

## APPENDIX B - RESPONSE FORM

### 032-17 FEMA Grant Consulting Engagement

The Respondent shall submit one (1) original Response, three (3) duplicates (hardcopies), and one (1) CD or thumb drive. If there is a discrepancy between the electronic copy and hard copy, the hard copy will prevail. JEA will not accept Proposals transmitted via email.

#### RESPONDENT INFORMATION:

RESPONDENT'S COMPANY NAME: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP CODE: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

FAX: \_\_\_\_\_

EMAIL OF CONTACT: \_\_\_\_\_

WEBSITE: \_\_\_\_\_

#### 1.2.3.2 QUOTATION OF RATES

**Maximum points for this criterion: 25 points**

##### Application of Criterion:

The application of this criterion shall include an assessment of the level of compensation that will be required by the Respondent to complete Scope of Work.

Respondent shall provide pricing for the Contract by completing **Appendix B – Response Workbook**. The rates provided shall be all-inclusive and shall include all profit, taxes, benefits, and all other overhead items. Note, Respondent may charge for travel related expenses in accordance with JEA's Contractor's Travel policy which is attached in Appendix A.

Contract prices for the Work will remain firm through the first three years of the Contract. The Company may request a Consumer Price Index (CPI) adjustment annually for each year thereafter.

Please note, the rates or lump sums quoted by Respondent on the Response Form must be firm prices, not estimates. ANY MODIFICATIONS, EXCEPTIONS, OR OBJECTIONS CONTAINED WITHIN THE RESPONSE FORM SHALL SUBJECT THE RESPONSE TO DISQUALIFICATION.

**This amount is the total amount transferred from Page 4**

<i>Item No</i>	<i>Description of Services</i>	<i>Total Price</i>
1.5	Total Blended Rate for FEMA Grant Consulting Engagement	<Insert Item Number 1.5 Total Blended Rate for FEMA Grant Consulting Engagement from "Appendix B – Response Workbook" here>

#### 1.2.3.3 FINANCIAL RESPONSIBILITY

**Maximum points for this criterion: 5 points**

##### Application of Criterion:

The application of this criterion shall include an assessment of the financial status of the Respondent and its ability to devote the necessary financial resources to the project.

At minimum, Proposer shall provide the following information:

- Form of business (i.e., proprietorship, partnership, corporation);

- Proposer's Annual Reports or certified financial statements for three years prior to proposal to JEA

**Respondent shall provide this information in its own format.**

#### **1.2.3.4 PROFESSIONAL EXPERIENCE**

**Maximum points for this criterion: 30 points**

##### Application of Criterion:

The application of this criterion shall include an assessment of the general capabilities of the Respondent's proposed Team Members that will be engaged in performance of the Work in this Solicitation.

##### **Team Members**

The Respondent shall provide a maximum of three (3) resumes of the professional staff to be assigned to perform the Work. The resumes provided shall identify the Partner/Principal/Executive Director, Senior Consultant, and Junior Consultant (collectively, the "Team Members"). Persons whose resumes are submitted as a Team Member must actually perform the Work unless Respondent receives prior approval by the JEA Project Manager to use a backup Team Member.

At a minimum, each resume shall present the Team Member's name, title, years of service with Company, applicable professional registrations, education, primary office address, and work experience.

Resumes shall specifically identify:

1. The number of years of FEMA Public Assistance
2. The number of years of FEMA Public Assistance with Company
3. The number of years of FEMA Public Assistance with Electric Utilities

More points will be awarded to firms who demonstrate greater experience with Municipal Utilities.

**Resumes shall be no more than two (2) pages in length, single sided, and on 8.5" by 11" sized paper. If more than two pages are submitted, only the information contained on the first two pages will be evaluated by JEA. No more than three (3) resumes will be evaluated.**

**Respondent shall provide this information in its own format.**

#### **1.2.3.5 PAST PERFORMANCE / COMPANY EXPERIENCE**

**Maximum points for this criterion: 20 points**

##### Application of Criterion:

The application of this criterion shall include an assessment of the Respondent's specific experience in undertaking similar professional engagements. JEA may contact the references provided to gauge their satisfaction with the Respondent's performance.

Please provide the following information described below:

##### Past Performance References:

As stated in the Minimum Qualifications Section, the Respondent must provide two (2) customer references, for providing FEMA Disaster Recovery Consulting Services indicated in scope of work of this Solicitation, during the last ten (10) years ending July 31, 2017. One (1) reference must include an electric utility.

The examples must provide a summary of the project and be able to demonstrate that Respondent's experience and knowledge qualify them to complete the necessary work in a successful manner.

- a. Respondent should identify whether any of the proposed Team Members worked in key roles in the projects.

- b. Respondent should provide detailed information to describe how Respondent managed the engagements to realize project budgetary goals, timetables, and quality control objectives.
- c. Respondent should describe any working relationship with subcontractors that were used for the referenced project.

**Respondent shall provide this information in its own format.**

#### **1.2.3.6 DESIGN APPROACH AND WORKPLAN**

**Maximum points for this criterion: 20 Points**

##### Application of Criterion:

The application of this criterion shall include an assessment of the Respondent's ability to realize project goals, timetables, and quality control objectives; and the demonstrated general ability to bring about a successful completion of the projects under the Respondent's direction.

The Response should describe a work plan, including an explanation of the methodology, the financial requirements, and all compliance aspects of the engagement. Identify the tasks to be performed to complete the engagement and prepare a proposed timeline of how long it typically takes to complete an assessment per task assigned. The proposed overall schedule should include an on-site work schedule.

The Respondent should identify and describe any anticipated potential audit problems, the firm's approach to resolving these problems and any special assistance that will be requested from JEA.

Respondent shall also provide an organizational chart delineating company's personnel responsibilities and functions associated with the Work. If applicable, this chart shall also delineate any responsibilities and functions of other team members not identified in the submitted resumes.

- The job titles of the professional staff to be employed in this engagement on a full-time basis, and experience with past FEMA Disaster Recovery work.
- The job titles of the professional staff to be employed in this engagement on a part-time basis, and experience with past FEMA Disaster Recovery work.

**Respondent shall provide this information in its own format.**

☐ **I have read and understood the Sunshine Law/Public Records clauses contained within this solicitation. I understand that in the absence of a redacted copy my proposal will be disclosed to the public "as-is".**

#### **Respondent's Certification**

By submitting this Response, the Respondent certifies (1) that it has read and reviewed all of the documents pertaining to this ITN and agrees to abide by the terms and conditions set forth therein, (2) that the person signing below is an authorized representative of the Respondent, and (3) that the Respondent is legally authorized to do business and maintains an active status in the State of Florida. The Respondent certifies that its recent, current, and projected workload will not interfere with the Respondent's ability to work in a professional, diligent and timely manner.

The Respondent certifies, under penalty of perjury, that it holds all licenses, permits, certifications, insurances, bonds, and other credentials required by law, contract or practice to perform the Work. The Respondent also certifies that, upon the prospect of any change in the status of applicable licenses, permits, certifications, insurances, bonds or other credentials, the Respondent shall immediately notify JEA of status change.

We have received addenda \_\_\_\_\_ through \_\_\_\_\_

\_\_\_\_\_  
Signature of Authorize Officer of Respondent or Agent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name & Title

\_\_\_\_\_  
Phone Number