

Delaware River Basin Commission
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Executive Director

REQUEST FOR PROPOSALS

INFORMATION AND INSTRUCTIONS

1. GENERAL INFORMATION / BACKGROUND

The Delaware River Basin Commission (“DRBC,” or “Commission”) is seeking a qualified consultant to review Hazard Mitigation Assistance (“HMA”) projects using the Federal Emergency Management Agency (“FEMA”) Benefit Cost Analysis (“BCA”) Toolkit, version 6.0 (or higher). This Request for Proposals (“RFP”) is being issued under an agreement between the Pennsylvania Emergency Management Agency (“PEMA”), as FEMA’s designated state administrative agency, and DRBC, the subrecipient, in accordance with a Building Resilient Infrastructure and Communities (“BRIC”) 2021 FEMA grant award.

Any changes to this RFP will be in the form of an addendum, which will be posted on the Commission’s website, www.drbc.gov.

The consultant will be selected based on a review of proposals submitted to DRBC in response to this RFP, including as the RFP may be amended. The DRBC reserves the right to reject any or all submittals and to be the sole judge of the merits of each submittal.

The Commission in its sole discretion may waive minor irregularities, defects, or informalities in the submitted proposals when such irregularities, defects, or informalities have no bearing on the amount of the bid or on the competitive advantage of the proposal.

Questions regarding any aspect of this RFP, including requests for clarification or to explain apparent discrepancies or omissions, should be directed to the project coordinator, Avery Lentini, at avery.lentini@drbc.gov and will be accepted until 4:00 p.m. Eastern Time, on Friday, July 18, 2025.

In accordance with Section 15.1(i) of the Delaware River Basin Compact, U.S. Public Law 87-328, 75 Stat. 688 (1961), all laborers and mechanics employed by contractors or subcontractors pursuant to this RFP must be paid wages at rates not less than those prevailing in the area, and all such workers must receive compensation at a rate of not less than one and one-half times their basic rate of pay for all hours worked in any work week in excess of eight hours in any work day or forty hours in any work week.

2. QUALIFICATIONS

Each bidder must be a registered professional engineer in the Commonwealth of Pennsylvania, or an engineering consulting firm employing professional engineers registered in the state of Pennsylvania, with a minimum of two (2) years of experience in the engineering field. The selected consultant will have demonstrated experience and expertise in BCA or Benefit-Cost Ratio ("BCR") development. Each bidder must previously have provided either FEMA or the U.S. Army Corps of Engineers with BCA/BCR development services resulting in a BCA/BCR of between 2.0 and 3.0 for projects requiring federal funding.

The proposal should include a description of the bidder's qualifications. The qualifications should demonstrate the firm's ability to perform the work and should include at a minimum, the following:

- The bidder's experience, reputation and demonstrated abilities, including examples of at least three (3) successfully completed projects of similar scope;
- At least two (2) references who can attest to the bidder's prior work;
- Resumés for the bidder's proposed project manager and key team members; and
- The bidder's capabilities to meet the needs of the project within the time frame required.

3. PROJECT SCOPE

DRBC's partner agency, PEMA, is charged with assisting local municipalities, counties, and sister state agencies with applications and submissions to FEMA that meet the federal 2023-2024 Hazard Mitigation Assistance ("HMA") eligibility requirements. One of these requirements is cost effectiveness, as determined by the calculation of a BCA. DRBC seeks a qualified engineering consultant to conduct BCA reviews for project applications from municipal or county staff or contract engineers, architects, surveyors, grant writers, and/or other applicant agents.

The successful bidder will conduct BCAs on behalf of special district authorities selected by PEMA and DRBC for between 10 and 15 municipal water, sewer, flood protection, high hazard potential dam, or other projects.

Task 1a - BCA Project Support

The selected bidder will provide technical BCA/BCR support for between 10 and 15 applications. The number of applications ultimately selected will be determined based on the complexity of the project types and capacities of the applicants. The consultant will be expected to provide justification to the DRBC and PEMA team if the expected support for between 10 and 15 applications cannot be achieved. In the event that an applicant drops out of the process, the

consultant will inform the DRBC and PEMA teams promptly, and PEMA may substitute another applicant.

The consultant will be expected to check in with the DRBC and PEMA project coordinators twice or three times per month to provide updates on progress.

Task 1b – BCA Correspondence/Coordination

The work will entail corresponding with the selected project applicants to obtain additional information from them as needed and to inform them of the results of the BCAs.

Task 2 – Expected Deliverables

Upon completion of Tasks 1a and 1b, the consultant will submit a brief memo to DRBC, summarizing the work performed and including, for each application, the identity of the HMA project applicant, a summary of the services provided by the consultant, the dates of any meetings held with applicants, and any recommendations provided.

4. COST/PAYMENT TERMS

Based on the project scope described in Section 3 above and in accordance with the submittal requirements set forth in Section 6 below, bidders are directed to provide a Cost Proposal, to identify tasks or deliverables and include a schedule of hourly rates and a “not to exceed” total dollar amount.

Billing will be no more frequent than monthly and will be based on actual hours and work completed. Assuming evidence of satisfactory progress, in accordance with paragraph 10.a. (“Time of Payment”) of the [DRBC Standard Contract](#), payment will be made within 30 days, consistent with the agreed upon rates and services. The invoice will be in such form as may be required by the Executive Director. Five percent of each payment will be withheld pending completion and acceptance by the Commission of all final work products.

5. AGREEMENT TERMS

The agreement between the consultant and the DRBC will require the consultant to provide insurance for its operations as set forth in Appendix A of this RFP.

