



Request for Proposal

Public Assistance/Hazard Mitigation & Grant Management Consulting/ Disaster Recovery Services

Issued: Friday, October 9th

Proposals Due: Friday, November 6thth by 4:00 p.m.

Description

The Town of Rolesville is seeking proposals from established firms for professional services covering all aspects of recovery services as needed following a declared disaster incident, including the administration and management of Federal Public Assistance and Mitigation Assistance.

Background

The Town of Rolesville, North Carolina is a municipality of around 15,000 people located in northeastern Wake County, within the Raleigh metropolitan area. The Town encompasses around 5,000 households in an area of five square miles. While not in direct proximity to a major river or lake, certain low-lying areas could be susceptible to flooding in the event of a severe weather event. Falling trees and associated debris are also a concern due to multiple green spaces.

Scope of Services

The purpose of this RFP is to contract with an established and qualified firm on an on-call basis for assistance with comprehensive disaster recovery management and administration. The contractor selected will work directly with Town staff in Administration, Finance, Public Works, and any other relevant departments to strategically manage all aspects of federal and/or state programs related to declared emergencies or disasters which take place during the terms of the contract. Services requested may include, but are not limited to the following:

FEMA Public Assistance Advisory Services

1. Develop a process/system to efficiently submit grant applications, identify eligible projects, capture costs, prepare cost reports, reconcile invoices, and close-out projects.
2. Attend meetings with relevant local, state, and federal officials to address eligibility and process issues.
3. Provide knowledge, experience, and technical expertise in dealing with federal and state regulations
4. Proactively identify and resolve issues that may arise related to the funding of completed and forthcoming work.
5. Provide engineering, cost estimating, and architectural support, among other types of technical assistance.
6. Assess damage to public infrastructure components, transportation systems, and facilities.
7. Obtain, analyze and gather field documentation, including gathering relevant records (including timekeeping and assignment records) in order to extract pertinent information.
8. Review all data and supporting documentation to determine eligible adequate costs.
9. Evaluate and assist in the formulation of FEMA PA Emergency and Permanent Work Project Worksheets, to include Cost Estimating, developing Detailed Damage Descriptions and Dimensions ("DDD's") and project Scope of Work ("SOW").
10. Assist in the development of hazard mitigation proposals under Sections 404 and 406 of the Stafford Act.

11. Evaluate alternate and/or improved projects.
12. Evaluate the appropriateness of the use of FEMA pilot programs including Section 428 Public Assistance Alternative Procedures for Permanent Work and Debris Removal.
13. Review Project Worksheets (PW) to determine final eligible costs and third-party refunds/ reimbursements.
14. Reconcile eligible costs and prepare PW versions.
15. Prepare first and second appeals and work with the Town through any arbitration.
16. Monitor reconstruction efforts, reconcile change orders with PW scope of repair, and prepare progress payments.
17. Perform PW closeouts.
18. Prepare projects for audit.
19. Respond to audit findings, as required.

FEMA 404 Hazard Mitigation Grant Program

1. Assist in identifying, developing, and evaluating opportunities for hazard mitigation projects to reduce or eliminate risk from future events.
2. Prepare hazard mitigation proposals, grant applications, benefit cost analysis, and other services related to Hazard Mitigation Grant Program, Pre-Disaster Mitigation, and other mitigation programs.

Financial and Grant Management Support

1. Advise Town staff on FEMA's policies, regulations, practices and procedures and how to track costs, including direct administrative costs to facilitate reimbursement for all eligible client costs, including contractor costs.
2. Provide general grant management advice.
3. Perform internal controls assessment.
4. Conduct pre-audit activities and prepare disaster recovery projects for audit.
5. Meet with Town/County/State/Federal representatives in connection with the programmatic, financial, contracting and accounting services related to applicable regulations.
6. Prepare required reports, including the Public Assistance Quarterly Progress Report, for the State and FEMA as needed.
7. Provide oversight of contractors' billing to ensure that they invoice in accordance with their contract, and that all costs eligible for the disaster grant funding are documented and claimed.
8. Categorize, record, track, and file costs in support of the financial reimbursement process. Track Project Worksheet status and status of payment from the State.
9. Assist in providing interagency (Federal, State, County, Town) coordination and technical support, as well as identifying funding resources that may be available to assist in the long-term recovery process.
10. Collect Policies, Bid Tabs, Contracts, Agreements, etc.
11. Work with FEMA Project Specialist in compiling documentation for the Project Writers.
12. Perform analysis of labor vs equipment hours, etc.
13. Identify the need for pre-positioned contracts. These contracts must be procured in compliance with Federal Procurement Regulations, include a scope of work which anticipates disaster work and ensures the costs are reasonable in the current market environment.
14. Perform insurance reconciliation, as well as other funding source coordination to avoid duplication of benefits.
15. Perform Cost-Benefit Analysis when necessary to support the Town's determination of pursuing reimbursement.
16. Track, monitor and report time and activities performed by Consulting Firm Staff by project, or as allowable under the provisions of the Federal Guidance for direct administrative, indirect, and project management costs reimbursement.

17. Provide monthly written performance and status reports to the Town on the status of activities completed under this contract, the FEMA Public Assistance (PA) Program and other grant assistance programs.
18. An active Unique Entity Identifier (UEI) is required at the time of application.

Information Technology, Data Management, and Reporting Support

1. Work with the Town's contracted IT Managed Service Provider to develop viable integrated IT solutions (compatible with existing Town applications) that support the management and implementation of disaster recovery programs.
2. Manage data for disaster recovery programs.
3. Provide expertise using systems to report, manage, and analyze information to optimize and improve disaster recovery programs.

