

REQUEST FOR BOARD ACTION

HENDERSON COUNTY BOARD OF COMMISSIONERS

MEETING DATE: July 17, 2013

SUBJECT: Regional Hazard Mitigation Plan Bid Award

PRESENTER: Rocky Hyder

ATTACHMENTS: Yes:
1. Affidavit of Notice
2. Bid Sheets

SUMMARY OF REQUEST:

Staff issued a Request for Proposals (RFP) for a regional hazard mitigation planning project on May 29, 2013 and provided public notice in the Hendersonville Tribune on 5/30 and 6/6/2013. A public bid opening was held on Friday June 28, 2013 at 10:00 a.m. with two responsive bidders providing bids ranging from \$67,480.00 to \$69,798.00. Staff recommends the Board accept the bid from Atkins North America Inc at a total costs of \$67,480.00. This project will be paid for through a grant from FEMA and the North Carolina Division of Emergency Management, with a 25% in-kind match from staff labor across the region.

BOARD ACTION REQUESTED:

Accept the bid from Atkins North America Inc. and authorize a project budget of \$67,480.00.

Suggested Motion:

I move the Board accept the bid from Atkins North America Inc. and authorize a total project cost of \$67,480.00.

The Hendersonville Tribune

Affidavit of Publication

HENDERSON COUNTY, NORTH CAROLINA

Before the undersigned, a Notary public of Henderson County, North Carolina, duly commissioned, qualified and authorized by law to administer oaths, personally appeared

Angela Georgi of

The Hendersonville Tribune, a newspaper published, issued and entered as second-class mail in the City of Hendersonville, in said County and State; that he/she is authorized to make this affidavit and sworn statement; that the notice or other legal advertisement, a true copy of which is displayed hereto, was published in **The Hendersonville Tribune**, on the following date or dates:

5/30, 6/6 2013

Said newspaper in which such notice, paper, document, or legal advertisement was published was, at the time of each and every such publication, a newspaper meeting all of the requirements and qualifications of Section 1-597 of the General Statutes of North Carolina and is a qualified newspaper within the meaning of Section 1-597 of the General Statutes of North Carolina.

The 7 day of June 2013

Angela Georgi

Sworn and subscribed before me, this 7 day of June 2013

[Signature]

Notary Public, My commission expires August 18, 2017

HENDERSON COUNTY PUBLIC NOTICE

Notice is hereby given that Henderson County will be accepting proposals for regional hazard mitigation planning until Friday, June 28, 2013 at 10:00AM. Copies of the Request For Proposal may be obtained at the Henderson County Emergency Management Office between the hours of 9:00 AM and 4:00 PM, Monday through Friday until Friday, June 14, 2013. All proposals will be opened and read publicly on Friday June 28, 2013, at 10:00 AM at the Henderson County Emergency Operations Center, 211 First Avenue East, Hendersonville, NC 28792. Proposals complying with the specifications will be reviewed by a Committee appointed for the task. Proposals may be delivered by U. S. Mail, a courier service, or hand delivered. It is the bidder's responsibility to ensure the bid is properly sealed and received by the bid opening date and time. The complete bid package includes this public notice and the Request For Proposal. Those with questions regarding the specifications or the bid process should contact Rocky Hyder at 828-697-4728. The Henderson County Board of County Commissioners reserves the right to reject any and all proposals. Rocky Hyder, Emergency Services Director

May 29, 2013

(HL1018) 5/30 6/6

Budget, terms, obligations

Atkins North America Inc.

FEE SCHEDULE South Mountains Regional Hazard Mitigation Plan

Professional Services (Labor)	\$65,440
Travel Expenses	\$2,040
TOTAL ESTIMATED PROJECT COST	\$67,480

Detailed Breakdown of Professional Services (Labor)

Position	Hourly Rate*	Task (Hours)				Total Hours	Percentage of Workload	Total Cost
		Task 1 (Hours)	Task 2 (Hours)	Task 3 (Hours)	Task 4 (Hours)			
Project Manager	\$110	80	36	40	40	196	30%	\$21,560
Planning and Outreach Coordinator	\$80	80	16	24	16	136	21%	\$10,880
Risk Assessment/GIS Specialist	\$100	0	330	0	0	330	49%	\$33,000
Total		160	392	64	56	662	100%	\$65,440

* Hourly Rate includes labor and all associated indirect costs

Detailed Breakdown of Estimated Travel Expenses

Task	Item	Unit Cost	Quantity	Total Cost
Kickoff Meeting / Data Collection	Vehicle & Gas/Day	\$80.00	3	\$240.00
	Hotel	\$120.00	2	\$240.00
	Per Diem	\$40.00	3	\$120.00
Risk Assessment Presentation / Mitigation Strategy Workshop / Public Meeting	Vehicle & Gas/Day	\$80.00	3	\$240.00
	Hotel	\$120.00	3	\$360.00
	Per Diem	\$40.00	6	\$240.00
Final Meeting with County / Final Public Meeting	Vehicle & Gas/Day	\$80.00	3	\$240.00
	Hotel	\$120.00	2	\$240.00
	Per Diem	\$40.00	3	\$120.00
Total Travel Cost				\$2,040.00

Louis Berger Group Inc.

Section 4 – Detailed Project Budget and Vendor's Payment Terms

Detailed Project Budget

Fee Summary

Labor	\$65,233
Expenses	\$4,565
Total	\$69,798

Labor Budget

Position	Rate	Task 1	Task 2	Task 3	Task 4	Task 5	Task 6	Task 7	Total Hours	Total Cost
Project Manager/Risk Assessment QA	123	60	85	50	24	24	8	16	267	\$ 32,841
QA/QC	267	0	0	0	0	8	0	0	8	\$ 2,136
Planning/Outreach Planner	53	100	60	25	24	0	8	0	208	\$ 11,024
Planning Support	61	75	45	25	15	0	0	0	160	\$ 9,760
GIS/Risk Assessment	74	0	120	0	0	0	8	0	128	\$ 9,472
TOTAL		235	310	100	54	32	24	16	771	\$ 65,233

Expenses Budget

Task	Expense Detail	Per Unit Cost	Quantity	Total Cost
In-person Kick-off Meeting	Vehicle & Gas/Day	85	2	\$170
	Per Diem/Day	50	3	\$150
	Hotel/night	130	2	\$260
Risk Assessment Presentation/Mitigation Strategy Workshop/Public Meeting	Vehicle/Gas	85	2	\$170
	Per Diem	50	4	\$200
	Hotel	130	3	\$390
Public/External Stakeholder Meeting (optional)	Vehicle/Gas	85	2	\$170
	Per Diem	50	4	\$200
	Hotel	130	3	\$390
Final Committee Meeting/Official Plan Delivery (optional)	Vehicle/Gas	85	1	\$85
	Per Diem	50	1	\$50
	Hotel	130	1	\$130
Reproduction*		100	22	\$2,200
TOTAL				\$4,565