

REQUEST FOR PROPOSAL

Northeast Colorado Regional Hazard Mitigation Plan Update



Posted: March 28, 2025

**Deadline: Hard Copy due May 9, 2025
4:00 P.M. Mountain Standard Time (MST)**

Contents

OVERVIEW	3
SCOPE OF WORK	4
QUALIFICATIONS	9
ADMINISTRATIVE INFORMATION	13
TIMELINE	14
SUBMISSION.....	15
CONTENT	16
EVALUATION AND SELECTION.....	17
AWARD.....	19
PAYMENT	20
CHECKLIST	21

OVERVIEW

The Washington County Office of Emergency Management, in coordination with the Northeast Region Hazard Mitigation Committee, are soliciting bids from qualified contractors to update the current multi-jurisdictional Hazard Mitigation Plan (HMP), and delivery of one (1), Multi-Jurisdictional Hazard Mitigation Plan Update. This plan will be known as the Northeast CO Regional HMP and will include participation from the following nine (9) Northeast CO counties: Cheyenne, Kit Carson, Lincoln, Logan, Morgan, Phillips, Sedgwick, Washington, and Yuma. The delivery of the final plan to the Northeast Region will take place no later than January 15, 2026. The update of the current plan is necessary to meet the requirements of the Disaster Mitigation Act (DMA) of 2000, 44 CFR Part 201.6 and the most current Federal Emergency Management Agency (FEMA) “how-to” planning guidance. The updated plan will also meet the most current FEMA Local Mitigation Plan Review Tool requirements. In addition, the plan will be aligned with the 2023 State of Colorado Hazard Mitigation Plan.

The Northeast CO Region’s current Hazard Mitigation Plan was approved by FEMA in 2021 and will expire on August 1, 2026. Expected timeline for revision includes a final draft submitted to FEMA by April 4, 2026.

Copies of the request are available at 150 Ash Avenue, Akron, CO 80720, Administration Office, or by request at the Washington County Administration Office. Contact Misty Peterson at 970-345-2701, mpeterson@co.washington.co.us.

Closing Date

Friday May 9, 2025

Note: The formal issuance and awarding of the contract is contingent on the release of grant funds from the Colorado Department of Homeland Security and Emergency Management. Further, Washington County Board of County Commissioners reserves the right to reject any and all proposals or any parts thereof. The right is reserved to waive any formalities or informalities contained in any proposal, and to award the project to the most responsive and responsible bidder, as deemed in the best interest of Washington County and the Northeast Region Hazard Mitigation Committee.

SCOPE OF WORK

1. Scope of Work (SoW)

- A. The proposed project will develop a Hazard Mitigation Plan (HMP) Update for Northeast Colorado Regional Hazard Mitigation Plan that meets the requirements of the Disaster Mitigation Act (DMA) of 2000, 44 CFR Part 201.6 and the most current Federal Emergency Management Agency (FEMA) “how-to” planning guidance. The plan will meet the most current FEMA and DHSEM Local Mitigation Plan Review Tool requirements. In addition, the plan will be aligned with the current State of Colorado Hazard Mitigation Plan.
- B. This will be a multi-jurisdictional plan. At a minimum, the following counties will be participating, and cities, towns, and special districts are anticipated to be participating jurisdictions (as defined by FEMA) in this multi-jurisdictional plan update:
 - 1) Cheyenne County
 - 2) Kit Carson County
 - 3) Lincoln County
 - 4) Logan County
 - 5) Morgan County
 - 6) Phillips County
 - 7) Sedgwick County
 - 8) Washington County
 - 9) Yuma County
- C. Washington County will procure a contractor with FEMA grant funds to 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. The contractor will be responsible to the Washington County Project Manager for the following four stages: Organizing Resources; Hazard Identification and Risk Assessment (HIRA); Developing a Mitigation Strategy; and Plan Adoption, Monitoring & Evaluation. The contractor will maintain its project management role until FEMA approves the plan update. The contractor will assist the Washington County Project Manager, as necessary, with documentation for grant management, to include quarterly progress reports, reimbursements for contractual fees, and time spent towards eligible in-kind activities with participating jurisdiction representatives.
- D. Plan Development Tasks. The proposed planning project has six tasks:
 - 1) Task 1. Organize Resources. The plan will document the planning process used to develop the plan update and how the plan will be maintained within a five-year cycle, including the following information:

