



City of Medical Lake
124 S Lefevre Street
PO Box 369
Medical Lake, WA 99022-0369
509-565-5000

Request for Proposal (RFP)
HAZARD MITIGATION PLAN
City of Medical Lake

Purpose:

The City of Medical Lake (“City”) is seeking a qualified consultant (contractor) to prepare a Hazard Mitigation Plan. The City has a budget of not to exceed \$60,000.

Background:

The City is a small community surrounded by farms, forests, and lakes. Located five miles north of Interstate 90, and twelve miles southwest of Spokane, Medical Lake has just under 5,000 inhabitants.

Tragically, on August 18th, 2023, the Gray Road Fire destroyed 240 homes in the greater community, of which 55 were within the City limits. Recovery has been difficult and disjointed.

Project Overview:

The Hazard Mitigation Plan is being funded through Washington’s Climate Commitment Act. The plan will be part of the newly required climate resiliency element, which will be incorporated into the Medical Lake Comprehensive Plan through the mandatory update process. The consultant will need to identify and organize an advisory team to discuss and define goals, objectives, and initiatives that address a comprehensive risk assessment, hazard mitigation strategy, and response/recovery framework and process directly related to the Medical Lake community.

Scope of Work:

1. Understand Exposure

- 1.1. Identify Community Assets
- 1.2. Explore Potential Hazards: Gather Climate Data
- 1.3. Identify Potential Hazards for Each Asset
- 1.4. Describe Potential Consequences
- 1.5. Identify Priority Hazards
- 1.6. Public Comment via Public Engagement Plan

- 1.7. Report to Planning Commission
- 1.8. Submit memo summarizing completion

2. Understand Vulnerability

- 2.1. Assess Asset Sensitivity
- 2.2. Assess Asset Adaptive Capacity
- 2.3. Assess Vulnerability
- 2.4. Assess Risk
- 2.5. Public Comment via Public Engagement Plan
- 2.6. Report to Planning Commission
- 2.7. Submit memo summarizing completion

3. Audit Plans and Policies

- 3.1. Review Existing Plans for climate gaps and opportunities
- 3.2. Public Comment via Public Engagement Plan
- 3.3. Report to Planning Commission
- 3.4. Public Engagement Plan
- 3.5. Submit memo summarizing completion

4. Explore Solutions

- 4.1. Develop List of Strategies to Reduce Risk
- 4.2. Investigate options
- 4.3. Evaluate potential solutions
- 4.4. Public Comment via Public Engagement Plan
- 4.5. Prioritize solutions
- 4.6. Report to Planning Commission
- 4.7. Submit memo summarizing completion

5. Mitigation Strategies

- 5.1. Develop Goals and Policies
- 5.2. Develop Hazard Mitigation Plan
- 5.3. Public Comment via Public Engagement Plan
- 5.4. Report to Planning Commission
- 5.5. Submit memo summarizing completion

Each of these tasks generally outline the work, but it shall be the responsibility of each consultant responding to the RFP to specifically identify the tasks, sub-tasks, outreach activities, hearings, and presentations- including a timetable to perform the completed work. Consultants should feel free to suggest amendments to the scope which they feel would be of benefit to the City, though the cost may not be based on such. The proposal shall clearly address all of the information requested herein. To achieve a uniform review process and obtain the maximum degree of comparability, proposals must be organized and contain all information as specified below:

Proposal Requirements:

Cover Letter: Maximum of two (2) pages serving as an executive summary which shall include an understanding of the scope of services.

Brief Company Profile: General company information including number of employees, location of company headquarters and branch offices, number of years in business and organization, disciplines, and staffing. Describe the general qualification(s) of the firm as they relate to the work proposed with this RFP.

Organization and Staffing: Provide a list of the Consultant's employees and agents which the consultant anticipates assigning to this project. This list shall include a summary of the qualifications, licenses, and experience of each individual; and the professional level of work to be performed by each individual. The City will retain under its agreement with the successful Consultant the right of approval of all individuals performing under the agreement.

