

SEP 08 2025

SHERRY MURRAY  
COUNTY CLERK  
250874

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 08, 2025
Page 1 of 2

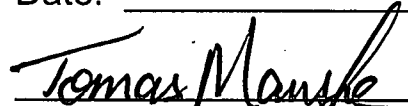
BID NUMBER #2026-#05 Hazard Mitigation Plan / Emergency Management	BID CLOSING DATE AND HOUR Oct. 3, 2025 @ 4:00pm	REQUIRED DELIVERY DATE SEE SPECIFICATIONS _____ Days after award of Purchase Order
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TERMS Net, FOB this bid will open Oct 6, 2025 during Commissioner's Meeting that begins at 9:00am	DATE OF DELIVERY: SEE SPECIFICATIONS
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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 &amp; conditions of this document must be completed and returned or the bid will be rejected.</u></p> <p>Contact person: Blake Foster Safety Coordinator/Emergency Manager 405-295-6077 fosterb@canadiancounty.org</p>		<p>\$ _____</p> <p>Total</p>

APPROVED

Date: \_\_\_\_\_

  
\_\_\_\_\_  
Officer or Department Head

**TERMS AND CONDITIONS**

1. Sealed bids will be opened in the Commissioner's Conference Room, Canadian County Courthouse, 314 W. Rogers, 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 11/06/2025  
(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:  
314 W. Rogers  
El Reno, OK 73036



# Canadian County Purchasing

## Bid Specifications

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Date Issued: September 08, 2025  
Bid Number: 2026-#05  
Closing Date: October 3, 2025 at 4:00pm  
PO Box 458, 201 N. Choctaw Ave., El Reno, OK 73036  
Opening Date: October 6, 2025 during the Commissioner's Meeting that begins at 9:00am  
Commissioner's Meeting Room, 314 W. Rogers, El Reno, OK 73036

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~ SPECIFICATIONS ~

### Hazard Mitigation Plan / Emergency Management

Canadian County Emergency Management is seeking bids for Hazard Mitigation Plan Services.

#### Specifications:

##### 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 November 2026
- 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 181,000 (2024 Census Estimate). 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 (2020). 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. 8<sup>th</sup>, 2025
- Deadline for questions – Sept. 22<sup>nd</sup>, 2025
- **All sealed bids due – Oct 3<sup>rd</sup>, 2025, 4:00 p.m. CST**

**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:

Blake Foster / Safety Coordinator | Emergency Manager / [fosterb@canadiancounty.org](mailto:fosterb@canadiancounty.org)

**For Information Contact:**

Blake Foster, Safety Coordinator/Emergency Manager

E-mail: [fosterb@canadiancounty.org](mailto:fosterb@canadiancounty.org)

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

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

**Lindsey Garrett**, Purchasing Agent, 405.295.6145

[lgarrett@okcana.cogov.net](mailto:lgarrett@okcana.cogov.net)

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314 W. Rogers, El Reno, OK 73036

405.295.6125 ~ Fax 405.422.2437

[www.canadiancounty.org](http://www.canadiancounty.org)



Canadian County
Purchasing

Affidavit / Proof of Mailing

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~ AFFIDAVIT ~

Hazard Mitigation Plan / Emergency Management

State of Oklahoma )
County of Canadian ) §

I, Lindsey Garrett, 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. Ste 7B Columbia, MO 65203
Online Data Services: 5425 Peachtree Parkway NW 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: P.O. Box 720 Ringoes, NJ 08551
Bold Planning Inc: 4515 Harding Pike #325 Nashville, TN 37205
American Planning Association Colorado: P.O. 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
L.E. Marshall Consulting, LLC: 900 Garth Brooks Blvd. #851311 Yukon, OK 73085

Witness my hand and seal this 8th day of September, 2025.

Lindsey Garrett, Purchasing Agent (SEAL)





**Canadian County  
Purchasing**

**BID CHECKLIST**

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**TO HELP PREVENT BIDS FROM BEING REJECTED FOR LACK OF COMPLETION  
PLEASE CHECK FOR THE FOLLOWING:**

Is the Invitation to Bid Signed and Notarized? \_\_\_\_\_

Are all applicable spaces filled in? \_\_\_\_\_

Are all necessary papers enclosed? \_\_\_\_\_

Is the Bid # and Opening Date on outside of return envelope? \_\_\_\_\_

Thank You,

Lindsey Garrett, Purchasing Agent