

**REQUEST FOR PROPOSAL  
PREPARATION OF A LOCAL HAZARD MITIGATION PLAN (HMP)  
FOR HUERFANO COUNTY**

**PROJECT OVERVIEW:**

Huerfano County Emergency Management is seeking qualified consultants to submit proposals for the preparation of a countywide local Hazard Mitigation Plan (HMP) pursuant to the Disaster Mitigation Act of 2000, 44 CFR Part 201.6 and the most current FEMA “how-to” planning guidance.

Huerfano County wishes to remain proactive in steps to prepare for natural or human-caused hazards. This plan will allow Huerfano County to maintain eligibility for future federal mitigation grant funding and help identify mitigation actions that will make local communities more disaster resistant.

In order to meet these needs, Huerfano County has applied for and received an award of funds from the Hazard Mitigation Grant Program (HMGP) for the development of a local Hazard Mitigation Plan (HMP).

The contractor selected will be expected to start the program immediately upon signing a contract and complete the work September 30, 2017. All proposals must address the scope of work for administering the program by this deadline. The County will enter into a negotiated contract with the successful applicant for the Hazard Mitigation Plan Scope of Work (SoW) described below. The chosen consultant will conduct the identified activities in accordance with all applicable State and Federal regulations, and will adhere to the FEMA approved Local Mitigation Plan Review Tool for local HMP development and plan updates (see Appendix A). In addition, the plan will be aligned with the most current Colorado State Hazard Mitigation Plan (SHMP).

**SCOPE OF WORK:**

The proposed project will include development of a multi-jurisdictional local HMP for Huerfano County, to include the municipalities of Walsenburg, LaVeta and participating Special Districts, as defined during the planning process. The project outcome will be a FEMA approved local Hazard Mitigation Plan (HMP). Other jurisdictional agencies within Huerfano County will be invited to participate in the planning process, and may, if appropriate, be added to the list of agencies included in the plan.

**Summary of Requested Work:**

Huerfano County Emergency Management will assume the lead role in the development of the planning document. Individual agencies or districts will be responsible for assisting in the development of the hazard and vulnerability assessments and the mitigation strategies for their respective jurisdictions. The plan will present the information in a unified framework to ensure a comprehensive and coordinated plan covering the entire county. Each jurisdiction will be responsible for review and approval of their individual sections as well as procuring final adoption.

The plan will be prepared in accordance with FEMA guidelines and will follow the attached Local Mitigation Plan Review Tool (See Appendix A). The plan will also be aligned with the goals, objectives and priorities of the State Hazard Mitigation Plan (SHMP). Initial plan development strategy meetings will be held to ensure that the effort is inclusive, cost-effective, well-coordinated, and that roles and responsibilities are clearly defined at the beginning of the process.

The major components of the Mitigation Planning process will include:

1. Coordination and Contracting – Once a contractor is chosen, a kick-off meeting will be scheduled involving the contractor and key members of each participating jurisdiction and special district. Ongoing coordination with official participating jurisdictions, as well as key stakeholders is essential.

