



**REQUEST FOR PROPOSALS
COVER SHEET**

Updated 11/12/2021

TAMPA BAY REGIONAL PLANNING COUNCIL
SEAN SULLIVAN, EXECUTIVE DIRECTOR
4000 GATEWAY CENTER BLVD., SUITE 100
PINELLAS PARK, FL 33782

TITLE: Safe Shelter: A Regionwide Vulnerability Assessment of Hurricane Shelters and Critical Community and Emergency Facilities

PROPOSAL DUE DATE: 5:00 PM EST, Friday, Nov. 19, 2021

CONTRACT AMOUNT: \$75,000

PART I – PROJECT BACKGROUND AND GENERAL INFORMATION FOR Consultants

1. GENERAL INFORMATION

The Tampa Bay Regional Planning Council (“TBRPC”) is soliciting a Request for Proposals (RFP) from qualified firms to provide Planning/Design/Engineering Services. **It is anticipated that a time and materials contract will be awarded to the selected Consultant in the estimated amount of \$75,000.**

The mission of the TBRPC is to serve our citizens and member governments by providing a forum to foster communication, coordination, and collaboration in identifying and addressing issues and needs regionally. TBRPC was established as Florida’s first regional planning council in 1962 when representatives from St. Petersburg, Clearwater, and Tampa recognized the need for regional coordination. They believed growth and community issues extend beyond county and municipal boundaries, a concept that still defines the Council’s purpose today. TBRPC is one of ten regional planning councils in Florida.

The region’s six counties, Citrus, Hernando, Hillsborough, Manatee, Pasco and Pinellas are required by law to exercise regional cooperation through membership on the TBRPC. Other municipal members are Bradenton, Clearwater, Dade City, Dunedin, Gulfport, Largo, Madeira Beach, New Port Richey, Oldsmar, Palmetto, Pinellas Park, Plant City, Safety Harbor, Seminole, South Pasadena, St. Pete Beach, St. Petersburg, Tampa, Tarpon Springs, Temple Terrace and Treasure Island. These governments are represented on the Council by elected officials appointed by their local boards. They comprise two thirds of the Council’s membership. The Governor appoints additional members, making up the remaining third of the Council. There are also four ex-officio members representing the Southwest Florida Water Management District, the Florida Department of Transportation and Environmental Protection, and Enterprise Florida.

TBRPC’s specific duties include maintaining Future of the Region: A Strategic Regional Policy Plan for the Tampa Bay Region, environmental management, water quality and emergency preparedness planning, protection and restoration of the Tampa Bay estuary, economic analysis, coastal zone management, housing and infrastructure analysis, hurricane evacuation and recovery planning, development of regional impact review, local government comprehensive plan review, cross acceptance, dispute resolution, and review of transportation plans.

2. PURPOSE OF RFP

The TBRPC coordinates the Tampa Bay Regional Resiliency Coalition which currently includes seven counties and 24 local government members and supports regional collaboration and engagement on climate resiliency. The selected consultant will assist the TBRPC in the development and implementation of a regional technical assistance program entitled Safe Shelter Ready: Tampa Bay. The Project is funded by a grant from the Florida Resilient Coastlines Program 2021-2022 for regional resilience entities.

The objective of the Safe Shelter project is to increase local and regional understanding of future sea

level rise impacts to current public hurricane shelters and identify the prospective buildings which can address the regional deficits for General Population Spaces. The Project will conduct a regionwide vulnerability assessment of current hurricane shelters from sea level rise and combined storm surge.

The project will also work with local emergency management teams to identify prospective buildings in low-risk areas which can serve as potential future shelters. Currently, state university facilities and local public facilities account for about two (2) percent of public hurricane evacuation shelter capacity. Most county-owned and municipally-owned facilities are not appropriate for use as public hurricane evacuation shelters. However, when appropriately located, designed and constructed, the following types of public facilities are considered suitable for use as public hurricane evacuation shelters:

- Community and civic centers
- Meeting halls and auditoriums
- Libraries with training or education rooms,
- Gymnasiums, cafeterias and dining areas,
- Open floor multipurpose facilities,
- Exhibition halls, sports arenas, field houses,
- Conference and training centers

The TBRPC and a GIS subcontractor will produce data layers, tables and maps that identify which buildings are vulnerable to NOAA Intermediate Low and Intermediate High in 2040 and 2070, combined with storm surge and exceptional high tides. The project will convene local government staff in planning, Community Emergency Response teams (CERT) and other property-owning stakeholders in two virtual workshops to discuss the data, risks, growth patterns, and requirements for new buildings. In the workshops, the stakeholders will define local goals for increasing GP shelter spaces and appropriate buildings to diversify shelters in each jurisdiction. Using the vulnerability assessment data, the project will calculate reduction to General Population shelter spaces and define potential impacts to specific community populations.

