

**Request for Qualifications
to Prepare a
Resource Management and Logistics Plan for the
Puget Sound Region**

Issued: 2 March 2009

Due: **Received in Hand No Later Than 5:00 p.m. on 25 March 2009**

Thurston County Emergency Management
2703 Pacific Ave. SE, Suite B
Olympia, WA 98501-2036

FOR INFORMATION CONTACT:

Thurston County Emergency Management
Mart Kask, Resource Management and Logistics Project Manager
(206) 275-0140 or kaskinc@aol.com

REQUEST FOR QUALIFICATIONS

INTRODUCTION

Thurston County Emergency Management seeks the services of a qualified contractor to prepare a Resource Management and Logistics Plan for the Puget Sound Region. The Region consists of nine counties, including Whatcom, Skagit, Island, Snohomish, King, Pierce, Thurston, Mason and Kitsap Counties. The completion date of the Plan is 15 February 2010. Funding for the Plan preparation comes from the Department of Homeland Security, Federal Emergency Management Agency.

The Resource Management and Logistics Plan is one of a number of elements that make up the Puget Sound Catastrophic Preparedness Plan. The Puget Sound Catastrophic Preparedness Plan is being created to improve the Region's ability to respond and recover from catastrophic events.

Thurston County Emergency Management is responsible for the preparation of the Resource Management and Logistics Plan. The objectives of the Resource Management and Logistics Plan are as follows: 1) to assure that equipment, personnel, and life sustaining commodities are strategically located throughout the Region and available, in adequate supply, to respond to a pre-identified catastrophic scenario; and 2) assure that equipment, personnel and life sustaining commodities can be speedily dispatched to areas of need, considering the potential of a breakdown of conventional transportation modes and routes.

Details on the contractor's scope of services are provided in Section 1. Instructions for responding to this Request for Qualifications (RFQ) are included in Section 2. Evaluation criteria and information about the selection process are presented in Section 3.

Responses to this Request for Qualifications **are due in hand no later than 5:00 p.m. on 25 March 2009.** ***Postmark date is not acceptable in calculating arrival within the deadline.*** No oral, telephonic, facsimile, e-mail or telegraphic proposals or modifications will be considered or accepted. Such documents will be returned unopened. Please send your submission to:

Thurston County Emergency Management
Attention: RFQ Selection Process
2703 Pacific Ave. SE, Suite B
Olympia, Washington 98501

Upon negotiations of terms, the selected contractor must enter into a professional services contract with Thurston County. Contractual services will begin immediately following execution of the contract. This Request for Qualifications is also available in PDF format at www.co.thurston.wa.us/em/rfp.

SECTION 1

SCOPE OF SERVICES

1.1 General

The selected contractor, under the supervision of the Thurston County Emergency Management appointed Project Manager will carry out the following scope of work within established budget and timing and to the level of quality required by the Project Steering Committee and Thurston County Emergency Management. Throughout the project, Thurston County Emergency Management will make themselves available to resolve any differences or concerns identified by the contractor to ensure project solutions meet the objectives of the Project Steering Committee and Thurston County Emergency Management.

1.2 Work Tasks

- a) Needs Assessment and Gap Analysis
 - Assess existing resource management plans, systems and activities within the Puget Sound Region.
 - Develop an inventory and strategic map of existing regional resources and mutual aid resources, including those available through mutual aid partners, State and Federal agencies, and the private sector.
- b. Resource Management and Logistics Plan Development
 - Conduct research on best practices related to resource management and logistics.
 - Assess resource management models that may be appropriate for the Puget Sound Region.
 - Develop a written strategic plan for managing resources and life sustaining commodities in the Puget Sound Region. The plan should:
 - address capability gaps and optimize resource deployment and sharing,

- assure that equipment, personnel and life sustaining commodities can be speedily dispatched to areas of need, considering the potential of a breakdown of conventional transportation modes and routes.
- present a framework for making critical resource allocation decisions during catastrophic events,
- define objectives, roles, responsibilities and expectations for implementing the strategic plan, and
- identify new agreements and policies needed to implement the plan.

c. Plan Test

- Design and conduct a test to assure efficient implementation of the Resource Management and Logistics Plan.

