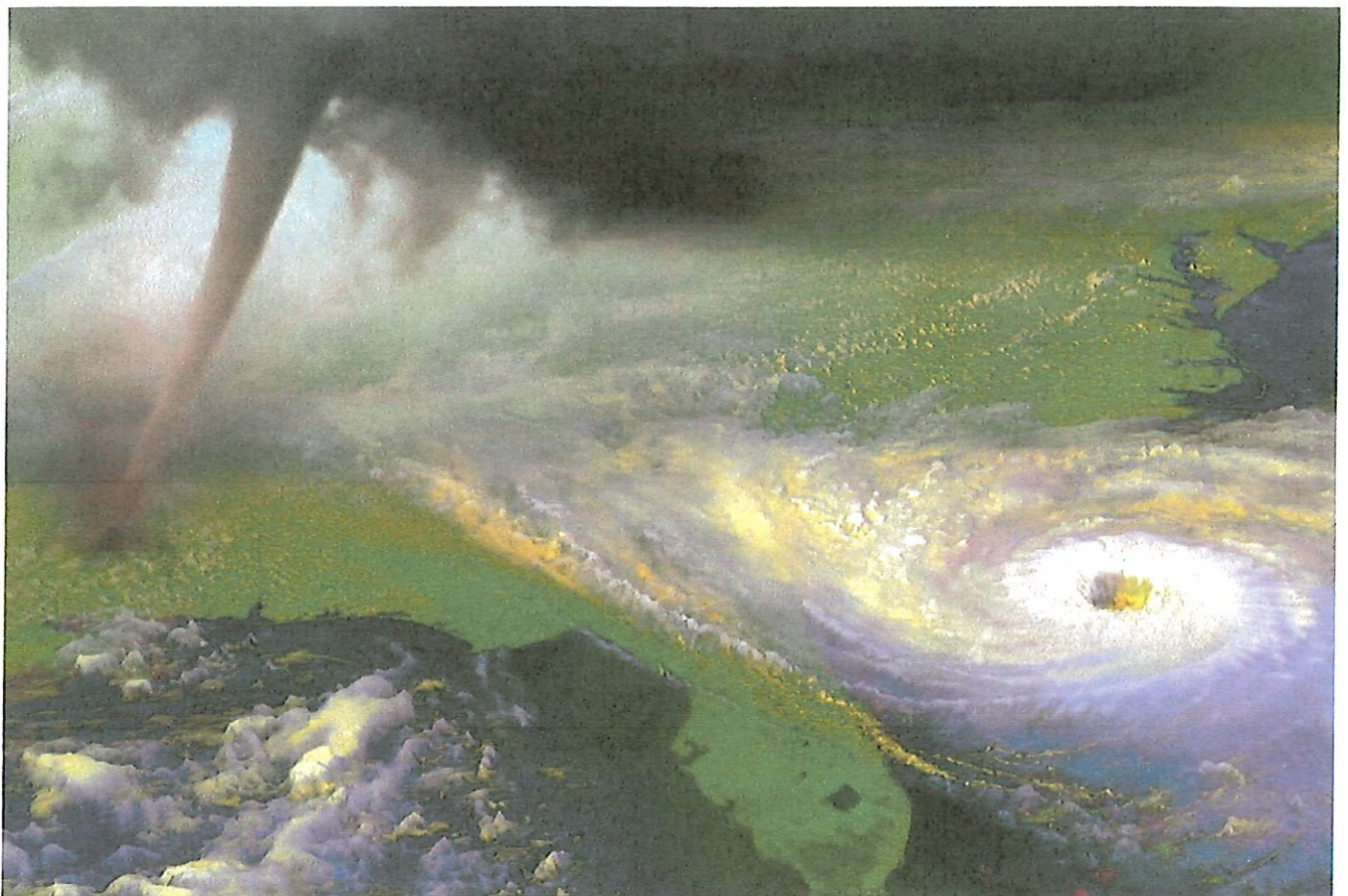




1st Responder Hurricane Safe Rooms, Designed to FEMA 361, ICC500, 200 MPH Wind Rated



FEMA

Request for Proposal Requirements

Tab I: Cover Letter/Management Summary

- A. A cover letter is provided, see above, including name, address, phone number, and email address of person submitting proposal. The project manager/primary contact is William Edward Culpepper and he is authorized to contract for the firm.



April 27, 2021

Rachel Keith, Purchasing Agent
City of Foley, Alabama
407 E. Laurel Avenue
Foley, Alabama, 36536
(251) 943-1545

RE: City of Foley Request for Professional Services, Proposal and Qualifications, 1st Responder Hurricane Safe Room - FEMA – HMGP Grant Application

Dear Ms. Keith:

EnCompass360 Inc. is responding to a request from the City of Foley, Alabama to provide a proposal and qualifications for professional services to conduct grant application preparation, program management and grant administration work under FEMA's Hazard Mitigation Grant Program (HMGP).

Founded in 2000, EnCompass360 specializes in providing disaster and mitigation solutions to various government agencies including city, county, state, school systems, and universities.