- a. Washington County will establish a planning team to oversee the development of the plan. The planning team will include representatives from: participating jurisdictions; local elected officials; local, regional, and state agencies involved in hazard mitigation activities; agencies that have the authority to regulate development; neighboring communities; and other public, private, and non-profit interests.
 - a. Each jurisdiction's participation in the planning process and how they met FEMA's participation requirements.
 - a. An action plan, involving a variety of methods, for public involvement and comment during the plan development tasks and a public review/comment period. The plan will document both the process and results.
 - a. Which plans, studies, reports, and technical information were reviewed and incorporated. This could include local comprehensive plans, local ordinances, Capital Improvement Plans (CIPs), warning systems, Community Wildfire Protection Plans (CWPPs), public education initiatives, local building codes and zoning ordinances, Floodplain Management Plans, mitigation planning-type activities such as Risk MAP, and others.
 - a. A description of building codes, hazard overlay districts, zoning and subdivision codes, or other hazard mitigation measures currently in effect for each participating jurisdiction that has land use authority. Building code information shall include the version of the code and any local changes that may affect hazard mitigation.
 - a. A description of how the plan update incorporates Plan Assessment comments from the previous plan's Review Tool.
 - a. The participating jurisdictions' implementation and maintenance of the current plan since FEMA's approval.
 - a. How each jurisdiction will continue public participation and monitor, evaluate, and update the plan within a five-year cycle.
- 2) Task 2. Hazard Identification and Risk Assessment (HIRA). The updated plan will include an assessment of the changes in development in hazard prone areas and how the vulnerability of each jurisdiction has been affected. The updated plan will also include hazard events that have occurred and any other appropriate changes in data and analysis since the last plan was developed. The HIRA will include the following information, at a minimum:
- b) A review of and comments about all natural, human-caused, and technological hazards listed in the Colorado State Hazard Mitigation Plan (SHMP), with updated or new descriptions of those specific hazards that most affect or impact the participating jurisdictions.
 - c) Updated information on the location, extent, and previous occurrences of each hazard affecting each jurisdiction.

- d) Updates on any hazard events that have occurred since the last plan date.
 - e) Updated information on the probability of future hazard events.
 - f) An overall summary for each jurisdiction's vulnerability to each hazard. Rate the impact, for example high, medium, or low and explain the rating system used and the process followed to achieve the ranking.
 - g) For each jurisdiction, describe in general each hazard's impact on buildings, infrastructure, critical facilities, the vulnerable population, and Lifelines, based upon FEMA's Lifeline Assessment Toolkit. Lifeline analysis should include ingress/egress challenges during hazard events.
 - h) Describe vulnerability in terms of types and numbers of National Flood Insurance Program (NFIP) insured properties, to include repetitive loss (RL) and severe repetitive loss (SRL) properties, located in the identified hazard areas. Include information regarding insured values and previous claims.
 - i) Include the most current FEMA Flood Insurance Rate Map (FIRM) in plan, if available.
 - j) Based on best available data, provide updated information on the vulnerability of existing and future buildings, infrastructure, critical facilities, and Lifelines for each jurisdiction. Specify the types and numbers of buildings, infrastructure, critical facilities, and Lifelines.
 - k) Based on best available data, provide estimated potential dollar losses to vulnerable structures and infrastructure, describing the methodology used to prepare the estimate.
 - l) Based on best available data, describe vulnerability in terms of land use and development trends.
 - m) Based on best available data, analyze the economic impacts from potential hazards.
 - n) Based on best available data, describe how potential climate adaptation may impact each jurisdiction's current and future vulnerability to specific hazards.
 - o) Based on the Future Avoided Cost Explorer (<https://cwcb.colorado.gov/FACE>), an assessment or evaluation of potential losses from climate change associated with flood, drought, and wildfire.
- 3) Task 3. Develop a Mitigation Strategy. Each jurisdiction will participate in the development of a mitigation strategy that reflects the results of the risk assessment and includes the following:
- b) Document each jurisdiction's existing capabilities (authorities, policies, programs, and resources) related to hazard mitigation, and its ability to expand on and improve these existing tools.

