



CITY OF KENMORE REQUEST FOR PROPOSALS (RFP)

RFP Number: 24-C3091

RFP Title: Evaluation of Emergency Management and Planning Services

Date Issued: Monday December 16, 2024

Submittals Due: **Wednesday January 15, 2025, 5:00 PM**

Submittals shall be delivered electronically no later than 5:00 pm PST January 15, 2025. Proposals shall be marked and referenced as "RFP No. 24-C3091, RFP Emergency Management and Planning Services Consultant."

Proposals submitted after the deadline date and time will not be accepted. Only proposals submitted electronically will be accepted. Proposers should request confirmation that the proposal has been received.

Questions Deadline: Monday, December 30, 2024, 5:00 PM

Submittal Address:

Electronic: bids@kenmorewa.gov

Publication Dates: Seattle Times and Seattle Daily Journal of Commerce
Monday December 16, 2024
Monday December 23, 2024

SECTION 1 – GENERAL INFORMATION

NOTICE:

Notice is hereby given that the City of Kenmore, Washington (the City) seeks Proposals in response to this Request for Proposals (RFP) No. 24-C3091. A proposal submitted in response to this RFP must be filed with the City electronically by 5:00 PM PST Friday January 15, 2025. The City encourages submittals from consultants, agencies, organizations, groups, and non-profit organizations (hereafter referred to as “agency”) that demonstrate a commitment to equal employment opportunity.

PURPOSE and SCOPE of SERVICES:

The City of Kenmore is seeking a proposal from a consultant/agency/organization/group or non-profit organization (hereafter referred to as “agency”) to conduct an evaluation of options for providing Emergency Management and Planning services.

The Scope will include an evaluation of current emergency management and planning services, evaluate any “gaps” in services to address the City requirements and needs and evaluate options to meet emergency management and planning service requirements. This process will require various meetings with stakeholders, including city staff, NEMCO, King County Office of Emergency Management staff, and other agencies and potential partners. Evaluation of options include but are not limited to:

1. Evaluating extending the terms of an Interlocal Agreement with the Northshore Emergency Management Coalition (NEMCo); which expires at the end of 2025
2. Interlocal agreement(s) with other jurisdictions or agencies/organizations
3. Contracting for professional services
4. Bringing services “in-house” provided by City staff
5. Other options or combination of any of the options evaluated.

The options evaluation will result in a final report that includes a comprehensive assessment and comparison of services, resources (budget/staffing), and governance structure. The final report will also provide recommendations for the most efficient and effective option(s) and an implementation strategy outlining steps needed to provide Emergency Planning and Management services to be in operation by January 1, 2026. A presentation of the final report at a meeting of the Kenmore City Council will occur in the second or third quarter of 2025.

The agency will be selected based on its ability to efficiently (in terms of cost, time, and resources) and effectively perform the Scope of Services. The City Manager will execute a contract with the agency which will include the terms for providing these services.

DURATION OF SERVICES:

The term of the Contract will be from approximately February 2025 to September 2025. The Contract resulting from this RFP shall remain in effect until completion and final

payment of the services described in the Contract, unless amended or terminated in accordance with the City's contractual policies.

RFP SCHEDULE:

(These dates are estimates and subject to change by the City)

Event	Date
RFP Release	Monday December 16, 2024
Deadline to Submit Questions	Monday December 30, 2024, 5:00pm PST
City Staff Posts Responses to Website	By Monday January 6, 2025
Submittals Due	Wednesday January 15, 2025, 5:00 PM PST
Submittal Evaluation Complete	Monday January 20, 2025
Finalist Interviews	Week of January 20, 2025
Selection	Monday January 27, 2025
Contract scope development	Weeks of Monday January 27, 2025 through Friday February 7, 2025
Execute contract	February 2025

BACKGROUND INFORMATION:

Background Northshore Emergency Management Coalition (NEMCo) Interlocal Agreement

Since the formation of NEMCo in 2016, there have been several changes impacting the NEMCo organization. In 2022 the Shoreline Fire Department entered into an agreement to staff, manage and operate King County Fire District #16. At the end of 2023 the Northshore Utility District left NEMCo. Since 2018 the City of Kenmore no longer contracts with the City of Lake Forest Park for maintenance services. The City of Kenmore as an organization has also grown significantly since 2016, employing more than 60 employees.

