

Anderson County Government

REQUEST FOR PROPOSAL (Formal)

Pamela Cotham, Purchasing Agent
100 North Main Street, Suite 214
Courthouse
Clinton, Tennessee 37716
(865) 457-6218 Office
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Email: purchasing@andersontn.org
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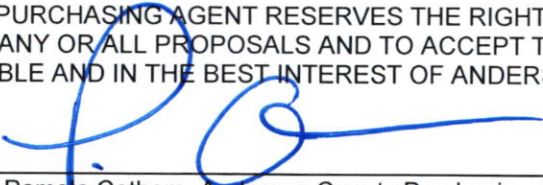
RFP No.: 4637

Date Issued: December 31, 2015

Bids will be received until
2:30 p.m. Eastern Time on February 2, 2016

Sealed proposals are subject to the General Terms and Conditions of this proposal, and any other data attached or incorporated by reference. Proposals will be received in the office of the Anderson County Purchasing Agent until the date and time specified above, and at that time publicly opened and read aloud.

THE ANDERSON COUNTY PURCHASING AGENT RESERVES THE RIGHT TO WAIVE ANY INFORMALITIES IN OR TO REJECT ANY OR ALL PROPOSALS AND TO ACCEPT THE PROPOSAL DEEMED FAVORABLE AND IN THE BEST INTEREST OF ANDERSON COUNTY.



Pamela Cotham, Anderson County Purchasing Agent

PROPOSAL DESCRIPTION

<p>Multi-jurisdictional Hazard Mitigation Plan Comprehensive Review and Update – Anderson County Emergency Management Agency, Clinton, TN</p>
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All vendors must submit one (1) original and four (4) exact copies of their proposal, including brochures.

Contact Purchasing in writing with any questions. Refer to General Terms and Conditions Section 1.2.

**REQUEST FOR PROPOSAL # 4637
ANDERSON COUNTY EMERGENCY MANAGEMENT AGENCY
MULTI-JURISDICTIONAL HAZARD MITIGATION PLAN
COMPREHENSIVE REVIEW AND UPDATE**

The Anderson County Emergency Management Agency is seeking proposals from qualified consultants to update the Anderson County Hazard Mitigation Plan to meet all requirements contained in 44 CFR 201 (inclusive) and all other applicable Federal Emergency Management Agency (FEMA) Rules, Policies and Guidelines.

Federal Register Section 322 of the Disaster Mitigation Act of 2000 (as amended) requires that all local governments adopt an approved Hazard Mitigation Plan (henceforth called "Plan") to be eligible to receive future hazard mitigation grant funding. The purpose of the Plan is to demonstrate the "jurisdiction's commitment to reduce risks from natural hazards, serving as a guide for decision makers as they commit resources to reducing the effects of natural hazards."

To fulfill this requirement, the Anderson County Emergency Management Agency seeks consultant services in order to update its existing Hazard Mitigation Plan; thereby meeting all necessary requirements for approval by the Federal Emergency Management Agency (FEMA), Tennessee Emergency Management Agency (TEMA) and the Anderson County Emergency Management Agency (ACEMA).

The consultant's work will not be complete until the updated Plan has been accepted by the Anderson County Emergency Management Agency and approved by the Federal Emergency Management Agency.

All offerings under this invitation shall meet or exceed the detailed requirements as set forth in the attached minimum specifications. All values specified in the invitation shall be considered as minimums, unless otherwise specified.

PART I. INTRODUCTION

BACKGROUND

The Federal Disaster Mitigation Act of 2000 (DMA 2000) calls for, and 44 CFR Part 201.6 requires that each county and local municipality adopt a Multi-Hazard Mitigation Plan to be reviewed by the Tennessee Emergency Management Agency (TEMA) and reviewed and approved by Federal Emergency Management Agency (FEMA) as a prerequisite to receipt of pre-disaster and other mitigation project funding. Pre-disaster mitigation projects reduce the loss of life and property, human suffering, economic disruption and disaster assistance costs resulting from natural disasters. Anderson County has an existing plan, approved by FEMA in December 2011. 44 CFR Part 201.6 requires local jurisdictions to review and revise plans to reflect changes in development, progress in local mitigation efforts and changes in priorities and resubmit it for approval within five (5) years in order to continue to be eligible for mitigation project grant funding. The Anderson County Emergency Management Agency has received federal funding to review and revise the Hazard Mitigation Plan for Anderson County.

