



KITTITAS COUNTY

DEPARTMENT OF PUBLIC WORKS

Mark Cook, PE, Director

REQUEST FOR QUALIFICATIONS

Hazard Mitigation Plan Update Kittitas County, Washington

The Kittitas County Flood Control Zone District is soliciting for Requests for Qualifications from interested and qualified Hazard Mitigation Planning Professionals to update the 2019 Kittitas County Hazard Mitigation Plan.

All submissions must be received by 5:00 PM June 9, 2023.

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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**REQUEST FOR QUALIFICATIONS (RFQ)
HAZARD MITIGATION PLAN UPDATE PROFESSIONAL SERVICES
FOR KITTITAS COUNTY, WASHINGTON**

All submittals received after 5:00 PM, local time, June 9, 2023, will be discarded.

PURPOSE:

The Kittitas County Flood Control Zone District seeks a qualified professional to lead an update to Kittitas County's Multi-Jurisdiction Hazard Mitigation Plan.

SCOPE OF WORK:

Professional services are needed to update the Kittitas County Multi-Jurisdictional Hazard Mitigation Plan (HMP). The current 2019 HMP expires on September 15, 2024. The HMP update must meet 44 CFR Part 20 1.6, FEMA's current Local Mitigation Planning Policy Guide, and Community Rating System Floodplain Management Floodplain Planning requirements. Required services include planning process facilitation and documentation, data requirement identification and satisfaction, community and stakeholder outreach, and plan preparation.

PROCEDURES FOR SUBMITTAL:

If you wish to be considered for work under this Request for Qualifications (RFQ), you must be a registered consultant on the Municipal Research and Service Center of Washington – Shared Small Works and Consultant Roster (www.mrscroster.org).

To respond to this solicitation for Hazard Mitigation Planning Services, submit a sealed envelope with three (3) printed copies of the RFQ to Ms. Candie Leader, Administrative Supervisor, at 411 N. Ruby St. Suite 1, Ellensburg WA 98926, no later than 5:00 PM on June 9, 2023. Failure to adhere to submittal requirements allows for disqualification.

For your records, the County will provide a confirmation email to the contacts provided in the submittal confirming receipt of your interest in the proposal. **Submittals received after 5:00 PM local time June 9, 2023, will be disregarded.** The County reserves the right to reject one or more submittals.

To facilitate review, RFQ 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 44 CFR Part 20 1.6, FEMA's current Local Mitigation Planning Policy Guide, and current Community Rating System (CRS) Floodplain Planning requirements. 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:** Identify the approach that will be taken to meet the scope of work and your general understanding of Kittitas County area risk assessments and known hazards. Identify potential challenges and approaches that will be taken to update the current plan before September 15, 2024.

Responders are directed as follows:

- The maximum number of pages (double-sided) is ten and shall be 12-point font – including all graphics.
- A cover letter may be provided in addition to the ten-page (double sided) limit.

SELECTION PROCESS AND PROPOSED SCHEDULE:

Kittitas County selection will be based on:

1. **Firm/Team Qualifications (25%):** Preference shall be given to qualifications preparing and delivering a Hazard Mitigation Plan Update. A preference for certified 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. **References (15%):** Preference shall be given to experience in Hazard Mitigation planning.
4. **Project Understanding (35%):** Preference shall be given to a comprehensive understanding of the Scope of Work requirements, hazards facing Kittitas County, and approaches to ensure that the updated plan is complete before September 15, 2024.

A Kittitas County review committee will re review and rank the RFQs. The committee may choose to interview a shortlist of consultants before making the selection. If interviews are to be conducted, the shortlisted consultants will be notified at least 10 (ten) days prior to the interview date.

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.

Kittitas County 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 insure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 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.

Anticipated Dates	Tasks
5 PM local time June 9, 2023	Deadline for RFQ submittals
June 16, 2023	Selection of Firms to Interview
June 23, 2023	Interviews and Reference Checks
July 7, 2023	Provider Selection
July 18, 2023	BOCC Contract Award

The above schedule is tentative and may be changed based on the number of proposals submitted.

CONTRACT:

The selected consultant will be expected to enter into a Standard Local Agency Professional Services Negotiated Hourly Rate Consultant Agreement. Insurance requirements are included in that agreement. A detailed scope of services and associated fees will be developed and agreed to by the selected consultants and the County and incorporated as part of the contract.

INQUIRIES:

Direct all inquiries regarding this request for services to Candie Leader, Administrative Supervisor at (509) 962-7523, or via e-mail to candie.leader@co.kittitas.wa.us