



Solicitation Information

25 Jan 05

RFP B04722

TITLE: Multi-Hazard Flood Map Modernization Plan

Submission Deadline: 22 Feb 05 @ 1:40 PM (Eastern Time)

Questions concerning this solicitation may be emailed to the Division of Purchases at questions@purchasing.state.ri.us no later than 7 Feb 05 @ 12:00 Noon (EST). Questions should be submitted in a *Microsoft Word attachment*. Please reference the RFP / LOI # on all correspondence. Questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

SURETY REQUIRED: No

BOND REQUIRED: No

Jerome D. Moynihan, C.P.M., CPPO
Administrator of Purchasing Systems

Vendors must register on-line at the State Purchasing Website at
www.purchasing.ri.gov

Note to Vendors:

Offers received without the entire completed three-page RIVP Generated Bidder Certification Form attached may result in disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

SECTION 1 – INTRODUCTION

The Rhode Island Department of Administration/Office of Purchases, on behalf of the Rhode Island Emergency Management Agency, is soliciting proposals from qualified firms to complete the implementation of Phase II, of the Rhode Island Mapping & Modernization Program. The goal of the Rhode Island Mapping and Modernization Program is to upgrade flood hazard and mapping data to create more accurate and accessible products by 2010. The completion of the Five Year Mapping and Modernization Business Plan served as Phase I, or the “*Planning Phase.*” This first phase was the identification of a 5 year strategy that outlined those activities the State needs to undertake to implement the State Mapping and Modernization Project (this Plan was completed in April 2004.) Phase II is the “*Implementation Phase.*” RIEMA will hire and direct a qualified contractor to assist in carrying out the Phase II TASKS outlined below.

Care will be taken to ensure that the selected contractor is qualified and experienced with:

1. producing and processing Digital Flood Insurance Rate Maps (DFIRM) in Rhode Island and surrounding states, scoping hydrological and hydrographical (H&H) studies;
2. developing a methodology to incorporate a GIS data layer that includes coastal erosion mapping data into DFIRM databases;
3. fostering mutually beneficial public and private partnerships that share flood and all-hazard risk data that will result in the enhanced delivery of digital local and statewide multi-hazard data information; and
4. establishing a successful public outreach and assistance program related to FEMA’s Cooperating and Technical Partners (CTP) initiative in order to foster public and stakeholder understanding of where and how to obtain flood and other hazard data.

This is a Request for Proposals, not an Invitation for Bid; responses will be evaluated on the basis of the relative merits of the proposal, ability to meet the federal guidelines for product delivery, in addition to price; there will be no public opening and reading of responses received by the Office of Purchases pursuant to this Request, other than to name those offerors who have submitted proposals. This solicitation, and subsequent award, is governed by the State’s General Conditions of Purchase (available at www.purchasing.ri.gov)

INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS:

- Potential offerors are advised to carefully review all sections of this RFP and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.

- Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this Request will be rejected as being non-responsive.
- All costs associated with developing or submitting a proposal in response to this Request, or to provide oral or written clarification of its content shall be borne by the offeror. The State assumes no responsibility for these costs.
- Proposals are considered irrevocable for a period of not less than sixty (60) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.
- All pricing submitted will be considered firm and fixed unless otherwise indicated herein.
- Proposals misdirected to other State locations or which are otherwise not present in the Office of Purchases at the time of opening for any cause will be determined to be late and will not be considered. The official time clock is located in the reception area of the Division of Purchases, Department of Administration, One Capitol Hill, Providence, RI.
- In accordance with Title 7, Chapter 1.1 of the General Laws of Rhode Island, no foreign corporation without a Rhode Island business address, shall have the right to transact business in the State until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401-222-3040). *This is a requirement only of the selected vendor(s).*
- All awards granted pursuant to this Request will be made to a prime contractor, who will assume responsibility for all aspects of the work. Joint venture and cooperative proposals will not be considered, but subcontracts are permitted, if their use is clearly indicated in the offeror's proposal, and the subcontractor(s) proposed to be used are identified in the proposal.
- All proposals should include the offeror's FEIN or Social Security number as evidenced by a W9, downloadable from the Division of Purchases website at www.purchasing.ri.gov.
- The purchase of services under an award made pursuant to this Request will be contingent on the availability of funds.
- Interested parties are instructed to peruse the Division of Purchases web site on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP / LOI
- The Offeror should be aware of the State's MBE requirements, which addresses the State's goal of ten per cent (10%) participation by MBE's in all State procurements. For further information, contact the MBE

