

**CITY OF ST. GEORGE, LOUISIANA**

**REQUEST FOR PROPOSALS (RFP)**

**PROFESSIONAL SERVICES FOR DISASTER RECOVERY PROJECT MANAGEMENT  
CONSULTANT SERVICES**

City of St. George  
11207 Proverbs Avenue  
St. George, LA 70816

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**PUBLIC NOTICE**

The City of St. George is soliciting sealed proposals from qualified firms to provide Professional Disaster Recovery Project Management Consultant Services on an as-needed basis to support disaster response, recovery, reimbursement, and grant management efforts.

This contract may be funded in whole or in part with federal funds. All applicable federal, state, and local laws shall apply.

Proposals will be received until:

**2:00 PM (CST) – FRIDAY, APRIL 24, 2026**

Proposals shall be submitted through Central Bidding and delivered as required herein.

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**I. INTRODUCTION**

**A. Purpose**

The purpose of this RFP is to secure professional consulting services to assist the City with disaster recovery management, including:

- FEMA Public Assistance
- Hazard Mitigation (Sections 404 & 406)
- Individual Assistance support
- CDBG-DR program management
- Financial compliance and audit support

- Strategic recovery planning

The Consultant shall maximize reimbursement, ensure regulatory compliance, and manage disaster-related projects effectively.

## **B. Contract Structure**

The selected firm shall enter into a **Master Services Agreement (MSA)** with the City.

Services shall be authorized by written **Task Orders** only.

Initial term: Three (3) years

Optional renewals: Two (2) additional one-year extensions

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## **II. PROCUREMENT SCHEDULE AND ADMINISTRATIVE PROCEDURES**

### **A. Procurement Schedule**

The City anticipates the following procurement schedule. The City reserves the right to modify this schedule at any time through written addenda.

- RFP Issued: Friday, March 13, 2026
- Deadline for Written Questions: Friday, March 27, 2026
- Questions and Responses Posted: Friday, April 3, 2026
- Addenda Posted: Friday, April 10, 2026
- Proposal Submission Deadline: Friday, April 24, 2026 at 2:00 PM CST
- Proposal Evaluation: Monday, April 27, 2026
- Optional Interviews (if conducted): Tuesday, April 28, 2026
- Anticipated Contract Award: Tuesday, May 12, 2026

### **B. Point of Contact**

All communications regarding this solicitation shall be directed exclusively to:

Melinda Kyzar  
225-228-3200  
melinda.kyzar@stgeorgela.gov

Proposers shall not contact City officials, employees, or agents regarding this solicitation except through the designated point of contact. Violation of this requirement may result in disqualification.

### **C. Questions**

Questions must be submitted in writing via email to the Point of Contact no later than the deadline stated above. Responses to questions and any clarifications to the RFP will be issued in written addenda posted through Central Bidding. Only written addenda issued by the City shall be binding

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### **III. SCOPE OF WORK**

The services described herein are intended to provide as-needed disaster recovery project management support. The City reserves the right to obtain similar services from other consultants or internal staff.

The Consultant shall provide technical assistance and management services including, but not limited to:

#### **A. FEMA Public Assistance (Categories A–G)**

- Damage assessments
- Project Worksheet development
- Cost estimating
- Direct Administrative Cost tracking
- Emergency Protective Measures
- Debris documentation
- Permanent Work management
- Closeout and appeals support

#### **B. Hazard Mitigation (404 & 406)**

- Project identification
- Cost-benefit analysis
- Application preparation
- Grant administration
- Environmental & Historic Preservation compliance

#### **C. Community Development Block Grant – Disaster Recovery (CDBG-DR)**

- Action Plan development

- Unmet Needs Assessments
  - Housing & infrastructure programs
  - Financial compliance
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#### **D. Grant & Financial Compliance**

- 2 CFR 200 compliance
- Procurement guidance
- Documentation system development
- Single Audit preparation
- Audit response support

#### **E. Strategic Advisory Services**

- Liaison with The State of Louisiana, East Baton Rouge Parish MOHSEP, FEMA & GOHSEP
- Meeting facilitation
- Recovery planning strategy
- Document retention systems

The City shall at all times retain sole authority to determine whether to pursue any disaster recovery project or funding application.

