



March 8, 2023

**City of Lacey  
Request for Proposal (RFP)**

**Emergency Management Planning Consultant**

**Purpose**

The City of Lacey, Washington seeks proposals from qualified professional emergency management and preparedness consultants to facilitate the continued development of the City of Lacey's Emergency Preparedness Program.

**Scope of Work**

The consultant will be responsible for a complete re-write/update of Lacey's Comprehensive Emergency Management Plan (CEMP). The Consultant will create a strategic plan document for the city to utilize moving forward that accounts for emergency management planning partnerships, funding opportunities, education, and training to achieve compliance with the federal and state requirements necessary in a comprehensive plan.

**The city anticipates the consultant will complete the following tasks:**

- 1) UPDATE LACEY CEMP**—Update Lacey's CEMP to reflect current law, best practices and the City's present condition, as applicable with attention to initiatives identified by the Washington Emergency Management Division. Sample Deliverable— A CEMP document that meets all requirements of all federal, state, and local laws while outlining realistic expectations of emergency management response for the organization and the appropriate ESFs (Emergency Support Functions) and implementing procedures (SOPs).
- 2) ICS EOC ORGANIZATION CHART** – The consultant will develop a Lacey specific EOC Organization Chart. The consultant will assign specific City of Lacey positions to each position within the standard ICS EOC Organization Chart. The assignments will be based on the consultant's expertise in understanding which city job description is best suited for each position within the standard ICS EOC Org Chart.
- 3) CREATE TRAINING/EXERCISE ROADMAP FOR CITY**—Outline steps for city staff to obtain mandatory NIMS/ICS training/exercises and other recommended, appropriate training. Develop strategic plan for activation, training, and exercises to be implemented over the next two years and beyond, specifically for city staff and selected volunteers. Categorize each training/exercise as mandatory, recommended, or optional with frequency denoted.

- 4) VOLUNTEER COORDINATION – Develop a strategy for recruiting and managing community volunteers in the event of an emergency. Identify key areas where volunteers can provide critical support to augment city resources in emergency response and how to develop a volunteer program tailored to those needs.
- 5) REGIONAL COORDINATION—Identify how the city will coordinate with Lacey Fire District 3, Thurston County, surrounding jurisdictions, North Thurston Public School District, community partners, neighborhood associations, citizens, etc. in the event of an emergency. Specifically identify a sheltering plan during catastrophic emergencies and formalize supply agreements with local distribution facilities. Sample Deliverable— Draft an interlocal agreement (ILA) with North Thurston Public Schools and faith-based organizations for sheltering during a catastrophic emergency. Draft a communication plan between community partners during a catastrophic emergency.
- 6) OPPORTUNITIES FOR PUBLIC EDUCATION & OUTREACH – Develop a strategy the city can implement to effectively and efficiently educate and inform the public about the city’s emergency management program. Sample Deliverable – Outline of a public education and outreach strategy with resource allocations included for each opportunity.
- 7) CREATE A LIST OF CAPITAL/TECHNOLOGICAL/STAFFING NEEDS TO EXECUTE EMERGENCY MANAGEMENT PLAN – Develop a prioritized long-range master plan for capital investments to the Emergency Operations Center (EOC), the designated assembly areas, and other sites as appropriate. Include recommendations of necessary technology/software and staffing for emergency management response, resource tracking, financial tracking, donations and volunteer management, public outreach, etc.

## **QUALIFICATIONS**

The consultant shall have extensive experience and background with the National Incident Management System (NIMS) and Incident Command System (ICS) at various agency levels of application including federal, state and local emergency operations, preferably in Washington, Thurston County. Also, the preferred candidate will have experience working with cities with a population of 50,000 or larger.

Experience should include development, implementation, and revisions of local government Comprehensive Emergency Management Plans for a variety of emergency response situations. The consultant is preferred to have direct participation and experience in real-world emergency or disaster response and recovery operations.

## BUDGET & TIMELINE

The City of Lacey anticipates the cost for the services outlined in this RFP to fall between \$100,000.00 to \$200,000.00.

The City anticipates the contract for the services described in this RFP to be completed in phases with the CEMP update indicated in task one (1) completed on or before December 31, 2023 and other tasks completed on or before September 30, 2024, unless another date is mutually agreed upon in writing by both parties.