- c) Overall goals for reducing risk in the planning area. The participating jurisdictions may also create objectives as part of the mitigation strategy. The plan will describe how the planning team reviewed, and if applicable, updated the goals and objectives.
 - d) The plan update will describe mitigation actions in the current plan, identifying which are complete, incomplete (and why), deleted, or continued for each jurisdiction.
 - e) Specific mitigation actions and projects to reduce the impacts identified in the risk assessment, with an emphasis on new and existing buildings, community lifeline assessments, and infrastructure for each jurisdiction. There must be new identifiable action items for each jurisdiction seeking adoption of the plan.
 - f) A description of each jurisdiction's participation in the NFIP and continued compliance with NFIP requirements, as appropriate.
 - g) A description of each jurisdiction's compliance with the Colorado Rules and Regulations for Regulatory Floodplains (2 CCR 408-1).
 - h) A description of how the jurisdictions will prioritize and implement the mitigation actions identified for each jurisdiction.
- 4) Task 4. Plan Adoption, Monitoring, and Evaluation. The plan will describe a process for adopting, monitoring, and evaluating this plan update, to include:
- a) The method and schedule for monitoring and evaluating the plan, including progress on action items, updates to the HIRA or mitigation goals and objectives, and adding new mitigation actions before the next plan update.
 - b) The process to incorporate the mitigation plan into other local planning mechanisms for each jurisdiction, and how the previous mitigation plan elements were incorporated into the same.
 - c) A strategy for continued public participation.
 - d) Washington County will submit the draft plan and completed FEMA Local Mitigation Plan Review Tool to the DHSEM Mitigation Planning Team for review of compliance with FEMA HMP requirements. DHSEM will forward the plan to FEMA Region VIII for review and Approvable Pending Adoption (APA) status. The contractor will make revisions to the plan as required by DHSEM and FEMA (Note- *These changes may be required after final payment is made to the contractor in order to maximize the grant award, but final payment does not relieve the contractor of delivery of a FEMA approved plan*). Upon receiving APA status, all participating jurisdictions will formally adopt the plan and provide their resolutions of adoption to DHSEM within three months. DHSEM will provide local resolutions to FEMA for final plan approval.

- e) Posting the FEMA-approved plan, FEMA approval packet, and all local adoptions to the Washington County website within three months of FEMA's approval date.
- 5) Task 5. Project Management. Washington County and participating jurisdictions' staff will assist the County Project Manager, as necessary with the following tasks:
- a) Project Implementation
 - b) Attend required meetings and gather data for the plan.
 - c) Consultant procurement and compliance with local, state, tribal, and federal procurement rules.
 - d) Track project progress and ensure project remains on schedule
 - e) Track invoiced expenses from contractors.
- 6) Task 6. Subrecipient Management Costs. Washington County and participating jurisdictions' staff will assist the County Project Manager, as necessary with the following tasks:
- f) Grant application development.
 - g) Setting up grant documentation and accounting upon award.
 - h) Consultant procurement and compliance with local, state, tribal, and federal procurement rules.
 - i) Documenting and reporting in-kind labor and quarterly progress reporting.
 - j) Documenting grant reimbursements, close-out, and records maintenance.

QUALIFICATIONS

The expected product will be an updated FEMA approved Multi-Jurisdictional Hazard Mitigation Plan. The HMP must meet all provisions of the current FEMA Review Tool and address the steps in most current FEMA “how-to” planning guidance. Work shall be completed as set forth in a contract for this project to be negotiated with Washington County Government based upon the contractor’s written proposal.

DATE & TIME OF SERVICE:

Service will be performed on an ongoing daily basis beginning immediately upon execution of a signed contract. Service will be performed on a regular daily schedule (Monday through Friday) to be agreed upon prior to contract. Potential schedule should be included in contractor’s written proposal. A final draft for submission to DHSEM is desired by February 27, 2026.

INSURANCE:

Contractor shall, at its sole cost and expense, procure and maintain during the entire period of its performance hereunder, the following coverage and limits of insurance with companies acceptable to the County.

1. Worker’s Compensation (including occupational disease), and Employer’s Liability insurance in accordance with any applicable worker’s compensation laws on all owners, employees, servants and/or agents connected with or engaged in the performance of Contractor’s obligations hereunder and shall contain an endorsement waiving subrogation against the County of Washington.

Note: For out of state contractors add: Contractor’s worker’s compensation insurance policy shall contain an all-states endorsement.

