

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-810 Civil Engineering and GS-020 Community Planning) for the Oahu Coastal Communities Evacuation Planning Project (hereinafter referred to as "Project").

The Project is funded by the City and County of Honolulu's Fiscal Year 2012 operating budget in partnership with the Oahu Metropolitan Planning Organization (OMPO).

BACKGROUND AND PROJECT PURPOSE

The City, in partnership with the Oahu Metropolitan Planning Organization, desire professional planning and engineering services with background in emergency evacuation and traffic route planning, geographic information system mapping, and route signage.

The purpose of this Project is to develop specific emergency evacuation route plans, with identifying refuge areas and shelter facilities, as appropriate, that will integrate and align with preparedness, response, and recovery actions to be implemented by the City DEM in the event of a Tsunami Warning notification. The published 2010 Oahu Tsunami Evacuation Maps are to be used as reference planning documents for Tsunami warning notifications. Copies of these maps are available upon request.

PROJECT OVERVIEW

The published 2010 Oahu Tsunami Evacuation Maps has identified unique challenges for the City. While the 2010 Oahu Tsunami Evacuation Maps were developed for the island of Oahu, the City's supporting coastal communities evacuation plans were not included or funded in the Tsunami inundation modeling study. This Project addresses and aligns the City's evacuation response for specified vulnerable coastal communities and integrates the vertical and horizontal evacuation plans for the remainder of the Oahu communities.

The City has some preliminary gap analysis information that was used to create the Project proposal, which identifies county assets, response gaps, and capability shortfalls. The Project needs to address these evacuation shortcomings and incorporate identified agency preparedness and response protocols with available on-island private sector and required State and Federal

roadway resources, if required. The Project will provide/improve the City's overall evacuation plan and response protocols to better prepare for a tsunami event and provide a stronger foundation to support the coastal communities. The creation of the vulnerable coastal community evacuation plans will be of great importance for all responders and emergency managers - Federal, State and County - to be working off of plans that are consistent, integrated, and fully complementary.

SCOPE OF SERVICES

DEM 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 Project Manager will oversee contracted services (Consultant services) from initial hiring through contract deliverables and project completion.

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 Project Manager and/or Consultant will determine the need to have weekly conference calls.
3. **Communication.** Methods of communication are letters, memorandums, text messages, Messenger, email, telephone, and facsimile transmissions.
4. **Coastal Community work groups and Meeting Schedules.** The Consultant shall coordinate and confirm all project tasks assigned with the Project Manager and shall organize, prepare, publish status reports and recommendations, draft evacuation plans, and other requested or suggested materials necessary for project completion. The preferable mode of communications will be through electronic data transmission and posting.
5. **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.
6. **Administrative Reporting.** The Consultant shall maintain records of sign in sheets, agendas, minutes to be used as support documentation for status

progress reporting. After each meeting/event, the Consultant shall send all originals to the Project Manager in a timely manner.

7. **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 and all community working groups.

Any Consultant firm 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.

PROJECT TEAM. The education, training, and qualifications of key members of 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 (2 minimum), 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 anticipated to be a eighteen months (18) 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

Any inquiry regarding the project should be directed to Mr. Melvin Kaku at (808) 723-8960,

Department of Emergency Management
City and County of Honolulu
650 S. King Street, Basement
Honolulu, Hawaii 96813
Attn: Mr. Melvin Kaku

and must be received no later than 4:30 p.m., H.S.T., October 17, 2011.



For WENDY K. IMAMURA
Purchasing Administrator
City and County of Honolulu 