



THE COUNTY OF GALVESTON

RUFUS G. CROWDER, CPPO CPPB
PURCHASING AGENT

COUNTY COURTHOUSE
722 Moody (21st Street)
Fifth (5th) Floor, Purchasing
GALVESTON, TEXAS 77550
(409) 770-5371

ERIN S. QUIROGA, MBA, CPPB
ASST. PURCHASING AGENT

November 1, 2024

Honorable County Judge
And Commissioners' Court
County Courthouse
Galveston, Texas

RE: RFP #B181009, Disaster Recovery Program Management
Contract No. CM18064

Gentlemen,

The contract associated with RFP #B181009, Disaster Recovery Program Management, is scheduled for its fourth extension on January 24, 2025. The contracted vendor for this service is Grantworks, Inc.

No amendments to the contract have been requested at this time.

It is requested that an extension be authorized.

Your consideration in this matter will be greatly appreciated.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Rufus G. Crowder", written over a horizontal line.

Rufus G. Crowder, CPPO CPPB
Purchasing Agent
County of Galveston

Attachments



County of Galveston

Date: 10/30/2024

To: Rufus Crowder
Purchasing Agent

From: Sergio Cruz
Director Of Grant Administration

Re: CM18064/B181009- Disaster Recovery Program Management

151900, Grant Administration has reviewed B181009 - CM18064 - Disaster Recovery Program Management, which will expire on 1/23/2025 and has requested to RENEW/EXTEND CONTRACT OR BID.

Decision approved electronically by **Sergio Cruz, Director Of Grant Administration**



THE COUNTY OF GALVESTON

RUFUS CROWDER, CPPO CPPB
PURCHASING AGENT

ERIN QUIROGA, MBA, CPPB
ASSISTANT PURCHASING AGENT

COUNTY COURTHOUSE
722 Moody (21st Street)
Fifth (5th) Floor
Galveston, Texas 77550
(409) 770-5371

Thursday, October 31, 2024

GrantWorks Inc
2201 Northland Drive
AUSTIN, TX 78756

RE: Contract Description: DISASTER RECOVERY PROGRAM MANAGEMENT
Contract # CM18064 / Bid # B181009

Good day,

The resultant contract listed below is eligible for the seventh extension period and requires a response from your company to initiate the next contractual period.

- Contract Number: CM18064
- Bid Number: B181009
- Solicitation Name: DISASTER RECOVERY PROGRAM MANAGEMENT
- Extension Period: 01/24/2025 to 01/23/2026

This signed letter is required by the County to be completed and returned to the Galveston County Purchasing Agent prior to any contract extension request to be placed on the Commissioners' Court agenda for consideration. This contract extension is subject to these requirements.

Please contact the Purchasing Department with any questions regarding this matter including the proposed date that this item may be placed on the Commissioners' Court agenda. Your attendance is not required.

Sincerely,
Melissa Fleming
Contract Administrator
Galveston County



 ACCEPTED BY (signature)

DATE _____ 2024/10/31 _____

 President

 TITLE

**REQUEST FOR PROPOSALS
DISASTER RECOVERY PROGRAM MANAGEMENT
SPECIAL PROVISIONS**

The Special Provisions section of this Request for Proposal solicitation and the exhibits attached herein are made a part of the entire agreement between the parties with respect to the subject matter of the Request for Proposal and Resultant Contract Agreement, and supersede the General Provisions, any prior negotiations, agreements and understanding with respect thereto.

1. Purpose.

Galveston County is soliciting proposals for consultant(s) to provide comprehensive disaster recovery services related to Hurricane Harvey as well as other disasters that may occur during the term of the resultant contract. Services will include assistance in project worksheet and grant administration; program/project development, application, and implementation of public assistance programs; and other services associated with disaster recovery, disaster planning, disaster mitigation, and public assistance. The resultant contract shall be for an initial three (3) year term, with two potential one (1) year extensions and more than one contract may be awarded in this procurement.

