



**HENDERSON COUNTY TEXAS
ATHENS ANNEX
AUDIT OFFICE
PURCHASING DEPARTMENT
125 N PRAIRIEVILLE, STE 202
ATHENS, TX 75751**

REQUEST FOR LETTER OF INTEREST
AND
STATEMENT OF QUALIFICATIONS FOR

2020 Henderson County Hazardous Mitigation Plan

OPENING DATE AND TIME: Tuesday, March 4, 2020, 2:00pm cst
Henderson County Annex
Audit Office
Purchasing Department
125 N Prairieville, Ste 202
Athens, TX 75751

INTRODUCTION – PROJECT DESCRIPTION

Henderson County is soliciting Statements of Qualifications and Letters of Interest from qualified firms who can adequately demonstrate they have the resources, experience and qualifications to develop a Federal Emergency Management Agency approved Pre-Disaster Mitigation Plan. Responding firms should be familiar with the Disaster Mitigation Act of 2000, National Flood Insurance Program, Title 44 Code of Federal Regulations, Local Mitigation Planning Handbook, as well as other related laws, orders, guides and best practices related to Hazardous Mitigation.

The plan will include 18 cities, 2 hospitals, 7 school districts, any and all special districts and all unincorporated areas within the jurisdictional boundaries of Henderson County.

GENERAL

If your firm would be interested in submitting qualifications for this project, please submit two (2) complete, unstapled, and unbound Letters of Interest and Statements of qualifications prior to 2:00pm on March 24, 2020 to:

HENDERSON COUNTY TEXAS
AUDIT OFFICE
PURCHASING DEPARTMENT
Attn: Jennifer Nicholson
125 N PRAIRIEVILLE, STE 202
ATHENS, TX 75751

Late statements will not be accepted. Each firm is responsible for insuring responses have been delivered by the date, time and location specified.

Any and all questions should be submitted in writing to the address above or via email to purchasingdesk@henderson-county.com. Responses will be posted on the Henderson County website.

<http://henderson-county.com/departments/county-auditor/purchasing>

Except for the submission of written inquiries, firms shall refrain from contacting members of the Selection Committee, Commissioners Court, consultants, or other staff with respect to this RFQ or the section process.

It is understood that Henderson County reserves the right to accept or reject any and/or all responses as it is deemed to be in the best interest of Henderson County.

QUALIFICATION STATEMENTS

At a minimum, responses to this RFQ must include the following:

*Executive Summary to include name, address and contact information of the firm submitting the proposal, a summary of the firm's interest in this service, and the name of one or more individuals authorized to represent the firm in its dealings on the a contractual basis.

*Firms qualification information including a description of the firm's experience with other services similar to the one described herein.

*A statement concerning the firm's ability to comply with a dedicated and accelerated schedule upon direction of the Henderson County Commissioners' Court.

*A description of what information will be required during negotiations to finalize the contract with your firm.

*Verifiable experience on similar size and complexity of projects including a summary report on a minimum of five (5) projects including budget, description of project, and reference information.

*The disclosure section of this RFQ must be addressed specifically in your Response, even if no conflicts exist. Disclosure of Certain Relationship forms shall be submitted to the Henderson County Clerk and not submitted with your response.

*Disclose any litigation that your firm has been or is currently involved in, any contracts that have been terminated due to non-performance and any adverse actions sanctioned by any regulatory authorities in the last five (5) years.

PROJECT TIME FRAME

The project time frame will be coordinated with the selected firm. However, completion of the project is on a very strict deadline. Progress reports with documented goals and milestones will be required throughout the project.

EVALUATION PROCESS

Qualification Statements will be ranked by the Evaluation Committee utilizing the criteria identified and a short list will be compiled. Interviews may be conducted with the firms as recommended by the committee. Additional information may be required at that time. Negotiations will begin with the firm determined to be most qualified for the project. Henderson County Commissioners' Court will make the final selection and approve the proposed contract.

The Request for Qualifications will be evaluated using the following equally weighted categories:

- *Qualifications of the firm
- *Firm's experience on similar projects
- *Commitment to Henderson County project agendas, time frames, budgets
- *Responsiveness to the information requested in the Qualification Statement

Negotiations will include selection of specific services in the best interest of Henderson County. The selected firm must be prepared to enter negotiations with each service

individually represent by costs and necessity to the overall project. Henderson County may elect to contract for any or all of the proposed services after negotiations.

RECEIPT OF ANY QUALIFICATION STATEMENTS SHALL BE RECEIVED AND ACKNOWLEDGED ONLY TO AVOID DISCLOSURE OF THE CONTENTS TO COMPETING BIDDERS AND KEPT SECRET DURING THE NEGOTIATION/EVALUATION PROCESS. HOWEVER, ALL DOCUMENTATION SHALL BE OPEN FOR PUBLIC INSPECTION AFTER A CONTRACT IS AWARDED, EXCEPT FOR TRADE SECRETS AND CONFIDENTIAL INFORMATION SO IDENTIFIED BY BIDDER AS SUCH, ALL CONFIDENTIAL INFORMATION SHOULD BE CLEARLY MARKED IN RED.