Administrator, at (401) 2226253 or visit the website
<http://www.rimbe.org>

SECTION 2 - BACKGROUND AND PURPOSE

BACKGROUND

FEMA's flood hazard maps are one of the essential tools for flood hazard mitigation in Rhode Island and the Nation. Unfortunately, many of these maps have become outdated, and significant areas of the country remain unmapped. In the past, the Federal Emergency Management Agency's (FEMA) National Flood Insurance Program's (NFIP) remapping efforts have been limited by technology and funding. To address this problem, the President's budget for Fiscal Year (FY) 2003 included \$251 million for initiating FEMA's Map Modernization Program, with similar funding levels proposed for subsequent fiscal years, including the appropriation of \$200 million for FY 2004 by Public Law (P.L.) 108-90. Additionally recognizing the critical need to update the flood maps, Congress has also committed to a Five-Year Flood Map Modernization Program (FMMP); hereto referred to as Map Modernization. Starting in Fiscal Year 2003 the goal of the Map Modernization was to upgrade flood hazard data and mapping to create more accurate digital products by 2010.

Rhode Island is one of the few states in the nation that was completely mapped and has full participation in the National Flood Insurance Program (NFIP). However, the average age of the approximately 218 Flood Insurance Rate Maps (FIRMs) in the State of Rhode Island is approximately 15 years or older (among the oldest in the New England region and in the nation). It is the State's intention to digitally remap the entire state during this 5 year process. In many cases, the older maps reflect outdated flood hazard information that limits their utility for insurance and floodplain management purposes. Additionally, most of the maps were prepared using what is now outdated road network information and manual cartographic techniques, which make the maps difficult for customers to use and expensive to update and maintain.

It is envisioned that upgrading the maps will improve floodplain management throughout the state by providing more accurate flood data for use in planning and regulatory decisions and by providing a product that will be easily accessible to multiple users in a digital format. By 2009, it is envisioned that digital flood hazard data will be available nationwide. This will be phased in over the course of several years with priority given to areas of greater population density and rapid growth, need, and ability to leverage resources.

The purpose of the Rhode Island Map Modernization Plan; hereto referred to as Business Plan, is to outline the State of Rhode Island Emergency Management Agency's (RIEMA) strategic approach for partnering with FEMA to participate in Map Modernization through RIEMA's existing Floodplain Management Program (FMP). The Business Plan, completed in April 2004, describes the FMP's current roles and responsibilities related to floodplain management and then outline its future role, design, and execution strategy to meet the data and mapping needs of

communities within the State of Rhode Island.

The FMP currently includes an approach that combines two key elements under one organization: (1) NFIP community compliance, and (2) technical assistance and outreach to communities and agencies. It is envisioned that the compliance element will expand significantly based on map modernization activities. This linkage of NFIP community status assurance from the existing NFIP Compliance efforts, within the RIEMA Community Assistance Program (CAP), will compliment and enhance the effectiveness of the FMP. It is envisioned that the program management of the State's mapping efforts will be achieved through the expertise of a diverse, skilled project team of Cooperating Technical Partners (CTPs) complemented by external support from an independent State mapping contractor, and other State and Federal partners. Program management will be centered on the identification of program goals and clear implementation and tracking of these goals during the program execution. Program management will be further enhanced by a data management system such as the Hazard Information Exchange (HIE) provided by FEMA's National Service Provider.

PURPOSE

The purpose of the Map Modernization initiative is to provide more accurate and complete flood hazard information for Rhode Island State agencies using this data and also for Rhode Island's thirty-nine cities and towns. This information will result in better decisions concerning the flood risk and development alternatives for flood hazard areas throughout Rhode Island. Rhode Island is participating in the Map Modernization initiative because we have value to add to the process through establishment of priorities, technical assistance to communities, and our mandate to coordinate flood risk reduction for Rhode Island.

