

REPOST

Interested firms please submit SOQ by Monday, February 3, 2025 at 12:00 pm EST. Any questions may be submitted to mhagood@maggievalleync.gov.

TOWN OF MAGGIE VALLEY

Request for Qualifications (RFQ) for Engineering and/or Architectural Services
for
TROPICAL STORM HELENE DISASTER
RECOVERY ENGINEERING AND
MITIGATION SERVICES

The Town of Maggie Valley is seeking the services of qualified engineering consultants to assist in the assessment of damages to public facilities and infrastructure caused by Tropical Storm Helene; recommend actions for repair, upgrade, or mitigation; prepare exhibits and other documents; develop Construction Plans, Specifications, Surveys, GIS, Permitting, Budgets, Mitigation Actions, Bid and Construction Documents; Construction Management; and perform other related services for various projects that may be funded through the Federal Emergency Management Agency (FEMA)'s Public Assistance grant program, Hazard Mitigation grant program, the U.S. Department of Housing and Urban Development (HUD)'s Community Development Block Grant Disaster Recovery program and/or any other federal or state funded programs that may become available. These consulting services shall be performed in accordance with all local, State, and Federal laws, regulations, and executive orders applicable to these grant programs.

The Town will receive Statements of Qualifications from interested firms until **12:00 pm EST, Friday, January 24, 2025**, at the location stated below. Submittals received after this deadline will not be considered.

The complete submittal consisting of three printed copies and one digital PDF must be provided to the Town in a sealed package, clearly marked on the outside **RFQ Engineering Services for Tropical Storm Helene** and addressed to:

Town of Maggie Valley
Attn: Misty Hagood
3987 Soco Road
Maggie Valley, NC 28751

If submitting SOQ via UPS, USPS, FedEx or another provider, please keep a copy of the tracking number to ensure the submission is received on time.

The Town of Maggie Valley reserves the rights to negotiate with any or all firms submitting qualifications. small and minority businesses, women's business enterprises, and labor surplus area firms are encouraged to submit qualifications and firms using subcontractors must solicit such firms in the subcontracting process.

The Town of Maggie Valley is an equal opportunity employer without regard to race, color, sex, age, religion, national origin, persons with disabilities, or limited English proficiency.

General Scope of Work

The Town of Maggie Valley seeks to obtain sealed proposals from qualified engineers to assist in the

repair, replacement, reconstruction and mitigation of damages to public facilities and infrastructure caused by Tropical Storm Helene; recommend actions for repair, upgrade, or mitigation; prepare exhibits and other documents; develop Construction Plans, Specifications, Cost Estimates, Mitigation Actions, Bid and Construction Documents; Construction Management; and perform other related services, for various projects that may be funded through the Federal Emergency Management Agency (FEMA)'s Public Assistance grant program, Hazard Mitigation grant program, the U.S. Department of Housing and Urban Development (HUD)'s Community Development Block Grant Disaster Recovery program and/or any other federal or state funded programs that may become available. The selected consultant(s) must have knowledge of and provide all services in full compliance with all local, State, and Federal laws, regulations, and executive orders applicable to these grant programs.

This work will include project discovery, project development, when authorized, for any of the Town's facilities and infrastructure including, but not limited to: fishing piers, boardwalks, bulkheads, breakwaters, water and sewer facilities, roads, bridges, drainage, parks and other recreational facilities, public buildings, and other structures. Project development will also include all permitting, coordination with outside agencies, and any other items necessary to successfully develop the project in compliance with funding source requirements.

The Town of Maggie Valley may use this RFQ to enter into one or more contracts, each comprising one or more partial scopes of work, projects, or stages of work. No work may commence and no cost may be incurred on any scope of work, project, or work stage without prior written authorization to proceed.

The executed contract will meet all rules for Federal grants, as provided for in Title 44 Code of Federal Regulations and 2CFR 200.317 through 200.326 and Appendix II and certain statements required for federal funding intended for damages from this federal disaster declaration.

Technical Expertise

It is anticipated that the successful firm(s) will have extensive knowledge and expertise in the technical areas of civil engineering, mechanical engineering, geodetic services, electrical engineering, environmental regulations and permitting, coordination with state and federal resource agencies, contract management, and all phases of construction management services. The SOQ should be specific in describing which areas of expertise your firm is offering to provide.

