

NOTICE

Request for Proposal (RFP)
Pacific County Emergency Management Agency
County-wide Hazard Mitigation Plan Comprehensive Review and Update

The Pacific County Emergency Management Agency is currently seeking proposals from qualified consultants to update the Pacific County Hazard Mitigation Plan that meets all requirements under 44 CFR Part 201.6.

As described in the Federal Register (Volume 67, Numbers 38 and 109, dated February 26, 2002 and October 2002 respectively,) Section 322 of the Disaster Mitigation Act of 2000 requires that all local governments adopt an approved Hazard Mitigation Plan (Plan) to be eligible to receive future hazard mitigation grant funding. The purpose of the Plan is to demonstrate the “jurisdiction’s commitment to reduce risks from natural hazards, serving as a guide for decision-makers as they commit resources to reducing the effects of natural hazards. Local plans will also serve as the basis for the State to provide technical assistance and to prioritize project funding.”

To fulfill this requirement, the Pacific County Emergency Management Agency seeks consultant services in order to update the existing Hazard Mitigation Plan thereby meeting the necessary requirements of and is approved by the Federal Emergency Management Agency (FEMA) and the Pacific County Emergency Management Agency (PCEMA).

******DEADLINE FOR SUBMISSION OF PROPOSALS******

The deadline for submission of proposals is the close of business (4:30 pm) December 2, 2014. Responses should be submitted in a sealed envelope to:

SEALED PROPOSAL – CONSULTANT SERVICES – HAZARD MITIGATION PLAN

Stephanie Fritts, Director
Pacific County Emergency Management Agency
PO Box 27
South Bend, WA 98586

Proposals will not be accepted by fax or electronic file transfer. Submissions should include one original and five copies.

PART I. INTRODUCTION

Background

The Federal Disaster Mitigation Act of 2000 (DMA 2000) calls for, and 44 CFR Part 201.6 requires that each county, and local municipality adopt a Multi-Hazard Mitigation Plan to be reviewed by the Washington State Emergency Management Division (WAEMD) and approved by the Federal Emergency Management Agency (FEMA) as a prerequisite to receipt of pre-disaster mitigation project funding. Pre-disaster mitigation projects reduce the loss of life and property, human suffering, economic disruption, and disaster assistance costs resulting from natural disasters. Pacific County has an existing plan, approved by FEMA in June 2010. 44 CFR Part 201.6 requires local jurisdictions to review and revise plans to reflect changes in development, progress in local mitigation efforts, and changes in priorities, and resubmit it for approval within 5 years in order to continue to be eligible for mitigation project grant funding. The Pacific County Emergency Management Agency has received federal funding to review and revise the Hazard Mitigation Plan for Pacific County with a 25% in-kind local match.

Project Overview

The purpose of the Pacific County Emergency Management Agency Hazard Mitigation Plan (Plan) is to provide Pacific County and various participating additional Pacific County jurisdictions with an updated Hazard Mitigation Plan that meets the requirements and approval of Federal Emergency Management Agency (FEMA) and the Washington State Emergency Management Division (WAEMD), so as to ensure that the participating jurisdictions continue to be eligible for future hazard mitigation funding.

Project Management

The Pacific County Emergency Management Agency will be the administrative agency for the Plan, on behalf of the Planning Committee. As such, management of and contract administration for the Plan is the primary responsibility of the Emergency Management director.

As this Plan will be partially grant funded and partially funded by in-kind resources from each participating jurisdiction and from within the Pacific County Emergency Management Agency, the selected consultant is expected to provide documentation of time spent revising and updating the Plan and to adhere to a strict budget. To ensure that the revision of the Plan is consistent with the budget provided, staff from the Pacific County Emergency Management Agency will meet periodically with the consultant and with the Planning Committee members to monitor the expenditure of funds and progress

of work. With the submission of the final draft the consultant shall provide all documentation of time spent developing the Plan.

The consultant's work will not be complete until the Plan has been adopted by the Pacific County Emergency Management Agency and accepted by the Federal Emergency Management Agency.

PART II. SCOPE OF WORK

The following Scope of Work shall be completed by the Consultant and shall meet all the requirements depicted on 44 CFR Part 201.6.