2. Background.

Hurricane Harvey struck Galveston County in August and September of 2017, inflicting massive and widespread damage within the unincorporated and incorporated areas of the County. Local, State, and Federal disaster proclamations or declarations have been issued due to Hurricane Harvey. A federal declaration of a major disaster under the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988 (the "Stafford Act") also has been issued due to Hurricane Harvey, FEMA-4332-DR, which covers extensive areas within the State of Texas, including but not limited to all of Galveston County.

Galveston County has also been impacted and suffered damage from prior hurricanes/tropical storms and been included in prior disaster declarations and proclamations. Indeed, Galveston County is vulnerable to meteorological events such as hurricanes and tropical storms and reasonably anticipates that it may be impacted by natural or man-made disasters in the future.

Thus, Galveston County is soliciting proposals for disaster recovery, disaster mitigation, disaster planning, and public assistance programs. These may include programs funded through the United States Department of Homeland Security, Federal Emergency Management Agency (FEMA) through the United States Department of Housing and Urban Development (HUD), or through other Federal agencies as determined by federal funding. Accordingly, Galveston County is soliciting proposals for proposers with comprehensive expertise in federal and State requirements associated with public assistance.

One or more contracts are anticipated to be awarded under this solicitation. In the past, Galveston County has received disaster recovery and disaster mitigation public assistance/grants in several areas. These have included housing assistance funded through the United States Department of Housing and Urban Development (HUD) Community Development Block Grant – Disaster Recovery (CDBG-DR), infrastructure programs through CDBG-DR, infrastructure programs through FEMA, and hazard mitigation programs also through FEMA. Proposer should explain what area or areas it is soliciting for, as the County may award one or more contracts in one or more different areas.

3. Scope.

Successful Proposer(s) services will include assistance in project worksheet and grant administration; program/project development, application, and implementation of public assistance programs; and other services associated with disaster recovery, disaster planning, disaster mitigation, and public assistance. Such services include but are not limited to the following:

- comprehensive administration of FEMA programs and projects contemplated by Project Worksheets;
- providing ongoing guidance to Galveston County to maximize FEMA Public Assistance and Hazard Mitigation Grant Program funding;
- comprehensive administration of HUD/CDBG-DR programs and projects as requested;
- providing ongoing guidance to Galveston County to maximize HUD/CDBG-DR funding;
- preparing public procurement documentation and providing additional procurement assistance, including but not limited to preparing and writing requests for qualifications, requests for proposals, or other applicable procurements for identified projects that align with Project Worksheets, other public assistance projects, and Federal and State requirements;
- development of database/electronic system for tracking and management of project worksheets, claims, grant applications and status, and associated information to facilitate effective documentation, management of grant management and funding programs, and information sharing with Galveston County;
- identifying funding opportunities and providing program guidance to Galveston County;
- facilitating and participating in meetings with Galveston County officials, employees, and other stakeholders;
- collaborate with the County on developing and managing project formation, project requests, project submissions, and developing and submitting alternate or improved project requests;
- assist with the submission of appeals to FEMA;
- developing program guidelines, policies, procedure, implementation plans, or other pertinent documents;
- research, development, and preparing grant applications and other applicable public assistance documents;

- assist with insurance claim submission and tracking in relation to projects submitted to FEMA to avoid duplication of benefits and document final amount of insurance proceeds applied to each project;
- reviewing data and records for compliance with federal requirements; and
- researching, monitoring, reporting, documenting, managing, analyzing, assessing, designing, and other work related to disaster recovery, disaster planning, disaster mitigation, and public assistance.

Proposers must have an excellent understanding of FEMA Project Worksheets, and documentation and procurement requirements associated with FEMA, HUD, or other relevant Federal or State agency funding programs or projects. State agencies with oversight in the past have included the Texas Division of Emergency Management (TDEM), the Texas General Land Office (GLO), the Texas Water Development Board (TWDB), and others.

4. Procurement Timeline

The timeline for this request for proposals is listed below. Galveston County reserves the right to change these dates and will notify respondents of any changes.

