

NOTICE

Request for Proposal (RFP)

Pend Oreille County Multi-Jurisdiction Hazard Mitigation Plan Comprehensive Update

Pend Oreille County Emergency Management is currently seeking proposals from competent experienced consultants to update the Pend Oreille County Multi-Jurisdiction 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, Pend Oreille County seeks consultant services to update the existing County Multi-Jurisdiction Hazard Mitigation Plan that meets the necessary requirements of and is approved by the Federal Emergency Management Agency (FEMA) and the County of Pend Oreille.

A COPY OF THE RFP CAN BE OBTAINED FROM THE PEND OREILLE COUNTY EMERGENCY MANAGMENT WEBSITE AT:

<https://www.pendoreilleco.org/emergency-management>

Proposals will not be accepted by fax or electronic file transfer. Submissions should include one (1) original and five (5) copies.

*****DEADLINE FOR SUBMISSION OF PROPOSAL*****

The deadline for submission of Proposal is **4:30 P.M. PST on December 8th, 2023.**

Responses should be submitted in a sealed envelope to:

SEALED PROPOSAL – CONSULTANT SERVICES – PEND OREILLE COUNTY MULTI-JURISDICTION HAZARD MITIGATION PLAN

Pend Oreille County
Clerk of the Board
P.O. Box 5025 625 W. 4th Street
Newport WA 99156

Published: Newport Miner on November 22nd & November 29th, 2023.

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. Currently the County has a plan that was approved by FEMA in January 2019. Pend Oreille 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 this project is to update the Pend Oreille County Multi-Jurisdiction Hazard Mitigation Plan (Plan) that will expire in January 2024. The plan will meet the requirements and approval of the Federal Emergency Management Agency and the Washington State Emergency Management Division, so as to ensure that the participating jurisdictions are eligible for future hazard mitigation funding. The plan will also include the Kalispel Tribe of Indians.

Project Management

The Pend Oreille County Emergency Management Department 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 Department.

As this Plan will be partially grant funded and partially funded by in-kind resources from each participating jurisdiction, the selected consultant is expected to provide documentation of time spent reviewing and updating the Plan and to adhere to a strict budget. To ensure that development of the Plan is consistent with the budget provided, staff from Pend Oreille County Emergency Management 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 the time spent developing the Plan.

The consultant's work will not be complete until the Plan has been adopted by the County, all participating Agencies, and the Kalispel Tribe of Indians and accepted and approved 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 outlined 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 # D24-018 / DR-4650.

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 twelve (12) months to complete. The consultant must present a draft of the Plan to the Planning Committee by October 1, 2024, for review and comment by the Planning Committee. The consultant then must present a final draft to the planning committee no later than December 3, 2024, for final review by the Planning Committee before forwarding to WAEMD and FEMA for their reviews of the plan by January 29, 2025. Adoption of the Pend Oreille County All-Hazard Mitigation Plan by the Pend Oreille County Commissioners will take place upon approval by WAEMD and FEMA.

The Pend Oreille County Emergency Management Department will provide the consultant with 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 Pend Oreille County Emergency Management standards as described at the end of this document. **SEE PART VI.** Additionally, the consultant will supply Pend Oreille County Emergency Management 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 the review and update of 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 with all partners included in the Pend Oreille County All-Hazard Mitigation Plan and in addition, recruit additional local jurisdictional participation.

(C) Refinement of Scope of Work. Members from the Planning Committee will review and discuss with the selected consultant the Scope of Work which will include a list of steps for Plan review and 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 resources spent on Plan development. Development 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 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 strengths, weakness, 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 a hazard analysis in consultation with the Planning Committee (the consultant shall be responsible for arranging with Pend Oreille County Emergency Management and participating Agencies to conduct the analysis.)
- Listed summary of current federal, state, local, and Tribal 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 the Plan update.
- 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 Plan to the Planning Committee by October 1, 2024, the members of the Planning Committee will review the written report and provide comments by October 31, 2024. The consultant shall amend the draft Plan per these comments and submit the plan to WAEMD, pending Planning Committee approval, by January 29, 2025.

(F) Final Plan. By June 30, 2025, 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 Pend Oreille County Emergency Management Department and all participating Agencies. The final Plan must also include documentation of public participation in the Plan review and update. The consultant shall provide each of the Agencies 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.

(G) *Tentative Schedule.* The following is a summary of the proposed timeline for the project but may be subject to change upon agreement with the consultant.

<u>Month</u>	<u>Activity</u>
• Dec/Jan 2023-24	Project initiation and consultant selection
• Jan-June 2024	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 Hazard Identification Vulnerability Analysis Development of mitigation strategies Conduct public forum regarding strategies, goals, and objectives.
• Jul-Aug 2024	Consultant Preparation of Draft Plan
• Sept-Oct 2024	Draft plan to Planning Committee
• Oct 2024	Review and comment of draft by Planning Committee
• Nov 2024	Presentation of Draft to the public Crosswalk/Technical Review
• Dec 2024	Submit final Draft.
• Jan 2025	Amend Plan per Planning Committee Comments and submit plan to WAEMD for review.
• Feb-May 2025	WAEMD-FEMA plan review
• June-July 2025	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 Pend Oreille County to negotiate a final contract document, including a detailed timeline for Plan completion. All contract documents will be executed with Pend Oreille County and will conform to Pend Oreille County policies and procedures. Proof of insurance and applicable licenses will need to be submitted. The selection process should be completed within 30 days of the submission of proposals.

