

**WASHINGTON COUNTY
EMERGENCY MANGEMENT AGENCY**

**28 Center St
PO Box 297
Machias, Maine 04654
PHONE: (207)255-3931
wnema@washingtoncountymaine.com**

**REQUEST FOR QUALIFICATIONS
FOR
HAZARD MITIGATION PLANNING SERVICES**

I. REQUEST FOR QUALIFICATIONS (RFQ)

Washington County – Emergency Management Agency (Washington County EMA)

The Washington County EMA is a statutory function of Washington County, with oversight and governance provided by a board of three (3) County Commissioners.

The Washington County EMA is responsible for submitting to both the Maine Emergency Management Agency (MEMA) and the Federal Emergency Management Agency (FEMA) an update to its All-Hazard Mitigation Plan as required by Title 44, Chapter 1, Part 201 USC, otherwise referred to as the Robert T. Stafford Act.

Washington County EMA is seeking the assistance of a qualified Hazard Mitigation Planner so as to fulfill the above requirements within the timeframe specified and ensures that it develops and submits a comprehensive Hazard Mitigation Plan update that will be ratified and adopted at the local, State and Federal levels of government.

Overview

Washington County EMA is issuing this Request for Qualifications (RFQ) to solicit proposals from qualified individuals/firms that have demonstrated successful experience in providing Hazard Mitigation planning services to county governments within the State of Maine.

Submission Deadline

For full consideration, proposals in response to this RFQ can be dropped off at the Washington County Emergency Management Agency located at 28 Center St in Machias, mailed to PO Box 297, Machias, ME 04654 or emailed to wnema@washingtoncountymaine.com. **All proposals must be submitted by 4:00 p.m. Monday, May 8th, 2017 for consideration.**

II. SUBMITTAL REQUIREMENTS

In order to control the dissemination of information regarding this RFQ, organizations interested in submitting proposals shall not make personal contact with any member of the County Commissioner Board other than as provided for below.

Questions regarding this RFQ shall be submitted no later than Monday May 8th, 2017 at 4:00 p.m.. All questions must be directed via email to the individual listed below:

Michael Hinerman
Director
Washington County Emergency Management Agency
28 Center St
PO Box 297
Machias, Maine 04654
(207) 255-3931
Email: wnema@washingtoncountymaine.com

Washington County reserves the right to accept or reject any or all Proposals and/or re-solicit or cancel the procurement process, if deemed to be in the best interest of Washington County.

Additionally, Washington County reserves the right to waive any informality in this RFQ and in the Responses as delivered to Washington County. Washington County will not conduct debriefings to firms not selected for this assignment. Submitters shall be responsible for any and all expenses incurred in preparing said Proposals.

Submission of Proposals

All Proposals will be time-stamped upon receipt and any proposals received after the time specified above will be returned unopened. Please submit one (1) signed original and two (2) copies of the proposal addressed to the attention of Ms. Betsy Fitzgerald, County Manager. In bold lettering, mark the envelope with the following words: **“Washington County Hazard Mitigation Plan update, 2017, PLANNING SERVICES RFQ”**.

Proposals shall be brief and concise, containing no more than ten (10) single-sided pages of material. Please note that the Transmittal Letter, Table of Contents, completed Company Information Sheets, completed Client Information Sheets and Resumes will not be considered part of the ten (10) pages. Each package shall be responsive to the requests made in this RFQ.

Each proposal shall include the following as a minimum:

- 1) **Cover Letter:** A maximum one-page, dated introductory letter must be submitted including the legal name of the respondent, office and email address, telephone and fax numbers, and the name, title and signature of the person or persons authorized to submit the proposal on behalf of the firm.
- 2) **Table of Contents:** A Table of Contents of the material contained in the proposal must follow the cover letter.
- 3) **Executive Summary:** The Executive Summary should contain an outline of your general approach to the provision of the planning services requested in addition to a brief summary of your qualifications to engage in a professional service relationship with Washington County.
- 4) **Narrative:** Provide a comprehensive narrative of the types of services offered by your firm. The narrative shall include the following:

- a. **Experience:** Describe your experience working with other county governments in providing mitigation planning services. Detail your experience with Mitigation Plan updates that have been successfully ratified and adopted by each required jurisdiction.
- b. **Personnel:** Provide an organization chart illustrating the lines of communication amongst the team and Washington County EMA. Include resumes of personnel, including any subcontractors that may provide ancillary services such as GIS mapping, administrative, reprographics or other services that you may retain to participate with preparation of this plan update. Specifically define the role of each person/company and outline their individual or corporate experience. Indicate who would serve as the primary contact for Washington County EMA. Indicate office locations and the methods to assure coordination of all work on the project.
- c. **Additional Data:** Provide additional information about your abilities and services and as it may relate to this RFQ.

5) **Fee for Services:** Provide a fee for the Scope of Services outlined in Section III of this RFP that does not exceed the Federal grant-based budgeted amount of \$20,000.00 throughout the specified period of performance. The fee shall be a “not to exceed amount” for the services outlined in the RFQ and invoiced on a time and cost accrued and approved basis, quarterly.

6) **Company Information:** Include a completed Company Information Sheet providing a list of all Company principals and completed Subcontractor Information Sheets.

