



Town of Sneads  
2028 Third Avenue  
Sneads, Fl. 32460

SCOPE OF SERVICES

REQUEST FOR PROPOSAL  
Comprehensive Disaster Recovery Services  
and  
Financial and Grant Management Support

Issue Date: 2/19/2026

**Due Date: 3/05/2026**

## **PURPOSE**

The purpose of this Request for Proposal (RFP) is for The Town of Sneads to acquire comprehensive disaster recovery management services, including, but not limited to:

- I. FEMA Public Assistance Advisory Services;
- II. FEMA 404 and 406 Hazard Mitigation Expertise;
- III. Financial and Grant Management Support;
- IV. Public Insurance Adjustment; and

## **SCOPE OF SERVICES**

The selected contractor will assist the Town of Sneads in strategically managing the town's claim development and administration under Federal and State Disaster Programs related to Hurricane Michael, and any proceeding disasters during the term of this contract. Such Federal Programs may include, but not limited to: FEMA Public Assistance (PA), FEMA 404 Hazard Mitigation Grant Program (HMGP). Examples of disaster recovery services that may be required, include:

### **I. FEMA Public Assistance Advisory Services**

1. Develop a process/system to efficiently submit Federal 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, at the request of the client
3. Provide extensive knowledge, experience and technical competence in dealing with Federal regulations, specifically including the Robert T. Stafford Disaster Relief and Emergency Assistance Act, Post-Katrina Emergency Management Reform Act of 2006, and the Sandy Recovery Improvement Act of 2013.
4. Proactively identify and resolve issues that may arise related to the funding of work completed or to be completed.
5. Provide technical assistance, as requested. Technical assistance may involve engineering and architectural support, among other types of assistance.
6. Help assess damage to public infrastructure components, transportation systems, and facilities, as needed.
7. Obtain, analyze and gather field documentation, including gathering relevant records in order to extract pertinent information necessary for submittal including timekeeping and staff assignment records.
8. Review for all data and supporting documentation to determine whether costs appear eligible and are adequately supported.

9. Evaluate and assist in the formulation of FEMA PA Emergency and Permanent Work Project Worksheets. This will involve expertise in Cost Estimating, developing Detailed Damage Descriptions and Dimensions (“DDD’s”) and a project’s Scope of Work (“SOW”).
10. Assist in the development of hazard mitigation proposals under Sections 406 and 404 of the Stafford Act.
11. Evaluate alternate and/or improved projects.
12. Review Project Worksheets to determine final eligible costs and third-party refunds and reimbursements.
13. Reconcile eligible costs and prepare Project Worksheet versions, as necessary.
14. Prepare first and second appeals, as requested.
15. Monitor reconstruction efforts, actual versus PW scope of repair, and progress payments.
16. Perform PW closeouts.
17. Prepare appeals and arbitration, as required.
18. Respond to audit findings, as required.

## **II. FEMA 404 and 406 Hazard Mitigation Expertise**

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.

## **III. Financial and Grant Management Support**

1. Advise on FEMA’s rules, 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 documentation for audit.
5. Meet as necessary with City/County/State/Federal representatives in connection with the programmatic, financial, contracting and accounting services related to Federal and State regulations.
6. Prepare reports 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, City) coordination and technical support, as well as identifying funding resources that may be available to assist in the long-term recovery process.

#### **IV. Public Insurance Adjustment Support**

1. Work with The Town of Sneads to identify any potential insurance claims.
2. Work with the Town's insurance carrier(s) to ensure maximum insurance coverage is applied to impacted facilities.
3. Work with FEMA and the State to ensure proper insurance coverage is applied to project worksheets.

#### **CONTRACTOR EXPECTATIONS**

The contractor will be required to track all of their hours and costs to facilitate reimbursement by FEMA, when applicable. Timesheets will include specific descriptions of tasks performed and results achieved.

#### **PROPOSAL FORMAT**

Proposers must respond in the format delineated below.

The following information shall be tabbed to identify the required information. Failure to submit this information will render your proposal non-responsive.

##### **1. QUALIFICATIONS OF THE FIRM**

- A. Provide a description and history of the firm focusing on previous Federal and State Public Assistance (PA) program experience and applicability of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended, Federal Regulations (44 CFR) and FEMA policies (9500 Policy Series).

Firm qualifications must include, at minimum, the following:

1. Ten (10) years of experience working with the Public Assistance Grant Program, at the Federal, State or local level, including Project Worksheet development, Project Worksheet audit, documentation review, eligible cost reconciliation, audit checklists, appeal/appeal responses, and closeout.
2. Experience with all categories of work in man-made and natural disasters, with expertise in force account labor, equipment reimbursement, supplies, donated services, mutual aid, and contracted services.
3. Experience developing, reconciling, or reviewing large federal grants, including Project Worksheets or federal loans.

