

RFP No. 24-C3091

Evaluation of Emergency Management and Planning Services

Questions and Answers

Last updated: 01/02/2025

1. Section 1 – General Information, Purpose and scope of Services: Are meetings expected to be held in-person or virtually? **Response:** Meetings can be held in-person or virtually, there is no requirement for either.
2. Section 1 – General Information, Evaluation Procedures: How much notice will be provided to interviewees prior to their interview date? **Response:** Submittals are due 1/15/25. We plan to conduct interviews the week of 1/20/25, potentially Friday 1/24/25 with notice given to applicants 1/20/25.
3. Section 1 – General Information, Evaluation Criteria: Will weights be assigned to the evaluation criteria, or will all factors be evaluated equally? **Response:** All factors will be evaluated equally.
4. What is the City's preferred methodologies to gather information to inform the Gap Analysis? **Response:** The City does not have a preferred methodology, the consultant will recommend an appropriate methodology to inform the Gap Analysis.
5. Please identify any other plans you will require to be evaluated, other than the CEMP, COOP, and Mitigation plan identified in the RFP. **Response:** The RFP states "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". 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.
6. Are there any specific challenges or areas of concern the City has identified in the current emergency management setup? **Response:** As stated in the RFP, since the formation of NEMCo in 2016, there have been several changes impacting the NEMCo organization. It is therefore an opportune time for the City to conduct an evaluation of options for providing Emergency Management and Planning services.

7. Are there expectations for providing interim deliverables, such as a progress report or a draft assessment? **Response:** A final report is a requirement as stated in the RFP. Assumptions for interim deliverables should be outlined in the submittal as part of the approach to the project.
8. Could you provide an estimate of the number of stakeholder meetings? **Response:** An assumption/estimate for number of stakeholder meetings should be outlined in the submittal as part of the approach to the project. The final number of meetings would be negotiated as part of the project scope in the contract with the selected consultant.
9. Are there any anticipated challenges in engaging specific stakeholders, such as NEMCO or King County Emergency Management? **Response:** No. The approach/number of meetings/timing etc for stakeholder engagement should be outlined in the submittal as part of the approach to the project.
10. Are there specific qualifications or certifications the City considers essential for this work? **Response:** No. If the consultant has specific qualifications or certifications deemed appropriate for the scope of work, please address in the submittal response.
11. Will the City provide access to workspace or facilities for meetings or research purposes? **Response:** The City will provide access as necessary in order to complete the scope of work.
12. Are there any known scheduling conflicts (e.g., council meetings or stakeholder availability) that could affect the proposed timeline? **Response:** None known at this time.