

STATE OF OKLAHOMA
CANADIAN COUNTY
FILED OR RECORDED

SEP 09 2019

SHERRY MURRAY
COUNTY CLERK

190770

SA&I 1-4040 (2000)

Canadian _____ County, Oklahoma
COUNTY PURCHASING OFFICE
Canadian _____ County Court House
El Reno _____, Oklahoma
Phone: (405) 295-6125

INVITATION TO BID

PLEASE REVIEW TERMS AND CONDITIONS ON REVERSE
SIDE RELATING TO SUBMISSION OF THIS BID.
Notarized Affidavit completions and signature required on reverse side.

DATE ISSUED
September 09, 2019

Page 1 of 2

BID NUMBER #2020-#03 Hazard Mitigation Plan /
Emergency Management

BID CLOSING DATE AND HOUR
Oct. 21, 2019 9:00am

REQUIRED DELIVERY DATE
SEE SPECIFICATIONS
_____ Days after award of Purchase Order

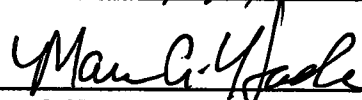
TERMS
Net, FOB this bid will open October 21, 2019 at 9:00am

DATE OF DELIVERY:
SEE SPECIFICATIONS

ITEM	QUANTITY	UNIT OF ISSUE	DESCRIPTION	UNIT PRICE	TOTAL
1 or more			<p>Canadian County Emergency Management is undertaking a selection process to find a well-qualified consultant to review, rewrite and provide an up-to-date hazard mitigation plan.</p> <p>See Specifications attached.</p> <p>The Board of Canadian County Commissioners reserves the right to reject any and all bids or to award all or any portion of the items bid. All data will be considered in the awarding of the bid including the delivery time.</p> <p><u>The terms & conditions of this document must be completed and returned or the bid will be rejected.</u></p> <p>Contact person: Andrew Skidmore Director, Emergency Management skidmorea@canadiancounty.org</p>		<p>\$ _____</p> <p>Total</p>

APPROVED

Date: 8/6/19



Officer or Department Head

TERMS AND CONDITIONS

1. Sealed bids will be opened in the Commissioner's Conference Room, Canadian
County Courthouse, 201 N. Choctaw Avenue, El Reno, Oklahoma, at the time and date shown on the invitation to bid form.
2. Late bids will not be considered. Bids must be received in sealed envelopes (one to an envelope) with bid number and closing date written on the outside of the envelope.
3. Unit prices will be guaranteed correct by the bidder.
4. Firm prices will be F.O.B. destination.
5. Purchases by Canadian County, Oklahoma, are not subject to state or federal taxes.
6. This bid is submitted as a legal offer and any bid when accepted by the County constitutes a firm contract.
7. Oklahoma laws require each bidder submitting a bid to a county for goods or services to furnish a notarized sworn statement of non-collusion. A form is supplied below.
8. Bids will be firm until 11/21/2019
(DATE)

AFFIDAVIT: I, the undersigned, of lawful age, being first duly sworn on oath say that he (she) is the agent authorized by the bidder to submit the above bid. Affiant further states that the bidder has not been a party to any collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding; or with any state official or employee as to quantity; quality or price in the prospective contract or any other terms of said prospective contract; or in any discussions between bidders and any state official concerning exchange of money or other thing of value for special consideration in the letting of a contract; that the bidder/contractor has not paid, given or donated or agreed to pay, give or donate to any officer or employee of the State of Oklahoma (or other entity) any money or other thing of value, either directly or indirectly in the procuring of the award of a contract pursuant to this bid.