At the end of the Map Modernization initiative, all of Rhode Island's thirty-nine cities and towns will have an updated Digital Flood Insurance Rate Map (DFIRM). In addition, RIEMA NFIP will have the expertise and resources to assist Rhode Island's NFIP communities in assessing mapping needs, in providing mapping technical assistance, and in providing detailed and approximate digital map products. RIEMA NFIP will be competent in digital map creation and will be capable of accepting and distributing DFIRM's, and NFIP products.

For the successful completion of this contract it is imperative that the contractor have prior experience in Rhode Island's Flood Insurance Rate mapping issues, including the ability to implement and apply FEMA's hydraulic and hydrologic (H&H) methodology in order to restudy floodplain where significant changes have occurred. It is also preferable that the contractor have a mapping tool that will enable RIEMA NFIP to evaluate various funding scenarios as Federal funds are made available based on the data and resources obtainable throughout the map modernization process. Contractor must also have the knowledge and expertise to create an index of the value of each of Rhode Island's resources/data/expertise/documents as is mandated by FEMA in order to show the value-added of leveraging with other State agencies. The amount of funding to be received by Rhode Island will be awarded on this critical information.

RESULTS

The result is to accomplish the specific tasks outlined in RIEMA's grant agreement with FEMA for FY04 MMMS funding. By meeting the work plan tasks RIEMA will be taking the first step toward the implementation of the five year Business Plan for Rhode Island's participation in the Map Modernization Program and will therefore address FEMA's objectives and meet the Government Performance Measures through the following activities over a five year period:

- **Establish and maintain a premier data collection and delivery system:**

RIEMA NFIP will acquire hardware, software and technical training to accept and distribute modernized flood insurance products. RIEMA will collaborate with other State agencies and key stakeholders to establish a Team to develop a digital multi-natural hazards layer that will be accessible to State agencies, and cities and towns.

- **Achieve effective program management:**

RIEMA NFIP will develop a continually improving system for the effective and efficient management of increased flood study and mapping activities. This will include processes for contract management, identification of matching funds, etc.

- **Build and maintain mutually beneficial partnerships:**

The Contractor with assistance from RIEMA NFIP will explore and develop partnerships with Federal and State agencies that share a common interest in mapping, data development, and GIS. Partnership development will also include efforts to foster local communities as Cooperating Technical Partners (CTP). RIEMA NFIP will also explore a role in developing partnerships with private consultants through managing contracts to perform mapping activities.

- **Expand and better inform the user community:**

The Contractor with assistance from RIEMA will conduct workshops on CTP activities and Map Modernization products. RIEMA NFIP will support a web feature for flood study information. This feature will track communities and CTP's involved in the process, study needs, project schedules, etc.

SECTION 3 – SCOPE OF WORK

Rhode Island Map Modernization Management Support Activities for FY 2004 Funding

Approach:

RIEMA is unable to hire new staff with this funding during this fiscal year. RIEMA is, however, prepared to use a small portion of this funding to prepare for the selection and hiring of a qualified staff in the succeeding FY. In order to begin implementing the State Map Mod Business Plan prepared in FY2004, RIEMA will hire and direct a qualified contractor to assist in

carrying out the TASKS outlined below. Care will be taken to ensure that the selected contractor is qualified and experienced with DFIRM production, scoping and other mapping activities in New England and preferably Rhode Island. The Contractor will assist us in building CTP Agreements for your review with up to two entities in Rhode Island, Will provide detailed scoping in accordance with MOD-HIE standards for Washington County, will work with the RI Coastal Resources Management Council to develop a methodology for incorporating a Coastal Erosion hazard layer into future DFIRM Databases, and will assist with RMC-1 and other IDIQ Coordination for outreach and NFIP Compliance.

