



**Request for Proposals
#1-2022**

For:

***Military Installation Resilience Review Development
For Military Installations in Northwest Florida***

August 12, 2022

***Emerald Coast Regional Council
4081 E. Olive Road
Pensacola, Florida***

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1. SUMMARY

Services Requested	Planning work for the Northwest Florida Military Installation Resilience Review
Contract type	Time & Materials
Number of Contracts	One (1)
Duration	Eighteen (18) months
Payment method	Net 30 or ACH
Planned duration of RFP advertisement	Four weeks
Start of advertisement period for RFP	August 12, 2022
Deadline for questions about RFP	August 19, 2022, at 5:00 p.m. Central Time
Deadline for responses to questions	September 2, 2022
Deadline for proposals	September 9, 2022, at 5:00 p.m. Central Time

2. EMERALD COAST REGIONAL COUNCIL

Emerald Coast Regional Council (ECRC) is one of ten regional planning councils in the state of Florida. ECRC supports northwest Florida by planning for and coordinating intergovernmental solutions to growth-related problems, providing technical assistance to local governments, and meeting the needs of the municipalities in our seven-county region: Escambia, Santa Rosa, Okaloosa, Walton, Bay, Washington, and Holmes.

The mission of Emerald Coast Regional Council is to preserve and enhance the quality of life in northwest Florida by providing professional technical assistance, planning, coordinating, and advisory services to local governments, state and federal agencies, and the public.

3. PROJECT OVERVIEW AND BACKGROUND

The need to increase the resilience of military installations is immediate in Northwest Florida. Major hurricanes and sea level rise are the most dramatic examples, but many other climate related risks threaten the long-term sustainability of local military installations. These risks include natural hazards like shoreline erosion, increases in the frequency and intensity of tropical storms, and the risks imposed by heat, droughts, and wildfires. These hazards are compounded by man-made vulnerabilities such as incompatible urban development and infrastructure susceptible to overload or collapse in significant weather events.

The Northwest Florida Military Installation Resilience Review (MIRR) will support the long-term resilience and sustainability of some of the Department of Defense's most significant military installations and the communities that support them. The MIRR will be a collaborative and strategic process that assesses the current and future resilience risks faced by the region's military installations, their respective tenant units, and the surrounding communities. Stakeholders will include county and municipal governments, military commanders, community stakeholders, educational institutions, and state and local agencies. The core purpose of the MIRR is to identify the risks, hazards, and vulnerabilities of concern.

ECRC is seeking a general consultant ("Contractor") who can:

- 1) facilitate the stakeholder engagement process;
- 2) work with project participants and carry out a process to identify threats of concern;
- 3) conduct a vulnerability and risk assessment based on identified threats;
- 4) identify mitigation opportunities to reduce risk, and
- 5) carry out analysis and other work activities as outlined in the Scope of Work below.

ECRC's role on the project will be to:

- 1) serve as the prime applicant for the MIRR;
- 2) handle required federal reporting;
- 3) develop an initial list of key stakeholders and resources;
- 4) establish and coordinate both a technical and policy committee;
- 5) facilitate outreach with local governments, and
- 6) oversee Contractor activities, assignments, and deliverables.

4. SCOPE OF WORK

ECRC seeks Contractor support for the Project, including the following:

- Subject matter expertise to conduct research, analysis, strategic guidance, advising, resolution strategies and outreach support;
- Technical support services for developing maps of locations of resilience risks and impacts in the study area that are readable within standard Geographic Information Systems (GIS) software (e.g., Esri's ArcMap, etcetera);
- Additional technical services to complete planning tasks.

The military installations that will be the subject of this Contract will include Eglin Air Force Base, Hurlburt Field, Naval Support Activity Panama City, Naval Air Station Pensacola, Tyndall Air Force Base, Naval Air Station Whiting Field, and major tenant units.

The Contractor shall present the proposed approach for completing the tasks outlined below. The Contractor shall demonstrate how the objectives will be achieved and how the Contractor will assist the ECRC staff in establishing priorities, timelines, task orders, schedules, and budgets. The Contractor shall describe unique models, methodologies, or products that will be utilized in fulfilling the scope of services. The efficient use of manpower and materials shall be considered. Contractors should demonstrate detailed understanding of the Federal, State, and local requirements and compliance with those requirements.

KEY DEADLINES

ECRC envisions this Project to take approximately eighteen months. The project schedule originally submitted to DoD is outlined below. ECRC will consult with DoD regarding opportunities to extend the project timeline.

Deliverables with specific due dates to the Department of Defense are:

- A. Unified Resilience Assessment Standard for the Region **(Due December 22, 2022)**
- B. Decision Support Tools and Data for Resilience Planning **(Due August 24, 2023)**
- C. Geospatial data **(Due November 3, 2023)**
- D. A performance measures report **(Due November 20, 2023)**
- E. Military Installation Resilience Review Report and supporting documents **(Due January 26, 2024)**

Further details on these deliverables may be found under the tasks below. ECRC is open to recommendations on improving the work program, including timing of activities, if it satisfies the needs of the Department of Defense and Northwest Florida's Military Installations.

TASK 1 – PROJECT MANAGEMENT

The selected contractor will, at a minimum: regularly schedule project meetings and coordinate with ECRC staff, DoD representatives, and the project team; identify and facilitate milestone meetings; and submit monthly schedules, budgets, and project status reports. The selected contractor will prepare a Project Management Plan (PMP) to include, at a minimum, the following elements:

- a. Scope
- b. Budget
- c. Schedule of tasks, meetings, milestones, and delivery dates
- d. Regular meetings and milestones
- e. Expectations of ECRC and stakeholders (e.g., documents to be provided, coordination required, etcetera)
- f. Team structure, include subcontractors if applicable
- g. Team member contact information, including names and locations of key staff
- h. Quality Assurance / Quality Control plan

At various points, the selected Contractor will meet with the project team selected for RFP #2-2022. This Contractor will be performing a separate piece of the larger MIRR process to work towards the development of formal partnership agreements among the military installations of northwest Florida and the surrounding communities. These meetings will be for basic coordination and discussion of how the community partnership agreements could be integrated into the implementation of the MIRR.

