



Missouri Association of Councils  
of Government (MACOG)  
213 East Capitol Avenue  
P.O. Box 1865  
Jefferson City, MO 65101

## **Request for Proposals**

### **Statewide Flood Recovery Specialist**

#### Statement of Purpose

The Missouri Association of Councils of Government (MACOG) – the statewide association comprising all 19 of Missouri’s regional planning commissions and councils of governments – is requesting proposals from a qualified contractor to provide a contract Statewide Flood Recovery Specialist staff person to support MACOG and the Regional Planning Commissions (RPCs) affected by the recent flood events in the state.

#### Background Information

In November 2015, the Missouri Association of Councils of Government (MACOG) was awarded a Community Development Block Grant (CDBG) to further enhance Missouri’s disaster resiliency and preparedness. The goal of this statewide planning initiative, developed in consultation with the Missouri Departments of Economic Development and Public Safety, is to provide key value added planning services to supplement existing disaster mitigation and long-term recovery programs and give strategic planning support to local communities to help them better prepare for possible disaster events. In 2016, MACOG received a local technical assistance grant from the United States Department of Commerce – Economic Development Administration (EDA) to supplement funding for this planning initiative.

In September 2017, MACOG received a second local technical assistance grant from the EDA to fund a contract statewide Flood Recovery Specialist staff position and a local planning grant program for those communities affected by the recent flooding events in the State. Matching dollars for this EDA grant were obtained through additional CDBG funds.

#### Scope of Work

A Statewide Flood Recovery Specialist will serve under contract with MACOG for a two-year period. The Specialist will work under the supervision of the MACOG Statewide Planning Coordinator and will work collaboratively with the Missouri Disaster Recovery Coordinator and staff in addition to Missouri’s regional planning commissions.

The Statewide Flood Recovery Specialist will work closely with the Missouri Disaster Recovery Coordinator and/or Recovery Support Function (RSF) Leads, public & private agencies and the affected regional planning commissions to support their critical roles in the long-term disaster recovery process. The Specialist, in partnership with the RPCs and other public/private partners, will identify actual implementation projects targeted to populations in the most heavily distressed areas. This might include targeted, specialty contracts and special planning initiatives, to include, but not limited to:

- Charrette/community visioning activities,
- Encouraging and facilitating business resiliency/continuity planning,
- Building capacity and developing Long-Term Recovery Committees,
- Identifying solutions for resolving blight caused by flood damage,

- Increasing participation in the National Flood Insurance Program (NFIP),
- Identifying unmet needs and gaps for flood recovery, and
- Identifying mitigation projects and developing financial strategies for priority projects.

Specific work activities are:

- II. Coordinate the roles and responsibilities of the affected RPCs within the state's long-term recovery process including coordination of long-term recovery strategies and resiliency planning priorities among the affected RPCs.
- III. Compile appropriate information on technical assistance programs, volunteer resources and funding that will be available to the affected RPCs and distressed counties.
- IV. Provide assistance to the affected RPCs on long-term recovery grant programs and other support programs.
- V. Identify actual implementation activities and planning initiatives that would improve the most distressed areas and populations.
- VI. Support the MACOG Planning Coordinator with administering contracted partnerships with regional planning commissions, private sector experts and non-profits to carry out special planning initiatives that will provide planning services to distressed areas and targeted flood-affected populations.

The Statewide Flood Recovery Specialist should have work experience in the community planning, public administration or similar field; and, strong interpersonal relations and communications skills. A valid driver's license and reliable transportation are required, with the ability to travel around the state. Graduate from an accredited college or university is preferred, however relevant experience may be substituted for education.

#### Contractual Terms and Conditions

Contract will be between the Missouri Association of Councils of Government (MACOG), a Missouri 501(c)6 Corporation, and the contractor. Contract will be for a two-year period.

The contract position will be compensated on a per-hour basis with a cost not-to-exceed and will be reimbursed for travel expenses with a cost not-to-exceed.

Contractor will be responsible for all office facilities and supplies that may be necessary to perform the scope of work.

#### Requirements for Proposal Preparation

All responses to this RFP must contain:

- Name of firm or individual, address, telephone, website and email addresses and contact person(s).
- Background on the contractor, description of general services, and relevant experience.
- A description of how the contractor will complete the Scope of Work, as described above, within the contract period.
- List of three (3) references with addresses, phone numbers and email addresses.
- Proposed hourly rate of compensation with a proposed number of hours to complete the work.

- E-Verify compliance status: Contractor must be in compliance with E-Verify law. This is the law that requires employers to verify that their employees are eligible for employment.

Interested parties should submit their proposal on or prior to close of business on March 28, 2018. Proposals will be accepted by mail or email.

Proposals shall be delivered to:

Missouri Association of Councils of Government (MACOG)  
Gamble & Schlemeier  
213 East Capitol Avenue  
P.O. Box 1865  
Jefferson City, MO 65101  
DJHermes@kc.rr.com

#### Evaluation and Award Process

An evaluation committee comprising four regional planning commission Executive Directors (MACOG Board of Director members) and the Missouri Disaster Recovery Coordinator will review all complete proposals received by MACOG prior to the submission deadline. The evaluation committee will identify the top proposals based on responsiveness of proposal, qualifications of firm or organization and key individuals assigned to the project, ability of firm or organization or individual to complete the scope of work within the contract period, and proposed hourly rate to complete the scope of work. The evaluation committee will hold in-person or phone interviews with the contacts for the identified top proposals and will provide a recommendation on project award to the MACOG Board of Directors for consideration.

#### Process Schedule

RFP Release Date:	March 14, 2018
Deadline for submissions:	March 28, 2018
Evaluation of submissions:	March 29 – April 9, 2018
Award date:	April 11, 2018

#### Point of Contact

Questions regarding this Request for Proposals may be directed to:

Doug Hermes  
Statewide Planning Coordinator  
Missouri Association of Councils of Government  
Telephone: (816) 781-8631  
Email: DJHermes@kc.rr.com

MACOG reserves the right to reject any or all proposals.