1.3 Acceptability

- a. All work should incorporate National Incident Management System (NIMS) concepts and principles.
- b. The National Response Framework, Target Capabilities List, and their companion documents should be used to guide the work.

1.4 Proprietary Information

All work products, including electronic files, will remain the property of Thurston County Emergency Management and eligible for unrestricted use by the region, to include jurisdictional and agency members of the region.

1.5 Documents Furnished

One printed and one electronic copy of all documents completed by the contractor will be provided to Thurston County Emergency Management. Thurston County Emergency Management will be responsible for document reproduction.

1.6 Contract Payment Schedule

Payment will be made upon receipt and review of the contractor's billing statements, which must be presented at least quarterly. Monthly invoicing is preferred. The billing statement must include a summary of progress made

through the billing period. Final billing must be received and dated no later than 15 March 2010.

1.7 Progress Schedule and Reports

The Contractor will provide oral progress reports when requested. Oral reports will identify any problems which may hinder the project. Written progress reports must accompany all billings submitted to Thurston County.

SECTION 2

INSTRUCTIONS

2.1 General Information

- a. Thurston County is an Equal Opportunity Employer and does not discriminate against individuals or firms because of their race, color, creed, marital status, religion, age, sex, national origin, sexual orientation, or the presence of any mental, physical or sensory disability in an otherwise qualified disabled person.
- b. All submittals and evaluation materials, excluding material that is specifically identified as being “proprietary” become public information and may be reviewed by appointment by anyone requesting to do so at the conclusion of the evaluation, negotiation, and award process. This process is concluded when a signed contract is executed between Thurston County and the selected contractor.
- c. Thurston County reserves the right to reject any or all proposals. This Request for Qualifications may be canceled at the discretion of Thurston County.
- d. Thurston County is not liable for any cost incurred by the respondents prior to issuing the contract.
- e. A professional services contract may be negotiated with the contractor whose proposal would be most advantageous to Thurston County, all factors considered.
- f. Thurston County has budgeted \$240,000 for this work effort.
- g. The contract will be consistent with the specifications and provisions stated in this Request for Qualifications.
- h. Once the contract is awarded, Thurston County Emergency Management will send each respondent a written notification of the final award.

2.2 Proposal Requirements

Respondents should submit one (1) unbound, original statement of qualifications. The submitted statement of qualifications should be consecutively numbered and use at least 10 point type on 8 1/2 by 11 inch size paper. The total

number of pages (imprints) should not exceed 12, excluding the letter of introduction, table of contents, and an appendix. Elaborate color presentations are discouraged. The proposal should contain the following information in the following order:

- a. **Introductory Letter:** The introductory letter should demonstrate the submitter's understanding of the project goals and summarize the statement of qualifications.
- b. **Experience and Qualifications:** Describe submitter's training, education and professional experience related to emergency management. Describe submitter's experience managing similar projects during the past three years. Include a brief project description, total budget and project start and end dates.
- c. **Approach:** Describe submitter's approach carrying out the scope of work identified in Section 1.2 a through c. Indicate the person (prime or subcontractor) who will have a lead role in a task or a subtask.
- d. **Subcontractors:** Identify each subcontractor, their experience and qualifications, their role in this work effort, and person or persons who will be doing the work.
- e. **Professional References:** For each of the projects listed in (b.) provide the name of the client, agency/company, phone number and address.
- f. **Capacity to meet Project Timelines and Budget:** Discuss submitter's availability to perform for the duration of the contract, describe submitter's current work load, and any time constraints or conflicts. Also, describe what methods and tools submitter will use to ensure work quality and cost control.
- g. **Cost Information:** Indicate hourly rate, overhead rate (if applicable) and other direct costs that will be charged to the project. Itemize components of the overhead rate (i.e., phones, postage etc.). Overall cost competitiveness may be considered in the final selection.
- h. **Appendix:** Material in the appendix should be limited to one page resume for each person identified by name in the Request for Qualifications, plus the Thurston County forms identified in Section 3.5 d through f.

2.3 Pre-Submittal Conference

Thurston County Emergency Management will hold a pre-submittal conference on 17 March 2009, 2703 Pacific Ave. SE, Suite B, Olympia, Washington 98501, beginning at 1:00 P.M.