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#### **IV. FEDERAL COMPLIANCE REQUIREMENTS**

The Consultant must demonstrate expertise in:

- 2 CFR Part 200 (Uniform Guidance)
- FEMA PAPPG
- Single Audit Act
- Environmental & Historic Preservation rules
- Federal procurement standards

The resulting contract shall include all required provisions under 2 CFR 200 Appendix II.

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## **V. PROPOSAL SUBMITTAL REQUIREMENTS**

Proposals shall be submitted electronically through the Central Bidding platform at [www.centralbidding.com](http://www.centralbidding.com). Proposers are responsible for ensuring proposals are successfully uploaded prior to the deadline. Late submissions will not be accepted.

Electronic submission through Central Bidding shall constitute the official proposal. Proposers should additionally submit five (5) hard copies of the proposal within three (3) business days following the deadline for electronic submission to:

City of St. George  
Attn: Melinda Kyzar  
11207 Proverbs Avenue  
St. George, LA 70816

All proposals shall include:

### **A. Firm Qualifications**

- Years in business
- Disaster recovery experience
- Louisiana public sector experience

### **B. Key Personnel**

- Program/Recovery Director
- Public Assistance SME
- Hazard Mitigation Specialist
- Financial/Grant Specialist
- Documentation Manager

The personnel identified in the proposal shall be considered essential to contract performance.

Replacement of key personnel shall require prior written approval from the City. Any proposed replacement must possess qualifications equal to or greater than the originally proposed personnel.

### **C. Past Performance**

- Three (3) references
- Evidence of successful FEMA closeouts
- Audit compliance history

#### **D. Technical Approach**

- Activation protocol
- Staffing plan
- Compliance methodology

#### **E. Current Workload**

- Demonstrate available capacity

#### **F. Conflict of Interest Disclosure**

Each proposer shall disclose any actual or potential conflicts of interest, including but not limited to:

- current or recent disaster recovery work for FEMA applicants in the region
- relationships with contractors or vendors likely to participate in City recovery projects
- prior engagements with the City within the past three years
- any financial relationships that could impair impartial performance
- any conflict under the Louisiana Code of Governmental Ethics

The City reserves the right to require mitigation plans or reject proposals presenting unacceptable conflicts.

#### **G. Pricing (Exhibit A) – see below**

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## **VI. MINIMUM QUALIFICATIONS**

Proposers must meet the following minimum qualifications:

- authorized to conduct business in the State of Louisiana
- active registration in the federal System for Award Management (SAM.gov)
- possession of a Unique Entity Identifier (UEI)
- no suspension or debarment from federal contracting

- demonstrated experience in disaster recovery project management involving FEMA, HUD, or other federal disaster programs
- minimum of three completed disaster recovery engagements of comparable scope

Failure to meet minimum qualifications may result in rejection of the proposal as non-responsive.

**VII. SELECTION CRITERIA**

| <b>Criteria</b>             | <b>Points</b> |
|-----------------------------|---------------|
| Qualifications & Experience | 25            |
| Past Performance            | 20            |
| Technical Capabilities      | 30            |
| Staffing & Capacity         | 15            |
| Pricing                     | 10            |
| <b>Total</b>                | <b>100</b>    |

Cost Score Formula:

$$CS = (\text{Lowest Proposed Cost} \div \text{Proposer's Cost}) \times 10$$

The City reserves the right to negotiate with the highest-ranked proposer. The City further reserves the right to conduct interviews with selected proposers prior to final selection.

