

# NOTICE

## **Request for Proposal (RFP) Lincoln County Emergency Management Department County-wide Multi-Hazard Mitigation Plan**

The Lincoln County Emergency Management Department is currently seeking proposals from qualified consultants to develop a Multi-Hazard Mitigation Plan that meets all requirements under 44 CFR Part 20 1.6.

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 (Plan) and update that 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 finding."

To fulfill this requirement, the Lincoln County Emergency Management Department 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 Lincoln County Emergency Management Department (LCEMD).

### **\*\*\*\*DEADLINE FOR SUBMISSION OF PROPOSALS\*\*\*\***

The deadline for submission of proposals is the close of business (4:00 pm) August 31, 2017. Responses should be submitted in a sealed envelope to:

SEALED PROPOSAL -CONSULTANT SERVICES -HAZARD MITIGATION PLAN  
Wade W. Magers, Director  
Lincoln County Emergency Management Department  
PO Box 367  
Davenport, WA 99 122

Proposals will not be accepted by fax or electronic file transfer. Submissions should include one original and two 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 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 Lincoln County has a FEMA-approved Multi-Hazard Mitigation Plan; however, this plan needs to be updated.

## **Project Overview**

The purpose of the Lincoln County Emergency Management Department Multi-Hazard Mitigation Plan (Plan) is to provide Lincoln County and communities within Lincoln 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 Lincoln County Emergency Management Department will be the administrative agency for the Plan. 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 within the Lincoln County Emergency Management Department, 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 the Lincoln County Emergency Management Department 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 Lincoln County Emergency Management Department and accepted by the Federal Emergency Management Agency.

## **PART 11. 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 in the updating of the Plan; however, the Emergency Management Director will provide input, information, and comments throughout the updating of the Plan. It is anticipated that the updating of the Plan will take no more than eighteen (18) months to complete. The consultant must present a draft of the updated Plan to the Emergency Management Director by September 30, 2018, for review and comment by the Emergency Management Director. The consultant then must present a final draft to the Emergency Management Director not later than December 31, 2018 for review and adoption by the Lincoln County Emergency Management Department. All Lincoln County Emergency Management Department deadlines are set to meet WAEMD and FEMA deadlines of August 30, 2019.

The Lincoln County Emergency Management Department will provide to the consultant with any currently available, but the selected consultant will perform all analyses necessary for updating the Plan. All data and information generated by the consultant must meet Lincoln County's standards as described at the end of this document. Additionally, the consultant will supply the Lincoln County Emergency Management Department 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 Lincoln County Emergency Management Director 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. Perform a hazard analysis in consultation with the Lincoln County Emergency Management Department (the consultant shall be responsible for arranging with Lincoln County Emergency Management Director 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 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 Emergency Management Director by September 30, 2018; the Emergency Management Director will review the written report and provide comments by December 31, 2018. The consultant shall amend the draft Plan per these comments and submit the plan to the Emergency Management Director.

*(E) Final Plan.* By January 31, 2019, the consultant shall present to the Emergency Management Director 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 Emergency Management Director, in a format suitable for reproduction by the Lincoln County Emergency Management Department. The final Plan must also include documentation of public participation in Plan development. The consultant shall provide the Lincoln County Emergency Management Department 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.

## **Monthly Activity**

August – September 2017 Project initiation and consultant selection

Consultant formal needs and risk assessment

October –

December 2017 Hazard assessment

Collection of additional data and information

Draft revision of HIVA

Development of mitigation strategies

Spring/Summer 2018 Conduct public forum regarding strategies, goals, objectives

Fall 2018 Draft plan complete

Winter 2018 Review and comment of draft plan by Emergency Management Director

Spring 2019 Review of draft Plan by WAEMD

Presentation of Plan to public

FEMA plan review

Summer 2019 Plan adoption

## **PART 111: CONSULTANT SELECTION PROCESS**

The Emergency Management Director and the Lincoln 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 Emergency Management Director to negotiate a final contract document, including a detailed timeline for updated Plan completion. All contract documents will be executed with the Lincoln County Emergency Management Department and will conform to the Lincoln County Emergency Management Department policies and procedures. The selection process should be completed within 30-45 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 Emergency Management Director (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.

**Deadline for Submission** The deadline for submission for proposals is the close of business **(4:00 p.m.) August 31, 2017**. Responses should be submitted **in a sealed envelope** to:

**SEALED PROPOSALS -CONSULTANT SERVICES -HAZARD MITIGATION PLAN**

Wade W. Magers, Director Lincoln County Emergency Management Department PO Box 367 Davenport,  
WA 99122

Proposals will not be accepted by fax or electronic file transfer. Submissions should include one original and four 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 deliver, consultant assumes responsibility for having the proposal deposited on time at the Lincoln County Emergency Management Department. 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 Lincoln County Emergency Management Department, specification requirements may be waived.

It shall be the responsibility of each consultant to call to the attention of the Lincoln County Emergency Management Department any apparent discrepancy in the specification so or any question of interpretation thereof. Failure to do so constitutes acceptance as written.

The Lincoln County Emergency Management Department reserves the right to "revise: or "amend" the proposal specifications prior to the proposal due date by "written addenda".

The Lincoln County Emergency Management Department reserves the right to reject any or all proposals and to negotiate with any consultant.

Proposals will be evaluated on the basis of qualifications, experience and cost. Contract will be awarded to the company who offers a proposal that appears to be in the best interests of the Lincoln County Emergency Management Department.

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.

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.

All proposals submitted to the Lincoln County Emergency Management Department become the property of the Lincoln County Emergency Management Department and will be opened in the Lincoln 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 Lincoln County Emergency Management Department'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 Lincoln County Emergency Management Department may accept the data as a geo-reference CAD (.dxf, .dwg or .dgn) file, ArcInfo export (.eOO) file, or ArcView shapefile (.shp). Export files from other GIS software packages may be acceptable, but must be pre-approved by the Lincoln County Emergency Management 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 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 Lincoln County Emergency Management Department director's office to ensure that the final digital data products will meet our GIS requirements.

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