Work Plan:

The following are is a list of tasks that will be completed along with a budget for each task:

Task 1 – Coordination with Mapping Partners and Map Mod Program Establishment

The Contractor will conduct the following sub-task activities in support of Map Mod Coordination:

- a) Coordinate with FEMA IDIQ contractors and NSP-RMC1 for all ongoing work, attend scoping, outreach and adoption meetings including any post preliminary processing and assist contractors with data collection and coordination with communities and other State agencies;
- b) Coordinate with NRCS to obtain floodplain mapping data from the Pocasset Watershed Management Project;
- c) Update Map Mod Business Plan to reflect progress, results of ongoing activities and new needs identified during scoping
- d) Identify additional data contributions from non-FEMA sources
- e) Provide quarterly updates on the status of a Rhode Island Map Mod Support Program

Task 2 – CTP Development and Support

The Contractor will conduct the following sub-task activities in support of CTP Development:

- a) Coordinate with URI, RIGIS, Natural Resources Conversation Service and Coastal Resources Management Council to generate interest in the CTP program and to provide guidance;
- b) Provide a one day CTP training session for these and other interested entities;
- c) Provide assistance with CTP MOAs and possibly MASs; and
- d) Identify resources with each which may be used to leverage FEMA funding.

Task 3 – Coastal Erosion Mapping – Methodology for incorporating with DFIRMS

The Contractor will conduct the following sub-task activities:

- a) Work with the Rhode Island Coastal Resources Management Council to develop a written methodology for creating digital erosion mapping layers for inclusion in future DFIRM databases for coastal communities
- b) Coordinate review and approval of the methodology with FEMA Headquarters, NSP and Region I.
- c) Create one panel FIRM prototype including a coastal erosion layer

Task 4 – Scoping of Washington (or substitute) County

The Contractor will conduct the following sub-task activities in support of this task:

- a) Gather the following data for inclusion in scoping report:
 - The effective FIS reports and FIRMs;
 - All Letter of Map Changes and critical correspondence;
 - Copies of the effective hydrologic and hydraulic models used to prepare effective FIS for the potential restudy areas, if available;
 - Investigate data contained in MNUSS;
 - USGS quadrangle maps or existing digital topography;
 - Vector base mapping and USGS Digital Ortho Quarter Quads (DOQQs) and/or community-developed aerial imagery; and
 - National Geodetic Survey (NGS) and community maintained bench marks.
- b) Hold scoping meetings with each community in the county along with NSP and FEMA representative
- c) Populate NSP Scoping tool with data collected
- d) Produce Scoping report for Region I

DELIVERABLES

Task 1 – Coordination with Mapping Partners, Program Establishment and Hiring

- Progress reports Quarterly addressing a-e and updated map mod business plan

Task 2 – CTP Development and Support

- One or two completed CTP Applications or draft Memorandum of Agreements contingent upon the interest of potential partners to participate in CTP.

Task 3 – Coastal Erosion Mapping – Methodology for Incorporation of DFIRMS

- Draft report proposing methodology for including Coastal Erosion Mapping as a hazard layer available in future DFIRM data bases and a prototype coastal erosion panel.

Task 4 – Scoping of Washington (or substitute) County

- Scoping report, populated scoping tool and meeting minutes and rosters

CONTRACTOR RESPONSIBILITIES:

1. Provide presentations explaining the national FEMA Map Modernization effort when needed to state agencies, councils, Federal Partners and other stakeholders
2. Provide project management services
3. Provide technical and mapping assistance

SECTION 4 - PROPOSAL SUBMISSION

Questions concerning this solicitation may be e-mailed to the Division of Purchases at questions@purchasing.state.ri.us no later than the date & time listed on the cover sheet of this solicitation. **Send your questions in a Microsoft Word format.** Please reference the RFP/LOI # on all correspondence. Questions received, if any, will be posted and answered on the internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information. For computer technical assistance, call the helpdesk at (401) –222-2142, ext: 134.

Interested offerors may submit proposals to provide the services covered by this Request on or before the date & time listed on the cover sheet of this solicitation. Proposals received after this time and date will not be considered.

Proposals should include the following:

1. A completed and signed three-page RIVIP Bidder Certification Cover Form, available at www.purchasing.ri.gov
2. A Cost Proposal reflecting the hourly rate, or other fee structure, proposed for this scope of services, including completion of the Cost Proposal Summary form, enclosed, and
3. A *separate* Technical Proposal describing the qualifications and background of the applicant and experience with similar programs, as well as the work plan or approach proposed for this requirement.
4. A completed and signed W-9 (taxpayer identification number and certification). Form is downloadable at www.purchasing.ri.gov.