Consultant/Contractor Qualifications

Required:

1. Project manager must have a minimum of five years of project management experience and have served in the capacity of authoring previous mitigation planning documents (note: project management experience alone does not meet this requirement).
2. Consultant must have a designated lead planner assigned to this project who must attend planning meetings and be primary author of the planning effort. Lead planner will assume primary responsibility for the drafting of the planning documents and leading the planning effort. Junior planners must also have similar experience within the State of Washington and must have a minimum of three years of mitigation planning experience.
3. Lead planner must have written an approved multi-jurisdictional hazard mitigation plan in Washington State in the last five years.
4. Lead planner must have experience writing Community Wildfire Protection Plans.
5. Consultant must demonstrate capacity for use of Hazus and GIS, including a CDMS update, and should identify experience and depth of Hazus and GIS analysis in projects listed in response to 3, 4, and 5 above.

Preferred:

1. A lead planner should be available for meetings with short (one day) notice.
2. Previous Debris Management planning experience in the state of Washington preferred.
3. Previous Emergency Management experience within the state of Washington preferred.
4. Previous tribal emergency management planning experience and writing a tribal hazard mitigation plan for Washington State tribes preferred.

Contents of Proposals

Proposals should include:

1. Statement of experience and qualifications by contractor and any proposed subcontractors in similar projects, this should include brief project descriptions, as well as a list of three references from previous projects.
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 Planning Committee regularly 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 Local 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 qualifications.

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 like those of Pend Oreille County.
- Ability to accomplish projects in a professional, thorough, and timely manner.
- Qualifications of people and resources assigned to the 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.

Selection Date

- It is anticipated that initial Consultant selection, of those deemed most qualified, will occur during the week of December 11, 2023, with possible interviews and the final selection to occur on or before December 31, 2023, by Pend Oreille County Emergency Management, in Newport, WA.
- It is anticipated the formal negotiated written agreement, including scope of work and cost for the new/updated Plan between the Consultant/Contractor and the Pend Oreille Board of County Commissioners, will take place no later than January 15, 2025.

Validity Period

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

PART IV. PAYMENTS

Negotiations between Pend Oreille County Department of Emergency Management and the selected consultant will take place regarding payment; however, it is the intent of Pend Oreille County Department of Emergency Management 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 Proposal should be submitted in writing (to include email) no later than **4:30 p.m. December 5th, 2023**, to:

JoAnn Boggs, Deputy Director
Pend Oreille County Emergency Management
P.O. Box 5035/101 S. Garden Ave. Newport WA 99156
(509) 447-3731 Email: jboggs@pendoreille.org

Deadline for Submission:

The deadline for submission for proposals are the close of business **(4:30 p.m. PST) December 8th 2023**. Responses should be submitted **in a sealed envelope** to:

SEALED PROPOSAL – CONSULTANT SERVICES – HAZARD MITIGATION PLAN

Pend Oreille County
Clerk of the Board
P.O. Box 5025/ 625 W. 4th Street
Newport WA 99156

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

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 delivery, the consultant assumes responsibility for having the Proposal deposited on time at Pend Oreille County Commissioners office. 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 the Proposal due date.
- 4) Any deviations from the specifications are to be noted and fully explained. Deviations will be analyzed, and if deemed to be in the best interests of Pend Oreille County, specification requirements may be waived.
- 5) It shall be the responsibility of each consultant to call to the attention of Pend Oreille County Emergency Management any apparent discrepancy in the specifications or any questions of interpretation thereof. Failure to do so constitutes acceptance as written.
- 6) Pend Oreille County reserves the right to “revise or “amend” the Proposal specifications prior to the Proposal due date by “written addenda”.

- 7) Pend Oreille County reserves the right to reject any or all Proposal and to negotiate with any consultant.
- 8) This request for Proposals is not a contract or a commitment of any kind by Pend Oreille County. All costs associated with preparing and presenting the Proposal shall be borne by the contractor/firm.
- 9) Submissions will be evaluated based on 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 an updated Pend Oreille County Multi-Hazard Mitigation Plan that appears to be in the best interests of the Pend Oreille County and Pend Oreille County Emergency Management.
- 10) The apparent silence of the specifications 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 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 Proposals submitted to Pend Oreille County become the property of Pend Oreille County and will be opened in the Pend Oreille 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 Proposal. 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 digital file storage format for spatial data is the ESRI File Geodatabase (GDB) for both raster and vector data. Point, line, and polygon vector data is stored as a File Geodatabase feature class, and raster data is stored as a GRID, MrSID, ECW, TIF, JPEG2000 or other industry standard raster format either within a File Geodatabase or as standalone dataset when permitted. Other common spatial data types, such as raw LiDAR elevation data, are stored in their native formats, e.g. LAS files, but all derived products are stored within the file geodatabase data storage container. All data is projected into our local State Plane projection (NAD 83 HARN State Plane Washington North - US Survey Feet) and is documented using FGDC compliant metadata standards.

Pend Oreille County Emergency Management'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, Pend Oreille County Emergency Management may

accept the data as a geo-referenced 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 Pend Oreille County Emergency Management. 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 response 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 Pend Oreille County Emergency Management director's office to ensure that the final digital data products will meet our GIS requirements.

Existing counties developed maps and digital GIS data products can be made available to the consultant based on each of the county's distribution standards and policies.