

UPDATE/REVISION
Ouray County Multi-Hazard Mitigation Plan



Request for Proposals

Proposal Deadline: Hard Copy Due
4:00 PM Mountain Standard Time (MST) January 17, 2018

Mail Proposals to:

Ouray County
Attn: County Administration
P. O. Box C
Ouray, CO 81427

Clearly Mark Envelope: "Multi-Jurisdictional Hazard Mitigation Plan"

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Public Notice

Request for Proposals Update/Revision of Multi-Jurisdictional Multi-Hazard Mitigation Plan

Ouray County is accepting sealed proposals for **Update/Revision** of a Multi-Jurisdictional Multi-Hazard Mitigation Plan that was professionally completed in July 2008 by AMEC.

Three (3) complete copies of the sealed proposal, clearly marked “Multi-Jurisdictional Hazard Mitigation Plan”, shall be submitted to Ouray County Administration, P. O. Box C, Ouray, Colorado 81427 or delivered to the physical address of 112 Village Square West, Suite 220, Ridgway, Colorado 81432 no later than Thursday January 17, at 4:00 p.m. Mountain Standard Time (MST). As soon as practical after the closing time, the proposals will be opened by the Emergency Manager and County Administrator. The Ouray County Hazard Mitigation Planning Committee will meet to review all proposals and to make recommendation to the Board of County Commissioners for award. Proposals received after the closing time shall not be considered. All proposers will be notified of the results via email.

Proposal specifications are available on Ouray County’s website: www.ouraycountyco.gov under Bid & Proposals. Questions can be directed to Glenn Boyd, Ouray County Emergency Manager. Glenn’s contact information is as follows: Office: 970-325-7273; Cell: 970-318-0854; or email: gboyd@ouraycountyco.gov.

Award of the proposal is not based solely upon low quotation price, but on service, quality, and “best overall value” to the County in accordance with the Ouray County Purchasing Manual. The Ouray County, Board of County Commissioners reserves the right to reject any and all proposals, to waive any and all informalities, or to accept the proposal for the contract which in its judgment best serves the interest of Ouray County and its municipalities. Further, Ouray County reserves the right to disregard all non-conforming, non-responsive, or conditional proposals.

Published on: **December 27, 2018**
Ouray Plaindealer

Posted on: **December 19, 2018**

Update/Revision
Ouray County Multi-Jurisdictional Multi-Hazard Mitigation Plan

General Conditions

Ouray County is requesting proposals from qualified vendors to update/revise the Multi-Jurisdictional Multi-Hazard Mitigation Plan which was professionally completed on July 2008 by AMEC and updated January 2015 by AMEC. The plan revision must be completed and delivered to Ouray County, for submission to DHSEM and FEMA on or before September 30, 2019.

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 Emergency Manager, Glenn Boyd, at gboyd@ouraycountyco.gov or by phone at 970-325-7273

Project Description

I. Event History and Description

The proposed project will update a multi-jurisdictional multi-hazard mitigation plan (that was originally written by AMEC in July 2008) for Ouray County, all incorporated areas and special districts within the County that meets the requirements of the Disaster Mitigation Act of 2000, 44 CFR Part 201.6 and the most current FEMA “how-to” planning guidance. The plan will meet the most current FEMA Local Mitigation Plan Review Crosswalk, 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.

Ouray County’s previous All Hazard Mitigation Plan, adopted and approved by FEMA in 2015, will expire in 2020. It is **not** anticipated that the new plan will be a complete rewrite and as such should be reflective in the proposal price. The previous plan should be reviewed and pertinent information brought forward into the revised plan.

II. Scope of Work

The contractor will be responsible for the following four stages: **A. Organizing Resources, B. Assessing Risks, C. Developing a Mitigation Strategy, and D. 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 cities, towns, and special districts are anticipated to be participating jurisdictions (as defined by FEMA) in this multi-jurisdictional plan update:
 - *Ouray County*
 - *City of Ouray*

- *Town of Ridgway*
 - *Loughill Fire Protection District*
 - *Montrose Fire Protection District*
 - *Ouray Fire Protection District*
 - *Ridgway Fire Protection District*
 - *Ouray School District R-1*
 - *Ridgway School District R-2*
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
 8. Describe how the plan will be maintained over the next 5 years.

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 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 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.

C. 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 hazard, 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, addministrative, 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.