On 12/12/16 the Kenmore City Council authorized approval of Contract No. 16-C1622 to establish a joint emergency management organization, the Northshore Emergency Management Coalition (NEMCo), with the City of Lake Forest Park, Northshore Fire District and the Northshore Utility District.

On 12/10/18 the Kenmore City Council authorized Amendment #1 to Contract No. 16-C1622. Amendment #1 revised Section 16 to allow the NEMCo Committee to either credit back or retain any surplus funds. Section 21 was revised to update contact information.

On 10/28/24 the Kenmore City Council authorized approval of Contract No. 24-C3084, replacing Contract 16-C1622, an interlocal agreement with NEMCo set to expire 12/31/25.

All contracts listed above will be available on the RFP webpage at www.kenmorewa.gov/requestsforproposals.

Emergency planning and management services for the City of Kenmore include but are not limited to providing sufficient resources (budget, staff, governance structure) for the following.

- Preparation of required planning documents including: the Comprehensive Emergency Management Plan (CEMP); Continuity of Operations (COOP) plan; Hazard Mitigation Plans, and other plans.
- Providing information and resources for public preparedness in the event of an emergency.
- Training and management of volunteers: including the Community Emergency Response Team (CERT) volunteers; and the Radio Amateur Civil Emergency Service (RACES) volunteers.
- Coordination of emergency notification and alert systems.
- Compliance with the Federal Emergency Management Agency (FEMA) National Incident Management System (NIMS) in order to receive potential grants.
- Training City staff on roles and responsibilities for emergency response including responsibilities to operate an Emergency Operation Center.
- Providing facilities, support and necessary resources to operate an Emergency Operation Center.
- Applying for grants to support emergency management.
- Coordination with other agencies with emergency management and/or response responsibilities.
- Plan and produce table top and field exercises.

BUDGET:

The City of Kenmore has budgeted \$50,000 to complete the scope of services. The budget is for all expenditures.

SUBMITTAL REQUIREMENTS:

Responses to this RFP No. 24-C3091 must include the following:

Letter of interest: Introduce the agency and demonstrate your understanding of the nature of the proposal and the reason for your interest in partnering with the City of Kenmore in this work.

Personnel: Include a description of the personnel from your agency that will be needed to carry out this work. If you anticipate utilizing existing agency staff and/or hiring position(s) to assist this work, please describe your plans.

The selected agency will not be allowed to substitute any members without prior approval by the City. The City, at its sole discretion, reserves the right to accept or reject proposed changes to the agency.

Experience: Briefly discuss the agency's experience from 2-4 relevant projects (not exceeding 4), including client and project information, the agency's responsibility on the project, the challenges presented by the project, and the results.

Approach to Project: Discuss how the agency would approach Kenmore's project, given your experience and the scope as presented. Identify key tasks, who will be responsible for completing them, and what is needed from the client or other sources to ensure the work is done in a timely and complete manner.

Estimated Schedule: Provide a proposed schedule/timeline that identifies specific tasks to be performed. Address potential schedule conflicts including any related to the agency's current workload.

Proposed Budget: Examples include a breakdown of the total cost per task, the team members and/or positions needed, their number of hours and hourly rates, and other costs needed to support the project.

Client References: Please provide three references from those who are familiar with your agency's ability to undertake and complete comparable projects. Include contact names, titles, and contact information.