Selection Process

This RFQ provides information necessary to prepare and submit a **Statement of Qualifications (SOQ)** for consideration and ranking by the Town of Maggie Valley using the point system described below. The evaluation committee will rank the firms in order of the most qualified, based on demonstrated competence and qualifications to perform the services and then make a determination as to whether or not an informal meeting will be required of the top-ranking firms. Upon authorization, the highest ranked firm will be asked to submit a fee proposal to begin contract negotiations for a fair and reasonable price.

By submitting its SOQ in response to this RFQ, respondent accepts the evaluation process as outlined in the SOQ Requirements and Evaluation section which follows.

Statement of Qualifications Requirements and Evaluation

Respondents shall carefully read the information in the following evaluation criteria and submit a complete SOQ to all questions in this RFQ as formatted below:

Item 1: General Qualifications and Availability

15 pts

- a. Provide the following information:
 - Legal name of firm
 - Location of Office that will be conducting the work
 - Contact Persons
 - Date of firm formation
 - Legal business description (Individual, Partnership, Corporation, Joint Venture, etc.)
 - A list of all current contracts pertaining to the Tropical Storm Helene Disaster Declaration.
 - Provide a summary of any litigation, claim(s), or contract disputes filed by or against the firm in the past five (5) years which is related to the services that the firm provides in the regular course of business.
- b. Provide a statement on the availability and commitment of the firm, its principal(s) and assigned professionals to undertake the project, reporting responsibilities and how the firm will interface with the Town of Maggie Valley's staff. Regular weekly, biweekly or monthly project meetings will be required, depending upon the project.
- c. Provide a statement of interest for the project including a narrative describing the benefits that the Town will realize in selecting the Respondent's firm or team, including the firm's specific expertise and unique qualifications, capabilities, specialized experience, best practices or other factors that distinguish the Respondent from other Respondents.

Item 2: Proposed Staff

25 pts

- a. Organizational chart for personnel (including sub-consultants) who are to work on this project including licensure information.
- b. Names and roles of key personnel proposed to work on this project and their office locations.
- c. Include resumes for all key personnel and indicate any individuals who have had previous experience on similar projects.
- d. Provide staffing size by areas of expertise.
- e. Provide current workload of prime firm.
- f. Provide staff availability to perform services.
- g. Provide the Project Managers experience with similar size/type projects and knowledge of similar Disaster Recovery Grant programs.
- h. Provide the sub-consultants experience with similar size/type projects.

Item 3: Project Experience

40 pts

- a. Provide an overview and brief history of the firm and sub-consultants.
- b. Provide verifiable examples of at least five (5) similar projects completed in the last five (5) years by the prime firm and sub-consultants, including:
 - Project name and location
 - Services provided
 - Date of completion or project status

- Final construction costs
- Client name and contact person
- History of meeting project schedules
- History of accomplishing services within established budget, include planned vs. actual.
- Detail cost savings, scope of work changes or cost increases.

Item 4: Project Approach

20 pts

- a. Explain how the team will assess and design the project(s). Include how alternate design options be developed and considered.
- b. Explain how the Federal procurement requirements will be met for contracting (Title 44 Code of Federal Regulations and 2CFR 200.317 through 200.326 and Appendix II)
- c. Explain how the requirements of the federal environmental compliance “Greensheet” will be met (see Exhibit 1).
- d. Provide an example of a typical project schedule.

Responsiveness to Request for Qualifications:

SOQs shall be prepared simply and economically, providing a straightforward, concise description of the respondent’s ability to meet the requirements of this RFQ. Emphasis shall be on quality, completeness, clarity of content, responsiveness to the requirements, and understanding of the Town of Maggie Valley’s needs. Three printed copies (limit 20 pages not including resumes) and one digital PDF of the SOQ are required. Digital PDF’s may be sent via email or provided on a thumb drive. The RFQ must be signed by a person having authority to bind the firm in a contract.

Proposals must indicate “Town of Maggie Valley - RFQ Engineering Services for Tropical Storm Helene” on the coversheet.

Small and Minority Businesses, Women’s Business Enterprises and Labor Surplus Area Firms

The respondent agrees to take all necessary affirmative steps to assure that minority businesses, women’s business enterprises, and labor surplus area firms are used for subcontracted work when possible and that all bid documents contain such required language for these affirmative action steps. Affirmative steps must include:

1. Placing qualified small and minority businesses and women’s business enterprises on solicitation lists;
2. Assuring that small and minority businesses, and women’s business enterprises are solicited whenever they are potential sources;
3. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women’s business enterprises;
4. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women’s business enterprises;
5. Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and
6. The respondent shall, if subcontracts are to be let, take the affirmative steps listed in

paragraphs (1) through (5) of this section.