EnCompass360's professional services include consulting, project development/management, grant development/management, teaming with experienced architect(s), engineering, property appraiser(s), and GIS analysis/mapping services to provide an encompassing team approach of expertise, products, and solutions to complete disaster and mitigation project life cycles from beginning to end.

Our personnel have been trained by FEMA and other EMA agencies in the area of mitigation solutions including grant development/management, and project development/management, EnCompass360 continues training in these areas to provide its customers with best of breed solutions.

If you have any questions, please contact EnCompass360, Eddie Culpepper, at (205) 243-1876.

Thank You,

William E. Culpepper, Project Manager and Owner
EnCompass360, Inc.
P.O. Box 1628
Gardendale, Alabama, 35071
(205) 243-1876
eculpepper@mindspring.com

Tab II: Firms Qualifications

- **Provide an overview of the Firm's history, capability and business ability relative to the City's requirements.**

Answer:

EnCompass360 has been in business since 2000, providing FEMA HMGP and PDM mitigation solutions starting in 2004 and 2005 with Hurricane Ivan and Katrina, 2011 Alabama Tornado outbreak, and many other hurricanes, tornados and flood events since. EnCompass360 has provided towns, cities, counties, school systems, and universities application development, grant and project management from project start to completion on over 30 FEMA mitigation projects.

- **Include information on organizational structure. Include any special expertise for your company.**

Answer:

EnCompass360's professional services include consulting, project development/management, grant development/management, teaming with experienced architect(s), engineering, property appraiser(s), and GIS analysis/mapping services to provide an encompassing team approach of expertise, products, and solutions to complete disaster and mitigation project life cycles from beginning to end.

EnCompass360 has attended the Emergency Management Institute and is certified by FEMA in Unified Hazard Application Development and FEMA 361 Design and Construction for Safe Rooms. These FEMA certifications are instrumental in preparing successful FEMA HMGP applications, and providing project and grant management during the design, bid, construction, inspection and closeout of safe room projects (see William E Culpepper attached FEMA Certifications).

- **Describe your firm's qualifications in providing guidance with FEMA HMPG grants you have prepared and submitted that resulted in the construction of storm shelters for First Responders or other HMGP projects in Alabama consistent with FEMA requirements.**

Answer:

Since 2004, EnCompass360 has specialized in tornado and hurricane safe room projects. Mr. Culpepper has performed shelter/safe room consulting, FEMA application development, received over (42) million in FEMA project funding approvals, provided project management, successful project completion and project closeout on (26) twenty six FEMA 361 tornado and hurricane shelter/safe room projects. Of those (26) projects, (5) five are FEMA 361 rated 1st responder hurricane safe rooms (see attached 1st responder hurricane safe room projects). The remaining FEMA projects were large scale generators for water and waste water pumping stations.

Not one of EnCompass360's projects has ever been denied or not funded by FEMA/AEMA.

- **Provide a complete list of all government agencies for which you are currently providing, or have provided since 2015. Indicate the dates (length) of service for the listed clients and specify the name, title, addresses and telephone number of individuals. The City may contact those clients for whom you have provided HMGP services for further information concerning the services provided.**

Answer:

1. Mayor Mike McMillan
City of Spanish Fort, Alabama
7361 Spanish Fort Boulevard
Spanish Fort, Alabama 36527
Office: 251-626-4884

Spanish Fort FEMA 361 1st Responder Safe room, 4,020 Sq. Ft., 163 Occupants, CMU Construction Type, 200 MPH Wind Rated, EnCompass360 has provided 3 years of service.

2. Mayor Jim Hamby
Town of Elberta, Alabama
13052 Main Street
Elberta, Alabama, 36530
Office: 251-986-5995

Elberta FEMA 361 1st Responder Safe room, 2,766 Sq. Ft., 65 Occupants, ICF Construction Type, 200 MPH Wind Rated, EnCompass360 has provided 2 years of service.

3. City Clerk Lori Bryan
City of Citronelle, Alabama
19135 South Main Street
Citronelle, Alabama 36522
Office: 251-866-7973

Citronelle FEMA 361 1st Responder Safe room, 2,766 Sq. Ft., 65 Occupants, ICF Construction Type, 200 MPH Wind Rated, EnCompass360 has provided 2 years of service.

Additional safe rooms include Baldwin County Commission, ARC of Baldwin County, Prichard, Butler, Tuscaloosa City Schools, Tuscaloosa County Schools, University of Alabama, Tuscaloosa County Commission, Pike County, Macon County, Gardendale, Morris, Warrior, Hayden, Center Point, Pinson, Argo, Bessemer, and Sylvan Springs.

- Provide information on HMGP grants procured with dollar amount of awards and project description.

Answer:

EnCompass360 has successfully received over (42) million in FEMA project funding approvals, provided project and grant management, successful project completion and project closeout on (26) twenty six FEMA 361 tornado and hurricane shelter/safe room projects. Of those (26) projects, (5) five are FEMA 361 rated 1st responder hurricane safe rooms (see attached 1st responder hurricane safe room project examples dollar amounts and descriptions).

- Provide information related to your experience with any FEMA or State appeals. Provide the details as to the outcome, the duration of the appeal and any other related data.

