

# Northeast Regional Hazard Mitigation Plan

Northeast Region Hazard Mitigation Committee



## Request for Proposals

**Proposal Deadline:** Hard Copy Due 5:00 P.M.

Mountain Standard Time (MST) November 15, 2019

Mail Proposal to:  
Della Calhoon  
1576 Lowell Ave., PO Box 160  
Burlington, CO 80807

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## **Legal Notice**

Kit Carson County Office of Emergency Management Request for  
Proposals Multi-Jurisdictional Hazard Mitigation Plan Update

Notice is hereby given that the Kit Carson County Office of Emergency Management will accept proposals for update of a Multi-Jurisdictional Natural Hazards Mitigation Plan.

Those interested in submitting a proposal that may have questions they can be directed to Della Calhoon at [oem@kitcarsoncounty.org](mailto:oem@kitcarsoncounty.org) until November 15, 2019.

One (1) electronic copy of the proposal, clearly marked “Multi- Jurisdictional Hazard Mitigation Plan Update” will be received by the Kit Carson County OEM on or prior to November 15, 2019 5:00 p.m. (MST). Additionally, please submit one electronic copy (PDF) of the proposal to [oem@kitcarsoncounty.org](mailto:oem@kitcarsoncounty.org). As soon as practical after the closing time, the proposals shall be opened by the Northeast Region Hazard Mitigation Planning Committee (SERMPC) and considered based on criteria outlined within this document, see proposal evaluation. Proposals received after the closing time shall not be considered.

Proposal specifications are available from Della Calhoon at [oem@kitcarsoncounty.org](mailto:oem@kitcarsoncounty.org) or by phone at 719-343-0911.

The proposal shall be awarded by the Kit Carson County Office of Emergency Management and Northeast Region Hazard Mitigation Planning Committee. Proposers shall not be allowed to attend the award of proposal meeting. All proposers will be notified of the proposal results via email.

The Kit Carson County Office of Emergency Management and the Northeast Region Hazard Mitigation Committee reserves the right to reject any and all proposals, to waive any informalities and minor irregularities in proposals, and to accept the proposals deemed, in the opinion of the Kit Carson County Board of County Commissioners and the Office of Emergency Management, to be in the best interest of the taxpayers of Kit Carson County.

Distribution: As necessary

## **Northeast Region Multi-Jurisdictional Hazard Mitigation Plan Update**

### **General Conditions**

The Kit Carson County Office of Emergency Management and the Northeast Region Hazard Mitigation Committee are requesting written proposals from qualified vendors to coordinate logistics and delivery of one (1), Multi-Jurisdictional Hazard Mitigation Plan Update which includes nine (9) counties. The delivery of the final plan to Northeast Region will take place no later than July 6, 2020.

This request is for professional services. The terms “bid” and “bidder” refer to the rates provided in the proposal and the proposer, respectively. The term “vendor” refers to the successful proposer awarded the project. Refer all questions regarding the project, selection, award and contact Della Calhoon at [oem@kitcarsoncounty.org](mailto:oem@kitcarsoncounty.org)

### **Project Description**

#### **I. Event History and Description**

The proposed project will develop a Regional Hazard Mitigation Plan (HMP) Update for Northeast Region that meets the requirements of the Disaster Mitigation Act (DMA) of 2000, 44 CFR Part 201.6 and the most current Federal Emergency Management Agency (FEMA) “how-to” planning guidance. The plan will meet the most current FEMA Local Mitigation Plan Review Tool requirements, attached and made a part of this Statement of Work. In addition, the plan will be aligned with the 2018 State of Colorado Hazard Mitigation Plan.

Northeast Regions previous All Hazard Mitigation Plan, adopted and approved by FEMA in 2014, expires in 2019. The new plan will be an update of the current plan, and the previous plan should be reviewed and pertinent information brought forward into the new plan.

#### **II. Scope of Work**

The contractor will be responsible for the following four stages: **1. Organizing Resources, 2. Assessing Risks, 3. Developing a Mitigation Strategy, and 4. Plan Adoption, Monitoring & Evaluation.** The contractor will facilitate the planning process, identify the data requirements, conduct research, develop and facilitate the public input process, document the planning process, produce the draft and final plan document, and facilitate the plan adoption process.