Pre-Disaster Cost Recovery Plan Development

1. Develop the general framework, processes, and tools to facilitate cost recovery activities associated with a federally or state declared disaster.
2. Assist in the identification of the primary roles and responsibilities to effectively coordinate the provision of PA and other federal and/or state grant funding programs.

Long-Term Disaster Recovery and Redevelopment Planning

1. Develop the general framework, processes, and tools to facilitate a long-term disaster recovery and redevelopment activities associated with a federally and/or state declared disaster.
2. Specify the triggering event for the transition from response to recovery.
3. Conduct an in-depth analysis of existing plans, policies, and procedures related to recovery and redevelopment.
4. Establish clear roles and responsibilities for all recovery and redevelopment stakeholders.

Proposal

Format

Submitted proposals shall conform to the following format and be organized as outlined below. Responses should be complete and unequivocal. In instances where a response is not required, or is not applicable or material to the proposal, a response such as "no response is required" or "not applicable" is acceptable. Proposals must not exceed 40 pages or 20 sheets of 8.5"x11" paper of no less than 12-point font in either printed or electronic format. Covers, resumes, and Certificates of Insurance do not count towards the page limit.

A) Letter of Intent to include:

- 1) Signature of an officer of the company authorized to bind the vendor to the proposal.
- 2) Company name, address, telephone number, and website.
- 3) Name, title, email address, and telephone number of the proposal contact person(s) who are authorized to represent the firm and to whom correspondence should be directed.
- 4) A brief statement of the understanding of the services to be performed and an understanding that the terms of the RFP will be incorporated into the contract.
- 5) A statement indicating the period, not less than 60 days from the date of submittal, during which the proposal will remain valid

B) Company Background to include:

- 1) Location of main offices and any subsidiary locations.
- 2) Number of years in business.
- 3) Number of staff in primary functional areas covered by the scope of the RFP
- 4) Names of North Carolina municipal customers, and the total number of North Carolina clients.
- 5) Experience with the FEMA Public Assistance program, the financial management of disaster recovery programs, and supporting units with both state and federally declared emergencies

C) Implementation Plan to include:

- 1) Overall approach to the requirements of the RFP
- 2) Organizational chart listing team members, including resumes stating their qualifications and years of experience related to disaster recovery programs

D) References to include

- 1) At least one North Carolina local government client of five years or more
- 2) At least one current North Carolina local government client
- 3) One other local government client in or out of state

Term

The proposal will be for an initial 60-month period starting from the effective date of the negotiated and executed contract.

The award will be based on the cost proposals of responsible, responsive submissions.

If the term of this contract extends into fiscal years subsequent to that in which it is approved, such continuation of the contract is subject to the appropriation of funds by the Town Board. If sufficient funds are not authorized, the parties mutually agree that the contract may be terminated or amended. If the contract is terminated, vendor agrees to take back any equipment, terminate any services, and relieve the Town of any further obligation.

Pricing

Vendors shall provide a cost proposal clearly identifying costs for service, including a breakdown of the hourly rates of the employee(s) who would directly provide service to the Town.

Timeline & Submission

Date of advertisement:	Friday, October 9, 2026
Deadline for questions:	Monday, October 26, 2026, at 5:00pm
Responses to questions:	Wednesday, October 28, 2026
Proposal due date:	Friday, November 6, 2026, at 4:00pm
Vendor interviews:	Week of November 9-13, 2026
Estimated contract award:	On or before December 1, 2026

Interested vendors should submit a proposal electronically no later than Friday, November 6, 2026, to Amy Pelman at apelman@rolesvillenc.gov. Copies can be mailed in addition, but not in lieu of an emailed response to:

Amy Pelman, Accounting Technician II
Town of Rolesville
PO Box 250
502 Southtown Circle
Rolesville, NC 27571

Questions regarding the RFP should be emailed to apelman@rolesvillenc.gov by 5:00 p.m. on Monday, October 26th. An addendum with all questions and answers will be posted on the Town's website within the RFP post on Wednesday, October 28th.

RFP responses received after the deadline will not be accepted. Proposals will remain valid for 60 days after the stated submission deadline.

Selection Process

Proposals will be evaluated based on:

1. Demonstration of the firm's ability to complete all of the requirements
2. Cost of services
3. Experience in similar consulting services
4. Qualification of project staff
5. Performance history per references

Town staff will review all submitted proposals. The top-ranking vendors may be requested to participate in an in-person interview.

General Requirements

This solicitation and any subsequent contract shall be awarded consistent with and governed by the laws of the State of North Carolina.

Proposals submitted shall not be subject to public inspection until a contract is awarded.

The Town reserves the right to reject any or all proposals and to waive any informalities as may be permitted by law.

The Town reserves the right to request oral interviews or request additional information from any or all vendors.

The Town reserves the right to award a contract based on proposals received without further discussion or negotiation.

All proposals shall be signed by an authorized officer or employee of the submitting organization. The name of the company, contract person, telephone number, fax number, and address shall be included.

The RFP does not commit the Town to award, nor does it commit the Town to pay any cost incurred in the submission of a proposal, or in making necessary studies or designs for the preparation thereof, no procure or contract for service or supplies. Further, no reimbursable cost may be incurred in anticipation of a contract or award.

Attachments

Contract: The vendor who is selected will complete the Town's Independent Contractor Service Agreement with any vendor agreements and/or attachments included as an addendum, in addition to the vendor's proposal/ scope of services. Please see the attached template for your reference.