

Statement of Work

Project Name: 2018 State Hazard Mitigation Plan Update

Department: Bureau of Recovery and Mitigation – Hazard Mitigation Division

Project Managers: Tom Hughes/Ernie Szabo – (717) 651-2726 and (717) 651-2159 – thughes@pa.gov and erszabo@pa.gov

Date: March 31, 2016

I. OBJECTIVES

A. General

The vendor will assist the Pennsylvania Emergency Management Agency (PEMA) to update the Pennsylvania State Hazard Mitigation Plan. The plan will address and expand previous plan's coverage of mitigation of multiple natural and man-made hazards and will also expand integration with other State, County and Federal plans.

B. Specific

1. Vendor shall deliver a completed State Hazard Mitigation Plan Update to PEMA and Federal Emergency Management Agency (FEMA) in electronic format no later than August 15, 2018.
2. Plan shall be prepared in accordance with FEMA FP 302-094-2 State Mitigation Plan Review Guide - March 2016.
3. Vendor shall update the PEMA Standard Operating Guide (SOG) dated October 18, 2013 to reflect changes in FEMA requirements.
4. Vendor shall review and update Pennsylvania Severe Repetitive Loss (SRL) and Repetitive Loss (RL) lists to reflect mitigation actions with an 'as of' January 2017.

5. Vendor shall prepare Three Year Monitoring letter for Pennsylvania Hazard Mitigation Projects completed since 2013.
6. The project shall be considered to have been successfully completed when the State receives an Approval Pending Adoption (APA) letter from FEMA Region III.

II. PLANNING PROCESS

- A. Vendor shall include in the updated plan the entire hazard mitigation planning process as described in the PEMA Standard Operating Guide (SOG) and the FEMA State Plan Review Guide (see 2 and 3 above), including but not limited to:
 1. Review and critique of the existing Hazard Mitigation (HM) plan
 2. Identification and analysis of changes from existing HM plan
 3. The process by which the updated plan was prepared.
 4. Integration of the State HM Plan with relevant HM and HM related plans to include: Hazard Mitigation Plans of PA Counties and adjacent States, FEMA HM related plans and FEMA Emergency Management Action Plan (EMAP) compliance, Other PEMA plans and the relevant plans of all other PA state agencies.
 5. Documentation of how stakeholders were involved to include innovative strategies to allow participation beyond physical meetings, such as teleconferences, webinars, webpages and social media.
- B. As part of the public involvement process, the vendor will work with the state to invite members of the State Planning Team. In addition, vendor shall assist the state as they identify and invite a wider range of additional participants to become part of the team, to include representatives from the following groups:
 1. PEMA, FEMA, and Emergency Preparedness Liaison Officers (EPLO) from all other state agencies, commissions, bureaus and boards, to include state meteorologist /climatologist, State Geographic Information Systems (GIS) board, State Land Use Committee, County Emergency Management Agency, Planning and GIS personnel from all 67 counties.
 2. Organizations that represent universities, hospitals, nursing homes, prisons and other institutions with resident populations in the state

3. Federal agencies that conduct operations or have facilities in Pennsylvania to include U.S. Army Corps of Engineers (USACE), National Oceanographic and Atmospheric Agency (NOAA), U.S. Department of Environmental Protection (EPA), U.S. Geological Service (USGS), Housing and Urban Development (HUD), Department of Homeland Defense, Department of Justice, the Federal Highway Administration, and Department of Defense (DoD).
4. Statewide community leaders and education, police, fire department and ambulance associations.
5. Business organizations, especially those whose members own assets that operate throughout the state such as utilities, petroleum, mining, pipelines and railroads.
6. State Hazard Mitigation Officers from Ohio, New York, New Jersey, Maryland, Delaware, and West Virginia.
7. Environmental, historical and cultural preservation organizations with statewide impact.
8. Volunteer Organizations Active in Disasters (VOAD) such as American Red Cross and Civil Air Patrol.
9. The PA Silver Jackets, PA American Planner's Association (APA), Keystone Emergency Management Association (KEMA) and other professional associations focused on hazard mitigation.

