

Tuscola County

Request for Proposals to update the Tuscola County Hazard Mitigation Plan

Tuscola County is soliciting proposals from qualified consultants to update the Tuscola County Hazard Analysis and Mitigation Plan in accordance with all of the Federal Emergency Managements Agency's (FEMA's) current standards and requirements. The Tuscola County Hazard Analysis and Mitigation Plan is developed to fulfil federal, state, and local hazard mitigation planning responsibilities; to promote pre and post disaster mitigation measures, short/long range strategies that minimize suffering, loss of life, and damage to property resulting from hazardous or potentially hazardous conditions to which citizens and institutions within Tuscola County are exposed; and to eliminate or minimize conditions which would have an undesirable impact on our citizens, the economy, environment, and well-being of the County.

Tuscola County will accept any questions in writing (letter or email) until Monday, April 27, 2015 at 3:30 p.m. EST. Questions will be answered in a timely manner either by letter or email.

Sealed proposals must be received no later that Monday, May 4, 2015 at 3:30 p.m. EST. Proposals not received prior to this date will not be considered and will be returned unopened after recommendation of award.

Proposals should be addressed to:

Tuscola County Office of Emergency Management

Attn: Deputy Steven Anderson

420 Court St. Suite #1

Caro, MI 48723

For additional questions, please contact Deputy Steven Anderson at:

Office phone: 989-673-5181

Email address: tcemanderson@tuscolacounty.org

- Funding for this effort is provided through a FY 2013 Pre-Disaster Mitigation Grant Program from the Federal Emergency Management Agency (FEMA). *This grant expires on January 6, 2016 and proposed updated plan must be completed, approved by both Tuscola County and final approval from FEMA by January 6, 2016.*
- Tuscola County is not responsible for any costs incurred by prospective firms prior to the signing of a contract.

I. General Information

Confidentiality:

The content of all proposals will be kept confidential until selection of the Consultant is publicly announced. At that time, the selected proposal is open for review. After the award of the Contract, all proposals will then become public information.

Modification/Withdrawal of Proposals:

A respondent may withdraw a proposal at any time prior to the final submission date by sending a written notification of withdrawal, signed by an agent authorized to represent the agency. The respondent may thereafter submit a new or modified proposal prior to the final submission date. Modifications offered in any manner will not be considered. A final proposal cannot be changed or withdrawn after the time designated for receipt, except for modifications requested by Tuscola County after the date of receipt and following oral presentations.

Oral Change / Interpretation:

No oral change or interpretation of any provision contained in the RFP is valid whether issued at a pre-proposal conference or otherwise. Written addenda will be issued when changes, clarifications, or amendments to proposal documents are deemed necessary by Tuscola County.

II. Scope of Work

In completing the Tuscola County Hazard Analysis and Mitigation Plan update, consultants are generally expected to follow the tasks outlined in this section.

Consultant will work with Tuscola County personnel or other local municipal employees to complete some tasks (i.e. mapping, identification of hazards); the details of which can either be addressed in the Consultant's proposal and/or specified in the contract.

1. Reviewing the existing 2008 Tuscola County Hazard Analysis and Mitigation Plan and the current State of Michigan Hazard Mitigation Plan.
2. Reviewing and analyzing existing natural and manmade hazards in all areas of Tuscola County. Consultants will become knowledgeable of existing hazards and how these hazards may impact existing and future development, property, and lives in Tuscola County.
3. Engaging the public throughout the County and the Hazard Mitigation Committee to develop the updated plan. Consultant, with the assistance of Tuscola County personnel, will facilitate meetings as needed with first responders, government officials, community group's nonprofits, private businesses, school districts/educational facilities, and individuals to present information, and understand concerns and objectives, for Tuscola County and all of the municipalities within the County.
4. Evaluating potential natural and manmade disasters in Tuscola County to include a revised hazard assessment.
5. Recommending and prioritizing hazard mitigation measures.
6. Determining necessary updates to the existing plan.
7. Making revisions consistent with the State of Michigan Hazard Mitigation Plan, and incorporate all new FEMA requirements for Hazard Mitigation Plans.
8. Developing a schedule, in cooperation with Tuscola County personnel, for hosting and completing community input sessions throughout the planning process as needed.
9. Data Collection and Analysis:
 - a. The Consultant, in cooperation with Tuscola County personnel, shall collect the necessary data to evaluate the potential for natural and manmade disasters in Tuscola County. Information shall also be obtained on area history, property status,

infrastructure, land use, and other relevant subjects, in order to comprehensively analyze all aspects of the County. This will include utilizing all current plans associated with disaster and emergency response efforts as provided by Tuscola County.

- b. The Consultant shall report the analysis to the Tuscola County Hazard Mitigation Committee.

