

Poweshiek County Emergency Management

REQUEST FOR PROPOSAL

Multi-Jurisdiction Hazard Mitigation Planning Services

This is a Request for Proposals to provide planning services to Poweshiek County, Iowa to develop a Multi-Jurisdictional Multi-Hazard Mitigation Plan in accordance with the guidance provided by the Iowa Homeland Security and Emergency Management Division (HSEMD) and the Federal Emergency Management Agency (FEMA). The County is required to complete this plan by February 9<sup>th</sup>, 2016 OR DATE DUE PER GRANT AGREEMENT WHICHEVER IS EARLIER.

Poweshiek County will enter into a contract with the Consultant whose proposal is determined to be the most advantageous to the county. Factors to be considered and the method used in the evaluation of the proposals are set forth in Section E.

You are invited to submit a proposal to be received **4/27/2015**

Poweshiek County Emergency Management Agency  
4802 Barnes City Road PO Box 166  
Montezuma, IA 50171

If you choose not to submit a proposal, please respond accordingly by sending an e-mail to [ema@poweshiekcosherriff.com](mailto:ema@poweshiekcosherriff.com)

Inquiries concerning this RFP should be directed to:

Trisha Rooda  
Poweshiek Co. Emergency Management  
4802 Barnes City Rd PO Box 166  
Montezuma, IA 50171  
Email: [ema@poweshiekcosherriff.com](mailto:ema@poweshiekcosherriff.com)

## REQUEST FOR PROPOSAL

### FOR PLANNING SERVICES

#### Multi-Jurisdictional Hazard Mitigation Plan Poweshiek COUNTY, Iowa

##### A. PROBLEM STATEMENT

This is a Request for Proposal to provide planning services to Poweshiek County, Iowa to develop Multi-Jurisdictional Hazard Mitigation Plan (Plan) for number of incorporated communities and unincorporated county. **IF UPDATE** The plan will update the Poweshiek County Plan, by February 9<sup>th</sup>, 2016.

The County is required to submit the Plan to HSEMD no later than 45 days prior to plan expiration in order to meet compliance standards for receipt of HMGP and other hazard mitigation funds from FEMA and the State of Iowa. In addition to meeting eligibility standards for mitigation funds, the plan will provide a planning document that describes potential hazards, vulnerabilities and strategies to reduce or eliminate the long-term risks to human life and property from natural hazards.

Poweshiek COUNTY will require that the successful planning consultant provide all planning services required to complete the Multi-Jurisdictional Hazard Mitigation Plan in accordance with State of Iowa and FEMA requirements and the methodology set forth in FEMA's *Local Mitigation Plan Review Guide (March 2013)*, *Multi-Hazard Mitigation Planning Guidance (2008)*, *Multi-Jurisdictional Mitigation Planning (2006)*, FEMA Planning How-to Guides, and HSEMD Planning Guidance.

##### B. SCOPE OF WORK

Poweshiek County is soliciting proposals for planning services necessary to complete and submit a Multi-Jurisdictional Hazard Mitigation Plan within the approved budget and according to the schedule required by HSEMD.

The Plan will include the following elements recommended in the above referenced publications:

- ◆ Organize Resources: organize the planning effort, involve the public, coordinate with other departments and agencies
- ◆ Assess Risks: identify the hazards, profile the hazards, identify assets, estimate losses

- ◆ Develop the Mitigation Plan: document the planning process, establish mitigation goals, assess capabilities, identify and analyze mitigation actions, establish implementation strategy
- ◆ Implement the Plan and Monitor Progress: implement through existing planning mechanisms, establish process to monitor, evaluate and update plan and to ensure continued public involvement

The consultant shall be responsible for the following:

- ◆ Complete by February, 9 2016 a Poweshiek County Multi-Jurisdictional Hazard Mitigation Plan meeting Disaster Mitigation Act of 2000 (Public Law 106-390) requirements and implementing regulations set forth by the Interim Final Rule published in the *Federal Register* on February 26, 2002 (44 CFR 201.6) and finalized on October 31, 2007 and following guidance provided by HSEMD and FEMA. **IF UPDATE** The Plan will update the Poweshiek County Multi-Jurisdictional Plan by February 9, 2016 :

#### LIST OF ALL COMMUNITIES

Brooklyn  
 Deep River  
 Grinnell  
 Guernsey  
 Hartwick  
 Malcom  
 Montezuma  
 Searsboro  
 Unincorporated Co  
 Brooklyn School District  
 Grinnell-Newburg School District  
 Montezuma School District

- ◆ Identify data requirements, conduct research, and assist the communities in gathering information and documents needed to develop the plan elements identified above
- ◆ Develop a hazard analysis-risk assessment with the assistance of the Poweshiek COUNTY Emergency Management Coordinator
- ◆ Identify a range potential mitigation projects
- ◆ Facilitate planning committee meetings and public hearings
- ◆ Complete the plan evaluation crosswalk provided by HSEMD
- ◆ Complete the Mitigation Data Worksheets required by HSEMD

## C. PROPOSAL CONTENTS

The consultant's proposal shall contain:

1. **Technical Approach.** Description of the approach to be taken in addressing the proposed scope of work. The description shall include an identification of specific tasks to be undertaken in completing the Plan.
2. **Experience of Proposed Personnel.** A resume of the individuals involved in the project.
3. **Prior Related Experience.** A summary of the consultants experience with hazard mitigation and hazard mitigation planning.
4. **Knowledge of Poweshiek COUNTY.** A description of the consultant's experience and knowledge of Poweshiek County. Describe factors such as familiarity with the geographic area of the project and other planning capabilities that will enhance the overall quality and effectiveness of the completed plan.

## D. CONSULTANT SELECTION PROCEDURES

The Poweshiek County Emergency Management Staff will review submitted proposals. After review of each firms cost proposal and statement of qualifications as outlined in Section C, a planning consultant will be selected. Planning consultants will be notified by mail of the County's selection.

Poweshiek County reserves the right to reject any or all proposals in whole or in part, to waive irregularities, and to accept proposals which appear to be in the best interest of the County and municipalities.

## E. FACTORS FOR AWARD/EVALUATION CRITERIA

The contract may not necessarily be awarded to the firm with the lowest cost but to the firm that will provide the best match to the requirements and intent of this RFP.

Poweshiek County will select a consultant based on the following criteria:

- |                             |   |     |
|-----------------------------|---|-----|
| 1. Technical Approach       | = | 20% |
| 2. Experience of Personnel  | = | 20% |
| 3. Prior Related Experience | = | 20% |
| 4. Knowledge of County      | = | 20% |
| 5. Project Cost             | = | 20% |