Deliverables:

- a. A project orientation workshop with the selected contractor, ECRC staff and DoD representatives to discuss the goals and tasks of the project and to establish working relationships among the installation representatives, ECRC, and the selected contractor
- b. Project Team Meetings (at least monthly)
- c. Progress Reports (monthly and final)
- d. Financial and other federal reports (4-6)

TASK 2 – BASE AND COMMUNITY ENGAGEMENT

The Contractor shall handle the following part of this task:

- A. Serve as lead facilitator of all meetings of the Technical ("TAC") (Monthly) and Policy (Quarterly) Committees established by ECRC and the DoD OLDCC
 - a) Develop agenda content, prepare meeting summaries, handle meeting follow-up
- B. Facilitate and determine analysis priorities
- C. Confirm preferred data sources and stakeholders for project research

- D. Identify security concerns and limitations for research on military installations that will be incorporated in public facing deliverables
- E. Work with ECRC to solicit input from surrounding communities
- F. Conduct workshops (4-5) that include outside experts, stakeholders, and committee members on specific topics to understand vulnerabilities and potential impacts:
 - a. Define stakeholder workshop(s) goals, objectives, format, and anticipated outcomes
 - b. Create summary outline with Project Team feedback
 - c. Confirm meeting(s) format (virtual or in-person)
 - d. Brainstorm preliminary list of desired experts, work with ECRC and individual military installations to develop stakeholder lists
 - e. Develop the draft and final agendas
 - f. Facilitate workshop discussions
 - g. Take notes and create summary
 - h. Summarize workshop feedback
 - i. Facilitate workshop debriefing with project team
 - j. Create an outline of the final workshop report
 - k. Solicit project team and TAC feedback
 - l. Deliver presentations on technical materials from research and report tasks.

Deliverables:

- a. Technical Committee Meetings (at least monthly)
- b. Policy Committee Meetings (at least quarterly)
- c. Community workshops (at least 4)
- d. Priority analysis
- e. Draft and final interim white papers, memoranda, and reports

TASK 3 – INITIAL RESILIENCE ASSESSMENT

Under this task, the contractor shall work with ECRC staff, DoD installation representatives and other stakeholders to identify key threats and vulnerabilities, and possible priorities for mitigation. This will include the following:

- A. Determine analysis scope and priorities with DoD, ECRC, and Technical and Policy Committees
 - a. Identify and scope sectors to be analyzed (infrastructure systems, transportation systems, communication systems, water and wastewater, power, and other relevant sectors) to assess how potential hazards will impact critical services
 - b. Scope the identified hazards, climate projections, and non-climate stressors to be included
 - i. Hazards should include current probability, frequency, intensity, and level impact. Hazards should include future probability and projected

- impact
- ii. Climate projections in general should include but are not limited to sea level rise, increased temperatures, and precipitation predictions
- iii. Non-climate stressors may include but are not limited to urban growth (land use, population and demographic change, installation, and key infrastructure access control)
- c. Establish projected climate-risks, scenarios, and time periods to be evaluated
 - i. Projections to be used should be developed in coordination with the Florida State Climate Officer and other ongoing MIRR projects in the state, to the extent possible, and as appropriate to the geography of NW Florida
- B. Identify and maintain resources on previous studies, data, and relevant reports as background information to Project Tasks
 - a. Identify and gather regional climate studies, geospatial, and other relevant data, installation specific reports and plans, and studies to identify hazards. Gather regional utilities, transportation, infrastructure, and other sector studies, in cooperation with ECRC and the TAC
 - b. Identify data gaps
- C. Perform interviews with key installation and community personnel to identify risks to operations
- D. Identify and map military installations resilience threats
 - a. Develop preliminary outline for identifying and mapping military installations resilience threats and scope the project
- E. Develop deliverable content (e.g., key hazards, issues, gap identification, GIS maps, etcetera).

Deliverables

- a. Priority Sector Analysis. Introductory presentation, straw proposal including selection criteria, draft and final report with final recommendations on sector selections
- b. Threat and Hazard Analysis. Introductory presentation, straw proposal including selection criteria, draft and final report with final recommendations on threats and hazards
- c. Data and Resource Archive
- d. Technical presentations
- e. Hazard Analysis will be used to develop a Unified Resilience Assessment Standard for the Region **(Due December 22, 2022)**

TASK 4 – MODELLING IMPACTS OF POTENTIAL THREATS

Under this task, the Contractor shall work with ECRC staff, DoD installation representatives and other stakeholders to understand the consequences of the identified resilience failures. This task will further refine the priorities identified in Task 3 and include the following:

