



Jefferson County Office of Homeland Security and Emergency Management

(A Department of the Jefferson County Commission)

Request for Proposals

2023 Jefferson County Multi-Jurisdictional All Hazards Mitigation Plan Update

February 16, 2023

NATURE OF SERVICES REQUIRED

Jefferson County Commission wishes to hire a contractor to work with the Jefferson County Office of Homeland Security and Emergency Management staff, the Risk Assessment and Mitigation Planning Committee, and other stakeholders to update the County Government's Multi-Jurisdictional All Hazards Risk Assessment and Mitigation Plan.

The contracting agency is the Jefferson County Commission and all procurement rules and regulations of the Jefferson County Commission will be applicable to this project.

Jefferson County's Office of Homeland Security and Emergency Management Director or their designee will coordinate the contract with the successful consulting firm, along with the County's attorney, and recommend hiring of the successful firm. The final decision shall be that of the Jefferson County Commission.

The successful bidder will contract directly with the Jefferson County Commission and all correspondence will be through the Jefferson County Office of Homeland Security and Emergency Management Director or their designee.

Specific Objectives that the successful contractor will be required to perform:

1. Meet all of the assurances, scope of work listed in Attachment #1 (State of West Virginia Hazard Mitigation Planning Grant Application for Jefferson County, WV) and meet the deadline of August 1 for Draft and September 1 for Final deliverables, assure that the plan, meets the requirements of all, laws, regulations, policies, procedures, and authorities, as well as, written in such a way that it will help to maximize Jefferson County's CRS Rating (Community Rating System of the National Flood Insurance Program). The County's CRS Rating is currently a Class 7.
2. Ensure the updated plan is approved for the high hazard potential dam (HHPD) program.
3. The successful contractor will be expected to develop a plan that is consistent with the revised FEMA guidelines appearing in the Local Mitigation Planning Policy Guide, FP 206-21-0002, effective April 19, 2023.
4. Provide an engagement strategy for getting public and plan participant input.
5. Encourage participation, including specific stakeholders listed in the Local Planning Policy Guide Elements in A2-a
6. Include the WVU TEIF-TEAL Risk Study Assessment Study into the plan.
7. Must outline the strategy for gathering public input and developing the plan
8. The successful contractor must hold at a minimum of monthly face-to-face meetings with the Jefferson County Office of Homeland Security and Emergency Management Director plus any stakeholders that he or she wishes to include in the meetings over the

course of this contract. Other planning conferences may be held via phone or webinar, as necessary.

9. The successful contractor must commit to submitting monthly progress reports outlining the following:
 - Activities (Calls, meetings, communications)
 - Planning progress to include completed tasks and future action items.
 - Drafts of the plan as they become available.
10. Must provide a final 2023 Multi-Jurisdictional All Hazards Mitigation Plan at the conclusion of the contract. This must include 5 hard copies, and 5 CDs of each product, plus one Master Copy that can be updated easily by the jurisdiction in the future.
11. The Jefferson County Office of Homeland Security and Emergency Management Director will select from among the submitted proposals. One or more contractors will be asked to make formal presentations to the Jefferson County Office of Homeland Security and Emergency Management Director and other stakeholders, as desired. The Jefferson County Office of Homeland Security and Emergency Management Director will make a recommendation to the Jefferson County Commission on which contractor to select, based upon affordability, strategies and experience with like projects. References given by each potential contractor will be checked for satisfactory performance on past contracts.

Additional Information:

Your bid is to be all-inclusive, not to be based upon hourly fees or additional expenses.

There is no expressed or implied obligation for the Jefferson County Office of Homeland Security and Emergency Management or Jefferson County Commission to reimburse responding contractors for any expenses incurred in preparing proposals in response to this request or to attend required meetings.

Submission of a proposal indicates acceptance by the contractor of the conditions contained in this request for proposal, unless clearly and specifically noted in the proposal submitted and confirmed by the Jefferson County Office of Homeland Security and Emergency Management or the Jefferson County Commission.

All documents are to be submitted to the Jefferson County Office of Homeland Security and Emergency Management once the project is completed. Upon invoice, and final approval by the County Commission, WV EMD, and FEMA, payment will be made in one lump sum.

All products must be completed and received in the final form no later than July 1, 2023, along with the invoice for services.