PROJECT OVERVIEW

The purpose of the Anderson County Emergency Management Agency Hazard Mitigation Plan is to provide Anderson County and various participating Anderson County jurisdictions with an updated Hazard Mitigation Plan that meets the requirements of, and approval by the Federal Emergency Management Agency (FEMA) and Tennessee Emergency Management Agency (TEMA), so as to ensure that the participating jurisdictions continue to be eligible for future hazard mitigation funding.

PROJECT MANAGEMENT

The Anderson County Emergency Management Agency will be the administrative agency for the Plan, on behalf of the Planning Committee. As such, management of and contract administration for the Plan is the primary responsibility of the Emergency Management Director.

Anderson County Emergency Management Agency will assign an internal Plan Coordinator to address administrative and functional issues.

Anderson County Emergency Management Agency will provide a meeting space and coordinate the announcement of public meetings and hearing, including publication of public notices. The successful bidder will facilitate a minimum of two (2) public hearings and all other necessary meetings and workshops for the Planning Committee.

The plan will include participation of Anderson County and its five (5) municipalities: City of Clinton, City of Rocky Top, Town of Norris, City of Oak Ridge and Town of Oliver Springs.

Anderson County, population 75,542, includes portions of the Department of Energy's Oak Ridge Reservation and Tennessee Valley Authority's Norris Dam and Bull Run Fossil Plant.

All documentation deemed pertinent to the planning process, such as the Basic Emergency Operations Plan, will be made available upon request in electronic format to the successful bidder's project team for review.

Anderson County Emergency Management Agency will assist in coordination of on-site interviews and the availability of local government subject matter experts to obtain required information.

PART II. SCOPE OF WORK

The following Scope of Work shall be completed by the consultant and shall meet all the requirements depicted in 44 CFR Part 201.6.

The consultant will lead the review and revision of the Plan; however, members of the Planning Committee will provide input, locally available information and comments throughout the development of the Plan. It is anticipated that the review and revision will take no more than six (6) months to complete. The consultant must present a draft of the revised Plan to the Planning Committee by July 1, 2016, for review and comment by the Planning Committee. The consultant must then present a final draft to the Planning Committee not later than September 15, 2016 for review and adoption by Anderson County. All Anderson County Emergency Management Agency deadlines are set to meet FEMA's deadline of December 27, 2016. The

project and the consultants work will not be complete until the updated Plan has been approved by the Federal Emergency Management Agency.

The Anderson County Emergency Management Agency will provide the consultant with locally available data. The selected consultant will be expected to obtain all other needed information and will perform all analysis necessary for completion of the updated plan. All data and information generated by the consultant must meet Anderson County's standards. **SEE PART III.** Additionally, the consultant will supply Anderson County with paper and digital copies of all data and information generated in association with this project.

OVERALL PROJECT DESIGN:

The following is a list of the required steps in developing the Plan. For each step the responsible agency is identified.

1. *Project Initiation:* Consultant selection process. **SEE PART IV.**
2. *Recruitment of Planning Partners:* The consultant will conduct an outreach effort with the existing partners included in the original Anderson County Hazard Mitigation plan; City of Clinton, City of Rocky Top, Town of Norris, City of Oak Ridge and the Town of Oliver Springs.
3. *Refinement of Scope of Work:* Members from the Planning Committee (representatives from all involved jurisdictions) will review and discuss with the selected consultant the Scope of Work, objectives for the Plan review and revision, summary of necessary and available data and information, required elements of the Plan, responsibilities for specific tasks, timeline and process for documenting of time and resources spent on Plan revision. Review and revision of the Plan will begin once the selected members of the Planning Committee and consultant approve the Scope of Work.
4. *Collection of Available and New Data:* Consultant will identify, collect and analyze updated and/or new data and integrate it into the Plan as the basis for the formulation of recommendations. The consultant will also identify gaps in existing data and include recommendations to address these deficiencies.
5. *Draft Revised/Updated Plan:* Once all necessary data and information has been reviewed and revised and new data collected and incorporated, the consultant will develop an initial revised Plan draft with all necessary elements, including:
 - Brief introduction, including context for and description of the need for the Plan.
 - An evaluation of the existing plan reviewing for strengths, weaknesses and utility.
 - Brief description of the history, physical setting, land use patterns and development trends of the area to be covered by the Plan.
 - A listed assessment of the hazards and risks to which each of the participating partners is vulnerable and additional information as identified by the planning committee.

