# REQUEST FOR PROPOSALS

Notice is hereby given that the Rapides Area Planning Commission is requesting proposals, including qualifications and prices, for the following services:

**Federal Emergency Management Agency (FEMA) and Related Hazard Mitigation Funding Opportunities: Flood Mitigation Assistance (FMA), including Swift Current where applicable, Building Resilient Infrastructure and Communities (BRIC), subject to funding availability, and related eligible programs for Grant Development, Management, and Implementation Support**

## SECTION 1. PROJECT BACKGROUND AND PURPOSE

The Rapides Area Planning Commission (RAPC) is seeking professional grant development, management, and implementation support for Flood Mitigation Assistance (FMA), including Swift Current where applicable; Building Resilient Infrastructure and Communities (BRIC), subject to funding availability; and related hazard-mitigation funding opportunities for which RAPC or its participating jurisdictions are eligible. Services include identification of eligible activities and associated staffing costs.

RAPC is considering the following potential activities, subject to the applicable funding opportunity and eligibility requirements:

- Development of FMA applications to support the expansion and enhancement of floodplain management and Community Rating System (CRS)-related activities within the RAPC service area, as well as any potential drainage improvement and/or elevation, acquisition, or reconstruction efforts for eligible properties; and
- Development of applications for eligible building code and floodplain-management capacity, including potential BRIC Building Code Plus-Up activities if funding is available, or related eligible funding opportunities.

The selected Consultant shall assist RAPC with evaluating and refining project concepts, identifying eligible activities and staffing costs, coordinating with RAPC and participating jurisdictions, and developing complete applications consistent with applicable funding opportunity, FEMA or other funding-agency guidance, and State of Louisiana requirements.

If one or all applications are selected for funding, the RAPC may also authorize the selected Consultant to provide post-award grant management, technical assistance, program implementation, stakeholder coordination, training, and other professional services necessary to implement activities included within the applicable FEMA-approved project.

Authorization of post-award services shall be at the discretion of the RAPC and shall be subject to grant award, availability of funding, the FEMA-approved scope of work and budget, applicable federal and State requirements, and written authorization from the RAPC.

## SECTION 2. SCOPE OF SERVICES

The selected Consultant shall provide project scoping, technical assistance, stakeholder coordination, grant application development, and, if authorized by the RAPC following grant award, post-award grant management and program implementation services. The Consultant shall work collaboratively with the RAPC and, as appropriate, participating jurisdictions and other stakeholders to develop project scopes that address identified local and regional needs while meeting applicable FEMA program requirements.

Services are expected to include the following tasks:

**Task 1. Program Review and Project Scoping**

The Consultant shall assist RAPC with evaluating and refining proposed hazard-mitigation project concepts and developing grant-ready scopes of work under the programs identified in Section 1.

Services may include, but are not limited to:

- Review the applicable NOFOs, funding-agency policies and guidance, and State of Louisiana application requirements, including cycle-specific eligibility and deadlines.
- Evaluate proposed project concepts and activities for consistency with applicable program eligibility requirements, priorities, and funding parameters.
- Coordinate with the RAPC staff, participating jurisdictions, and other stakeholders, as appropriate, to identify needs, priorities, existing capabilities, and opportunities.
- Identify eligible activities and associated staffing costs that may support RAPC floodplain management, CRS, and building code objectives. Evaluate allowable costs of new or existing RAPC positions, including capacity serving participating parishes. Salary, benefits, and other agency staffing costs belong in the proposed grant budget, separately from consultant compensation; funding is limited to eligible, documented work and is not assumed to provide unrestricted budget support.
- Assist RAPC with identifying jurisdictions and other entities that may participate in or benefit from the proposed projects.
- Evaluate opportunities for local and regional approaches, shared resources, technical assistance, training, and other activities that may provide benefits across multiple jurisdictions.
- Develop and refine proposed project activities, objectives, anticipated outcomes, and implementation strategies.
- Identify information, data, documentation, cost information, and other materials necessary to support application development.
- Develop and compile required maps and associated geospatial files (including shapefiles, KML/KMZ, geodatabases, or census tract lists) for any proposed project scoping area delineating the exact footprint boundaries and benefiting areas.
- Where required by the applicable NOFO, evaluate project-area NFIP coverage and other eligibility or funding-tier criteria. Do not assume one program or cycle uses the same thresholds as another.
- Identify potential eligibility concerns, documentation gaps, or other issues that may affect application development and recommend approaches for addressing identified issues.
- Develop project schedules and budgets consistent with applicable program requirements.
- Refine proposed project scopes based on the applicable funding opportunity and program requirements.
- Consider anticipated post-award implementation requirements when developing project scopes, schedules, budgets, staffing approaches, deliverables, and implementation strategies.

