

2023 Request for Proposals MIRR



January 4th, 2023

AMENDED REQUEST FOR PROPOSALS 2023 Military Installation Resiliency Review

January 4th, 2023-An amendment to this RFP for the following: Project costs cannot exceed \$450,000 and the project schedule will be extended to 18 months with a with a completion date of 31 August 2024. The deadline for submittals has been extended to 31 January 2023.

The South Sound Military & Communities Partnership (SSMCP) is seeking bids for professional services from professional consulting firms (hereinafter called “Consultant”) to conduct a Military Installation Resiliency Review (MIRR). Requests for Proposals (RFPs) can be found on the City’s website at:

<https://cityoflakewood.us/south-sound-military-and-communities-partnership/ssmcp-events-rfps/> under RFPs, RFQs, Bids. The City of Lakewood will act as the project sponsor. The SSMCP will serve as the project coordinator, and as the point of contact for consulting services. Following selection, the consultant will prepare a coordinated Work Plan including a refined scope, schedule, budget, and project organization chart.

The South Sound Military & Communities Partnership (SSMCP) works to address issues that affect military and civilian communities around JBLM and to foster outcomes that are mutually beneficial for the South Puget Sound region.

The funds provided in this grant would allow SSMCP to accomplish the following tasks while continuing its collaborative partnership with JBLM to ensure continued operations, functions and missions at JBLM:

- 1.) Identify the risks, hazards, and vulnerabilities of concern as it relates to the ability of the military to carry out its missions on the installation that could be mitigated through investments and solutions outside the fence line in the community.
- 2.) Recommend actions or investments outside the fence line to mitigate risks of highest concern.

Submittals must be filed with the City Clerk’s Office at 6000 Main Street SW, 3rd floor, Lakewood, Wash., 98499, by 4:30 pm PST on **Tuesday, January 31, 2023**. In order to be considered, qualifications and proposals must be received by this date and time. The City of Lakewood reserves the right to reject any and all submittals.

2023 Request for Proposals MIRR

The City of Lakewood does not discriminate on the basis of race, creed, color, ethnicity, national origin, sex, age, or marital status. The selected vendor must be able to demonstrate EEO/ADA compliance.

For additional information, contact Bill Adamson, Program Director for the South Sound Military & Communities Partnership (SSMCP), at 253.983.7772 or e-mail <badamson@cityoflakewood.us>.

2023 Request for Proposals MIRR

REQUEST FOR PROPOSALS CITY OF LAKEWOOD

PROPOSALS to Conduct a Military Installation Resiliency Review

Professional Services

I. INTRODUCTION AND PURPOSE

The purpose of this Request for Proposals (RFP) is to solicit proposals to establish a contract through competitive negotiation for professional services to assist the South Sound Military & Communities Partnership in conducting a Military Installation Resiliency Review. A full narrative and needs description for this project is attached as **Attachment A**.

II. STUDY AREA

III. SCOPE OF WORK

The consultant and/or its sub-consultants will be responsible for completing the tasks in the Scope of Work (**Attachment B**). Project costs cannot exceed \$292,500. **Amended amount increased to \$450,000**

IV. PROJECT SCHEDULE

The project shall be completed by ~~January 15, 2024.~~ **Amended to a start time of 1 February 2023 with a 18 month project timeline which concludes on August 31, 2024. The start date for this project is contingent upon receipt of grant funding from DOD.**

V. PROJECT ORGANIZATION AND MANAGEMENT

The City of Lakewood will act as the project sponsor. The SSMCP will serve as the project coordinator, and as the point of contact for consulting services. Following selection, the consultant will prepare a coordinated Work Plan including a refined scope, schedule, budget, and project organization chart.

VI. REPORTING REQUIREMENTS

The Consultant shall be responsible for the following reporting requirements:

1. Semi-monthly reports to Project Manager that shall include updates on the status of the planning process and the project expense reports.
2. A critical path schedule for the planning effort detailing the start of the project, major deliverable dates, estimated meeting dates and estimated completion dates for the deliverables.
3. Provide complete pricing. Appropriateness and flexibility of pricing arrangements.
4. Any additional services or procedures of benefit to the SSMCP and the City not specifically required herein, which the Contractor offers to provide and believes will be beneficial to the project.

2023 Request for Proposals MIRR

5. Other requirements as determined during the contracting process.

VII. PROPOSAL PREPARATION AND SUBMISSION REQUIREMENTS

All respondents should submit a written proposal to include information about the respondent directly related to each of the Selection Criteria outlined in Section VIII below. All information should be submitted succinctly. By submitting a proposal, offerors certify that all information provided in response to this RFP is true and accurate.