Subscribed and sworn before this _____ day

of _____, 20 _____

(SEAL)

Firm: _____

My commission expires _____

Signed by: _____ Title: _____
(Manual Signature of Undersigned)

NOTARY PUBLIC (CLERK OR JUDGE)

Address: _____ Phone: _____

City: _____ State: _____

Zip: _____

Please mail sealed bids to:
Canadian County Clerk's Office
Attn: Purchasing
PO Box 458
El Reno, OK 73036

Street Address:
201 N Choctaw Avenue
El Reno, OK 73036



Canadian County Purchasing

Bid Specifications

Date Issued: September 09, 2019

Bid Number: **2020-#03**

Closing Date: October 21, 2019 at 9:00am

PO Box 458, 201 N. Choctaw Ave., El Reno, OK 73036

Opening Date: October 21, 2019 at 9:00am

Commissioner's Meeting Room, 201 N. Choctaw Ave., El Reno, OK 73036

~ SPECIFICATIONS~

Hazard Mitigation Plan / Emergency Management

Canadian County Emergency Management is seeking bids for:

Specifications:

Please see attached specifications.

For Information Contact:

Andrew Skidmore

E-mail: skidmorea@canadiancounty

Hours: Monday – Friday 8:00am to 4:30pm

If you have any questions or need additional information, please contact:

D'Shea Brothers, Purchasing Agent, 405.295.6125

dbrothers@okcana.cogov.net

RFQ for 2019 Canadian County Hazard Mitigation Plan Review/Update

Project Summary:

Canadian County Oklahoma is undertaking a selection process to find a well-qualified consultant to review, rewrite and provide an up-to-date hazard mitigation plan.

Goals of the Project:

- Comprehensive plan update
- Comprehensive plan maps
- A plan that meets current State of Oklahoma Department of Emergency Management (OEM) standards
- A plan that meets current FEMA standards
- A plan staff can easily update to remain current with threats and mitigation projects
- A checklist for updating, adding and reviewing projects
- A project the State of Oklahoma OEM and FEMA can complete and approve by July 2020
- A plan that includes the vast array of Canadian County Public School systems

About Canadian County:

Canadian County is located in the heart of Central Oklahoma. It is located adjacent to Oklahoma County and within the Oklahoma City MSA. Accessibility is key, with I-40 running East-West directly through the county and the intersection with I-35 and I-44 just to the east.

Canadian County is the state's fastest-growing county, with a population exceeding 139,000 (2019). Residents enjoy the quality relaxed lifestyle, with all the amenities of a major city nearby.

The county was organized in 1890 and consists of 897 square miles (2018). It provides a growing and diversified mix of business and industry, including agribusiness, manufacturing, oil & gas and retail trade. Plus, it offers the added benefit of close proximity to the growing Oklahoma City market.

Canadian County offers extensive economic development opportunities, including top-ranked schools, a productive and competitive labor force, excellent business climate and the nation's top career-technology network, Canadian Valley. Cost of living is just 80% of the national average.

Unique History:

Canadian County's history is reflective of the entire state. It has been home to various Indian Tribes, the cattle industry, frontier military experience, land runs and land lotteries, various ethnic settlements, right agriculture and oil & gas production. The county was once part of the Cheyenne and Arapaho reservation. It was opened by the Run of '89 and the Run of '92, and by lottery in 1901. The historic Chisholm Trail passes through the county on the North/South basis. The trail, stretching from Texas to Kansas City is famous for the 10 million cattle, 1 million horses and 35 thousand cowboys that passed through in the 1800's.

The name Canadian county comes from early French explorers who named the county for the two rivers which pass through the area, the North Canadian and Canadian.

Qualifications of Responding Firms:

The minimum qualifications outlined below are not intended to be a comprehensive list of the services that might be required. It is encouraged to submit responses that suggest and detail services Canadian County might need or desire, but that are not listed here.

Responses must describe abilities and experience related to writing, reviewing and creating a hazard mitigation plan. Responses must contain the steps and processes needed to complete an effective plan and describe what makes a plan acceptable for state and federal approval. Firms that are unable to provide this information may be eliminated from consideration:

Describe experience and qualifications related to the following:

- Technical approach/understanding of comprehensive planning for a County with our community dynamics.
- Experience and knowledge in developing similar plans by consultant personnel who will be directly involved with the project.
- Maintain communication on plan development.

How best to use the following for soliciting input and keeping the community notified of progress:

- Webpage use
- Social media use
- Online surveys
- How to involve internal partners, external partners, the community and stakeholders.
- How to include the various school system's in the plan.
- Create a hazard mitigation plan that staff can update regularly and keep perpetually current.