**Task 2. FMA and Related Flood Mitigation Application Development**

The Consultant shall support development of applications for eligible floodplain management, CRS, drainage improvement, elevation, acquisition, reconstruction, and related activities. FMA Swift Current shall be considered where the applicable cycle and jurisdiction eligibility permit.

The Consultant shall work with RAPC and participating jurisdictions, as appropriate, to identify and develop eligible activities that strengthen local and regional floodplain management capabilities and support participation and improved performance within FEMA's NFIP and CRS.

The final combination of proposed activities shall reflect RAPC needs and priorities and the eligibility, funding availability, and other requirements of the applicable NOFO and guidance.

Potential activities may include, but are not limited to:

- Coordination among RAPC and participating jurisdictions to support consistent or coordinated floodplain management practices, where appropriate.
- Public information, education, and outreach activities related to flood risk, floodplain management, and CRS, where eligible.
- Development, collection, organization, or enhancement of information and documentation supporting floodplain management, CRS, drainage improvements, and/or elevation, acquisition and reconstruction activities.
- Assessment of existing floodplain management and CRS capabilities, needs, and opportunities within participating jurisdictions.
- Technical assistance supporting participation in FEMA's CRS.
- Assistance to participating communities to obtain additional CRS credit through eligible floodplain management activities.
- Identification of opportunities to obtain additional CRS credit through eligible floodplain management activities.
- Development or enhancement of floodplain management policies, procedures, guidance, tools, templates, and other resources.
- Development of regional floodplain management resources and technical assistance capabilities to support participating jurisdictions.
- Floodplain management and CRS-related training and technical assistance.
- Other eligible floodplain management, CRS, planning, technical assistance, or capability-building activities identified through the project development process.

Following development and approval of the project scope, the Consultant shall prepare the FMA grant application and required supporting documentation inside the FEMA Grants Outcomes (FEMA GO) system.

Application development services may include, but are not limited to:

- Development of project narrative and scope of work under the correct subapplication category authorized by the applicable NOFO; confirm that the proposed activities and staffing costs are eligible under that category.
- Development of project goals, objectives, activities, deliverables, and anticipated outcomes.
- Development of the project implementation schedule and milestones, including establishing at least one mandatory "Go/No-Go" milestone within the application work schedule representing a major project threshold where failure to perform on time may result in subaward cancellation, if needed or required.
- Development of project costs, detailed budget, and budget narrative.
- Utilization of FEMA-approved methodologies and software, such as the BCA Toolkit, to demonstrate cost-effectiveness, describing how project activities intend to achieve the appropriate benefit-to-cost ratio.
- Identification and documentation of applicable non-federal cost-share requirements.
- Preparation of required programmatic narratives, forms, and application components.
- Identification and compilation of required supporting documentation.
- Documentation of consistency with applicable hazard mitigation plans or other planning requirements, as required.
- Coordination with the RAPC and participating jurisdictions to obtain information, documentation, certifications, letters, and other materials required for the application.

- Assistance with completion or entry of application information within applicable grant application systems, as authorized by the RAPC.
- Quality assurance/quality control review of the complete application package.
- Support to RAPC through final application submission.

**Task 3. Eligible Building Code and Floodplain Management Capacity Applications**

The Consultant shall support applications to strengthen eligible building code and floodplain-management capabilities, including potential BRIC Building Code Plus-Up activities subject to funding availability, or related eligible funding opportunities.

The Consultant shall work with RAPC and participating jurisdictions, as appropriate, to assess existing building code capabilities, identify needs and gaps, and develop a project that supports improved adoption, administration, implementation, and enforcement of hazard-resistant building codes.

The final activities shall reflect RAPC needs and the availability, eligibility, funding parameters, and other requirements of the applicable funding opportunity.

Potential activities may include, but are not limited to:

- Assessment of existing building code capabilities and needs within participating jurisdictions.
- Identification of gaps associated with building code adoption, administration, implementation, and enforcement.
- Activities supporting the adoption and implementation of hazard-resistant building codes, where eligible.
- Technical assistance supporting building code administration and enforcement.
- Development or enhancement of building code policies, procedures, guidance, tools, templates, and other resources.
- Training and technical assistance for building officials, inspectors, plan reviewers, permitting staff, floodplain administrators, emergency management personnel, elected officials, and other appropriate stakeholders.
- Activities supporting improvements to permitting, plan review, inspection, code administration, and enforcement processes.
- Development of regional resources, shared services, or technical assistance capabilities supporting local building code administration and enforcement.
- Development of strategies to improve building code implementation and enforcement capabilities across participating jurisdictions.
- Public education and stakeholder outreach related to hazard-resistant building practices and applicable building codes, where eligible.
- Other eligible Building Code Plus-Up or building code-related activities identified through the project development process.