- A. Conduct vulnerability assessment
 - a. Assess impact of hazards (short, medium, and long-term) on sectors and community. Determine ability to respond during an event
 - b. Determine adaptation capability (adaptation measures, capital improvement plans, human capital, built environment, financial resources, etcetera)
- B. Work with Committees to identify short, medium, and long-term impacts and consequences for risks to operations
 - a. Evaluate and prioritize vulnerabilities and consequences for risks to operations
 - b. Develop appropriate recommendations and provide associated draft documentation
- C. Map out existing responsibilities / capabilities of installations and surrounding communities
 - a. Identify emergency response capabilities and responsibilities
 - b. Identify short- and long-term facility and capital improvement plans and requirements
 - c. Identify environmental stewardship responsibilities
 - d. Identify existing leadership responsibilities / capabilities for identified tasks
 - e. Develop any appropriate recommendations and provide associated draft documentation
- D. Develop with guidance from the adopted Unified Resilience Assessment Standards, where possible, and "best practices," a standardized set of planning guidelines/tools for different categories of risk (both natural and man-made) that can be utilized throughout the region to better assess risk and identify resilience risk mitigations

Deliverables

- a. Vulnerability assessments
- b. Decision support tools and data for resilience planning (**Due August 24, 2023**)
- c. Maps
- d. Technical presentations
- e. Draft and final interim white papers, memoranda, and reports

TASK 5 – MUTUAL SUPPORT AMONG REGIONAL INSTALLATIONS AND LOCAL GOVERNMENTS

Under this task the Contractor will work with ECRC, the TAC and Policy Committee, and the contractor who is awarded RFP #2-2022. RFP #2-2022 is focused on the development of mutually beneficial intergovernmental partnerships among the region's military installations and local governments. This separate RFP is part of the overall MIRR project. The goal of Task 5 is to evaluate the feasibility of mutual support agreements among DoD installations and local governments. Task 5 of this RFP is focused on the potential for agreements for mutual aid in short term disaster response or for long-term cooperation in mitigation and recovery. The tasks will include:

- A. Identify regional synergies for resilience support, collaborations, and potential solutions
- B. Identify Continuity of Operations Plan (COOP) mission / task alignment opportunities across installations
- C. Identify other mission / task alignment opportunities with regional partners
- D. Develop benefit analysis
- E. Develop any appropriate recommendations and provide associated draft documentation
- F. Coordination with the awardee of RFP #2-2022

Deliverables

- a. Continuity of Operations Plan (COOP) mission / task alignment opportunities report
- b. Recommendations
- c. Draft and final interim white papers, memoranda, and reports

TASK 6 – DEVELOP RECOMMENDATIONS AND IMPLEMENTATION PLAN

Under this task the Contractor will identify recommendations and actions for DOD, stakeholders, and relevant agencies to address shared responsibility of climate risks. The Contractor will identify appropriate responsible parties, timelines of impacts, identification of priorities (short, medium, and long-term), estimated costs, a monitoring plan, appropriate financing mechanisms to implement the recommendations, and recommendations for an organizational structure and process that promotes participants to continue collaboration on resilience issues beyond completion of the project. The tasks will include:

- A. Develop site-specific solutions to identified resiliency needs and an appropriate implementation strategy
 - a. Assess feasibility of implementing site-specific solutions
 - b. Work with DOD and stakeholders to develop site-specific solutions and

- identify feasibility (cost analysis, structural and non- structural mitigation measures will be evaluated and compared)
- c. Develop recommendations and implementation plan
- d. Conduct site visits where applicable to determine feasibility
- e. Assess feasibility of implementing site-specific solutions
- f. Handle verbal and written review and feedback on progress reports and draft analyses
- g. Draft and provide periodic update to the Project Team and TAC

Deliverables

- a. Continuity of Operations Plan (COOP) mission / task alignment opportunities report
- b. Recommendations
- c. Draft and final interim white papers, memoranda, and reports

TASK 7 – FINAL REPORT, DELIVERABLES, AND DISSEMINATION

The Contractor shall review and incorporate all input and feedback from ECRC and the DoD OLDCC. All final documents will require approval for release from each military installation. The contractor will work with ECRC to incorporate changes and feedback from each military installation. Tasks will include:

- A. Create outline for draft Military Installations Resilience Review final report
- B. Draft Military Installations Resilience Review final report
- C. Draft Performance Measures Report including
 - a. Outcomes from engagement with the military installations and the number of interactions that occurred
 - b. A summary of deliverables from the project and their benefits for reducing impairments to the local mission or improvements to the resilience of the installation
 - c. A summary of actions from the project that will be or have been carried out regardless of whether Federal funds are supporting it
- D. Present draft report to Technical Advisory Committee, Policy Committee, and relevant entities
- E. Incorporate feedback into final report
- F. Complete Final Deliverables: Military Installation Resilience Review report and supporting documents, geospatial data, and high-level summary recommendations memo

Deliverables

- a. Geospatial data (**Due November 3, 2023**)
- b. A performance measures report (**Due November 20, 2023**)

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- c. Military Installation Resilience Review report and supporting documents **(Due January 26, 2023)**
- d. High-level summary recommendations memo
- e. Presentations on final report to the appropriate identified stakeholders (4-7)

5. STATEMENT OF QUALIFICATIONS

Applicants are encouraged to assemble complete, multidisciplinary, collaborative teams as needed to provide a proposal that addresses all disciplines and areas of expertise.

The proposal should include a Statement of Qualifications that strongly demonstrates the following elements:

- A. Demonstrate proven ability to work with the Department of Defense, military installations, federal, state, and local government agency officials, staff, and elected officials, regional planning organizations, utilities, private sector stakeholders, and community representatives.
- B. Provide examples of corporate and personnel experience with threat and hazard identification, risk assessment, and vulnerability assessments, both qualitative and quantitative.
- C. Provide examples of corporate and personnel experience with community engagement, developing public-private partnerships, including with military installations.
- D. If the proposal involves partnering with another contractor, qualifications for both the principal Contractor and subcontractor(s) should be included as well as a reference sheet for each subcontractor.
- E. The Contractor (or subcontractors) must demonstrate an established reputation and successful experience in hydrologic modeling, data analysis, resilience planning (risk identification and adaptation/mitigation), meeting facilitation, community engagement, and multi-stakeholder coordination and coalition building. The contractor is expected to have appropriately experienced staff and resources to provide comprehensive and reliable services regarding the NW Florida MIRR Project and will be required to demonstrate this via the submittal documents and/or associated interviews.