**VIII. PRICING – EXHIBIT A**

Provide fully burdened hourly rates:

| <b>Position</b>        | <b>Hourly Rate</b> |
|------------------------|--------------------|
| Program Director       | \$_____            |
| Senior Project Manager | \$_____            |
| Project Manager        | \$_____            |

| <b>Position</b>              | <b>Hourly Rate</b> |
|------------------------------|--------------------|
| Public Assistance SME        | \$_____            |
| Hazard Mitigation Specialist | \$_____            |
| Grant Financial Specialist   | \$_____            |
| Documentation Manager        | \$_____            |
| Administrative Support       | \$_____            |
| Construction Manager         | \$_____            |
| Resident Inspector           | \$_____            |

Rates must include overhead, profit, travel, and administrative costs.

Rates remain firm for three (3) years.

Compensation under this contract shall be based solely on the hourly rates or other pricing structures approved by the City.

Compensation shall not be based on:

- a percentage of project costs
- a percentage of grant proceeds
- a percentage of reimbursements recovered
- cost-plus-a-percentage-of-cost methods
- any contingent compensation tied to the amount of disaster assistance received

Such compensation structures are prohibited under federal procurement regulations.

## **IX. INSURANCE REQUIREMENTS**

Professional Liability (Errors & Omissions) – \$1,000,000

Commercial General Liability – \$1,000,000 per occurrence

Automobile Liability – \$1,000,000 combined single limit

Workers' Compensation – Statutory limits

The City shall be named as additional insured on general liability and automobile liability policies.

## **X. REQUIRED LOUISIANA AFFIDAVITS**

### **Exhibit B – Louisiana Public Contract Attestation (La. R.S. 38:2212.10)**

[Full affidavit language requiring notarized certification of compliance, no fraud convictions, and no debarment.]

### **Exhibit C – Corporate Resolution / Authorization**

Certification of authority to submit proposal.

### **Exhibit D – Affidavit of Non-Collusion**

Notarized statement certifying no price fixing or collusion.

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## **XI. REQUIRED FEDERAL CERTIFICATIONS**

### **Exhibit E – Debarment & Suspension Certification**

(2 CFR 180 / 2 CFR 200)

### **Exhibit F – Byrd Anti-Lobbying Certification**

### **Exhibit G – Equal Employment Opportunity Certification**

(Executive Order 11246)

### **Exhibit H – Clean Air Act & Water Pollution Control Act Certification**

### **Exhibit I – Access to Records Certification**

(2 CFR 200.337)

### **Exhibit J – 2 CFR 200 Appendix II Compliance Certification**

Each form must be signed by an authorized representative.

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## **XII. MASTER SERVICES AGREEMENT REQUIREMENTS**

The final contract shall include:

- Termination for Cause and Convenience
- Administrative, contractual, and legal remedies
- Access to records clause

- Compliance with Contract Work Hours & Safety Standards Act
- Audit cooperation requirements
- Indemnification provisions
- Conflict of interest provisions
- Document retention requirements (minimum five years)
- Transition assistance upon termination

Task Orders shall define:

- Scope
- Budget
- Deliverables
- Schedule
- Not-to-exceed limits

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### **XIII. SUBMISSION DEADLINE**

Proposals must be received through the Central Bidding Platform no later than:

2:00 PM (CST) – FRIDAY, APRIL 24, 2026

Deliver hard copies to:

City of St. George  
Attn: Melinda Kyzar  
11207 Proverbs Avenue  
St. George, LA 70816

Label all proposals as, “RFP – Professional Services for Disaster Recovery Project Management Consultant Services”

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### **XIV. RESERVATION OF RIGHTS**

The City reserves the right to:

- Reject any or all proposals

- Waive minor informalities
- Request clarification of proposals
- Negotiate terms
- Request Best and Final Offers
- Cancel this solicitation

Award of a contract pursuant to this RFP does not guarantee the issuance of any task orders or a minimum amount of work. The City may enter into agreements with multiple firms and reserves the right to distribute work among consultants as deemed in the City's best interest.

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#### **XV. PUBLIC RECORDS NOTIFICATION**

All proposals submitted in response to this RFP may be subject to disclosure under the Louisiana Public Records Law.

Proposers claiming confidentiality of proprietary information must clearly identify such information and provide justification for the exemption.