Lake County Hazard Identification and Risk Assessment Plan
Lake County Hazard Mitigation Committee

Request for Proposals

Bid Deadline: Hard Copy Due
4:00 PM Mountain Standard Time (MST) Friday March 9, 2012

Mail Bids to:
Patty Berger
Lake County Clerk and Recorder
505 Harrison Avenue, P.O. Box 917
Leadville, CO 80461
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NEWSPAPER

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Legal Notice
Lake County Office of Emergency Management
Request for Proposals
Multi-Jurisdictional Hazard Identification and Risk Assessment Plan

Notice is hereby given that the Lake Office of Emergency Management will accept sealed proposals for development of a Multi-Jurisdictional Natural Hazards Mitigation Plan.

Bidders may attend or conference call into a pre-bid conference meeting to be held at the Lake County Emergency Operations Center, 700 East 10th Street, Leadville, CO from 09:00 – 11:00 Friday March 2. This will be the only opportunity for bidders to clarify and meet with Lake County Hazard Mitigation Committee. Please contact Mike McHargue at LCEM@LakeCountyEM.org for phone-in instructions prior to the meeting.

One (1) original and four (4) complete copies of the sealed proposal, clearly marked “Multi-Jurisdictional Hazard Identification and Risk Assessment”, will be received by the Lake County Clerk and Recorder on or prior to Friday March 9, at 4:00 p.m. Mountain Standard Time (MST). Additionally, please submit one electronic copy (PDF) of the proposal to LCEM@LakeCountyEM.org. As soon as practical after the closing time, the bids shall be opened by the Lake County Hazard Mitigation Planning Committee (LCHMPC) and considered. Bids received after the closing time shall not be considered.

Bid specifications are available from Patty Berger at pberger2010@hotmail.com or phone: (719) 486-1410

The bids shall be awarded by the Lake County Office of Emergency Management and Lake County Hazard Mitigation Planning Committee. Bidders shall not be allowed to attend the award of bid meeting. All bidders will be notified of the bid results via email.

The Lake County Office of Emergency Management and the Lake County Hazard Mitigation Committee 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 the opinion of the Association, to be in the best interest of the taxpayers of Lake County.

Distribution: As necessary

Lake County Multi-Jurisdictional Hazard Identification and Risk Assessment

General Conditions
The Lake County Office of Emergency Management and the Lake County Hazard Mitigation Committee are requesting written proposals from qualified vendors to coordinate logistics and delivery of one (1), Multi-Jurisdictional Hazard Identification and Risk Assessment Plan. The delivery of the final Plan will take place no later than the third quarter of 2012 (September 30th, 2012) with the flood Hazard Identification and Risk Assessment section of the plan due no later than 15 June 2012.

Bidders may attend a pre-bid conference to be held at the Lake County Emergency Operations Center, 700 East 10th Street, Leadville, CO 80461. This will be the only opportunity for bidders to clarify and meet with Lake County emergency management staff and Lake County Hazard Mitigation Planning Committee members.

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 Mike McHargue at LCEM@LakeCountyEM.org

**Project Description**

**I. Event History and Description**

The proposed project will develop a multi-jurisdictional Hazard Identification and Risk Assessment plan for Lake County, all incorporated areas and special districts within the County that meets the requirements of the Disaster Mitigation Act of 2000, 44 CFR Part 201.6 and the most current FEMA “how-to” planning guidance. The plan will meet the most current FEMA Local Mitigation Plan Review Crosswalk, attached and made a part of this Statement of Work. In addition, the plan will be aligned with the 2011 State of Colorado Hazard Mitigation Plan.

Lake County’s previous All Hazard Mitigation Plan, adopted and approved by FEMA in 2003, expired in 2008. While it is anticipated that the new plan will be a complete rewrite, the previous plan should be reviewed and pertinent information brought forward into the new plan.