Following RAPC approval of the project scope and confirmation of eligibility and funding availability, the Consultant shall prepare the application and supporting documentation in the applicable grant system.

Application development services may include, but are not limited to:

- Development of the project narrative, scope of work, goals, objectives, activities, deliverables, and anticipated outcomes.

- Development of the project implementation schedule and milestones, project costs, detailed budgets, budget narratives, and cost share documentation, including establishment of relevant "Go/No-Go" milestones within the work schedule, if needed or required.
- Identification and documentation of applicable non-federal cost-share requirements.
- Preparation of requirement programmatic narratives, forms, and application components.
- Identification and compilation of required supporting documentation.
- Documentation of consistency with applicable modern consensus-based building code standards, hazard mitigation plans, or other planning requirements.
- Coordination with RAPC and participating jurisdictions to obtain letters, information, documentation, certifications, and other materials required for the application
- Assistance with completion or entry of application information within applicable grant application systems, as authorized by RAPC.
- Quality assurance/quality control review of the complete application package.
- Support to RAPC through final application submission.

**Task 4. Application Review and Request for Information Support**

Following submission of applications developed under this Scope of Work, the Consultant shall provide technical and grant development support to RAPC during State of Louisiana and FEMA application review, as requested.

Services may include, but are not limited to:

- Review and assessment of Requests for Information (RFIs), requests for clarification, technical questions, or other comments received from the State of Louisiana or FEMA.
- Prioritization of responses to formal RFIs to ensure all administrative, financial, or procedural updates are compiled accurately to prevent project denial resulting from a failure to meet deadlines established by FEMA.
- Coordination with RAPC, participating jurisdictions, and other stakeholders to obtain information necessary to address application review comments.
- Development of written responses and supporting documentation.
- Revision of application narratives, scopes of work, schedules, budgets, or other application components in response to the State of Louisiana or FEMA review.
- Development or revision of supporting documentation necessary to address identified application deficiencies or information requests.
- Participation in meetings or conference calls with RAPC, the State of Louisiana, FEMA, participating jurisdictions, or other stakeholders, as requested.
- Assistance with submission or resubmission of revised application materials through applicable grant management systems, as authorized by RAPC.

**Task 5. Post-Award Grant Management and Program Implementation**

If one or more applications developed under this Scope of Work are selected for funding, RAPC may authorize the Consultant to provide post-award grant management, technical assistance, and program implementation support associated with the resulting FEMA-funded project or projects.

The specific services authorized under this task shall be based upon the FEMA-approved scope of work, budget, award terms and conditions, period of performance, and other applicable federal and State requirements.

Post-award grant management services may include, but are not limited to:

- Coordination with RAPC, participating jurisdictions, the State of Louisiana, FEMA, and other project stakeholders.
- Development and maintenance of project implementation plans, schedules, milestones, deliverables, and tracking tools.
- Grant management and administrative support associated with implementation of the awarded project.
- Tracking project activities, expenditures, deliverables, performance measures, and grant requirements.
- Preparation of Federal Financial Reports (FFR / SF-425) and Performance Progress Reports (PPR) for input into FEMA GO, as well as other financial or programmatic documentation, and other grant deliverables.
- Assistance responding to State of Louisiana or FEMA questions, RFIs, post-award tracking, monitoring activities, or other post-award and compliance requirements.
- Assistance with grant amendments, budget revisions, scope modifications, period-of-performance extensions, or other grant actions, when necessary and authorized.
- Documentation and tracking of project accomplishments and performance measures.
- Other post-award grant management services authorized by RAPC and consistent with the applicable FEMA award.
- Execution and completion of all subrecipient closeout activities and compilation of final reports in accordance with the prescribed grant deadlines.

**Task 5A. FMA Floodplain Management and CRS Program Implementation**

If RAPC receives an FMA award, the Consultant may be authorized to provide technical and professional services necessary to implement the FEMA-approved floodplain management and CRS project.

