

**Request for Qualifications (RFQ)
Emergency Management Services
Island County Department of Emergency Management**

Introduction:

The Island County Department of Emergency Management is seeking the services of an experienced individual or firm to assist with various emergency management planning projects. The intent of this RFQ is to establish a list of potential service providers who can assist the County.

Funding for these projects has not yet been identified or determined; however, Island County Emergency Management has been previously approved for, and continues to apply for, grants and assistance through various Federal programs, including FEMA, and various other state and federal agencies, and is interested in procuring the services of a consultant to assist with such services, if needed. The County makes no guarantee that projects will be funded and may elect to seek additional consultant sources later once funding is received.

It is the intent of this request to meet all requirements of the various federal agencies and any contract(s) resulting from this request will include all requirements and contract language required by the agencies involved, the Code of Federal Regulations, State of Washington, and Federal Emergency Management Agency (FEMA) requirements even if the specific language is not included in this request.

Scope of Work Summary:

Island County Emergency Management is soliciting submissions from qualified consultants with demonstrated experience in emergency management services, including, but not limited to the following potential areas or projects:

- Emergency Management Plan, Policies, and Procedures
 - Continuity of Operations Plan (COOP)
 - Comprehensive Emergency Management Plan (CEMP)
 - Emergency Support Functions (ESF)
 - Various annexes to the CEMP
 - Community Wildfire Protection Plan
 - Threat Hazard Identification and Risk Assessment (THIRA)
- Multi-Jurisdiction Hazard Mitigation Plan, including risk assessment
- Homeland Security Exercise and Evaluation Program (HSEEP)
- GIS and Hazus Assistance
- National Incident Management System (NIMS) and the Incident Command Structure (ICS)

The qualified consultant shall be responsible, if authorized by the County in a written task order, for assisting Island County Emergency Management with the items identified and should demonstrate ability to satisfy the requirements associated with each task/plan.

Small business and minority businesses, women's business enterprises, and labor surplus area firms are encouraged to submit qualifications and firms using such subcontractors are strongly encouraged to solicit such firms in the subcontracting process. Any Contracts/subcontracts issued under this procurement must comply with the necessary affirmative steps to assure that minority businesses, women's business enterprises and labor surplus area firms are used when possible, in accordance with 2 CFR § 200.321.

Qualifications:

- A. The Consultant shall be a full-service emergency management firm with a very high degree of professionalism and significant experience with the services outlined in the scope of work.
- B. It is preferred that the Consultant have experience working with counties, within Washington State, and/or proven abilities in the areas outlined above. Experience with Island County highly desirable. Those with demonstrated knowledge, skills, abilities, and experience will be most competitive.
- C. Lead planner will have significant, demonstrated emergency management experience, and will be the primary planner writing the various documents and leading the planning efforts.
- D. The successful proposer will demonstrate on the part of the lead planner a minimum of ten years of experience in the emergency management field. Specific experience in various plan development may be demonstrated.
- E. The successful consultant will have developed a minimum of ten or more plans of varying types within the last five years.
- F. Experience utilizing HAZUS and GIS required. Demonstrated ability to complete a Comprehensive Data Management System update beneficial.
- G. Experience by the lead planner with FEMA's Threat Hazard Identification and Risk Assessment (THIRA) utilizing CPG 201 is required. Specific project experience should be identified.
- H. Submitters shall include the names, addresses and phone numbers of at least five (5) references for whom the consultant has provided similar services.
- I. Detailed scopes of work for each type of plan are not required; however, submitter should identify experience with the established standards to which plans, exercises, etc., are written.
- J. Consultants will be evaluated based on written submissions provided as applied to the criteria set forth in the RFQ.

Submissions Due Date: 14 April, 2022

Submission: Via e-mail, U. S. mail, other delivery services and/or hand delivery

Submission Address & Point of Contact Eric Brooks
Department of Emergency Management
Island County
P. O. Box 5000
Coupeville, WA 98239
E-mail: e.brooks@islandcountywa.gov
Phone: 360-240-5572

Project Dates: Professional Services Contract Executed: TBD
Project Start Date: TBD
Project Completion Date: TBD - based on project funding timeline

Discretion of County:

Island County reserves the right to accept or reject any and all submissions as may be deemed necessary by the County to be in its best interest. The County further reserves the right to waive any and all formalities, and reserves the right to reject all nonconforming, unresponsive, or conditional submissions. Island County reserves the right to reject any submission if the County believes that it would not be in the best interest of the County to select the consultant because the submission is not responsive or the submitter is not responsible, or the submitter is unqualified or lacks financial ability or fails to meet any other pertinent standard or criteria established by the County.