Answer:

EnCompass360 hasn't been denied any safe room project approvals; therefore we haven't had to appeal. We've worked with AEMA and FEMA to secure additional funding for projects that needed extra dollars and have been successful in getting those additional dollars. Also, we've requested additional time extensions for projects that exceeded the FEMA allotted time due to construction delays and were successful with those time extensions.

- Provide information related to your experience with FEMA and State audits. Provide the number of audits your firm has been involved with, the number of findings against the organization that the auditors identified; if the findings were significant and overall what they found and the duration of the audits.

Answer:

We've been involved with local inspectors, FEMA, AEMA, and State of Alabama Fire Marshall on all safe room projects during project reviews, inspections, and closeout. Most findings were positive with very few issues that had to be resolved. We've worked with local and state auditors to assure FEMA funding was used proper and provided auditor's documentation for contracts, and client reimbursements.

- Describe contacts and relationships with your other clients and interaction with FEMA and State Agencies.

EnCompass360 has a very good relationship with the AEMA Mitigation group and FEMA Region 4 and FEMA Washington. The mitigation group includes Michael Johnson, Kristy Ray, Mary Beth McHenry, and Kim Bryant. We work close with AEMA to make sure project information is updated, accurate, and address issues related to FEMA project funding, budgets, quarterly reports, reimbursements, allowable items, timelines, inspections, and project closeouts.

- Provide a summary of any litigation, claim(s), or contract disputes filed by or against the Respondent in the past five (5) years which is related to the services that Respondent provides in the regular course of business. State if there are NO litigation claim(s) or contract dispute(s) filed by or against the Respondent in the past five (5) years.

Answer:

We have no litigation claims or contract disputes

Tab III: Specialized Expertise of Team Members

- Provide a list of individuals who will be assigned to this project for the City and their specific roles. Include summary resumes of the individual to reflect their experience and education, particularly as they relate to the firm's engagements since 2015. Identify the primary contact who will be actively engaged in serving the account and identify the current client workload of this individual by counties, cities, special districts, and other as may apply.

Answer:

EnCompass360, Inc. Project Consultant, Project Development and Management

EnCompass360, Inc. – Birmingham, Alabama and Spanish Fort, Alabama

William E Culpepper – EnCompass360 President - Project Consultant and Manager

Mr. Culpepper had 24 years with Southern Company in Project Consulting, Development and Management on many major utility infrastructure projects, development and implementation of various automated systems before forming EnCompass360 Inc., in 2000.

From 2000 – 2003, newly formed EnCompass360, Inc., and Mr. Culpepper performed consulting, project development and management for Potomac Electric Company (PEPCo) in Washington DC, on similar utility infrastructure and automated system projects.

Since 2004, Mr. Culpepper has performed shelter/safe room consulting, FEMA application development, received over (42) million in FEMA project funding approvals, provided project management, successful project completion and project closeout on (26) twenty six FEMA 361 tornado and hurricane shelter/safe room projects. Of those (26) projects, (5) five are FEMA 361 rated 1st responder hurricane safe rooms (see attached 1st responder hurricane safe room projects).

Education:

- BS in Business Administration from University of Alabama Birmingham
- Certified FEMA Unified Hazard Mitigation Assistance Program
- Certified FEMA 361 – Design and Construction for Safe Rooms

Emergency Management Institute



FEMA

This is to certify that

William E Culpepper Jr

successfully completed
Unified Hazard Mitigation Assistance Program:
Developing Quality Application Elements
Orlando, FL

Issued this 29th day of March, 2012

William E Culpepper Jr
Deputy Superintendent
Emergency Management Institute

William E Culpepper Jr
Superintendent
Emergency Management Institute



FEMA

Certificate of Completion

This Certificate of Completion is to acknowledge that

Eddie Culpepper

Has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of:

FEMA 361 – Design and Construction for Safe Rooms (14 hours)

Birmingham, Alabama

July 25-26, 2011


Adam Reeder, P.E.
Civil Engineer, Atkins
Course Instructor


Ernst Kiesling, P.E., Ph.D.
Texas Tech University/NSSA
Course Instructor

EnCompass360 Project Team Members

Adams Stewart Architects – Robertsdale, Alabama

Todd Stewart – Architect, AIA, NCARB

Mr. Stewart has over 20 years in the Practice of Architecture and currently serves as a Principal and Managing Partner of Adams Stewart Architects LLC. As a Project Architect he has provided services in all phase of Planning, Design, Development, Bidding and Negotiating, Construction Administration, Interior Design and Construction Inspection Services.

His experience has covered the spectrum in the design field from Historic Preservation, Financial Institutions, Restaurants and Hospitality, Schools, Government Buildings, FEMA 361 Safe Rooms as well as various other building types. Mr. Stewart has designed over 25 safe room projects.

