



## Request for Proposals

### Emergency Management Planning Consultant Questions / Interpretations as of 04.05.2023

1. **Can the City confirm the name(s) of the final deliverables the consultant shall provide for each task?** See RFP 1-7 for explanation of tasks.
2. **Can the City clarify what it means by “please select only recent projects” for section 4?**  
This was a typographical error and should reflect “relevant” projects.
3. **Can the City confirm the number of references each respondent should provide for section 6?** Please list any other references related to relevant projects or work, on one page that you think will benefit your firm.
4. **How would you prefer the project related communication / what percentage of the proposed meetings would you want face-to-face vs. virtual? Are there any of these specific meetings/topics that you prefer to conduct in a specific fashion? Can surveys (facilitated by the City) be utilized to collect data from stakeholders (internal & external)?**  
The City of Lacey may conduct further discussions with the selected consultant about in person and virtual meetings. Initial outreach may be done virtually to allow the consultant to gain information to schedule a planning meeting. City preference would be an in-person planning meeting with the consultant and stakeholders within the City of Lacey. The City prefers for the consultant to perform all surveys to collect data from the stakeholders.
5. **What local laws are in place that would impact the City CEMP?**  
Lacey Municipal Code (LMC) Title 6 EMERGENCY SERVICES  
LMC Chapter 6.01 EMERGENCY DISASTER PLAN AND ORGANIZATION  
Washington Administrative Code (WAC) Title 118
6. **Does the City of Lacey or the State of Washington have any specific requirements that you want to ensure are included in the CEMP and the outlined work?** The City of Lacey will

require the consultant to update, develop, and write a Comprehensive Emergency Management plan (CEMP) basic plan and the Emergency Support Functions (ESF's) annexes as identified by the State of WA. and Federal guidelines. Our current CEMP last updated in 2018 has suggestions for updates made by the Washington Emergency Management Division.

7. **What are the initiatives from the City of Lacey Emergency Management Division?** Further clarification was requested and the question was not responded to.
8. **Will there be after action reports from exercises or actual situations that will be made available for review as part of the development of the new CEMP?** The City of Lacey has participated in and completed a few exercises in past years but is seeking a consultant to update our CEMP and help re-establish our Emergency Management Program.
9. **What technologies are currently in use to support the emergency management program?** WEB EOC, Thurston Community Alert (Rave Alert), HAM/Amateur Radios
10. **When was the last update to the plan completed? Can we have access to a copy of the existing plan?** Our last copy of the CEMP was updated in 2018, adopted in 2019, by our City Council. There is a copy on our Website <https://cityoflacey.org/resources/disaster-preparedness/>
11. **How in-depth into the ESF structure does the City of Lacey anticipate this work will involve? Is there existing guidance that will need to be revised, or will this be initial work?** There is existing guidance, but the ESF annexes need to be revised considerably.
12. **What, if any, are the requirements related to the project meetings and documents that will be needed to meet Section 508 standards?** The City does not have any employees that would need this requirement.
13. **What, if any, are the requirements related to the project meetings and documents that will need to have interpretation services provided?** No interpretation services will need to be provided.
14. **The RFP proposal requirements do not include a section for staff qualifications/resumes, should staff resumes be submitted as an attachment to proposals?** Please submit staff qualifications within Section Three (3): Relevant Professional Experience. You may also submit any relevant resumes and/or qualifications for individual staff in Section Seven (7): Optional Additional Information to Consider.
15. **Can the City confirm this RFP is looking for a consultant to develop/update eight documents/plans with the assumption that during the planning process, plans/annexes/strategies may increase or be combined when appropriate? We**

**understand from the RFP that the eight documents to be developed include:** The initial goal of the RFP is to develop the CEMP basic plan and the Emergency Support Function (ESF) annexes Identified as Task one (1) to be delivered by December 31, 2023.

The list of other seven that you have identified would be part of the additional seven tasks and may be increased or combined within others specifically within the ESF's.

We are a member of the Thurston County Emergency Management Council (EMC) and do have an Interlocal Agreement with the agencies that make up the EMC. We are looking to enhance our resources/partners within the city, particularly in the area of volunteer coordination and mass care & sheltering.

16. **As part of the CEMP, is it the expectation that the consultant will develop Emergency Support Function (ESF) Annexes?** Yes.
17. **If the CEMP includes the development of standalone ESF Annexes, will the City consider these Annexes to be completed in subsequent phases once the CEMP base plan is completed by December 31, 2023?** Yes.
18. **Does the City currently maintain a Multiyear Training and Exercise Plan (MYTEP) or an Integrated Preparedness Plan (IPP)?** The City does not currently have an Integrated Preparedness Plan (IPP), but would like to implement one through this RFP.
19. **Are there training records available through the City or Thurston County emergency management that provide the current status of individuals at the City who will be called upon to work in the Emergency Coordination Center? Are they maintained in a Multiyear Training and Exercise Plan (MYTEP) or an Integrated Preparedness Plan?** The City does have ICS training records available, however we are looking for the consultant to identify the best fit to make up our ECC positions from our internal staff.
20. **Does the City leverage existing volunteer groups to augment City resources during emergencies? If so, how many groups exist?** No, not at this time. However, we would like to identify city specific resources in conjunction with external resources.
21. **Can the City please provide a pricing template to ensure consistency in vendor responses to provide a clearer rubric for scoring/grading?** We are looking for consultants that have experience in Emergency Management specifically with writing a Comprehensive Emergency Management Plan. If the consultant is familiar with writing a CEMP for a city of our size, they would be familiar with what it would take to estimate time for deliverables.

22. **While not required by the RFP, can vendors provide resumes as an appendix outside of the page limit?** We did not add resumes to our RFP, we are intentionally looking for relevant experience. Please add that to 3 & 4 Relevant Professional Experience and Projects. We are not accepting extra resume pages.
23. **Would the City please provide a sample contract?** The City does not have a sample contract at this time and will negotiate with the consultant after the selection has been made.