- Update the hazard analysis in consultation with the Anderson County Emergency Management Agency and the Planning Committee.
- Listed summary of current federal, state and local programs and policies that address the identified risks.
- Stated Plan goal and objectives.
- A revised prioritized list of recommended strategies, programs, policies and actions to address identified hazards and risks; including those that are relevant to public facilities and infrastructures as well as general environmental conditions. The list should include a brief description of each recommendation, agencies responsible for implementing recommendations and suggested timelines for implementing recommendations.
- Strategy for evaluating, revising and implementing recommendations.
- Documentation of public participation in Plan development.
- Documentation that the participating partners have met the requirements of the Disaster Mitigation Act of 2000 (as amended), as described in the Federal Register and all applicable FEMA Rules, Policies and Guidelines.
- Other descriptions, documentation and Plan elements as required to meet TEMA and FEMA approval.
- All relevant maps, graphs, charts pictures and data to support document text will be listed and identified.
- One (1) color paper copy, one (1) digital (MS Word format) copy and one (1) PDF copy of the draft Plan.

The consultant will present the draft of the Revised Plan to the Planning Committee by July 1, 2016. The members of the Planning Committee will review the written draft and provide comments by August 1, 2016. The consultant shall amend the draft Plan per these comments and submit the plan to TEMA, pending Planning Committee approval by September 15, 2016.

6. *Final Plan:* By December 27, 2016, the consultant shall present to members of the Planning Committee, and other invited local officials, the final version of the Plan, both verbally and in writing. The final version of the Plan shall include all requirements listed above, incorporating the comments suggested by the Planning Committee members, in a format suitable for reproduction by the Anderson County Emergency Management Agency. The final Plan must also include documentation of public participation in Plan development. The consultant shall provide the Anderson County Emergency Management Agency with one (1) color paper copy, one (1) digital (MS Word format) copy and one (1) PDF copy of the final Plan.
7. *Tentative Schedule:* The following is a summary of the proposed timeline for the project, but may be subject to change upon agreement with consultant.

<u>Month</u>	<u>Activity</u>
Winter/Spring 2016	Project initiation and consultant selection. Participating agency recruitment by Consultant and Anderson County EMA. Formal needs and risk assessment by Consultant.

Spring/Summer 2016	<p>Consultant conducts hazard assessment with participating partners. Consultant collects additional data and information with participating partners. Draft revision of Hazard Identification and Risk Assessment. Development of mitigation strategies.</p>
Summer 2016	<p>Conduct public forum regarding strategies, goals and objectives. Draft Plan complete. Review and comment of draft Plan by Planning Committee.</p>
Fall 2016	<p>Presentation of draft Plan to public. Review of draft Plan by TEMA. FEMA Plan review and approval. Anderson County Plan adoption.</p>

PROGRESS REPORTS:

The successful proposer will provide progress reports to the Anderson County Emergency Management Agency Plan Coordinator to be used in submitting quarterly project reports to TEMA.