D. Plan Adoption, Monitoring and Evaluation

4. Describe the method and schedule for monitoring the plan, including progress on action items and the responsible department.
5. Identify how, when, and by whom will the plan be evaluated.
6. 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.
7. Develop and describe a strategy for continued public participation.
8. 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 & Recovery Section (MARS) for submittal to FEMA prior to the grant performance period end date.
9. After FEMA indicates the plan is Approvable Pending Adoption (APA), the plan will be adopted by the participating jurisdictions within six to eight months.
10. The resolution of adoption for all jurisdictions will be provided to the State (DHSEM Mitigation & Recovery 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.

E. Qualifications (refer to Proposal Submission Requirements, page 9):

III. 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.

IV. Time of Project

The draft of the project suitable for public review and comment must be completed no later than August 30, 2019. The public review period will last two weeks. A second draft with updated content from public review must be complete no later than September 20, 2019. The final draft for submission to DHSEM and FEMA must be completed by September 30, 2019. A FEMA approval letter is desired by March 1, 2020

V. 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.

VI. Equipment

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

VII. Reference Material

The Vendor will ensure compliance with the following references:

The Multi-Jurisdictional Multi-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.

VIII. 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 and submit this page as a checklist to your proposal** 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 ()

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 hazardous mitigation plans ()

B. Contractor experience in specific areas ()

1. All contractor resumes and certifications of personnel assigned to work on the plan ()

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 Ouray County and the Jurisdictions within, if any ()

E. Methodology Detail ()

IV. Cost

A. Proposed cost detail for a delivery of one (1) Multi-Jurisdictional Multi-Hazards Mitigation Plan for the area as described. ()

V. Registration Verification

A. 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	(40 pts)
1. Unit pricing for one (1) Update/Revision Multi-Jurisdictional Multi-Hazard Mitigation Plan (Originally written by AMEC in July 2008), to include 10 printed copies (color) of the final plan. Two for each of the jurisdictions listed in Section III A.3., and for Ouray County. 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. Relevance and depth of logistical management and experience	
2. Qualifications of project team	
3. Experience of team on projects of similar scope and scale	
C. Proposed methodology	(15 pts)
1. Overall approach to tasks	
2. 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	
D. Performance record and references	(15 pts)
1. Previous work	
2. Previous customer satisfaction	
E. Overall impression of proposal	(15 pts)
1. Organization, clarity, thoroughness, conciseness	
TOTAL	(100 pts)

II. Qualification Selection Process

The Ouray County Emergency Manager and County Administrative Services Staff will review the proposals. The qualification-based selection provides a means to tailor the project requirements with the consultant's qualifications, thus ensuring that the best-qualified consultant is selected for the project using a fair and equitable selection process. By submitting your statement of proposal for this project, you agree to the qualification-based selection process and understand and accept that the decision resulting from the selection process will be final. All documents included with the submission will become the property of Ouray County. The selection process is as follows:

- A. After proposals are received and evaluated upon their qualifications/proposals, the top ranked consultant(s) may be selected for a short list. The County may enter into negotiations with as many qualified firms as have submitted feasible proposals in order to arrive at the best possible proposal for the project.
- B. The short listed consultant(s) will work with the Ouray County Emergency Manager and Administrative Services Staff to fully define a scope of services and associated fees necessary to accomplish the goals of this project. The Ouray County will not make reimbursement for any cost incurred prior to a formal notice of award. If a scope of service or compensation cannot be agreed upon with the best qualified professional, then negotiations will be formally terminated and Ouray County will be free to negotiate with other consultants.

SPECIAL CONDITIONS

I. Bidder Responsibility

Three (3) complete copies of the sealed proposal, clearly marked “Multi-Jurisdictional Hazard Mitigation Plan”, shall be submitted to Ouray County Administration, P. O. Box C, Ouray, Colorado 81427 or delivered to the physical address of 112 Village Square West, Suite 220, Ridgway, Colorado 81432 no later than Thursday January 17, at 4:00 p.m. Mountain Standard Time (MST).

II. Award of Bid

Ouray 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 Ouray County all such information and data for this purpose as it may request.

Award of the proposal is not based solely upon low quotation price, but on service, quality, and “best overall value” to the County in accordance with the Ouray County Purchasing Manual. The Ouray County, Board of County Commissioners reserves the right to reject any and all proposals, to waive any and all informalities, or to accept the proposal for the contract which in its judgment best serves the interest of Ouray County and its municipalities. Further, Ouray County reserves the right to disregard all non-conforming, non-responsive, or conditional proposals.

III. Appeals Process

Notices of an “intent to protest” and “protests” must be submitted in writing to the Ouray County Administrator at P.O. Box C, Ouray, CO 81427 and by email to gboyd@ouraycountyco.gov

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 Hinsdale County Administrator 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 Ouray County Board of County Commissioners with support of the Ouray County Office of Emergency Management 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 Ouray County Clerk & Recorder.