

## Request for Proposals

### Ouray County Multi-Jurisdictional Emergency Evacuation Plan

Ouray County is accepting sealed proposals for the creation of a Multi-Jurisdictional Emergency Evacuation Plan that will include the municipalities of the City of Ouray, Town of Ridgway, and unincorporated Ouray County.

**Five (5) complete copies of the sealed proposal, clearly marked “Multi-Jurisdictional Emergency Evacuation Plan”, including the proposal on a flash drive, shall be submitted to Ouray County Administration, P. O. Box C, Ouray, Colorado 81427 or by courier to 541 4<sup>th</sup> Street, Colorado 81427 to be received no later than Monday June 5, 2023, at 3:00 p.m. (MST).** As soon as practical after the closing time, the proposals will be opened by the Emergency Manager and County Administrator. Ouray County, the City of Ouray, and Town of Ridgway officials will then meet to review all the proposals and prepare a 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](http://www.ouraycountyco.gov) under Bids & RFPs. Questions can be directed to Glenn Boyd, Ouray County Emergency Manager. Glenn’s contact information: Office: 970-325-7273; Cell: 970-318-9603; or email: [gboyd@ourayco.gov](mailto:gboyd@ourayco.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.*

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Ouray Plaindealer

Posted on: May 11, 2023

**Request for Proposals**  
**Creation of the Ouray County**  
**Multi-Jurisdictional Evacuation Plan**

**Published: May 11, 2023**



**Proposal Deadline: Hard Copy Received by**  
**Monday June 5, 2023 by 3:00 PM Mountain Standard Time**

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

Physical Address: 541 4<sup>th</sup> Street, Ouray, CO 81427

Clearly Mark Envelope: "Multi-Jurisdictional Evacuation Plan" & Company Information

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# PUBLIC NOTICE

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**Nine (9) complete copies of the sealed proposal, clearly marked with “Multi-Jurisdictional Emergency Evacuation Plan” and company information, shall be submitted to Ouray County Administration, P. O. Box C, Ouray, Colorado 81427 or by courier to 541 4<sup>th</sup> Street, Colorado 81427 to be received no later than Monday June 5th, 2023, by 3:00 p.m. MST.** As soon as practical after the closing time, the proposals will be opened by the Emergency Manager and County Administrator. Ouray County, the City of Ouray, and Town of Ridgway officials will meet soon thereafter to review the proposals and prepare a recommendation for award to the Board of County Commissioners. Proposals received after the closing time shall not be considered. All proposers will be notified of the results via email.

Proposal requirements are available on Ouray County’s website: [www.ouraycountyco.gov](http://www.ouraycountyco.gov) under Bids & RFPs. Questions can be directed to Glenn Boyd, Ouray County Emergency Manager. Glenn’s contact information: Office: 970-325-7273; Cell: 970-318-9603; or email: [gboyd@ourayco.gov](mailto:gboyd@ourayco.gov).

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Ouray Plaindealer

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# Ouray County Multi-Jurisdictional Evacuation Plan

## GENERAL CONDITIONS

Ouray County is requesting proposals from qualified vendors to create the Multi-Jurisdictional Evacuation Plan for Ouray County. There is currently a draft evacuation plan for the both the County and Log Hill areas. The plan must be completed and delivered to Ouray County by December 31, 2023.

This request is for professional services. The terms “bid” and “bidder” and “proposal” and “proposer”, respectively, are interchangeable within the Request for Proposal. The term “vendor”, “contractor”, and / or “consultant” refer to the successful proposer awarded the project. Refer all questions regarding the project, selection, and award to the Emergency Manager, Glenn Boyd, at [gboyd@ourayco.gov](mailto:gboyd@ourayco.gov) or by phone at 970-325-7273 or 970-318-9603.

## PROJECT DESCRIPTION

### *I. Event History and Description*

The proposed project will create a multi-jurisdictional evacuation plan for Ouray County, all incorporated areas, municipalities, participating HOAs, participating neighborhoods, and special districts within the County that meets the requirements of the most current FEMA “how-to” planning guidance. The plan will meet the most current Colorado Evacuation Plan Development Tool Kit. In addition the plan will be in line with the most recent Ouray County Emergency Operations Plan and the most recent State of Colorado Emergency Operations Plan.

Ouray County currently has a draft version of an Emergency Evacuation Plan. However, this plan is not adopted nor is it as comprehensive as the scope of work outlined in this RFP. It is anticipated that the new plan will be a complete rewrite. The previous draft plan should be reviewed and pertinent information brought forward into the plan but should not be used as a design template or complete scope of work.

