

CITY OF MEXICO BEACH FLORIDA  
PROFESSIONAL FLOODPLAIN MANAGEMENT SERVICES ON  
AN AS NEEDED BASIS  
RFP 2022-01

I. INTENT

The City of Mexico Beach is seeking proposals from a qualified firm or individual to provide Certified Floodplain Management services on an as needed basis billed at a determined hourly rate. The selected firm or individual will provide floodplain plan review and will maintain compliance with the adopted codes, ordinances, and all the associated referenced standards, rules, statues and shall maintain a Floodplain Manager Certification. The firm or individual may attend City Council and Planning & Zoning meetings and aid all City departments as directed.

Preference will be given to those submittals demonstrating extensive successful experience in Floodplain Management. In addition, preference will be given to submittals demonstrating experience with hurricane or other disaster recovery and knowledge of federal and state disaster processes and rules.

II. TERM AND CONTRACT

The contract resulting from this RFP will be for an indefinite term, but terminable at any time by the City Council. The Floodplain Manager will be required to provide thirty (30) days written notice of termination. The City shall be invoiced monthly and be provided a detailed itemized statements on a monthly basis. Compensation and other contract details will be as negotiated by the parties and memorialized by a formal written contract.

III. SCOPE OF WORK

Under the proposed agreement, the Floodplain Managers activities may include but are not limited to the following duties:

1. Floodplain permit review, development orders, issuance, and inspection for any development within the floodplain.
2. Attend community meetings as necessary and public outreach programs
3. Substantial damage/substantial improvement cumulative tracking and review for FEMA repetitive loss
4. Compliance letters
5. Acts as technical advisor to city staff and other officials on Floodplain matters
6. Communicating with FEMA on CAV and CRS requirements/compliance
7. Ensure compliance with CRS requirements
8. LOMA/LOMR reviews and record keeping
9. Base flood determination in A- zone study review
10. As-built inspection for floodplain permits
11. Disaster response plan creation

#### IV. CONTRACT ETHICS

1. No elected official, employee or contract service provider of the City who exercises any responsibilities in the review, approval, or implementation of the proposal or contract shall participate in any decisions, which affects his or her direct or indirect personal or financial interest.
2. The individual or firm shall not accept any client or project that places it in a conflict of interest with its representation of City of Mexico Beach. If such a conflict of interest is subsequently discovered, the Floodplain Manager shall notify the City immediately.

#### V. PROPOSAL REQUIREMENTS

All proposals shall contain the following information:

##### 1. Firm or Individual's Experience

Provide a description of the proposed firm or individual's background and expertise relevant to Floodplain work in Florida. If the applicant is a multi-consulting firm, provide a brief background history of the firm, the number of employees, which employees would be assigned to Mexico Beach's work, and which employee would be the primary provider. Additionally, describe the availability, if any, of back-up provider in case of illness, turnover, or other loss of personnel. If the firm has multiple locations, specify which offices are intended to be assigned to Mexico Beach's work. You may also submit any additional information you feel will be helpful to the city in evaluating your qualifications.

##### 2. Proposed Fee Structure

Provide a proposed hourly flat fee designed to cover the City's general needs. State separately any work excluded from the hourly flat fee and provide the compensation structure for such work. Also, state separately the rate for any other cost items proposed to be itemized and billed (*i.e.*, photocopying, filing, etc.) The City reserves the right to negotiate terms as needed to improve elements of the proposal to best meet the needs of the City, including cost.

##### 4. References

- Provide a reference list of three (3) recent (within five years) local municipal government clients. If local municipal government clients are not available, other major clients may be submitted. Particular attention will be given to local municipal government client references. Please provide contact information including, address, phone number and e-mail address.
- The city may contact any other known governmental clients, whether offered as references or otherwise, to obtain information that will assist the city in evaluating this proposal.
- The City retains the right to use reference information to make selection decisions. Submittal of a proposal is agreement that the city may contact and utilize such information.



5. Conflict of Interest

It is neither the City of Mexico Beach's responsibility nor practice acknowledging receipt of any proposal. It is the responder's responsibility to assure that a proposal is received in a timely manner. The City will not reimburse any expenses incurred by the responder including, but not limited to, expenses associated with the preparation and submission of the response and/or attendance at interviews.

The City of Mexico Beach reserves the right to reject any and all proposals, to waive irregularities and informalities, to request additional information from all respondents, and further reserves-the-right-to-select the proposal which furthers the best interests of the City of Mexico Beach. Each proposal shall be considered binding and in effect for a period of ninety (90) days following the proposal opening.

VII. HOW TO SUBMIT PROPOSAL

Submissions must be submitted by electronic mail to Tammy Brunson, City Clerk, at [t.brunson@mexicobeachgov.com](mailto:t.brunson@mexicobeachgov.com) or as hard copies contained in a sealed package or envelope. The subject of the electronic mail subject or the exterior of the package or envelope should clearly be labeled CERTIFIED FLOOPLAIN MANAGEMENT SERVICES RFP 2022-01.

The entire proposal and other components requested in this document must be received by **2:00 p.m. CST, June 17<sup>th</sup>, 2022**. The City reserves the right to continue to receive proposals after the due date if none of the originally submitted proposals are acceptable and to select from proposals submitted after the due date.

Documents can be e-mailed, mailed or hand-delivered to:

**City of Mexico Beach  
Attn: Tammy Brunson, City Clerk  
201 Paradise Path  
Mexico Beach, Florida 32456  
[t.brunson@mexicobeachgov.com](mailto:t.brunson@mexicobeachgov.com)**

VIII. CLARIFICATIONS

Should any responder find discrepancies in or omissions from this request for proposals or should any responder be in doubt as to the meaning of any requirement or instruction, questions should be directed to:

Douglas Baber, City Administrator  
City of Mexico Beach  
201 Paradise Path  
Mexico Beach, Florida 32456  
850-648-5700  
[d.baber@mexicobeachgov.com](mailto:d.baber@mexicobeachgov.com)

Clarifications of any questions received will be sent to all interested parties or will be posted on the City's website. The City of Mexico Beach shall not be responsible for any oral instructions. Interested parties must notify City of Mexico Beach of any omissions or errors in this document

prior to the submission deadline so a corrective addendum may be issued in a timely manner to all interested parties.

## IX. SELECTION

The City will select the proposal that the City Council determines is in the best interest of the City considering the qualifications and experience of the proposer and the compensation amount and details proposed. The City will independently read, review and evaluate each proposal, and selection will be made on the basis of the criteria listed below as depicted on the Proposal Evaluation Matrix contained herein.

The City Council intends to review and short list the proposals from the timely submitted proposals on **June 28<sup>th</sup>, 2022** but may choose to conduct final rankings on that day. If the City anticipates conducting interviews of the proposers or of the short-listed group of proposers, the City will notify selected proposers in advance of the interviews. If the City chooses to conduct interviews, the proposers' interview performance and responses will be considered in the City Council's selection decision.

After selecting a top ranked proposal, the City will attempt to negotiate an acceptable contract with that top ranked proposer. If the City is unable to agree to a contract with the top rank proposer, the City will commence negotiations with the next highest ranked proposer. The City reserves the right to continue to receive proposals after the normal due date stated by this RFP if none of the originally submitted proposals are acceptable and reserves the right to select from proposals submitted after the due date in such event.