Good standing with federal and state contract compliance

The firm and any subconsultants must be in good standing with the Federal Contract Compliance Program and the State’s debarred vendors listing. A complete list of federally disbarred contractors can be found at www.sam.gov. It is the sole responsibility of the firm to ensure that any subconsultants are in good standing with the OFCCP and not on the debarment list.

Certification Regarding Lobbying

Prior to entering into an agreement, the successful firm(s) shall file the required certification stating, to the best of his or her knowledge and belief, that:

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.

The respondent shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

Due Date and Contact

Statement of Qualifications Due: **12:00 pm EST, Friday, January 24, 2025.**

Town of Maggie Valley
Attn: Misty Hagood
3987 Soco Road
Maggie Valley NC 28751
(828) 926-0866 ext. 101

Any questions about this RFQ may be directed to the Finance Officer at the number above or emailed to mhagood@maggievalleync.gov. Any Addenda to this RFQ will be posted on the Town’s website and emailed to those firms which have notified the Finance Officer of their intention to submit a SOQ.

The Town of Maggie Valley will not provide compensation or defray any costs incurred by any firm related to the response to this request; reserves the right to negotiate with any and all persons or firms; and reserves the right to reject any or all SOQ(s), or to accept any SOQ deemed most advantageous, based on demonstrated competence and qualifications to perform the services, or to waive any irregularities or informalities in the SOQ received, and to revise the process schedule as circumstances arise.

DETAILED SCOPE OF SERVICES REQUESTED

Providers will help the locality fulfill State and Federal statutory responsibilities related to disaster recovery for presidentially declared disasters in regard to public facilities. Providers will assist the locality in the completion of qualified projects. Engineering contracts and services must be in compliance with federal regulations at 2 CFR Part 200. Providers will be bound to specific terms and conditions found in the general terms and conditions of their contracts.

DESCRIPTION OF SERVICES AND SPECIAL CONDITIONS

Respondents should show their ability to provide the Engineering or architectural services that are expected to be required for the various projects listed in the General Scope of Work. It is anticipated that multiple contracts will be issued under this RFQ, so it is not required that each respondent have expertise in all the areas listed under Technical Expertise. Please be specific in describing which areas of expertise your firm is offering to provide.

Respondent shall then provide a detailed description of how they meet the requirement, describing their knowledge and experience, as well as providing discrete examples of previous work where applicable. The term “subrecipient” used below refers to the non-federal entity that is soliciting qualifications. The term “respondent” refers to the firm submitting qualifications.

General Requirements

- (a) Coordinate, as necessary, between subrecipient and its service providers (i.e., Engineers, Environmental, Contracted Construction Company, FEMA PA program manager, FEMA HMA program manager, HUD CDBG-DR program manager, State Project Managers, etc.) regarding project design and construction management services.
- (b) Provide written monthly project status updates.
- (c) Funding release will be based on deliverables identified in the contract.

Initial Engineering and Design Support

Respondents will be required to show the ability to provide all the Engineering services described below:

- (a) Perform detailed project scopes of work for hurricane-related damage and where appropriate, failures to function related to key infrastructure and facilities.
- (b) Provide or review federal and/or state scopes of work and costs to repair, rehabilitate or restore infrastructure and facilities to pre-disaster condition, considering appropriate codes and design standards including hazard-resistant provisions and American Disabilities Act, Section 106 historic preservation, hazard mitigation eligible activities, pre-existing conditions, site conditions, access, tie-ins to existing infrastructure, alternate functions, possible capacity upgrades or improved projects, repair versus replacement analyses and costs, and other relevant factors as required for reimbursement of damage costs.
- (c) Assist in the assessment of Hazard Mitigation measures at damaged facilities including completion of Benefit Cost Analysis where required.

