



Town of Surfside Beach, South Carolina

SCOPE OF SERVICES

REQUEST FOR PROPOSAL #2021-0804

Update and Manage the Town of Surfside Beach's

Comprehensive Community Floodplain Management Program

Schedule of Events	
RFP Released	08/09/2021
Ad in Newspaper	08/11/2021
Deadline to Submit Questions	08/16/2021 by 3:00 pm
Proposals Due	08/27/2021 by 3:00 pm

Note: This schedule is the anticipated schedule of events and the dates are subject to change.

PURPOSE

The goals of the National Flood Insurance Program (NFIP) are to provide flood insurance to property owners, to encourage flood loss reduction activities by communities, and to save taxpayers' money. As a part of the NFIP, the Community Rating System (CRS) provides both incentives and tools to further these goals.

The CRS recognizes, encourages, and rewards, by the use of flood insurance premium adjustments, community and state activities that go beyond the minimum required by the NFIP to:

- Reduce and avoid flood damage to insurable property,
- Strengthen and support the insurance aspects of the NFIP, and
- Foster comprehensive floodplain management.

The purpose of the CRS is to support the NFIP. To do this, the CRS provides flood insurance premium rate reductions to policyholders in recognition of the fact that their communities implement activities that exceed the minimum NFIP requirements and that work toward the three goals of the CRS.

The purpose of this Request for Proposal (RFP) is for Town of Surfside Beach to update its existing flood plain management efforts including, but not limited to:

1. Public Information Activities
 - a. This series credits programs that advise people about the flood hazard, encourage the purchase of flood insurance, and provide information about way to reduce flood damage.
2. Mapping and Regulations
 - a. This series credits programs that provide increased protection to new development.
 - b. These activities include mapping areas not shown on the FIRM, preserving open space, protecting natural flood plain functions, enforcing higher regulatory standards, and managing Storm water.
3. Flood Damage Reduction Activities
 - a. This series credits programs for areas in which existing development is at risk.
 - b. Credit is provided for a comprehensive flood plain management plan, relocating or retrofitting flood prone structures, and maintaining drainage systems.
4. Warning and Response
 - a. This series provides credit for measures that protect life and property during a flood, through flood warning and response programs.

SCOPE OF SERVICES

The selected consultant will assist the following Town of Surfside Beach to continue to implement its credited activities to keep our classification. Specifically, they will be responsible for:

- I. Ensuring we have an up to date Community CRS Program;
- II. Cooperating with the ISO/CRS Specialist and the verification procedures;
 - a. Reviews the community's submitted documentation;
 - b. Visits the Community to review files, permit records, etc.;
 - c. Visits field sites to review implementation on the ground;
 - d. Determines if the class and activity prerequisites are met;
 - e. Calculates the appropriate credit points;
 - f. Ensures that the community file is processed for FEMA's decision; and
 - g. Identify recommendations for future floodplain management efforts to earn additional CRS Credit and an Improved Rating.
- III. Ensuring we have recertified and have continued to implement Insurance Services Office (ISO) and CRS activities;
- IV. Keeping FEMA and its ISO/CRS Specialist advised of modifications to our activities;
- V. Keeping elevation certificates, old Flood Insurance Rate Maps (FIRMs), and old Flood Insurance Studies for as long as the community is in the CRS;
- VI. Keeping the records iterating in the activities' documentation section's until they are reviewed at the verification visit;
- VII. Ensuring that flood protection projects and drainage system maintenance activities are compliant with federal environmental and historic preservation requirements; and
- VIII. Participating in the cycle verification process.
 - a. Conduct progress meetings and informational presentations.

CONTRACTOR EXPECTATIONS

The contractor will be required to track their hours and costs to facilitate payment when applicable. Timesheets will include specific descriptions of tasks performed and results achieved.

DURATION OF CONTRACT

This agreement shall remain in effect for one (1) years from its effective date. Thereafter there will be two (2) optional one (1) year extensions if needed.

PROPOSAL FORMAT

Proposers must respond in the format delineated below.

The following information shall be tabbed to identify the required information. Failure to submit this information will render your proposal non-responsive.

