



# KITTITAS COUNTY FLOOD CONTROL ZONE DISTRICT

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## KITTITAS COUNTY FLOOD CONTROL ZONE DISTRICT REQUEST FOR QUALIFICATIONS

### Hazard Mitigation Plan and Community Rating System Update KITTITAS COUNTY, WASHINGTON

The Kittitas County Flood Control Zone District is requesting Statements of Qualifications from interested and qualified Hazard Mitigation Planning Professionals to update the current Kittitas County Hazard Mitigation Plan of 2012 in combination with the 2013 Community Rating System update.

All submissions must be received by 5:00 PM November 16, 2017.

The complete Request for Qualifications may be viewed online at <http://www.co.kittitas.wa.us/> or contact Public Works at 509-962-7523.

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## KITTITAS COUNTY FLOOD CONTROL ZONE DISTRICT

### REQUEST FOR QUALIFICATIONS (RFQ) 2012 HAZARD MITIGATION PLAN AND COMMUNITY RATING SYSTEM UPDATE PROFESSIONAL SERVICES FOR KITTITAS COUNTY, WASHINGTON

The Kittitas County Flood Control Zone District is requesting Statements of Qualifications from interested and qualified Hazard Mitigation Plan Update Professionals for services within Kittitas County.

#### **SCOPE OF WORK**

Professional, technical, and advisory services are needed for the Kittitas County Flood Control Zone District's 2012 Hazard Mitigation Plan Update Project. Community outreach and stakeholder coordination experience is essential to the project. The project requires the services of delivering a 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 2017 Community Rating System (CRS) manual. Previous experience providing plans for local government is required.
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 similar to those in the above Scope of Work definition.
4. **Project Understanding:** Provide your general understanding of Kittitas County surface water issues, area risk assessments and known hazards. Identify potential challenges and concerns along with any snags you have encountered 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 (25%):** Preference shall be given to qualifications preparing and delivering a Hazard Mitigation Plan Update combined with Community Rating System requirements. A preference for disadvantaged business inclusion will be provided (5% of criteria score).
2. **Project Experience (25%):** Preference shall be given to experience in relation to projects similar to those in the above Scope of Work.
3. **Regulatory Experience (25%):** Preference shall be given to experience in Hazard Mitigation and Community Rating System planning.
4. **Project Understanding (25%):** Preference shall be given to a comprehensive understanding of the Scope of Work requirements, issues associated with plan integration, and particular hazards facing Kittitas County.

**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 any and 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 an SOQ.

**CONTRACT**

The selected consultants will be invited to negotiate a contract with the County. A detailed scope of services and associated fees will be developed, and agreed by the selected consultants and the County, and incorporated as part of the contract. The contract will be valid until October 30, 2018.

The consultant shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. Disadvantaged Business Enterprise (DBE) utilization is strongly encouraged.

Additionally, contracts will be subject to the provisions of Executive Order 11246 (affirmative Action to Ensure Equal Employment Opportunity) and to the provisions of Department of

Transportation Regulations 49 CFR Part 26 (Disadvantaged Business Enterprise Participation) and 49 CFR Part 30 (Foreign Trade Restriction Clause).

**SUBMITTAL REQUIREMENTS AND CONTACT PERSON**

The SOQ shall not exceed ten (10) pages; including cover sheet. A single page letter of introduction is allowed separate from the ten page limitation. Three (3) printed copies and one (1) digital PDF of the SOQ must be submitted no later than 5:00 PM on November 16th, 2017. All submittals shall be 11 point font. Failure adhering to submittal requirements allows for disqualification.

Kittitas County Public Works  
Ms. Candie Leader, Administrative Assistant  
411 North Ruby St, Suite 1  
Ellensburg, WA 98926

**QUESTIONS REGARDING THIS RFQ SHOULD BE DIRECTED TO**

Mr. Mark R. Cook, Director  
Ms. Karen Hodges, Planner III  
Kittitas County Public Works  
411 North Ruby St, Suite 1  
Ellensburg, WA 98926  
[mark.cook@co.kittitas.wa.us](mailto:mark.cook@co.kittitas.wa.us)

**Phone:** (509) 962-7523