

# REQUEST FOR PROPOSAL (RFP)

## HAZARD MITIGATION PLAN RISK ASSESSMENT & BENEFIT-COST REVIEW Thurston Regional Planning Council

### I. PURPOSE

Thurston Regional Planning Council (TRPC) is seeking a qualified consultant (contractor) to assist with preparing natural disaster loss estimates for hazard mitigation planning as part of the Hazards Mitigation Plan for the Thurston Region. This RFP is only open to those qualified firms or individuals who satisfy the requirements stated herein and who are licensed and available to do business in Washington State. TRPC has a budget of up to \$35,000 for this project.

It is anticipated that an agreement will be executed by TRPC and a firm or individual for this project, with an approximate 12-month term. The agreement start date is anticipated to be in May 2022. The project's needs are outlined in the following RFP.

### II. BACKGROUND

Thurston Regional Planning Council (TRPC) is a 23-member intergovernmental board made up of local government jurisdictions within Thurston County, plus the Confederated Tribes of the Chehalis Reservation and the Nisqually Indian Tribe. The council was established in 1967 under RCW 36.70.060, which authorized creation of regional planning councils. TRPC's mission is to "provide visionary leadership on regional plans, policies, and issues." Through interlocal agreements, TRPC regularly prepares plans and studies on behalf of its member jurisdictions.

The Thurston County Region is one of the fastest growing areas in Washington State with a population of 295,300 and an estimated employment of 200,000. Located at the southern end of the Puget Sound lowlands of Western Washington, communities in Thurston County have experienced and continue to be exposed to risks from flooding, severe winter storms, earthquakes, volcanism, landslides, wildland fires, and other natural hazards. Thurston County has received 27 federal disaster declarations since 1965.

To reduce the risks and potential losses from such hazardous incidents, TRPC is assisting local governments and tribes with developing the fourth edition multijurisdictional [Hazards Mitigation Plan for the Thurston Region](http://www.trpc.org/hazards) ([www.trpc.org/hazards](http://www.trpc.org/hazards)). The plan describes the region's hazards, risks, and a mitigation strategy to increase the region's resilience to such events.

### III. PROJECT OVERVIEW

The plan update is funded through a Federal Emergency Management Agency Pre-Disaster Mitigation grant. The plan will be prepared in conformance with 44 CFR § 201.6 and is subject to review and approval by the Washington State Emergency Management Division and FEMA Region X.

Partners to the multijurisdictional planning process include TRPC, cities, the county, tribes, a variety of public special purpose districts, and industry and community stakeholders. The planning area is principally focused on communities within the municipal boundaries of Thurston County, Washington. For some special purpose districts that are headquartered in Thurston County, the plan may address portions of their service areas located outside the planning area.

The Hazard Mitigation Plan (HMP) framework consists of two sets of documents, a core plan, and multiple jurisdiction-specific annexes to the plan.

The core plan is prepared by TRPC. The core plan covers the entire planning area. It describes the multijurisdictional process used to prepare the plan, including public participation. It establishes a common set of goals and policies, and a prioritized set of countywide interagency mitigation initiatives that benefit the plan's partners. The core plan includes a risk assessment that profiles the most destructive hazards and the risks they pose to communities.

An annex is produced by the jurisdiction. Jurisdictions seeking plan adoption are responsible for producing their annex to the core plan. It documents the jurisdiction's mitigation strategy, describes variations in risks, documents their local planning activities, and documents their compliance with FEMA planning requirements such as participation in the National Flood Insurance Program.

TRPC serves as the project lead. TRPC leads the jurisdictions through the hazard mitigation planning tasks through a Hazard Mitigation Planning Workgroup. The Workgroup consists of representatives of participating jurisdictions. The representatives function in both an advisory role to inform the planning process, as well as serving as liaisons to receive and coordinate guidance with their jurisdiction's planning team to satisfy the FEMA mitigation planning requirements.

This Request for Proposal (RFP) is to assist TRPC with:

- 1) **Risk Assessment – Loss Estimation and Risk Characterization.** Develop countywide and jurisdiction-specific loss estimates for hazards profiled in the plan. Provide a framework for plan partners to quantitatively or qualitatively characterize the level of risk to support mitigation ideation.
- 2) **Mitigation Strategy Development and Evaluation.** Provide a framework for partners to evaluate a range of mitigation actions as part of a Benefit-Cost Review to address their risks to achieve plan goals and objectives. A variety of local governments with differing missions, responsibilities, and assets are involved in the planning process. Jurisdictions need a toolbox with evaluation criteria to help select and prioritize mitigation actions.