QUALIFICATIONS OF THE FIRM/CONTRACTOR

Provide a description and history of the firm focusing on previous Community Rating System (CRS) and the National Flood Insurance Program (NFIP) program experience.

The qualifications of the prime contracting firm must include, at minimum, the following:

1. Five (5) years of experience working with CRS and NFIP program experience. (Preferably Coastal Experience)
2. Experience with the following Credited Activities:
 - Public Information Activities (300 Series)
 - Mapping and Regulations (400 Series)
 - Flood Damage Reduction Activities (500 Series)
 - Warning and Response (600 Series)
3. Attended the week long CRS course for local officials at the FEMA's Emergency Management Institute and EMI CRS Coordinator Advanced Training.
4. Demonstrated experience developing and implementing a CRS classification.
5. Minimum 1-year experience in floodplain-related Federal, State, and Local Laws and Ordinances.
6. Be a current Certified Floodplain Manager through Association of State Floodplain Managers (ASFPM).
7. Proven track record of providing technical assistance, education, outreach, and training to local jurisdictions working to improve local floodplain management.

B. QUALIFICATIONS OF STAFF

Provide an organizational chart, resumes, and summary of staff qualifications for the firm. Project Manager should have 10+ years of experience and a college degree in a related area of expertise or a combination of education and experience that the Town of Surfside Beach agrees meets the needs of the Town.

C. PAST PERFORMANCE REFERENCES

Provide a minimum of three references for which the firm has performed services in the past that are similar to the requirements in the Scope of Services. Provide a description of the project, the reference contact name, title, e-mail address, telephone numbers, date of the contract/period of performance, and any prior assessments they have completed of your work. In addition, provide any additional evidence of consistently successful experience on past projects.

D. TECHNICAL APPROACH

Provide a description of your firm's approach to the project, to include start-up procedures, process to prepare Project Worksheets and accompanying documentation, project management and quality control procedures.

E. COMPLIANCE WITH LOCAL, STATE AND FEDERAL REQUIREMENTS

Each Proposer must be in compliance with all Local, State, and Federal Requirements and be prepared to implement programs that comply with these requirements.

1. Business License (State and Local)
2. Workers Comprehensive Insurance (If needed)

F. INSURANCE

Proposer shall include certificate(s) of insurance documenting policies of the following minimum coverage limits with their proposal submission.

1. COMMERCIAL GENERAL LIABILITY insurance must cover bodily injury, property damage and personal injury with limits of no less than \$1,000,000 per project.
2. PROFESSIONAL LIABILITY insurance of not less than \$1,000,000
3. CERTIFICATE OF INSURANCE: The successful Proposer will be required to include Town of Surfside Beach as additional insureds on the general liability and furnish a certificate(s) of insurance to:

ATTN... Town Administrator
ADDRESS 115 U.S. Highway 17 North
Surfside Beach, SC 29575

4. CONTINUATION OF COVERAGE: The successful Proposer shall not cancel, materially change or fail to renew insurance coverages. Coverage shall be maintained for the duration of contract.

G. COST PROPOSAL

Each Proposer must submit a Cost Proposal Fee. The Cost Proposal will be evaluated on the hourly rates. Must show a schedule of events/hours for the first year. All non-labor other direct costs, including travel and lodging, will be billed to the Town of Surfside Beach at cost without mark-up.

OTHER REQUIRED POSITIONS

Proposer may include other positions, with hourly rates and attach a job description and required years of experience for each position.

SELECTION CRITERIA

The following weighted criteria will be utilized to determine the consultant that provides the best value and to select the consultant to be awarded this contract:

Qualifications of the Firm	25
Qualifications of Staff	25
Relevant Past Performance	25
Technical Approach	15
Cost Proposal	10
TOTAL	100

Proposals are due on August 29, 2021 before 3:00 p.m.

Proposals are to be marked:

“CRS/NFIP Management Program” and delivered to:

Town of Surfside Beach

William P. Shanahan Jr., Town Administrator

115 U.S. Highway 17 North

Surfside Beach, SC 29575

The Town reserves the right to reject any and all bids, to waive any informality and to award the contract as it deems in the best interest of the Town.