4. Demonstrated experience developing and implementing innovative solutions to difficult PA and CDBG-DR problems, and innovative uses of these grant streams.
5. Prior experience performing internal controls reviews and improper payment reviews.
6. Experience with interpreting and administering new Sandy Recovery Improvement Act rules and programs.
7. Experience with programmatic disaster closeouts.
8. Proven track record proactively and successfully solving disagreements during project formulation rather than through appeals and arbitration.
9. A multi-disciplinary, college educated, and proven management team that has produced notable client results together.
10. Demonstrated, nationally recognized programmatic expertise at the programmatic level.

**B. QUALIFICATIONS OF STAFF**

Provide an organizational chart, resumes, and summary of staff qualifications for the firm. Key project staff should include but are not limited to project executive (10+ years of experience plus minimum college degree), project manager (10+ years of experience, plus college degree), public adjuster (5+ years of experience plus relevant college degree), and senior closeout specialist (5+ years of experience plus college degree). Proposer may include other labor categories, such as subject matter expert (15+ years of experience), closeout specialist (3+ years of experience plus college degree), and include a description describing the minimal level of qualifications. Project Management Professional and Emergency Management Certification are preferred.

**C. PAST PERFORMANCE REFERENCES**

Provide a minimum of three references for which the firm has performed services in the past that are similar to the requirements in the Scope of Services. Provide a description of the project, the reference contact name, title, e-mail address, telephone numbers, date of the contract/period of performance, and any prior assessments they've completed of your work. In addition, provide any additional evidence of consistently successful experience on past projects. Please list any past performances for the Town of Sneads.

**D. TECHNICAL APPROACH**

Provide a description of your firm's approach to the project, to include start-up procedures, process to prepare Project Worksheets and accompanying documentation, project management and quality control procedures.

**E. COMPLIANCE WITH LOCAL, STATE AND FEDERAL REQUIREMENTS**

Each Proposer must be in compliance with all Local, State, and Federal Requirements and be prepared to implement programs that comply with these requirements. Federal

Requirements are listed in Attachment A. These requirements must be included in all contractor and subcontractor agreements where CDBG-DR funding may potentially be used.

F. INSURANCE

Successful Proposer shall provide The Town with certificate(s) of insurance documenting policies of the following minimum coverage limits that are to be in effect prior to commencement of any work pursuant to the contract.

1. COMMERCIAL GENERAL LIABILITY insurance must cover bodily injury, property damage and personal injury with limits of no less than \$1,000,000 per occurrence.
2. AUTOMOBILE LIABILITY insurance with a combined single limit of not less than \$1,000,000.
3. ERRORS AND OMISSIONS LIABILITY coverage of not less than \$1,000,000.
4. WORKERS' COMPENSATION coverage must be provided, as statutorily required for persons performing work under the resulting contract. Successful Proposer must provide The Town with proof of Employer's Liability coverage with limits of at least \$500,000. Successful Proposer shall require all subcontractors to carry the same level of Workers' Compensation and Employer's Liability coverage.
5. CERTIFICATE OF INSURANCE: As evidence of the insurance coverages required by the resulting contract, the successful Proposer and their subcontractors, shall furnish a certificate of insurance to:

The Town of Sneads, City Manager, Bill Rentz

CONTINUATION OF COVERAGE: The successful Proposer shall not cancel, materially change or fail to renew insurance coverages. The successful Proposer shall notify The Town of any material reduction or exhaustion of aggregate limits. Coverage shall either be occurrence based or maintained for the duration of the contractual agreement and for two (2) years following completion of services provided.

G. COST PROPOSAL

Each Proposer must complete and submit the Cost Proposal Form/Fee Schedule included herein. The Cost Proposal will be evaluated on the hourly rates submitted on the cost proposal form for the labor positions listed. All non-labor other direct costs will be billed The Town of Sneads at cost without mark-up.

**COST PROPOSAL FORM**

The hourly labor rates shall include all applicable overhead and profit. All non-labor related other than direct costs will be billed to the Pender EMS and Fire at cost without mark-up.

<u>POSITIONS</u>	<u>HOURLY RATES</u>
Project Executive	\$ _____
Subject Matter Expert	\$ _____
Project Manager	\$ _____
Public Adjuster	\$ _____
Senior Closeout Specialist	\$ _____
Closeout Specialist	\$ _____
Other: _____	\$ _____

OTHER REQUIRED POSITIONS

Proposer may include other positions, with hourly rates and attach a job description and required years of experience for each position.

**SELECTION CRITERIA**

Cost is not the only factor in bid process. Award will be selected based on the following criteria.

The following weighted criteria will be utilized to select the consultant to be awarded this contract:

Qualifications of the Firm	25
Qualifications of Staff	20
Relevant Past Performance	20
Technical Approach	10
Cost Proposal	25
<b>TOTAL</b>	

RFP is due on 03/05/2026