- Work closely with the local Hazard Mitigation Planning Committee 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.
  - 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, public hearings, et cetera.
  - Establish minimum standards as defined by FEMA guidance for official participation in the plan. Clearly identify continuing or newly participating jurisdictions and special districts, including documenting how they met the minimum standard for participation.
  - Thoroughly document and describe the planning process with particular emphasis on how the planning team reviewed and analyzed each section of the plan and if each section was revised as part of the process.
  - Describe how the plan was maintained and implemented over the past 5 years.
2. Data Collection and Review – This will consist of a thorough review of all existing plans, emergency documents, studies, and other best available data from local, regional, state, and federal resources. Planning Committee members will work with the consultant to compile available information on hazards, risks, and vulnerabilities. Existing data sources such as state earthquake epicenter and ground acceleration mapping, and fire hazard risk mapping will be used. Additionally, new information will be collected from various sources to show the changing environment, potential climate adaptation, and other elements from the previous plan. The objective of this task is to identify the best available data for each given hazard, describe impact and vulnerability for each participating jurisdiction, and to identify data gaps.
- Analyze existing capabilities 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, warning systems, Community Wildfire Protection Plans, public education initiatives, local building codes and zoning ordinances, Floodplain Management Plans, and other.
  - Utilize existing GIS information for identified hazards, and correct/update GIS information as necessary.
  - Document each jurisdiction’s existing authorities, policies, plans, programs, and resources related to hazard mitigation, and its ability to expand on and improve these tools.
  - Provide information on each jurisdiction’s participation in the National Flood Insurance Program (NFIP) in terms of policies in force, total dollar amount for premiums, and any claims information. The mitigation strategy should identify, analyze, and prioritize action items related to continued compliance with NFIP.
3. Hazard Identification and Risk/Vulnerability Assessment (HIRA) – This phase will include the completion of a HIRA for all of Huerfano County. The best available data will be used to identify potential hazards that could affect each participating jurisdiction within Huerfano County and assess the impacts and vulnerability to those hazards. A detailed risk/vulnerability assessment will be performed. Critical facilities will be identified and mapped.
- Provide updated or new descriptions of the natural hazards affecting each participating jurisdiction, to include specific impacts and vulnerabilities. Analyze how hazards vary across jurisdictions.
    - Provide updated information on the location and the extent (severity) of each natural hazard affecting each jurisdiction, including updated information on previous occurrences.

- Provide an update on any hazard events occurrences between the last plan and current update.
  - Provide updated information on the probability ranking of future hazard events.
  - Provide 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.
- For each participating jurisdiction describe in general, each hazard's impact on buildings, infrastructure, critical facilities, and vulnerable populations.
  - Include the most current FEMA Flood Insurance Rate Maps (FIRMs) in plan, if available.
  - Based on best available data, provide updated information on the vulnerability of existing and future buildings, infrastructure, and critical facilities for each participating jurisdiction. Specify types and numbers of buildings, infrastructure, and critical facilities.
  - Based on best available data, provide estimated potential dollar losses to vulnerable structures, describing the methodology used to prepare the estimate.
  - Based on best available data, describe vulnerability in terms of land use and development trends.
  - Based on best available data, analyze economic impacts from potential hazards.
4. Development of Mitigation Goals and Objectives – Based on the results of the risk assessment, description of impacts and vulnerabilities, and associated problem statements, related mitigation goals, objectives, and action items will be established for each participating jurisdiction. Attention will be made to ensure all actions reflect the priorities of each participating jurisdiction and their stakeholders, and are both reasonable and achievable. The consultant will coordinate with other agencies, organizations, and interested members of the public having an interest in the local HMP, and will keep the Director of Emergency Management informed of their requests.
- Outline the mitigation goals and objectives to reduce or avoid hazard impacts and vulnerabilities. Explain any changes in goals and objectives since adoption of the last plan.
  - The plan update must analyze previous action items to identify which were completed, deleted, or continued for each participating jurisdiction.
  - The updated plan must explain how the previous mitigation plan was incorporated, when appropriate, into other planning mechanisms, as well as continue to describe how the new mitigation strategy will be incorporated into other planning mechanisms for each participating jurisdiction.
  - Facilitate the identification and analysis of a comprehensive range of specific mitigation actions for each hazard, for each participating jurisdiction. Action items should reduce the effects on existing and new buildings and infrastructure. There must be identifiable action items for each participating jurisdiction seeking adoption of the plan.
  - Action items will be prioritized based on evaluation criteria such as the STAPLEE method which analyzes the social, technical, administrative, political, legal, economic, and environmental feasibility of proposed actions. This includes a cost-benefit review.
  - Develop an implementation strategy for identified actions which includes the action's priority (i.e. high, medium, or low), the lead agency and personnel responsible for implementation, potential funding sources, and an implementation timeline for each proposed action item.
5. Draft Plan – Based on the previous tasks, the consultant will prepare the plan in accordance with State and Federal requirements. The consultant will ensure that each required component for each participating jurisdiction is included in the plan. The plan will include maintenance procedures for scheduled monitoring, evaluation, and updating. An Administrative Draft will be prepared for the plan participants to review and approve prior to releasing to the public for review.