Registered Architect (Current and Past Registrations)

- Alabama, Florida, Georgia, Kentucky, Louisiana, Michigan, Mississippi, Nevada, New York, Ohio, Oregon, South Carolina, Texas, Tennessee

Education:

- Bachelor of Architecture, Auburn University, June 1997

Professional and Civic Affiliations:

- NCARB Certified
- Member of American Institute of Architects
- Chairman, Bay Minette Planning Commission

BARTON AND SHUMER ENGINEERING – Mobile, Alabama

Russell S. Barton, PE - Professional Structural Engineer

Mr. Barton has twenty-two years of structural engineering experience, including FEMA 361, ICC500 safe rooms, commercial and residential design, bridge design, structural analysis, and damage assessments. Mr. Barton previously worked for Barter & Associates from 1996 to 2005. Barton & Shumer Engineering, LLC (formerly Barton Engineering, LLC) was established in 2005. Mr. Barton has engineered over 10 safe room projects.

Professional Registration:

- Alabama, Mississippi, Florida

Education:

- Bachelor of Science in Civil Engineering, The University of Alabama

CHRISTIAN TESTING LABORATORIES – Summerdale, Alabama

Jason J. Christian, PE. – Baldwin County Project Geotechnical Engineer

Mr. Christian has eleven (11) years' experience in the field of geotechnical engineering, and construction materials testing. Christian Testing Laboratories provided geotechnical engineering, and construction materials testing on all (5) EnCompass360 coastal 1st responder hurricane safe rooms and several tornado safe room projects.

Education:

- B.C.E. – Auburn University
- Certified ALDOT Concrete Technician
- Certified ACI Level I Concrete Technician
- Certified Soils with Geotechnical Applications

Stewart Engineering, Inc. – Bay Minette, Alabama

Glen Wade Stewart, PE & President

G.W. Stewart, Inc. has successfully contributed in the electrical and mechanical engineering design for over twenty hurricane and tornado shelters located throughout the State of Alabama. Notable projects include; Daphne, Spanish Fort, Elberta, Prichard, and Citronelle 1st responder hurricane safe rooms, Butler Tornado Shelter, Semmes Hurricane Safe Room, Foley Fire Station Safe Room. These projects begin during the FEMA/AEMA application development phase with estimated generator sizing calculations with final electrical/mechanical design for shelter construction.

Education:

- Bachelor of Science Electrical Engineering University of Alabama, 1994

Jade Consulting – Fairhope, Alabama

Perry C. "Trey" Jinright, III, P.E. LEED AP, Principle Engineer– JADE Consulting, LLC
24 yrs. Civil Engineering Experience

Mr. Jinright serves as Supervising Professional Engineer and the Managing Member of JADE Consulting LLC.

Mr. Jinright established JADE Consulting, LLC in October 2006 with a goal of providing clients with exceptional personal service. Jade Consulting has provided civil engineering services on many of the EnCompass360 FEMA 361 safe room projects.

Education:

- B.S. Civil Engineering, 1995
- Auburn University, Auburn, Alabama
- Specialized Training and Certifications
- NICET, Level I & II – Highway Construction
- Roadway Technician, Alabama Department of Transportation
- Concrete Technician, Alabama Department of Transportation
- ACI Level I Concrete Technician
- Haestad Methods -Pond Pack, Storm Cad- Storm Water Modeling
- Haestad Methods -Flow Master, Culvert Master- Storm Water Modeling
- Haestad Methods –Water CAD- Water System Distribution Modeling
- HEC-RAS
- SWMM
- POND3.3

Courtney & Morris Appraisals, Inc. – Daphne, Alabama

James H. (Jim) Faulkner, III

Mr. Faulkner is a licensed commercial real estate appraiser for more than 30 years. Appraisal experience includes property for construction of FEMA 361 rated safe rooms, multi-family housing (conventional, LIHTC, USDA-RD), assisted living facilities, condominium projects (residential and commercial), convenience stores, industrial facilities, medical facilities (office and out-patient surgical), special-purpose facilities (theaters, worship facilities, private schools, mortuary/funeral homes, cemeteries, etc.), business and professional offices, automobile dealerships and service facilities, restaurants, timberland tracts, agricultural properties, airports, "big-box" retail facilities, commercial strip centers, detached retail, motels, residential and commercial subdivisions, self-storage warehouse facilities, mobile & manufactured home parks, aircraft hangars, single-family residences, and eminent domain (condemnation). This appraisal experience has been in Alabama, Georgia, Florida, Tennessee and Virginia.

Education:

- B.S. Business Administration, major in Accounting

GIS and Cartographic Research Laboratory at University of Alabama – Tuscaloosa, Alabama

Craig Remington Director of GIS and Cartographic Research Laboratory

As director of the Lab, Mr. Remington has held the position for 37 years, during which time he supervised countless GIS and cartographic projects for a wide variety of disciplines.

The GIS/Cartographic Research Lab was established in 1982. The Laboratory staff is made up of graduate and undergraduate students pursuing degrees in geography, who wish to expand their educational experience through applied geographic techniques. Laboratory staff provides custom mapping and GIS services for private and public clients as well as spatial analytical services for economic development, site selection and demographics.

The lab has provide the necessary mapping and demographic analysis required for the EnCompass360 FEMA grant application documentation process including LAT/LONG, street maps, USGS topo maps, Flood/Firm Maps, parcel maps, aerial maps, analysis, and photography.

- If lead project staff members are to be changed, request must be made in writing and preapproved by the City.