The County's current All Hazards Risk Assessment and Mitigation Plan was last updated in 2017/2018. The document can be found at:

<https://www.jeffersoncountywv.org/home/showpublisheddocument/16326/636834176341200000>

TIME REQUIREMENTS FOR THE PROJECT

RFP Issued	February 16, 2023
MANDATORY PRE-BID MEETING	10:00 a.m. March 10, 2023
RFP Due Date	5:00 p.m. March 24, 2023
Estimated Selection Date	April 6, 2023

Please note that the Work Schedule on Page 15 of the Grant Application must be compressed in order to meet the Draft and Final deliverable dates of August 1 and September 1 respectively.

Draft of deliverable by August 1, 2023

Final deliverables and Invoice submitted by September 1, 2023

REQUESTS FOR PROPOSALS

Inquiries concerning the request for proposals may be made to:

Stephen S. Allen, Director
Jefferson County Office of Homeland Security and Emergency Management
28 Industrial Blvd., Suite 101
Kearneysville, WV 25430
304-728-3290 (phone)
304-728-3320 (fax)
sallen@jeffersoncountywv.org

QUESTIONS?

Questions are to be submitted in writing either by email or fax. Email is to sallen@jeffersoncountywv.org

Fax: 304-728-3320

No phone calls, please.

All questions and answers will be made available to all known bidders.

SUBMISSIONS OF PROPOSALS

The proposals must be RECEIVED by 5:00 p.m. March 24, 2023 for a contractor to be considered. Contractors should send the completed proposals by regular mail or hand delivered to:

“RFP Submission: “2023 Jefferson County Multi-Jurisdictional All Hazards Mitigation Plan Update”

Jefferson County Office of Homeland Security and Emergency Management

28 Industrial Blvd., Suite 101

Kearneysville, WV 25430

We recommend that you DO NOT send your proposal electronically.

The Jefferson County Office of Homeland Security and Emergency Management will not be responsible for lost or misdirected mail or email. It is the contractor’s responsibility to follow up to make sure it is received.

Each submitted proposal must be limited to twenty pages in length (12 point font/1.5 line spacing) and include the following information:

A. Information about the contractor

Each bidder will provide information about their organization, including the name, address, telephone number and email address of the principal contact person for this proposed project, and the contractor’s URL of their website.

Include the number of years the contractor has been in the business of providing the type of services desired by the Jefferson County Office of Homeland Security and Emergency Management, as well as the contractor’s specific experience in emergency management planning.

Please list all relevant disaster planning projects your firm has performed over the past three years, including outcomes of each. Please include sample of work, specifically for Emergency Management and/or Risk Assessment, Mitigation or Recovery Plans. Please

include three references of communities that have engaged the contractor for similar services.

Non-Disclosure Agreement--For security purposes, all of the contractor's staff who will be working with this project in any way may be asked to sign a non-disclosure agreement regarding information in this plan or information that they may gain during the course of this contract.

B. Staff Expertise in Risk Assessment and Mitigation Planning

Each bidder will include a brief statement regarding current qualifications of senior or lead consulting staff and their ability to perform desired consulting services, including the number of qualified support staff who would assist in performing the described tasks.

It is essential that all project personnel are listed by name and credentialed in the submitted proposal.

CONTRACT PERIOD

Planning must begin upon award. Invoice will be paid upon receipt of an invoice and the approval of the Jefferson County Commission, WV EMD, and FEMA after all materials are received and approved at the end of the contract.

Each submission will detail a bid for the complete project. Payment will be in one lump sum upon approval and an invoice at the end of the contract.

Submitted proposals will be evaluated using the following criteria:

- Affordability
- Qualifications of the contractor and their lead consulting staff
- Depth of specific disaster planning/exercise facilitation experience
- Success of previous outcomes
- Proposed fee to perform the described services
- Recommendations
- Overall strength of proposal

Submitted proposals will be reviewed and we may contact potential contractors for additional clarification.

The Jefferson County Office of Homeland Security and Emergency Management and Jefferson County Commission reserves the right to reject any or all proposals submitted.

During the evaluation process, the Jefferson County Office of Homeland Security and Emergency Management and Jefferson County Commission reserves the right, where it may serve their best interest, to request additional information or clarifications from potential contractors, or to allow corrections of errors or omissions.

FINAL SELECTION

Selection of the contractor will be based upon the recommendation of the proposal reviewers, with the final decision resting with the Jefferson County Commission. Following notification of the successful contractor, a contractual agreement will be executed between the Jefferson County Commission and the selected contractor.

The Jefferson County Office of Homeland Security and Emergency Management and Jefferson County Commission reserves the right to reject any or all proposals.