6. Public Education and Input – Once the initial hazard identification and profiling is complete, and an Administrative Draft is written, public workshops will be held to review and revise the information as needed. The purpose of these meetings will be to assist the county in developing a consensus on preferred hazard mitigation alternatives, thereby reducing potential impacts of these dangers to people and property. Whenever possible, meetings shall be publicly noticed in order to receive input from interested members of the public.
7. Plan Submittal and Subsequent Adoption – County staff will be primarily responsible for carrying out this task with consultant support as necessary. The governing body of each participating jurisdiction will review and consider the plan and any public input received, further revise the plan if necessary, and direct the consultant to forward the plan to the Colorado Division of Homeland Security and Emergency Management (DHSEM), Mitigation & Recovery Section (MARS), for State review. After State and FEMA review, and FEMA 'Approvable Pending Adoption' (APA) status, the adoption of the Final Draft Mitigation Plan by each participating jurisdiction will be an agenda item at a public meeting of each jurisdiction within six (6) months of FEMA APA status.

The consultant will work closely with county and participating jurisdiction(s) staff while submitting the plan to DHSEM and FEMA for review, and will be expected to assist with any required revisions to the draft plan. The consultant will perform the necessary tasks associated with producing a FEMA approved local Hazard Mitigation Plan (HMP).

- Describe the method and schedule for monitoring the plan, including progress on action items and the responsible entity.
- Describe how, when, and by whom will the plan be evaluated.
- The plan must describe the process to incorporate the mitigation plan requirements into other local planning mechanisms for each jurisdiction and how the previous mitigation plan elements were incorporated into the same.
- Develop and describe a strategy for continued public participation.
- A digital copy of the final draft plan and completed FEMA Plan Review Tool will be submitted to the Colorado Division of Homeland Security and Emergency Management's Mitigation & Recovery Section for submittal to FEMA prior to the grant performance period end date.
- After FEMA indicates the plan is Approvable Pending Adoption (APA), the plan will be adopted by all participating jurisdictions within six (6) months of APA status date.
- The resolution(s) of adoption for all jurisdictions will be provided to the State, and the State will provide adoptions to FEMA for final approval.
- Contractor should maintain project management role until the Plan is approved by FEMA.
- Contractor is responsible for changes required by FEMA to gain approvable pending adoption plan status. *These changes may be required after final payment is made to the contractor in order to maximize the grant award, but final payment does not relieve the contractor of delivery of a FEMA approved plan.*
- Contractor should assist as requested by Huerfano County with completion of quarterly financial and performance reports to DHSEM.
- A copy of the identified and updated Local Capabilities and Mitigation Actions will be provided to the DHSEM Mitigation & Recovery Section in an appropriate format for inclusion in the State Hazard Mitigation Plan (SHMP) database.

#### News Releases:

Written approval by the Huerfano County Office of Emergency Management will be required prior to any public disclosure regarding this proposal, or any part of the HMP.

#### PERFORMANCE PERIOD:

This scope is valid for services performed during the period from the date of contract signature to September 30, 2017. The final invoice shall be submitted to Huerfano County Government no later than September 30, 2017, or prior to the end of the grant contract date.

**QUALIFICATIONS:**

The chosen contractor must have a clear understanding of the goals and objectives of the project and significant experience identifying hazards, risks and vulnerabilities, and prioritizing mitigation based on probability and severity of impact. The firm must also be able to demonstrate an understanding of Colorado government, including Title 32 Special District authorities and responsibilities. The firm must be able to show an understanding of floodplain management and mitigation specific to river corridors.

**PROPOSAL SUBMITTAL REQUIREMENTS (see checklist):**

The proposal must contain the following information:

1. Firm(s) name, size, and related experience on similar projects;
2. Proposed Scope of Work – Even though your proposal should include all of the steps outlined in this proposal, you are encouraged to develop a work program for this study which you feel will best meet Huerfano County’s objectives as you understand them;
3. Qualifications of key personnel to be assigned, and identification of a Project Manager;
4. Referrals from previous jurisdiction(s) with completed FEMA approved HMPs;
5. Proposed cost for conducting the scope of work as defined above; and
6. A schedule of tasks in order to meet the expected deadline.

