

**BEFORE THE BOARD OF COUNTY COMMISSIONERS  
OF LEWIS COUNTY, WASHINGTON**

REQUEST FOR PROPOSALS TO COMPLETE )  
FLOODPLAIN MANAGEMENT ANALYSIS ) RESOLUTION NO. 14- 003  
REPORT )

**WHEREAS** the Chehalis River Basin Flood Authority requested that Lewis County, acting as the Fiscal Agent, prepare and advertise a request for proposals to provide professional service to complete a floodplain management analysis report for jurisdictions in the Chehalis Basin; and

**WHEREAS** , the Chehalis River Basin Flood Authority's proposed work is part of the 2013-2015 Chehalis Basin Strategy, A State of Washington effort to reduce flood damage and enhance aquatic species in the Chehalis River Basin; and

**NOW THEREFORE, BE IT RESOLVED** that the Board of County Commissioners supports the request of the Chehalis River Basin Flood Authority; and

**BE IT FURTHER RESOLVED** that the Board of County Commissioners instruct the Director of Community Development to process with all appropriate and necessary notifications to advertise for said purpose.

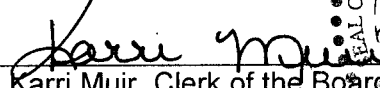
PASSED IN REGULAR SESSION THIS 10 DAY OF JANUARY, 2014.

APPROVED AS TO FORM:  
Jonathan Meyer, Prosecuting Attorney

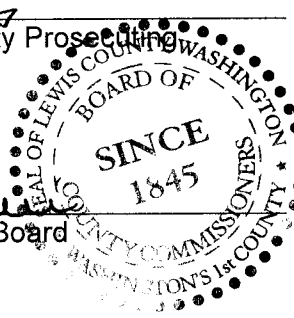


By: Glenn Carter, Deputy Prosecuting Attorney

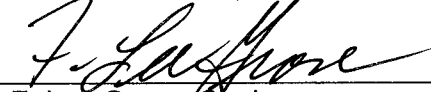
ATTEST:



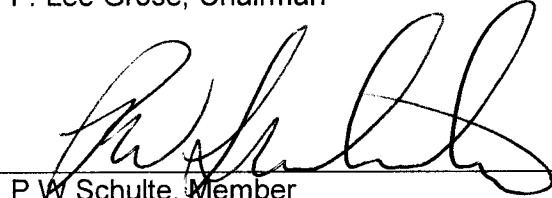
Karri Muir, Clerk of the Board



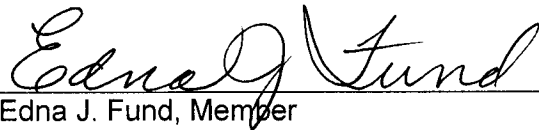
BOARD OF COUNTY COMMISSIONERS  
LEWIS COUNTY, WASHINGTON



F. Lee Grose, Chairman



P.W. Schulte, Member



Edna J. Fund, Member

LEWIS COUNTY NOTICE TO CONSULTANTS FOR:

**Request for Proposals (RFP)  
Floodplain Management Analysis**

Lewis County is seeking a qualified consulting firm or team to provide professional services to complete a floodplain management analysis report for jurisdictions in the Chehalis Basin.

**PROJECT DESCRIPTION**

Lewis County, Fiscal Agent for the Chehalis River Basin flood Authority, is seeking a qualified consulting firm or team to provide professional services to complete a floodplain management analysis report for jurisdictions in the Chehalis Basin; provide technical assistance to explore potential local and regional cooperative efforts that allow jurisdictions to improve local floodplain management, and work with the local governments in the Basin to develop a strategic approach for buyouts, elevating structures, and other techniques to address repetitive loss properties. The work in this proposal is part of the 2013-2015 Chehalis Basin Strategy, a State of Washington effort to reduce flood damage and enhance aquatic species in the Chehalis River Basin. For more information, view the Ruckelshaus Center's Chehalis Basin project site: <http://ruckelshauscenter.wsu.edu/ChehalisFlooding.html>

Interested consultants shall provide a letter of interest, approach/methodology, budget, personnel resume(s), experience related to this project, and client references.