**II. Scope of Work**

The contractor will be responsible for a comprehensive Hazard Identification and Risk Assessment (HIRA) to support the County’s development of a FEMA approved local hazard mitigation plan. The contractor will facilitate three meetings necessary to develop the HIRA, identify the data requirements, conduct research, and produce the draft and final plan document. Further information on requirements related to meetings can be found in the timeline document accompanying this RFP. The contractor will also be responsible for ensuring that the plan meets the current HIRA standards in the FEMA Local Mitigation Plan Review Crosswalk, and aligns with the 2011 State of Colorado Hazard Mitigation Plan. The contractor also needs to be aware of the following:

A. A portion of the funding for this plan came from the Colorado Water Conservation Board for flood mitigation. **The performance period for the CWCB funds ends on June 30.** Hence, the flood portion of the Hazard Identification and Risk Assessment plan needs to be completed and submitted to CWCB by June 30, 2012. The final invoice for the flood mitigation portion shall be submitted to CWCB no later than **June 20, 2012.** The purpose of this work is to prepare a comprehensive Flood Hazard Analysis and Risk Assessment; Flood Vulnerability and Capability Assessment to support the County’s development of mitigation strategies. Requirements for CWCB funding have been integrated into the Scope of Services.

B. An additional source of funding for this project was provided by National Earthquake Hazard Reduction Program. The performance period for the earthquake portion of the plan is the same as that of the entire plan (Sept 30, 2012). Requirements for NEHERP funding have been integrated into the Scope of Services.

C. The Lake County Hazard Mitigation Planning Committee will also be developing a Human Caused/Technical Hazard Mitigation Plan in concert with and during the performance period stated for the Natural Hazard Mitigation Plan in this RFP. These meetings will be held independently of the Natural Hazard Mitigation process, likely conducted after each of the Natural Hazard Mitigation Planning meetings. This is being done to leverage personnel time, since most of the stakeholders involved in the Natural Hazard Mitigation Planning process will also be involved in the Human Caused/Technical Hazard Planning process. It is the intent of the Lake County
Hazard Mitigation Committee to have a complete All-Hazard Hazard Identification and Risk Assessment Plan at the conclusion of the performance period. This RFP addresses only the Natural Hazards portion of the Mitigation Plan, and there is no expectation on the part of the Lake County Hazard Mitigation Committee or Lake County Emergency Management that the contractor will assist with or participate in any way with the development of the Human Caused/Technical Hazard Planning process.

III. Vendor Responsibilities

**Hazard Identification (All Hazards)**
1. Provide updated or new descriptions of the natural hazards affecting the participating jurisdictions [Lake County, Leadville and participating special districts]. Analyze how hazards vary across jurisdictions, and identify hazards common to two or more jurisdictions. The hazard identification will include a complete assessment and analysis of Avalanche, Wildfire, Severe Winter Storms, Localized Flooding, Dam Failure, Drought, Subsidence, Temperature Extremes, and Wind Storms hazard risks. The plan will also assess and analyze any other priority hazards as identified by the Planning Committee.

**Profiling Hazards (All Hazards)**
1. Provide information on the location and the extent (severity) of each natural hazard affecting the jurisdictions including updated information on previous occurrences.
2. Provide information on the location and extent (severity) of any human caused hazards identified by the Lake County planning committee.
3. Provide information on any past hazard events in the region.
4. Provide information on the probability ranking of future hazard events based on empirical data. Provide a complete description of the methodology used to project the probability of a future hazard occurrence.

**Assessing Vulnerability (All Hazards)**
1. 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 based on the collected and analyzed data as well as the process followed to achieve the ranking.
2. For each jurisdiction describe in general, each hazard’s impact on buildings, infrastructure, critical facilities and the vulnerable population.
3. Assessment of existing and future development trends relative to each hazard.
4. Describe vulnerability in terms of types and numbers of National Flood Insurance Program (NFIP) repetitive loss properties located in the identified hazard areas.
5. Include the most current FEMA Flood Insurance Rate Map in plan, if available.

