



PO Box 930
222 NE Second Ave.
Canby, OR 97013

Phone: 503-266-4021
Fax: 503-266-0699
www.canbyoregon.gov

Request for Proposals

To Update the City of Canby's Emergency Operations Plan & Annexes

Deadline for Receipt of Proposal: **5:00 pm, Friday, November 17, 2023**

Interim City Administrator: Eileen Stein
steine@canbyoregon.gov
503-266-0745

The City of Canby ("City") is soliciting written proposals from firms / individuals interested in updating and revising the City's Emergency Operations Plan (EOP) including the necessary annexes as required by State and Federal mandate. The update will include all elements required by the Federal Emergency Management Agency (FEMA) and the Oregon Office of Emergency Management (OEM). Ultimately, the City's EOP will align with the Clackamas County EOP. This Request for Proposals (RFP) is for work to complete the EOP update.

1. BACKGROUND	2
2. SCOPE OF WORK	3
3. ANTICIPATED TIMELINE	4
4. MINIMUM PROPOSAL CONTENTS	4
5. PROPOSAL REQUIREMENTS	5
6. EVALUATION OF WRITTEN PROPOSALS	6
7. INTERVIEW PHSE FOR COMPETITIVE RANGE	7
8. NEGOTIATION OF CONTRACT	8
9. COST OF PREPARATION OF PROPOSALS / REJECTION OF PROPOSALS	8
10. PROPOSAL MODIFICATIONS AND CLARIFICATIONS	8
11. EXCEPTIONS	9
12. OWNERSHIP / PUBLIC RECORDS	9
13. PUBLIC CONTRACT RULES	9

1. BACKGROUND

It is the responsibility of the Emergency Management staff to maintain an Emergency Operations Plan that is a comprehensive all hazards document that City staff, public safety and public service personnel can utilize as a guide in the provision of critical services.

The City's Emergency Operations Plan (EOP) was originally adopted in 2000 then reviewed and updated in 2012 (Canby Resolution #1125) establishes guidance for the City's actions during response to, and short-term recovery from, major emergencies and disasters. The EOP describes the roles and responsibilities of City departments and personnel when an incident occurs, and it establishes a strategy and operating guidelines that support the National Incident Management System (NIMS) and the principles of the Incident Command System (ICS). The EOP consists of what is called the Basic Plan that goes through each of these roles and is supported by 18 separate Emergency Support Functions (ESFs) which are very specific in their focus. In addition, the plan includes an Incident Annex and Support Annexes.

The EOP is an all-hazard plan that describes how the City of Canby will organize and respond to emergencies and disasters in the community. It is based on, and is compatible with, Federal, State of Oregon, and other applicable laws, regulations, plans, and policies, including Presidential Policy Directive 8, the National Response Framework, Oregon Office of Emergency Management plans, and Clackamas County Emergency Operations Plan.

Response to emergency or disaster conditions in order to maximize the safety of the public and minimize property damage is a primary responsibility of government. It is the goal of the City of Canby that responses to such conditions are conducted in the most organized, efficient, and effective manner possible.

Consisting of a Basic Plan and annexes, the EOP will continue to be aligned with the Clackamas County EOP and provide a framework for coordinated response and recovery activities during a large-scale emergency. The plan describes how various agencies and organizations in the City of Canby will coordinate resources and activities with other Federal, State, local, community- and faith-based organizations, and private-sector partners.

The City of Canby has formally adopted the principles of the National Incident Management System (NIMS), including the Incident Command System and the National Response Framework, and will be promulgating the updated plan. The plan will be formally re-promulgated by the Canby City Council once every five years.

The 2012 EOP can be found online at: [About Us | Canby OR \(canbyoregon.gov\)](#)

2. SCOPE OF WORK

This section contains a brief outline of the anticipated project scope of work in order to update the City's EOP. It is not intended to be a complete list of all work activities required to complete the work but is intended to highlight some key elements of work that need to be included in the proposal.