##### **A. Organize Resources**

1. Work closely with the Local Planning Committee (LPC) on all phases of the project. Ensure that representatives from participating jurisdictions, local elected officials, local agencies, other partner agencies, business, nonprofits, academia, neighboring counties or communities, and the general public have an opportunity to be involved in the planning process. Document efforts to include these partners and their participation.
2. Develop an action plan for public involvement and comment during the plan development stage and prior to plan approval and document the process and results. Coordinate public involvement through a variety of tools, such as surveys, educational briefings, press releases, informational postings on local websites, and public hearings.
3. Establish minimum standards for participation in the plan. Clearly identify continuing or newly participating jurisdictions and special districts, including documenting how they met the minimum standard for participation. At a minimum, the following are anticipated to be participating jurisdictions (as defined by FEMA) in this multi-jurisdictional plan update:

## **Cheyenne, Kit Carson, Lincoln, Logan, Morgan, Phillips, Sedgwick, Washington and Yuma Counties**

4. Thoroughly document and describe the planning process with particular emphasis on how the LPC reviewed and analyzed each section of the plan, and if each section was revised as part of the update process.
5. Analyze existing capability by identifying, reviewing, and incorporating existing plans, studies, reports, and technical information into the planning process. This could include local comprehensive plans, local ordinances, Capital Improvement Plans (CIPs), warning systems, Community Wildfire Protection Plans (CWPPs), public education initiatives, local building codes and zoning ordinances, Floodplain Management Plans, and others.
6. Describe how the plan was maintained and implemented over the past 5 years.
7. Utilize existing GIS information for identified hazards and make corrections or updates of GIS information as necessary.

### **B. Assessing Risks**

#### Hazard Identification

1. Provide updated or new descriptions of the natural hazards (and additional human-caused hazards if so desired) affecting each participating jurisdiction, as needed. Analyze how hazards vary across jurisdictions, if applicable.

#### Profiling Hazards

1. Provide updated information on the location and the extent (severity) of each natural hazard (and additional human-caused hazards if so desired) affecting each jurisdiction, including updated information on previous occurrences.
2. Provide an update on any hazard events that occurred since the last plan date.
3. Provide updated information on the probability ranking of future hazard events.

#### Assessing Vulnerability

1. Provide an overall summary for each jurisdiction's vulnerability to each hazard. Rate the impact, for example high, medium, or low and explain the rating system used and the process followed to achieve the ranking.
2. For each jurisdiction describe in general, each hazard's impact on buildings, infrastructure, critical facilities, and the vulnerable population.
3. Describe vulnerability in terms of types and numbers of National Flood Insurance Program (NFIP) repetitive loss properties located in the identified hazard areas.
4. Include the most current FEMA Flood Insurance Rate Map (FIRM) in plan, if available.
5. Based on best available data, provide updated information on the vulnerability of existing and future buildings, infrastructure, and critical facilities for each jurisdiction. Specify the types and numbers of buildings, infrastructure, and critical facilities.
6. Based on best available data, provide estimated potential dollar losses to vulnerable structures, describing the methodology used to prepare the estimate.
7. Based on best available data, describe vulnerability in terms of land use and development trends.
8. Based on best available data, analyze the economic impacts from potential hazards.
9. Based on best available data, describe how potential climate adaptation may impact each jurisdiction's current and future vulnerability to specific hazards.

#### Capabilities Assessment

1. Document each jurisdiction's existing authorities, policies, programs, and resources related to hazard mitigation, and its ability to expand on and improve these existing tools.
2. Provide information on each jurisdiction's participation in the NFIP in terms of policies in force, total dollar amount for premiums, and any claims information. The mitigation strategy should identify, analyze, and prioritize action items related to continued compliance with the NFIP.

## **Develop a Mitigation Strategy**

1. Update the mitigation goals and objectives to reduce or avoid hazard vulnerabilities, if needed. Explain if goals and objectives have changed.
2. The plan update must analyze previous action items to identify which were completed, deleted, or continued for each jurisdiction.
3. Facilitate the identification and analysis of a comprehensive range of specific mitigation actions for each jurisdiction. Action items should reduce the effects on existing and new buildings and infrastructure. There must be identifiable action items for each jurisdiction seeking adoption of the plan.
4. Action items will be prioritized based on evaluation criteria such as the STAPLEE method which analyzes the social, technical, administrative, political, legal, economic, and environmental feasibility of proposed actions. This may include a cost-benefit review and/or cost estimate.
5. Develop an implementation strategy for identified actions that includes the action's priority (i.e. high, medium, or low), the lead party responsible for implementation, potential funding sources, and an implementation timeline for each proposed action item.

