

REQUESTS FOR PROPOSALS

Carbon County Multi-Hazard Mitigation Plan

Carbon County Montana is requesting proposals from qualified, experienced and responsible planning firms to revise the County's Pre-Disaster Mitigation (PDM) plan last edited in 2013. The revised plan, now referred to as a Multi-Hazard Mitigation Plan (MHMP) covers Carbon County, and the incorporated cities/towns of Red Lodge, Joliet, Bridger, Bearcreek and Fromberg. This RFP and the 2013 PDM plan can be found on the Carbon County Website at <http://co.carbon.mt.us/rfps/>. Please note that the 2013 plan included a Community Wildfire Protection Plan (CWPP) and that the 2019 revision does not require an update to the CWPP.

1.0 SCOPE OF WORK

This project involves planning services to develop a multi-jurisdictional, MHMP plan that meets the requirements outlined in 44 CFR Parts 201 and 206. This award must result in a plan adopted by the jurisdictions, and approved by State DES and FEMA. The plan must follow FEMA guidelines as outlined in the documents below:

- A. Local Mitigation Plan Review Guide, October 1, 2011
 - I. https://www.fema.gov/media-library-data/20130726-1809-25045-7498/plan_review_guide_final_9_30_11.pdf
- B. Local Mitigation Planning Handbook, March 2013
 - I. https://www.fema.gov/media-library-data/20130726-1910-25045-9160/fema_local_mitigation_handbook.pdf
- C. Mitigation Ideas, A Resource for Reducing Risk to Natural Hazards, January 2013
 - I. https://www.fema.gov/media-library-data/20130726-1904-25045-0186/fema_mitigation_ideas_final508.pdf
- D. Integrating Hazard Mitigation into Local Planning, Case Studies and Tools for Community Officials, March 1, 2013
 - I. https://www.fema.gov/media-library-data/20130726-1908-25045-0016/integrating_hazmit.pdf

In addition to the requirements and guidelines listed above, the Contractor shall...

- E. Integrate information available from FEMA on potential impacts of climate change on the jurisdictions;
- F. Evaluate adoption and/or implementation of ordinances that reduce risk and/or increase resilience;
- G. provide condensed summaries of each section for inclusion in an ArcGIS Online application (to be completed by County);
- H. Provide all spatial data used in MHMP in ArcGIS format (file geodatabase or shapefile);
- I. Complete quarterly status report forms;
- J. Track time from individuals whose time can be used as soft match for grant purposes using forms provided by Carbon County or Montana State DES;
- K. Provide deliver the final plan in digital format (MS Word format) and 10 bound paper copies;
- L. Present Carbon County with notes, documents and all correspondence from all meetings and solicitations at the completion of the project.

2.0 STATEMENT OF QUALIFICATIONS

The County is seeking to contract with a competent planning firm experienced in hazard mitigation planning. Please provide the following information:

- A. A brief history of the proposing entity, including general background, knowledge of and experience working with relevant agencies;
- B. Related experience in federally-funded programs;
- C. A description of work performance and experience with the Hazard Mitigation Grant Program, including a list of references from past local government clients;
- D. A statement substantiating the service provider’s resources of and the ability to carry out the scope of work requested in a timely manner.

3.0 PROPOSED COST OF SERVICES

We are seeking a fixed-price cost proposal. Please provide your cost proposal to accomplish the scope of work outlined above and for any additional services required to implement the project described in this solicitation. Please note that the lowest/best price proposal will not be used as the sole basis for entering into this contract.

4.0 EVALUATION CRITERIA

Proposals will be evaluated and ranked according to the following criteria:

<u>Criteria</u>	<u>Maximum Points</u>
Experience	40
Work Performance	30
Capacity to Perform	15
Proposed Cost	15
Total	100

5.0 CONTRACTOR REQUIREMENTS

All proposals must be accompanied by bid security made in favor of Carbon County in the amount of 10% of the bid, in one of the permissible forms outlined in §§ 18-1-201 et seq., MCA. The successful bidder will also be required to possess a Montana Public Contractor’s Registration of the appropriate category prior to executing any contract, and all subcontractors will be required to possess a Registration number prior to starting any work on the project. The successful bidder may be required to pay the State of Montana a sum equal to 1% of the gross receipts from the public contract during the income year for which the Contractors registration number is issued. The County will also require a copy of the contractor’s 1) W9 Form, 2) workers compensation, Independent Contractor Exemption Certificate or Corporate Officer Exempt Status, and 3) general liability insurance policy showing a minimum of \$1,000,000 coverage. The final 10 percent of the contract award shall be withheld until the mitigation plan is approved by Carbon County, Montana State DES and FEMA and both digital and paper copies are delivered to Carbon County DES.

6.0 TIME OF RESPONSE

Proposals are due on Friday, January 25, 2019 by 4:00 p.m. Paper proposals should be mailed to Carbon County DES, PO Box 887 or dropped off at 17 11th Street West, Red Lodge, MT 59068. Email electronic proposals to des@co.carbon.mt.us. Carbon County reserves the right to reject any and all proposals and to accept the proposal deemed to represent the best interest of all jurisdictions involved.