Montezuma County
Hazard Mitigation Plan Update

REQUEST FOR PROPOSAL

HAZARD MITIGATION PLAN UPDATE

POSTED: Friday, November 22, 2019

BID DEADLINE: 4:00 PM (MST), Thursday, January 16, 2020

EMAIL BIDS TO:

mpasquin@co.montezuma.co.us
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LEGAL NOTICE

Montezuma County of Emergency Management
Request for Proposals
Multi-Jurisdictional Hazards Mitigation Plan Update

Notice is hereby given that the Montezuma County Office of Emergency Management will accept sealed proposals for development of a Multi-Jurisdictional Hazards Mitigation Plan. One electronic copy submitted via email to Mike Pasquin, Montezuma County Office of Emergency Management (OEM), at: mpasquin@co.montezuma.co.us, no later than 4:00 p.m. (MST) on Thursday, January 16, 2019. As soon as practical after the closing time, the bids shall be reviewed by a bid committee consisting of county personnel. Bids received after the 4:00 p.m. will not be considered. The bid committee will also select the winning bid. Bidders are not be allowed to attend the meeting to award the winning bid. Bidders will be notified of the bid results via email.

The Montezuma County OEM reserves the right to reject any and all bids, to waive any informalities and minor irregularities in bids, and to accept the winning bid as determined by a bid committee assuming it is approved by the County’s Board of Commissioners and is in the best interest of the taxpayers of Montezuma County.

Bid specifications are available from the Montezuma County OEM at email: mpasquin@co.montezuma.co.us. Address: 109 West Main Street, Cortez, CO 81321. Phone: (970) 564-4137.

Distribution: As necessary
MONTEZUMA COUNTY HAZARDS MITIGATION PLAN UPDATE

Project Number – 18PDM20MTZ

General Conditions

The Montezuma County Office of Emergency Management (OEM) is requesting written proposals from qualified contractors to coordinate logistics and delivery of one (1), Multi-Jurisdictional Hazards Mitigation Plan. The delivery schedule for the Plan will take place in accordance with the Project Timeline below starting on page 8.

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 bidder awarded the project. Refer all questions regarding the project, selection, award and contract to Mike Pasquin, at the Montezuma County OEM, at mpasquin@co.montezuma.co.us. Address: 109 West Main Street, Cortez, CO 81321. Phone: (970) 564-4137.

Project Description

The proposed project will update the existing multi-jurisdictional natural and technical hazard mitigation plan dated June 3, 2016, for specific districts in Montezuma County. The updated plan will meet the requirements mentioned below under Scope of Work.

I. Scope of Work (SoW)

A. The proposed project will develop a Hazard Mitigation Plan update for Montezuma County that meets the requirements of the Disaster Mitigation Act (DMA) of 2000, 44 CFR Part 201.6 and the most current FEMA “how-to” planning guidance. The plan will also meet the most current FEMA Local Mitigation Plan Review Tool requirements. Finally, the plan will be aligned with the current State of Colorado Hazard Mitigation Plan.

B. This will be a multi-jurisdictional plan. 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:

1) City of Cortez
2) Town of Mancos
3) Town of Dolores
4) Montezuma Counties’ fire protection districts: Cortez, Mancos, Dolores, Pleasant View and Lewis.

5) City of Cortez and Towns of Dolores and Mancos.

6) Montezuma Counties’ school districts: Cortez Re-1, Mancos Re-6 and Dolores RE-4A.

C. Montezuma County will procure a contractor with FEMA grant funds to 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. The contractor will be responsible to the Montezuma County OEM (The county Emergency Manager is Mike Pasquin) for the following four plan development tasks as discussed below: Organizing Resources; Hazard Identification and Risk Assessment (HIRA); Mitigation Strategy and Plan Adoption, Monitoring and Evaluation. The contractor will maintain the project management role until FEMA approves the plan update. The contractor will assist the Project Manager, as necessary, with documentation for grant management, to include quarterly progress reports, reimbursements for contractual fees, and time spent towards eligible in-kind activities with participating jurisdiction representatives.