RFQ responses must be complete and must be prepared in a format that provides an insightful, straightforward and concise overview of the possessed capabilities. Additional facts and information other than those listed above may be included if it will help to highlight qualifications and experience. All materials submitted in response to this RFQ shall become the property of Washington County and shall be considered a part of the public record of the County of Washington, Maine, except for any proprietary financial information that should be clearly marked as confidential.

III. SCOPE OF SERVICES

General

The Washington County Emergency Management Agency (“Washington EMA”) is soliciting Proposals from experienced planners with a history of providing successful Hazard Mitigation Plan updates to county governments within the State of Maine.

Purpose

The Washington County Emergency Management Agency, seeks to retain the services of an experienced planner to provide professional services in the preparation and submission of its Hazard Mitigation Plan Update, 2017, so as to fulfill the statutory requirements within the timeframe specified and to ensure that it develops and submits a comprehensive Hazard Mitigation Plan update that will be successfully ratified and adopted at the local, State and Federal levels of government.

Deliverables

The vendor selected will provide all professional planning services and documentation necessary in seeing Washington County’s Hazard Mitigation Plan Update, 2017, successfully completed, submitted, ratified and adopted at all requisite jurisdictional levels of government and to do so within the timeframe specified within the period of performance, through the following actions:

- Reviewing the most recent FEMA Crosswalk document for preparing multi-jurisdictional plans;
- Meeting with Washington County EMA and MEMA to review changes, trends, new information, new directions and new strategies;
- Reviewing and utilizing FEMA guidelines as a basis for preparing the update of the Hazard Mitigation Plan for Washington County;
- Meeting with Washington County EMA and MEMA as needed during the plan preparation process;
- Sending drafts of revised sections to Washington County EMA for review and comment;
- Attending public meetings as needed to solicit required public input;
- Preparing a draft update of the plan with formatting designed to show additions and deletions;
- Incorporating into the draft update information from the 2012 Hazard Mitigation Plan that is still relevant and valid, such as the mapping, as well as information that has been collected since 2012, such as the updated project list;
- Preparing revisions of the plan, as needed, following FEMA review to address and deficiencies or findings so as to ensure plan approval;
- Providing Washington County EMA with an electronic copy of the plan in two separate formats- the first format showing additions and deletions and the second format being an unmarked copy that shows only the final changes, for publishing.

Requirements

Candidates must have past experience with successfully prepared, submitted, ratified and adopted county Hazard Mitigation Plan updating within the State of Maine.

Term of Contract

It is anticipated that the term of the Professional Services Agreement shall last through the Federal period of performance, ending on **30 September, 2018**.

IV. SELECTION PROCESS

Washington County EMA will complete a review of the proposals submitted in response to this RFQ. The proposals will first be reviewed to ensure compliance with the requirements and requested information contained in this RFQ. Washington County EMA will review written responses to this RFQ and score each proposal based on the criteria listed below.

Each proposal shall be evaluated and scored based upon the following criteria as a guide; however, **this ranking system will not necessarily determine any award of contract:**

	Points
1. History of providing successful Mitigation Plan Update services to Maine counties	35
2. Evaluation of the proposed strategy for successful plan update completion	25
3. Ability to work within the assigned budget	20
4. Familiarity with Washington County and its jurisdictional entities	10
5. References	10

The selected firm will enter in negotiations with Washington County EMA. If negotiations are successful, Washington County EMA and the selected vendor will prepare a Professional Services Agreement.

V. BASIC BUSINESS TERMS AND CONDITIONS

The selected vendor shall save, indemnify, defend, and hold harmless Washington County EMA and its employees, from any and all claims, damages, losses, cost, expenses (including reasonable attorney's fees and court costs) or liabilities of every kind on account of damage to property or injury to person or death, which claims, damages, losses, costs, expenses or liabilities directly or indirectly arise from or relate to the acts or omissions of the selected vendor/firm, its officers, agents, employees, contractors and subcontractors during the term of and in connection with the agreement with Washington County EMA, except to the extent that such claims, damages, losses, costs, expenses or liabilities result from the active and sole negligence or willful misconducts of Washington County or their respective officers, agent and employees.

Public Record

Respondents must be aware that all submitted proposal documents are subject to the Maine Freedom of Access Act under MRSA Title 1, §408-A, commonly known as the Public Records Act. Information contained in the proposals may be public after the review process has been completed.

Terms and Conditions

- This RFQ does not commit Washington County EMA to award a contractor contracts, to defray any costs incurred in the preparation of a response to this request, or to procure or contract for services.
- All submitted RFQs become the property of Washington County as public records. All RFQs may be subject to public review, by request, unless exempted as discussed elsewhere in this RFQ.
- Washington County reserves the right to reject all submittals. Selection is dependent upon the negotiation of a mutually acceptable contract with the successful respondent.
- Washington County reserves the right to cancel, in part, or in its entirety, this RFQ including, but not limited to: selection schedule, submittal date, and submittal requirements. If Washington County cancels or revises the RFQ, all respondents of record will be notified by Washington County EMA.
- Washington County reserves the right to request additional information and/or clarifications from any or all respondents to this RFQ.

END OF DOCUMENT