Implementation services may include, but are not limited to:

- Conducting assessments of existing floodplain management and CRS capabilities within participating jurisdictions.
- Developing jurisdiction-specific and/or regional floodplain management and CRS improvement strategies.
- Providing technical assistance to jurisdictions seeking to enter the CRS, maintain existing participation, or improve existing CRS classifications.
- Reviewing current CRS activities and identifying opportunities for participating jurisdictions to obtain additional CRS credit.
- Assisting participating jurisdictions with preparation, organization, maintenance, and review of documentation supporting CRS participation and verification.
- Developing or enhancing floodplain management policies, procedures, guidance, tools, templates, checklists, and technical resources.
- Developing and maintaining regional floodplain management resources or technical assistance programs.
- Providing ongoing technical assistance to floodplain administrators and other local government personnel.
- Developing and delivering floodplain management and CRS-related public information, education/training, and outreach activities included with the approved project.
- Facilitating coordination among the RAPC, participating jurisdictions, floodplain administrators, emergency management personnel, elected officials, and other stakeholders.
- Supporting activities associated with the NFIP and CRS program requirements.
- Tracking and documenting program activities, outputs, accomplishments, and performance measures.
- Other floodplain management, CRS, training, outreach, technical assistance, or capability-building activities included within the FEMA-approved scope of work.

**Task 5B. Eligible Building Code and Capacity Program Implementation**

If RAPC receives an applicable award, the Consultant may be authorized to support implementation of eligible building code and capacity activities included in the approved project.

Implementation services may include, but are not limited to:

- Conducting assessments of existing building code adoption, administration, implementation, and enforcement capabilities within participating jurisdictions.
- Identifying jurisdiction-specific and regional building code needs, gaps, and opportunities.
- Developing jurisdiction-specific and/or regional building code improvement strategies.
- Providing technical assistance related to the adoption, application, and implementation of hazard-resistant building codes and enforcement.
- Providing technical assistance supporting building code administration and enforcement.
- Developing or enhancing building code policies, procedures, guidance, tools, templates, checklists, and other technical resources.
- Assisting participating jurisdictions with improvements to permitting, plan review, inspection, code administration, and enforcement processes.
- Developing regional resources, shared services, or technical assistance programs supporting participating jurisdictions.
- Providing ongoing technical assistance to building officials, inspectors, plan reviewers, permitting staff, floodplain administrators, and other local government personnel.
- Developing and delivering building code-related training.
- Developing and implementing public education and stakeholder outreach activities included within the approved project.
- Facilitating coordination among RAPC, participating jurisdictions, building officials, emergency management personnel, elected officials, and other stakeholders.
- Tracking and documenting program activities, outputs, accomplishments, and performance measures.
- Other building code, training, technical assistance, outreach, or capability-building activities included within the FEMA-approved scope of work.

## SECTION 3. PROJECT COORDINATION

The Consultant shall coordinate regularly with RAPC throughout project development, application preparation, application review, and any authorized post-award implementation activities.

Because the proposed projects may include activities benefiting or involving multiple jurisdictions within the RAPC service area, the Consultant shall support coordination with participating jurisdictions and other stakeholders as necessary.

Project coordination activities may include, but are not limited to:

- Project kickoff and scoping meetings.
- Regular project status meetings/updates.
- Coordination meetings with participating jurisdictions.
- Development and maintenance of project information and documentation requests.
- Tracking application and implementation activities, outstanding information requests, milestones, and applicable deadlines.
- Coordination with State of Louisiana or FEMA representatives when requested or authorized by RAPC.

- Coordination with other consultants, contractors, agencies, or technical specialists involved in the funded projects, as appropriate.

The Consultant shall maintain sufficient staffing and resources to meet all applicable RAPC, State of Louisiana, and FEMA deadlines.

**SECTION 4. ANTICIPATED DELIVERABLES**

Specific deliverables shall be based upon final project scopes, applicable program and funding-cycle requirements, FEMA-approved award conditions, and services authorized by the RAPC.

Anticipated pre-award deliverables may include, but are not limited to:

- Refined project scopes for the applicable eligible funding opportunities.
- Identification of proposed activities and participating jurisdictions.
- Project information and documentation needs lists.
- Project scopes of work, schedules, and milestones.
- Detailed project budgets and budget narratives.
- Draft and final FMA applications, including Swift Current where applicable, and supporting documentation.
- Draft and final BRIC applications, subject to funding availability, or related eligible applications and supporting documentation.
- Responses to State of Louisiana or FEMA RFIs, requests for clarification, or other application review comments.
- Revised application materials and supporting documentation resulting from State of Louisiana or FEMA review.

Anticipated post-award deliverables may include, but are not limited to:

- Project implementation plans and schedules.
- Grant tracking and management documentation.
- Progress reports and other required grant deliverables.
- Floodplain management, CRS, drainage improvement, and elevation, acquisition, or reconstruction assessments, strategies, guidance, tools, and technical resources.
- Building code assessments, strategies, guidance, tools, and technical resources.
- Training materials and completed training activities.
- Public information and outreach materials where included within the approved project.
- Documentation supporting CRS participation or improvement activities.
- Documentation of building code capability improvements.
- Project performance and accomplishment documentation.
- Documentation supporting grant monitoring, amendments, and closeout.
- Other deliverables required by the FEMA-approved scope of work or authorized by RAPC.