2. Commercial General Liability insurance with personal injury and property damage limits at a combined single limit of not less than \$1,000,000.00 per occurrence and \$3,000,000.00 general aggregate. Said policy(ies) shall include Completed Operations and/or Product Liability coverage and Contractual Liability coverage for any liability assumed under the terms of this Agreement and shall name the County as Additional Inured.
3. Automobile Liability insurance on all automobiles and vehicles, whether owned or hired, with personal injury and property damage limits at a combined single limit of not less than \$1,000,000.00 per accident.
4. Professional Liability/Errors and Omissions insurance covering the Contractor and all personnel employed by the Contractor and providing the services hereunder with limits at a combined single limit of not less than \$1,000,000.00 per occurrence, and \$1,000,000.00 general aggregate.

NOTE: Professional Services include, but are not limited to, those specialized services performed by accountants, analysts, architects/engineers, consultants, lawyers, pharmacists, physicians, planners, and artists, when the exact scope and content of the services cannot be specified readily with certainty, Section 3.109 of the PC Procurement

Manual, (\$250,000 for professionals other than attorneys or medical).

Coverages enumerated in this insurance provision represent only the minimum insurance required by the County, and Contractor should rely on its expertise to obtain additional insurance coverage needed for the County and Contractor in its performance hereunder. The Contractor's liability insurance must establish Washington County as "additional insured". If requested by County, Contractor shall provide County with certificates of insurance indicating Contractor and its subcontractors are covered by insurance as set forth above and a copy of the "Additional Insured" endorsement, establishing such additional insured status. Where requested and furnished, such certificates must be approved by County prior to the commencement of any work hereunder. Each such certificate shall provide that County shall receive thirty (30) days prior written notice of cancellation of such insurance coverage.

(Note: for reference see C.R.S. § 24-10-114)

INDEMNIFY AND HOLD HARMLESS PROVISION

The Contractor agrees to indemnify and to hold the County and its agents harmless from any and all claims, suits, expenses, damages or other liabilities, including reasonable attorney fees and court costs arising out of damage or injury to persons or property caused or sustained by any person, persons, or entities as a result of any intentional or negligent act or omission by Contractor or failure of Contractor to perform this Agreement according to its terms. By requiring this right to indemnification, the County in no way waives or intends to waive the immunity protections provided to the County and its employees under the Colorado Governmental Immunity Act, C.R.S. § 24-10-101, et seq.

(Note: for reference see C.R.S. § 24-10-101, et. seq., Colo. Const. Art. XI, Section 1)

Alternate/For Use Between Governmental Entities:

Notwithstanding any other provision to the contrary, no term or condition of this contract shall be construed or interpreted as a waiver, express or implied, of any of the immunities, rights, benefits, protection or other provisions of the Colorado Governmental Immunity Act, C.R.S. § 24-10-101, et seq., as now or hereafter amended. The parties understand and agree that liability for claims for injuries to persons or property arising out of the negligence of the State of Colorado/County, its departments, institutions, agencies, boards, officials and employees is controlled and limited by the provisions of C.R.S. § 24-10-101, et seq., and the risk management statutes, C.R.S. § 24-30-1501, et seq., as now or hereafter amended.

INDEPENDENT CONTRACTOR:

The parties understand and agree that Contractor shall, at all times during the term of this Agreement, be deemed an independent contractor and not an employee of the County, and shall be responsible for, and obligated to pay, all withholding taxes, social security, unemployment, worker's compensation, and/or other taxes and shall indemnify and hold the County harmless from and against any and all claims for the same period. Contractor acknowledges and agrees that all of its personnel are its employees only, and not employees or agents of the County for any purpose whatsoever, including for purposes of Worker's Compensation.

GOVERNING LAW:

The parties hereto agree that this Agreement shall be governed according to the laws of the State of Colorado.

SEVERABILITY:

To the extent that this Agreement may be executed and performance of the obligations of the parties may be accomplished within the intent of the Agreement, the terms of this Agreement are severable, and should any term or provision hereof be declared invalid or become inoperative for any reason, such invalidity or failure shall not affect the validity of any other term or provision hereof. The waiver of any breach of a term hereof shall not be construed as waiver of any other term.

Prohibitions on Public Contracts for Services (Including Construction Contracts) regarding Employment of a Worker Without Authorization:

If Contractor has any employees or subcontractors, Contractor shall comply with the provisions of C.R.S. § 8-17.5-101, et seq. and this Contract. The Contractor shall not knowingly employ or contract with a worker without authorization to perform work under this Contract; or enter into a contract with a subcontractor that knowingly employs or contracts with a worker without authorization to perform work under this Contract.