The project will support long-range planning for shelters among the participating Regional Resilience Coalition members. The Safe Shelter project will produce a detailed regional vulnerability analysis of current shelters and other CCEF assets. The data will support local vulnerability assessments, regional shelter analysis, Local Mitigation Strategy updates, and FDEM shelter retrofit planning

A preliminary Scope of Services is attached in Part VI hereof. Consultants should have an established reputation and documented successful experience in providing consulting services on vulnerability analysis, understanding of hurricane shelters and hazard management planning. The Consultant selected is expected to have appropriately experienced staff and resources to provide comprehensive and reliable services regarding the Project and will be required to demonstrate this via the submittal documents and/or associated interviews, if deemed necessary.

The scope of work is anticipated to begin in January 2022 with completion in June 2022. It is anticipated that a time and materials contract will be awarded to the selected Consultant in the estimated amount of \$75,000.

3. **GENERAL PREPARATION AND SUBMITTAL REQUIREMENTS**

Consultants are expected to read and understand this RFP and associated documents in their entirety. Consultants should be able to perform the tasks outlined in the preliminary Scope of Services fully and in the timeline required. An inquiry period is provided for Consultants to request clarifications. Failure to do so will not relieve a successful Consultant of its obligations to furnish the services necessary to carry out all the requirements and provisions set forth in the contract.

Provide a signed (scanned and emailed is acceptable) cover letter that indicates the proposing entity's authorized representative. Proposal forms must be signed in the legal name of the company or firm and by an officer or partner having authority to bind the company or firm by his or her signature. If the proposal is a team approach, please provide a commitment letter from any sub-consultants. Selected firms will be required to provide proof of insurance and other usual and customary documentation upon contract execution.

Parties intending to submit a Proposal should register their contact information to Wren Krahl Executive Deputy Director at wrens@tbrpc.org. You will be contacted with any updates.

Proposals should be submitted in PDF format via electronic mail by **5:00PM EST, Friday, Nov 19, 2021**, to cjreynolds@tbrpc.org, 4000 Gateway Centre Blvd., Suite 100, Pinellas Park, FL 33782.

Written inquiries for additional information or clarifications will be accepted in writing at the above email address until **November 15, 2021**. TBRPC will respond via addendum regarding any discrepancy, omission or inconsistency and provide answers to inquiries. All such responses or changes will be in the form of a written addendum which, if issued, will be published at least three (3) days prior to the submittal due date. The addendum will be posted on TBRPC's website at <https://www.tbrpc.org/rfp/>. Failure of any firm to receive any such addendum or interpretation shall not relieve said Consultants from any obligation contained therein.

Late Proposals will not be considered. No Proposals can be withdrawn after the submission deadline without the written permission of TBRPC. Any inquiries, discrepancies or inconsistencies in the instructions or proposal requirements should be submitted via email to cjreynolds@tbrpc.org. TBRPC reserves the right to reject any and all proposals at its sole discretion.

4. **SIGNATURES**

The Proposal Signature page (see Part V Submittal Forms) 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.

5. **COMPLIANCE WITH LAWS, PERMITS**

The successful Consultant shall comply with all local, State, and Federal statutes, regulations, directives and orders as applicable to the services provided and offered to TBRPC.

6. **CONVICTED VENDOR, DISCRIMINATORY VENDOR LISTS, SCRUTINIZED COMPANIES LIST, AND E-VERIFY REQUIREMENT**

Pursuant to Subsections 287.133(2) and (3), Florida Statutes, a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a proposal on a contract to provide any goods or services to a public entity, may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit proposals on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017 Florida Statutes, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

Pursuant to Subsection 287.134(2)(a), Florida Statutes, an entity or affiliate who has been placed on the discriminatory vendor list may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity.