The consultant will lead the review and revision of the Plan; however, members of the Planning Committee will provide input, information, and comments throughout the development of the Plan. It is anticipated that the review and revision will take no more than fifteen (15) months to complete. The consultant must present a draft of the revised Plan to the Planning Committee by August 31, 2015, for review and comment by the Planning Committee prior to submission in meeting the WAEMD deadline of November 6, 2015. The consultant then must present a final draft to the planning committee not later than December 18, 2015 for review and adoption by Pacific County. All Pacific County Emergency Management Agency deadlines are set to meet FEMA's deadline of January 9, 2016.

The Pacific County Emergency Management Agency will provide the consultant with any currently available or new data, but the selected consultant will perform all analyses necessary for completion of the Plan. All data and information generated by the consultant must meet Pacific County's standards. **See PART VI.** Additionally, the consultant will supply the Pacific County Emergency Management Agency with paper and digital copies of all data and information generated in association with this project.

Overall Project Design

Following is a list of the required steps in developing the Plan. For each step, the responsible agency is identified:

(A) *Project Initiation.* Consultant selection process. **See PART III.**

(B) *Recruitment of Planning Partners.* The Consultant will conduct an outreach effort within the existing 17 partners included in the original Pacific County Hazard Mitigation Plan and in addition, recruit additional local jurisdictional participation.

(C) *Refinement of Scope of Work.* Members from the Planning Committee (representatives from all involved jurisdictions) will review and discuss with the selected consultant the Scope of Work, objectives for the Plan review and revision, summary of necessary and available data and information, required elements of the Plan, responsibilities for specific tasks, timeline, and process for documenting of time and resources spent on Plan revision. Review and revision of the Plan will begin once the selected members of the Planning Committee and consultant approve the Scope of Work.

(D) *Collection of Available and New Data.* Consultant will identify, collect, and analyze updated and/or new data and integrate it into the Plan as the basis for the formulation of the recommendations. The consultant will also identify gaps in existing data and include recommendations to address these deficiencies.

(E) *Draft Revised/Updated Plan.* Once all necessary data and information has been reviewed and revised and new data collected and incorporated, the consultant will develop an initial revised Plan draft, with all necessary elements, including:

- Brief introduction, including context for and description of the need for the Plan.
- An evaluation of the existing plan reviewing for strengths, weaknesses, and utility.
- Brief description of the history, physical setting, land use patterns, and development trends of the area to be covered by the Plan.
- A listed assessment of the hazards and risks to which each of the participating partners is vulnerable with emphasis on the incorporation of the Washington State Department of Natural Resources Level 2 Hazus effort, Washington State Department of Transportation data, and additional information as identified by the planning committee.
- Update the hazard analysis in consultation with the Pacific County Emergency Management Agency and the Planning Committee (the consultant shall be responsible for arranging with Pacific County Emergency Management Agency to conduct the analysis.)
- Listed summary of current federal, state and local programs and policies that address the identified risks.
- Stated Plan goal and objectives.
- A revised prioritized list of recommended strategies, programs, policies and actions to address identified hazards and risks, including those that are relevant to public facilities and infrastructures as well as general environmental conditions. The list should include a brief description of each recommendation, agencies responsible for implementing recommendations, and suggested timelines for implementing recommendations.

- Strategy for evaluating, revising and implementing recommendations.
- Documentation of public participation in Plan development.
- Documentation that the participating partners have met the requirements of the Disaster Mitigation Act of 2000, as described in the Federal Register (Volume 67, Numbers 38 and 190), dated February 26, 2002, and October 1, 2002 respectively).
- Other descriptions, documentation and Plan elements as required to meet WAEMD and FEMA approval.
- All relevant maps, graphs, charts, pictures and data to support document text will be listed and identified.
- One (1) color paper copy of the draft plan, one (1) digital (MS Word format) copy of the draft plan and (1) PDF copy of the draft plan.

The consultant will present the Draft Revised Plan to the Planning Committee by August 31, 2015; the members of the Planning Committee will review the written draft and provide comments by September 25, 2015. The consultant shall amend the draft Plan per these comments and submit the plan to WAEMD, pending Planning Committee approval, by November 6, 2015.

