

# Request for Proposal



## Professional, Technical and Expert Services for Hazard Mitigation Plan

**November 6, 2012**

City of Covington  
Public Works Department  
16720 SE 271<sup>st</sup> Street, Suite 100  
Covington, WA 98042

# Request for Proposal Hazard Mitigation Plan

## Introduction

The City of Covington is requesting proposals from qualified consulting firms for developing a new Hazard Mitigation Plan. The Consultant shall: 1) have the ability to identify various hazard mitigation strategies that will eliminate or greatly reduce the impact of natural hazards that may affect the City, and 2) have experience related to mitigation planning work.

The City of Covington was awarded FEMA Hazard Mitigation Grant Program (HMGP) funds through the Washington State Military Department to support this project. The total available funds for the services described in the RFP are \$49,625.

## Scope of Work

Provide a Hazard Mitigation Plan that will guide the City of Covington in assessing hazards and vulnerabilities and mitigating critical facilities.

The city recognizes the potential for disasters to strike critical facilities within the city and wishes to have a plan in place before this occurs. Completion and approval of the Hazard Mitigation Plan will also make the city eligible to apply for hazard mitigation project grants, further increasing the city's ability to plan for and mitigate the effects of hazards.

Identification of hazards and hazard categories will be developed from earlier city work and other plans, including the King County plan and the hazard mitigation plans of adjacent and overlapping planning and infrastructure agencies, such as water and sewer districts known to have developed hazard mitigation plans that include all or a portion of the City's planning area. Other specific hazard categories may include, but are not limited to:

- Flood Hazards – including river and stream flooding and the possibility of a dam break related to the City of Seattle's Lake Youngs earthen dam upstream of the city, as well as FEMA FIRM maps and local historical data, including known flooding and drainage complaints contained within city records and GIS shape files and metadata.
- Wind Hazards – based on local weather information and historical records, National Weather Service records, as well as King County's hazard mitigation plan and other sources.
- Fire Hazards – information will be collected from neighboring agencies and the King County Hazard Mitigation Plan including information about wildland fires. The Fire Department will also provide their own assessment of fire hazards. The City's geographic position is on the edge of the urban-forest interface, with major transportation corridors through the City, Williams Pipeline's 24" and 30" high-pressure natural gas pipelines, and major electrical distribution infrastructure in the form of a Bonneville Power Administration substation with seven major BPA high-voltage power line corridors all centered on the Covington substation.
- Geologic Hazards – including landslides and earthquakes, the City has steep slopes and related landslide and seismic hazards, particularly along Soos Creek and Jenkins Creek, which pose threats to residents and infrastructure, as identified by the King County Hazard Mitigation Plan, local utilities and local

historical knowledge.

- Drought – information will be based on National Weather Service information and local historical information.
- Hazardous Materials Release – staff will coordinate with the Fire Department and WSDOT for information on releases, including any due to major transportation corridors through the City, using historical records, discussions with manufacturers and businesses, and the Hazard Mitigation Plans prepared by other agencies, particularly Water District #111 and Covington Water District, which have conducted inventories of threats to the groundwater supply.
- Other Threats – may include terrorism and cyber terrorism, as there are major critical power facilities within and crossing the City, as well as other human-caused hazards.

### **Public Outreach**

From the project outset, public participation will be invited and encouraged. Interested community and business groups will be contacted, as well as technical specialists and other interest groups. Examples include the CERT group, the Chamber of Commerce, local medical facilities, Homeowner's Associations, schools and church groups.

Technical input will be sought from the Police and Fire departments, the city's own Fire Prevention Bureau, Seattle Public Utilities, the local water and sewer utility districts, Bonneville Power Administration, King County and the neighboring cities of Auburn, Maple Valley and Kent.

The City will publicly advertise hearings and project status updates and make draft versions of the plan available for public review and comment. Public input on proposed policies, projects and priorities will be factored into the plan throughout development. The City uses a variety of public outreach tools, including email, the city website and Facebook.