NOTE: Proposals not meeting these requirements will be disqualified and returned.

***Late proposals will not be accepted.***

**SPECIAL CONDITIONS:**

**I. Bidder Responsibility**

One (1) original and two (2) copies of the sealed proposal, clearly marked “Huerfano County Hazard Mitigation Committee - Multi-Jurisdictional Hazard Mitigation Plan (HMP)” must be received by 1pm on January 17, 2017. Send proposals to:

Huerfano County Office of Emergency Management  
500 South Albert  
Walsenburg, CO 81089

One electronic (PDF) copy of bidder proposal must be submitted to [jshults@emergsvc.huerfano.us](mailto:jshults@emergsvc.huerfano.us) by 1 pm on January 17, 2017.

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.

**II. Award of Bid**

Huerfano County Office of Emergency Management may make such investigations, as it deems necessary to determine the ability of the bidder to perform the work. The Bidder shall furnish to Huerfano County Office of Emergency Management all such information and data for this purpose as it may request.

Huerfano County Office of Emergency Management 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, to be in the best interest of the Huerfano County.

**III. Indemnification—Successful Bidder to be Bonded and Insured**

The successful bidder shall, as a condition of being awarded the contract, provide sufficient proof to the Huerfano County Office of Emergency Management that the bidder is bonded and insured for such amounts as are deemed necessary by the Office of Emergency Management to indemnify and hold harmless Huerfano County and the Office of Emergency Management from and against claims, damages, losses or expenses of any kind whatsoever caused by or attributable to the negligent acts or omissions of the bidder during the performance of the contractual obligations set forth herein.

**PROPOSAL SUBMITTAL REQUIREMENTS CHECKLIST:**

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 to indicate the information is included in your package (√)

- 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 (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 ( )
  - E. Methodology Detail ( )
- IV. Proposed cost detail for a delivery of one (1) Multi-Jurisdictional Natural Hazard Mitigation Plan (HMP) for the area as described. ( )

**SELECTION CRITERIA:**

A Hazard Mitigation Planning Committee will evaluate the submitted proposals and make a recommendation to the Board of County Commissioners no later than **January 24, 2017**. The Commissioners will make a decision regarding hiring of the firm to complete the HMP Update.

A contract will be executed between the selected consultant and Huerfano County. Payment will be reimbursed according to timely completion of tasks. Progress reports to the Office of Emergency Management will be required. The project is expected to begin upon signing of the contract and must be completed no later than September 30, 2017.

**EVALUATION CRITERIA:**

Each proposal will be evaluated based upon the following criteria:

**PROPOSAL EVALUATION:**

Proposals meeting the minimum specifications will be evaluated in the following manner:

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<b>Areas for Evaluation</b>	<b>Percentage</b>
<b>Qualifications: Ability to provide services</b> ~ Does the contractor have a background in hazard mitigation planning? ~ Does the contractor have a background with similar counties/jurisdictions? ~ How long does has the company been in business? ~ Is there adequate staff?	<b>30%</b>
<b>Project Scope: How will the firm meet the needs of the scope?</b> ~ How will the plan be implemented? ~ Does the contractor have a clear understanding of the project? ~ Is the methodology easy to understand and follow? ~ Does the schedule outlined in the proposal seem adequate / feasible for this project?	<b>25%</b>
<b>Proposal Quality:</b> ~ Are all areas of the scope addressed? ~ Is the proposal complete?	<b>15%</b>
<b>Proposed Fee:</b> ~ Are fees reasonable and within range?	<b>10%</b>
<b>References:</b> ~ Similar projects completed? ~ Positive feedback?	<b>10%</b>
<b>Proposed Personnel:</b> ~ Quality, background, and experience? ~ Subcontracting?	<b>10%</b>
<b>Total:</b>	<b>100%</b>

**HUERFANO COUNTY CONTACT:**

Questions or comments:

Please call Don Mercier at (719) 738-1180, by cell at (719) 890-0047, or by email at [dmercier@emergsvc.huerfano.us](mailto:dmercier@emergsvc.huerfano.us)