Action	Day of Week	Date/deadline
Advertise RFP (first date of publication)	Tuesday	November 7, 2017
Advertise RFP (second date of publication)	Tuesday	November 14, 2017
Questions due from Proposers (must be in writing to Purchasing Agent)	Tuesday	November 21, 2017, 5:00 p.m.
Proposals due from Proposers (RFP Opening).	Wednesday	December 6, 2017, 2:00 p.m.

Pre-proposal conference: unless indicated differently herein, there will be no pre-proposal conference in this procurement.

5. Requirements/Format of Responses

Respondent shall provide one (1) original and six (6) hard-copies of its Proposal and one electronic copy of its Proposal on CD or thumb drive when necessary on or before the deadline specified herein. Respondents shall carefully read this request for proposals in its entirety and submit its proposal as specified herein.

- The combined number of pages between corporate profile and project approach (Tabs 2 and 3) shall not exceed thirty (30) and Proposer may choose any internal breakdown for the 30 page limitation.

- Front and back covers, divider pages, and table of contents do not count towards any page limitation.
- Pages shall be limited to standard letter size, 8.5 by 11.0 inches, except that organizational charts and graphics may include folded/pull-out pages that when folded fit within the 8.5 by 11.0 inches.
- Pages shall be numbered sequentially, with the first page of the Introduction serving as page number one (1).
- Font size is limited to no smaller than font size 12, except that organizational charts, other graphics, and footers may be as small as font size 9.
- The proposals are each to be provided within a three-ring binder (other than the CD or thumb drive if necessary), include an accurate table of contents, and be organized in the tabbed sections described below. Additionally, the original binder shall be labeled “Original”, and the copies shall each be labelled “Copy”.

Organization of Proposal

Tab 1. Introduction (no more than two (2) pages). The introduction must provide the information specified herein. The introduction shall state the title and number of this procurement, describe Proposer’s availability and commitment to undertake services hereunder, identify Proposer’s knowledge and expertise and benefits to be derived by the County from engaging Proposer, identify the key personnel of Proposer’s team, describe the organizational relationship of team members and describes the projected responsibilities to be performed by each, and describes Proposer’s approach to performing the services herein. If Proposer is proposing a team or multiple-entity arrangement to perform services, the cover letter shall identify the lead firm, the proposed subcontractor(s), and the nature of the business relationship. The introduction must also identify the key point of contact for Proposer in this procurement and provide that person’s name, title, phone number, and email address. Finally, the introduction shall state who is authorized to legally bind the Proposer and shall be signed by that individual.

Tab 2. Corporate Profile (no more than 30 pages, inclusive of project approach). Proposer’s description in corporate profile shall, for itself and, if applicable, each team member:

- include the full and legal name of the firm;
- state the form of business of each firm (i.e., sole proprietorship, corporation, joint venture, etc.);
- if a corporation, limited partnership, or limited liability company, specify the date of formation and state of incorporation; and
- state whether the corporation is registered with the Texas Secretary of State and authorized to conduct business in the State of Texas under the name on its proposal, and provide proof of such registration with the Texas Secretary of State.

This section should describe the Proposer's past experience and satisfactory performance and contracts with local and State governmental entities in terms of cost control, quality of work, and demonstrated knowledge and compliance with performance schedules and Federal and State requirements. Proposer should identify the benefits the County would receive from retaining Proposer – such benefits may include unique or specialized processes, staff qualifications, specialized experiences, or other factors to distinguish the Proposer. Proposer must identify the key individuals that will be working with the County and summarize all such persons qualifications. If such personnel work for, are officers of, or otherwise affiliated with a team member, the relevant team member that the person is associated with shall be disclosed. Proposer shall include a narrative describing the firm(s) expertise and experience as they pertain to the services described herein. The corporate profile must list the location of the Proposer's office that will be conducting the work; the name, email address, and phone number of the contact persons of Proposer. Proposer should identify any special certifications, degrees, or professional licensures held by key personnel. Proposer should also describe the experience Proposer, its staff members/key personnel, and team members have had in similar size or type of projects. For example, if Respondent or any of its team members have performed grant management, grant administration, or disaster recovery services for local governments subsequent to federally declared disasters, this should be described. Or, for example, if Proposer has had prior had any prior experience in FEMA funded projects or HUD funded projects, it should include a description of these prior experiences. Proposer should also demonstrate its knowledge in procurement requirements applicable to federally funded projects, and if it has developed or participated in developing procurement documents in prior contracts, Proposer should describe the experience.

