

REQUEST FOR PROPOSAL EMERGENCY MANAGEMENT HAZARD MITIGATION PLANNING SERVICES

DESCRIPTION OF SERVICES

Morgan County Commission is soliciting Request for Proposals (RFP) from qualified individuals/ organizations that have extensive experience in providing HAZARD MITIGATION planning. The successful firm will have a background in: providing hazard identification, risk assessment, vulnerability analyses, and recovery planning within the framework of federal, state, and local programs.

The Morgan County Multi-jurisdiction Hazard Mitigation Plan will be developed and coordinated as a whole community approach. The requested services should be completed within 300 days following contract award.

1. **General Support Requirements** (these are general support requirements that will be provided
 - Provide timelines for conducting planning meetings, and workshops.
 - Design, assist with execution, and complete planning requirements as directed by 44 CFR 206.1, the FEMA Local Mitigation Planning Handbook and the FEMA Local Mitigation Plan Review Guide
 - Provide qualified staff to facilitate and capture information at the meetings and workshops.
 - Conduct at least, an initial, a mid and a final planning public meetings as a minimum.
 - Submit completed Hazard Mitigation Plan to Morgan County, participating jurisdictions and entities for their review and approval,
 - Make any necessary revisions that are required by the entities as well as those required by the Alabama Emergency Management Agency (AEMA) and the Federal Emergency Management Agency (FEMA) to ensure successful review and approval.
 - Assist Morgan County with gathering participating jurisdictions and entities adoption of resolutions to submit for FEMA review and approval.

QUALIFICATION REQUIREMENTS

The successful firm must demonstrate specialized experience in the field of Hazard Mitigation planning. Preference will be given to those firms who have successfully provided similar services to the federal, state, or local governments. **Morgan County has the right to exercise any or all options according to its needs and available funding.**

- Interested firms shall submit a RFP and Statements of Qualifications (SOQ) that include:
- The name of the firm, its principal place of business and office locations.
- General information on the firm and its experience and familiarity with Hazard Mitigation Plans in Alabama and potential community hazards.

- A statement of the firm's qualifications as they apply to this project and including number of approved plans in the past ten years, the last two years, and submission dates of any that are pending.
- The names and contact information of three clients who may be contacted, including at least two for whom services were rendered during the preceding two years on projects similar to this project.
- The proposed approach to conduct the work including the proposed timeline.
- The qualifications of proposed staff, including a description of their role and availability to work on the project.
- Total project cost and detailed budget to include in-kind cost recovery.

SELECTION CRITERIA:

A selection committee will review and evaluate the RFP and SOQ using the following criteria:

1. Company experience and qualifications
2. Proposed project staff's qualifications and experience
3. Previous relevant experience
4. Project cost details
5. Outline of the project approach
6. Availability to commit adequate resources to provide timely response

All interested parties must submit one original and four copies to Brandy Davis, Emergency Management Specialist in a format consistent with the above stated criteria. No on-site presentations or telephone interviews will be conducted. Statements must be received no later than, 4:00 pm Central Time, August 25th, 2016.

All questions should be directed via email to bdavis@co.morgan.al.us or 256-351-4620.