C. Vendor shall:

1. Create a low-cost commercial website outside of PEMA firewalls for the State Mitigation Plan update. This website will be maintained for the duration of the planning process, through APA and formal adoption, plus six months. The website shall be easily accessible by stakeholders and the general public and allow for maximum dialogue on the update process.
2. Upon FEMA approval, vendor shall provide electronic media copy of the plan to PEMA for posting on existing PEMA server maintained by PA Office of Administration. Plan shall be sub-divided into smaller (< 10 mb), more manageable files using common software that are easily searched, downloaded and transferred across the internet by computers using common consumer software.

3. Review all sections of the previous plan and record changes, and shall use best efforts to ensure the participation of the LPT in that process.
4. Collect, analyze and incorporate annual review results, previous plan recommendations, monitoring reports, evaluations and any new studies since approval of previous plan.
5. Conduct the following physical meetings. Each physical meeting shall be accompanied by a teleconference and webinar, and lead up discussions on the website:
 - a. Hold at least five physical meetings at PEMA headquarters Harrisburg for the broad planning group (PEMA and State Agency EPLOs, FEMA, county representatives) for the following events: (1) Project Kickoff, (2) Hazard Analysis / Risk Assessment, (3) Capability Assessment / Plan Integration, (4) Mitigation Strategy Development, (5) Draft Plan Review
 - b. Conduct one meeting to review the status of the State Mitigation Plan Update at the annual State Emergency Management Agency Conference in 2017.
 - c. Conduct a total of three regionally focused meetings, one for each of the PEMA Area Offices (Eastern, Central, and Western). Purpose of the meetings is to allow easier participation by counties in each PEMA area and other regional stakeholders. Meetings shall be held at PEMA Area quarterly training events during 2017.
6. Solicit input from public and private organizations with knowledge of applicable hazards.
7. Solicit input regarding the feasibility of potential mitigation measures for each hazard and the prioritization of mitigation actions and projects.
8. Update Hazard Identification and Risk Assessment (HIRA) to include:
 - a. All natural and man made hazards profiled in the 2013 plan.
 - b. Hazards added in annual reviews.
 - c. Additional hazards, if any.

- d. HIRA will be prepared in accordance with FEMA FP 302-094-2 and include most likely and worst case future conditions.
 - e. Continue initiative from 2013 plan to work with Department of General Service (DGS) to gather all documentation of surveys distributed to for information on all state-owned or leased facilities in the commonwealth.
9. Review and update mitigation action items. Develop appendix of completed mitigation actions and best practices.
 10. Update the completed plan and the plan's goals and proposed planning and mitigation projects.
 11. Vendor shall integrate stakeholder comments in final version and submit to PEMA and FEMA with a completed copy of the FEMA review checklist found in FP 302-094-2 State Mitigation Plan Review Guide - March 2016.
 12. Upon completion of FEMA review, vendor shall revise and resubmit plan as required until FEMA issues Approval Pending Adoption (APA) letter.

III. TASKS

Vendor shall provide completed plan on the following schedule to the PEMA Project Officer:

