

Request for Qualifications Saluda County

Saluda County is seeking qualifications from firms interested in providing Disaster Recovery Financial and Grant Management Advisory Services. The successful firm will have the responsibility of providing consulting and representation services in support of the FEMA Public Assistance Grant Program on an as needed basis.

Request for Qualifications package or questions regarding this project should be directed to Heather Griffin, Saluda County Purchasing Agent, at the address below. The RFQ should be submitted in a sealed envelope marked "Disaster Recovery" by 3:00 PM, Tuesday, February 4th, 2025 to:

Saluda County Administration
400 West Highland Street
Saluda, South Carolina 29138
h.griffin@saludacounty.sc.gov

This solicitation does not commit Saluda County to award a contract or to procure or contract for services. Saluda County reserves the right to reject, in whole or in part, any and all submissions if it is in the best interest of the county to do so.

Request for Qualifications Disaster Recovery Advisory Services

Requirements:

The selected firm will be responsible for providing services on a task order basis including, but not limited to, the following:

1. Provide technical assistance and advisory services related to the event identified in the task order.
2. Develop and implement strategies designed to maximize federal and state assistance. Provide support for strategic planning and coordination of all disaster-related efforts.
3. Provide expert programmatic and policy advice on federal disaster relief programs and additional funding sources. Provide extensive knowledge, experience and technical competence in dealing with Federal regulations, specifically including the Robert T. Stafford Disaster Relief and Emergency Assistance Act, Post-Katrina Emergency Management Reform Act of 2006, and the Sandy Recovery Improvement Act of 2013.
4. Review contracts and purchasing documentation to ensure compliance.
5. Attend meetings in conjunction with and on behalf of County Representatives.
6. Provide damage assessment and assist in Project Worksheet formulation.
7. Proactively identify opportunities to maximize Public Assistance and Hazard Mitigation funding within the current regulatory framework.
8. Assist in the development of hazard mitigation proposals under Sections 404 and 406 of the Stafford Act. Assist in identifying, developing, and evaluating opportunities for hazard mitigation projects to reduce or eliminate risk from future events.
9. Coordinate with County offices and departments to assist in the compilation of documentation for Project Worksheets and Requests for Reimbursement through SCEMD, and identify permit and regulatory requirements necessary to complete Project Worksheets. Provide assistance and oversight as needed for departments and offices that have difficulty completing necessary documentation.
10. Work with the Human Resources and Risk Management Department to coordinate the Public Assistance program with the County's insurance coverages.
11. Progressively work with County officials to resolve disputes with FEMA and SCEMD, including the preparation of appeals or responses to arbitration if necessary.

12. Provide grant close-out services to ensure funding is retained.

13. Coordinate and provide documentation of consulting services for reimbursement in a manner that is compliant with applicable funding sources.

Response must include:

- Mandatory Information Form
- Certificate of Liability Insurance including Workers Compensations coverage (1,000,000.00 General liability requirement)
- W-9 Form
- List of three Local Government References
- Fee Schedule

Firms will submit with their response all recommendations, qualifications and general information necessary to present a clear concise overview. ***Offerors are to include all applicable requested information and are encouraged to include any additional information or services offered they wish to be considered.*** Lengthy and costly responses are discouraged. Submissions should be prepared simply and economically and provide a straightforward, concise description of the proposer's capabilities to satisfy the requirements of this RFQ. Emphasis should be on completeness and clarity of content.

- The responsiveness, comprehensiveness, and quality of the response to the RFQ.
- Previous experience and qualifications.
- References from previous clients.
- Services offered.
- Knowledge and Familiarity with local area and similar references.

Mandatory Information Form

Saluda County

The undersigned, on behalf of the vendor, certifies that: (1) this submission of qualifications is made without previous understanding, agreement or connection with any county employee / elected official; (2) the person whose signature appears below is legally empowered to bind the business whose name is entered; (3) they have read the complete request for qualifications and understand all specifications; (4) that they understand that any contract awarded in response to this RFQ will include applicable contract provisions as required in the Uniform Guidance of 2 CFR Part 200.

1. Company submitting qualifications _____

2. Contact information:

Address _____

Phone _____
Fax _____

E-mail _____

3. Tax ID _____

4. Printed name of person binding proposal of possible future contract to offer services.

Signature _____
Date _____

