
- b. Correctness, Timeliness, Attention to Detail, Performance, Dependability and Reliability
- c. Minimum completion time
- d. Current references

Understood and/or Compliant _____ Non-Compliant _____ Non-Compliant/Alternate Solution Provided _____

11. Any other terms, costs, conditions, or options that would affect your bid that have not been requested or specified in the RFP package must be noted and included in the submitted bid response.

Understood and/or Compliant _____ Non-Compliant _____ Non-Compliant/Alternate Solution Provided _____

12. All persons working for the winning bidder will conduct him or herself in a professional manner at all times.

Understood and/or Compliant _____ Non-Compliant _____ Non-Compliant/Alternate Solution Provided _____

13. Jasper County reserves the right to make modifications in specifications and/or conditions prior to response opening if deemed necessary, in which event, all bidders will be timely notified, and the time for responses extended. Failure to respond as requested may result in the elimination of your entire response from consideration.

Understood and/or Compliant _____ Non-Compliant _____ Non-Compliant/Alternate Solution Provided _____

14. Each bid responder will submit current references, with names, addresses and telephone numbers of entities for which the responder has gained a FEMA approved Hazard Mitigation Plan both in the past and currently.

Understood and/or Compliant _____ Non-Compliant _____ Non-Compliant/Alternate Solution Provided _____

15. The winning bidder will provide coordination for all phases from onset to final approval by FEMA. This will also include any needed and appropriate meetings, research, compilation, public involvement, and any efforts to successfully complete the full project. The ability to effectively work together is tantamount to the success of the project. Jasper County EMA Director will be the primary point of contact for the work.

Understood and/or Compliant _____ Non-Compliant _____ Non-Compliant/Alternate Solution Provided _____

16. The bidder will provide a plan to have the new Jasper County Hazard Mitigation submitted to GEMA and FEMA on or before October 1, 2025 in order to work to have it approved by the state and federal government by February 2026. It is vital that all progress be communicated to all throughout the process to ensure that plans can be made should problems be encountered. It is understood that the winning bidder will not be held responsible if there is a delay in Jasper County cooperation, State approval processes, or FEMA’s approval processes for reasons not the fault of the winning bidder. Nor will the winning bidder be penalized for early completion.

Understood and/or Compliant _____ Non-Compliant _____ Non-Compliant/Alternate Solution Provided _____

17. The bidder submitting the bid shall be responsible for all aspects of the project. The bidder will designate and identify a Project Manager with whom Jasper County EMA Director or designee will communicate. The Project Manager shall be available at all times during the project and onsite during work.

Understood and/or Compliant _____ Non-Compliant _____ Non-Compliant/Alternate Solution Provided _____

18. The end product must be in color and professional in nature. All required copies and attachments are the winning bidder's responsibility to submit to the proper parties. Jasper County EMA and Commissioners should receive a minimum of seven (7) color copies along with additional digital copies that can be formatted when the project is completed.

Understood and/or Compliant _____ Non-Compliant _____ Non-Compliant/Alternate Solution Provided _____

19. Jasper County reserves the right to reject any subcontractors as may be required.

Understood and/or Compliant _____ Non-Compliant _____ Non-Compliant/Alternate Solution Provided _____

20. Reports, plans, data, statistics, specifications, data extracted/converted/exported, and other supporting records compiled or prepared in the preparation of the product or in the performance of the support/services required by this contract, shall be the absolute property of Jasper County and shall not be used by the Contractor for purposes unrelated to this contract without the prior written approval of Jasper County. Such original documents shall be turned over to Jasper County upon completion of the contract except the Contractor shall have the right to retain copies of the same as needed only for support.

Understood and/or Compliant _____ Non-Compliant _____ Non-Compliant/Alternate Solution Provided _____

21. Jasper County reserves the right to cancel the contract and discontinue the services with a thirty (30) day written notice as a result of the failure of the Contractor to provide acceptable work and services as delineated in the response to this document.

Understood and/or Compliant _____ Non-Compliant _____ Non-Compliant/Alternate Solution Provided _____

22. It is agreed that the Contractor will not assign, transfer, convey, or otherwise dispose of a contract that may result from this bid or his right, title, or interest in or to the same, or any part thereof, without written consent of Jasper County.

Understood and/or Compliant _____ Non-Compliant _____ Non-Compliant/Alternate Solution Provided _____

23. To the fullest extent permitted by law, the Contractor will indemnify, defend, and hold Jasper County harmless from and against any and all claims, damages, losses, and expenses, including, but not limited to, fees and charges of attorneys and court and arbitration costs, arising out of or resulting from the negligent acts, negligent omissions, willful misconduct, or reckless misconduct of the Contractor or anyone for whom the Contractor is responsible.