Pursuant to Section 287.135, Florida Statutes, a company that has been placed on the Scrutinized Companies with Activities in Sudan List; the Scrutinized Companies with Activities in the Iran Petroleum Energy Section List; or the Scrutinized Companies that Boycott Israel List or a company that engages in a boycott of Israel, is ineligible and may not submit a bid, proposal, or enter into or renew a contract with an agency for goods or services of \$1 million or more. At the time of submission of a proposal for a contract or contract renewal for goods or services of \$1 million or more, the company must certify that it is not on either such List and further that it does not have business operations in Cuba or Syria as required by Section 287.135(5), Florida Statutes.

Pursuant to Section 287.135, Florida Statutes, Consultant acknowledges that TBRPC has the option to terminate any contract for goods or services of \$1 million or more if the awarded company is found to have submitted a false certification as provided under Section 287.235 (5), been placed on the Scrutinized Companies with Activities in the Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or been engaged in business operations in Cuba or Syria

Pursuant to Section 287.135, Florida Statutes, Consultant acknowledges that TBRPC has the option to terminate any contract for goods or services of any amount if the awarded company is found to have or been placed on the Scrutinized Companies that Boycott Israel List or is engaged in a boycott of Israel.

E-Verify: In accordance with Section 448.095 Florida Statutes, the Awardee/Contractor/Consultant agrees to register with and utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired during the term of the award/contract for the services specified in the award/contract. The Awardee/Contractor/Consultant must also include a requirement in subcontracts that the subcontractor must register with and utilize the E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the award/contract term. If the Awardee/Contractor/Consultant enters into a contract with a subcontractor, the subcontractor must provide the Awardee/Contractor/Consultant with an affidavit stating that the subcontractor does not employ, contract with, or subcontract with an unauthorized alien. The Awardee/Contractor/Consultant shall maintain a copy of such affidavit for the duration of the award/contract. If TBRPC has a good faith belief that the Awardee/Contractor/Consultant has knowingly violated Section 448.09(1), Florida Statutes, TBRPC shall terminate the Contract with the Awardee/Contractor/Consultant, and the Contractor may not be awarded a contract with TBRPC for at least 1 year after the date on which the award/contract was terminated. The Awardee/Contractor/Consultant is liable for any additional costs incurred by TBRPC as a result of the termination of the award/contract. If TBRPC has a good faith belief that a subcontractor knowingly violated the law, but the Awardee/Contractor/Consultant has otherwise complied with the law, TBRPC shall promptly notify the Awardee/Contractor/Consultant and order the Awardee/Contractor/Consultant to immediately terminate the award/contract with the subcontractor.

7. **NOTIFICATION OF AWARD/RIGHT TO PROTEST**

TBRPC will award a contract to the highest-ranking Consultant deemed most qualified to provide the services requested by this RFP. The awarded Consultant 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 TBRPC's decision regarding this solicitation will be posted on TBRPC's website.

8. **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 TBRPC.

9. **ACCEPTANCE AND RIGHT OF REJECTION**

Consultant understands that Proposals are to remain open for an acceptance period of 30 (thirty) days after the submittal due date for evaluation purposes. TBRPC reserves the right to reject all Proposals.

10. **ADDITIONAL INFORMATION REQUIREMENTS**

Prior to a recommendation for award, TBRPC will require the highest ranked Consultants to demonstrate qualifications to furnish the specified services. Consultants must be prepared to submit written information requested by TBRPC within three (3) business days of a request. TBRPC may review Consultant's prior experience, references and previous contracts for similar services.

11. **TENTATIVE SCHEDULE**

Below is the tentative schedule for this solicitation and award process. TBRPC reserves the right to modify this schedule if needed due to operational commitments.

Advertise Request for Proposal 11/1/2021

Inquiries Due 11/15/2021

Addendum Advertised 11/16/2021

Submittals Due to TBRPC 11/19/2021

Scoring of Submittals and Initial Ranking 11/22/2021 - 11/23/2021

Short List 11/24/2021

Oral Presentations 12/1/2021 - 12/8/2021

Notice of Award Posting 12/10/2021

Council Meeting 12/13/2021

Negotiation of Contract 12/14/2021 - 12/17/2021

PART II – ADDITIONAL CONDITIONS

1. ADDENDA

The TBRPC 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 TBRPC webpage. Proposal due date shall be at least three (3) working days after the last Addenda.

