

NOTICE TO CONSULTANTS REQUEST FOR CONSULTANT SERVICES

The City and County of Honolulu (City), Department of Emergency Management (DEM), is seeking a qualified consultant (GS-020 Community Planning) for the Hurricane Catastrophic Preparedness: County Hurricane Planning project.

The project is funded by the U.S. Department of Homeland Security Regional Catastrophic Preparedness Grant.

PROJECT BACKGROUND. The City, in partnership with the Counties of Kauai, Maui, and Hawaii, and with the Hawaii State Civil Defense under the State Department of Defense, desire professional planning services with background in hurricane planning and logistics.

PROJECT PURPOSE. The purpose of this project is to develop four county-level hurricane-specific response plans that will integrate and align with preparedness, response, and recovery actions in the Hawaii Catastrophic Hurricane Operations Plan (OPLAN) and Hawaii All-Hazards Concept Plan (CONPLAN), which were developed as a joint venture between Hawaii State Civil Defense and Federal Emergency Management Agency, Region IX. The published OPLAN and CONPLAN, published July 16, 2009, are to be used as reference planning documents for hurricane disasters. Copies are available upon request.

PROJECT OVERVIEW. The published OPLAN has identified unique challenges for the State, if a Category IV hurricane was to strike the State of Hawaii. The OPLAN cost estimates report that a response to a catastrophic hurricane in Hawaii will be more expensive than that of Hurricane Katrina's costs due mostly to geographic access limitations. While the OPLAN was developed primarily for the island of Oahu, the City's response, a supporting county plan was not included or developed in the OPLAN scope of work. This project addresses and aligns the City hurricane response as well as plans for the other three counties with vertical and horizontal integration to the State's OPLAN and CONPLAN.

The counties have preliminary gap analysis information that was used to create the OPLAN and regional pandemic influenza plans which identify county assets, response gaps, and capability shortfalls. The project will address staff estimate shortcomings and incorporate identified agency preparedness and response protocols with available on-island private sector and required State and Federal resources. The project will provide/improve county plans and response protocols to better prepare for a hurricane and provide a stronger foundation to support the

OPLAN objectives which are:

1. Perform life saving and sustaining measures
2. Conduct mass care and sheltering
3. Minimize risks to tourists
4. Maintain functionality of the water distribution system
5. Deliver fuel to maintain essential services
6. Conduct debris clearance
7. Protect on-island critical resources
8. Maintain continuity of port operations
9. Restore power infrastructure

The creation of county-specific catastrophic plans must align with the State's Catastrophic Plan. In a catastrophic event, it is of great importance for all responders and emergency managers - Federal, State and County - to be working off of documents that are consistent, integrated, and fully complementary. The information that was gathered in pre-planning meetings conducted with the counties, the modeling tools, and the agreed upon assumptions and objectives created the basis for the State Catastrophic Plan and should also serve as the basis for each county plan.

SCOPE OF SERVICES. The City will serve as the project administrator for this contract to coordinate and oversee administrative and fiscal tasks for the duration of these contracted services, for which the Consultant shall provide scheduled reports and invoice submittals.

DEM's Grant Program Manager will oversee contracted personnel services (project manager and Consultant services) from initial hiring through contract deliverables and project completion. These services shall include but not limited to the following:

1. Administrative Meetings. The Consultant will coordinate with the project manager to ensure that administrative meetings address project and Consultant work plans, budget and fiscal related matters, project communications and meeting logistics to be mutually agreed with defined responsibilities, prior to the execution of such items. Regularly scheduled administrative meetings, or as needed for unforeseen and emergency approvals, shall be included in project and Consultant workplans as a condition of contracted services.
2. Status Reports. Bi-weekly status reports are required to document the project progress. The Program Manager and/or Consultant will determine the need to have weekly conference calls.
3. Communication. Methods of communication are letters, memorandums, text messages, Blackberry Messenger, Microsoft Lync/Office Communicator, email, telephone, and facsimile transmissions.