A. RFP Response:

In order to be considered for selection consultants must submit a complete response to this RFP. Five (5) proposal copies must be submitted no later than **4:30 PM** on Tuesday, **January 31, 2023** to:

**RFP: Military Installation Resiliency Review
City Clerk, City of Lakewood
6000 Main St SW
Lakewood, WA 98499-5027**

B. Proposal Format:

Submit applications on white 8.5 x 11 inch paper only. The proposal and all supporting material shall be limited to 20 pages, (not including cover sheet) and use a standard Arial font. The font size must be 11 point or larger. The margins must be at least one inch on all sides and all pages must be numbered.

C. Proposal Contents:

Proposals shall be signed by an authorized representative of the offeror. All information requested should be submitted. Failure to submit all information requested may result in the City giving a lowered evaluation of the proposal. The City may reject proposals that are substantially incomplete or lack key information. Proposals received after the response time and date will not be opened or considered for award.

D. Proposal Preparation:

Proposals should be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be placed on completeness and clarity of content.

E. Required Proposal Elements:

Proposals should be as thorough and detailed as possible so that the City may properly evaluate the Consultant's capabilities to provide the required services. Consultants are required to submit the following items as a complete proposal:

1. A written narrative statement on **Qualifications and Experience:**
 - a. Describe the qualifications and experience of the firm in developing plans as described in the Scope of Work.

2023 Request for Proposals MIRR

- b. Experience with Joint Land Use Study (JLUS) and related Office of Local Defense Community Cooperation (OLDCC) / Economic Adjustment (OEA) projects.
 - c. Expertise in forming and working with multi-agency partnerships.
2. **Specific plans** for providing the proposed services, including:
 - a. What, when, and how the service will be performed; and
 - b. Ability to complete the project within the estimated time frame.
3. **Explain how specific tasks will be accomplished:**
 - a. Familiarity with JBLM
 - b. Meetings with subject matter experts in all overlay areas
 - c. Learning about past efforts and assessments
 - d. Learning about other military communities of similar size in the U.S. with traffic congestion problems that could impact real world missions
 - e. The parties involved in developing this study at a minimum will be JBLM, the City of Lakewood, City of DuPont, Town of Steilacoom, City of Lacey, City of Yelm, City of Tacoma, City of University Place, Thurston County and Pierce County, and the Nisqually Indian Tribe.
 - f. Given the substantial complexity of such a multi-part overlay, a robust process including all involved stakeholders would be expected.

The City reserves the right to reject any and all proposals.

The City encourages disadvantaged, minority, veteran, and women-owned consulting firms to respond. The described project is subject to federal funding; any contract award is contingent upon receipt of that funding.

The Consultant shall comply with the regulations relative to nondiscrimination. The Consultant shall comply with the American Disabilities Act of 1992, as amended.

VIII. EVALUATION AND AWARD CRITERIA

A. Evaluation Criteria:

The City will use a Selection Committee to review and evaluate all Statements of Qualification submitted by firms responding to the RFP. The proposals will be evaluated and ranked based on the Evaluation Criteria detailed below. The Selection Committee may choose to ask the top ranked firms to attend a presentation/interview as part of the evaluation process.

The successful consultant is expected to provide a multidisciplinary team with the demonstrated qualifications, experience and expertise to complete the desired analysis, as well as demonstrate a capacity to manage the Project and direct the efforts of the team. Experience in conducting multi-jurisdictional studies involving military installations and familiarity with the content of the 2015 JBLM JLUS study is important. In addition, the consultant must demonstrate an interest in the Project, convey an understanding of the federal and Washington State laws, provide references for similar projects, demonstrate positive public participation skills, show an ability to work within the time schedule and provide the deliverables noted in the Proposed Work Program.

2023 Request for Proposals MIRR

Evaluation Criteria	Point Value
Understanding of project requirements, scope and tasks and quality of proposed approach to address the scope of work.	20
Adherence to RFP instructions.	10
Military & public participation; the ability to effectively communicate with military organizations, federal, state and local governments, tribes, and the general public during a pandemic.	15
Pricing.	10
Capacity of the Respondent to perform the required work activities within the given time limitations, taking into consideration current and planned workload.	10
Experience addressing planning and coordination in urbanized regions experiencing military and civilian growth.	10
Knowledge of the 2022 Growth Coordination Plan, the 2015 JBLM JLUS Study, familiarity with Washington State, and local planning regulations of jurisdictions in Thurston and Pierce counties.	10
Professional qualifications and experience of the individuals the Respondent will assign to provide the required services.	10
Names, addresses and telephone numbers of clients for whom the Respondent has performed projects of similar or related size and type.	5
TOTAL: 100	

B. Award of Contract:

The City shall engage in individual discussions with two or more offerors deemed fully qualified, responsible and suitable on the basis of initial responses and with emphasis on professional competence to provide the required services. Repetitive informal interviews shall be permissible.