Answer:

EnCompass360 will notify the City of Foley in writing and get approval for any change of lead team members.

- Describe the experience that these types of employees have in working with HMGP grants.

Answer:

EnCompass360 is FEMA certified in FEMA application development and Construction of FEMA 361 Safe Rooms. All Team Members use the FEMA 361 guidance for their respective areas. In addition, these team members have participated on multi FEMA HMGP Safe Room projects.

- Describe the training that your employees have had regarding FEMA grant rules and guidelines, State pass-through grant rules for reimbursement, and any further training for reimbursement.

Answer:

EnCompass360 is FEMA certified in FEMA application development and construction of FEMA 361 safe rooms (see attached certifications).

EnCompass360 has been trained by AEMA to handle reimbursements.

- Describe if your employees are full time employees or contracted employees.

Answer:

EnCompass360 (Eddie Culpepper) is full time employee and all team members are contract based.

Tab IV: Technical Approach

- Explain the Respondent's understanding of the project and outline the Respondent's proposed approach to completing the anticipated scope of work.

Answer:

EnCompass360 has successfully developed FEMA applications, secured approval and funding for over 30 FEMA HMGP projects. The EnCompass360 Team has participated as team members on many of those safe room projects.

- Provide a description of the firm's general approach to the proposed scope of services to include team organization, staff assignments, schedules, quality assurance and accountability.

Answer:

EnCompass360 will be in the leader role assembling the required HMGP application data, each team member will provide their respective information to the application, the schedule will be met by the AEMA deadline for application submission, and the FEMA ART tool will be used for quality assurance and accountability.

Below are project tasks and general approach related to professional consulting, FEMA application development, safe room project application submission, review, monitoring/RFI, and final approval by AEMA and FEMA.

- a. Review Submitted Letter of Intent
- b. Project Definition and Scope of Work
- c. Provide various safe room solutions, options, and estimated costs to be considered by client.
- d. With client, identify and determine best primary and alternative locations for the safe room and work with appraiser to determine the value of land for In-Kind contribution.
- e. Determine any other In-Kind Services and Contributions to the project.
- f. Previous disaster events/history narrative
- g. Reason/need for safe room narrative
- h. Solution/justification safe room narrative
- i. Historical, environmental, flood review
- j. Preliminary architect design, basic engineering of (structural, mechanical, electrical, civil), for the purpose of FEMA review and approval of project.
- k. Detailed design and engineering will occur upon final FEMA approval of any project.
- l. Detailed Estimated Project Cost Breakdown/Budget
- m. Occupancy justification
- n. Perform Peer Reviews of each Safe Room Design and Specs by a Certified Architect for FEMA required approval.
- o. Prepare GIS based multiple map sets (including population/occupancy, FIRM, TOPO, QUAD, street and parcel) for safe room.

- p. Prepare Site Photos for location.
 - q. Prepare Benefit Costs Analysis (BCA) for safe room.
 - r. Prepare environmental and historical data and request for approval by Alabama SHPO, and for FEMA review and approval for location and safe room.
 - s. Include County Mitigation Plan and assure clients inclusion in that plan for safe room required by AEMA and FEMA.
 - t. Prepare and Include Area Damage, Risk Assessment, and Historical Event Data for safe room.
 - u. Prepare all AEMA and FEMA Agreements for approval and execution for safe room.
 - v. Prepare Preliminary Safe Room Maintenance and Operations Plan for safe room.
 - w. Input all data into AEMA Automated HMGP application system for client's signature and submission to AEMA and FEMA for review.
 - x. Monitor and respond to any AEMA or FEMA request for information during project review of safe room.
 - y. Includes travel multiple travel trips for meetings related to project's scope of work, benefits, costs, and make presentations to educate decision makers.
- Discuss the availability of the primary contact relative to current and future client workload. Include for each individual the estimated number of hours that will be contributed to this project and in what capacity they would serve on this project. Include information on supervisory personnel.

Answer:

EnCompass360 and Team Members are available now to start developing the application and workload will be managed to complete the application by AEMA/FEMA submission deadline.

Tab V: Cost of Services to the City

- Submit hourly rates for services. These must include rates by position type for project manager, subject matter experts, technical support, project writer, data manager, closeout specialist, research assistant, and any other positions as determined necessary by the consultant.

Answer:

EnCompass360 has provided each team member's hourly rate based on the City of Foley's request to see an hourly rate (see below hourly rate breakdown). However, EnCompass360 typically provides a lump sum/not to exceed amount to covering all required tasks and documentation for a completed FEMA HMGP application; this includes the team member costs. These costs are submitted as Pre-Award costs in the application's budget for approval and are reimbursable FEMA 75% and County Match of 25% upon approval and award of the grant funding.

Upon City of Foley's selection of EnCompass360 this lump sum amount can be discussed and approved.

FEMA will allow some In-kind costs to offset project costs. These in-kind costs will be discussed and decided during project scope of work sessions.