6. TECHNICAL PROPOSAL SUBMITTAL REQUIREMENTS

Contractors shall submit a detailed technical proposal for the project. The proposal shall include sufficient information to enable the Emerald Coast Regional Council to fully evaluate the capabilities of the Contractor and the proposed approach to providing the specified services. Contractors and/or teams should demonstrate understanding of the proposed project. Unnecessarily elaborate or voluminous proposals are neither required nor wanted. Discussion of the Contractor's experience that is not relevant to the specified services for the project should not be included.

The Applicant's Proposal must be submitted in accordance with these instructions. Failure to follow these instructions could be cause for rejection of the proposal. Submittals should be tabbed and divided in accordance with Section 7. TECHNICAL PROPOSAL CONTENT.

Submittals must be easy to read in Times New Roman or Arial, no smaller than 11 and adhere to the page limits set forth herein. Proposals may be two-sided and each side of type size 8 ½" by 11" will equal one page.

The Proposal Signature page (10. SIGNATURE PAGE)) must be signed by an individual with authority to sign on behalf of the firm. If signature is by an agent, other than an officer of the corporation or firm or a member of a partnership, a notarized power-of-attorney must accompany the Proposal.

One clearly marked original and one (1) additional hard copy of the proposal, and one digital copy (flash drive), shall be enclosed in a sealed envelope or carton clearly marked "RFP "#1-2022 Project RFP Response."

Options for Delivery

The response may be delivered by U.S. Mail by **September 9th, 2022 at 5:00 PM Central Standard Time** to:

**Emerald Coast Regional Council
Attn: Eric Christianson, Planner
PO Box 11399, Pensacola, FL 32524**

OR

The response may be delivered by U.S. Mail, Courier Service, or hand delivery **only on September 9th, 2022**, between **8:00 AM and 5:00 PM Central Standard Time** to:

**Emerald Coast Regional Council
Attn: Eric Christianson, Planner
4801 E Olive Rd, Suite A
Pensacola, FL 32514**

Late Proposals will not be considered. No Proposals can be withdrawn after the submission deadline without the written permission of ECRC. Any inquiries, discrepancies or inconsistencies in the instructions or proposal requirements should be submitted via email to eric.christianson@ecrc.org.

CONFIDENTIAL AND PROPRIETARY INFORMATION

ECRC is subject to Chapter 119, Florida Statutes, the "Public Records Law." No claim of confidentiality or proprietary information in all or any portion of a response to the RFP will be honored unless a specific exemption from the Public Records Law exists and it is cited in the response to the RFP. Any claimed exemption must specify the page(s) and paragraph number(s) of the RFP response where the exemption is being invoked. An incorrectly claimed exemption will not disqualify the firm, rather the exemption claim.

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS, DAWN SCHWARTZ AT: dawn.schwartz@ecrc.org.

QUESTIONS AND CLARIFICATION

All questions regarding this RFP shall be submitted via email to eric.christianson@ecrc.org by 5:00 p.m. on August 19, 2022. All questions and responses will be posted on the ECRC website, by September 2, 2022, at: https://www.ecrc.org/services_we_offer/requests_for_proposals.php.

Except as provided above, during the bid process, all prospective contractors are hereby prohibited from contacting any member of the ECRC Board or employees in any respect regarding this RFP. The violation of this rule shall result in the automatic disqualification of any response to a bid solicitation submitted by the violator.

7. TECHNICAL PROPOSAL CONTENT

This section details the instructions and order to be followed in preparing a response to this Request for Proposal (RFP). ECRC reserves the right to reject any proposal as non-responsive if the proposal fails to include any of the required information in the specified order. Each part of the proposal should be clearly labelled for easy reference.

ALL PROPOSALS MUST INCLUDE THE FOLLOWING INFORMATION:

Section 1 – Transmittal Letter (limit to 3 pages)

- A. Name and address of the Applicant and the contact individual authorized to execute agreements with the ECRC.
- B. Briefly describe the Applicant's history, ownership, organizational structure, location of headquarters, and other facilities.
- C. Describe the type of services provided by the Applicant, types of clients and length of time in the industry. Provide contact information for the project manager. Provide an overview of the Applicant's service capabilities.
- D. Complete appendices including Non-collusion and Debarment Affidavit (Attachment B), E-Verify form (Attachment C) and include in this section, and Complete Scrutinized Companies form (Attachment D). (Not included in page count).
- E. Complete Addenda and Proposal Signature pages (10. SIGNATURE PAGE). (Not included in page count).

Section 2 - Disclosures and Conflict of Interest: Provide the following statements/clarifications (limit 5 pages)

- A. State that the Applicant is not currently in violation of any regulatory rules and regulations that may have an impact on its operations.
- B. Describe any past, pending, or threatened litigation, or regulatory action involving consulting for projects provided by the Applicant or indicate if none are known to exist.
- C. State that the Proposal has been prepared independently without consultation or communication with any other Applicant for the purpose of restricting competition. Consultation or communication to develop teams is permitted.
- D. Disclose any potential conflict of interest which would adversely affect the Applicant's ability to provide fair, loyal, and competitive services to ECRC. Such disclosures shall include, but not be limited to, the Applicant's contractual obligations, property interests, or clientele relationship; or the property interests, contractual obligations or relationships of the Applicant's principals, officers, directors, employees, or agents which are directly or indirectly related to ECRC and its operations.