(E) Final Plan. By December 18, 2015, the consultant shall present to members of the Planning Committee and other invited local officials the final version of the Plan, both verbally and in writing, including all requirements listed above and incorporating the comments suggested by the Planning Committee members, in a format suitable for reproduction by the Pacific County Emergency Management Agency. The final Plan must also include documentation of public participation in Plan development. The consultant shall provide the Pacific County Emergency Management Agency with one (1) color paper copy of the final plan, one (1) digital (MS Word format) copy of the final plan and one (1) PDF copy of the final plan.

(F) Tentative Schedule. The following is a summary of the proposed timeline for the project, but maybe subject to change upon agreement with the consultant.

<u>Month</u>	<u>Activity</u>
Fall 2014	Project initiation and consultant selection Consultant participating agency recruitment Consultant formal needs and risk assessment
Winter 2014/2015	Participating partners conduct hazard assessment Participating partners collect additional data and information Draft revision of HIVA
Spring 2015	Development of mitigation strategies

Summer 2015	Conduct public forum regarding strategies, goals, objectives Draft plan complete
Fall 2015	Review and comment of draft by Planning Committee Presentation of draft Plan to public Review of draft Plan by WAEMD FEMA plan review
January 9, 2016	Pacific County plan adoption

PART III: CONSULTANT SELECTION PROCESS

Members of the Planning Committee will review proposals and may invite consultants to be interviewed. Final decisions about consultant selection will be based on the interviews and the Evaluation Criteria specified below. Once a consultant is recommended, the consultant will work with the Pacific County to negotiate a final contract document, including a detailed timeline for Plan completion. All contract documents will be executed with Pacific County and will conform to the Pacific County Emergency Management Agency policies and procedures. The selection process should be completed within 30 days of the submission of proposals.

Contents of Proposals

Proposals should include:

1. Statement of experience in similar projects, this should include brief project descriptions, as well as reference lists.
2. Identification of individuals to be assigned to the project and statement of qualifications of individuals and resources assigned to the project.
3. Statement of general approach, including a description of the recommended process and considerations for completing the Plan update and revision and for meeting the public participation requirements of WAEMD and FEMA. It is expected that the consultant will meet with the Planning Committee (i.e. one (1) hour meetings once a week) until the final Plan is completed.
4. Scope of Work detailing the timeline, necessary tasks for development of the Plan, and partners responsible for completing tasks.
5. General list of data and information needed to revise/update a Hazard Mitigation Plan.
6. An estimate of the cost of proposed Plan review and revision. If the total cost for the proposed Plan exceeds grant funds consultants should suggest modifications to the Scope of Work that remain consistent with and support the requirements of the Plan. Costs for completing specific sections of the proposed Plan should be

estimated and noted in the proposal.

Evaluation Criteria

Consultant will be evaluated based on the following criteria:

- Experience and expertise in review and revision of hazard mitigation plans approved by WAEMD and FEMA – references to be provided.
- Experience with projects similar in scope for communities similar to those of Pacific County.
- Ability to accomplish projects in a professional, thorough and timely manner.
- Qualifications of people and resources assigned to project.
- Ability to with meet the Planning Committee to review and revise the Plan.
- Costs of services consistent with and supporting the requirements of the Plan. Costs for completing specific sections of the proposed Plan should be estimated and noted in the proposal.
- Completeness and thoroughness of proposals and bid documents.

Validity Period

Submissions shall be valid for a period of 90 days following submission.

Selection Date

It is anticipated that Consultant selection will occur on December 09, 2014 at the regular meeting of the Pacific County Board of County Commissioners, in South Bend, WA.

PART IV. PAYMENTS

Negotiations between Pacific County and the selected consultant will take place regarding payment, however it is the intent of PCEMA to pay in installments based on production. Final payment will be withheld pending FEMA plan approval.

PART V. CONTRACT INFORMATION AND DEADLINE

Technical questions regarding this Request for Proposals should be submitted in writing (to include fax and email) no later than **4:30 p.m. November 14, 2014** to:

Stephanie Fritts, Director
Pacific County Emergency Management Agency
PO Box 27
South Bend, WA 98586
Fax: (360) 875-9342
Email: sfritts@co.pacific.wa.us

Deadline for Submission

The deadline for submission for proposals is the close of business (**4:30 p.m.**) **December 2, 2014**. Responses should be submitted **in a sealed envelope** to:

SEALED PROPOSALS – CONSULTANT SERVICES – HAZARD MITIGATION PLAN

Stephanie Fritts, Director
Pacific County Emergency Management Agency
PO Box 101
South Bend, WA 98586

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PART VI.

