

# Northwood University

## RFP for Recovery and Grants Management Services

July 16, 2020

### Request Summary:

This Request for Proposals (RFP) is issued by Northwood University (hereinafter referred to as Northwood). Northwood has incurred significant loss from recent flooding and is seeking professional services to provide assistance and support for grants management and administration and associated project management activities as needed for federal and state programs, including primarily, but not limited to, the Federal Emergency Management Agency Public Assistance Program, Federal Emergency Management Agency Hazard Mitigation Program, HUD Community Development Block Grant Program, and U.S. Department of Transportation programs.

The purpose of this Request for Proposal (RFP) is to obtain competitive proposals from qualified proposers who are interested in developing and implementing a recovery plan to restore facilities to their pre-disaster condition, ensure that projects within the recovery program are accomplished on time and within budget, and to maximize eligibility and reimbursement for all aspects of the recovery program.

Interested respondents must send an email stating their intent to submit a proposal to RFP@northwood.edu by July 22, 2020. Proposals must be submitted by email as a .pdf document to RFP@northwood.edu by July 31, 2020.

### Overview of Timeline:

- Respondents should send an email to RFP@northwood.edu by July 22, 2020 to show intent to submit a proposal. The response to written inquiries will be sent to all interested parties.
- All inquiries and questions should be submitted by July 22, 2020 by email to RFP@northwood.edu.
- Proposals **are due to Northwood no later than 2:00pm on July 31, 2020**. Proposals received after that time will not be reviewed.
- Proposals must be submitted by email in .pdf format to RFP@northwood.edu
- Northwood reserves the right at its sole discretion, to adjust this schedule, as it deems necessary.

Event	Date	Time
Initial Advertisement	07/16/2020	N/A
Deadline for Written Inquiries and Notice of Intent to Submit a Proposal	07/22/2020	2:00pm
Issue Responses to Written Inquiries	07/24/2020	N/A
Deadline for Receipt of Proposals	07/31/2020	2:00pm
Notice of Intent to award	08/04/2020	n/a



**Background:**

Northwood University is a private, non-profit university located in Midland, MI. In May the University experienced a 500 year flood event due to the failure of two dams located to the northwest of our community. That flooding impacted multiple buildings in and around our campus. A summary of the impact on our facilities follows:

- Three academic buildings experienced approximately three feet of flooding in their lower levels. Total area of 80,000 sq. ft. Engineering study to mitigate future flooding is being investigated.
- One office complex located in a lower level had eight feet of flooding. This area will need to be evaluated for design and use modifications. Total area 12,000 sq. ft.
- Three athletic facilities and one athletic storage area were hit with six to ten inches of flooding. Total of 200,000 sq. ft. Athletic flooring and substantial athletic equipment and supplies were damaged.
- Exterior athletic track and field area was flooded which caused damage to the track surface.
- Physical Plant offices (8,000 sq. ft.) and storage area experienced eight feet of flooding. Elimination of existing building and relocation on campus is desired.
- Leased property which housed office administration and lecture room was flooded with four feet of water. Approximately 20,000 sq. ft.
- Residential President House experienced flooding in the basement.
- Residential house located on the edge of campus received 3 feet of flooding. Desire to eliminate building.

**General Information, Standard Terms and Conditions:**

- It is the policy of Northwood to provide equal opportunities without regard to race, color, national origin, sex, age, disabilities, or veteran status in educational programs and activities. This includes, but is not limited to, admissions, educational services, financial aid and employment.
- Respondents, their consultants, sub-consultants, or other parties representing the Respondent for this solicitation may not contact any member of the RFP Selection Panel concerning this project from the date of advertisement until after the date of selection.
- Northwood reserves the right to reject any and/or all of the proposals in response to this RFP.
- The firm selected will be responsible for assembling the sub consultants necessary to meet the requirements of the RFP. Northwood reserves the right to review the proposed firm/team and reject any sub consultants identified to be part of the applicant's team due to poor past performance.
- All expenses incurred by your company in preparing your proposal, attending meetings, and all other expenses otherwise associated with this solicitation shall be borne solely by your firm.
- This request for proposals is not an offer to contract. The provisions in this RFP and any purchasing policies or procedures of Northwood are solely for the fiscal responsibility of Northwood, and confer no rights, duties or entitlements to any party submitting proposals.
- Northwood reserves the right to conduct such investigations of and discussions with those who have submitted proposals or other entities as they deem necessary or appropriate to assist in the evaluation of any proposal or to secure maximum clarification and completeness of any proposal.
- The successful proposer shall be required to sign a contract with Northwood. The contractor shall be an independent contractor of Northwood.
- All submittals become the property of Northwood and will not be returned. Proprietary information included in the submittals must be clearly identified and will be protected if possible.
- No Performance Bond is required.