#### **IV. SCOPE OF WORK**

The role of the contractor is to:

1. Provide subject matter expertise and analysis of a hazard mitigation planning risk assessment. The contractor will evaluate risks to people, the economy, the built environment, and the natural environment for the most common hazards that impact the Thurston County Region. The contractor will estimate losses using quantitative or qualitative methods. This includes providing a planning framework for jurisdictions to use the loss estimates to support a definition and characterization of the level of risk each hazard poses to each community.
2. The contractor will provide a planning framework for jurisdictions to evaluate a range of mitigation actions to reduce losses.

The general scope of work involves the following tasks.

##### **TASK 1: PROJECT MANAGEMENT**

Monthly reports of progress and monthly invoices shall be submitted to TRPC documenting work completed for the prior month.

The contractor will provide quality control and quality assurance of all products prior to delivery to TRPC. The contractor will conduct a kickoff meeting with TRPC and provide a final presentation to TRPC prior to completion of the contract term. The contractor will provide the draft agenda for meetings and the meeting notes at the conclusion of the meeting (including action items and due dates). The proposal should indicate items anticipated to be discussed at the kick-off meeting.

Project coordination phone calls/video calls are expected to occur no less than monthly between the contractor and TRPC, with greater frequency as necessary for successful project administration.

Task 1 Contractor Deliverables:

- A. Monthly progress reports and invoices
- B. Kickoff meeting
- C. Final presentation

## TASK 2: RISK ASSESSMENT

Conduct a risk analysis of the jurisdictions' vulnerable assets, potential impacts, and loss estimates for each hazard. The methods and data sources to analyze risks must be consistent with 44 CFR §201.6(c)(2)(ii).

- Coordinate and provide instruction to TRPC to solicit any local data from jurisdictions to support the risk analysis, i.e. critical facilities, hazard GIS data, population and employment data, land use data, etc.
- Coordinate with TRPC to identify the parameters of any scenario analysis i.e. earthquake, flood events.

Task 2 Contractor Deliverables:

- A. A summary report that documents the hazard risks and losses by jurisdiction and by county total, and documentation of the process including the citation of any resources used in the analysis. In addition to any technical information, the report contents should also focus on communicating the analysis and findings to a non-scientific audience of policy makers and community members.
- B. A planning framework for jurisdictions to define and characterize their overall risk for each hazard.

## TASK 3: MITIGATION DEVELOPMENT FRAMEWORK

Prepare and present a multijurisdictional framework to assist communities with performing an evaluation and prioritization of potential mitigation actions that addresses the risk assessment and aligns with the plan's goals and objectives. The framework must be consistent with 44 CFR §201.6(c)(3)(iii) and (iv).

Task 3 Contractor Deliverables:

- A. A ready to use framework that offers instructions/guidance.

## V. QUALIFICATIONS

Proposers must have demonstrated experience with local hazard mitigation planning, hazard risk assessments, and hazard mitigation strategy development, review, and prioritization. The proposer must have a minimum five-years' experience with performing risk analysis and benefit cost reviews for multijurisdictional plans.

## VI. SELECTION PROCESS, SCORING CRITERIA AND CONTENT

A selection committee comprised of staff from TRPC and plan partners will review the RFPs. The committee will either recommend a firm based on RFPs or will develop a short list of firms to invite for an interview. TRPC will notify firms of the outcome of this process.

Phase 1 – RFP Evaluation

| <b>Criteria for Selection for Interview</b> | <b>Weight Given</b> |
|---|---------------------|
| Qualifications                              | 30%                 |
| Approach                                    | 50%                 |
| Budget and Schedule                         | 20%                 |
| <b>Total Criteria Weight</b>                | <b>100%</b>         |

*Each RFP will be independently evaluated on the above factors.*

Phase 2 – Interview (If necessary)

Phase 3 – References (Pass/Fail)

Additional information on Phase 1 scoring criteria and RFP content:

**A. Qualifications**

- i. Name, address and telephone number of the firm or individual and the primary contact.
- ii. Brief description of the organization and its background, size, and nature of services.
- iii. Names of principals and key personnel who would work on the project and their experience and qualifications.
- iv. Availability of personnel who would be dedicated to the project.
- v. Similar relevant projects and where to view them.

**B. Approach**

- i. Provide a detailed scope of work and describe how it will be accomplished. This scope should follow the tasks in the Scope of Services section of the RFP.

**C. Budget and Schedule**

- i. Provide a budget that includes billable hours, cost per hour, and hours per task for each individual on the contractor team, including subcontractors.
- ii. Provide a project schedule that includes all scope of work tasks, milestones, and deliverables.

**D. References, including names and phone numbers of contact persons**

- i. Provide three references.