**Flood Hazard Profile and Vulnerability Analysis Requirements**

1. **Profiling Hazard:**

   Include a complete flood hazard risk assessment and analysis that is consistent and/or comparable in structure with the highest priority hazard addressed in the plan, if other than flood. Common elements in the hazard analysis and risk assessment that should be included are:

   - Hazard Description
   - Geographic Location
   - Previous Occurrences
   - Probability of Future Occurrence
   - Magnitude/Severity
   - Vulnerability Assessment
   - Data Limitations

   In the hazard description, include the source of water, depth of flooding, velocities, and warning time where applicable. Include a map showing the floodplain on the FIRM or DFIRM, repetitive loss areas, areas not mapped but that have flooded in the past, and surface flooding identified in existing studies. In addition, include information regarding the specific and unique conditions in
the jurisdiction that contributes to flood risk (topography, geology, debris flow, sheetflow issues, etc.).

The risk assessment must also describe the types and numbers National Flood Insurance Program (NFIP) insured structures repetitively damaged by floods. If the planning area has no repetitive loss properties, the plan must indicate so. In addition, the plan should identify the types and numbers of buildings insured under the NFIP. This information can be obtained from either CDEM or the CWCB.

Note: HAZUSMH Level I flood model runs were completed in 2010 and 100-year floodplain polygons are available for the entire state of Colorado. If HAZUSMH modeling will be included in the analysis, it is encouraged that Level II analysis, such as the verification of essential facilities, be completed. HAZUSMH results should be validated by the local jurisdiction against existing flood studies or other comparable information sources.

2. Vulnerability Analysis:

For each participating jurisdiction, provide a thorough vulnerability and capabilities assessment for flood hazard. Aspects of vulnerability to include, but not limited to:

- Population
- Development Trends
- Economy
- Lifeline Utility Systems
- Critical Facilities*
- Building stock (residential, commercial, industrial, and institutional)
- Communication systems/networks
- Data Limitations

*See Rule 6 of Rules and Regulations for Regulatory Floodplains in Colorado for a good reference on how to categorize and define critical facilities.

The plan should address estimated value of dollar losses based on available data, the HIRA vulnerability assessment include estimated potential dollar losses to vulnerable structures. This may include a discussion of all properties that have received flood insurance claims (in addition to repetitive loss properties). Also, include a discussion of future development and its potential interaction with the associated watershed(s) and natural resource areas.

Earthquake Hazard Requirements

1. Profiling Hazard:

Include a complete earthquake hazard risk assessment and analysis that is consistent and/or comparable in structure with the highest priority hazard addressed in the plan, if other than earthquake. Common elements in the hazard analysis and risk assessment that should be included are:

- Hazard Description
- Magnitude/Severity
- Geographic Location
- Vulnerability Assessment
- Previous Occurrences
- Data Limitations
- Probability of Future Occurrence

2. Vulnerability and Assessment

For each participating jurisdiction, provide a thorough vulnerability for earthquake hazard. Aspects of vulnerability to include, but not limited to:

- Population
- Development Trends
- Economy
- Lifeline Utility Systems
- Critical Facilities*
- Probability of Future Occurrence
- Communication systems/networks
- Building stock (residential, commercial,
*See Rule 6 of [Rules and Regulations for Regulatory Floodplains in Colorado](#) for a good reference on how to categorize and define critical facilities.

### Analysis and Assessments

1. Inputs and default values utilized during the assessment shall be defined. Data validation and changes shall be done in the initial phases of the project such as during the initial planning meeting and prior to running models. At a minimum, data validation should include essential facilities.
2. Provide 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.
3. Provide estimated potential dollar losses to vulnerable structures, describing the methodology used to prepare the estimate.
4. Describe vulnerability in terms of land use and development trends.
5. Analyze the economic impacts from potential hazards.
6. Describe how vulnerability has changed since the previous plan process, including updated hazard events, new data and analysis included, and new development since 2003.

### Capabilities Assessment

1. Document each jurisdiction’s existing authorities, policies, programs and resources related to hazard mitigation, and its ability to expand on and improve these existing tools.
2. For the flood capabilities assessment, document and evaluate the flood specific programs, plans, policies, regulations, funding, and/or practices of applicable departments/agencies for each jurisdiction. This shall include an overview of the jurisdiction’s administration of the NFIP, including but not limited to codes and ordinances necessary for compliance with the program.
3. For the earthquake capabilities assessment, document and evaluate earthquake specific programs, plans, policies, regulations, funding, and/or practices of applicable agencies.