4. Technical Assistance Workshops. The Consultant will be responsible for facilitating and implementing tasks resulting from Technical Assistance deliveries to the RCPT to ensure that expected outcomes are met and challenges are mitigated.
5. Regional Catastrophic Planning Team Organization and Meeting Schedule. The Consultant shall coordinate and confirm all project tasks assigned with the project manager and shall organize, prepare, publish status reports and recommendations, draft plans, and other requested or suggested materials necessary for project completion. The preferable mode of communications will be through electronic data transmission and posting.
6. Work Plans. The Consultant shall be responsible for a Project Plan of Action and Milestone (POAM) Plan, work plans, goals and objectives, strategies and actions. The Consultant is required to submit all deliverables in a timely manner as shown in the Plan of Action and Milestones to be developed during planning meetings with the RCPT.
7. Administrative Reporting. The Consultant shall maintain records of sign in sheets, agendas, minutes to be used as support documentation for the in-kind reporting. After each meeting/event, the Consultant shall send all originals to the Program Manager in a timely manner.
8. Other Responsibilities. The Consultant shall coordinate and collaborate with the project manager to ensure that Consultant work plans, goals and objectives, capability gaps, and strategies and actions are described, identified, and achieved in order to accomplish project goals. The Consultant shall be responsible for working with the project manager, under and with the organizational and operational processes for the RCPT and other project participants; provide methodology and outlines for plans development and maintenance, and identify and incorporate supporting documents for review and approval by the RCPT.

Any organization that is interested in being considered in providing these services should submit the following Statements of Qualifications:

FIRM BACKGROUND. Name of firm or person, the principal place of business and location of all offices. The age of the firm and its average number of employees over the past 5 years.

Special Consideration: Due to the high expense and time involved with extensive travel or transient assignment from the Mainland, the Contractor will, to the maximum extent possible, utilize staff and key personnel from offices that are indigenous to the State of Hawaii. Preference will be shown to Contractors that establish an ability to complete the work locally using local people, as the

established success rate for working within workers native to the state prior to the commencement of work as been well demonstrated.

PROJECT TEAM. The Project Team shall consist of subject matter expert individuals from various backgrounds and experiences to fulfill the requirements of this Project.

LIST OF REFERENCES WITH SIMILAR PROJECT SCOPE. The Consultant shall provide at least 3 to 5 client references with similar Project Scope. The names and phone numbers of five clients who may be contacted, including at least two for whom services were rendered during the proceeding year. If possible, list clients for whom similar services were performed.

Additionally, the Consultant shall include a list of current projects, which includes the start and estimated Consultant contract completion dates of the projects. The Consultant shall also identify the key team members, including the project manager and any sub-Consultants. As this is a long-term project, please indicate your plan for key staff retention.

Consultants will be evaluated on the following criteria in descending order of importance:

1. Experience and professional qualifications relevant to the project type;
2. Past performance on projects of similar scope for public agencies or private industry, including corrective actions and other responses to notices of deficiencies;
3. Capacity to accomplish the work in the required time; and
4. Any additional criteria determined in writing by the selection committee to be relevant to the purchasing agency's needs or necessary and appropriate to ensure full, open, and fair compensation for professional services contracts.

For the purpose of clarifying qualifications only, some or all of the interested firms may be invited to conduct discussions and/or interviews with City staff and selection panel.

Financial obligations of the City are contingent upon funds for that purpose being appropriated, budgeted, and otherwise made available. In the event

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funds are not appropriated, any resulting contract will become null and void, without penalty to the City.

After submitting the RFQ, except as the City may otherwise agree, no changes shall be made in the key personnel. If, for any reason beyond the control of the consultant, it becomes necessary to replace any of the key personnel, the consultant shall provide as a replacement a person of equivalent or better qualifications for approval by the City.

Any inquiry regarding the project should be directed to Ms. Cindy Ko at (808) 723-8960 or cko@honolulu.gov.

Five (5) copies of the qualifications should be sent to:

MELVIN N. KAKU, Director
Department of Emergency Management
City and County of Honolulu
650 S. King Street, Basement
Honolulu, Hawaii 96813

and must be received no later than 4:30 p.m., H.S.T., June 30, 2011.


WENDY K. IMAMURA
Purchasing Administrator
City and County of Honolulu *W*