

REQUEST FOR QUALIFICATIONS (RFQ)
2021 MULTI-JURISDICTIONAL HAZARD MITIGATION PLAN UPDATE AND PROFESSIONAL SERVICES
FOR LEWIS COUNTY, WASHINGTON

Lewis County is requesting Statements of Qualifications from interested and qualified Hazard Mitigation Planning Professionals for services within Lewis County.

SCOPE OF WORK

Professional, technical, and advisory services are needed for the Lewis County 2021 Multi-jurisdictional Hazard Mitigation Plan Update Project. Community outreach and stakeholder coordination experience is essential to the project. The project requires the services of delivering a Multi-Jurisdictional Hazard Mitigation Plan Update and integration of a Community Rating System Program update combined into a single plan.

FORMAT OF STATEMENT OF QUALIFICATIONS

To facilitate review, SOQ submittals shall conform to the following format.

1. **Experience and Qualifications:** Provide a description of your firm's experience and qualifications in identifying hazards of concern as well as county wide risk assessment methodology. Provide experience conducting public outreach and stakeholder coordination in similar planning efforts. Include Hazard Mitigation Planning experience combined with knowledge of the updated FEMA Community Rating System (CRS) manual. Previous experience providing local emergency and mitigation plans for local governments is preferred.
2. **Project Team:** Identify proposed team members and responsibilities. Provide individual resumes, outlining credentials and experience, and a statement about the availability and commitment of the proposed team members to complete the contract.
3. **References:** Provide the name and phone number for at least three (3) references of past clients in relation to projects like those in the above Scope of Work definition.
4. **Project Understanding:** Provide your general understanding of Lewis County issues, area risk assessments and known hazards. Identify potential challenges encountered and successes you have achieved integrating HMP with CRS.

CRITERIA FOR STATEMENT OF QUALIFICATIONS

The following criteria will be used in ranking and selection of the successful consultant:

1. **Firm/Team Qualifications (35%):** Preference shall be given to qualifications preparing and delivering Hazard Mitigation Plan Updates, local emergency plans, cross-walking mitigation plans with local comprehensive plans, and understanding of Community Rating System requirements.
2. **Project Experience (25%):** Preference shall be given to experience in relation to projects like those in the above Scope of Work.
3. **Project Understanding (30%):** Preference shall be given to a comprehensive understanding of Scope requirements, issues associated with plan integration, and hazards facing Lewis County.

4. **Regulatory Experience (10%):** Preference shall be given to experience in Hazard Mitigation and Community Rating System planning.

SELECTION OF THE CONSULTANT

It is the intent of the County to appoint a committee to review and rank the SOQs. The committee may choose to interview a shortlist of consultants before making the selection. The shortlisted consultants will be notified at least 10 (ten) days prior to the interview date. Unsuccessful firms will be notified in writing no later than 10 (ten) days after selection of the Consultant.

The County reserves the right to reject all submissions to this RFQ, request clarification, and waive informalities/technicalities, if deemed in the best interest of the County. The County assumes no responsibility for costs incurred in responding to this RFQ.

Selection will be qualification based. No overhead rate, fees or cost information should be included as part of this SOQ.

CONTRACT

The selected consultant will be invited to negotiate a contract with the County. A detailed scope of services and associated fees will be developed, agreed to by the selected consultant and the County, and incorporated as part of the contract. The contract will be valid until December 31, 2023.

The consultant shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. Additionally, contracts will be subject to the provisions of Executive Order 11246 (affirmative Action to Ensure Equal Employment Opportunity).

SUBMITTAL REQUIREMENTS AND CONTACT PERSON

The SOQ shall not exceed ten (10) pages, including cover sheet. A single page letter of introduction is allowed and does not count towards the page count. Qualification packages may be submitted either in person or electronically. SOQ packages shall be submitted no later than 5:00 PM on Friday, November 5, 2021. If submitting hard copies, three (3) copies of the SOQ package shall be provided. Electronic submittals shall be provided in PDF format. Failure to adhere to submittal requirements allows for disqualification. Submit SOQ to:

Lewis County Public Works, Emergency Management Division
Attn: Josh Metcalf, Director
2025 NE Kresky Ave
Chehalis, WA 98532

(Electronic Submittals): josh.metcalf@lewiscountywa.gov

QUESTIONS REGARDING THIS RFQ SHOULD BE DIRECTED TO

Erika Katt, Lewis County Emergency Management Planner
351 NW North St, Chehalis, WA 98532
(360) 740-1153
erika.katt@lewiscountywa.gov