Such offerors shall be encouraged to elaborate on their qualifications and performance data or staff expertise pertinent to the proposed project, as well as alternative concepts. The City will provide third party notification should any proprietary information be requested by the public or competitors. At the conclusion of the informal interviews, on the basis of evaluation factors published in the Request for Proposals and all information developed in the selection process to this point, the City shall select, in the order of preference, two or more offerors whose professional qualifications and proposed services are deemed most meritorious. Negotiations shall then be conducted, beginning with the offeror ranked first. If a contract can be negotiated at a price considered fair and reasonable, the award shall be made to that offeror. Otherwise, negotiations with the offeror ranked first shall be formally terminated and negotiations conducted with the offeror ranked second, and so on, until such a contract can be negotiated at a fair and reasonable price.

IV. RFP AVAILABLE ONLINE

Available on-line at:

<https://cityoflakewood.us/south-sound-military-and-communities-partnership/ssmcp-events-rfps/>

2023 Request for Proposals MIRR

For further information, please direct questions to Bill Adamson, SSMCP Program Director at 253-983-7772 or badamson@cityoflakewood.us

CITY OF LAKEWOOD

Briana Schumacher

City Clerk

2023 Request for Proposals MIRR

Attachment A: Narrative

The South Sound Military & Communities Partnership (SSMCP) will conduct a Military Installation Resilience Review for Joint Base Lewis-McChord and their surrounding communities within the South Puget Sound region. This project ("Project") will involve supporting a community stakeholder planning process for the United States Department of Defense Office of Defense Local Community Cooperation ("DoD OLDCC"), specifically to address planning work for their Military Installation Resilience Review ("MIRR") Program for JBLM. A MIRR has never been attempted for JBLM and with new impacts coming from climate change it is prudent to do the review to support the continued military missions aligned with JBLM – most critical is JBLM's role as the premier power projection platform for the West Coast.

The core purpose of the MIRR is to identify the risks, hazards, and vulnerabilities of concern as it relates to the ability of the military to carry out its missions on the installation that could be mitigated through investments and solutions outside the fence line in the community. This project ("Project") will involve supporting a community stakeholder planning process for the United States Department of Defense Office of Defense Local Community Cooperation ("DoD OLDCC"), specifically to address planning work for their Military Installation Resilience Review ("MIRR") Program.

The focus of the MIRR project will involve an all-hazards approach in terms of screening threats, risks, and vulnerabilities (either natural or manmade, including from the effects of climate change and compatible use), to identify and prioritize areas of concern that should be the subject of further study and evaluation. A primary goal of the study is to identify and recommend actions or investments outside the fence line to mitigate risks of highest concern.

Task: Conduct a Military Installation Resiliency Review (MIRR) to identify the risks, hazards, and vulnerabilities of concern as it relates to the ability of the military to carry out its missions on the installation that could be mitigated through investments and solutions outside the fence line in the community.

2023 Request for Proposals MIRR

ATTACHMENT B: SCOPE OF WORK

(Military Installation Resiliency Review)

SSMCP seeks Contractor support for the Project, including the following:

- Subject matter expertise to conduct research, analysis, strategic guidance, advising, resolution strategies and outreach support.
- Additional technical services to complete planning tasks.
- Facilitate and support outreach, meetings, workshops, and other stakeholder engagement activities with project
- Technical support services for developing maps of locations of resilience risks and impacts in the study area that are readable within standard Geographic Information Systems (GIS) software (e.g., Esri's ArcGIS, etc.).

Task 1. Project Management

The selected Contractor will, at a minimum: assist SSMCP staff with agenda items for regularly scheduled meetings; track and facilitate milestone meetings; and submit monthly schedule, budget, and project status reports.

The selected Contractor will prepare a Project Management Plan (PMP) to include, at a minimum, the following elements:

- Scope
- Budget
- Schedule of tasks, meetings, milestones, delivery dates
- Regular (e.g., monthly) meetings and milestones
- Expectations of SSMCP and stakeholder committee input, (e.g., documents to be provided, coordination required, etc.)
- Team structure, including Subcontractors
- Team member contact information, including names and locations of key staff
- QA/QC plan

Task One – Deliverable 1: A project orientation workshop with the selected Contractor, SSMCP staff, County staff, and JBLM representatives to discuss the goals and tasks of the project and to

2023 Request for Proposals MIRR

establish working relationships among the installation representatives, SSMCP, and the selected Contractor.

Task One – Deliverable 2: Project Team Meetings schedule (at least 12)

Task One – Deliverable 3: Progress Reports (monthly and final) Timeline

Task One – Deliverable 4: Financial and other federal reports (4-6)

Task 2. Coordination of Technical and Policy Priorities

Under this Task, the Contractor shall facilitate and determine analysis priorities. Identify and scope sectors to be analyzed (infrastructure systems, transportation systems, communication systems, water and wastewater, power, storm water infrastructure, management systems, and other relevant sectors) to assess how climate hazards will impact critical services. Identify and maintain resources on previous studies, data, and relevant reports as background information for the Project. Tasks to include, but not limited to:

- SSMCP will provide digital copies of previous studies, models, and reports to the selected Contractor.
- Confirm preferred data sources and stakeholders for project research.
- Identify concerns and limitations for military installations research that will be incorporated in public-facing deliverables.
- Presentations on technical materials from research and report tasks.