### **Budget**

Not to exceed \$49,625. The city budget includes costs to cover staff time devoted to supervising the consultant contract and creating copies of the plan from city funds. All of the grant portion will be used to cover consultant fees. Glenn Akramoff, Public Works Director, will work in partnership with Shellie Bates, Office Supervisor/Public Works, to provide oversight for the project and of the consultant team.

See Exhibit A – Project Budget.

### **Schedule for Completion of the Plan**

The proposed time frame is from October 2012 through September 2014.

See Exhibit B – Project Schedule.

## **Submittal Requirements:**

### **RFP Evaluation Criteria**

If an award is made as a result of this RFP, it shall be awarded to the respondent whose proposal is most advantageous to the city with price and other factors including, but not limited to: feature set, demonstrated technical ability and expertise, reference calls and/or recommendations, and any additional criteria deemed appropriate by the city which would lend itself to establishing the vendor's viability to perform the work as outlined in this RFP.

#### Selection Criteria:

1. The ability, capacity, and skill of the respondent to provide the service required.
2. Whether the recommended proposal is deemed adequate for the city's needs.
3. Whether the respondent can perform the contract within the time specified.
4. History of success of similar projects.

#### Items that may disqualify a respondent from consideration:

1. Evidence of collusion with any other respondents.
2. The respondent is not qualified for the work or to the full extent of the RFP.
3. The respondent has been convicted of a crime arising from a previous public contract, excepting convictions that have been pardoned, expunged, or annulled.
4. At the time of RFP opening, the respondent is not authorized to do business in Washington State, or lacks a necessary license, registration, or permit.
5. Any other reason deemed proper by the city.

Recipients of this RFP are advised that nothing stated herein, or any part thereof, or any communication during the evaluation and selection process, shall be construed as constituting; offering or awarding a contract, representation or agreement of any kind between the city and any other party, except for a formal written contract, properly executed by both parties.

Responses to this RFP will become the property of the city, and will form the basis of negotiations of an agreement between the city and the successful consultant.

The city is not liable and will not be responsible for any costs incurred by any consultant for the preparation and delivery of the RFP responses, nor will the city be liable for any costs incurred prior to the execution of an agreement.

### **Minimum Qualification Requirements**

All proposals received on or before the proposal due date and time and at the location specified in the Request for Proposals will be evaluated to determine whether they meet the minimum qualification requirements set forth in this request.

### **Letter of Interest**

A letter of interest and the proposal shall be delivered to the address below. The letter must state the name(s) of the person(s) authorized to represent the prospective consultant in any negotiations and the name(s) of the person(s) authorized to sign any agreement that may be negotiated. The letter of interest and proposal must be signed by a representative of the prospective consulting firm who is authorized to bind the firm to contractual matters.

### **Statement of Experience**

The consultant is required to provide evidence of experience in the mitigation planning field.

### **Firm Qualifications**

Please supply the city with a brief history of the firm. This should include the firm's size, expertise, and any other pertinent information. Also provide a list of a minimum of three references of past clients on similar projects.

### **Insurance**

The consultant shall include proof that the firm carries professional liability and commercial general liability insurance against claims for injuries to persons or damages to property that may arise from or in connection with the performance of the work.

### **Completeness**

The proposals will be evaluated on the completeness and quality of content as described. Failure to supply complete information as required may result in the proposal being disqualified from consideration.

### **Delivery**

All proposals must be received no later than **5:00 PM, Wednesday, November 28, 2012** at Covington City Hall. Proposals (**2 copies**) may be hand delivered or mailed. If the proposal is sent by mail the prospective consultant shall be responsible for the actual delivery of the proposal to City Hall before the deadline.

Shellie Bates  
City of Covington  
16720 SE 271<sup>st</sup> Street, Suite 100  
Covington, WA 98042

Questions regarding this invitation should be directed to Shellie Bates at [sbates@covingtonwa.gov](mailto:sbates@covingtonwa.gov) with the subject Hazard Mitigation Plan.

### **FAQs:**

#### **Contract Award and Execution**

The city will select the proposal that, in its sole discretion, is the most advantageous to the city. The city reserves the right to make an award without further discussion of the proposal submitted; there may be no best and final offer procedure. Therefore, the proposal should be initially submitted on the most favorable terms the consultant can offer.