D. Plan Development’s Four Tasks.

1) Task 1. Organize Resources. The plan will document the planning process used to develop the plan update and how the plan will be maintained within a five-year cycle, including the following information:

   a) Documentation reflecting that Montezuma County will establish a planning team to oversee the development of the plan. The planning team will include representatives from: participating jurisdictions, local elected officials, local and regional agencies involved in hazard mitigation activities, agencies that have the authority to regulate development, neighboring communities and other public, private, and non-profit interests.

   b) Each jurisdiction’s participation in the planning process and how they met FEMA’s participation requirements.

   c) An action plan, involving a variety of methods, for public involvement and comment during the plan development tasks and a public review/comment period. The plan will document both the process and results.

   d) Which plans, studies, reports, and technical information were reviewed and incorporated. 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.
e) The participating jurisdictions’ implementation and maintenance of the current plan since FEMA’s approval.

f) How each jurisdiction will continue public participation and monitor, evaluate, and update the plan within a five-year cycle.

2) Task 2. Hazard Identification and Risk Assessment (HIRA). The updated plan will include a HIRA that will include an assessment of the changes in development in hazard prone areas and how the vulnerability of each jurisdiction has been affected. The updated plan will also include hazard events that have occurred and any other appropriate changes in data and analysis since the last plan was developed. The HIRA will also include the following information, at a minimum:

a) Updated or new descriptions of the natural hazards (and additional human-caused or technological hazards if so desired) affecting each participating jurisdiction, as needed. Analysis of how hazards vary across jurisdictions, if applicable.

b) Updated information on the location, extent, and previous occurrences of each hazard affecting each jurisdiction.

c) Updates on any hazard events that have occurred since the last plan date.

d) Updated information on the probability of future hazard events.

e) 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.

f) For each jurisdiction, each hazard’s impact on buildings, infrastructure, critical facilities, and the vulnerable population.

g) The vulnerability in terms of types and numbers of National Flood Insurance Program (NFIP) insured properties, to include repetitive loss (RL) and severe repetitive loss (SRL) properties, located in the identified hazard areas. Include information regarding insured values and previous claims.

h) The most current FEMA Flood Insurance Rate Map (FIRM) if available.

i) Based on best available data, 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.

j) Based on best available data, estimated potential dollar losses to vulnerable structures, describing the methodology used to prepare the estimate.

k) Based on best available data, the vulnerability in terms of land use and development trends.
1) Based on best available data, an economic analysis of the impacts from potential hazards.

m) Based on best available data, how potential climate adaptation may impact each jurisdiction’s current and future vulnerability to specific hazards.

n) Documentation for each jurisdiction’s existing authorities, policies, programs, and resources related to hazard mitigation, and its ability to expand on and improve these existing tools.

3) Task 3. Mitigation Strategy. Work with each jurisdiction to ensure participation in the development of a mitigation strategy that reflects the results of the risk assessment and include the following:

a) Overall goals for reducing risk in the planning area. The participating jurisdictions may also create objectives as part of the mitigation strategy. The plan will describe how the planning team reviewed, and if applicable, updated the goals and objectives.

b) A description of the mitigation actions in the current plan, identifying which are complete, incomplete (and why), deleted, or continued for each jurisdiction.

c) Specific mitigation actions and projects to reduce the impacts identified in the risk assessment, with an emphasis on new and existing buildings and infrastructure for each jurisdiction. There must be new identifiable action items for each jurisdiction seeking adoption of the plan.

d) A description of each jurisdiction’s participation in the NFIP and continued compliance with NFIP requirements, as appropriate.

e) A description of how the jurisdictions will prioritize and implement the mitigation actions identified for each jurisdiction.