**SECTION 5. APPLICABLE REQUIREMENTS**

Services shall comply with applicable NOFO requirements, funding-agency policies and guidance, State of Louisiana requirements, award terms and conditions, and other applicable federal requirements.

Post-award services shall be limited to activities consistent with the applicable FEMA-approved scope of work, budget, period of performance, and award conditions.

## SECTION 6. AUTHORIZATION AND SCOPE FLEXIBILITY

The services encompass grant development, application preparation, application review support, and potential post-award management and implementation within the advertised scope for the funding opportunities identified in Section 1.

The specific activities described within this Scope of Work identify the anticipated nature of services required by RAPC and are not intended to establish the final composition of either grant application or resulting FEMA-funded project.

RAPC may refine, reduce, or discontinue proposed activities based on program requirements, funding availability, eligibility, jurisdiction needs, or information identified during development and implementation. New work materially outside the advertised scope shall not be added automatically and must satisfy applicable procurement requirements.

Post-award services are optional and are not guaranteed by this solicitation. RAPC may authorize all, some, or none of the post-award services described herein.

Any post-award services shall be performed only following written authorization by RAPC via a task order, notice to proceed, or contract amendment, and shall be consistent with the applicable FEMA-approved scope of work, budget, award terms and conditions, period of performance, and applicable State of Louisiana and FEMA (federal) requirements.

The scope, level of effort, schedule, and compensation associated with post-award services may be further defined through a task order, notice to proceed, contract amendment, or other written authorization consistent with the resulting contract and applicable requirements.

### Engineering and agency staffing boundaries

Grant-support selection does not automatically award architectural or engineering design, surveying, or other separately procured professional services. Identify anticipated engineering needs and budgets during scoping. RAPC will determine the applicable procurement and authorization for those services before engagement. Consultant assistance concerning agency staffing may include eligibility analysis, application budgeting, implementation procedures, and reimbursement documentation; it does not itself establish eligibility for a new or existing position.

## SECTION 7. RESPONSE REQUIREMENTS

Submit one USB flash drive containing the complete proposal as a single PDF and one matching paper copy. Delivery by hand or by mail to:

Rapides Area Planning Commission
Attn: Heidi Murrell, Accounting/Human Resources Manager
803 Johnston Street
Alexandria, LA 71301

Identify the proposal by the project title as listed on this RFP and on the RFP Public Notice.

The complete proposal should include the following information:

1. Cover Letter
2. Executive Summary. This should include a summary of the proposer's qualifications and ability to meet RAPC's overall requirements. Experience must include relevant experience of the overall firm and possible staff to be assigned.
3. Technical Approach & Methodology. The proposer should outline their understanding of the nature of the project, scope of work, and how they can add benefit to RAPC and participating jurisdictions. If subcontractor(s) is/are employed, provide the same information regarding the subcontractor(s) as is required for Proposer as well as how they will be utilized.
4. Background and Experience. Submit resumes for the individuals to be assigned to the project(s) and identify the staff positions that the individual will be assigned. Provide detailed information addressing the experience and qualifications of assigned personnel. The information should include all education, training, and experience specific to the scope of work.
5. References. Please provide three (3) references including the company name, contact name, email address, and phone number for clients in which similar projects were managed by your firm.
6. Price Proposal. See Section 8 and Exhibit A: Cost Proposal Form.
7. Certificate of Insurance. Please include a copy of your Certificate of Insurance.
8. Verification of SAM Registration. Please include the Core Data Page from Sam.gov showing current registration.
9. Federal Forms. Please see Section 11 and Appendix A.
10. Addenda Acknowledgement. For any addendums issued, please print, sign, and place in RFP package.

Proposals must be received, not merely postmarked, by 12:00 noon Central on Friday, December 4, 2026.

Include: (1) firm and team qualifications and relevant experience; (2) past performance and references for similar federal mitigation grants; (3) proposed personnel, roles, availability, and current workload; (4) technical approach and schedule covering pre-award and post-award work; and (5) the completed pricing schedule in Section 8, assumptions, exclusions, and proposed subcontractors. No separate, unspecified response form is required.