- Review and become familiar with the existing EOP.
- Review the Clackamas County EOP to align with current updates.
- Facilitate a series of meetings with staff from relevant departments, including one kick-off meeting. Meeting shall be held to collect information on where EOP updates are necessary and to identify elements that need to be added.
- Prepare and provide a draft version of the EOP to City Administrator and Emergency Management Working Group for review. This will include a review and update to the existing City of Canby EOP document, cross walking with any Clackamas County EOP updates/inclusions in a hybrid format with flexibility to adapt to the wide variety of natural, technological, and human-caused threats and hazards common to the northwest Oregon area. This will include: The Basic Emergency Operations Plan, Functional Annexes, and Hazard- or Incident- Specific Annexes. Revised based on feedback.
- Prepare and provide final EOP Annexes to the City for approval no later than April 30, 2024.
- Finalize the EOP and provide it to the City Administrator in electronic format in both Word and PDF versions.
- The selected consultant will prepare progress reports to any comments and will update the project schedule as required with approval from the City Administrator.
- Specific deliverables:
 - Meeting Agendas and Minutes
 - Progress Reports
 - Project Schedule for each component
 - Review and adequately respond to comments
 - Deliver each component (report/plan) on time
 - Deliver approved final EOP, Functional Annexes, and Hazard- or Incident-Specific Annexes to City of CanbyConsultant will provide final EOP and all Annexes via Microsoft Word format and 5 complete bound printed copies to City of Canby.

3. ANTICIPATED TIMELINE

ITEM	DATE
RFP published	October 6, 2023
Proposals due	November 17, 2023, 5:00 PM
Evaluate proposals	Week of November 27, 2023
Notice of ranking sent to three highest proposers (Competitive Range)	Week of December 4, 2023
Interviews are held.	Week of December 18, 2023
Notification of rankings within the competitive range	Week of January 1, 2023
Contract negotiation with preferred proposer	Week of January 15, 2023
Award contract	Week of January 22, 2024

Note: These dates are subject to change in the City's sole discretion. Date of award of contract may be shortened or extended, as necessary to negotiate any of Proposer's modifications to Service Contract.

4. MINIMUM PROPOSAL CONTENTS

Proposers must provide the following minimum proposal contents:

- a. Capabilities and Approach: Proposers are encouraged to provide clear, concise proposals that contain only the information required to respond to the needs of this project.
Identify and discuss:
 - Services that may not have been mentioned and that should be considered for inclusion in a final Scope of Work for the benefit of the project.
 - Strategies that could be employed to meet project goals and objectives on time and within budget. Key points may include the availability of key personnel immediately and throughout the project and ability to control project schedule.
- b. Key Personnel and Qualified Staff: Identification of the Proposer's key personnel and staff who will be involved with each major task element of the project, and their experience in regards to the Project.
- c. Project Schedule: Based upon the proposed Scope of Work, include a preliminary project scheduled that identifies milestones for major task elements.
- d. COBID Certification or Subcontractor / Supplier Utilization: The City of Canby is supportive of the regional economy, and is committed to solicit and achieve racial, gender, veteran, and emerging small business equity in City procurements. This strategy will be implemented by either utilizing firms certified by the State of Oregon Certification Office

for Business Inclusion and Diversity (COBID)¹ or firms that will plan and/or have used COBID subcontractors or purchased from COBID suppliers.

If your firm or quote is eligible for points to be awarded based on COBID certification or utilization, please include the following, as applicable:

- Firm's COBID certification
 - A utilization plan to employ COBID certified¹ subcontractors or purchase goods from COBID-certified seller of goods, then the Plan shall be reviewed by the selection committee.
 - Documentation showing the percentage of COBID-certified subcontractors employed and/or the dollar value of goods purchased from COBID-certified suppliers during past 6 months.
- e. References and Past Experience: The Proposer should include specific examples of relevant work completed in the last five years that best demonstrate the Proposer's qualifications and abilities to accomplish the work in a professional, timely, and cost-effective manner. Provide specific examples of work experience and products from projects of a similar complexity and scope. At least two references shall be provided, to include their first and last name, organization name, phone number and email address. References will be contacted as part of the evaluation.
- f. Cost: Based on the Scope of Work, include a fee proposal that identify the estimated full cost of services. The bid must be stated in a Not-to-Exceed amount.
- g. Personal Service Contract Terms: Identify any requested modifications to the form of Personal Services Contract included as Attachment 1.