- (d) Provide all project information necessary to ensure timely execution of the environmental and historic preservation reviews.
- (e) Provide preliminary engineering, investigations, and drawings sufficient to achieve the preliminary design milestone, including at a minimum:
 - i. Cross sections/elevations
 - ii. Project layout/staging areas
 - iii. General notes
 - iv. Special notes
 - v. Design details
 - vi. Specifications
 - vii. Federal or State Environmental and Historic Preservation constraints
 - viii. Utility relocation designs
 - ix. Construction limits, including environmentally sensitive areas that should be avoided during construction
 - x. Required permits
 - xi. Quantities
 - xii. Estimate of construction costs to within +/- 25%
 - xiii. Schedules for design, permitting, acquisition and construction
- (d) Surveying, topographic and utility mapping.
- (e) Perform subsurface explorations for project sites, as necessary.
- (f) Prepare horizontal alignments/layouts for all proposed project alternatives necessary to fully describe the project scope, anticipated limitations, and potential project impacts.
- (g) Recommend value engineering options (alternative design, construction methods, procurement, etc.) that may improve efficiency, expedite the schedule, or reduce project costs for the subrecipient.
- (h) Identify, acquire and submit all necessary permits and approvals required for design approval and construction.
- (i) Submit all necessary deliverables to the appropriate entity for review and comment. Adjust project and/or design to satisfactorily address any comments, as necessary.
- (j) Prepare plans and profiles, including vertical design information for the selected alternative.
- (k) Identify and address potential obstacles to project implementation (i.e., pipelines, easements, permitting, environmental, etc.) prior to moving forward with the final design.
- (l) Support subrecipient with acquisition or property/servitudes/right-of-way and easements documentation as required by the locality to facilitate the project,

preparing right of way surveys and/or property boundary maps and legal descriptions of parcels to be acquired.

- (m) If required, indemnify the federal government from activities performed with federal funds.
- (n) Provide project schedules from cradle to grave in MS Project format or equal as approved by the subrecipient based on state or federal guidance.

Engineering and Final Design Support

Respondents will be required to show the ability to provide all the Engineering services described below as they relate to final design support:

- (a) Prepare plans and profiles, including necessary design information for the selected alternative sufficient to achieve all detailed design milestones. Examples include, but are not limited to:
 - i. Cross sections/elevations
 - ii. Project layout/staging areas
 - iii. General notes
 - iv. Special notes
 - v. Design details
 - vi. Specifications
 - vii. Utility relocation designs
 - viii. Construction limits, including environmentally sensitive areas that should be avoided during construction
 - ix. Required permits
 - x. Quantities
 - xi. Estimate of construction costs to within +/- 20%
 - xii. Schedules for design, permitting, acquisition and construction
- (b) Provide information to appropriate individuals for the development of environmental fund release reports and floodplain maps.
- (c) Identify, acquire and submit all necessary permits and approvals required for design approval and construction.
- (d) Provide hard copy, if necessary, reproducible plan drawings and bid documents, in addition to electronic copies to the subrecipient, upon design completion, and as requested during design. Electronic copies should be in the native format (AutoCAD DWG) along with PDF packages and should contain all corresponding references, databases, or files associated with the completed design documents.
- (e) Assist the Town and any service provider related to the project with all necessary documentation to ensure compliance with all Program requirements and regulations.

Bid and Award Support

Respondents will be required to show the ability to provide all the engineering services described below as they relate to bid and award support.

- (a) Submit appropriate items and support subrecipient in the development of complete bid package.
- (b) Prepare and assist subrecipient in the advertisements for bid solicitation in full compliance with 2 CFR Part 200 and other federal and state requirements.
- (c) Development and issuance of bid-related documents necessary to complete bid process (e.g., bid proposal form, bid addenda and supporting documentation).
- (d) Attend and support subrecipient at pre-bid conference and bid opening.
- (e) Support subrecipient with ongoing communication during bid process.
- (f) Support subrecipient to complete bid tabulation and evaluation of responses and provide recommendation for award.
- (g) Support subrecipient to negotiate and finalize contract documents, including issuance of the Notice to Proceed, in accordance with program and subrecipient requirements.
- (h) Support subrecipient in the conducting of a preconstruction conference.

Contract Management and Construction Oversight

Respondents will be required to show the ability to provide all the Engineering services described below as they relate to contract management and construction oversight.

- (a) Ensure delivery of subrecipient project in accordance with contract.
- (b) Provide ongoing Construction Oversight Reports detailing the status of construction for subrecipient project.
- (c) Review all service provider submittals to ensure compliance with construction contract documents and provide recommendations to subrecipient.
- (d) Provide periodic and final inspections and tests reports, as required for the project.
- (e) Provide on-site supervision and oversight of construction activities at a minimum on a bi-weekly basis or as directed by the locality.
- (f) Review Construction Change Orders and provide recommendation to subrecipient as to appropriate action.
- (g) Review invoice/draw requests and provide recommendation to subrecipient as to appropriate action, in compliance with the construction contract documents.
- (h) Obtain independent cost estimates for validation purposes, as required.
- (i) Review and respond to requests for information/clarification.
- (j) Support subrecipient with issue identification and claims resolutions.