2. MINOR IRREGULARITIES

The TBRPC reserves the right to either (1) waive any minor irregularities or clerical errors which are not material to, or which do not prejudice other Consultants; 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.

3. PUBLIC RECORDS

Each Consultant, by submitting a Proposal, acknowledges the TBRPC's legal obligation in accordance with Chapter 119 of the Florida Statutes, to respond to all public records requests in a timely manner and expressly waives any right to contest, impede, prevent or delay such disclosure, or to initiate any proceeding that may have the effect of impeding, preventing or delaying such disclosure, unless the Consultant establishes its right to a public records exception. It is the responsibility of the Consultant alone to establish its right to any such exception. Under no circumstances will TBRPC be responsible or liable to a Consultant or any other party as a result of disclosing any such information or materials.

Each Consultant may clearly mark each page of the Proposal that contains trade secrets or other confidential commercial or financial information which the Consultant believes should not be disclosed outside of the agency. Disclosure of requested information will be determined in accordance with Florida laws, rules and regulations. Consultants are informed that TBRPC is subject to the Florida Public Records and Sunshine Laws.

Each Consultant, by submitting a proposal acknowledges and agrees that if awarded a contract as a result of this Proposal the following conditions will be made a part of the contract.

- a. Consultant must keep and maintain all public records required by the TBRPC in order to perform services under this Contract.
- b. Upon request from the TBRPC's custodian of public records, Consultant shall provide the TBRPC with a copy of the requested public records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provide in Chapter 119, Florida Statutes, or as otherwise provided by law.
- c. Consultant shall ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as

authorized by law for the duration of the contract term and following completion of the contract if the Consultant does not transfer the records to the TBRPC.

- d. Upon completion of the contract, Consultant shall transfer, at no cost, to the TBRPC all public records in the possession of the Consultant, or keep and maintain public records required by the TBRPC to perform the service under this contract. If the Consultant keeps and maintains public records upon completion of the contract, the Consultant shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the TBRPC, upon request and in a format that is compatible with the information technology systems of the TBRPC.

4. **OWNER'S RIGHTS:**

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

- a. Amend, suspend, or terminate this Request;
- b. Revise and modify, at any time prior to the Response 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 Request;
- 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 Request or a different Request for this Project;
- h. Hold meetings and conduct discussions and issue correspondence with one or more of the Consultants to seek an improved understanding and evaluation of the Responses to this Request;
- i. Use assistance of outside advisors (e.g., technical, financial, procurement and legal advisors) in the evaluation process;
- j. Accept Responses that in its judgment will be in the best interest of the TBRPC;
- k. Suspend, discontinue and/or terminate negotiations at any time prior to the actual authorized execution of a contract by all parties;
- l. The TBRPC 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 Consultant, team member or any other person.

5. **DISQUALIFICATION/REJECTION**

Without limiting the foregoing, the TBRPC may disqualify and reject any Consultant (including its sub-consultants, affiliates, partners and parent organizations) that:

- a. Fails to include information in its Response required by this Request;
- b. Engages in conduct prohibited by this Request;
- c. Fails to obtain the TBRPC's consent for any action when required by this Request;
- d. Is involved in pending litigation concerning the TBRPC 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 the TBRPC's evaluation of the Response; or
- h. Otherwise fails to comply with or breaches any material requirement of this Request.

6. **PROPOSAL COSTS AND EXPENSES**

All costs and expenses incurred by a Consultant, or any person working on behalf of a Consultant, 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 Consultant in response to the Request shall be the sole responsibility of the Consultant. The TBRPC and its agents, officers and directors shall have no responsibility or liability for any costs, damages or expenses incurred by Consultant, team members or any other person as a result of this Request.

7. **NON-COLLUSION**

The Consultant shall declare that the only person(s) or party(s) interested in this Proposal are those named herein, that this Proposal is, in all respects, fair and without fraud, that is made without collusion with any official of TBRPC and that the Proposal is made without any connection or collusion with any person submitting another on the Contract included herein. By submitting a Response to this RFP, Proposer also represents that its Response has been prepared without collusion or fraud and in fair competition with other Proposers, without any restraint on free competition, and acknowledges that the TBRPC is acting in reliance upon that representation.