4) Task 4. Plan Adoption, Monitoring, and Evaluation. The plan will describe a process for adopting, monitoring, and evaluating this plan update, to include:

a) The method and schedule for monitoring and evaluating the plan, including progress on action items, updates to the HIRA or mitigation goals and objectives, and adding new mitigation actions before the next plan update.

b) The process to incorporate the mitigation plan into other local planning mechanisms for each jurisdiction, and how the previous mitigation plan elements were incorporated into the same.

c) A strategy for continued public participation.
II. Project Timeline

Friday, November 22, 2020
• RFP posted on the Montezuma County website, govquote.us and with the Denver office of the Minority Business Development Agency.

Monday, December 9, 2020
• Deadline for questions submitted to mpasquin@co.montezuma.co.us.

Thursday, January 16, 2020
• Proposals must be submitted electronically no later than 4:00 MST.

Friday, January 17, 2020
• Official bid opening by the Montezuma County Administrator and the Montezuma County OEM at 9:00 a.m.

Monday - Friday, January 20 - 24, 2020
• Bidders’ proposals reviewed by the bid committee

Monday, January 27, 2020
• Notice sent by email to winning bidder (vendor) and unsuccessful bidders.

Wednesday, January 29, 2020
• Winning bidder (vendor) begins work on a daily basis, Monday through Friday. **A time schedule should be included in written proposal.**

Friday, July 31, 2020
• A draft of the project suitable for public review and comment must be complete.

3-7 August, 2020
• Public review period.

Friday, August 28, 2020
• Second draft with updated content from public review must be complete.

Wednesday, September 30, 2020
• Final draft for submission to DHSEM must be completed.

Wednesday, January 20, 2021
• A FEMA approval letter is desired
III. Expected End Product

The expected end product will be a comprehensive update to the Multi-Jurisdictional Hazards Mitigation Plan.

IV. 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.

V. Equipment

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

VI. Reference Material

The Multi-Jurisdictional 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.

VII. Pricing

The provided pricing must include the following:
- All contractor fees for plan development
- Meals
- Lodging
- Travel expenses
- Equipment rental costs

VIII. Qualification Selection Process

A bid committee comprised of the Montezuma County Emergency Manager and other Montezuma County Agency Members and/or their designees will review the proposals. The committee will engage in a two-step process in order to make a final recommendation for the award(s.) The qualification-based selection provides a means to tailor the project requirements with the consultant’s qualifications, thus insuring 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 the Montezuma County OEM and are not available
for public review, unless stated otherwise. The selection two-step 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 bid committee may enter into
negotiations with as many 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 County OEM to fully define a scope of
services and associated fees necessary to accomplish the goals of this project. The Montezuma
County OEM 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 the Montezuma County OEM
will be free to negotiate with other consultants.

IX. Special Conditions

A. Bidder Responsibility

One electronic copy submitted via email to mpasquin@co.montezuma.co.us. no later than 4:00
p.m. (MST) on Thursday, January 16, 2020.

All bids shall remain in force through the end of January, 2020.

B. 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.

X. Award of Bid

A. Montezuma County OEM may make such investigations, as it deems necessary to determine
the ability of the bidder to perform the work. The Bidder shall furnish to Montezuma
County OEM such information and data for this purpose as it may request.

B. The Montezuma County OEM 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,
with the approval of the County Board of Commissioners, to be in the best interest of the
Montezuma County.
XI. Payment

Progress payments will be made upon submittal of detailed invoices for work completed at negotiated intervals. The last payment will be made upon receipt of the final FEMA approved plan in hardcopy and electronic formats.
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 and include this page in your submission

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 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 including number of participants and size of project
      4. Client contact name and number
   D. Special Considerations
      1. Describe any attribute of your firm that would enhance this proposal
   E. Methodology Detail
   F. Verification of registration on the Federal System for Awards Management (same.gov)

IV. Proposed cost detail for a delivery of one (1) Multi-Jurisdictional Hazards
    Mitigation Plan for the area as described.
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 (20 pts)
   1. Unit pricing for one Multi-Jurisdictional Hazards Mitigation Plan Update
   2. Cost effectiveness of employed methods

B. Specialized experience and technical competence of proposed project team. (25 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 (25 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

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)