PART III. GENERAL CONDITIONS TO BID

1. Proposal packages shall be submitted in a sealed envelope marked with the name of the consultant and the words **"SEALED PROPOSAL – MULTI-JURISDICTIONAL HAZARD MITIGATION PLAN COMPREHENSIVE REVIEW AND UPDATE"** marked on the outside of the envelope. Submit one original with all original signatures on required forms, and four (4) exact copies.
2. Consultant assumes the risk of any delay in the mail. Whether sent by mail or by personal delivery, consultant assumes responsibility for having the proposal deposited on time at the Anderson County Purchasing Department. All proposals received after the designated time stated will not be considered.
3. The proposal, as presented, shall remain valid for a period of ninety (90) days from proposal due date.
4. Any deviations from the specifications are to be so noted and fully explained. Deviations will be analyzed, and if deemed to be in the best interests of the Anderson County Emergency Management Agency, specification requirements may be waived.
5. It shall be the responsibility of each consultant to call to the attention of Anderson County any apparent discrepancy in the specification or any question of interpretation thereof. Failure to do so constitutes acceptance as written.

6. Anderson County reserves the right to revise or amend the proposal specifications prior to the proposal due date by written addenda.
7. Anderson County reserves the right to reject any or all proposals and to negotiate with any consultant.
8. Proposals will be evaluated on the basis of qualifications and experience, proposal content, demonstrated capability to perform services, references and cost.
9. The apparent silence of the specification as to any details or the omission of a detailed description concerning any point shall be interpreted as meaning that only the best commercial practices are to prevail and that only first quality materials and work will be accepted.
10. All proposals submitted to Anderson County become the property of Anderson County. Proposals will be opened in the Anderson County Purchasing Department. Each proposal will be checked to determine if it is complete and meets the requirements of the Request for Proposals.

PART IV. CONTENTS OF PROPOSALS

1. Please provide references of at least three customers within the state of Tennessee or any contiguous state for which you completed FEMA approved Multijurisdictional Hazard Mitigation Plans. These plans must meet current FEMA criteria. Please provide customer name, contact person, current phone number, fax number and e-mail address so that we may contact the referenced customer.
2. The proposer shall also provide a complete company profile to include the main corporate address and identify the individuals to be assigned to the project and statement of qualifications of individuals and resources assigned to the project.
3. Statement of general approach, including a description of the recommended process and considerations for completing the Plan update and revision and for meeting the public participation requirements of TEMA and FEMA. It is expected that the consultant will meet with the Planning Committee as needed until the final Plan is completed.
4. Scope of Work detailing the timeline, necessary tasks for development of the Plan and partners responsible for completing tasks.
5. A general list of data and information needed to revise and update a Hazard Mitigation Plan.
6. An estimate of the cost of proposed Plan review and revision. If the total cost for the proposed Plan exceeds grant funds, consultants should suggest modifications to the Scope of Work that remain consistent with and support the requirements of the Plan. Cost for completing specific sections of the proposed Plan should be estimated and noted in the proposal.

EVALUATION CRITERIA

Proposals shall be by sealed proposal and will be opened, so as to avoid disclosure of contents until all negotiations with prospective vendors have been completed. Upon completion of award, all proposals shall be open for public inspection. The Evaluation Committee will consist of 4 members. Proposals will be evaluated and awarded based upon the following criteria:

Qualifications & Experience as Outlined in Part IV.1, 2	20 Points
Proposal Contents as Outlined in Part IV	20 Points
Demonstrated Capability to Perform Services As Outlined in Part IV.3	20 Points
References (3) as Outlined in Part IV.1	20 Points
Cost as Outlined in Part IV.6	20 Points

Anderson County may make such investigations as deemed necessary to determine the quality of the proposer to perform the work, and the proposer shall furnish to the County all such information and data for this purpose as the County may request.

The County reserves the right to reject any proposer if the evidence submitted by, or investigations of such proposer, fail to satisfy the County that such proposer is properly qualified to carry out the obligations of the contract and to complete the work contemplated therein.

PART V. PROPOSAL OPENING

PROPOSAL SUBMITTAL DEADLINE:

Proposals must be received at Anderson County Purchasing Department, Room 214, 100 North Main Street, Clinton, TN 37716 no later than 2:30 p.m. on Tuesday, February 2, 2016.

Proposals will not be accepted by fax or electronic file transfer. Submissions should include one (1) original and four (4) exact copies.

PROPOSAL OPENING:

Proposals will be opened at 2:30 p.m. on February 2, 2016, in the Purchasing Department.