- E. Identify current and previous (past 5 years) contractual relationships with ECRC and any of our member governments.

Section 3 - Organizational Chart & Project Team Availability (limit 5 pages)

- A. Include a chart graphic showing team organization, highlighting account/contract manager, key team member (prime, subcontractors, etc.) names (including Project Managers), associated company, primary office location, and identify team member's role, responsibility, or specialty.
- B. In addition, this section should include a description, table, or graphic of the availability of the key Project team members and sub-Contractors/specialists.

Section 4 – Lead Project Manager Experience (limit 5 pages)

Briefly identify the following information for the person being listed as a project manager:

- A. Project Manager Name
- B. Title/Position
- C. Applicant
- D. Primary Office Location
- E. Education
- F. Licenses, Registrations, Certifications, Professional Affiliations
- G. Years of Relevant Experience
- H. Role and Responsibilities
- I. List examples of representative projects for the last five (5) years.

Section 5 – Key Project Team Members Experience (limit 15 pages)

Identify the following information for the key project team members:

- A. Team Member Name
- B. Title/Position
- C. Applicant
- D. Primary Office Location
- E. Education
- F. Licenses, Registrations, Certifications, Professional Affiliations
- G. Years of Relevant Experience
- H. Role and Responsibilities
- I. List examples of representative projects for the last five (5) years.

Section 6 – Additional Applicant & Team Member Information and/or Resumes (limited to no more than a total of 20 pages).

Please provide any additional supporting information.

Section 7 – Project Scope of Services, Method to Accomplish Work, Staff Availability, and Schedule (limit to 30 pages)

A. Method to Accomplish Work

In this section of the proposal, Applicants must provide a detailed description of their approach for accomplishing the tasks specified herein. Considering the challenges presented by the travel distances, travel time, among other factors, alternative approaches to include both in-person and remote engagement are expected.

This section shall include a work plan, schedule, and a project management plan that will detail all lines of authority and communication supporting the project requirements and logically lead to the deliverables required in this RFP.

B. Staff Availability

Timely completion of the tasks outlined for this project is of critical important. Please identify, by task, key personnel assignments, and the estimated hours to be performed by each proposed project member by task. Please provide a list of current projects, project end dates, and the availability of key personnel proposed in this project.

C. Schedule

Timely completion of the tasks outlined for this project is of critical important. Please identify by task and deliverables a monthly schedule to reach successful completion.

Section 8 – Statement of Qualifications (see, pg. 13 above) Limit to 10 pages.

Section 9 – Contractor References (Reference Form – Appendix A)

A USB drive including PDF copies of the above documents

Sealed Cost proposal including all expenses, profits, and fees to be charged to ECRC for providing the services described above

8. CONTRACTOR SELECTION CRITERIA & PROCEDURE

The Selection Committee shall review the written technical proposals. The Selection Committee shall consider and weigh the following areas in their selection process:

- A. Contractor Description and Experience (up to 25 points)
- B. Project Approach / Unique Concepts (up to 25 points)
- C. Previous Projects (up to 25 points)
- D. Key Staff Assigned to Project (up to 20 points)
- E. Price (up to 5 points)

Responses to this RFP will be evaluated based on the contractor's response to all relevant criteria stated in the RFP. The ECRC has the right to reject and/or honor any and all proposals.

Public Bid Opening

All sealed bids will be opened at a public meeting in our Office on September 12, 2022, at 11am.

Address:

**Emerald Coast Regional Council
4081 E Olive Rd Suite A
Pensacola, FL 32514**

Contractor Selection Procedure & Oral Interviews

The Selection Committee will evaluate, score, and rank the contractors based on the selection criteria provided in this RFP. The top contractors will be short-listed and invited to oral interviews scheduled for the morning of September 29, 2022.

The order of these oral interviews will be random. All oral interviews for this solicitation will be conducted on the same day. Oral interviews may be conducted in person, remotely, or in a hybrid format.

At the conclusion of all the oral interviews, the Selection Committee members will discuss the overall merits of each selected proposer. At the conclusion of this discussion, each voting member of the Selection Committee will be required to consider the proposer's original proposal and any additional information obtained during oral interviews. At the conclusion of this discussion, the Selection Committee members shall finalize their choices, record the ranking of the contractors as presented and make a final recommendation to the Emerald Coast Regional Council Board at their meeting that same day. The successful proposer is anticipated to be selected on September 29, 2022, followed by budget negotiation. A contract

is anticipated to be executed within 15 days. ECRC reserves the right to modify this schedule if needed.

The Selection Committee may recommend that if negotiations with the top ranked proposer are not successful, negotiations may continue with the other proposer(s) in order of ranking.

9. FINAL SELECTION, CONTRACT NEGOTIATIONS, AND RIGHT OF REJECTION

The Emerald Coast Regional Council reserves the right to, at any time, and in their sole discretion, the following:

- reject any or all proposals
- waive any informality in such proposals
- request new proposals
- revise the RFP
- extend the submission date, time periods, or deadlines in this RFP
- withdraw the RFP
- reissue the same or a different RFP for this Project
- use assistance of outside advisors (e.g., technical, financial, procurement and legal advisors) in the evaluation process
- reject all proposals
- not award contract(s)
- reject a member of the proposer's team

Revisions to this RFP, if any, shall be made by written addendum posted to: https://www.ecrc.org/services_we_offer/requests_for_proposals.php. The receipt of proposals shall NOT in any way obligate the ECRC to enter into a contractor agreement or contract of any kind with any proposer. The notification of intent to award a contract to a proposer does not create a relationship of any kind between the ECRC and the proposer, and the proposer shall not rely on such notification. Unless explicitly written to the contrary, all contracts to be awarded by the ECRC require the approval of the Board of Directors.