## **C. Plan Adoption, Monitoring and Evaluation**

1. Describe the method and schedule for monitoring the plan, including progress on action items and the responsible department.
2. Identify how, when, and by whom will the plan be evaluated.
3. The updated plan must describe the process to incorporate the mitigation plan requirements into other local planning mechanisms for each jurisdiction, and how the previous mitigation plan elements were incorporated into the same.
4. Develop and describe a strategy for continued public participation.
5. A digital copy of the final draft HMP and completed FEMA Local Mitigation Plan Review Tool will be submitted to the Colorado Division of Homeland Security & Emergency Management (DHSEM) Mitigation Section for submittal to FEMA prior to the grant performance period end date.
6. After FEMA indicates the plan is Approvable Pending Adoption (APA), the plan will be adopted by the participating jurisdictions within six to eight months.
7. The resolution of adoption for all jurisdictions will be provided to the State (DHSEM Mitigation Section), and the State will provide adoptions to FEMA for final approval.

### Additional Contract Provisions

- Contractor will maintain project management role until the Plan is approved by FEMA.
- Contractor is responsible for changes required by FEMA to gain Approvable Pending Adoption (APA) plan status. *These changes may be required after final payment is made to the contractor in order to maximize the grant award, but final payment does not relieve the contractor of delivery of a FEMA approved plan.*
- Contractor should provide required documentation to assist the lead fiscal agent community with completion of quarterly financial and performance reports to DHSEM.

## **D. Qualifications required:**

All proposals will be evaluated by Northeast Region Hazard Mitigation Planning Committee and Kit Carson County Office of Emergency Management representatives and/or designees. Selection will be based on the following criteria:

- 1) Cost and Pricing
- 2) Specialized experience and technical competence of proposed project team
- 3) Proposed methodology
- 4) Knowledge of the Northeast Region
- 5) Performance record and references

#### **IV. Expected End Product**

The expected end product will be an updated FEMA Approved Multi-Jurisdictional Natural Hazards Mitigation Plan. The HMP must meet all provisions of the current FEMA Review Tool and address the steps in most current FEMA “how-to” planning guidance.

#### **V. Time of Project**

A draft of the project suitable for public review and comment must be complete no later than April 1, 2020. The public review period will last from April 1-14, 2020. A second draft with updated content from public review must be complete no later than April 21, 2020. The final draft for submission to DHSEM and FEMA must be completed by July 6, 2020. A FEMA approval letter is desired by August 28, 2020.

#### **VI. Personnel**

The Vendor’s personnel shall be qualified and trained to accomplish the Scope of Work in a professional manner and in compliance with all applicable federal, state and local requirements.

#### **VII. Equipment**

The Vendor shall provide all materials and equipment necessary to accomplish the Scope of Work.

#### **VIII. Reference Material**

The Vendor will ensure compliance with the following references:

The Multi-Jurisdictional Natural Hazards Mitigation Plan must meet the requirements of the Disaster Mitigation Act of 2000, 44 CFR Part 201.6 and the most current FEMA “how-to” planning guidance.

#### **IX. Pricing**

The provided pricing must include the following:

1. All contractor fees for plan development
2. Meals
3. Lodging
4. Travel expenses
5. Equipment rental costs

## **PROPOSAL SUBMITTAL REQUIREMENTS**

Bidders must provide the following information in the order listed below. Please respond to each section on a separate page, in the order listed. Use this page as a checklist to be sure all information is included. PROPOSALS NOT RECEIVED IN THIS FORMAT MAY BE CONSIDERED NON-RESPONSIVE.

Please check below to indicate the information is included in your package (√)

I. Submittal Page (Please include this checklist) ( )

II. Company Data

- |    |  |     |
|----|--|-----|
| A. | Company name   | ( ) |
| B. | Address  | ( ) |
| C. | Contact person   | ( ) |
| D. | Phone:   | ( ) |
|    | 1. Location  | ( ) |
|    | 2. Location fax  | ( ) |
| E. | E-mail (address to receive RFP addenda or additional criteria) | ( ) |
| F. | Other locations to be used (e.g., for billing)                 | ( ) |
|    | (name, address, phone, fax)                                    |     |



- III. Experience
- A. Number of years developing hazard mitigation plans ( )
  - B. Contractor experience in specific areas ( )
    - 1. All contractor resumes and certifications of personnel assigned to work on the plan including number of plans developed in last 5 years ( )
  - C. Referrals
    - List of clients, within the last three years, to include contact names and phone numbers from host agency including:
    - 1. Service provided ( )
    - 2. Client organization ( )
    - 3. Scale of project (include number of participants, and size of project) ( )
    - 4. Contact name and number ( )
  - D. Special Considerations
    - 1. Describe any attribute of your firm that would enhance this proposal ( )
    - 2. Relevant experience working with Northeast Region, if any ( )
  - E. Methodology Detail ( )
- IV Proposed cost detail for a delivery of one (1) Multi-Jurisdictional Hazard Identification and Risk Assessment for the area as described. ( )
- V Verification that the Respondent is registered on the Federal System for Award Management (<https://sam.gov>). ( )