Send questions in writing to kimberly@rapc.info with the subject line: RAPC Request for Proposal. Official responses to all questions submitted by potential respondents will be posted and any addenda will be provided to interested proposers at https://rapc.info/rapc-rfp-federal-emergency-management-agency-fema-and-related-hazard-mitigation-funding/. RAPC reserves the right to change the schedule of events or revise any part of the RFP by issuing an addendum to the RFP at any time.

**SECTION 8. PRICING SCHEDULE**

**Proposers shall provide a detailed cost proposal using Exhibit A: Cost Proposal Form.** The cost proposal shall include, at a minimum, hourly rates by job classification, including Not-to-Exceed maximum fees, as well as providing fixed application fees, defined post-award management and implementation prices.

All proposed prices shall be all-inclusive for the defined work, including labor, routine travel, materials, equipment, incidentals, and other non-labor expenses. These costs shall not be billed separately. Additional services or expenses outside the defined scope require RAPC's prior written authorization and an approved not-to-exceed cap.

Proposals shall be structured as fixed sum or cost reimbursement basis. The fee shall be inclusive of costs and expense for which items may not be billed.

For price scoring, RAPC will compare each responsive proposal's total evaluated price for the same common hypothetical workload in Exhibit A using the formula in Section 9. The total shall include all proposed charges for that workload; cost reasonableness remains subject to review. A detailed breakdown of fringe benefits, overhead, or profit is not required and should not be included.

State deliverables, inclusions, exclusions, staffing assumptions, and any quantity limits for every price. Include routine travel and other non-labor expenses in each price. Avoid double counting: base grant management covers administration and reporting for both awards together; property implementation prices cover distinct property-level tasks. Do not charge the same task under more than one component. Additional hourly services must be outside the fixed-fee scope. Actual work requires RAPC's prior written authorization, an agreed scope and price, and an approved not-to-exceed cap. No minimum quantity or award of optional work is guaranteed.

Common hypothetical workload for price comparison only: one property-mitigation application covering 10 properties, consisting of the same five elevation and five acquisition properties priced for implementation in Exhibit A; one eligible code or floodplain-management capacity application; 12 months of post-award grant management for both awards together; five elevation implementation properties; five acquisition implementation properties; 10 additional grant-manager hours; and 10 additional technical implementation hours outside the fixed-fee scope. All proposers shall use these same quantities. This hypothetical is not a guarantee of grant eligibility, award, work, or actual quantities.

Total evaluated price = one mitigation-application flat fee + one capacity-application flat fee + (12 × the single monthly management fee covering both awards together) + (5 × the elevation implementation unit price) + (5 × the acquisition implementation unit price) + (10 × the additional grant-manager hourly rate) + (10 × the additional technical implementation hourly rate).

List any other implementation unit prices and staff-role hourly rates separately. Their use requires RAPC's prior written authorization and an approved not-to-exceed cap within the competed scope; unlisted or materially new services are not automatically awarded. Identify the price of any sample component that is not included rather than leaving it unpriced. RAPC must resolve any pricing ambiguity consistently before evaluation.

Do not propose cost-plus-percentage-of-cost or percentage-of-construction-cost compensation. A program management-cost allowance does not itself authorize a consultant fee calculated as a percentage of project costs. Pricing and any modifications remain subject to applicable cost/price analysis and allowability requirements, including 2 CFR 200.324.

**SECTION 9. EVALUATION AND SELECTION**

RAPC will evaluate responsive proposals through a competitive proposal process considering price and other factors. RAPC reserves the right to validate the claims made in the proposals through outside third parties. The evaluation will be conduct according to the following:

| Evaluation factor | Proposed points |
|---|---|
| Relevant firm and individual experience | 25 |
| Past performance on similar federal mitigation grants | 20 |
| Proposed team, availability and current workload | 15 |
| Approach, scope understanding and schedule | 15 |
| Total evaluated price for the common hypothetical workload in Section 8 and Exhibit A | 25 |
| TOTAL | 100 |

Price score (maximum 25 points) = (lowest responsive total evaluated price ÷ the firm's responsive total evaluated price) × 25. Use the common hypothetical workload and total evaluated price calculation in Section 8 and Exhibit A for every proposer.

**SECTION 10. ADVERTISEMENT AND APPLICATION SCHEDULE**

| RFP Process | Date | Time* |
|---|---|---|
| RFP Issued | November 4, 2026 | 12:00 pm |
| Deadline for written electronic inquiries | November 23, 2026 | 5:00 pm |
| RAPC responses to written electronic inquiries | November 25, 2026 | 5:00 pm |
| RFP Due Date | December 4, 2026 | 12:00 pm |

*(Central Time)

Application planning dates for RAPC review:

GOHSEP's September 22 Swift Current correspondence identifies January 8, 2027, at 3:00 p.m. Central for subapplications. Confirm the applicable cycle and Rapides priority/eligibility status before relying on that opportunity.