Included in the enclosures are “General Conditions to Bid” and “Mapping Standards”.

GENERAL CONDITIONS TO BID

- 1) Proposal packages shall be submitted in a sealed envelope marked with the name of the consultant and the words “**SEALED PROPOSAL – CONSULTANT SERVICES – HAZARD MITIGATION PLAN**” marked on the outside of the envelope. Submit one original, with all original signatures on required forms, and five copies.
- 2) Consultant assumes the risk of any delay in the mail. Whether sent by mail

or by personal deliver, consultant assumes responsibility for having the proposal deposited on time at the Pacific County Emergency Management Agency. All proposals received after the designated time stated will not be considered and will be returned to the consultant unopened.

- 3) The proposal, as presented, shall remain valid for a period of ninety (90) days from proposal due date.
- 4) Any deviations from the specifications are to be so noted and fully explained. Deviations will be analyzed, and if deemed to be in the best interests of the Pacific County Emergency Management Agency, specification requirements may be waived.
- 5) It shall be the responsibility of each consultant to call to the attention of the Pacific County Emergency Management Agency any apparent discrepancy in the specification so or any question of interpretation thereof. Failure to do so constitutes acceptance as written.
- 6) The Pacific County Emergency Management Agency reserves the right to “revise: or “amend” the proposal specifications prior to the proposal due date by “written addenda”.
- 7) The Pacific County Emergency Management Agency reserves the right to reject any or all proposals and to negotiate with any consultant.
- 8) Proposals will be evaluated on the basis of qualifications, experience and cost. A contract compliant with 44 CFR Part 13.36(i) and the Post Katrina Emergency Management Reform Act will be awarded to the company who offers a proposal that appears to be in the best interests of the Pacific County Emergency Management Agency.
- 9) The apparent silence of the specification as to any details or the omission of a detailed description concerning any point shall be interpreted as meaning that only the nest commercial practices are to prevail and that only first quality materials and work will be accepted.
- 10) The consultant shall submit any and all confidential materials in a separate envelope, sealed with the envelope clearly marked with CONFIDENTIAL on the outside. All confidential materials submitted shall be so clearly marked on the top of each page a CONFIDENTIAL. All other materials submitted in response to the specifications and requirements contained

herein shall be considered non-confidential.

- 11) All proposals submitted to the Pacific County Emergency Management Agency become the property of the Pacific County Emergency Management Agency and will be opened in the Pacific County Board of County Commissioner's office. Each proposal will be checked to determine if it is complete and meets the requirements of the Request for Proposals. At and after opening, proposals will NOT be part of the public record and subject to disclosure, but will be kept confidential until after award. When such award is completed, proposals will be available for public inspection.

MAPPING STANDARD

The standard software file format for spatial data is ESRI's Arc/Info theme.

The Pacific County Emergency Management Agency's preference is to receive digital data products in the standard geo-referenced file formats. If it is not possible for the consultant to provide the digital spatial data in the standard format, the Pacific County Emergency Management Agency may accept the data as a geo-reference CAD (.dxf, .dwg or .dgn) file, Arc/Info export (.e00) file, or ArcView shapefile (.shp). Export files from other GIS software packages may be acceptable, but must be pre-approved by the Pacific County Emergency Management Agency. Other CAD drawing formats and non-geo-referenced files will not be accepted. In addition, the consultant is required to submit FGDC compliant metadata for each spatial data set.

The delivery format of all digital data products must be clearly defined in responses to Requests for Proposals and/or the final contract for services. Early in the project, the consultant must also review their proposed data structure, file format, geo-referencing standard and metadata content with the Pacific County Emergency Management Agency director's office to ensure that the final digital data products will meet our GIS requirements.

Existing Pacific County developed map and digital GIS data products can be made available to the consultant based on Pacific County Department of Public Works data distribution standards and policy.