No subcontractors will be permitted to work in connection with this project without the DRBC’s express written approval. In accordance with Section 15.1(i) of the Delaware River Basin Compact, all laborers and mechanics employed by the consultant or any subcontractor in connection with this project must be paid wages at rates not less than those prevailing in the area for the type of work to be performed as determined by the United States Secretary of Labor, and all such workers must receive compensation at a rate of not less than one and one-half times their basic rate of pay for all hours worked in any work week in excess of eight hours in any work day or forty hours in any work week. The selected consultant must comply with all applicable provisions of state and federal laws.

6. SUBMITTAL REQUIREMENTS/ PROPOSAL CONTENTS

Each bidder must submit a proposal ("Proposal") and a separate cost proposal ("Cost Proposal").

Proposal

The Proposal must include the following:

- Summary of relevant firm experience regarding FEMA BCA project application support as outlined in Section 3, including three (3) recent examples of similar work performed.
- Statement that the consultant has not defaulted on a FEMA application project within the last three (3) years.
- Statement that the consultant will comply with the specifications and conditions in this RFP.
- A description of the proposed scope of services and approach to completing the proposed tasks.
- Proposed schedule of completion, including an expected period of performance. The period of performance, including the development of final summary memos for each BCA project, shall not exceed 4 months of issuance date.
- Any exceptions to the project scope as described in Section 3 of this RFP or the above requirements must be clearly described in the Proposal.
- Identification and contact information for the bidder's proposed Project Manager.

Cost Proposal

The Cost Proposal must include the following:

- Budget, including estimated hours and cost per task, and including a proposed not-to-exceed total cost.
- Standard schedule of hourly rates.

There is no page minimum or page limit in responding to this RFP. However, submittals should be concise. Any requested terms, conditions, or qualifications should be noted.

7. PERIOD OF PERFORMANCE

The selected consultant will commence work on the Project within ten (10) business days of execution of an agreement between the Commission and the consultant, with the work

presently expected to begin on or around Monday, August 4, 2025, unless the Commission agrees to a later commencement date. Once commenced, the Project should be completed within the period of performance stated in the agreement.

The Task 2 memo will be due to DRBC within 4 months of execution of the contract.

8. SUBMITTAL INSTRUCTIONS

Proposal

Interested bidders should send an electronic (PDF) file of their Proposal (excluding Cost Proposal) that includes the requirements outlined in Section 6 – Proposal *via* email to: DRBC.Proposals@drbc.gov.

Cost Proposal

The Cost Proposal, including the requirements outlined in Section 6 – Cost Proposal, must be submitted in advance of the deadline set forth below, in hard copy only, and in a sealed envelope clearly marked “Cost Proposal” addressed to:

Elba Deck, Director of Finance and Administration
Delaware River Basin Commission
25 Cosey Road A
West Trenton, NJ 08628

Deadline

Proposals – both the emailed Proposal (PDF format) and sealed Cost Proposal (hard copy only) – must be received no later than **4:00 p.m. Eastern Time, on Friday, July 25, 2025**. Proposals received after this time will not be considered. The Commission reserves the right to reject any submittal for any reason.

9. PROPOSAL SELECTION AND AWARD PROCESS

Proposals will be evaluated by a committee comprised of staff of the DRBC and PEMA. Evaluation committee members may not speak with bidder representatives regarding proposals submitted in response to this RFP between the time of submission and the Commission’s selection of a consultant.

Accepted Proposals will be reviewed by the evaluation committee and scored against stated criteria. Cost Proposals will be opened only after the substantive Proposals are evaluated. The committee may review references, request interviews/presentations (on-site or virtual), or request demonstrations or additional details. The resulting information will be used to score the Proposals. The evaluation committee’s scoring will be tabulated, and Proposals ranked based on the numerical scores received. The Proposals will be scored using the following criteria:

Description	Points
Consultant Qualifications	30
Proposal	20
Cost Proposal	20
Proposed Schedule of Completion	30
Total	100

Appendix A

Insurance Requirements

Insurance to be provided by the consultant. The agreement between the consultant and the Commission ("Agreement") will require the former to provide insurance applicable to its operations as follows:

- (a) Worker's Compensation with statutory limits, and Employer Liability Insurance with a limit of \$1,000,000 per accident to provide for payment of Worker's Compensation benefits to the consultant's employees and/or their dependents in connection with the services covered by the Agreement. Such benefits shall include, when required, Occupational Disease benefits in accordance with applicable law. Applicable law shall include but shall not be limited to the U.S. Longshoremen's and Harbor Workers' Compensation Act and the Jones Act.
- (b) Comprehensive General Liability Insurance on standard bureau form excluding professional liability but including Premises-Operations, Contractual Liability, Owner's and Contractor's Protective Liability, and Completed Operations Insurance, with a combined single limit of \$1,000,000 per occurrence and \$2,000,000 annual aggregate, for bodily injury and/or personal injury, including death and property damage.
- (c) Comprehensive Automobile Public Liability Insurance (including owned, non-owned, and hired automobiles) with a combined single limit for bodily injury, death and property damage of \$1,000,000 per accident. This policy shall also provide coverage for Automobile Comprehensive, Fire and Theft insurance subject to a \$500 deductible and Collision insurance subject to a \$500 deductible on owned commercial vehicles.
- (d) Excess Liability Insurance in the amount of \$5,000,000.
- (e) Products Completed Liability Insurance in the amount of \$1,000,000 with no time period exclusionary language.
- (f) Upon execution of the Agreement, the consultant will provide the Commission with the appropriate certificates of insurance, as outlined above, including the Commission as an additional insured for the term of the Agreement.