The successful Contractor is anticipated to be selected on September 29, 2022. A contract should be executed within 15 days.

The winning Contractor must affirm that they will comply with the following:

- The selected Contractor will manage all funds received and ensure that the use of such funds is in accordance with all applicable laws, bylaws or contractual

requirements, including providing a report on the use of minority and service disabled-veteran businesses and accounting for proper use of funds provided under the contract including the provision of audit rights.

- The Contractor shall comply with all regulations regarding debarred or suspended entities, specifically including 24 C.F.R. 570.609. Contracts will not be awarded to parties listed on the government-wide exclusions in the System for Award Management (SAM). SAM exclusions contain the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority.
- The Contractor shall comply with Title VI and Title VII, as enacted as part of the Civil Rights Act of 1964. The contractor and its subcontractors must not violate Title VI or Title VII and must not discriminate against any employee or applicant for employment because of race, color, religion, sex, disability status, or national origin. The contractor shall take an affirmative action to ensure that applicants are employed, and that employees are treated fairly during employment, without regard to race, color, religion, sex, disability status, and national origin.
- The Contractor shall be an Equal Employment Opportunity Employer pursuant of 24 CFR Part 130 regulations and Executive Order 11246.

The Contractor shall comply with the terms, conditions and requirements found in the following U.S. Department of Defense, Office of Local Defense Community Cooperation documents:

- [OLDCC General Assistance Agreement Terms & Conditions](#)
- [OLDCC Grant Program – Specific Terms & Conditions](#)
- [National Policy Requirements](#)
- The Contractor shall follow all State, Federal and local laws and regulations.

10. SIGNATURE PAGE

This signed form must be included with the submission to be considered responsive.

Proposer's Check list and Required Forms –

ITEM	YES	NO
• Attachment A - CONTRACT REFERENCES	_____	_____
• Attachment B – NON-COLLUSION AND DEBARMENT AFFIDAVIT	_____	_____
• Attachment C – E-VERIFY AFFIDAVIT	_____	_____
• Attachment D – SCRUTINIZED COMPANIES	_____	_____
• Attachment E – ADDITIONAL CONDITIONS	_____	_____

Addendums Acknowledged (if applicable) – All Addendums must be acknowledged

Addendum #1	YES _____	NO _____	N/A _____
Addendum #2	YES _____	NO _____	N/A _____
Addendum #3	YES _____	NO _____	N/A _____
Addendum #4	YES _____	NO _____	N/A _____

Others _____

I have read, understood, and agreed to the terms and conditions of all contents of this RFP.
The undersigned agrees to furnish the services stipulated in this RFP as stated above.

NAME: _____

COMPANY: _____

ADDRESS: _____

TELEPHONE: _____ FAX: _____

EMAIL: _____

SIGNATURE: _____

TITLE: _____

ATTACHMENT A – CONTRACTOR REFERENCES

CONTRACTOR: _____

PROVIDE THE INFORMATION REQUESTED BELOW ON ALL CONTRACT PROJECT WORK FOR THE PAST THREE (3) YEARS TO DATE. YOU MAY PHOTOCOPY ADDITIONAL PAGES. It is imperative that accurate contact names and phone numbers be given for the projects listed. Client information should include a contact person who can comment on the contractor's ability to perform the services required under this contract. Ensure that telephone numbers and contact names given are up-to-date and accurate.

Project Number 1

1. Name of Client Organization _____
2. Name and Title of Point of Contact (POC) for Client Organization:

Phone Number of POC: _____ Email: _____
3. Approximate Value of Contract: _____
4. Duration of Contract: _____
5. Description of Services Provided: _____

6. Team Member(s) Involved: _____

Project Number 2

1. Name of Client Organization _____
2. Name and Title of Point of Contact (POC) for Client Organization:

Phone Number of POC: _____ Email: _____
3. Approximate Value of Contract: _____

4. Duration of Contract: _____
5. Description of Services Provided: _____

6. Team Member(s) Involved: _____

Project Number 3

1. Name of Client Organization _____
2. Name and Title of Point of Contact (POC) for Client Organization:

Phone Number of POC: _____ Email: _____
3. Approximate Value of Contract: _____
4. Duration of Contract: _____
5. Description of Services Provided: _____

6. Team Member(s) Involved: _____

Project Number 4

1. Name of Client Organization _____
2. Name and Title of Point of Contact (POC) for Client Organization:

Phone Number of POC: _____ Email: _____
3. Approximate Value of Contract: _____
4. Duration of Contract: _____
5. Description of Services Provided: _____

- _____
6. Team Member(s) Involved: _____

Project Number 5

1. Name of Client Organization _____
2. Name and Title of Point of Contact (POC) for Client Organization:

Phone Number of POC: _____ Email: _____
3. Approximate Value of Contract: _____
4. Duration of Contract: _____
5. Description of Services Provided: _____

6. Team Member(s) Involved: _____

Project Number 6

1. Name of Client Organization _____
2. Name and Title of Point of Contact (POC) for Client Organization:

Phone Number of POC: _____ Email: _____
3. Approximate Value of Contract: _____
4. Duration of Contract: _____
5. Description of Services Provided: _____

6. Team Member(s) Involved: _____

ATTACHMENT B - NON-COLLUSION AND DEBARMENT AFFIDAVIT

DATE _____

TO: Emerald Coast Regional Council
4081 E. Olive Street
Pensacola, Florida

To Whom it May Concern:

This is to certify that the undersigned bidder has not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with this Bid submitted to the Emerald Coast Regional Council.