Anderson County Purchasing Department
Pamela Cotham, Purchasing Agent
100 North Main Street
Room 214
Clinton, TN 37716
Phone: 865-457-6218

PART VI. MISCELLANEOUS INFORMATION

ANDERSON COUNTY CONTACTS:

Questions must be submitted to purchasing@andersontn.org. Written responses will be made to all vendors.

PART VII. PRICING AND SIGNATURE

Total Cost

Vendor Name

Vendor Representative and Title (Printed)

Vendor Representative Signature

Date

Request for Proposal Number: 4637

**Request for Proposal Title:
Multi-jurisdictional Hazard Mitigation Plan
Comprehensive Review and Update**

PROPOSAL ENVELOPE/PACKAGE CONTAINING PROPOSAL:

Proposals **MUST** be received in a sealed envelope/package with the proposal number, company name and opening date clearly marked. Failure to comply may result in rejection of your entire proposal. Late proposals, e-mailed proposals and faxed proposals will not be considered nor returned. Anderson County will not be responsible for any lost or misdirected mail.

**ANDERSON COUNTY PURCHASING DEPARTMENT
100 NORTH MAIN STREET, SUITES 214 AND 218
CLINTON, TN 37716
purchasing@andersontn.org
<http://andersontn.org/purchasing>
(865) 457-6218 Phone
(865) 457-6252 Fax**

SECTION 1 - GENERAL TERMS AND CONDITIONS

1.1 PROTEST: Any vendor wishing to protest the award shall notify in writing the Anderson County Purchasing Agent. No protest will be accepted, except those protests made in writing and received within (10) ten calendar days of the award. Protests must be in writing and envelopes/package containing protest must be clearly marked with Request for proposal number and words "Request for Proposal Protest". The Purchasing Agent, in conjunction with the Purchasing Commission, and with the advice and counsel of the County Attorney, shall review and make a final decision as to any proposal protest. Appeals shall be filed in the Circuit or Chancery Courts of Anderson County within sixty (60) days of the final decision.

1.2 PROOF OF FINANCIAL AND BUSINESS CAPABILITY: Request for Proposals must, upon the request of Anderson County, provide satisfactory evidence of their ability to furnish products or services in accordance with the terms and conditions of these specifications. Anderson County will make the final determination as to the proposal's ability.

1.3 VENDOR'S DEFAULT: Anderson County reserves the right, in case of vendor default, to procure the articles or services from other sources and hold the defaulting vendor responsible for any excess costs occasioned thereby.

1.4 BACKGROUND CHECKS: Contractors shall comply with Public Chapter 587 of 2007, as codified in Tennessee Code Annotated Section 49-5-413, which requires all contractors to facilitate a criminal history records check conducted by the Tennessee Bureau of Investigation and the Federal Bureau of Investigation for each employee prior to permitting the employee to have contact with students or enter school grounds when students are present.

1.5 DRUG-FREE WORKPLACE: Under the provisions of Tennessee Code Annotated §50-9-113 enacted by the General Assembly effective 2001, all employers with five (5) or more employees who contract with either the state or a local government to provide construction services are required to submit an affidavit stating that they have a drug free workplace program that complies with Title 50, Chapter 9, in effect at the time of submission of a proposal at least to the extent required of governmental entities. The statute imposes other requirements on the contractor and contractors should consult private legal counsel if legal questions arise under this section or any other provision of this document. All contractors shall provide a written affidavit signed by the principal officer of a covered employer acknowledging that the contracting entity is in compliance with the Drug Free Workplace laws of the State of Tennessee.

1.15 AWARD RESULTS: As soon as practicable after evaluation, Anderson County shall post the award decision and the proposal tabulation to its web page <http://andersontn.org/purchasing>. Individual notices are normally not mailed or emailed.

CODE OF CONDUCT

1. No employee or member of the Anderson County Government shall participate in the selection or award of a contract if a conflict of interest, real or apparent, would be involved.
2. Officers, employees or officials of the Anderson County Government shall neither solicit nor accept gratuities, favors or anything of value from vendors or parties to subcontracts.