8. **NONCONFORMING**

A Proposal may be deemed nonconforming which contains omissions, erasures, alterations, or additions of any kind, or which may be obviously unbalanced, or which in any manner shall fail to conform to the requirements provided for herein.

9. **PREPARATION AND REVIEW**

Proposers are solely responsible for conducting their own independent research and due diligence in the preparation of Proposals and the subsequent delivery of services under the Contract.

PART III – PROCESS AND EVALUATION INFORMATION

1. REQUEST FOR PROPOSAL PROCESS

TBRPC is soliciting Proposals from potentially qualified Consultants. Submittals will be scored and ranked according to the Scoring Criteria set forth below. To evaluate the Proposals, both written submittals and, if deemed necessary, oral presentations may be considered by a Selection Committee. TBRPC reserves the right to request additional information and clarification of any information submitted.

2. PROPOSAL EVALUATION PROCESS

Proposals will be evaluated by a TBRPC staff Selection Committee in accordance with the Sunshine Law. The Selection Committee members will score the proposals based on the Scoring Criteria below. Based upon compiled scores, the firms will be ranked, and a short list prepared of the top ranked Consultants. If held, interviews will be noticed and held in accordance with the Sunshine Law and will be used to clarify Proposal elements and/or have discussions. Consultants participating in this phase will be provided interview information. Written submittal and interview presentations may be considered to determine the best overall qualified Consultant to be recommended to the Council for award. A Notice of Intent to Negotiate and Award with the top recommended Consultant will be posted on TBRPC's website. Should TBRPC's representative fail to negotiate, with the firm determined to be the most qualified, a final Scope of Services and compensation arrangement which TBRPC considers to be fair, competitive and reasonable, negotiations with such firm shall be terminated and the authorized TBRPC representative shall then begin negotiations with the second most qualified firm. Such negotiations shall continue as described above until TBRPC has exhausted the order of short-listed firms. Failing an agreement with such firms, TBRPC may select additional firms in order of competency and qualifications as indicated in the Proposal evaluations until an agreement is reached, or TBRPC may modify or cancel the request for services or reissue the RFP. The initial scores of the written submittals to determine ranking will be based upon the categories, points and criteria as noted below.

3. WRITTEN SUBMITTAL SCORING CRITERIA:

Firms are encouraged to assemble complete, collaborative teams to develop and provide a Proposal that addresses all disciplines and all areas of expertise. It is the intent to recommend a list composed solely of firms/teams that offer most, if not the entire spectrum of services required by the Scope of Services. For scoring purposes, the Selection Committee will only consider years of experience for staff whose time will be committed to the project.

Evaluation of the Proposals will be based on the following categories and allocation of points:

TOTAL POINTS = 100

A. Demonstrated ability in emergency management strategic planning and report writing (Maximum 20 Points)

Score	Criteria
0-6	Limited experience (less than 5 years)
9-13	Moderate experience (5-14 years)
16-20	Significant experience (exceeds 15 years)

B. Experience with threat and hazard identification, risk and vulnerability assessment, both qualitative and quantitative (Maximum 15 points)

Score	Criteria
0-4	Limited experience (less than 5 years)
7-11	Moderate experience (5-14 years)
12-15	Significant experience (exceeds 15 years)

C. Experience with stakeholder facilitation (Max. 15 points)

Score	Criteria
0-4	Limited experience (less than 5 years)
7-11	Moderate experience (5-14 years)
12-15	Significant experience (exceeds 15 years)

D. Qualification of all key personnel assigned to the Project (Max. 15 Points)

Score	Criteria
0-4	Limited qualifications, experience and expertise of key personnel on the project team
5-11	Moderate qualifications and expertise of key personnel on the project team.
12-15	Significant qualifications and expertise of key personnel on the project team

E. Detailed explanation of how Respondent will address and accomplish the Scope of Services (Part VI) within the required Project Schedule (Part VII) (Max. 30 Points)

Score	Criteria
0-10	Limited explanation of how the project team will address and accomplish the Scope of Service, and/or lack of detail or unreasonable project schedule.
11-20	Moderate explanation of how the project team will address and accomplish the Scope of Service, and/or some detail and reasonable project schedule.
21-30	Significant explanation of how the project team will address and accomplish the Scope of Service, and detailed, reasonable project schedule.