Tab 3. Project Approach (no more than 30 pages, inclusive of corporate profile). Proposer should describe its proposed methodology to perform the services hereunder and to demonstrate its ability to interface with the local government personnel administering the contract. It is anticipated that Proposer will have ongoing meetings with County personnel during the course of the ensuing agreement. Proposer should describe any database or other electronic tracking system it will use to ensure timely and accurate information sharing with Galveston County and demonstrate the ease of use of such system for tracking projects. This section should clearly demonstrate the Proposer's understanding of developing projects, submitting project worksheets and implementing projects thereafter, public assistance projects and requirements and knowledge and expertise in performing public assistance projects and/or programs.

Tab 4. Resumes. Respondent should include the resumes for all its key personnel/staff members/team members. Resumes should describe the experience, expertise, and knowledge that the person brings to the team and each resume is limited to no more than two (2) pages.

Tab 5. Contract Terminations/Disallowed Funds/Litigation.

- Early terminations of contract. Proposer must disclose whether any contract it has entered into within the last five years that involved the use of federal, state, and/or local government funds has been terminated prior to contractual termination date and briefly describe the circumstances associated with the early termination. If Proposer has not had

- any contract terminated prior to termination date, then it must affirmatively state this. This area must be answered.
- De-obligated/disallowed funds. Proposer must disclose whether any funds previously paid to Proposer on prior contracts involving the use of federal or state funds have ever been disallowed or de-obligated and describe the circumstances associated with the contract, the funds, and the disposition. If Proposer has not had any funds it received on prior contracts disallowed or de-obligated, then it must affirmatively state this. This area must be answered.
- Litigation history. Proposer must disclose whether it has been sued, initiated, or otherwise been involved with litigation relating to any of its prior disaster-related projects and describe such litigation including but not limited to disposition; this disclosure requirement pertains to current litigation, if any, and any litigation involvement for the preceding five (5) years. If Proposer has not had any litigation on prior disaster-related projects, then it must affirmatively state this. This area must be answered.

Tab 6. Corporate Restructuring. Proposer must disclose whether it and any member of its team has had any name change or been involved with any acquisitions, transfers, mergers, or other corporate restructuring for the preceding five (5) year period and briefly describe the circumstances associated with such. If so, Proposer must disclose the information required under Tab 5 above for such prior entities.

Tab 7. Cost and Documentation. Proposer acknowledges that Federal limitations pertaining to costs apply to this agreement and that Proposer's costs, invoices, documentation, and record retention must be compliant with FEMA, HUD, TDEM, GLO, TWDB, or other relevant Federal or State agency requirements. Further, it is the intent that Proposer's costs be reimbursable to the County as a direct administrative cost, or if applicable as a project cost, on the projects hereunder. Thus, Proposer shall track time on a project-by-project basis and invoices must reflect project breakdown and provide sufficient backup documentation to ensure reimbursement. Proposer should describe how it will bill and describe in detail all products and services being offered. Pricing may include a schedule of job titles/classifications and the proposed rates for each, charges for in-house materials and services (supplies, faxes, copies, photo scans, flat rates for specific activities, etc.). It is the County's intent to award one or more contracts to responsible Proposer(s) whose proposal is determined to be the lowest and best evaluated offer resulting from negotiations, taking into consideration the relative importance of price and other evaluation factors.

Tab 8. Financial Information. Proposer should demonstrate its financial stability to ensure that it has the capacity to perform the services hereunder. This shall be evidenced by providing copies of its audited financial statements for the last two (2) fiscal years. However, if the Proposer has not undergone an audit, it may provide financial statements for the last two years that have been reviewed by a certified public accountant, and further provided that to utilize this variance, Respondent must include a signed statement certifying that it has no audited financial statements.