The annual FY2026 FMA federal deadline identified in the review is February 26, 2027; January 26, 2027 is RAPC's planning target only, pending confirmation of the actual GOHSEP cutoff. These are application-planning dates, not the consultant proposal deadline. The consultant shall verify current requirements and develop a schedule for selection, contracting, application preparation and review.

**SECTION 11. FEDERAL CONTRACT CLAUSES**

1. Federal Contract Provisions, as Applicable

The following provisions apply according to the contract type, amount, funding source, and applicable Federal award terms. RAPC shall confirm and incorporate the provisions required by 2 CFR part 200, Appendix II, and applicable agency requirements before contract execution; award-specific review is required.

- Remedies for Breach (Contracts exceeding the applicable simplified acquisition threshold; 2 CFR part 200, Appendix II(A)): "Administrative, contractual, or legal remedies must be provided in instances where contractors violate or breach contract terms, including sanctions and penalties as appropriate."
- Termination for Cause and Convenience (2 CFR part 200, Appendix II(B)): "Contracts exceeding $10,000 must address termination for cause and for convenience by the subrecipient, including the manner by which it will be effected and the basis for settlement."
- Civil Rights and Nondiscrimination: The contractor shall comply with applicable Federal civil rights and nondiscrimination laws and applicable award terms. Construction-specific equal employment opportunity

provisions, if required by then-applicable law and award terms, shall be incorporated only for the covered construction scope; they are not a universal requirement for these grant-support services.

- Retention of Records and Access (2 CFR § 200.337): "The contractor agrees to provide the RAPC and participating jurisdictions, the State of Louisiana, FEMA Administrator, the Comptroller General of the United States, or any of their authorized representatives access to any books, documents, papers, and records of the contractor which are directly pertinent to this contract for the purposes of making audits, examinations, excerpts, and transcriptions. The contractor agrees to maintain all books, records, and reports required under this contract for a period of not less than three (3) years from the date of final closeout approval by FEMA."
- DHS Seal, Logo, and Flags: "The contractor shall not use the DHS seal(s), logos, crests, or reproductions of flags or likenesses of DHS agency officials without specific FEMA pre-approval."
- Compliance with Federal Law, Regulations, and Executive Orders: “For work funded in whole or in part by Federal financial assistance, the applicable Federal award requirements apply. The contractor will comply with all applicable Federal law, regulations, executive orders, FEMA policies, procedures, and directives.”
- No Obligation by Federal Government: "The Federal Government is not a party to this contract and is not subject to any obligations or liabilities to the non-Federal entity, contractor, or any other party pertaining to any matter resulting from the contract."
- Program Fraud and False or Fraudulent Statements: "The contractor acknowledges that the Program Fraud Civil Remedies Act of 1986 (31 U.S.C. §§ 3801-3812) applies to the contractor's actions pertaining to this contract."

2. Threshold- and Transaction-Specific Clauses, as Applicable

For Covered Transactions under 2 CFR Parts 180 and 3000

- Debarment and Suspension (2 CFR parts 180 and 3000; 2 CFR part 200, Appendix II(H)): RAPC shall verify that a proposed participant in a covered transaction is not excluded or disqualified. As provided by 2 CFR 180.300, verification may be through SAM.gov Exclusions, a certification, or a clause or condition in the covered transaction. The applicable covered-transaction requirements shall be included in the contract.

For Applicable Offers Exceeding $100,000

- Byrd Anti-Lobbying Amendment (31 U.S.C. § 1352; 2 CFR part 200, Appendix II(I)): "For applicable offers exceeding $100,000, contractors shall file the required lobbying certification and any required disclosure. Each tier certifies to the tier above that it will not have used and will not use Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant, or any other award covered by 31 U.S.C. § 1352."

For Contracts Exceeding $150,000

- Clean Air Act and Federal Water Pollution Control Act (Contracts exceeding $150,000; 2 CFR part 200, Appendix II(G)): "The contractor agrees to comply with all applicable standards, orders, or regulations issued pursuant to the Clean Air Act (42 U.S.C. §§ 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. §§ 1251-1387). Violations must be reported to FEMA and the Regional Office of the Environmental Protection Agency (EPA)."

3. Supply Chain and Sourcing Clauses, as Applicable

- Prohibition on Certain Telecommunications and Video Surveillance Services or Equipment (2 CFR § 200.216): Federal loan or grant funds shall not be obligated or expended to procure or obtain covered telecommunications equipment or services, to extend or renew a contract to procure or obtain them, or to enter into a contract (including extension or renewal) to procure or obtain them. Covered equipment, services, and systems are those defined in 2 CFR 200.216(b) and (c). The contractor shall comply with the applicable restrictions and award terms.