By execution of this Contract, Contractor certifies that it does not knowingly employ or contract with a worker without authorization who will perform work under this Contract and that the Contractor will participate in either the Federal E-Verify Program or the Colorado Department of Labor & Employment's "Department Program" as identified in C.R.S. §§ 8-17.5-101(3.7) and (3.3), in order to confirm the eligibility of all employees who are newly hired for employment to perform work under this Contract.

- A. Contractor shall not:
 - a. Knowingly employ or contract with a worker without authorization to perform work under this Contract; or
 - b. Enter into a contract with a subcontractor that fails to certify to Contractor that the subcontractor shall not knowingly employ or contract with a worker without authorization to perform work under this Contract.
- B. Contractor has confirmed the employment eligibility of all employees who are newly hired for employment to perform work under this Contract through participation in either the E-Verify Program or Department Program.
- C. Contractor shall not use either the E-Verify Program or Department Program to undertake pre-employment screening of job applicants while this Contract is in effect.
- D. If Contractor obtains actual knowledge that a subcontractor performing work under this Contract knowingly employs or contracts with a worker without authorization, Contractor shall:
 - a. Notify the subcontractor and the County within three (3) days that the Contractor has actual knowledge that the subcontractor is employing or contracting with a worker without authorization; and

- b. Terminate the subcontract with the subcontractor if within three (3) days of receiving the notice required pursuant to sub-paragraph (i) above, the subcontractor does not stop employing or contracting with the worker without authorization; except that Contractor shall not terminate the contract with the subcontractor if during such three (3) days, the subcontractor provides information to establish that the subcontractor has not knowingly employed or contracted with a worker without authorization.
- E. Contractor shall comply with any reasonable request by the Colorado Department of Labor and Employment made in the course of an investigation that the Department is undertaking pursuant to the authority established in C.R.S. § 8-17.5-102(5).
- F. If Contractor violates this provision of this Contract, the County may terminate this contract for breach of contract and the Contractor shall be liable for actual and consequential damages to the County as required by law.
- G. The County will notify the Office of the Secretary of State if Contractor violates this provision of the Contract and the County terminates the Contract for such breach.

ADMINISTRATIVE INFORMATION

1. Refinements and Improvements:

Applicants should feel free during the proposal submission process to provide any suggestions or comments that might be advantageous for the County to consider in terms of any efficiencies, issues or processes. The County is not committed to any single scenario, but efficiency of resources and minimizing impacts are critical in completing this work.

2. Issuing Officer:

This request for proposing is issued by the County Purchasing Department.

3. Purpose:

This RFP provides prospective contractors with sufficient information to prepare and submit proposals for consideration by Washington County. To be considered responsive, each proposal must provide for completion of the tasks outlined in the RFP.

4. Scope:

This RFP contains the instructions governing the proposals to be submitted and the materials to be included therein. These are mandatory requirements that must be met to be eligible for consideration.

5. Inquiries and Questions:

Prospective applicants are welcome to make inquiries and ask questions concerning the RFP to obtain clarification of the any requirements or schedule a site visit to the properties. Direct all inquiries to:

Bryant McCall
Washington County Emergency Management Director
125 East 2nd Street
Akron, CO 80720
970-630-8662
oem@co.washington.co.us

TIMELINE:

Friday March 28, 2025

Request for Proposals released and publicly advertised.

April 18, 2025

Deadline for all Questions

Friday May 2, 2025

All Questions, Comments and Responses to Questions posted by the County at Bids and Proposals

Friday May 9, 2025

Proposals must be submitted no later than 4:00 pm MST/MDT

Tuesday May 13, 2025

Official Bid Opening at 10:00 a.m.

Tuesday May 20, 2025

Interview with short-listed Proposers if necessary

Monday May 26, 2025

Contract negotiations (week of)

Friday May 30, 2025

Notice of Award and send Unsuccessful Bidder letter (email) to all proposers

Monday June 9, 2025

Service will begin on an ongoing daily basis. Service will be performed on a regular daily schedule (Monday through Friday) to be agreed upon prior to contract. Potential schedule should be included in contractor's written proposal. Commencement of work is contingent on the release of grant funds from the Colorado Department of Homeland Security and Emergency Management.

Friday, December 5, 2025

A draft of the project suitable for public review and comment must be complete.

January 5th through 16th, 2026

Public review period.

Monday, February 9, 2026

Second draft with updated content from public review must be complete.