10. Soliciting Public Input:

- a. The Consultant, in cooperation with Tuscola County personnel shall hold a second series of public meetings on the findings and revisions to the Tuscola County Hazard Analysis and Mitigating Plan to solicit input from the public, first responders, and government officials, engaging them in an interactive draft plan evaluation. The draft plan will be made available to the public for a minimum of 30 days at locations throughout the County and online for comments. The plan must meet all of FEMA's requirements and be approved through FEMA prior to shepherding the plan through the adoption plan process through the County (towns and villages).

11. Reporting:

- a. A draft Hazard Analysis and Mitigation Plan shall be submitted and include all the required sections by FEMA and input from the community. The draft plan will also be distributed for public review. Tuscola County shall review the draft and return an edited version to the Consultant. The Consultant shall submit the final Plan as corrected to FEMA and coordinate and communicate with the State of Michigan and FEMA until the final document is approved by FEMA and the County of Tuscola.
- b. During the process of updating the Plan, the Consultant will provide written summaries of the process by which the final plan was developed for Tuscola County, including any meeting schedules, agendas, notes, rosters of attendees, and any information needed to meet the requirements of the FEMA Pre-Disaster Mitigation Planning Grant Award.

12. Deliverables:

- a. As the current Plan has expired as of August 24, 2014, the final draft must be completed and approved by FEMA by January 6, 2016 to meet the FEMA grant deadline. The Consultant shall assist the County in communications with the Michigan State Police Emergency Management Homeland Security Division and FEMA as needed.

III. Submittal Contents and Requirements

All proposals must be signed and shall not exceed 10 pages, including the following:

1. Letter of transmittal, including:
 - a. A statement indicating your understanding of the work to be performed;
 - b. An affirmation of the firms qualifications for professionally and expertly conducting the work as understood;
 - c. The firm's contact person concerning the proposal and a telephone number and email address where that person can be reached.

2. Statement of Qualifications and Experience including:
 - a. A discussion of the firm's professional practice, areas of specialization, and philosophy;
 - b. A discussion of firm's experience with work associated with preparing multijurisdictional hazard mitigation plans, listing relevant examples.
3. Staffing and Project Management
 - a. The number of executive or professional personnel by skill and qualification that will be employed in the work. Indicate which of these individuals you consider key to the successful completion of this Plan.
 - b. Services provided by each team member
4. Explanation of work to be performed, including a detailed description of the procedures and methods you propose to use.
5. Three references indicating project names, firm's role, and client contact info (including telephone number and email address)
6. Consultant not-to-exceed cost for the entire project with cost breakdown of major elements.
7. A project work schedule should be provided which includes the time frames for each major work element, and dates for completion of draft and final documents.

IV. Selection Process/Criteria

A committee of individuals representing Tuscola County (Tuscola County All Hazards Team) will perform an evaluation of the proposals. The committee will rank the proposals as submitted, reviewing for completeness, clarity, focus, conciseness, and accuracy. They will also consider the relevance of experience, resources, references, quality and diversity of expertise and any additional information provided. The Committee will then make its recommendation to the Tuscola County Board of Commissioners who will make the final decision.

Responses to the RFP will be evaluated based upon the following as presented in the submitter's proposal:

1. Professional Qualifications – 25 points

Qualifications of the firm's personnel measured by education and experience, especially the specific person(s) that would be working on this project. Ability of the firm to meet the time table identified for the project. Familiarity with the study area.

2. Experience with Similar Projects – 25 points

Provide detailed information on experience with previous hazard mitigation plans and plan updates including knowledge of current FEMA Plan requirements. Provide at least three references for which your firm has provided the same or similar services. Include a point of contact, current telephone number, and a brief description of the services provided.

3. Project Understanding and Methodology – 40 points

Consultant should demonstrate thorough knowledge and understanding of natural and manmade hazards, the State of Michigan Hazard mitigation Plan, and FEMA's requirements for Pre-Disaster

Mitigation Plans, describing in detail how the Consultant will accomplish each task as described in the Scope of Work.

4. Available Resources and Consultant Locations – 10 points

V. Reservation of Rights

Tuscola County reserves the right to:

- Reject any or all proposals received in response to this request;
- Cancel any task request in effect should it determine that the proposed staff is not available or assigned to the task order;
- Award Contract(s) solely on the written proposal;
- Request oral interviews with the highest-ranked firms;
- Terminate negotiations with any Proposer should it be in the County's best interest.

VI. Contract Negotiation and Award

The highest-ranked Proposer (s) may be invited to enter into Contract negotiations with Tuscola County.

If an agreement cannot be reached with the highest-ranked Proposer, the County shall notify the Proposer and terminate negotiations. The second highest Proposer may be contacted for negotiations. This process may continue until successful negotiations are achieved.