- Domestic Preferences for Procurements (2 CFR 200.322): To the greatest extent practicable and consistent with law, provide a preference for goods, products, and materials produced in the United States, as required by the applicable Federal award. Include applicable domestic-preference requirements in lower-tier contracts and purchase orders. Build America, Buy America requirements for federally assisted infrastructure under 2 CFR part 184 are separate; apply them when required by the award and applicable law, subject to authorized waivers. RAPC shall verify applicability to the funded scope before contract execution.

# APPENDIX A:
# FEDERAL CONTRACT PROVISIONS

**BYRD ANTI-LOBBYING CERTIFICATION**
*(Required for applicable offers exceeding $100,000 under 31 U.S.C. § 1352 and 2 CFR part 200, Appendix II(I))*
**CERTIFICATION REGARDING LOBBYING**
**31 U.S.C. § 1352**

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

The Contractor, _____, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. Chap. 38, Administrative Remedies for False Claims and Statements, apply to this certification and disclosure, if any.

Signature of Contractor's Authorized Official: _____

Name and Title of Authorized Official: _____

Date: _____

**DEBARMENT & SUSPENSION CERTIFICATION**
*(For covered transactions under 2 CFR parts 180 and 3000, when certification is used to verify eligibility under 2 CFR 180.300)*
**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION**
**2 CFR PART 180 & 2 CFR PART 3000**

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or had become erroneous by reason of changed circumstances.
4. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meaning set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs (SAM.gov).
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

**CERTIFICATION**

A. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals should be presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

B. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Name of Proposer/Firm: _____

Signature of Authorized Official: _____

Name and Title of Authorized Official: _____

Date: _____

## EXHIBIT A: COST PROPOSAL FORM

All proposed prices shall be all-inclusive for the defined work, including labor, routine travel, materials, equipment, incidentals, and other non-labor expenses. These costs shall not be billed separately. Additional services or expenses outside the defined scope require RAPC's prior written authorization and an approved not-to-exceed cap.

The cost proposal shall include, at a minimum, hourly rates by job classification, including Not-to-Exceed maximum fees, as well as providing fixed application fees, defined post-award management and implementation prices. Use the common hypothetical workload and total evaluated price calculation in Section 8. Prices shall include routine travel and other non-labor expenses, and no task may be charged under more than one component.

| POSITION | HOURLY RATE |
|---|---|
| Program Director | |
| Subject Matter Expert | |
| Senior Grant Manager | |
| Grant Manager | |
| Senior Project Manager | |
| Project Manager | |
| Grant Writer | |
| Cost Estimator | |
| Appeals Specialist | |
| Administrative Support Specialist | |

| Pricing component and scope | Sample quantity | Firm price |
|---|---|---|
| Application for a property-mitigation project covering 10 properties (the same five elevation and five acquisition properties priced below), including scoping, EHP and BCA data, application preparation and review support | 1 application | $_____ flat fee |
| Application for eligible code or floodplain-management capacity, including staffing eligibility and grant-budget development | 1 application | $_____ flat fee |
| Post-award grant management for both awards together, including routine reporting, reimbursement support, monitoring and closeout; exclude separately priced property-level implementation tasks | 12 months | $_____ per month for both awards together |
| Distinct elevation implementation support, excluding construction and separately procured engineering | 5 properties | $_____ per property |
| Distinct acquisition implementation support, excluding purchase costs and separately procured legal, appraisal, or engineering services | 5 properties | $_____ per property |
| Additional authorized grant-manager services outside the fixed-fee scope; identify the staff role and matching hourly rate | 10 hours | $_____ per hour |
| Additional authorized technical implementation services outside the fixed-fee scope; identify the staff role and matching hourly rate | 10 hours | $_____ per hour |
| TOTAL EVALUATED PRICE for the common hypothetical workload; include all proposed charges using the calculation in Section 8 | Sum of extended prices | $_____ total |

List any other implementation unit prices and staff-role hourly rates separately. Their use requires RAPC's prior written authorization and an approved not-to-exceed cap within the competed scope; unlisted or materially new services are not automatically awarded. Identify the price of any sample component that is not included rather than leaving it unpriced.

Do not propose cost-plus-percentage-of-cost or percentage-of-construction-cost compensation. A program management-cost allowance does not itself authorize a consultant fee calculated as a percentage of project costs. Pricing and any modifications remain subject to applicable cost/price analysis and allowability requirements, including 2 CFR 200.324.