### C. Additional Contract Provisions

1. The contractor is responsible for changes to the HIRA requested by the State or required by FEMA for the County’s mitigation plan 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._
2. Contractor will assist the participating jurisdictions with completion of quarterly financial and performance reports to CDEM and CWCB.

### D. Qualifications required:

All proposals will be evaluated by Lake County Hazard Mitigation Planning Committee and Lake County Office of Emergency Management representatives and/or designees. Selection will be based on the following criteria:

1) Knowledge and experience of the personnel performing the work
2) Familiarity with planning and ability to work with emergency response organizations.
3) Satisfactory recommendations from past clients and references for similar projects
4) Demonstrated ability to efficiently and wisely utilize funds and complete work in a timely manner.
5) Manner and strategy which the vendor proposes to address each of the expectations and duties identified in this Request for Proposal.

### IV. Expected End Product

The expected end product will be a comprehensive Hazard Identification and Risk Assessment that supports the County’s development of a FEMA Approved Multi-Jurisdictional Natural Hazards Mitigation...
Plan. The HIRA must meet all provisions of the current FEMA cross-walk and address the steps in most current FEMA “how-to” planning guidance.

V. Time of Project
The flood portion of HIRA must be completed and submitted to CWCB by June 15, 2012. The entire project must be completed by September 30, 2012.

VI. 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.

VII. Equipment
The Vendor shall provide all materials and equipment necessary to accomplish the Scope of Work.

VIII. Reference Material
The Vendor will ensure compliance with the following references: The Multi-Jurisdictional Natural 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.

IX. Pricing
The provided pricing must include the following:

1. All contractor fees for plan development
2. Meals
3. Lodging
4. Travel expenses
5. Equipment rental costs

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 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 hazard 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 Hazard
Identification and Risk Assessment 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
   1. Unit pricing for one (1) Multi-Jurisdictional Hazard Identification and Risk
      Assessment, to include printed copies (color) of the final document, one for each
      of the jurisdictions listed in Section III A.3. Also, provide one electronic copy of
      the final plan to all of the participants. Draft plans are only required to be
      submitted in electronic format.
   2. Cost effectiveness of employed methods

B. Specialized experience and technical competence of proposed project team
   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
   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
   4. Plan for public engagement and involvement

D. Performance record and references
   1. Previous work
   2. Previous customer satisfaction

E. Overall impression of proposal
   1. Organization, clarity, thoroughness, conciseness

TOTAL

II. Qualification Selection Process
A committee comprised of the Lake County Hazard Mitigation Planning Committee and Lake County
Office of Emergency Management members and/or their designees will review the proposals. The
commitee will engage in a two-step process in order to make a final recommendation for the award. 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
The selection process will be final. All documents included with the submission will become the property of the Lake County Hazard Mitigation Planning Committee and Lake County Office of Emergency Management 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 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 Lake County Hazard Mitigation Planning Committee and Lake County Office of Emergency Management to fully define a scope of services and associated fees necessary to accomplish the goals of this project. The Lake County Hazard Mitigation Planning Committee and Lake County Office of Emergency Management 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 Lake County Hazard Mitigation Planning Committee and Lake County Office of Emergency Management will be free to negotiate with other consultants.

SPECIAL CONDITIONS

I. Bidder Responsibility
One (1) original and four (4) complete copies of the sealed proposal, clearly marked “Multi-Jurisdictional Hazard Identification and Risk Assessment”, will be received by the Lake County Clerk and Recorder on or prior to Friday March 9, 2012 at 4:00 p.m. Mountain Standard Time (MST) at Lake County Clerk and Recorder, 505 Harrison Avenue P.O. Box 917, Leadville, CO 80461. One electronic (PDF) copy of bidder proposal must be submitted to LCEM@LakeCountyEM.org by 4:00 p.m. MST Friday March 9, 2012.

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
The Lake County Hazard Mitigation Planning Committee and Lake 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 Lake County Hazard Mitigation Planning Committee and Lake County Office of Emergency Management all such information and data for this purpose as it may request.

The Lake County Hazard Mitigation Planning Committee and Lake 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 Lake County Hazard Mitigation Planning Committee and Lake County Office of Emergency Management.