



Request for Proposal
Restoration Project Management and
FEMA/Federal Cost Recovery Services for
Erwin Utilities Authority in Erwin, Tennessee
October 11th, 2024

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Section I. Summary

On September 27th, Unicoi County was severely impacted by flooding due to Hurricane Helene which caused tremendous damage to the utility infrastructure (electric, water, wastewater, and fiber) and Wastewater Treatment Plant which are critical to Erwin Utilities Authority (EU) ability to deliver essential services.

Erwin Utilities Authority is requesting proposals from qualified consulting firms to assist the utility with restoration project management and coordination with FEMA, TEMA, and other state and federal partners to prioritize recovery projects and maximize federal funding related to the declared disaster.

Section II. Proposal Guidelines

- **Proposals must be emailed directly to Mr. Lee Brown, President and CEO of Erwin Utilities, at lhbrown@e-u.cc and Noe'l Bailey, Executive Assistant at nbailey@e-u.cc by noon Friday, October 25th, 2024.**
- Proposals must clearly address all questions and requirements as presented in this Request for Proposal. If you wish to submit alternative solutions, you may do so with any deviation from any requirement or specific description clearly noted and explained.
- Proposals must clearly note the price for the base description. If an additional option is described below, any addition or reduction in price as a result of this option must be noted within the proposal. Price as included must be all-inclusive. Any additional fee or charge must be clearly noted and described.
- Proposals must include an updated Form W-9 for submitting firms.
- Proposals should clearly demonstrate the applicant's qualifications to perform the needed services and attend all factors applicable in a professional relationship.
- If Erwin Utilities identifies a likely service provider, it may negotiate a final agreement with the provider and fix the relationship by a Professional Services contract. The firm shall provide a service contract that will be reviewed by Erwin Utilities. If Erwin Utilities finds the contract as submitted by the firm incompatible for any reason, they will provide a contract from which each party may negotiate. Contract must include termination clause for any reason by either party with a thirty (30) day notification.
- Erwin Utilities reserves the right to accept or reject any and all proposals for any reason, and to accept the proposal deemed most favorable to the interest of Erwin Utilities.

Section III. Objective and Description

The objective of this Request for Proposal is to contract with a qualified firm to manage and support the oversight of restoration projects and coordination with FEMA, TEMA, and other state and federal partners to prioritize recovery projects and maximize federal funding related to disaster.

The selected firm should be capable of supervising and documenting recovery efforts, in accordance with FEMA guidelines. Other services that may be required will include grant management, data management, contract specialist/manager, cost/billing management, quality control management, logistics coordinator, and the ability to communicate with local, state or federal agencies to maximize any funding or reimbursement services.

The response of the selected firm to the disaster recovery process must be immediate, rapid and efficient with acceptable cost controls, accountability procedures, written reports and submittals to assure that Erwin Utilities shall have the means to be reimbursed for all eligible disaster recovery efforts for appropriate federal, state and private agencies. Response activation will be through a Notice to Proceed.

The proposal must include details on how the consultant will develop a strategy for management of FEMA funding and ensuring proper recovery of funds eligible for federal reimbursement or distribution.

All possible costs and/or rates must be included within the proposal and clearly noted in a cost summary page.

Section IV. Performance

Timelines and Responsiveness – The selected firm will be expected to return Code Enforcement phone calls and/or emails communication within forty-eight (48) hours. Erwin Utilities and consultant will develop mutually agreed upon deadlines and penalties for specific deliverables or technical assistance as appropriate. Consultant's failure to meet mutually agreed upon task-specific deadlines may result in a five percent (5%) penalty discount on the subsequent invoice.

The individual or firm contracted will be subject to monitoring by the contract monitor. If it is determined that the individual or firm has misrepresented themselves and is not competent to perform the task this will result in a termination of the contract.

Termination may also be for serious misconduct, habitual neglect of duty or incompetence, conduct incompatible with the duties or prejudicial to the utility's business, or willful disobedience of the utility's orders.

Section V. Qualifications

Each firm should list their qualifications for completing such work. Qualifications shall include, but are not limited to:

- History of company

- Recent experience demonstrating current capacity and current expertise in disaster recovery.
- Experience representing utilities or local governments with various state and federal funding sources and reimbursement processes including FEMA and others.
- Include detail of at least two (2) major FEMA events in which the proposer was involved.
- Experience with special disaster recovery program management services including right of entry work on private property and FEMA appeals assistance.
- Examples of other flooding projects completed similar to this RFP
- List of at least three (3) references for completed projects similar to this RFP
- Exhibit knowledge of FEMA rules and procurement policies

Section VI. Format for Proposals

Please use the following as a guideline to organize your proposal:

1. Title Page: Your company name, address, website address, and primary contact person and information.
2. Cover Letter: Introductory letter signed by authorized person to submit proposal
3. Proposal: Discuss in detail your proposal to our objectives and descriptions for completion of project.
4. Qualifications: Note your qualifications to complete the proposal.
5. Pricing and Costs: Provide your total pricing and option pricing for your proposal. Be sure to note any and all fees and charges associated with your proposal.
6. Additional Information: Include any additional information or attachments as seen relative to the project.

Section VII. Questions and Contact Information

For additional questions and clarifications, please contact:

Noe'l Bailey
 Executive Assistant | Erwin Utilities Authority
nbailey@e-u.cc | (423) 743-1822