5. Additionally, one copy of the offeror's complete response to this solicitation is requested in an electronic format (CDROM or disk) in Microsoft Office or PDF file formats

The Technical Proposal must contain the following sections:

- Executive Summary
The Executive Summary is intended to highlight the contents of the Technical Proposal and to provide State evaluators with a broad understanding of the offeror's technical approach and ability.

- Offeror's Organization and Staffing
A description of staffing, including an organizational chart highlighting the persons or units(s) responsible for this project should be demonstrated.

This section shall include identification of all staff and/or subcontractors proposed as members of the project team, and the duties, responsibilities, and concentration of effort which apply to each, as well as resumes, curricula vitae, or statements of prior experience and qualifications.

- Work Plan/Approach Proposed
This section shall describe the offeror's understanding of the State's requirement, including the result(s) intended and desired, the approach and/or methodology to be employed, and a work plan for accomplishing the results proposed. This section shall include a discussion and justification of the methods proposed for each task identified in the Scope of Work (above), and the technical issues that will or may be confronted at each stage of the project. The work plan description shall include a detailed proposed project schedule by task, a list of tasks, activities and/or milestones that will be employed to administer the project, and the task assignments of staff members and level of effort for each linked to the Cost Proposal.

- Previous Experience and Background
This section shall include the following information:
 - A comprehensive listing of similar projects undertaken and/or similar clients served, including a brief description of the projects,
 - A description of the business background of the offeror (and all subcontractors proposed), including a description of their financial position, and
 - The offeror's status as a Minority Business Enterprise (MBE), certified by the Rhode Island Department of Economic Development, and/or a subcontracting plan which

addresses the State's goal of ten percent (10%) participation by MBE's in all State procurements. For further information, call the MBE Officer at (401) 222-6253.

Proposals (an original plus three of copies should be mailed or hand-delivered in a sealed envelope marked "RFP #B04722: Multi-Hazard Flood Map Modernization Plan" to:

By Courier:	By Mail:
RI Department of Administration Division of Purchases, 2 nd Floor One Capitol Hill Providence RI 02908-5855	RI Department of Administration Division of Purchases, 2 nd Floor P.O. Box 6528 Providence RI 02940-6528

NOTE: Proposals received after the due date and time listed on the cover sheet of this solicitation will not be considered. Proposals misdirected to other State locations or which are otherwise not present in the Division of Purchases by the scheduled due date and time will be determined to be late and will not be considered. Proposals faxed, or emailed, to the Division of Purchases will not be considered. The official time clock is located in the reception area of the Division of Purchases.

SECTION 5 - EVALUATION AND SELECTION

The State will commission a Technical Review Sub-Committee to evaluate and score all proposals, using the following criteria:

Staff Qualifications	15 points
Previous experience of Production & Processing of DFIRMS in RI and surrounding states	25 points
Experience with FEMA'S CTP program and associated training	20 points
Capability, Capacity, and Qualifications of the Offeror	20 points
Quality of the Work plan	10 points
Cost	10 points

[calculated as (lowest responsive cost proposal divided by this cost proposal) X __ points]

Notwithstanding the foregoing, the State reserves the right to award on the basis of cost alone and to act in its best interest.

Proposals found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further.

The State may, at its sole option, elect to require presentation(s) by offerors clearly in consideration for award.

The Technical Review Sub-Committee will present written findings, including the results of all evaluations, to the State's Architect/Engineer and Consultant Services Selection Committee, which may recommend up to three finalists to the Director of the Department of Administration, who will make the final selection for this requirement. .

Option 2 - STAFF

STAFF

Fully-absorbed hourly rates for all staff members proposed for this work, and the concentration of hours for each (use additional sheets, if necessary):

NAME	TITLE	HOURS	HOURLY RATE	TOTAL
_____	_____	_____	_____	\$_____
_____	_____	_____	_____	\$_____
_____	_____	_____	_____	\$_____

TOTAL STAFF: \$_____

REIMBURSIBLE EXPENSES

_____	\$_____
_____	\$_____

TOTAL EXPENSES \$_____

PROJECT TOTAL: \$_____