### *II. Scope of Work*

The contractor will be responsible for the following four stages: **A. Organizing Resources, B. Assessing Ouray County Traffic and Evacuation Routes C. Developing an Evacuation Strategy, D. Special Events and Situations, and E. 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), once created 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 county organizations, municipalities, neighborhoods, HOAs and special districts. At a minimum, the following cities, towns, and special districts are anticipated to be participating jurisdictions in the creation of the Ouray County Multi-Jurisdictional Evacuation Plan:
  - *Ouray County*
  - *City of Ouray*
  - *Town of Ridgway*
  - *Loghill Fire Protection District*
  - *Ouray Fire Protection District*
  - *Ridgway Fire Protection District*

4. Utilize existing GIS information for identified eminency evacuation routes, and make corrections or updates of GIS information as necessary.
5. Develop a maintenance plan to be implemented over the next 5 years.
6. 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.
7. 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.

**B. Assessing Ouray County Traffic and Evacuation Routes**

1. Establish a methodology that is applicable to any threat, hazard, or event that results in the need to evacuate. This shall include all areas of unincorporated Ouray County including public land areas, the City of Ouray and the Town of Ridgway.
2. Document each jurisdiction's existing authorities, policies, programs, and resources related to human and animal evacuation, and its ability to expand on and improve these existing tools.
3. Utilize the Draft "Multi-Jurisdictional Emergency Evacuation Plan" as a guideline but not as a template.
4. Conduct Traffic Studies throughout the county to determine evacuation times.
5. Develop a Map showing all evacuation routes (Primary, Secondary, and Alternative) throughout Ouray County

**C. Developing an Evacuation Strategy**

1. Develop Evacuation Policies and Procedures for unincorporated Ouray County. To include, but not limited to, the several areas/neighborhoods/subdivisions that are "one way in and one way out."
2. Develop Evacuation Policies and Procedures for the Town of Ridgway.
3. Develop Evacuation Policies and Procedures for the City of Ouray.
4. Identify and define the different stages of Evacuation (Pre-Evacuation, Evacuation, Mandatory Evacuation Etc.).
5. Define the Responsibilities for those involved in evacuations utilizing the Ouray County Emergency Operations Plans.
6. Include Access and Functional Needs population within the County utilizing C.M.I.S.T. Framework (Communication, Maintaining Health, Independence, Support, Safety & Self-Determination, and Transportation).
7. Identify required information to be included in an evacuation order.
8. Identify when to Shelter-In-Place rather than evacuate.
9. Develop a way to account for all visitor, residents, and responders after an evacuation.
10. Utilizing the Ouray County Alert and Warning plan, develop a Public Information and Outreach section as it relates to evacuations.
11. Develop suggestions based off of evaluation of county and municipality roads, land use codes, isolated neighborhoods etc. on how to improve polices and code to better serve the Ouray County citizens in the case of an evacuation.

**D. Special Events and Situations**

1. Develop Evacuation Procedures specific to 4<sup>th</sup> of July in the City of Ouray when the population increases to 20,000+.
2. Develop Evacuation Procedures specific to a large event being held at one of the

municipalities' parks or at the County's Event Center

**E. 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. Develop and describe a strategy for continued public participation.
4. The resolution of adoption for all jurisdictions will be provided to the State (DHSEM Mitigation & Recovery Section) through the County Department of Emergency Management.

Additional Contract Provisions:

- Contractor will maintain project management role until the Plan is approved by Ouray County Board of County Commissioner, City of Ouray City Council and Town of Ridgway Town Council.
- Contractor is responsible for changes requested by Policy Boards to gain an Adopted plan status.

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

***III. Expected End Product***

The expected end product will be a completed Board of County Commissioners, City of Ouray City Council, and Town of Ridgway Town Council Approved Multi-Jurisdictional Evacuation Plan. The evacuation plan must address the steps in most current FEMA "how-to" planning guidance.

***IV. Timeline of Project***

The draft of the project suitable for public review and comment must be completed no later than October 1, 2023. The public review period will last two weeks. A second draft with updated content from public review must be complete no later than November 30, 2023. The final draft for submission to the Policy Boards must be completed by December 31, 2023.

***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 Evacuation Plan must meet the requirements the most current FEMA "how-to" planning guidance and must be in line with the Ouray County Emergency Operations Plan.

***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 SUBMIT 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) Creation of the Multi-Jurisdictional Evacuation Plan, to include 9 printed copies (color) of the final plan. Two for each Municipality and County and 1 for each fire district. 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

Ouray County, the City of Ouray, and Town of Ridgway officials will meet to review all the proposals and prepare a recommendation to the Board of County Commissioners for award. 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. 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

**Nine (9) complete copies of the sealed proposal, clearly marked “Multi-Jurisdictional Emergency Evacuation Plan” with Company Information, shall be submitted to Ouray County Administration, P. O. Box C, Ouray, Colorado 81427 or by courier to 541 4<sup>th</sup> Street, Colorado 81427 to be received no later than Monday, June 5, 2023, by 3:00 p.m. (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@ourayco.gov](mailto:gboyd@ourayco.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 O 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.