

NOTICE
Request for Qualifications (RFQ)
Douglas County Hazard Mitigation Plan Comprehensive Update

Douglas County is currently seeking qualifications from competent experienced consultants to update the Douglas 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 All-Hazard Mitigation 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 Douglas County Sheriff’s Office seeks consultant services for the updating of our Multi-Hazard Mitigation Plan that meets the necessary requirements of and is approved by the Federal Emergency Management Agency (FEMA) and the Douglas County Sheriff’s Office (DCSO).

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

The deadline for submission of proposals is the close of business (4:00 pm) April 2, 2018. Responses should be submitted in a sealed envelope to:

STATEMENT OF QUALIFICATIONS
CONSULTANT SERVICES
DOUGLAS COUNTY HAZARD MITIGATION PLAN
Douglas County
Clerk of the Board
P.O. Box 747
Waterville, WA 98858-0747

Proposals will not be accepted by fax or electronic file transfer.

Consultants to be considered for these services will be selected, in accordance with RCW 39.80, from the list of Consultants who have responded to this advertisement. Douglas County reserves the right to reject all proposals.

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 update their 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. Currently Douglas County has a FEMA-approved Multi-Hazard Mitigation Plan; however, this plan needs to be updated. Douglas County has received a federal grant to review and update the County All-Hazard Mitigation Plan with a 25% in-kind local match.

Project Overview

The purpose of the Douglas County Sheriff's Office Multi-Hazard Mitigation Plan (Plan) is to provide Douglas County and communities within Douglas County with a Multi-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 named jurisdictions are eligible for future hazard mitigation funding.

Project Management

The Douglas County Sheriff's Office will be the administrative agency for the Plan. As such, management of and contract administration for the Plan is the primary responsibility of the Undersheriff.

As this Plan will be partially grant funded and partially funded by in-kind resources from within the Douglas County Sheriff's Office, the selected consultant is expected to provide documentation of time spent updating the Plan and to adhere to a strict budget. To ensure that the updating of the Plan is consistent with the budget provided, staff from Douglas County will meet periodically with the consultant 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 updating the Plan.

The consultant's work will not be complete until the Plan has been adopted by the Douglas County Sheriff's Office 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 in 44 CFR Part 201.6.

All work will be consistent with the guidelines outlined in the Washington State Military Department Hazard Mitigation Grant Agreement # D176-016.

The consultant will lead in the preparation of the Plan review and update; however, members of the Planning Committee will provide input, information, and comments throughout the review process of the Plan. It is anticipated that the Plan will take no more than eleven (11) months to complete. The consultant must present a draft of the Plan to the Planning Committee by November 1, 2018, for review and comment by the Planning Committee. The consultant then must present a final draft to the planning committee not later than January 31, 2019 for final review by the Planning Committee before forwarding to WAEMD and FEMA for their reviews of the plan by February 28, 2019. Adoption of the Douglas County All-Hazard Mitigation Plan by the Douglas County Commissioners will take place upon approval by WAEMD and FEMA.

The Douglas County Sheriff's Office will provide to the consultant any currently available information, but the selected consultant will perform all analyses necessary for completion of the Plan. All data and information generated by the consultant must meet Douglas County Sheriff's Office standards as described at the end of this document. Additionally, the consultant will supply Douglas County 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 updating the Plan. For each step, the responsible agency is identified:

(A) *Project Initiation.* Consultant selection process.

(B) *Refinement of Scope of Work.* The Douglas County Sheriff's Office will review and discuss with the selected consultant the Scope of Work which will include a list of steps for Plan update, objectives for the Plan, 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

(C) *Collection of Available Data.* Consultant will collect and analyze 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.

(D) *Draft Plan.* Once all necessary data and information are collected, the consultant will develop an updated initial Plan draft, with all necessary elements, including:

- Brief introduction, including context for and description of the need for updating Plan.
- 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.
- Update a hazard analysis in consultation with the Planning Committee (the consultant shall be responsible for arranging with Douglas County and participating Agencies 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 updated Draft Plan to the Douglas County Sheriff’s Office and the Planning Committee by November 1, 2018; the Douglas County Sheriff’s Office will review the written report and provide comments by December 1, 2018. The consultant shall amend the draft Plan per these comments and submit the plan to the Douglas County Sheriff’s Office.