- The period of any contract resulting from this RFP will be three (3) years from the date of contract with two (2) possible one (1) year extensions.

### **Scope of Services:**

- Provide assistance and support for grants management and administration and associated project management activities as needed for federal and state programs, including primarily, but not limited to, the Federal Emergency Management Agency Public Assistance Program, Federal Emergency Management Agency Hazard Mitigation Program, HUD Community Development Block Grant Program, and U.S. Department of Transportation programs.
- Develop and implement a recovery plan to restore facilities to their pre-disaster condition while consideration of FEMA Alternative Procedures to move funding for a more appropriate use including Hazard Mitigation opportunities.
- Overall Program Management Services: The Consultant shall be responsible for supporting the development and implementation of the overall program management plan.
  - Management of Design Phase: The Consultant shall be responsible for assisting in the procurement of, and providing design management of, professional design services required to implement construction of the projects.
  - Management of Construction Phase: The Consultant shall be responsible for management of the procurement of construction services and providing project construction management of the construction phase.
  - Field inspection services: The Consultant shall be responsible for providing field inspection services as necessary to ensure compliance to schedule, budget, and quality contractual requirements.
- Project Controls: The Consultant shall be responsible for coordinating with the appropriate staff person to manage invoices, contracts, change orders, and amendments to develop systems that result in the delivery of projects on time and on budget.
- Grants Administration, Compliance and Close-Out: The Consultant shall be responsible for working with the appropriate Federal, State, Local and Private agencies for obtaining, maximizing, and ensuring compliance of FEMA, CDBG
- Respondents must have extensive, specialized, and successful expertise in the FEMA Public Assistance Program.

### **Submittal Requirements:**

- **Cover Letter:** Proposers should include a cover letter submitted on official business letterhead addressing the intent of the proposer including point of contact. Include information regarding staff's ability to begin work immediately. It is the desire of Northwood to award and sign a contract the first week of August with work to begin as soon as possible.
- **Qualifications, Experience and References:** Provide a brief description of the company including number of years in business. Provide information pertaining to prior experience in working on projects of similar size, scope, and function. Identify the individuals and any subcontractors assigned to this project. Include at least three references.
- **Technical Approach and Capabilities:** Include the proposer's understanding of the disaster recovery process and how its proposal will best meet the needs of Northwood.
- **Rate Schedule:** Complete the rate schedule in its entirety and include it in the proposal. The hourly rate should not include cost for travel and expenses. Expenses must be preapproved and will be paid as actual cost. Proposer may add additional staff deemed relevant.
- **Sample Contract:** Northwood does not procure consultants often. Please provide a sample contract that could be used for this engagement. Include all required Federal contract clauses.



**Rate Schedule:**

<b>Position</b>	<b>Hourly Rate</b>
Program Director	
Senior Project Manager	
Project Manager	
Document Control Specialist	
Public Assistance Specialist	
Data Manager	
Accounting/Audit Support Specialist	
Subject Matter Expert	
Cost Estimator	
Engineer	
Design Specialist/Architect	
Total hourly rate	
Other:	
Other:	

**Selection Criteria:**

Selection will be based on overall value, which includes but is not limited to expertise, experience, references, responsiveness, demonstrated understanding of the project, ability to execute the work, as well as price. All submitted proposals are to be limited to a length, including resumes, not to exceed 30 pages.

<b>Criteria</b>	<b>Possible Points</b>
Qualifications, Experience, and Staff Availability	25
Technical Approach and Capabilities	50
Pricing for Services Offered	25
Total Points Possible	100