**COMPENSATION**

- A. Upon selection of the most qualified contractor) based on demonstrated competence and qualifications for the type of professional services required, and development of a detailed scope of work, TRPC will negotiate a price which it determines is fair and reasonable. If TRPC is unable to negotiate a satisfactory contract with the contractor selected, negotiations with that contractor will terminate and TRPC may select another contractor.
- B. Payment by TRPC for the services will only be made after the services have been performed. An itemized billing statement is required to be submitted in the form specified by TRPC and approved by the appropriate TRPC representative, which shall specifically set forth (1) the services performed, (2) the name of the person performing such services, and the (3) hourly labor charge rate for such person. Payment shall be made monthly, within thirty (30) days of receipt of such billing statement.

**PROJECT TIMELINE**

The anticipated dates for key actions are listed below:

Issue RFP:..... February 21, 2022  
Proposals Due:..... March 16, 2022 4:00 p.m. Pacific Time  
Interview Notification (If necessary): ..... April 8, 2022  
Interviews Conducted (If necessary):..... Late April  
Contract Negotiations Begin: ..... Early May 2022  
Contractor Services Begin: ..... May/June 2022

## SUBMITTAL REQUIREMENTS

### A. Instructions to Proposers

- Submittals must be limited to eight (8) double-sided pages (16 total pages), plus a cover page.
- Please send an electronic copy of the proposal in PDF format to Veena Tabbutt, [tabbutv@trpc.org](mailto:tabbutv@trpc.org). Paper copies will not be required due to limited office access.
- All responses must be received by **FridayWednesday, April March 816, 2022 at 4:00 p.m. PDTPacific Time**.
- Responses should be prepared simply and economically, providing a straight-forward, concise description of provider capabilities to satisfy the requirements of the request. Colored displays, promotional materials, etc. are not allowed.
- Any questions concerning the RFP's specifications or process shall be directed in writing to Veena Tabbutt, Deputy Director, at [tabbutv@trpc.org](mailto:tabbutv@trpc.org) before **April March 15, 20212**. Responses to questions and/or any changes to this RFP during the period of advertisement will be posted on the TRPC website ([www.trpc.org](http://www.trpc.org)).

B. Any changes to this RFP during the advertisement period will be posted online at [www.trpc.org](http://www.trpc.org).

## TERMS AND CONDITIONS

- A. TRPC reserves the right to reject any and all RFPs, and to waive minor irregularities in any RFP.
- B. TRPC reserves the right to request clarification of information submitted, and to request additional information from any contractor.
- C. TRPC reserves the right to award any contract to the next most qualified contractor if the successful contractor does not execute a contract within thirty (30) days after selection.
- D. Any RFP may be withdrawn up until the date and time set forth above for opening of RFP. Any RFP not so timely withdrawn shall constitute an irrevocable offer, for a period of ninety (90) days to provide TRPC the services described in the attached specifications, or until one or more of the RFP have been approved by TRPC, whichever occurs first.
- E. TRPC reserves the right to reject any proposed agreement or contract that does not conform to the specifications contained in this RFP, and which is not approved by TRPC.
- F. The Recipient, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 23 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award.
- G. TRPC shall not be responsible for any costs incurred by the contractor in preparing, submitting, or presenting its RFP.

## POST-CLOSING DISCUSSION

After any of the responses are open, conversations may only take place between TRPC and respondents for the purposes of clarification regarding the selection process. Respondents shall be bound by the information submitted in their RFP and subsequent negotiations.

Those submitting RFP may be required to make a presentation to TRPC and partners as part of the selection process. The presentation team should include the Project Manager and any other key personnel necessary to address administrative and technical issues.

## **PROPOSAL ACCEPTANCE / REJECTION**

TRPC reserves the right to accept or reject any or all RFP received from this RFP, or to negotiate separately with any respondent, and to waive any informalities, defects, or irregularities in any RFP, or to accept that RFP which, in the judgment of the proper officials, is in the best interest of TRPC.

## **AWARD**

TRPC reserves the right to award the contract to a contractor that they deem to offer the best overall RFP. TRPC has the discretion and reserves the right to cancel this RFP, to reject any and all RFP, to waive any and all irregularities, or to re-advertise with either the identical or revised specifications if it is deemed to be in the best interest of TRPC.

## **ASSIGNMENT**

The awarded contractor shall not assign, transfer, convey, sublet, or otherwise dispose of any award or of any of its rights, title, or interests therein, without the prior written consent of TRPC.

## **ADDITIONAL LANGUAGE**

All terms and conditions from the federal grant award will apply to this contract. TRPC reserves the right to introduce additional terms and conditions at the time the final contract is negotiated. Any additional terms or conditions would be limited to ones having the effect of clarifying the RFP language and/or correcting defects, such as omissions or misstatements, which are discovered after the RFP is issued, or that reflect State or Federal Law changes, or as required by funding entities.