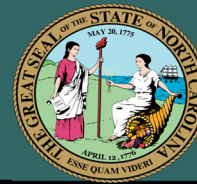
- (k) Enter all requisite information into systems of record in accordance with established policies and procedures.
- (l) Develop a final “as built” report of quantities, drawings, and specifications.
 - (m) Issue to the subrecipient, for execution, a Certificate of Construction Completion within 30 days of final inspection approval.
 - (n) Deliver “as-built” drawings to the subrecipient within 30 days of project completion.
 - (o) Host and/or attend project coordination meetings in person, by phone, or by video conference, which may or may not fall during normal business hours.
 - (p) Perform other contract management and construction oversight duties as required to ensure success of the subrecipient project.
 - (q) Provide necessary certifications to regulatory agencies of project completion and compliance (ex. NC DEQ; NC DOT; USACE).
 - (r) Submit all final invoices within 60 days after contract or work order expiration.

Specialized Services

Respondents shall show the ability to provide via in-house or a subconsultant, the Engineering services described below as they relate to specialized services.

- (a) Provide Geotechnical Investigations as may be required for a project.
- (b) Provide underwater structural Investigations as may be required for a project.
- (c) Provide Detailed Surveying as may be required for a project.
- (d) Provide Site Specific Testing as may be required for a project.
- (e) Provide Planning Studies as may be required for a project.
- (f) Provide Feasibility Studies as may be required for a project.

FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) ENVIRONMENTAL PLANNING AND HISTORIC PRESERVA- TION (EHP) GREENSHEET FOR DR-4827-NC



INTRODUCTION

FEMA eligibility review for funding projects require compliance with environmental planning and historic preservation laws and Executive Orders (EOs). Early identification of projects with potential compliance issues and coordination with appropriate federal, state, tribal, and local regulatory agencies is needed to anticipate and expedite review, approval, and funding of projects.

FEMA's Environmental Planning and Historic Preservation (EHP) specialists are available to assist you, the subrecipient, in gathering information for informed decision-making during project development and implementation. EHP provides technical assistance and support through the Public Assistance (PA) Program Delivery Manager (PDMG) or other designated points of contact (POCs). Should you have questions regarding your project please direct those questions to the designated PDMG and the State Emergency Management Agency's designated POCs who will in turn advise the assigned EHP specialist.

ALL PROJECTS REQUIRE EHP COMPLIANCE REVIEW

NOTE: Even if a project repairs a facility back to pre-disaster condition, federal, state, and local laws still apply. The following often require additional documentation or request for information:

Involving improved projects, new construction, hazard mitigation, or scope of work (SOW) changes.

Affecting buildings, structures, sites, objects, or districts that are 45 years or older, historic landmarks of any age and any work resulting in soil movement or change to the pre-disaster footprint.

Work near or within a special flood hazard area (regulatory floodway or 1% annual chance flood zone [100-year], or critical actions in the 0.2% annual chance flood zone (500-year).

Work in or near environmentally sensitive areas such as barrier conservation easements, fish hatcheries, preserves, state and national parks, and wildlife management areas.

Work in or near canals, lakes, rivers, streams, wetlands, or other bodies of water including fishing piers.

Staging and disposal / recycling of debris including, but not limited to vegetative, construction/demolition, and hazardous materials as a result of either the disaster event or the project work.

Federally funded actions require considerations to avoid disproportionately high and adverse effects to Low Income and Minority Populations per EO 12898.

TIPS TO NAVIGATE THE COMPLIANCE PROCESS

Obtain any necessary permits prior to construction. FEMA does not obtain permits. Failure to obtain applicable permits may jeopardize federal funding.

If you have existing permits, provide copies to your designated PDMG. FEMA may be able to expedite the EHP compliance review based upon existing and applicable permit documentation.

If you are unsure whether you need permits, use the contact information on the last page. Document and keep copies of any correspondence with federal or state agencies regarding permits. Attach those copies to your grant application.

Adhere to permit conditions for implementing work and utilize identified best management practices. Verify conditions met if work is completed.

EHP compliance reviews may require detailed information for assessing potential impacts. A complete and clear scope of work will minimize any clarification requests.