Friday, February 27, 2026

Final draft for submission to DHSEM must be completed.

SUBMISSION

1. Proposals should be submitted by email as follows:

Emailed to Address: mpeterson@co.washington.co.us

2. Format

Subject Line Text: [Vendor Name] - Proposal for: RFP 22-XX “Natural Hazard Mitigation Plan Update for Washington County, Colorado”

Body Text: ATTN: Misty Peterson

Proposal for: Natural Hazard Mitigation Plan Update for The Northeast Region, Colorado
[Contractor name] [Contact name and phone number]

3. Late Proposals

It is the responsibility of each vendor submitting a proposal to ensure that emailed proposals arrive to the Washington County Administrator’s Office by 2:00 pm MST/MDT on May 9, 2025.

4. Proprietary Information

Any restrictions on the use of data contained within a proposal must be clearly stated in the proposal itself.

5. Response Material Ownership

All materials submitted regarding this RFP become the property of Washington County and will only be returned at Washington County's option.

6. Incurring Costs

Washington County is not liable for any costs incurred by those who have submitted proposals prior to issuance of a signed contract.

7. Acceptance of Proposal Content

The contents from the selected contractor’s proposal will become contractual obligations if a subsequent agreement is reached. Failure of the successful contractor to accept these obligations may result in cancellation of the award and such contractor may be removed from future solicitations.

8. Acceptance Time

Washington County intends to make a proposal selection within 14 business days after the closing date for receipt of proposals.

CONTENT

1. Costs for performing services outlined in this request for proposals shall be clearly stated to allow Washington County to effectively evaluate each proposal. Potential daily schedule of services should also be included.
2. The proposal submitted must clearly address the content requirements outlined in the RFP and any concerns that the contractor may have about meeting these requirements shall be specifically identified in the proposal.
 - A. Scope of Work:
 - i. Provide an outline of the contractor's understanding of the project. Summarize the basic approach to providing the services, and any recommendations on improving efficiencies in the process.
 - B. Qualifications:
 - i. Contractor shall furnish a summary of experience on similar projects and be prepared to provide examples. Include a brief description of past and current projects. Each summary shall include a brief project description and name, address and phone number of a contact person involved in the project. The statement of qualifications should also provide a summary of contractor's ability to successfully complete the requirements of this RFP. The statement of qualification shall be brief but shall include at a minimum the following:
 1. Description of similar projects; and
 2. Capabilities (including equipment) and staff.
 - C. Timeline:
 - i. The Contractor shall include a proposed schedule and timeline for the entire project.
 - D. Cost:
 - i. The Contractor shall break down the cost estimate by task; hours per task; different personnel classifications per hour, (i.e. Principal, Senior Manager, Senior Associate, Senior Schedule, Schedule Analyst, Clerical, and others, etc.); and provide a total cost per task and a total cost for the entire project. Fees shall include all mark-ups, overhead, and profit. The contract shall be awarded based upon successful negotiation based upon this fee schedule.

EVALUATION AND SELECTION

Washington County intends to engage the most qualified contractor available for this assignment while minimizing the costs to the County. Responsiveness to the RFP will be a principal basis for evaluation. Proposals shall provide a straightforward and concise presentation adequate to satisfy the requirements of the RFP. The proposal should clearly express the contractor's understanding of the County's specific requirements, indicating the contractor's qualifications to conduct this service in a thorough and efficient manner.

Failure to disclose a conflict of interest is a misdemeanor criminal offense under Colorado Law. Such conflict may arise if any public official exercises any substantial discretionary function in connection with a government contract, purchase, payment, or other pecuniary transaction without necessary disclosures as defined by Colorado Revised Statutes (C.R.S.) Section 18-8-308 as amended.

The selection procedure will involve one qualification-based review by Washington County. By submitting your statement of proposal for this project, you agree to the qualifications-based selection process and understand and accept that the decision resulting from the selection process is final. You will be notified in writing of the outcome of our decision. The Evaluation Committee will evaluate the Bidder based on the submitted proposals and determine which Bidder is best qualified for this project. Upon approval of the selection, Washington County will negotiate an agreement with the selected Vendor.