RFQ Response Schedule:

- RFQ distributed – Sept. 9th, 2019
- Deadline for questions – Sept. 23rd, 2019
- Replies to questions – Oct. 7th, 2019
- **All sealed bids due – Oct 21st, 2019, 9 a.m. CST**
- Evaluation and interviews with top ranked consultants – Nov. 2019
- Selection, contract negotiation and authorization by Canadian County Board of County Commissioners – Dec. 2019

Submitting a Response:

Submissions are due October 21st, 2019, before 9 a.m. via closed bid. All bids will be opened during the 9am Canadian County Commissioners meeting.

Responses are limited to no more than 10 pages and must include:

- Qualifications
- Describe the approach and experience relevant to each of the items listed under minimum qualifications.
- Describe any important services that are recommended but not specifically listed in this RFQ.
- Staff Experience
- Provide resumes and experience information on leadership and key staff to be assigned to the project.
- References
- Provide contact information for at least three past clients for whom you completed similar work.
- Provide a list of all clients you completed similar work for over the past three years.
- Work product examples (Examples are not included in the page limit for the response.)
- Provide the completed final report document that was submitted to each of the three references along with a brief explanation of the process and approach for each.
- Note whether the key employees for whom you submitted this work still employed with the company or not.

Selection Process:

- Staff will complete an initial evaluation of the qualifications (see Evaluation Criteria).
- Top ranked firms may be invited for an in-person interview and presentation.
- Top-ranked firms may receive a request for a proposal.
- A company will be selected based on staff's evaluation. A detailed scope of services, project schedule, fee structure, and contract terms will be negotiated with the selected company.
- In the event that a satisfactory contract cannot be negotiated with the selected company, Canadian County reserves the right to negotiate with any of the other responding firms, modify or cancel the project, or take any other action deemed in the best interests of the County.

The Canadian County Board of County Commissioners must authorize a contract before a notice to proceed is issued.

Evaluation Criteria:

- Qualifications – 25%
- Staff Experience – 35%
- References – 15%
- Work Product Examples – 25%

Questions:

We will answer submitted questions via email and the deadline for submitting questions is noted in the project schedule section. Submit questions via email to:

Andrew Skidmore / Director, Emergency Management / skidmorea@canadiancounty.org



**Canadian County
Purchasing**

Affidavit / Proof of Mailing

Date Issued: September 09, 2019

Bid Number: **2020-#03**

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~ AFFIDAVIT ~

Hazard Mitigation Plan / Emergency Management

State of Oklahoma)
County of Canadian) §

I, D'Shea Brothers, Purchasing Agent, in and for said County and State, do hereby certify that "Invitations to Bid" were sent to the following:

Bid Clerk
projects@bidclerk.com

Bid News
projects@isqft.com

ePlan
1400 Forum Blvd. Suite 7B
Columbia, MO 65203

Francis Tuttle Vo-Tech Center
Attn: Bid Assistance – Judy Robbins
12777 North Rockwell
Oklahoma City, OK 73142

Online Data Services
5425 Peachtree Parkway
Peachtree Corners, GA 30092

Hunt, Guillot, and Associates
603 E. Reynolds Dr.
Ruston, LA 71270

Jamie Caplan Consulting LLC
351 Pleasant Street Suite B #208
Northampton, MA 01060

Princeton Hydro
PO Box 720
Ringoes, NJ 08551

Bold Planning INC
4515 Harding Pike #325
Nashville, TN 37205

American Planning Association
Colorado
PO Box 49573
Colorado Springs, CO 80949

R D Flanagan & Associates
3015 E Skelly Dr.
Tulsa, OK 74105

Mitico LLC
701 Crown Industrial Ct. Suite D
St. Louis, MO 63005

Dewberry Consultants
8401 Arlington Blvd.
Fairfax, VA 22031

Milone & Macbroom Engineering Consultants
99 Realty Drive
Cheshire, CT 06410

Hagarty Consulting
1618 Orrington Ave.
Evanston, IL 60201

Witness my hand and seal this 9th day of September, 2019.

D'Shea Brothers

D'Shea Brothers, Purchasing Agent