Providing maps or sketches of work details, site plans, area descriptions, and minimization measures (not mitigation) for proposed or completed work is very informative and cuts down on requests for information (RFI) from EHP.



CHECKLIST ITEMS

INFORMATION NEEDED FOR MOST PROJECTS:

GPS Coordinates

- Decimal degrees to five decimal places for all damaged sites
- If over 200 feet in length, the start and end coordinates
- All Temporary Debris Staging & Reduction Sites
- Final disposal sites
- Source(s) of fill material (soil, gravel, rip-rap, etc.)

Dates of Construction

- All structures and buildings
- Format: Circa year, or exact built date
- Renovation dates: exterior, interior

Ground Disturbance

- Include the length, width, and depth descriptions
- Any vegetation removal and how many cubic yards?
- Within existing footprint or right-of-way?

HELPFUL DOCUMENTS/INFO TO PROVIDE:

- Site/Design Plans
- Photos of before and after damages
- Maps with ground disturbance locations identified
- Expected start and end dates
- Correspondence with regulatory authorities such as:
 - Local floodplain manager
 - U.S. Army Corps of Engineers District Office(s)
 - Other state agencies such as natural resources/environmental/health departments
- Details on flood risk minimization measures and any alternatives considered

COLLECTION, REMOVAL, AND DISPOSAL OF DEBRIS:

Temporary Debris Staging & Reduction Sites (TDSRs)

- Type of surface (paved, gravel, crop fields, etc.)
- Method of reduction (chipping, burning, etc.)
- Provide any permitting documents (email, letter, or form is acceptable)

Final Disposal or Disposition of Debris

- Permitted landfill, recycling or composting site ID or Permit Number
- Burn approval from state agency
- Chipping final location
- Identify any transformers, oil, or other specials or hazardous waste

Collection, Transport, and Road Clearing

- Provide appropriate documents for cross-state transport
- Method of clearing (cutting and tossing, scraping)

EMERGENCY AND TEMPORARY WORK:

Sandbagging Operations

- Disposal location if sandbags were flood impacted
- If storing sandbags for further use, provide GPS coordinates of location

Emergency Sand Scraping and Beach Berms

- Provide any US Army Corps of Engineers coordination documents
- Verification that permit conditions were met
- Document if the project is temporary or permanent (if permanent, was it pre-existing?)
- Date of work was completed (month, year)
- For scraping, report if the sand was cleaned

Vector Control (Mosquito Abatement)

- See available Mosquito Abatement Quick Guide

QUICK GUIDES AVAILABLE UPON REQUEST

Disaster-wide Public Notice
Floodplains, Wetlands Quick Guide and FFRMs
Piers Quick Guide
Roads and Bridges Quick Guide

Debris Removal Quick Guide
Mosquito Abatement Quick Guide
Work-in-Water Quick Guide
Demolition and Debris Removal Best Practices

NOTE: This checklist may not fully apply to your projects and some states, regions, and districts require specific documents. Request additional information or send questions to your FEMA and NCEM designated Point of Contacts.

Federal Flood Risk Management Standard

Executive Orders 14030 and Executive Order 13690 established the Federal Flood Risk Management Standard (FFRMS) which enhanced FEMA's responsibilities when considering impacts to and from the floodplain. The FFRMS policy applies to those PA projects for both facilities and structures involving new construction, substantial improvement or repairs to substantial damage situated within the 1% annual chance floodplain and for critical facilities situated in the 0.2% annual chance floodplain.

As such, FEMA will be identifying the applicable design standard for project types incorporating the FFRMS-Climate Informed Science Approach (CISA) for actions situated along the low-lying areas along the Atlantic coastline; the Freeboard Value Approach (FVA) for coastal and riverine areas and the 0.2-Percent-Annual-Chance Flood Approach (0.2PFA) for inland riverine areas per FEMA Policy 206-24-005 effective for federally declared disasters on or after September 9, 2024. This policy facilitates implementation of FEMA's responsibilities to provide leadership in floodplain management and bolster the resilience of communities and federal assets against the impacts of flooding, interpreting and implementing the requirements included at 44 Code of Federal Regulations (CFR) Part 9 and consistent with the agency's authorities pursuant to the National Flood Insurance Act, the National Environmental Policy Act, the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act), and other agency statutory and regulatory authorities.