Submit 1 original unbound copy, 1 electronic copy, and [insert number] comb-bound copies of the proposal, which should be a maximum of 20 single-sided 8.5" by 11" pages in 12 point font. Individual resumes are limited to a two (2) page summary and may be included as an appendix not counted in the proposal page limit. Full resumes should be available upon request. Proposals are due in the office of Lewis County Clerk of the Board of County Commissioners no later than 9:00 a.m. on January 31, 2014. Proposals submitted by any means other than mailing, courier or hand delivery will not be accepted. Proposals submitted after the deadline date and time will not be accepted.

*Submittal address:* Clerk of the Board / Chehalis Basin Floodplain Management Analysis RFP, Lewis County Board of County Commissioners, 351 NW North Street Room 209, Chehalis, WA 98532

*Review Process* -A selection committee will review and rate proposals. This selection committee will recommend finalists for interviews or select a firm. If the selection committee decides interviews are necessary, the interviews will be conducted during the week of February 10, 2014.

*Evaluation Criteria*- Consultants will be ranked based upon the qualifications and experience of the consultant team. Consultants will be evaluated on the following weighted criteria:

- Demonstrated expertise and experience in completing similar types of projects.
- Key personnel, experience, and knowledge.
- Past performance and references.
- Success in working with local government.
- Approach, methodology, and budget.

The OFM and Lewis County reaffirms its right to make any selection they deem prudent.

The successful individual, firm, or consultant team selected will perform a variety of duties as agreed upon in the final negotiated Scope of Work. The selected consultant and Lewis County, as fiscal agent for the OFM, will finalize the contract terms and conditions. If Lewis County and the selected consultant are unable to agree on terms and conditions at this point, the selection committee may exercise its right to negotiate with other consultants.

Any questions regarding the submittal process and/or aspects of the Request for Proposals may be made via e-mail to Ken Ghalambor [kghalambor@rossstrategic.com](mailto:kghalambor@rossstrategic.com).

Only e-mail communications will be accepted. All responses will be provided via e-mail. Questions and responses will be shared with all firms that provide an e-mail address to Mr. Ghalambor. No questions will be accepted after January 20, 2014 at the 5:00 p.m. close of business.

The Request for Proposals and supporting documents are available for review on the Lewis County web site, [www.lewiscountywa.gov](http://www.lewiscountywa.gov) or at the Department of Community Development, 2025 NE Kresky Ave., Chehalis, WA, 98532 during regular business hours.

Dates of Publication: January 15, 2014

# Chehalis River Basin Flood Authority – Local Floodplain Management Analysis

## REQUEST FOR PROPOSALS

**Date Issued:** January 6, 2014

**Proposals Due:** January 31, 2014

Lewis County, Fiscal Agent for the Chehalis River Basin Flood Authority (Flood Authority) is seeking a qualified consulting firm or team to provide professional services to complete a floodplain management analysis report for jurisdictions in the Chehalis Basin; provide technical assistance to explore potential local and regional cooperative efforts that allow jurisdictions to improve local floodplain management, and work with the local governments in the Basin to develop a strategic approach for buyouts, elevating structures, and other techniques to address repetitive loss properties. The work in this proposal is part of the 2013-2015 Chehalis Basin Strategy, a State of Washington effort to reduce flood damage and enhance aquatic species in the Chehalis River Basin. For more information, view the Ruckelshaus Center's Chehalis Basin project site: <http://ruckelshauscenter.wsu.edu/ChehalisFlooding.html>

### **Background:**

Over the last century, major floods have occurred about twice per decade in the Chehalis Basin causing loss of human life, loss of livestock, and damage to homes, businesses, farms, roads, and railways. The worst floods on record have happened recently – in 1990, 1996, 2007 and 2009. The economic damages of the 2007 flood alone were estimated at over \$900 million, with a third of that damage coming from disruption and damage to the transportation system, Interstate 5, state highways, and rail lines. These recent floods prompted governments and residents of the Basin to re-commit to the task of flood damage reduction.

In recognition of real need to take action to reduce the risk of damage from flooding in the Chehalis Basin, the 2011 Legislature required the Office of Financial Management (OFM) to prepare a report addressing a series of technical questions and — in coordination with tribal governments, local governments, state and federal agencies — to recommend priority flood damage reduction projects for the Chehalis Basin. OFM retained the Ruckelshaus Center to coordinate the development of the report using technical information provided by other agencies and organizations, and to conduct a situation assessment of flood alternatives, and perspectives and relationships between decision makers, residents, and other stakeholders. The draft report – the Chehalis Basin Flood Mitigation Alternatives Report -- was made available for public review in July 2012, and finalized in December 2012.