Tab 9. References. Respondent should provide a list of its prior or current contracts involving the use of federal funds and similar projects or programs for at least the last three (3) years. This should include contact information for the person or persons within each organization with oversight of the projects and who worked with the Respondent on the project and a brief description of the contract project. Respondent should also provide a minimum of three (3) additional references who worked with Respondent on any prior or current contracts.

Tab 10. County Required Forms. Respondent must include the information provided with the request for proposals in its response. This includes the completed and executed W-9 form, request for person-entity identification data, the debarment certification, the non-collusion affidavit, the vendor direct deposit form, insurance certificates, and any other forms/proposal sheets provided by the County in this procurement.

6. Selection Process.

An evaluation committee shall review and evaluate the proposals timely submitted to the County Purchasing Agent in this RFP. Proposals shall be reviewed by the evaluation committee and shall be evaluated in accordance with the evaluation criteria listed herein. Proposals that succinctly and clearly present Proposer's qualifications and experience on projects similar to those sought herein and Proposer's approach to implement projects will assist the evaluation committee in evaluations and will be more favorably received than Proposals that make it difficult for the evaluation committee to evaluate Proposer. Best and Final Offer (BAFO) may be utilized in this procurement; discussions may be conducted with responsible offerors who submitted proposals are determined to be reasonably susceptible of being selected for award. If such occurs, the meeting shall be held in the Galveston County Purchasing Agent's Office under the direction of the Purchasing Agent or the Purchasing Agent's designee. The evaluation committee shall evaluate and score each response. The highest number of points that may be achieved is one hundred (100), comprised from the following:

- Compliance with format requirements: noncompliance will result in a deduction of up to 10 points from overall score depending on the severity of non-compliance;
- Tab 1 has a maximum of 5 points;
- Tabs 2 and 4 have a combined maximum of 23 points;
- Tab 3 has a maximum of 23 points;
- Tabs 5 and 6 have a combined maximum potential of 8 points;
- Tab 7 has a maximum potential of 23 points;
- Tab 8 has a maximum potential of 10 points;
- Tab 9 has a maximum potential of 8 points; and

- Tab 10 is pass or fail and the failure to include the information may result in a deduction of up to 10 points from overall score depending on the severity of non-compliance.

By the submission of its Proposal in this procurement, Proposer accepts the requirements, formatting, and selection process herein.

7. Personnel to Contact

Proposers desiring an explanation or interpretation relative to this solicitation must request it in writing. Oral explanations or instructions will not be binding. Any information given to a Proposer, which in the opinion of the County affects all responders or would be prejudicial to other proposers if not communicated, shall be furnished to all proposers as an addendum to the solicitation. Proposers **must** direct all inquiries to the following:

Rufus G. Crowder, CPPO CPPB
Purchasing Agent
722 21st Street (Moody)
Galveston, Texas 77550
e-mail: rufus.crowder@co.galveston.tx.us

Proposers must e-mail their requests (with the subject line “**DISASTER RECOVERY PROGRAM MANAGEMENT – RFP # B181009 – Questions**”) for additional information and/or clarification to the address listed above. The request must include the Proposer’s name and the RFP number and title. *Any request for additional information or clarification must be received in writing no later than seven (7) calendar days prior to the proposals due date.* Late requests or those not delivered to the proper address may not receive a reply. Proposers shall not attempt to contact the County by any other means. The Purchasing Agent’s Office shall post the answers to the County website from the procurement web page and via addendum.