F. Certified Minority Business Enterprise (5 points)

Score	Criteria
0	Respondent is not certified.
5	Respondent includes proper MBE Certification current at the time of submittal. MBE is defined by the Florida Statute 288.703. No MBE points for sub-contractors will be awarded.

Certified Minority Business Enterprise - Certification documents are to be submitted with the Proposal. Certification must be current at time of submission and issued by a nationally recognized agency such as National Minority Supplier Development Council (NMSDC), Women's Business Enterprise Network Council (WBENC) or their respective state office or affiliate. Certificates are also acceptable if issued by the Florida Office of Supplier Diversity (OSD) or one of TBRPC's member governments.

4. TIE SCORES

In case of a tie, the highest scores in the highest weighted category shall prevail. Category scores will be compared in descending order until the tie is broken.

PART IV – PROPOSAL SUBMITTAL REQUIREMENTS & FORMAT

1. INSTRUCTIONS TO FIRMS

The Consultant's Proposal must be submitted in accordance with these instructions. Failure to follow these instructions could be cause for rejection of the proposal.

PROPOSALS MUST INCLUDE THE FOLLOWING INFORMATION:

Section 1 – Transmittal Letter (limit 2 pages)

- a. Name and address of your firm and the contact individual authorized to execute agreements with the TBRPC.
- b. Briefly describe your firm's history, ownership, organizational structure, location of headquarters and other facilities.
- c. Describe the type of services provided by the firm, types of clients and length of time in the industry. Provide contact information for the project manager. Provide an overview of the firm's service capabilities.
- d. Complete Addenda and Proposal Signature pages and include in this section. (They will not be included in page count.)
- e. Complete E-Verify form and include it in this section. (Not included in page count.)

Section 2 – MBE Certification (limit 2 pages)

- a. Attach evidence of Minority Business Enterprise Certification per Scoring Criteria or state/indicate that Consultant has no Certification.

Section 3 – Disclosures and Conflict of Interest: Provide the following statements/clarifications (limit 2 pages)

- a. State that your firm is not currently in violation of any regulatory rules and regulations that may have an impact on the firm's operations.
- b. Describe any past, pending, or threatened litigation, or regulatory action involving engineering services for design and/or construction projects provided by the Consultant or indicate if none are known to exist.
- c. State that the Proposal has been prepared independently without consultation or communication with any other Consultant for the purpose of restricting competition.
- d. Disclose any potential conflict of interest which would adversely affect the Consultant's ability to provide fair, loyal, and competitive services to TBRPC. Such disclosures shall include, but not be limited to, the Consultant's contractual obligations, property interests, or clientele relationship; or the property interests, contractual obligations or relationships of the Consultant's principals, officers, directors, employees, or agents which are directly or indirectly related to TBRPC and its operations.
- e. Identify current and previous (past 5 years) contractual relationships with TBRPC and any of our member governments.

Section 4 - Organizational Chart & Project Team Availability (limit 2 pages)

- a. Include a chart graphic showing team organization, highlighting account/contract manager, key team member (prime, sub-consultants, sub-contractors, 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-consultants/specialists.

Section 5 – 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. Firm/Company
- d. Primary Office Location
- e. Education
- f. Licenses, Registrations, Certifications, Professional Affiliations
- g. Years of Relevant Experience
- h. Role & Responsibilities
- i. List examples of representative projects for the last five (5) years.

Section 6 – Key Project Team Members Experience (limit 5 pages)

Identify the following information for the key project team members:

- a. Team Member Name
- b. Title/Position
- c. Firm/Company
- d. Primary Office Location
- e. Education
- f. Licenses, Registrations, Certifications, Professional Affiliations
- g. Years of Relevant Experience
- h. Role & Responsibilities
- i. List examples of representative projects for the last five (5) years.

Section 7 – Additional Firm & Team Member Information and/or Resumes (limited to no more than a total of 20 pages)

Provide any additional supporting information.

Section 8 – Project Scope of Services and Schedule (limit 25 pages)

Provide a table of contents and detailed explanation and schedule for how the Project Scope of Services will be addressed and accomplished on time and within budget. (See Parts VI and VII)

PART V – RFP SUBMITTAL FORMS

ADDENDA

The PROPOSER acknowledges that he has received Addenda Number(s):

Number	Addendum Title	PROPOSER Initials
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Number	Addendum Title	PROPOSER Initials
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Number	Addendum Title	PROPOSER Initials
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PROPOSER shall insert number and name of each addendum received and agrees that all addenda issued are hereby made a part of the RFP, and the PROPOSER further agrees that its PROPOSAL is submitted after consideration of said addenda.