(E) Final Plan. By January 31, 2019, the consultant shall present to the Douglas County Sheriff’s Office 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 Douglas County Sheriff’s Office. The final Plan must also include documentation of public participation in Plan development. The consultant shall provide Douglas County 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>
March 2018	Project initiation and consultant selection

April-September 2018	<ul style="list-style-type: none"> Consultant participating agency recruitment Consultant formal needs and risk assessment Participating partners conduct hazard assessment Participating partners collect additional data and information Draft revision of HIVA Development of mitigation strategies Conduct public forum regarding strategies, goals, and objectives
November 2018	Draft plan to planning committee
December 2018	Review and comment of draft plan to the public
January 2018	<ul style="list-style-type: none"> Presentation of draft plan to the public Crosswalk and technical review
February 2018	<ul style="list-style-type: none"> Amend plan per planning committee comments Submit plan to WAEMD for review
March 2018	FEMA plan review
Summer 2019	Plan adoption

PART III. CONSULTANT SELECTION PROCESS

The Douglas County Sheriff’s Office and the Douglas County Commissioners 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 Douglas County Sheriff’s Office to negotiate a final contract document, including a detailed timeline for updated Plan completion. All contract documents will be executed with the Douglas County Sheriff’s Office and will conform to the Douglas County 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 and for meeting the public participation

requirements of WAEMD and FEMA. It is expected that the consultant will meet with the Undersheriff or designee (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 develop a Multi-Hazard Mitigation Plan.
6. An estimate of the cost of proposed Plan. 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 Douglas County.
- Ability to accomplish projects in a professional, thorough and timely manner.
- Qualifications of people and resources assigned to project.
- Ability to meet with 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.

PART IV. CONTRACT INFORMATION AND DEADLINE

Technical questions regarding this Request for Proposal should be submitted in writing (to include email) no later than **4:30 p.m. March 19, 2018** to:

Jordyn Giulio
Douglas County
140 19th St NW, Suite A
East Wenatchee, WA 98802
Email: jgiulio@co.douglas.wa.us

Deadline for Submission

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STATEMENT OF QUALIFICATIONS
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PART V. GENERAL CONDITIONS TO BID AND MAPPING STANDARD

GENERAL CONDITIONS TO BID

1. Qualifications packages shall include 3 copies of all submitted documentation. Be submitted in a sealed envelope marked with the name of the consultant and the words **“STATEMENT OF QUALIFICATIONS – CONSULTANT SERVICES – DOUGLAS COUNTY HAZARD MITIGATION PLAN”** marked on the outside of the envelope.
2. Consultant assumes the risk of any delay in the mail. Whether sent by mail or by personal delivery, consultant assumes responsibility for having the qualifications deposited on time at Douglas County Commissioners’ office. All qualifications received after the designated time stated will not be considered and will be returned to the consultant unopened.
3. The qualifications, as presented, shall remain valid for a period of ninety (90) days from qualifications 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 Douglas County, specification requirements may be waived.
5. It shall be the responsibility of each consultant to call to the attention of Douglas County Sheriff’s Office any apparent discrepancy in the specification or any question of interpretation thereof. Failure to do so constitutes acceptance as written.
6. Douglas County reserves the right to “revise” or “amend” the qualifications and/or specifications prior to the qualifications due date by “written addenda.”
7. Douglas County reserves the right to reject any or all qualifications and to negotiate with any consultant.

8. This request for qualifications is not a contract or a commitment of any kind by Douglas County. All costs associated with preparing and presenting qualifications shall be borne by the contractor/firm.
9. Submissions 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 holds the necessary qualifications to accomplish the task of developing a updated Douglas County Hazard Mitigation Plan that appears to be in the best interests of Douglas County and the Douglas County Sheriff's Office.
10. 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 best commercial practices are to prevail and that only first quality materials and work will be accepted.
11. 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 as CONFIDENTIAL. All other materials submitted in response to the specifications and requirements contained herein shall be considered non-confidential.
12. All qualifications submitted to Douglas County become the property of Douglas County and will be opened in the Douglas 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 Qualifications. At and after opening, qualifications 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, qualifications will be available for public inspection.

MAPPING STANDARD

The standard software file formats for spatial data is ERSI file formats in a known coordinate system.

Douglas County's preference is to receive digital data products in the standard geo-referenced file formats. Export files from other GIS software packages may be acceptable, but must be pre-approved by the Douglas County GIS Department. 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 Qualifications 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 Douglas County Sheriff's Office to ensure that the final digital data products will meet our GIS requirements.

Existing Douglas County developed map and digital GIS data products can be made available to the consultant based on Douglas County Land Services data distribution standards and policies.