



Grant County Emergency Management

Steve Braun, Director
sbraun@co.grant.wi.gov

REQUEST FOR PROPOSAL HAZARD MITIGATION PLAN UPDATE March 1, 2017

Grant County, Wisconsin, has received a Hazard Mitigation Planning Grant through Wisconsin Emergency Management (WEM) and the Federal Emergency Management Agency (FEMA). This grant provides funding for the update of the Grant County Multi-Jurisdictional All-Hazards Mitigation Plan for Grant County including all municipalities and townships.

Scope of Work

This Request for Proposal seeks qualified firms to update the County's existing All Hazards Mitigation Plan. The existing plan was completed and approved in May 2013 and expires in May 2018. The existing plan and supporting files can be obtained at: <http://www.co.grant.wi.gov/section.asp?linkid=2444&locid=147>

The revised Multi-Jurisdictional All-Hazards Mitigation Plan will meet the requirements outlined in 44 CFR Part 201 and the most current FEMA plan guidance available.

Each section of the original plan will be reviewed and analyzed by the contractor, Local Planning Team and other involved parties, reviewing and assessing them as to adequacy or need for revisions and updates as applicable. It must be recognized that in the past five years there have been changes within the jurisdictions, new technologies are available for use, new data has been developed or identified, additional events have occurred and lessons have been learned. As such, while the original plan will be the starting point for the work to be done during this project, some aspects may be breaking new ground as if a new plan was being developed.

Grant County Emergency Management (GCEM) is ultimately responsible for the final planning product, but will utilize a qualified contractor to prepare the plan. The Contractor will be selected based upon prior experience creating timely FEMA-approved Hazard Mitigation Plans, demonstrated ability to coordinate work with a volunteer committee comprised of public and private sector representatives, references, knowledge of the region and its hazard history and ability to complete the project within the available project timeframe. FEMA has placed strong emphasis upon the active participation of each of the jurisdictions within any multi-jurisdictional plan, and the contractor must work with all municipalities and townships to ensure those FEMA requirements are met.

GCEM will have oversight responsibility for the project but the contractor will do the majority of the work. The contractor will facilitate the planning process, identify the data requirements, conduct research, develop and facilitate the public input process, document the planning process, produce the draft and final plan document, and facilitate the plan adoption process. Additionally, the contractor will be responsible for following fiscal and grant requirements, documenting all in-kind contributions by Grant County and other participants, and preparing quarterly financial and performance reports for submission to Wisconsin Emergency Management.

The contractor will maintain the project management role until the Plan is approved by FEMA. The contractor is responsible to revise and modify the plan and provide responses back to WEM/FEMA and for implementing changes required by WEM/FEMA to gain approvable pending plan adoption.



The contractor will also be responsible for plan drafting, review, and final production of original copies (both electronic and hard copy) of any documentation. Electronic copies of the plan will be provided as a single Adobe PDF file, with hyperlinked table of contents and other electronic document navigation features, for ease of online use of the document. Additionally, an editable Microsoft Word version of the final FEMA-approved plan will be provided to the County by the contractor. A minimum of 5 professionally-bound hard copies of the final FEMA-approved plan will also be provided to the County by the contractor.

Mapping features created for the plan by the contractor will be provided to the County outside of the document itself as both shapefiles with associated attribute files and as either .kmz or .kml files for use in Google Earth. All work completed by the contractor under this project will be the property of Grant County.

Proposal Contents

The contractor's proposal must contain the following parts:

- 1. Technical Approach/Project Schedule.** Describe the approach to be taken in addressing the proposed scope of work. This description is to include delineation of specific tasks to be undertaken in completing the Hazard Mitigation Plan Update.
- 2. Experience of Proposed Personnel.** Describe the management plan to be used, staffing configurations, and the like. A brief resume of the individuals involved in the project must be included.
- 3. Prior Related Experience.** Summarize the firm's experience with hazard mitigation planning in Wisconsin and FEMA Region 5 in the past 10 years. Include the name of a contact person and phone number for each referenced project.
- 4. Responsiveness to Client Needs.** Describe specific project implementation measures intended to improve the overall positive benefit of the plan update to the citizens of Grant County. Describe factors such as familiarity with the geographic area of the project, positive interaction with both the Wisconsin Emergency Management and the staff at FEMA Region 5, and other planning capabilities that will enhance the overall quality and effectiveness of the finished plan update.
- 5. Project Budget.** To include total bid price for all payments the county will make to the contractor within this project. Total project costs are not to exceed \$44,960, but the work will not necessarily be awarded to the lowest bidder.
- 6. Projected Completion Date.** Provide a date by which the plan update will be ready to be presented to WEM as a "final draft" document to be reviewed by the state and then submitted to FEMA for approval. This date is important to the county as we recognize that once FEMA begins its review process there is no direct control over how long that review will take (up to the 45 days reserved by FEMA for such review). And, although the goal is to have a document that does not require any adjustments after initial submission, revisions may be requested by FEMA and the 45 day review clock may be reset with each resubmission of requested revisions, all of which have the potential of delaying the FEMA Final Approval Date for the updated plan.

The grant award includes a maximum of \$44,960 available for contractual expenses with a local in-kind match of \$15,094 for a total maximum project budget of \$60,054. Our goal is to have the plan complete and approved by FEMA prior to the May 2018 expiration of our current plan if possible.

All requests for proposals must be submitted in a sealed envelope to Grant County Emergency Management, Attn: Steve Braun, Director, PO Box 506, Lancaster WI 53813 or hand delivered to the Department at 1000 North Adams Street, Lancaster WI 53813 no later than 10:00AM, March 28, 2017. Write "Hazard Mitigation RFP" on the outside of the envelope.

Sealed proposals will be opened on March 28 at 10:00AM at the Grant County Law Enforcement Center, 1000 North Adams Street in Lancaster in the lower level conference room.