In addition, the bidder also certifies that they are in good standing and not on any debarred lists with any government agency including Federal, State or Local Governments.

Name of Bidder

Signature

Title of Authorized Representative

Swore to and subscribed before me this ____ day of _____, 20____.

My commission expires _____, 20 ____ .

Notary Public

(Notary Seal)

ATTACHMENT C – E-VERIFY AFIDAVIT

STATE OF _____

COUNTY OF _____

BEFORE ME, the undersigned authority, appeared _____, who first being duly sworn hereby swears or affirms as follows:

1. I make this affidavit on personal knowledge.
2. I am over the age of 18 years and otherwise confident to make this Affidavit.
3. I am the _____ of _____ (the "Contractor/Vendor").
4. I am authorized by _____ to make this Affidavit on behalf of Contractor/Vendor.
5. Contractor/Vendor acknowledges that Section 448.09, Florida Statutes, makes it unlawful for any person to knowingly employ, hire, recruit, or refer, for private or public employment, an alien who is not duly authorized to work in the United States.
6. Contractor/Vendor acknowledges that Section 448.095, Florida Statutes, prohibits public employers, contractors, and subcontractors from entering into a contract unless each party to the contract registers and uses E-Verify.
7. Contractor/Vendor is in compliance with the requirements of Sections 448.09 and 448.095, Florida Statutes.
8. Contractor/Vendor understands it shall remain in compliance with the requirements of Sections 448.09 and 448.095, Florida Statutes, during the term of any contract with Emerald Coast Regional Council.
9. Contractor's/Vendor's subcontractors are in compliance with the requirements of Sections 448.09 and 448.095, Florida Statutes.
10. Contractor/Vendor shall ensure compliance with the requirements of Sections 448.09 and 449.095, Florida Statutes, by any and all of its subcontractors.

11. Neither the Contractor/Vendor, nor any subcontractor of Contractor/Vendor, has had a contract terminated by a public employer for violating Section 448.095, Florida Statutes, within the year preceding the date of this Affidavit.
12. If the Contractor/Vendor, or any subcontractor of Contractor/Vendor, has a contract terminated by a public employer for any such violation during the term of any contract with ECRC, it shall provide immediate notice thereof to Emerald Coast Regional Council.

Signature of Affiant on behalf of Contractor/Vendor

By: _____

As its: _____

Dated: _____

STATE OF _____

COUNTY OF _____

Sworn to (or affirmed) and subscribed before me by means of ☐ physical presence or ☐ online notarization, this _____ day of _____, 20____, by _____, on behalf of _____, who is personally known to me or who has produced _____ as identification.

My Commission Expires:

Print Name: _____

Notary Public of the State of Florida

ATTACHMENT D – SCRUTINIZED COMPANIES

Contractor, its principals, or owners, must certify that they are not listed on the Scrutinized Companies that Boycott Israel List, Scrutinized Companies with Activities in Sudan List, Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or are engaged in business operations with Cuba, Venezuela, or Syria. In accordance with Section 287.135, Florida Statutes, as amended, a company is ineligible to, and may not, bid on, submit a proposal for, or enter into or renew a contract with any agency or local governmental entity for goods or services of:

- 1) Any amount if, at the time bidding on, submitting a proposal for, or entering into or renewing such contract, the company is on the Scrutinized Companies that Boycott Israel List, created pursuant to Section 215.4725, Florida Statutes, or is engaged in a boycott of Israel; or
- 2) One million dollars or more if, at the time of bidding on, submitting a proposal for, or entering into or renewing such contract, the company:

2.1 Is on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, created pursuant to Section 215.473, Florida Statutes; or

2.2 Is engaged in business operations in Syria.

Name of Bidder _____

Signature

Title of Authorized Representative

Swore to and subscribed before me this ____ day of _____, 20 ____.

My commission expires _____, 20 ____.

Notary Public

(Notary Seal)

ATTACHMENT E – ADDITIONAL CONDITIONS

All Applicants must agree to the following:

A. ACCESS TO MILITARY INSTALLATIONS

The Contractor shall comply with all security, citizenship, and identification requirements of the DoD and each of the military installations to gain access to site visits.

B. PUBLIC RECORDS DISCLOSURE

Pursuant to Section 119.0701(2), Florida Statutes, the following provision shall be included in any contract entered between the ECRC and the successful proposer:

Chapter 119, Florida Statutes. The Contractor shall comply with Florida's Public Records Law. Specifically, the CONTRACTOR shall:

- 1) Keep and maintain public records required by ECRC to perform the service
- 2) Upon request from ECRC's custodian of public records, provide ECRC with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Fla. Stat., or as otherwise provided by law
- 3) Ensure that public records that are exempt or that are confidential and exempt from public record disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and, following completion of the contract, Contractor shall destroy all copies of such confidential and exempt records remaining in its possession after the Contractor transfers the records in its possession to the ECRC
- 4) Upon completion of the contract, Contractor shall transfer to ECRC, at no cost to the ECRC, all public records in Contractor's possession. All records stored electronically by the Contractor must be provided to the ECRC, upon request from ECRC's custodian of public records, in a format that is compatible with the information technology systems of the ECRC. The failure of Contractor to comply with the provisions set forth in this Article shall constitute a Default and Breach of this Agreement, for which, ECRC may terminate the Agreement

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS, DAWN SCHWARTZ AT: dawn.schwartz@ecrc.org.

C. GOVERNING LAW

Interested firms agree that contractual agreements with ECRC shall be governed by the Laws of the State of Florida, and the venue for any legal action will be Escambia County, Florida.