EnCompass360 and Team Member Rates		
Positions	Hourly Rates	Estimated Hours
Project Management/Grant Development/Reviews/Approval	\$150.00	160
Architect (Preliminary Design for FEMA Approval)	\$250.00	40
Peer Review (FEMA Required 2nd Architect Review and Signoff)	\$250.00	24
Draftsman	\$95.00	40
Structural Engineer (Preliminary Design for FEMA Approval)	\$150.00	24
Electrical/Mechanical Engineer (Preliminary Design for FEMA Approval)	\$150.00	16
Civil Engineer (Preliminary Design for FEMA Approval)	\$150.00	24
Geotechnical Engineer	\$150.00	16
Certified Property Appraiser (Land Value for FEMA Approval)	\$150.00	40
GIS Mapping and Analysis	\$75.00	24

- Submit a sample project fee schedule based on project milestones and number of anticipated hours associated with each milestone based on a past HMGP grant.

Answer:

Based on an hourly rate vs. lump sum EnCompass360 fees will be submitted as follows:

Hourly Rates – invoice submitted monthly throughout duration of application development, submission, review, and approval.

EnCompass360 recommends a Lump Sum/not to exceed contract

Lump Sum – invoice submitted ½ due upon execution of agreement, and ½ due upon submission of project.

- Provide examples (if any) where you have recovered all or part of your fees as part of the grant.

Answer:

On all previous EnCompass360 safe room projects pre-award fees (grant application development/approval) and post award fees (project management/grant management) are added to the budget that gets approved in the grant for FEMA 75%, City Match 25% reimbursement.

- All hourly rates shall include all applicable overhead and profit. All other direct expenses shall be billed at cost without markup.

Answer:

EnCompass360 understands without any issues.

- Provide an estimate and projected costs for any travel related expenses to include the number of trips anticipated and estimated cost per trip.

Answer:

EnCompass360 recommends Lump Sum/not to exceed contract that includes all cost including travel expenses.

Tab VI: References

In order for the consultant to be awarded any points for this tab, the City requests that the consultant submits three (3) references from clients whose projects are of a similar nature to this solicitation.

Information provided for each client shall include the following:

- Client name, address and email address and telephone number.
- Description of services provided.
- Time period of the project or contract; briefly describe if project met or exceeded the schedule outlined
- Client's contact reference name, email and current telephone number.
- Dollar value of project; briefly describe if the completed project met, or came under budget.

Answer: Below are 1st Responder Safe Room References and see attached project description and photos.

4. Mayor Mike McMillan
City of Spanish Fort, Alabama
7361 Spanish Fort Boulevard
Spanish Fort, Alabama 36527
Office: 251-626-4884

Spanish Fort FEMA 361 1st Responder Safe room, 4,020 Sq. Ft., 163 Occupants, CMU Construction Type, 200 MPH Wind Rated, EnCompass360 has provided 3 years of service, \$1.3 Million dollar project, project required additional FEMA funding due to construction costs.

5. Mayor Jim Hamby
Town of Elberta, Alabama
13052 Main Street
Elberta, Alabama, 36530
Office: 251-986-5995

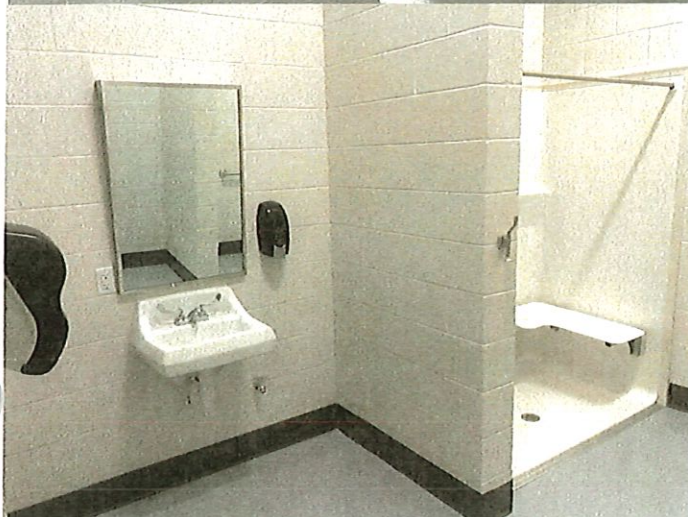
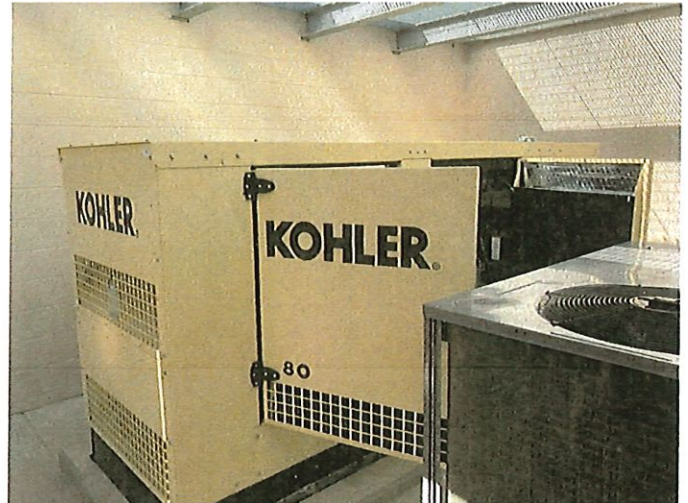
Elberta FEMA 361 1st Responder Safe room, 2,766 Sq. Ft., 65 Occupants, ICF Construction Type, 200 MPH Wind Rated, EnCompass360 has provided 2 years of service, \$1 Million dollar project, project met FEMA budget.