PRINCIPLES

- A. Reduce vulnerability to loss of life and property caused by flooding.
- B. Avoid, to the extent possible, the long- and short-term adverse impacts associated with occupancy and modification of floodplains and avoid direct or indirect support of floodplain development wherever there is a practicable alternative.
- C. Improve resilience of FEMA-funded actions against current and future flood risk to ensure they serve their purpose for as long as intended.
- D. Rely on best available⁵ information to inform agency decision making, including information on current and future flood risk and actionable climate science information, where available.

Unified Federal Review

Unified Federal Review (UFR) is used to develop methods that expedite the environmental and historic preservation (EHP) review process for disaster recovery projects through strengthening working relationships among federal agency partners. When more than one federal agency is involved in the same recovery project (s), successful UFR implementation leads to improved, expedited federal decision making and better outcomes for communities and the environment.

Through UFR, federal agencies that conduct EHP reviews as a part of funding actions or regulatory reviews for disaster recovery projects may coordinate their EHP reviews with FEMA. Once these activities or overlaps are identified, efficiencies and streamlining processes can be implemented to expedite the EHP review process and reduce redundancies. Early interagency coordination is critical. Types of projects that may benefit from UFR include replacement of critical infrastructure, large-scale mitigation, and large-scale debris removal.

If you have any scenario(s) that appear to have an opportunity to implement UFR (particularly for any potentially complex projects that other federal agencies are providing funding), please reach out to the Region 4 UFR Coordinator using the contact information below.

Kari Elkins, M.S.

kari.elkins@fema.dhs.gov

Unified Federal Review Coordinator
Region 4 EHP Office: (256) 343-3570

CONTACTS AND RESOURCES

FEMA:

James Fox
PA Infrastructure Branch Director
james.fox@fema.dhs.gov
202-431-9183

Scott Fletcher
Environmental and Historic Preservation Advisor
scott.fletcher@fema.dhs.gov
202-322-3924

Oswaldo Rueda Builes
406 PA Hazard Mitigation Assistance
oswaldo.reudabuiles@fema.dhs.gov
470-294-9718

NCEM:

State Public Assistance
Joe Stanton, Assistant Director-Recovery Chief
(919)-218-6352
Joe.Stanton@ncdps.gov
<http://www.ncdps.gov/our-organization/emergency-management>

Steve McGugan
State Hazard Mitigation Officer
Steve.McGugan@ncdps.gov
(919)-873-5843

GRANTS PORTAL: <http://grantee.fema.gov/>

STATE AGENCIES:

Division of Waste Management

<https://deq.nc.gov/about/divisions/waste-management>
Drew Hammonds Eastern District Office (910) 433-3349
Deb Aja Western District Office (826) 296-4702

National Flood Insurance Program

Steve Garrett, State NFIP Coordinator
Steve.Garrett@ncdps.gov
(919)-825-2316

Division of Water Resources

<https://deq.nc.gov/about/divisions/water-resources>

FEDERAL AGENCIES:

United States Fish and Wildlife Service (USFWS)

John Ellis, Field Biologist
551-F Pylon Drive
Raleigh, NC 27606
(919) 856-4520 john_ellis@fws.gov
<https://fws.gov/office/eastern-north-carolina>

United States Army Corps of Engineers (USACE)

Raleigh Regulatory Field Office
(919) 554-4884
<https://www.saw.usace.army.mil/missions/regulatory-permit-program/contact/>

USDA Forest Service (USFS)

North Carolina Office
4405 Bland Road, Suite 260
Raleigh, NC 27609
(919) 873-2000
<https://www.rd.usda.gov/nc>

Natural Resources Conservation Service (NRCS)

Timothy Beard
4407 Bland Rd., Suite 117
Raleigh, NC 27609
(919) 873-2101
<https://www.nrcs.usda.gov/wps/portal/nrcs/main/nc/contact/state/>

STATE AGENCIES:

State Historic Preservation Office

<https://www.ncdcr.gov/state-historic-preservation-office>
Renee Gledhill-Early
Environmental Review Coordinator
renee.gledhill-earley@ncdcr.gov (919) 814-6579
John Mintz State Archaeologist John.mintz@ncdcr.gov
(919) 807-6555 or (919) 814-6555
<https://archaeology.ncdcr.gov/about/>

North Carolina Forest Service

Raleigh Office (919) 857-4801
Burn Permits: Contact County Ranger or apply online:
http://www.ncforestservice.gov/burn_permits/burn_permits_main.htm