Request For Proposal Number: 4637

Request for Proposal Title: Multi-jurisdictional Hazard Mitigation Plan Comprehensive Review and Update

SECTIONS: 2, 3 AND 4 OF THIS FORM ARE TO BE SUBMITTED/RETURNED WITH YOUR REQUEST FOR PROPOSAL AND ARE PART OF THE CONTRACT DOCUMENTATION.

SECTION 2 - REQUEST FOR PROPOSAL INFORMATION

- 2.1 I acknowledge the receipt of:
(Please write "Yes" if you received)
- Addenda 1 _____ Addenda 2 _____
Addenda 3 _____ Addenda 4 _____
- 2.2 Payment terms _____.
- 2.3 Proposal pricing will remain stable _____ days from bid opening.

The undersigned agrees if this Request for Proposal is accepted, to furnish any and all of the license information listed below at the request of Anderson County, if required by law. Please indicate if your company has the following.

Anderson County Business License _____ (Yes or No)
Business License in State of Tennessee _____ (Yes or No)
If yes, which county _____

SECTION 3 - VENDOR INFORMATION

Vendor Name

Vendor Address

City, State Zip

Telephone Number

Fax Number

Contact Person (Please Print)

E-Mail Address

Taxpayer Identification Number: Social Security, Employer Identification Number:

Authorized Representative

Authorizing Signature (Please sign original in blue ink)

I agree to abide by all Terms and Conditions of this Invitation to Bid and certify that I am authorized to sign this bid for the vendor. Failure to include any information mentioned in the bid or to comply with these bid instructions may result in rejection of your entire bid.

Request For Proposal Number: 4637

Request for Proposal Title: Multi-jurisdictional Hazard Mitigation Plan Comprehensive Review and Update

SECTION 4 - INSURANCE REQUIREMENT CHECKLIST

The proposer awarded this proposal or contract will maintain, at their expense, adequate insurance coverage to protect them from claims arising under the Worker's Compensation Act and any and all claims for bodily injury and property damage to the proposer and to Anderson County Government while delivery and services are being performed. A certificate of insurance must be on file in the Purchasing Department before work may begin and must be maintained until work is completed.

Only the items marked with an "X" are applicable to this bid and or contract.

- 1. **Workers Compensation** Statutory limits
Employers Liability 100,000/100,000/500,000

- 2. **Commercial General Liability** \$1,000,000 per occurrence
\$2,000,000 aggregate
 - Occurrence Form Only
 - Include Premises Liability
 - Include Contractual
 - Include XCU
 - Include Products and Completed Operations
 - Include Personal Injury
 - Include Independent Contractors
 - Include Vendors Liability
 - Include Professional or E&O Liability

- 3. **Business Auto** \$1,000,000
 Include Garage Liability \$1,000,000
 Include Garage Keepers Liability
 Copy of Valid Driver's License
 Copy of Current Motor Vehicle Record
 Copy of Current Auto Liability Declarations Page

- 4. **Crime Coverages**
 - Employee Dishonesty
 - Employee Dishonesty Bond

- 5. **Property Coverages**
 - Builders Risk
 - Inland Marine
 - Transportation

- 6. Performance Bond Required – The contractor shall submit a \$25,000 performance bond or an irrevocable letter of credit in favor of Anderson County Government at a federally insured financial institution. Bond MUST be submitted before purchase order issued.

Certificate Holder Shall Be: Anderson County Government, Clinton, Tennessee, and shall show the proposal number and title. Anderson County Government shall be named as an additional insured on all policies except worker's compensation and auto. Insurance carrier ratings shall have a Best's rating of A-VII or better, or its equivalent. Cancellation clause on certificate should strike out "endeavor to" and include a 30-day notice of cancellation where applicable. Any deviations from the above requirements must be disclosed to the Anderson County Purchasing Agent. Any liability deductibles or exclusions must also be disclosed. Exceptions can be granted if applicable.

Bidders Statement and Certification

I understand the insurance requirements of these specifications and will comply in full within 21 (twenty-one) calendar days if awarded this bid and or contract. I agree to furnish the county with proof of insurance for the entire term of the bid and or contract.

Vendor Name

Authorized Signature

Bid Representative Name (Please Print)

Date