



Candler County Emergency Management Agency (EMA)
Justin Wells, Director

**REQUEST FOR PROPOSALS (2024)
HAZARD MITIGATION PLAN**

The Candler County Board of Commissioners and the Candler County Emergency Management Agency (EMA) are seeking qualified and responsible bidders to submit proposals for a turnkey Hazard Mitigation Plan. Candler County is seeking a Plan Writer/Planner to conduct all required meetings, gather needed information, document all needed items, handle all budgetary needs including financial monitoring/documentation to ensure match requirements are met, payments are requested and received by the County and produce a GEMA/FEMA approved Candler County Hazard Mitigation Plan. All work required to obtain a state and federally approved plan shall be completed by the successful bidder. The EMA Director shall serve as a coordination support, but shall not be required to handle work required for the success of the project. The plan shall be completed and submitted to GEMA and FEMA on or before **February 1, 2026** in order to receive approval prior to the existing plan expiration of **September 22, 2026**.

Parties are invited to submit proposals in response to this request no later than **Friday, December 6, 2024**.

Proposals shall be submitted to:

**Candler County Board of Commissioners
Candler County EMA
Attn: Hazard Mitigation Plan
1075 E Hiawatha St, Ste A
Metter, GA 30439**

All proposals shall be sealed, must include two (2) copies of the proposal (one physical copy and one digital copy), and must be delivered, and properly labeled by the deadline as described above. Proposals shall be submitted by 3:00 p.m. on Friday, December 6, 2024.

Proposals shall include total and final pricing for all services, with explanations, if necessary, and must state a total bid, "not expected to exceed" price with an itemized price structure.

The bid award shall be made at a Board of Commissioners meeting after the submission period closes. Submitted proposals shall be good for ninety (90) days from the final date of submission and shall not be rescinded except by written notice to the owner on or prior to the final submission date.

- The County reserves the right to reject any and all bid responses;
- The County shall award the contract to the lowest responsible bidder, considering price, ability to meet the requirements, overall capability, quality of workmanship, minimum completion time and current references;

- Any additional terms the bidder wishes to be considered shall be specified or marked in the RFP submission;

Submissions shall include, at a minimum:

1. A description of the bidder's history/experience with projects of this scope and scale;
2. A statement of the bidder's history of completion of GEMA/FEMA approved Hazard Mitigation Plans, the most recent example of successful completion of this type of project, and whether the bidder is currently engaged in a project of this type;
3. Evidence of worker's compensation coverage as required by state and federal law;
4. Evidence of liability insurance with a minimum coverage of \$1,000,000 per occurrence for the term of the contract;
5. Valid business license
6. Completed W-9
7. Completed E-verify affidavit
8. Statement of Compliance with all state, federal and local laws
9. A list of three (3) references with contact information (phone & email) for each

The successful bidder shall be responsible for all aspects of the project. The bidder will designate a project manager with whom the County EMA Director will communicate and coordinate the project. The county reserves the right to reject any subcontractors which may be used or required by the bidder. The successful bidder shall not assign, transfer, or otherwise dispose of a contract that may result from this bid, without written consent from the county.

Reports, plans, data, statistics, specifications, and any and all supporting records used in the preparation of the product or in performance of the services required by the contract shall be the property of Candler County and shall not be used by the contractor for any purpose unrelated to this contract without the express, prior written consent of the county.

The county reserves the right to cancel the contract and discontinue services with a thirty (3) day written notice as a result of a failure of the contractor to perform acceptable work as delineated in the bidder's response.

Questions regarding this Request for Proposal shall be directed to:

Justin Wells, EMA Director
jwells@candlerco-ga.gov