5. PROPOSAL REQUIREMENTS

Proposals should be prepared simply, providing a straightforward, concise delineation of the approach and capabilities necessary to satisfy the requirements of the RFP. Emphasis in the proposal should be on completeness, clarity of content, and adherence to the presentation structure according to the outline below.

PROPOSAL OUTLINE:

- a. Cover Letter: From the prime respondent written and signed by the individual proposed as the Project Manager, and Consultant Representative who has authority to execute the agreement.

¹ COBID certifies firms based on rules promulgated in OAR 123-200-1000 et seq. COBIO Webpage:
<https://www.oregon.gov/biz/programs/COBID/Pages/default.aspx>

- b. Title Page: Include the subject of the RFP, the responding firm's name, the contact person's name, address, telephone number, e-mail address and date of the response.
- c. Proposal
- d. Comments on Sample Form of Contract

The Proposer's proposal shall be submitted electronically to Eileen Stein at steine@canbyoregon.gov. The proposal must be received by the Proposal Submission Deadline.

Submission of a proposal will signify the Proposer's agreement that its proposal and the content thereof are valid for 180 days following the submission deadline unless otherwise extended in writing by both parties. The successful proposal will become part of the Contract that is negotiated between the City and the successful Proposer.

The proposal submission deadline is November 3, 2023, at 5:00 pm Pacific Standard Time. Late proposals will not be considered.

Note: The risk of error or loss in delivery is upon the person submitting the proposal.

6. EVALUATION OF WRITTEN PROPOSALS

Written Proposals will be evaluated based upon the criteria listed below:

CRITERIA	PERCENT
Capabilities and Approach	25%
Key Personnel and Qualified Staff	20%
Project Schedule	15%
References and Past Experience	10%
Cost	20%
COBID	10%

The Proposers will be ranked by the City's Solicitation Evaluation Committee (SEC), as designated by the City Administrator, based upon evaluation and scoring of their respective written proposals using the criteria stated in EVALUATION OF WRITTEN PROPOSALS above. Each SEC member's score for each Proposer will be combined with the respective scores of the other SEC members, and the resulting combined scores will be used to rank Proposers. The highest-ranking three Proposers shall be included within the Competitive Range.

Protests to Award of Points to Proposal and Competitive Range Selection:

Any protest of the points awarded to a written Proposal must be submitted in accordance with OAR 137-047-0720 within 10 calendar days after issuance of the Notice of Rankings / Competitive Range. Proposers that wish to object or protest any aspect of this phase of the selection process must deliver a written protest to the Project Manager. Determination of Award of Points (and determination of Competitive Range) shall be final upon the later of the

following:

- a. 10 calendar days after issuance of the Notice of Rankings/Competitive Range; or
- b. The City Administrator, or designee, provides a written response to all timely-filed protests that either denies or affirms the protest(s).

7. INTERVIEW PHASE FOR COMPETITIVE RANGE

If the Competitive Range includes only one Proposer, then interviews will not be held, and the Proposer selection process is completed.

If the Competitive Range includes more than one proposer, then the process will move to an interview phase, with each Proposer included within the Competitive Range being invited to interview. The interview criteria and points will be shared with the Proposers selected for interviews prior to an interview. (At least 10% of the points shall be based on the COBID criterion.) At the announced time and place, the Proposer within the Competitive Range will be given 15 minutes for a presentation before the SEC. Following Proposer presentations, members of the SEC will ask questions of the Proposer's interview team. The questions and responses may take an additional 30 minutes.

The interview scores for each Proposer will then be added to their respective written proposal scores, and a Notification of Rankings of the Proposers within the Competitive Range shall be given to Proposers within the Competitive Range.

