

Request for Proposals

Update Local Hazard Mitigation Plan



Sabine County Judge

(409) 787-3543

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GENERAL INFORMATION:

Sabine County is soliciting proposals from qualified firms to update its Local Hazard Mitigation Plan (CFDA) 97-039. Hazard Mitigation Plans identify the natural hazards that impact communities, identify actions to reduce losses from those hazards, and establish a coordinated process to implement the plan. The County encourages small, minority, and women owned businesses to submit proposals.

With a population of 10,771, Sabine County is a 577 Sq. mile jurisdiction located in East Texas. It is a vacation destination due largely to Toledo Bend Reservoir, which swells the County's population greatly on holidays and weekends.

SCOPE OF WORK:

The selected consultant will:

- Organize and lead the mitigation planning team,
- Facilitate and document input from the public, neighboring communities, and local and regional government agencies and other organizations.
- Research historic and potential hazard impacts, develop, and write the mitigation plan.
- Submit the draft plan to the County and make any requested revisions.
- Submit the completed update to the Texas Department of Public Safety's Division of Emergency Management (TDEM) by August 31, 2017 and make requested revisions.

The mitigation plan must include all required elements, as defined by the FEMA Local Mitigation Plan Review Guide. The plan will meet or exceed the final rule for local mitigation planning found in 44 CFR, Section 201.6, in order to be approved by FEMA. In addition, the natural hazards assessed in the plan will coordinate with the current FEMA approved State of Texas Hazard Mitigation Plan and will adequately address all natural hazards with any probability of occurrence in the county. Finally, the plan will integrate the National Flood Insurance Program's Community Rating System (CRS) requirements for floodplain management planning, in order to qualify for credit in the CRS system under activity 510.

The County Judge and Sabine County Emergency Management Coordinator will serve as points of contact and local subject matter experts for the consultant.

The consultant will develop and maintain a project timeline, and provide monthly progress reports to the county.

INFORMATION REQUESTED FROM RESPONDENTS:

Respondents should provide the following information:

1. Technical ability and experience with similar projects.
2. Company history. Organizational structure, and capacity to perform the requested services.
3. Approach to completing the scope of work and a proposed project timeline.
4. Qualifications and resumes for personnel who will be assigned to the project.
5. List of similar projects completed.
6. List of three recent client references, including organization name, contact information, description of work performed, and dates of service.
7. Price proposal to complete the entire Scope of Work, including all labor, materials costs, and overhead.

PROCEDURES FOR SUBMITTING RESOURCES:

Responses should be on 8 ½ X 11 inch paper. Three (3) proposal copies should be submitted, addressed as follows:

Sabine County
RFP: Hazard Mitigation Plan Update
P.O. Box 716
Hemphill, TX 75948

Responses should be sent through the mail or hand delivered. Proposals will not be accepted by email or fax. The county is not responsible for any costs incurred by firms in preparing or submitting their responses to the RFP. Any questions about this RFP should be directed to the Sabine County Judge's office at 409-787-3543.

EVALUATION AND AWARD PROCESS:

Proposals received by the deadline will be evaluated by scoring committee, and a recommendation for award will be made to Commissioner's Court. Respondents may be asked for additional information or for a personal interview prior to selection.

The county reserves the right to reject any and all proposals, to waive minor irregularities in any proposal and to accept the proposal it considers most favorable to the county's interest.

REQUEST FOR PROPOSALS – SABINE COUNTY, TEXAS

The Sabine County Commissioners Court is requesting proposals for services relating to the update of Sabine County's Local Hazard Mitigation Plan. A copy of the Request For Proposals (RFP) may be obtained by contacting the County Judge's office at (409) 787-3543 or from the County's website – www.co.sabine.tx.us . Eligible Proposals must be received at the office of the County Judge Daryl Melton @ 201 Main St., Hemphill, Texas 75948, prior to 12:00 p.m. (noon) on Friday, July 2, 2021. No facsimile or email transmittal of Proposals will be accepted. Proposals will be reviewed by the scoring committee and considered by the Sabine County Commissioners Court in a regular session to be held on Friday, July 9, 2021 at 8:30 a.m. The Sabine County Commissioners Court reserves the right to reject any or all proposals or to accept the proposal deemed to serve the best interest of the County.