In August 2012—as a follow up to the draft report, and in recognition that a time for decision-making had come—then Governor Christine Gregoire convened the Chehalis Basin Work Group and tasked them to develop recommendations for flood damage reduction projects. The Governor asked Jim Kramer working with the Ruckelshaus Center to facilitate and coordinate the Work Group.

Working with other Basin leaders and their respective constituents, the Governor's Chehalis Basin Work Group developed a set of recommendations that garnered broad support across the Basin. Governor Gregoire included \$28M in her proposed 2013-15 capital budget to the Legislature to implement the Work Group's recommendations. Governor Inslee subsequently endorsed this investment in the Chehalis Basin, as did the Legislature. The capital budget included the full \$28.2M requested for work in the Chehalis Basin, which includes the local floodplain management work described below.

## Objectives:

The OFM, Lewis County, and Flood Authority support the development of an assessment of each local government's floodplain management program in the Basin to determine if improvements could be made for the protection of existing homes and businesses in the floodplain, and to ensure new development does not increase the number of people or structures in harm's way. Local jurisdictions include Pe Ell, Napavine, Centralia, Chehalis, Lewis County, Thurston County, Bucoda, Oakville, Montesano, Cosmopolis, Aberdeen, and Grays Harbor County. The assessment will build on past work of the Flood Authority to look at local land use regulations and identify areas where it is appropriate to improve floodplain management consistency across the Basin. The work will also identify ways to reduce flood insurance rates to local homeowners and address properties that are damaged repetitively by floods.

## Tasks:

### Task 1: Floodplain Management Analysis Report

The selected consultant will prepare a Floodplain Management Analysis Report for jurisdictions in the Chehalis Basin. This report will include the following:

- Summary of interviews with local jurisdiction staff involved in floodplain management efforts;
- Analysis of floodplain management policy and practice and other land use regulations across local jurisdictions;
- Identification of enhancements to local land use policies and regulations that can help ensure new development and other land management activities do not increase the risk of additional flood-related damages and, to the extent possible, reduce damages and costs to existing development affected by flooding;
- Review of current CRS status for all jurisdictions in the Basin and analysis of the overall utility of CRS participation in the context of flood-hazard mitigation;
- Summary report for each local jurisdiction with recommendations for improvements and supportive background information, and;
- Compilation of scientific literature on floodplain management policies and practices.

### Deliverables

- Floodplain Management Analysis Report for the Chehalis Basin

### Task 2: Technical Assistance

Under this task, the selected consultant will provide technical assistance to explore potential local and Basin-wide cooperative efforts that allow jurisdictions to improve local floodplain management. This task will require convening local floodplain management staff and identifying strategies that help determine how jurisdictions in the Basin can engage in close coordination with each other at a Basin-wide scale, as appropriate, to provide improved floodplain management. Each jurisdiction has unique land use regulations, CAOs, building codes, and flood hazard mitigation objectives that must be taken into account. The selected consultant should be prepared to encourage the use of effective floodplain management principles and practices through education, outreach, and training.

### Deliverables

- Summary report describing post-Floodplain Management Analysis Report technical assistance efforts.
- PowerPoint presentation on content contained in Floodplain Management Analysis Report.

### Task 3: Development of a Strategic Approach to Address Repetitive Loss Properties

The selected consultant will work with the local governments in the Basin to develop a strategic approach for buyouts, elevating structures, and other techniques to address repetitive loss properties. Actions may include reviewing past flood-damage reports and payments and documenting previous actions by local jurisdictions to address repetitive loss properties. The strategic approach identified should identify the factors contributing to success and challenges and provide any recommended changes to effectively address repetitive loss properties.

#### Deliverables

- Memorandum describing strategic approach to address repetitive loss properties.

### Task 4: Project Management

Provide overall project management for this work order, including but not limited to project coordination, work scheduling, product review and certification, budget and expenditure management, invoicing and issue resolution.

#### Deliverables

- Bi-monthly progress reports.

#### **Timeframe:**

Work under this contract is to be completed no later than August 31, 2014. The work may be extended or modified at the discretion of Lewis County.

#### **Format of Proposal and Requirements:**

*Letter of interest:* Introduce the team and demonstrate your understanding of the nature of the project.

*Approach/Methodology:* Describe the approach and/or methodology that you will use to complete each of the tasks described above.