1. Evaluation

Selection of a contractor will be made at the sole discretion of Washington County. When evaluating proposals, the County may consider the following criteria, including but not limited to: The following criteria shall be considered in evaluating the proposals:

- A. Cost and pricing (5 points);
- B. Specialized experience and technical competence of proposed project team (15 points);
- C. Proposed methodology (10 points);
- D. Performance record and references (including the Proponent's performance under previous contracts with XXXXX County (10 points);
- E. The ability of the Proponent to perform the contract or provide the goods and services within the time specified (20 points);
- F. Overall impression and the comparative quality of the goods and services bid (10 points);
- G. The application of all of the above criteria to any sub-consultants, subcontractors, or products to be utilized by the Proponent (10 points).

2. Selection

- A. Washington County Government and the Northeast Region will select a contractor through a competitive RFP process and reserves the right to reject any and all proposals, to consider alternatives, to waive irregularities and to re-solicit proposals.
- B. Washington County reserves the right to conduct such investigations of, and discussions with, those who have submitted proposals ("Proponents") or other entities as it deems necessary to assist in the evaluation of any proposal or to secure maximum clarification and completeness of any proposal.

- C. All proposals submitted must be valid for a minimum period of ninety (90) days after the date of the proposal opening.
- D. Each Proponent must submit with the proposal a list of all subcontractors, independent contractors or sub-contractors employed or proposed to be employed by the Proponent in the performance of the contract.
- E. Washington County reserves the right to select the most responsible and responsive proposal which it finds to be within the best interests of Washington County.

AWARD

A Notice of Award will be issued to the successful bidder. Any final documentation necessary to complete the contract requirements will be requested at that time (i.e., Performance Bond, original Certificates of Insurance) and the firm will be given ten (10) days from date of the Notice of Award to acknowledge and comply with these requirements. Final negotiation of the contract must occur within ten (10) days of Washington County's issuance of a Notice of Award.

Failure to comply with the requirements of the Notice of Award may result in the termination of the contract. The contents of the proposal by the successful firm will become a part of the contractual obligation if a Notice of Award action ensues. Failure by the successful firm to accept the obligations specified in a purchase order, contract or similar acquisition instrument shall result in cancellation of the award and loss of any Bid Security. Such firm may be restricted from future solicitations for a minimum period of one (1) year.

Once all required documentation is received, a fully executed copy of the contract will be sent to the successful firm.

*Note: The formal issuance and awarding of the contract is contingent on the release of grant funds from the Colorado Department of Homeland Security and Emergency Management.

PAYMENT

Progress payments will be made upon submittal of detailed invoices for work completed at negotiated intervals. The last payment will be made upon receipt of the final FEMA approved plan in an electronic format.

CHECKLIST

Use this page as a checklist to be sure all information is included. Proposals not received in this format may be considered non-responsive.

Please check below to indicate the information is included in your package.

- A PDF formatted proposal emailed to
- One (1) paper copy clearly marked "ORIGINAL" submitted in a sealed envelope or container with the name of the proposer's firm clearly shown on the top left-hand corner of the envelope. Addressed to:

INSERT ADDRESS
XXXXX, CO 00000

The following information must be clearly shown on the bottom left-hand corner of the envelope: **Natural Hazard Mitigation Plan Update RFP xx-XX, Due Date: July**

- Submittal Page (Please include this checklist)
- Company Data
 - a. Company name;
 - b. Address;
 - c. Contact person;
 - d. Phone;
 - e. Location;
 - f. E-mail (address to receive RFP addenda or additional criteria); AND
 - g. Other locations to be used (e.g., for billing)

- Scope of Work

- Timeline

***Note: The formal issuance and awarding of the contract is contingent on the release of grant funds from the Colorado Department of Homeland Security and Emergency Management. It is understood that this may alter the proposed timeline.**

- Statement of qualifications to include:
 - a. Summary of contractor's ability to successfully complete the requirements of this RFP;
 - b. Description of similar projects;
 - c. Capabilities (including equipment) and staff;
 - d. Experience to include number of years developing hazard mitigation plans and any experience in specific areas.

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All resumes and certifications of personnel assigned to work on the plan including number of plans developed in last 3 years.

- List of clients, within the last three years, to include contact names and phone numbers from host agency including:
 - a. Service provided;
 - b. Client organization;
 - c. Scale of project (include number of participants, and size of project);
 - d. Contact name and number

- Description of any attribute of your firm that would enhance this proposal.

- Relevant experience working with XXXXX County, if any.

- Detailed breakdown of cost.

- Verification that the Respondent is registered and in good standing on the Federal System for Award Management (<https://sam.gov>).