Description and Approach: The proposal should demonstrate the Consultant's knowledge of the needs and objectives of the work proposed under this RFP.

Cost Proposal: The cost proposal shall include the hourly rate for all provided services. Include any sub-consultant's fee schedule, if applicable. This should include hourly billable costs of each team member.

Résumé: Relevant Projects/Services with References. Provide résumés of the individual(s) from the Consultant's firm or entity that will be directly responsible for carrying out the contract, three (3) references to include name, address, contact person and phone number of the municipality/company, length of time services were provided, and a description of the services provided.

General Conditions:

The City shall not be liable for any pre-contractual expenses incurred.

The City reserves the right to withdraw this RFP at any time without prior notice and to reject any and all proposals submitted without indicating any reasons. Any award of contract for services will be made to the firm best qualified and responsive in the opinion of the City.

The selected firm must agree to indemnify, hold harmless and defend the City, its officers, employees, and agents; and assigns from any and all liability or loss resulting from any suites, claims or actions brought against the City which result directly or indirectly from the wrongful or negligent actions of the Consultant in the performance of the contract.

The selected firm will be required to comply with all existing State and Federal labor laws including those applicable to equal opportunity employment provisions.

The City reserves the right to negotiate special requirements and service levels using the selected qualification(s) as a basis. Compensation for additional services will be negotiable.

All responses to this RFP become the property of the City.

No amendments, additions or alternates shall be accepted after the submittal deadline.

All documents, records, designs and specifications developed by the selected firm with regard to this project shall be the property of the City.

Submittals

Three (3) color copies and one (1) digital pdf copy of the proposal must be submitted (hand-delivered, mailed, or delivered by courier) no later than 4:00 PM, Thursday, March 28, 2024 (No submittals will be accepted after that date and time) to the following location:

City of Medical Lake Planning Department
“RFP Hazard Mitigation Plan”
Attn: Koss Ronholt
124 S Lefevre Street
Medical Lake, WA 99022

All questions regarding this RFP shall be directed in writing to Elisa Rodriguez, Planner, at erodriguez@medical-lake.org or 509-565-5019. No postmarks will be accepted.

Proposal Evaluation and Selection:

The City intends to engage the most qualified consultant available that demonstrates a thorough understanding of the City’s needs. City staff will use the following criteria to evaluate proposals:

- Understanding of Work to be Performed (the Scope of Services): **15 points**
- Demonstrated Quality Firm and Professional Staff Technical Skill, Experience, Performance and Approach: **25 points**
- Familiarity with City, County, and State Procedures: **20 points**
- Firm and Professional Staff References/Satisfaction of Clients: **15 points**
- Completeness and Quality of Proposal: **15 points**
- Cost Approach to performing this type of service: **10 points**
- Total: **100 points**

The City may request a qualification interview with the highest ranked consultant(s) prior to determining the final ranking. This selection will be conducted according to the City’s adopted procedures. The City reserves the right to reject any and all proposals.

Schedule:

The solicitation, submittal receipt, evaluation and final decision selection will substantially conform to the following schedule:

Advertisement	February 29, 2024
Submittal Deadline 4:00 PM	March 28, 2024
Candidate Interviews	Week of April 1, 2024
Notice to Proceed	April 8, 2024
Project Completion	June 15, 2025

Other Information:

Submittals received by the City in response to this solicitation become public records and are subject to Chapter 42.56 RCW, the Public Records Act. The Consultant should clearly identify in its proposal any specific information that it claims to be confidential or proprietary. If the City receives a Public Records Act request to view the information so marked in the Consultant's proposal and the City determines that it must produce that information in response to the Public Records Act request, its sole obligations shall be to notify the Consultant (1) of the request and (2) of the date that such information will be released to the requester unless the Consultant obtains a court order to enjoin that disclosure pursuant to RCW 42.56.450. If the Consultant fails to timely obtain a court order enjoining disclosure, the City will release the requested information on the date specified.