Protests to the Ranking of Preferred Proposers within Competitive Range

Any protest of the preference ranking of the Proposers within the Competitive Range must be submitted in the manner provided by OAR 137-047-0720. A Proposer within the Competitive Range that objects or protest any aspect of the Interview phase of the selection process must deliver a written protest to the City Administrator. Any protest of the order that would not affect the initially preferred Proposer will be deferred until it is determined that the initially preferred Proposer will not be selected.

Determination of the initially preferred Proposer shall be final upon the later of the following:

- 10 calendar days after the date of the Notification of Rankings of the Proposers within the Competitive Range; or
- Until the City Administrator, or designee, provides a written response to all timely-filed protests regarding the initially preferred Proposer that either denies or affirms the protest(s).

If an award is not made to the initially preferred Proposer, determination of the second

preferred Proposer shall be final upon the City Administrator's, or designee's written response to all timely-filed protests regarding the second preferred Proposer that either denies or affirms the protest(s). If an award is not made to the second (or lower) preferred Proposer, determination of the third preferred Proposer shall be final.

8. NEGOTIATION OF CONTRACT

The City Administrator will meet with the highest-ranked Proposer to negotiate a contract. (The City Administrator may meet with the apparently highest-ranked Proposer during the above Protest period, but the negotiations shall not be finalized until the end of the Protest Period and, of course, the apparently highest-ranked Proposer being, in fact, the high-ranked Proposer.)

It is the intent of the City to ensure it has the flexibility it needs to arrive at a mutually acceptable agreement. Negotiations may include, but not be limited to, matters such as:

- a. Contact details.
- b. Contract payment details.
- c. Service requirements.
- d. Minor changes to the scope of services.

The City Administrator, in consultation with the City Attorney, shall determine if the final negotiated contract terms are acceptable to the City and do not present material risk to the City or increase the City's costs. If the final negotiated terms are not acceptable, that Proposer shall be rejected, and the next highest ranked Proposer shall be selected to negotiate contract terms, and so on until a final negotiated contract terms are acceptable to the City and do not present material risk to the City or increase the City's costs.

The Proposer selected will enter into a contract with the City. The Proposer may not incur any chargeable costs prior to the execution of the final Contract.

9. COST OF PREPARATION OF PROPOSALS/REJECTION OF PROPOSALS

This RFP does not obligate the City to pay any costs incurred by Proposers in the preparation and submission of their proposals. The City reserves the right to reject any and all proposals and to waive irregularities and informalities in the submittal and evaluation process.

10. PROPOSAL MODIFICATIONS AND CLARIFICATIONS

The City reserves the right to request that any proposer clarify its proposal or to supply any additional material deemed necessary to assist in the evaluation of the proposal.

Modification of a proposal already received will be considered only if the modification 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 proposal.

11. EXCEPTIONS

If a Proposer takes exception to any term or condition set forth in this proposal and / or any of Attachments {including Insurance Requirements}, said exceptions must be submitted in writing to the City Administrator no less than seven (7) business days prior to the deadline for submission of the proposal.

12. OWNERSHIP / PUBLIC RECORDS

Material submitted by the Proposer shall become the property of the City unless otherwise specified. Proposal materials submitted are "public records" pursuant to ORS 192.311 et seq. and are subject to public disclosure following award of contract (earlier disclosure may be necessary to other proposers during the protest period), except to the extent the material is exempt from disclosure by law. If any part of the proposal is proprietary and is claimed exempt from disclosure, the Proposer must separately submit that material on separate page(s) and each page marked "confidential/proprietary". This shall be deemed to be a request for confidentiality of the information on the designated page(s). If a request is made for disclosure of the material on the page(s) marked "confidential / proprietary," City shall notify the Proposer and provide an opportunity to defend against the request for disclosure, subject to the time limitations imposed upon the City for review and response to requests for disclosure.

13. PUBLIC CONTRACT RULES

Except as modified by the terms of this RFP, the terms and procedures of the Canby Public Contract Rules (CPCRs) shall apply.