Understood and/or Compliant _____ Non-Compliant _____ Non-Compliant/Alternate Solution Provided _____

24. Bidder Certification and Price forms must be filled out. A contractor affidavit such as the example shown herein must be provided by the winning bidder. All forms are located at the end of this document. Failure to fill these out may mean disqualification.

Understood and/or Compliant _____ Non-Compliant _____ Non-Compliant/Alternate Solution Provided _____

25. Payments to the bidder will be made in stages as long as sufficient progress is made; sufficient progress is determined by GEMA, Jasper County, and Planner's agreed upon benchmarks at kick-off. It is expected that a maximum of four (4) to five (5) stages will be needed; the final stage will not be paid until a FEMA approved plan is received and final copies are distributed to Jasper County.

Understood and/or Compliant _____ Non-Compliant _____ Non-Compliant/Alternate Solution Provided _____

26. The following minimum qualifications apply for all bidders and shall be submitted at the time of the bid:

- Worker’s Compensation Insurance during the term of the contract.
- Liability Insurance, with a minimum coverage of \$1,000,000 per occurrence during the term of the contract.
- A copy of the Business License from the City/County where the business resides.
- A completed W-9.
- A completed E-Verify Affidavit.
- Compliance with all federal, state, and local laws.

Understood and/or Compliant _____ Non-Compliant _____ Non-Compliant/Alternate Solution Provided _____

27. Evaluation of proposals will include the following during administrative reviews and will aid in determining recommendations that are made for award:

- a. Was the proposal submitted by the deadline?
- b. Was the proposal formatted, answered point by point, sealed, and labeled as required?
- c. Does the bidder display that they will maintain quality of workmanship and excellence in service and support?
- d. Can they meet the acquisition time?
- e. Cost?

Understood and/or Compliant _____ Non-Compliant _____ Non-Compliant/Alternate Solution Provided _____

SCOPE OF THE PROJECT:

The bidder will be responsible for providing a State and Federally approved Jasper County Hazard Mitigation Plan. All details, steps, processes, and requirements to ensure that this happens are fully the responsibility of the winning bidder.

Understood and/or Compliant _____ Non-Compliant _____ Non-Compliant/Alternate Solution Provided _____

ACCEPTANCE:

Payment will be made at the rate of 15% on award and increase on completion of each stage by 5%. (Payment One 15%; Payment Two 20%; Payment Three 25%; Payment Four 30%; Final Payment on FEMA approval and distribution of plan.) It is the responsibility of the winning bidder to submit invoices when benchmarks have been met in order to receive payment. The winning bidder will also aid Jasper County in submitting invoices and payment requests to GEMA for reimbursement of expended amounts.

Understood and/or Compliant _____ Non-Compliant _____ Non-Compliant/Alternate Solution Provided _____

BIDDER'S CERTIFICATION
RFP 2025 Hazard Mitigation Plan Update

I certify that this Proposal is submitted without prior understanding, agreement, or connection with any corporation, firm, or person submitting a Proposal for the same goods/services and is in all respects fair and without collusion or fraud. I understand that collusive bidding is a violation of state and Federal law and can result in fines, prison sentences, and civil damages awards. I agree to abide by all conditions of this bid and certify that I am authorized to sign this bid for the bidder.

Bidder Information Name and Mailing Address

(Type or Print) (Where to Send Payment)

Name of Company

Address

City, State, & Zip Code

Phone Number

Fax #

Email Address

OR

Tax ID Number

Social Security Number

Name & Title of Person Authorized to Sign

Name

SIGNATURE

Title

The following minimum qualifications apply for all bidders and shall be submitted at the time of the bid:

1. Worker's Compensation Insurance during the term of the contract.
2. Liability Insurance, with a minimum coverage of \$1,000,000 per occurrence during the term of the contract.
3. A copy of a Business License from the City/County where the business resides.
4. A completed W-9.
5. A completed E-Verify Affidavit.
6. Compliance with all federal, state, and local laws.

Proposals or Bids not signed shall be declared as "Non-Responsive"
and may not be considered for award.

EXAMPLE OF BIDDER'S / CONTRACTOR AFFIDAVIT



Jasper County Contractor Affidavit under O.C.G.A. § 13-10 91(b)(1)

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm, or corporation which is engaged in the physical performance of services on behalf of Jasper County has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). The contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number

Date of Authorization

Name of Contractor

Name of Project

Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.
Executed on _____, _____, 202__ in _____ (city), _____ (state)

Signature of Authorized Officer or Agent

Printed name and Title of Authorized Officer of Agent

SUBSCRIBED AND SWORN BEFORE ME
ON THIS THE _____ DAY OF _____, 202__

NOTARY PUBLIC

My Commission Expires:

BIDDER PRICE RESPONSE FORM:

RFP 2025 Hazard Mitigation Plan Update

Provide details on an additional sheet if necessary.

1) Total Cost : _____