NOTE: This form is to be completed and included in Section 1 of the Submittal with the cover letter.

SIGNATURE PAGE:

Firm Name

Firm Address

Authorized Signature

Print Name

Phone Number

Email Address

NOTE: This form is to be completed and included in Section 1 of the Submittal with the cover letter.

AUTHORIZED SIGNATURES

Proposer: Complete the applicable Acknowledgement for An Individual Acting in His/Her Own Right, A Partnership, A Corporation, or a Limited Liability Corporation, (LLC) according to your firm type.

FOR AN INDIVIDUAL ACTING IN HIS OWN RIGHT

STATE OF _____
COUNTY OF _____

SWORN TO and subscribed before me by means of physical presence or online notarization, this _____ day of _____, 20____, by _____, acting in an individual capacity. He/she is personally known to me **OR** has produced _____ as identification and did (did not) take an oath.

Notary Public Signature

Print Name

My Commission Expires: _____ (AFFIX NOTARY SEAL)

FOR PARTNERSHIP

STATE OF _____
COUNTY OF _____

SWORN TO and subscribed before me by means of physical presence or online notarization, this _____ day of _____, 20____, by _____, who is a partner on behalf of _____, a partnership. He/she is personally known to me **OR** has produced _____ as identification and did (did not) take an oath.

Notary Public Signature

Print Name

My Commission Expires: _____ (AFFIX NOTARY SEAL)

FOR A CORPORATION OR A LIMITED LIABILITY CORPORATION

STATE OF _____

COUNTY OF _____

SWORN TO and subscribed before me by means of physical presence or online notarization, this _____ day of _____, 20____, by _____, who is _____ (Title) of _____

_____ (Corporation Name) a corporation or limited liability corporation under the laws of the State of _____, on behalf of the said corporation.. He/she is personally known to me **OR** has produced _____ as identification and did (did not) take an oath.

Notary Public Signature

Print Name

My Commission Expires:

(AFFIX NOTARY SEAL)

TAMPA BAY REGIONAL PLANNING COUNCIL
CONTRACTOR/CONSULTANT/VENDOR
E-VERIFY AFFIDAVIT

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/Consultant/Vendor”).

4. I am authorized by _____ to make this Affidavit on behalf of Contractor/Consultant/Vendor.

5. Contractor/Consultant/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/Consultant/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/Consultant/Vendor is in compliance with the requirements of Sections 448.09 and 448.095, Florida Statutes.

8. Contractor/Consultant/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 TBRPC.

9. Contractor/Consultant/Vendor’s subcontractors are in compliance with the requirements of Sections 448.09 and 448.095, Florida Statutes.

10. Contractor/Consultant/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/Consultant/Vendor, nor any subcontractor of Contractor/Consultant/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/Consultant/Vendor, or any subcontractor of Contractor/Consultant/Vendor, has a contract terminated by a public employer for any such violation during the term of any contract with TBRPC, it shall provide immediate notice thereof to TBRPC.

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.

Print Name: _____
Notary Public of the State of Florida

My Commission Expires:

PART VI –SCOPE OF SERVICES

TBRPC seeks a Consultant to support the Safe Shelter including the following:

- Subject matter expertise in municipal hazard analysis, planning, building and community vulnerability assessments, emergency management strategic planning and stakeholder facilitation.
- Technical support services to complete project tasks (defined below).

The scope, timeline, and deliverables will be finalized after consultant selection. Proposals should include a draft scope that includes activities, timeframes and deliverables in a manner that can be included, as negotiated, in the subsequent contract.

Project Management:

As detailed in Part VIII - Project Schedule, the project's compressed timeline requires the selected consultant to attend project update meetings (virtual) to coordinate with TBRPC staff and the project team.

The Scope of Services will include the following activities:

TASK 1: Analysis and Planning

Project Kick-off Meeting (January)

The TBRPC and the Consultants will meet to fine-tune the project plan, define specific information resources for best practices, develop general goals for the workshops, interviews, review data needs and create project calendar. The meeting will be in person, with online participation allowed for extended team members.