A person, affiliate, or corporate entity that has been placed on the State of Florida Convicted Vendor List and/or Federal Excluded Parties List may not submit an offer to perform work as contractor or subcontractor with ECRC, which is a public entity, and may not transact business with ECRC for a period of 36 months from the date of being removed from the Convicted Vendor List and/or the Excluded Party List.

D. NOTIFICATION OF AWARD/RIGHT TO PROTEST

ECRC will award a contract to the highest-ranking competitive Contractor deemed most qualified to provide the services requested by this RFP. The awarded Contractor must be registered to do business in the State of Florida. Information regarding registration can be found at the Florida Department of State, Division of Corporations website at <http://dos.myflorida.com/sunbiz>. Notification of ECRC's decision regarding this solicitation will be posted on ECRC's website.

E. FAILURE TO FILE A PROTEST

Failure to file a protest within the time prescribed in section 120.57(3), Florida Statutes, or failure to post a bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under Chapter 120, Florida statutes. This includes, but is not limited to, any objection to or protest of this Request for Proposal, Notice of Award, the form and content of the Proposals, and/or the actions of ECRC.

F. ACCEPTANCE AND RIGHT OF REJECTION

Respondent understands that Proposals are to remain open for an acceptance period of 120 (one-hundred twenty) days after the submittal due date for evaluation purposes. ECRC reserves the right to reject all Proposals.

G. INSURANCE REQUIREMENTS

The Contractor shall be required to obtain all applicable insurance coverage, as indicated below, prior to commencing any work pursuant to an Agreement.

The Contractor shall be required to obtain all applicable insurance coverage, as indicated below, prior to commencing any work pursuant to an Agreement.

Comprehensive General Liability Insurance written on an occurrence basis including, but not limited to, coverage for bodily injury and property damage, personal and advertising injury, products and completed operations, and contractual liability. In general, coverage must be written on an occurrence basis, with limits of liability no less than:

Workers Comp

Part One: "Statutory"

Part Two: \$ 1,000,000 Each Accident
\$ 500,000 Disease - Policy Limit
\$ 500,000 Disease - Each Employee

General Liability

\$ 2,000,000 General Aggregate
\$ 2,000,000 Products/Completed Operations Aggregate
\$ 1,000,000 Personal and Advertising Injury
\$ 1,000,000 Each Occurrence

Automobile

\$ 1,000,000 Each Occurrence - Bodily Injury and Property Damage Combined

Professional

\$ 3,000,000 Each Claim
\$ 3,000,000 Annual Aggregate

Please provide proof of insurance and existing level of coverage. Details will be worked out with the selected Contractor(s) during contract negotiation including the addition of Emerald Coast Regional Council as an additional insured, as appropriate.

H. ADDENDA

ECRC reserves the right to revise or amend this RFP. Such revisions and amendments, if any, shall be announced by Addenda to this RFP. Copies of such Addenda shall be posted via link on the ECRC webpage. Proposal due date shall be at least five (5) working days after the last Addenda.

I. MINOR IRREGULARITIES

ECRC reserves the right to either (1) waive any minor irregularities or clerical errors, which are not material and do not prejudice other Applicants; or (2) to reject any, and all, Proposals submitted as non-responsive. Conditional Proposals or those which take exception to any provision of the RFP may be considered non-responsive and may be rejected.

J. OWNER'S RIGHTS

ECRC reserves the right, in its sole and absolute discretion, to:

- a. Amend, suspend, or terminate this RFP
- b. Revise and modify, at any time prior to the RFP due date, factors it will consider in evaluating Responses and to otherwise revise its evaluation methodology
- c. Extend dates, time periods or deadlines in this RFP
- d. Reject any and all responses in whole or in part which are non-conforming, non-responsive, or conditional responses
- e. Waive minor deficiencies, informalities, irregularities or defects

- f. Suspend and/or terminate this procurement process at any time
- g. Reissue the same RFP or a different RFP for this Project
- h. Hold meetings and conduct discussions and issue correspondence with one or more of the Respondents to seek an improved understanding and evaluation of the Responses to this RFP
- i. Use assistance of outside advisors (e.g., technical, financial, procurement and legal advisors) in the evaluation process
- j. Accept the RFP that in its judgment will be in the best interest of ECRC
- k. Suspend, discontinue, and/or terminate negotiations at any time prior to the actual authorized execution of a contract by all parties
- l. ECRC expressly reserves the right to exercise all rights available to it under this Section and other provisions of applicable Florida law pertaining to this Request without incurring any liability for costs, expenses or damages of any nature whatsoever suffered or incurred by any Respondent, team member or any other person

K. DISQUALIFICATION/REJECTION

Without limiting the foregoing, ECRC may disqualify and reject any Respondent (including its sub-Contractors, affiliates, partners, and parent organizations) that:

- a. Fails to include information in its Response required by this RFP
- b. Engages in conduct prohibited by this RFP
- c. Fails to obtain the ECRC's consent for any action when required by this RFP
- d. Is involved in pending litigation concerning ECRC or its Member Governments
- e. Submits false or misleading information in its Response
- f. Has a conflict of interest
- g. Fails to disclose any information which, if disclosed, would materially adversely affect ECRC's evaluation of the Response, or
- h. Otherwise fails to comply with or breaches any material requirement of this RFP

L. PROPOSAL COSTS AND EXPENSES

All costs and expenses incurred by a Respondent, or any person working on behalf of a Respondent, in connection with the Request, including the preparation and submission of a Response, providing additional information, attendance at meetings, presentations or interviews, and any other actions taken by a Respondent in response to the Request shall be the sole responsibility of the Respondent. ECRC and its agents, officers, and directors shall have no responsibility or liability for any costs, damages or expenses incurred by Respondent, team members or any other person as a result of this Request.