2.4 Closing Date and Submission Information

Responses to this Request for Qualifications are due in hand no later than 5:00 p.m. on 25 March 2009. *Postmark date is not acceptable in calculating arrival within the deadline.* No oral, telephonic, facsimile, e-mail or telegraphic proposals or modifications will be considered or accepted. Such documents will be returned unopened. Please send your submission to:

Thurston County Emergency Management
Attention: RFQ Selection Process
2703 Pacific Ave. SE, Suite B
Olympia, Washington 98501

2.5 Inquiries

Questions will be responded in writing by the Thurston County Emergency Management Project Manager who can be reached as listed below.

Mart Kask, Project Manager
Resource Management and Logistics Plan
Thurston County Emergency Management
2703 Pacific Avenue S.E., Suite B
Olympia, WA 98501
(206) 275-0140 or kaskinc@aol.com

All questions must be submitted in writing via U.S. mail or e-mail. Questions asked and answers provided will be posted on Thurston County Emergency Management web page www.co.thurston.wa.us/em/rfp.

2.6 Schedule (all dates are approximate except proposal due date)

RFQ Submittal due	25 March 2009
Selection Committee review	27 March 2009
Preliminary selection	31 March 2009
Contract award	14 April 2009
Project completion	15 February 2010
Final billing no later than	15 March 2010

SECTION 3

SELECTION

3.1 General

Thurston County will award the contract to the most qualified respondent whose submittal is deemed to be in the best interests of the County.

3.2 Evaluation

Respondents will be evaluated and scored using the following point system:

<u>Evaluation Criteria</u>	<u>Total Points</u>
a. Introductory Letter	10
b. Approach	50
c. Experience and Qualifications	40
d. Professional References	15
e. Capacity to meet project timelines and budget	30
f. Cost Information presented clearly and completely	5

Maximum Points 150

3.3 Selection

A selection committee will evaluate and rank all respondents using the criteria listed in subsection 3.2. The committee may request the highest-ranked respondents to provide additional information either at an oral interview or by other means. The selection committee presents three top ranked respondents to the Thurston County Emergency Management Coordinator who will make the preliminary selection of the contractor based on evaluation of which respondent is the most qualified and meets the best interests of Thurston County.

3.4 Contract Negotiations

Once a contractor has been selected, contract negotiations will begin. Thurston County reserves the right to require any clarification it deems necessary to the contractor's scope of services and Thurston County's needs and expectations. This review and any changes will be made prior to a contract execution and will become part of the final professional services contract.

If a satisfactory contract cannot be negotiated with the highest-ranked respondent, Thurston County will terminate those negotiations and begin

negotiations with the next highest-ranked respondent. Thurston County reserves the right to award no contract under this Request for Qualifications.

3.5 Contract Requirements

Upon negotiation of terms, the selected contractor must enter into a professional services contract with Thurston County. Contractual services will begin immediately following execution of the contract. Documents a through c will also be required at the time the contract is signed. Documents d through f are required to be submitted in the Appendix of the submittal.

- a. A Certificate of Insurance for Commercial General Liability coverage (minimum of \$1,000,000 per occurrence and \$2,000,000 aggregate is required)
- b. A Certificate of Insurance for Business Automobile Liability coverage (minimum of \$1,000,000 each accident combined bodily injury and property damage)
- c. Thurston County Vendor Form
- d. Title VI Non-Discrimination Agreement
- e. Debarment, Suspension, Ineligibility or Voluntary Exclusion Certification Form

3.6 Protest of Contract Award

Protests concerning the consultant selection process must be delivered within fourteen (14) days of the award announcement in writing to:

Thurston County Emergency Management
Attention: RFQ Selection Process
2703 Pacific Avenue SE Ste B
Olympia, Washington 98501-2036

The Manager of Thurston County Emergency Management will review the protest, contact all parties involved, and recommend action to the Thurston County Board of Commissioners if appropriate. The Thurston County Board of Commissioners' decision will be the final Thurston County position. The final decision will be presented to all interested parties within 30 calendar days of receipt of protest.