Existing Shelter Analysis (February)

The Consultant and TBRPC will review key reports on population growth in each county, identify shelter implementation best practices, review SLR data and social vulnerability by County, and shelter use patterns and other information in the 2020 SRES Behavioral Florida SRESP: Regional Behavioral Analysis.

The Consultant will identify behavioral factors that influence General Space needs and physical characteristics of sites and consider risks and impacts to low-income communities and other vulnerable populations over time.

Deliverables:

1. Brief list of federal requirements, technical articles or published reports related to climate impacts and shelter planning
2. Summary by county of social vulnerability factors and potential impacts associated with at risk shelters.

County Priorities and Needs Identification Meetings (February)

Small group virtual meetings will be held with CERT and planning staff in each of the seven Resilience Coalition counties to identify specific community factors that have shaped the current shelter status, identify local mitigation plans/actions, priorities and long-range strategies for

addressing deficits. The meetings will identify sociocultural, economic, social, and historic considerations. This task will provide context for the second workshop and deliverables will be integrated into the final report.

The Consultant will:

1. Conduct and facilitate small group meetings to obtain input and informal information
2. Identify and group risks, feasible mitigation actions opportunities into categories and classifications

Deliverables:

1. Summary report for each county
2. Summary report of regional top-level findings

TASK 2: Stakeholder Workshops

Workshop #1 (March)

The TBRPC and the Consultant will plan and implement Workshop #1 (half-day/virtual) for local government stakeholders to review and discuss the sea level rise vulnerability assessment data and maps developed by TBRPC and the GIS Contractor. The stakeholders will discuss risks to specific buildings, impacts to spaces and define future areas for additional shelters. The Consultant shall work with TBRPC staff to define goals, objectives, format, and anticipated outcomes and develop agenda. The Consultant will identify key stakeholders to participate and serve as lead facilitator and presenter. The attendees will discuss impacts and needs in breakout sessions

Workshop #2 (May)

The Workshop #2 (½ day/in-person) will be held in mid-May. The Consultant will prepare presentations that summarize the information defined from the County meetings and findings, ideas for local/regional action to be discussed in breakout sessions.

Deliverables:

1. Presentation for each workshop
2. Summary from each workshop describing goals, stakeholder input and preliminary findings.

TASK 3: Project Report and Presentation (June)

The Consultant will integrate the summary reports, content from the interviews, workshops, and data tables, findings and maps from the SLR VA into a report which defines county-specific risks, needs and opportunities and provides a regional overview. The report shall include short-, medium-, and long-term recommendations for local government and Resilience Coalition action to address risks.

Deliverables:

1. Report and Executive Summary
2. Presentation (highlights/findings) at the Monday June 13th TBRPC Council meeting.

PART VII – PROJECT SCHEDULE

The Final Project deliverables will be submitted to FDEP on June 28, 2022. The schedule below defines the significant milestones. Specific deliverable due dates will be determined after selection of Consultants, in the development of the detailed work plan and schedule.

NOVEMBER 2021

- RFP posted, interview process and selection of Consultant
- TBRPC begins work with GIS contractor

DECEMBER 2021

- Develop work plans and finalize contract with Consultant.
- Approve contracts at Dec Council meeting
- TBRPC confirms key county staff commitment for workshops.

JANUARY 2022

- Project Kick-off Meeting with Core Team (tentative Jan 26 or 27)
- TBRPC and Consultant schedule interviews with Counties
- TBRPC invites Stakeholders – save the date for workshop

FEBRUARY 2022

- Conduct interviews with 7 Counties and write summaries
- Core team meeting to analyze VA data
- Prepare for March Workshop
- Develop Report Outline

MARCH 2022

- Virtual Workshop #1 (tentative March 9-10)
- Present and discuss SLR VA data, impacts and needs

APRIL 2022

- Develop County specific and regional recommendations
- Prepare for Workshop #2
- Report sections on VA data is completed

MAY 2022

- Virtual Workshop #2 (tentative May 10-13)
- Present and discuss local priorities, strategies, and regional recommendations
- Integrated draft report is submitted

JUNE 2022

- Final report submitted to TBRPC June 10
- Presentation to TBRPC Council on June 13