Task	Proposed due date
Submission date of RFQ	
Statement of Work-Part 1 (State Hazard Mitigation Plan Update)	
Notice to Proceed (NTP)	NLT Aug 2016 (planned)
Task 1 Project Meeting with PEMA HM Staff	1st Month
Task 2 Development and Delivery of Standards (Milestones), Due-outs and Monitoring/Tracking Strategy	2nd Month
Task 3 Standard Operating Guidance (SOG) Use and Enhancement	2nd Month
Task 4 3-year monitoring letter strategy	2nd Month
Task 5 Plan Integration Strategy to include EMAP compliance	2nd Month
Task 6 Develop Severe Repetitive Loss Update Letter	12th Month
Task 7 Develop list of stakeholders and invitations	2nd Month
Task 8 Review current plan and identify update requirements	2nd Month
Task 9 Initial kick-off meeting State Planning Team	3rd Month
Task 10 Update Hazard Analysis and Risk Assessment	2 – 12 Months
Task 11 Risk Assessment Meeting	6th Month
Task 12 Update Capability Analysis including analysis of other State, County and Federal plans	6-9 Month
Task 13 Plan Integration and Capability Update Meeting	9th Month
Task 14 Review and update mitigation strategy goals and objectives	10th Month
Task 15 Review and develop update recommendations for mitigation actions	10 - 12 Months
Task 16 Mitigation Strategy Meeting(s)	12th Month
Task 17 Integrate HM Plan Mitigation Strategy with other PEMA, State Agency, Federal Plans	12 – 18 Months
Task 18 Draft complete plan	18th Month
Task 19 Coordinate and integrate review and comments on draft plan by stake holders	18 – 21 Months
Task 20 Complete Final Plan	21st Month
Task 21 Submit Final Plan to FEMA	22nd Month
Task 22 Revise Final Plan as required by FEMA	22 – 24 Months (NLT 15 Sept 2018)
Task 23 Deliver paper and digital copies of FEMA approved plan to PEMA. Post virtual copies to websites	24th Month +

Task	Proposed due date
Task 24 Document planning process	1 – 30th Months
Task 25 Develop and maintain external website for State Plan update	2 – 30 Months
Task 26 Develop key data update file push package to facilitate County HM Plan updates	24th Month
Task 27 Develop and vet list of common data sources for state and county HM planning to ensure integration of plans	3-9 Month

IV. PAYMENT PROVISIONS

Billing shall be itemized by completed Hazard Mitigation planning steps to include a report on accomplishments. Final planning step is Mitigation plan receiving FEMA Approval Pending Adoption (APA) Status.

IV. CONTRACTOR QUALIFICATIONS

Prospective vendors shall demonstrate thorough knowledge and understanding of natural and manmade hazards, the Commonwealth of Pennsylvania and FEMA’s requirements for Hazard Mitigation Plans. They shall provide resumes with names of individuals that will be assigned and demonstrate the qualifications and skills required to successfully develop and implement the project as defined in the sections I – III of this document. The selected vendor shall provide at least three individuals who are ASFPM (Association of State Flood Plain Managers) Certified Flood Plain Managers (CFM), or American Institute of Certified Planners (AICP). The proposed project manager must have demonstrated project management skills and technical background and experience to appropriately manage the project as evidenced by successful completion of similar projects. Vendor shall ensure resumes contain no personal information as all submissions will become public documents.

Prospective vendors shall list other state hazard mitigation plans the firm has completed. Include the dates of the project and a point of contact for references. List the personnel who worked on each particular plan and indicate if they are still employed with your firm and will be working on this project.

Prospective vendors shall list the personnel who will work on the plan, their education and experience and the percent of their total time that will be devoted to this project.

Prospective vendors shall list any subcontractors who will assist with the project. Provide all above required information for those entities.

V. PROJECT OFFICER

The vendor will submit all reports and general questions to the Project Officer, Ernest Szabo, PEMA State Hazard Mitigation Planner (717) 651-2159, erszabo@pa.gov. Invoices will go to the Comptroller with a courtesy copy to the project officer. Comptroller address will be provided to the winning bidder as part of award process.

VI. STATE SUPPORT

The state will provide a project officer who will be available a minimum of 15 hours per week to answer project related questions, assist with plan integration, meeting invitation messages, and to attend meetings. The project officer will assist the vendor with access to the state and Federal HM planning documents, Repetitive Loss Data and Severe Repetitive Loss Data. The state will provide appropriate meeting facilities for required stakeholder meetings.

VII. EVALUATION CRITERIA

1. All proposals received shall be evaluated based on the best value for the State. In determining best value, the State may consider:
2. Previous experience and past performance on HM plans in Pennsylvania
3. Key project staff and sub-consultants
4. Available resource and consultant location
5. Project understanding and methodology
6. Cost
7. Any relevant criteria specifically listed in the solicitation