6. City Clerk Lori Bryan
City of Citronelle, Alabama
19135 South Main Street
Citronelle, Alabama 36522
Office: 251-866-7973

Citronelle FEMA 361 1st Responder Safe room, 2,766 Sq. Ft., 65 Occupants, ICF Construction Type, 200 MPH Wind Rated, EnCompass360 has provided 2 years of service, \$1 Million dollar project, project met FEMA budget.

Spanish Fort, Alabama 1st Responder Safe Room

- \$1.3 Million Dollar FEMA HMGP Project
- 4,020 sq. ft. building, designed for 163 occupants
- FEMA 361 Standards, 200 MPH Hurricane Wind Speed, CMU Construction Type



Daphne, Alabama 1st Responder Safe Room

- \$850K FEMA HMGP Project
- 2,658 sq. ft. building, designed for 55 occupants
- FEMA 361 Standards, 200 MPH Hurricane Wind Speed, ICF Construction Type



Elberta, Alabama 1st Responder Safe Room

- \$1 Million FEMA HMGP Project
- 2,766 sq. ft. building, designed for 65 occupants
- FEMA 361 Standards, 200 MPH Hurricane Wind Speed, ICF Construction Type



Citronelle, Alabama

1st Responder Safe Room (Under Construction)

- \$1 Million FEMA HMGP Project
- 2,766 sq. ft. building, designed for 65 occupants
- FEMA 361 Standards, 200 MPH Hurricane Wind Speed, CMU Construction Type



Additional EnCompass360 safe rooms include Baldwin County Commission, ARC of Baldwin County, Prichard, Butler, Tuscaloosa City Schools, Tuscaloosa County Schools, University of Alabama, Tuscaloosa County Commission, Pike County, Macon County, Gardendale, Morris, Warrior, Hayden, Center Point, Pinson, Argo, Bessemer, and Sylvan Springs.

EnCompass360 successfully provided Application development, submission, and obtained FEMA approval. Provided project and grant management during design, bid, construction, inspection, reimbursements, and closeout on all of the above safe rooms.

Tab VII: Acceptance of Conditions

Indicate any exceptions to the terms and conditions of the RFP, and to insurance requirements or any other requirements listed in this RFP. If no exceptions are indicated in this tabbed section, it will be understood that no exceptions to these documents will be considered after the award, or if applicable, during negotiations. Exceptions taken by a consultant may result in evaluation point deduction(s) and/or exclusion of proposal for Selection Committee consideration, depending on the extent of the exception(s). Such determination shall be at the sole discretion of the City and Selection Committee.

Answer:

EnCompass360 has no exceptions to the terms and conditions

Tab VII: Additional Required Form Submittals

- Request for Proposal Form (PDF page 2)
- Company Information Page (PDF page 3)
- Copy of Certificate of Insurance
- Proof of E-Verify Documentation in the form of signed Memorandum of Understanding (MOU) — *NA*
- Appendix A
- Debarment Status Certification

Answer:

See attached City of Foley requested EnCompass360 Form Submittals



REQUEST FOR PROPOSAL FORM

Proposals to be opened at: **2:00 P.M. CST**
Date: **Wednesday, April 28, 2021**

Sealed proposals will be received by the City of Foley, Alabama, at its office in Foley until the above date and time, and then opened as soon thereafter as practicable.

Rachel Keith
Purchasing Agent

SPECIFICATIONS: SEE ATTACHED

If you are unable to furnish an item as specified and desire to offer a substitute, give full description of the item. No errors will be corrected after proposals are opened. Substitutions will be treated as "approved equivalent or equal" which is discussed in paragraph 1.05 of the proposal documents *GENERAL CONDITIONS*. Please refer to Paragraph 1.05 prior to offering any substitutions. No prices shall include State or Federal Excise Tax. Tax exemption certificates furnished upon request. City reserves the right to accept or reject all proposals or any portion thereof.

We are in a position to begin work on this project per the attached proposals within 1 days after receipt of notice to proceed. Any attachment hereto is made and becomes a part of this inquiry and must be signed by the company.

I hereby affirm I have not been in any agreement or collusion among companies or prospective companies in restraint of freedom of competition, by agreement to bid at fixed price or to refrain from bidding, or otherwise. I am not currently engaged in, nor will engage in, any boycott of a person or entity based in or doing business with a jurisdiction with which the State of Alabama can enjoy open trade.

THIS BID MUST BE NOTARIZED
Sworn to and subscribed before me
this the 27th day of
April, 2021.

Christopher Roberts
NOTARY PUBLIC

BIDS MADE OUT IN PENCIL WILL NOT
BE ACCEPTED.