## PROPOSALS

Proposals shall include the following:

Item	Description	Max Pages
<b>1 – Cover Letter</b>	Introductory letter highlighting contents of the proposal and relevant experience and knowledge.	2
<b>2 – Project Approach &amp; Schedule</b>	Provide information outlining how the consultant will accomplish this project (e.g., how many staff will be involved, how many meetings will be held, and what the meetings will entail; what types of discussions and trainings will be held; what communication methodologies will ensure the program’s success, etc.)  Provide a project schedule with project elements and estimated dates for completion.	4
<b>3 – Relevant Professional Experience</b>	Outline your professional emergency response management experience. Include specific details on your: <ul style="list-style-type: none"><li>• Understanding and employment of NIMS;</li><li>• Understanding and employment of ICS;</li><li>• Specific action plans developed, used or revised;</li><li>• Events and/or locations where response plans have been implemented;</li><li>• Facilitation of groups toward goal setting and task accomplishment;</li><li>• Experience in coordinating, facilitating, and leading planned emergency response exercises.</li></ul>	4
<b>4 – Relevant Professional Projects</b>	Outline specific, related projects you have completed. Please select only recent projects. For each project include: <ul style="list-style-type: none"><li>• Overview of the project;</li><li>• Location and size of jurisdiction/organization;</li><li>• Detail which of the elements the project addressed;</li><li>• Explain your specific role in the project;</li><li>• Incorporation of council, staff, and the public into the process;</li></ul>	2 per project - max. 3 projects  6 total

	<ul style="list-style-type: none"> <li>• Include any challenges faced and how they were addressed;</li> <li>• Reference for each project and dates of project start and completion.</li> </ul>	
<b>5 – Proposed Budget</b>	Include a line item budget that specifies hourly rates and estimated hours for project completion.	1
<b>6 – References</b>	List of references (other than those included in Section 4: Projects). Include: <ul style="list-style-type: none"> <li>• Contact person/title;</li> <li>• Contact information;</li> <li>• Your association/ role;</li> <li>• Related dates of service.</li> </ul>	1
<b>7 – Optional Additional Information to Consider</b>	Optional relevant information you would like to include for consideration.	2

\*Proposals that do not follow the guidelines indicated above will not be considered.

#### **EVALUATION CRITERIA**

Each consultant proposal will be scored on the following elements and numerical scale.

<b>Element</b>	<b>Total Possible Points</b>
Project Approach & Relevant Experience	30
Relevant Professional Experience/Projects	25
Timing/Capability to Deliver	20
Overall Structure of Proposal	15
Regional Knowledge	10
<b>Total</b>	<b>100</b>

#### **TIMELINE**

Proposals are due no later than Thursday, April 6, 2023. Proposals will be evaluated and interviews scheduled between April 17-21, 2023.

<b>Item</b>	<b>Expected Date</b>
RFP Posted	March 8, 2023
RFP Closes	April 6, 2023 at 4:00 PM
Candidate Interviews	April 17-21, 2023
Contract Award	May 1, 2023

## SUBMISSION DETAILS

- **Proposals must be submitted no later than 4:00 pm, Thursday, April 6, 2023.**
- **Proposals must be titled "RFP – Emergency Management Consultant"**
- **The preferred method of submission is email to: Ed Taylor at [Etaylor@ci.lacey.wa.us](mailto:Etaylor@ci.lacey.wa.us)**
- Alternatively, paper copies will be accepted via mail:

City of Lacey  
Attn: Ed Taylor  
420 College Street SE  
Lacey, WA 98503

Note: If submitting by mail, vendors must submit one unbound original and seven (7) copies of their RFP. The envelope must be clearly labeled "RFP – Emergency Management Consultant"

## QUESTIONS

Please direct any questions about this project in writing to Ed Taylor, Project Manager, via email: [Etaylor@ci.lacey.wa.us](mailto:Etaylor@ci.lacey.wa.us) ; Subject Line: "RFP – Emergency Management Consultant Questions"

Questions will be accepted until Tuesday, March 28, 2023, 4:00 pm.

*The City of Lacey reserves the right to reject any or all proposals, wholly or in part, received by reason of this request. All costs incurred by the service provider due to developing their proposal shall be borne by the service provider. The City reserves the right to change the proposal schedule or issue amendments to the RFP at any time, cancel or reissue the RFP, waive immaterial irregularities contained in RFP materials at its sole discretion, refrain from contracting with any respondent, request clarification of information submitted and to request additional information from any respondent*