*Budget:* Include a detailed budget estimate by task. The final budget for the project will be determined as part of contracting.

*Personnel:* Identify and include brief resumes listing qualifications of key personnel who would be assigned to this work, and describe the anticipated roles of team members in the project. Specify the Principal in Charge and the Project Manager who will serve as the primary contact person. Provide a chart showing the organizational structure of the team.

*Experience:* Discuss your related experience based upon two to four relevant projects, including client and project information, with your responsibility in the projects. Discuss experience working with local floodplain management programs and local government officials; providing technical assistance and outreach on local floodplain management; developing approaches for buyouts, elevating structures, and other techniques to address repetitive loss properties.

*Client References:* Please provide three references that are familiar with your ability to undertake and complete comparable work. Include contact names, titles, and telephone numbers.

**Submittal Information and Proposal Schedule:**

*Preliminary Schedule (Subject to change)*

- RFP Issued January 6, 2014
- Proposal submittal deadline January 31, 2014
- Proposals opened on February 3, 2014
- Notify finalists or selected consultant week of February 3, 2014
- Finalist interviews week of February 10, 2014
- Final selection February 10, 2014
- Contract scope and budget development February 19, 2014
- Lewis County executes contract for services March 3, 2014

*Proposal Quantities, Due Date, Time, Location*

Submit 1 original unbound copy, 1 electronic copy, and [insert number] comb-bound copies of the proposal, which should be a maximum of 20 single-sided 8.5" by 11" pages in 12 point font. Individual resumes are limited to a two (2) page summary and may be included as an appendix not counted in the proposal page limit. Full resumes should be available upon request. Proposals are due in the office of Lewis County Clerk of the Board of County Commissioners no later than 9:00 a.m. on January 31, 2014. Proposals submitted by any means other than mailing, courier or hand delivery will not be accepted. Proposals submitted after the deadline date and time will not be accepted.

*Submittal address:*

Clerk of the Board / Chehalis Basin Floodplain Management Analysis RFP  
Lewis County Board of County Commissioners  
351 NW North Street Room 209  
Chehalis, WA 98532

**Communications with the Authority and Lewis County**

Any questions regarding the submittal process and/or aspects of the Request for Proposals may be made via e-mail to Ken Ghalambor [kghalambor@rossstrategic.com](mailto:kghalambor@rossstrategic.com).

Only e-mail communications will be accepted. All responses will be provided via e-mail. Questions and responses will be shared with all firms that provide an e-mail address to Mr. Ghalambor. No questions will be accepted after January 20, 2014 at the 5:00 p.m. close of business.

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## **Minimum Qualifications**

It is mandatory that the Bidder have:

- License to do business within the State of Washington.
- Proven track-record of providing technical assistance, education, outreach, and training to local jurisdictions working to improve local floodplain management.
- Prior experience with and knowledge of Washington State land use regulations, local regulatory update processes, CAOs, building codes, and flood hazard mitigation objectives.
- Prior experience with and knowledge of FEMA's National Flood Insurance Program (NFIP) and Community Rating System (CRS).
- Prior experience with and knowledge of strategic approaches to address repetitive loss properties.
- Proven ability to explain floodplain management practices and approaches to elected officials, community leaders, state agency staff, and the general public as requested.

Bidders who do not meet these minimum qualifications shall be deemed non-responsive and will not receive further consideration.

## **Evaluation process:**

### *Review Process*

A selection committee will review and rate proposals. This selection committee will recommend finalists for interviews or select a firm. If the selection committee decides interviews are necessary, the interviews will be conducted during the week of February 10, 2014.

### *Evaluation Criteria*

Consultants will be ranked based upon the qualifications and experience of the consultant team. Consultants will be evaluated on the following weighted criteria:

- Demonstrated expertise and experience in completing similar types of projects (20 points).
- Key personnel, experience, and knowledge (15 points).
- Past performance and references (10 points).
- Success in working with local government (15 points).
- Approach, methodology, and budget (40 points).

Lewis County reaffirms its right to make any selection it deems prudent.

The successful individual, firm, or consultant team selected will perform a variety of duties as agreed upon in the final negotiated Scope of Work. The selected consultant and Lewis County, as fiscal agent for the Flood Authority, will finalize the contract terms and conditions. If Lewis County and the selected consultant are unable to agree on terms and conditions at this point, the selection committee may exercise its right to negotiate with other consultants.