## PROPOSAL EVALUATION

Proposals meeting the minimum specifications will be evaluated in the following manner:

### I. Evaluation Criteria

Proposals will be evaluated on the following minimum criteria:

- A. Cost and Pricing (5 pts)
    - 1. Unit pricing for one (1) Multi-Jurisdictional Hazard Mitigation Plan Update, to include printed copies (color) of the final document, one for each of the jurisdictions listed in Section III A.3. Also, provide one electronic copy of the final plan to all of the participants. Draft plans are only required to be submitted in electronic format.
    - 2. Cost effectiveness of employed methods
  - B. Specialized experience and technical competence of proposed project team (15 pts)
    - 1. Number of years company has been developing HMPs
    - 2. Project manager number of years developing HMPs
    - 3. Number of HMPs project manager has developed in last 5 years
  - C. Proposed methodology (10 pts)
    - 1. Overall approach to tasks
    - 2. Staffing plan - adequate number of staff, appropriate mix of staff
    - 3. Documentation process for work schedule and completed work
    - 4. Plan for public engagement and involvement
    - 5. Organization, clarity, thoroughness, conciseness
    - 6. Covers all aspects of scope of work
  - D. Knowledge of the Northeast Region (5 pts)
    - 1. Prior experience working with the Northeast Region
  - E. Performance record and references (5 pts)
    - 1. Previous work and customer satisfaction
- TOTAL (40 pts)**

## **SPECIAL CONDITIONS**

### **I. Bidder Responsibility**

One (1) original and one (1) electronic copy of the proposal, clearly marked “Multi-Jurisdictional Hazard Mitigation Plan Update”, will be received by the Kit Carson County OEM on or prior to November 15, 2019 at 5:00 p.m. Mountain Standard Time (MST) at Kit Carson County OEM, 1576 Lowell Ave., PO Box 160 Burlington, CO 80807. One electronic (PDF) copy of bidder proposal must be submitted to [oem@kitcarsoncounty.org](mailto:oem@kitcarsoncounty.org) by November 15, 2019 at 5:00 p.m. MST.

Revisions to proposals may be permitted after the submittal deadline and prior to award for the purposes of obtaining best and final offers. Negotiations may be conducted with all responsible bidders who submit proposals found to be reasonably likely to be selected for award of bid.

### **II. Award of Bid**

The Northeast Region Hazard Mitigation Planning Committee and Kit Carson County may make such investigations, as it deems necessary to determine the ability of the bidder to perform the work. The Bidder shall furnish to Northeast Region Hazard Mitigation Planning Committee and Kit Carson County Office of Emergency Management all such information and data for this purpose as it may request.

The Northeast Region Hazard Mitigation Planning Committee and Kit Carson County Office of Emergency Management reserves the right to reject any and all bids, to waive any informalities and minor irregularities in bids, and to accept the bid deemed, in its opinion, to be in the best interest of the Northeast Region Hazard Mitigation Planning Committee and Kit Carson County Office of Emergency Management.

### **III. Appeals Process.**

Notices of an “intent to protest” and “protests” must be submitted in writing to the Kit Carson County OEM at 1576 Lowell Ave., PO Box 160, Burlington, CO 80807 and by email to [oem@kitcarsoncounty.org](mailto:oem@kitcarsoncounty.org).

Protesters must clearly identify the project being protested in all correspondence. Protests must be as specific as possible and identify specific statutes and Colorado Administrative Code Provisions that are alleged to have been violated.

Protests can be filed at any point through the solicitation process. However, a written notice of “intent to protest” must be filed with and received by the Kit Carson County OEM no later than seven (7) working days after the Notice of Intent to Award is issued.

The complete written “protest” must be provided to the same addressees, (as provided above for the written “intent to protest”) within seven (7) working days after such aggrieved persons know or should have known the Notice of Intent to Award is issued.

The Kit Carson County Board of County Commissioners with support of the Northeast Region Hazard Mitigation Planning Committee will issue a decision on the protest within 5 working days of receiving the written protest. A copy of the decision will be provided to the Kit Carson County OEM.