The County will issue responses to inquiries and any other corrections or amendments, it deems necessary, in the form of a written addendum, issued prior to the Proposal Submission Date. The County, at its sole discretion, may not issue a response to a RFI submittal. Proposers should not rely on any oral or written representations, statements, or explanations, other than those made in this RFP or in any written addendum to this RFP. Where there appears to be conflict between the RFP and any issued addenda, the last addendum issued will prevail. Addenda will be posted and made available on the County’s procurement web page. It is Proposer's sole responsibility to ensure receipt of all addenda prior to submitting its proposal. All Proposers should check the County’s procurement web page for all addenda prior to submitting a response. The County’s procurement web page is located at www.galvestoncountytexas.gov/pu/Pages/default.aspx, and current solicitations are at www.galvestoncountytexas.gov/pu/Pages/OpenSolicitations.aspx.

The Proposer must acknowledge the receipt of all addenda on the forms provided. In the event a Proposer fails to acknowledge receipt of such addenda, the County may, at its sole discretion, determine that such failure to acknowledge any or all addenda does not materially affect the Proposal and waive the acknowledgement of one or more addenda.

Proposers who submit inquiries *after* the deadline date for receipt of questions indicated on the Procurement Timeline, risk that its response in the procurement will not be responsive or competitive because the County is not able to respond before the proposal receipt date or in sufficient time for the Proposer to prepare a responsive or competitive submittal.

All questions and responses as posted on the County website pertaining to this RFP are considered an addendum to, and part of, this RFP. Each Proposer shall be responsible to monitor the County website for new or revised RFP information. The County shall not be bound by any verbal information nor shall it be bound by any written information that is not either contained within the RFP or formally issued as an addendum by the Purchasing Agent's Office.

8. Type of Contract

It is the intent of this solicitation to enter into one or more contracts, each of which meets FEMA guidelines. It is imperative that all proposers seeking a contract under this RFP solicitation effort must familiarize and adhere to the procurement standards as referenced in 2 C.F.R. Part 200, Sections 200.317-200.326, and Appendix II, 2 C.F.R. Part 200. Sections 200.317–200.326 and Appendix II are attached hereto as **Exhibit A**.

The resultant contract consists of the following documents: Request for Proposal, General Provisions, Special Provisions, General Terms and Conditions (including specifications, drawings, and addenda), Proposer's Proposal, Proposal Sheets, contract award, and any other documents referenced herein or attached hereto for the work. Collectively these documents may also be referred to as the Plans and Specifications.

The initial term of the contract to be awarded hereunder shall be three (3) years, with two potential one (1) year extensions, unless specified differently within the resultant contract.

In an effort to satisfy cost reasonableness responsibilities at the time of each extension period, the County of Galveston reserves the right to obtain additional quotes and current pricing information from the successful contractor and other contractors to perform the work as stated per the specification listed herein and in the resultant. The solicited results may be used by the County to determine if the contract extensions will be considered or other service options be utilized.

9. Collateral Contract.

The County reserves the right to provide by separate contract or otherwise, in such manner as not to delay its programs or damage said Contractor, all labor and material essential to the completion of the work that is not included in this contract.

Award prices include all royalties and costs arising from patents, trademarks, and copyrights in any way involved in the work. Whenever the Awardee is required or desires to use any design, device, material or process covered by letters of patent or copyright, the Awardee shall indemnify and save harmless the County, its officers, agents and employees from any and all

claims for infringement by reason of the use of any such patented design, tool, material, equipment, or process, to be performed under the contract, and shall indemnify the County its officers, agents, and employees for any costs, expenses and damages which may be incurred by reason of any infringement at any time during the prosecution or after the completion of the work.

10. Labor.

Contractor is encouraged to use local labor, but not at the expense of poor workmanship and higher cost.

11. Definitions (as mentioned in FAR Subpart 52.2—Text of Provisions and Clauses), 48 C.F.R. § 52.202-1 Definitions.

When a solicitation provision or contract clause uses a word or term that is defined in the Federal Acquisition Regulation (FAR), the word or term has the same meaning as the definition in FAR 2.101 in effect at the time the solicitation was issued, unless—

- (a) The solicitation, or amended solicitation, provides a different definition;
- (b) The contracting parties agree to a different definition;
- (c) The part, subpart, or section of the FAR where the provision or clause is prescribed provides a different meaning; or
- (d) The word or term is defined in FAR Part 31, for use in the cost principles and procedures.