FIRM: EnCompass 360, Inc.
BY: *William E. Cuzzupoli*
Signature accepted in ink only

STREET ADDRESS: P.O. Box 1628
CITY: Gardendale STATE: Alabama
35071

TERMS: _____
FOR CASH PAYMENT WITHOUT REGARD TO
DATE OF REMITTANCE

ALL COMPANIES MUST USE OUR PROPOSAL FORM(S). NAME AND ADDRESS, BID NAME, OPENING DATE AND TIME MUST BE PRINTED ON THE OUTSIDE OF THE SEALED ENVELOPE. EACH PROPOSAL MUST BE IN SEPARATE ENVELOPES.



COMPANY INFORMATION:

Company Name:	S@mpass 360, Inc.		
Submitted By:	William E. Culpepper		
Mailing Address:	P.O. Box 1628, Gardendale, AL 35071		
Telephone Number:	(205) - 243-1876		
Fax Number:	N/A		
E-Mail Address:	eculpepper@mindspring.com		
Ethics Disclosure:	Are you a City of Foley Appointed Official?	☐ Yes ☒ No	
	Are you a City of Foley Employee?	☐ Yes ☒ No	
	Are you the spouse of a City of Foley Appointed Official or Employee?	☐ Yes ☒ No	

ADDENDUM ACKNOWLEDGEMENT:

Company acknowledges receipt of the following addendums and has incorporated the requirements of such addendums into this Request for Proposal.

(List all addendums issued for this proposal.)

No.	Date

No.	Date

No.	Date

No.	Date

No.	Date

No.	Date



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
04/26/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER  Lad Drago State Farm 7623 Spanish Fort Blvd Spanish Fort, AL 36527	CONTACT NAME: Lad Drago	PHONE (A/C, No, Ext): 251-626-1237	FAX (A/C, No): 251-243-4174
	E-MAIL ADDRESS: lad@gowithdrago.com		
INSURED Encompass 360 Inc/William E Culpepper PO Box 1628 Gardendale, AL 35071	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A: State Farm Fire and Casualty Company		25143
	INSURER B: State Farm Mutual Automobile Insurance Company		25178
	INSURER C: State Farm Fire and Casualty Company		25143
	INSURER D:		
	INSURER E:		
INSURER F:			

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY			93-CQ-M166-5	04/09/2021	04/09/2022	EACH OCCURRENCE \$ 1,000,000
	☐ CLAIMS-MADE ☐ OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$
							MED EXP (Any one person) \$ 5,000
							PERSONAL & ADV INJURY \$
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE \$ 2,000,000
	☐ POLICY ☐ PRO-JECT ☐ LOC						PRODUCTS - COMP/OP AGG \$ 2,000,000
	OTHER:						Business Property \$ 1,000
B	☒ AUTOMOBILE LIABILITY			351 5248-F13-01	12/13/2020	06/13/2021	COMBINED SINGLE LIMIT (Ea accident) \$
	☒ ANY AUTO						BODILY INJURY (Per person) \$ 250,000
	☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ NON-OWNED AUTOS ONLY						BODILY INJURY (Per accident) \$ 500,000
	☐ HIRED AUTOS ONLY						PROPERTY DAMAGE (Per accident) \$ 100,000
							\$
C	☒ UMBRELLA LIAB			01-CD-B174-0	05/14/2020	05/14/2021	EACH OCCURRENCE \$ 1,000,000
	☐ EXCESS LIAB	☐ CLAIMS-MADE					AGGREGATE \$
	☐ DED ☐ RETENTION \$						\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						PER STATUTE ☐ OTH-ER ☐
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	☐ Y ☐ N	N/A	N/A			E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Auto and Personal Liability Umbrella are personal policies. Encompass 360 has no employee, so workers compensation and employers liability insurance are not applicable.

CERTIFICATE HOLDER

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



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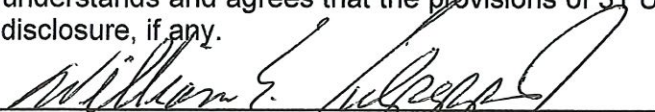
APPENDIX A, 44 C.F.R. PART 18-CERTIFICATION REGARDING LOBBYING
Certification for Contracts, Grants, Loans, and Cooperative Agreements
(To be submitted with each bid or offer exceeding \$100,000)

The undersigned certifies, to the best of his or her knowledge, 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.

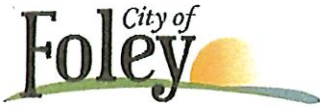
This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). 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 Consultant, Encompass 360, Inc., certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Consultant understands and agrees that the provisions of 31 U.S.C. § 3801 et seq., apply to this certification and disclosure, if any.


Signature of Consultant's Authorized Official

William E. Cupepper - President
Name and Title of Consultant's Authorized Official

April 27, 2021
Date



Certification Regarding Debarment, Suspension, Ineligibility
And Voluntary Exclusion

Consultant Covered Transactions

- (1) The prospective Consultant of the Recipient, Encompass 360, Inc. certifies, by submission of this document, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the Recipient's Consultant is unable to certify to the above statement, the prospective Consultant shall attach an explanation to this form.

CONSULTANT:

By

Signature

Name and Title

Street Address

City, State, Zip

Date

Recipient's Name

Division Contract Number

FEMA Project Number