Island County also reserves the right to enter into contract negotiations with a qualified, responsible, and responsive consultant who provides the best ranked submission. If the County and the best ranked consultant cannot negotiate a contract, the County may, in its sole discretion, terminate such negotiations and begin negotiations with the qualified, responsible, and responsive consultant who provides the next best ranked submission. The County may, in its sole discretion, elect to continue the process for negotiating with each next ranked submitter until a contract is successfully negotiated. No firm shall have any rights against the County arising from this RFQ or such negotiations.

Subject to Authorization and Funding:

The selected consultant shall not perform any services without the express prior written approval of the County, which approval shall be in the form of a written task order. Fees and costs associated with any services which were not expressly authorized by the County in a written task order shall not be paid by the County.

The County's performance and obligation to pay for any services performed under this RFQ or the terms of any agreement that may arise from this RFQ is limited to the availability of funds appropriated in a current fiscal period, and continuation of the contract into a subsequent fiscal period is subject to appropriation of funds. Payments funded with State or Federal Funds must be appropriated and available and the selected submitter must comply with and satisfy all State and Federal laws, rules, regulations and requirements in order to be entitled to such payments. No budget is required for this submittal.

Payments associated with any agreement arising from this RFQ will be in accordance with Task Orders issued by the County. Task Orders will be in accordance with individual grants received by the County or

in accordance with tasks desired by the County in support of the areas identified in the scope of work in this RFQ. No payments are intended or implied outside of specifically negotiated Task Orders.

Non-Exclusive Contract / Additional Services:

Submitter agrees and understands that the contract shall not be construed as an exclusive arrangement and further agrees that the County may, at any time secure similar or identical Services at its sole option. The County may require additional items or services not specifically listed in the contract. The submitter agrees to provide such items or services and provide the County prices on such additional items or services based upon a formula or method that is the same or similar to that used in establishing the prices of their submission. If the price(s) offered are not acceptable to the County, and the situation cannot be resolved to the satisfaction of the County, the County reserves the right to procure those items or services for other vendors, or to cancel the contract upon giving the submitter thirty (30) days' written notice.

Additional Items:

Debarment: Submitter will be required, at execution of contract, to execute a certification regarding debarment and suspension.

Insurance:

Submitter will be required to demonstrate Errors and Omissions and Liability Insurance, and the ability to indemnify Island County on those policies.

Certifications Regarding Lobbying and Drug Free Workplace:

Submitter will be required to execute a Certification Regarding Lobbying and Drug Free Workplace Certification at contract execution.

RFQ Submission Requirements

Submissions must contain the following components. Additional information that may prove beneficial to the County during the rating and awarding process is welcomed. Consultants are asked to refrain from submitting packages that will not be easily duplicated such as those with spiral binding, photos and fold-out or other larger than letter-sized paper. Submission is limited to no more than seven (7) pages, not including cover page and resumes.

1. Contact name, address, telephone number, fax number and e-mail address.
2. Detailed description of skills, experience, and ability to meet project requirements including identification and designation of roles/responsibilities of key project staff.
3. Client references including project type, dates, contact info and description.
4. Statement of acceptance to perform services in compliance with all federal, state and local grant and general accounting and project requirements, including FEMA grant programs, Island County policies and procedures as well as any other grant funder and/or county requirements.
5. Statement addressing minority, women, veteran business ownership.
6. Must meet the requirements detailed above. Submission should clearly demonstrate how the proposer meets or exceed these requirements.

Scoring Criteria

Submissions will be scored based on the following criteria. The scoring criteria are subject to change without notice at the discretion of the Island County Department of Emergency Management.

Submission Component	Rated from 1-10 with 1 being the lowest									
Demonstrated Emergency Management Experience by lead planner (10 years)	1	2	3	4	5	6	7	8	9	10
Demonstrated experience with counties/state	1	2	3	4	5	6	7	8	9	10
Demonstrated project experience and skills (plan types)	1	2	3	4	5	6	7	8	9	10
HAZUS and GIS Experience	1	2	3	4	5	6	7	8	9	10
Demonstrated experience with CPG 201 (THIRA)	1	2	3	4	5	6	7	8	9	10
Capabilities of key project staff	1	2	3	4	5	6	7	8	9	10
Experience working with Medium sized counties	1	2	3	4	5	6	7	8	9	10
Experience working in project area	1	2	3	4	5	6	7	8	9	10
Client references	1	2	3	4	5	6	7	8	9	10
Minority, Women, Veteran owned entity?	1	2	3	4	5	6	7	8	9	10
Held	1	2	3	4	5	6	7	8	9	10