Required Number of Submittals: 1 electronic copy (.pdf)

All submittals will become the property of the City and will become public documents subject to public disclosure with limited exceptions. The Washington State Public Records Act (Chap. 42.56 RCW) requires public agencies in Washington to promptly make public records available for inspection and copying unless they fall within the specified exemptions contained in the act or are otherwise privileged. Qualifications submitted under the RFP process shall be considered public records and with limited exceptions will be subject to disclosure under state law.

Page Limit: The RFP response shall not exceed 15 pages (8.5" x 11"), not including cover letter and resumes.

EVALUATION PROCEDURES:

Submittals will be evaluated by a Selection Committee. The Selection Committee will consider the completeness of an agency's submittal and how well the qualifications of the team meet the needs of the City as outlined in this RFP.

Evaluation Criteria: Submittals will be evaluated based upon the responsiveness of the submittal to this RFP. Evaluations will be based on criteria outlined herein, which may be weighted by the City in any manner it deems appropriate. Interviews with selected teams may be in person or through the online Zoom/Teams platform. All submittals will be evaluated using the same criteria and weighting.

Evaluations of the proposal will be based on the criteria listed below:

- Agency's past experience performing similar work
- Proposed budget/timeline
- Responsiveness and approach to the Scope of Services
- Evidence of past performance and references

QUESTIONS:

Questions regarding this project may be directed to the City Clerk's Office via e-mail at bids@kenmorewa.gov. Please place "RFP No. 24-C3091 Emergency Management and Planning Services" in the subject line.

The deadline for questions is 5:00 pm PST, Monday December 30, 2024. Responses will be posted on a rolling basis to the City's website. Final questions will be answered by 5:00 pm PST, Monday January 6, 2025. Unauthorized contact regarding this RFP with other City employees may result in disqualification. Any oral communications will be considered unofficial and non-binding on the City.

All questions and answers will be posted on the City's website at www.kenmorewa.gov/requestsforproposals.

It is the responsibility of individual agencies to check the website for any amendments or Q&As related to this RFP.

SECTION 2 - CODE OF CONDUCT POLICY - COMPETITIVE SOLICITATIONS

DEFINITIONS:

Solicitations: method of acquiring goods, services, and construction for public use in which offers are made to the City between two or more sources. Typical documents used by the City are titled: Invitation to Bid, Invitation to Quote, Request for Proposals, Request for Qualifications, Request for Information, or any other method of obtaining competitive offers.

Blackout Period: The period between the time a solicitation is issued by the City and the time the City awards the contract.

Lobbying: The attempt to persuade or influence any City employees, officials, or representatives responsible for reviewing, evaluating, ranking, or awarding the work or contract for goods or services for or against any solicitation; provided, however, that lobbying shall not include the submission of required materials in direct response to the solicitation according to the instructions to respondents in such solicitation.

CONDUCT OF PARTICIPANTS: After the issuance of any solicitation, all bidders, proposers, contractors, agencies, or individuals acting on their behalf are hereby

prohibited from lobbying any City employee, official, or representative at any time during the blackout period.

SANCTIONS: The City may reject the submittal of any bidder, proposer, contractor, and/or team who violates the policy set forth herein.

REJECTION OF SUBMITTALS: The City reserves the right to reject any and all submittals and to waive irregularities and informalities in the submittal and evaluation process. This RFP does not obligate the City to pay any costs incurred by agencies in the preparation and submission of their proposals. Furthermore, the RFP does not obligate the City to accept or contract for any expressed or implied services.

RFP ADDENDUMS: The City reserves the right to change the RFP schedule or issue addendums to the RFP at any time. The City also reserves the right to cancel or reissue the RFP. All such addenda will become part of the RFP. In the event that it becomes necessary to revise any part of this RFP, the City will issue the addenda on the City's website, link above.

It is the agencies' responsibility to confirm whether any addenda have been issued.

QUALIFICATION MODIFICATION & CLARIFICATIONS: The City reserves the right to request that any team clarify its submittal or to supply any additional material deemed necessary to assist in the evaluation of the submittal.