The city shall attempt to negotiate a contract with the respondent who offered the most advantageous proposal at the price which the city determines is fair and reasonable. If the city is unable to negotiate a satisfactory contract with the firm selected at a price the city determines to be fair and reasonable, negotiations with that firm shall be formally terminated and the city shall select the next best proposal and continue until an agreement is reached or the process is terminated.

### **Right of Selection/Rejection Waiver of Informalities or Irregularities**

The city reserves the right to reject any or all proposals, to waive any minor informalities or irregularities contained in any proposal, and to accept any proposal deemed to be in the best interest of the city. Selection of a consultant solution shall not be construed as an award of contract, but as commencement of contract negotiation, including but not limited to the contract price proposed.

### **Errors in Proposal**

The city will not be liable for any errors in the consultant's proposal. Consultants will not be allowed to alter proposal documents after the deadline for proposal submission.

The city reserves the right to make corrections or amendments due to errors identified in proposals by the city or the consultant. This type of correction or amendment will only be allowed for such errors as typing, transposition or any other obvious error. Consultants are liable for all errors or omissions contained in their proposals.

### **Single response**

A single response to the RFP may be deemed a failure of competition, and in the best interest of the city, the RFP may be cancelled.

### **RFP Revisions:**

The city reserves the right to change the schedule or issue amendments to the RFP at any time. The city also reserves the right to cancel or reissue the RFP at any time. Amendments or a notice of cancellation will be sent to all known RFP respondents.

### **Questions from respondents regarding this RFP**

Questions from respondents must be submitted in writing or electronic format (MS Word or PDF) via email and sent to the RFP contact. Questions from respondents pertinent to this RFP will be answered so long as they are received by **5:00 PM, Monday, November 19, 2012**, based on due date for proposal. Answers to all pertinent questions will be sent to all known respondents.

### **Proprietary Proposal Material**

Any information contained in the proposal that is proprietary in nature must be clearly designated. Marking the entire proposal as proprietary will be neither accepted nor honored. If a request is made to view a consultant's proposal, the city will comply according to the Open Public Records Act. If any information is marked as proprietary in the proposal, such information will not be made available until the affected consultant has been given an opportunity to seek a court injunction against the requested disclosure.

### **Bid Bond**

A bid bond is not required.

**Project Budget**

<b><i>APPROVED BUDGET CATEGORY</i></b>	<b><i>ESTIMATED COST</i></b>
Task 1: Description of Process and Plan Organization	\$2,714
Task 2: Hazard Assessment	\$2,675
Task 3: Profiles of Key Natural Hazards	\$8,164
Task 4: Vulnerability Assessment	\$6,664
Task 5: Goals and Objectives	\$7,339
Task 6: Mitigation Strategies	\$3,064
Task 7: Adoption and Incorporation of Plan	\$3,275
Task 8: Project Management	\$2,375
Task 9: Document Development	\$6,955
Task 10: Map and exhibit preparation	\$4,400
In-Kind Contribution	\$2,000
<b>TOTAL</b>	<b>\$49,625</b>

**Project Schedule**

<b><i>DESCRIPTION OF ACTIVITY/TASK</i></b>	<b><i>SCHEDULED COMPLETION DATE</i></b>
Describe planning process	January 31, 2013
Hazard Assessment, profile and vulnerabilities	March 29, 2013
Estimate potential financial losses and consequences	June 28, 2013
Review Policies and develop new policies	November 29, 2013
Identify and prioritize potential mitigation projects with cost/ benefit analysis, maps, and exhibits	February 28, 2014
Complete draft plan and hold public hearing	April 30, 2014
Submit draft, respond and revise, submit final plan	September 30, 2014
<b>Total Time Required to Complete This Project: 24 months</b>	
Quarterly Reports Due on Project Progress, Final Project Report and all documentation, site visits and inspections.	January 15, 2013; April 15, 2013; July 15, 2013; October 15, 2013; January 15, 2014; April 15, 2014; July 15, 2014; October 15, 2014