Modification of a submittal already received will be considered only if the request is received prior to the submittal deadline. All modifications must be made in writing, executed, and submitted in the same form and manner as the original submittal.

EXCEPTIONS: If a team takes exception to any term or condition set forth in this RFP and/or any of its Exhibits and Attachments (including Insurance Requirements), said exceptions must be clearly identified in the response to this RFP. Exceptions or deviations to any of the terms and conditions must not be added to the proposal pages but must be submitted in a separate document accompanying team's proposal and identified as "Exceptions." Such exceptions shall be considered in the evaluation and the award processes. The City shall be the sole determiner of the acceptability of any exception.

QUALIFICATION SIGNATURES: An authorized representative must sign submittals, with the team's address, telephone, and email information provided. Unsigned submittals may not be considered.

CONTRACT AWARD: The City reserves the right to make an award without further discussion of the submittals. The team selected as the apparently successful team will be expected to enter into a contract with the City. The City shall not be bound, or in any

way obligated, until both parties have executed a contract. No party may incur any chargeable costs prior to the execution of the final contract.

The City reserves the right to award multiple contracts to multiple agencies for this scope of service if it is in the best interest of the City or use a contract different from the sample City contract.

SECTION 3 - TERMS & CONDITIONS

TITLE VI: In accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252,42 U.S.C. 2000d to 2000d-4) and the Regulations, the City of Kenmore hereby notifies all bidders that the City will affirmatively ensure that disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, creed, sex, age, disability, sexual orientation, religion, or national origin in consideration for an award.

EQUAL OPPORTUNITY EMPLOYMENT: The successful team(s) must comply with the City of Kenmore equal opportunity requirements. The City of Kenmore is committed to a program of equal employment opportunity regardless of race, color, creed, sex, age, nationality, disability, or sexual orientation and encourages disadvantaged, minority, and women-owned firms to respond. The City encourages submittals from firms that demonstrate the same values and commitment.

INSURANCE REQUIREMENTS: The selected team(s) shall maintain insurance that is sufficient to protect the team's business against all applicable risks, as set forth in the City's Standard contract (available upon request).

INDEMNIFICATION: The selected team will be required to indemnify the City in the manner identified in the City's Standard contract (available upon request).

BUSINESS REGISTRATION AND TAXATION: If applicable, the team(s) awarded the contract will be subject to City of Kenmore Business Registration and Business Taxation as presented in the Kenmore City Code.

NON-ENDORSEMENT: As a result of the selection of a team to supply products and/or services to the City, team agrees to make no reference to the City in any literature, promotional material, brochures, sales presentation, or the like without the express written consent of the City.

NON-COLLUSION: Submittal and signature of a proposal swears that the document is genuine and not a sham or collusive, and not made in the interest of any person not named, and that the team has not induced or solicited others to submit a sham offer, or to refrain from proposing.

COMPLIANCE WITH LAWS AND REGULATIONS: In addition to nondiscrimination and affirmative action compliance requirements previously listed, the team(s) ultimately awarded a contract shall comply with federal, state, and local laws, statutes, and ordinances relative to the execution of the work. This requirement includes, but is not limited to, protection of public and employee safety and health; environmental protection; waste reduction and recycling; the protection of natural resources; permits; fees; taxes; and similar subjects.

OWNERSHIP OF DOCUMENTS: Any reports, studies, conclusions, and summaries prepared by the team and submitted to the City shall become the property of the City.

CONFIDENTIALITY OF INFORMATION: All information and data furnished to the team by the City, and all other documents to which the team's employees have access during the term of the Contract, shall be treated as confidential to the City. Any oral or written disclosure to unauthorized individuals is prohibited.

FEDERAL DEBARMENT: The Bidder shall not currently be debarred or suspended by the Federal government. The Bidder shall not be listed as having an "active exclusion" on the U.S. government's "System for Award Management" database (www.sam.gov). Any team currently debarred or suspended by the Federal government or having an "active exclusion" will be automatically disqualified.