Task Two – Deliverable 1: Priority Sector Analysis. Introductory presentation, straw proposal including selection criteria, draft, and final a report with final recommendations on sector selections.

Task Two – Deliverable 2: Project Resources Archive and literature review list.

Task Two – Deliverable 3: Technical presentations.

Task Two – Deliverable 4: Draft and final interim white papers, memoranda, and reports.

Task 3. Research and Analysis of Threats and Vulnerabilities

Under this Task, the Contractor shall work with SSMCP staff, JBLM installation representatives, and other stakeholders to identify key threats and vulnerabilities, and possible priorities for mitigation. This will include handling the following two subtasks: Identify and Map Military

2023 Request for Proposals MIRR

Installations Resilience Threats and Prepare Vulnerability/Compatible Use Assessments for each of the three bases. Subtask

Subtask 3.1: Identify and Map Military Installations Resilience Threats Under this Subtask, the Contractor shall handle the following:

- Develop Preliminary Outline for Identifying and Mapping Military Installation Resilience Threats and scope the project.
- Identify and gather regional climate studies, geospatial, and other relevant data, and studies to identify hazards. Gather regional utilities, transportation, infrastructure, and other sector studies, in cooperation with SSMCP and the Technical Review Committee (TRC).
- Establish analysis scope and priorities with DoD OLDCC, SSMCP, and the TRC and policy committee.
- Scope the identified hazards, climate projections, and non-climate stressors to be included:
 - i. Hazards should include current probability, frequency, intensity, and level impact. Hazards should include future probability and projected impact.
 - ii. Climate projections in general should include but are not limited to sea level rise, increased temperatures, and precipitation predictions.
 - iii. Non-climate stressors may include but are not limited to: land use change, population and demographic change, and economic development patterns.
 - iv. Establish projected climate-risks time period to be evaluated with respect to previous analyses, studies, etc.
 - v. Deliverable content (e.g., key hazards, issues, gap identification, GIS maps, etc.) and format.

Subtask 3.2: Vulnerability/Compatible Use Assessment Under this Subtask, the Contractor shall handle the following:

- Scope vulnerability/compatible use assessment
 - i. Scope study areas of the vulnerability/compatible use assessment, GIS deliverables, and finalize geographical areas surrounding the military installations, and relevant sectors (transportation, energy, water, public spaces, buildings, critical services, etc.), hazards, climate projections, spatial data, etc. to be assessed.

2023 Request for Proposals MIRR

- ii. Determine climate scenarios based on hazards, timeframe, projections, etc.
 - iii. Scope stressors (i.e., lack of wastewater treatment plant, aging infrastructure, transportation access, population growth, few evacuation routes, interoperability, encroachment, redundancy, increased flooding/shoreline erosion, etc.)
- Conduct vulnerability/compatible use assessment
 - ii. Assess impact (short, medium, and long term) on sectors and community. Determine ability to respond during an event.
 - iii. Determine adaptation capability (adaptation measures, capital improvement plans, human capital, built environment, financial resources, etc.).
 - iv. Conduct site visits to review vulnerability/compatible use issues. Note: Contractor will work with SSMCP, DoD, County staff and individual installations to determine when site visits will take place and how many (most likely a minimum of four site visits).
 - v. Conduct stakeholder workshop(s) to understand vulnerability and impacts.
 - vi. Take notes and summarize findings from workshop(s): See Task 3.
 - vii. Provide monthly and/or quarterly progress reports that align with payment requests to SSMCP on project.
- Develop GIS maps
- Map out and identify emergency response capabilities and responsibilities of installations and surrounding communities • Identify existing and backup leadership responsibilities and capabilities
- Develop implementation site-specific solutions and implementation strategy
 - i. Assess feasibility of implementing site-specific solutions.
 - ii. Work with DOD and stakeholders to develop site-specific solutions and identify feasibility (cost analysis, structural and non-structural mitigation measures will be evaluated and compared).
 - iii. Develop recommendations and implementation plan.
 - iv. Identify recommendations and actions for DOD, stakeholders, and relevant agencies to address share responsibility of climate risks and compatible use issues. The Contractor, along with SSMCP staff will identify appropriate responsible parties, timelines of impacts, identification of priorities (short, mid-term, and long-term), estimated costs, a monitoring plan, appropriate financing mechanisms to implement the recommendations, and recommendations for

2023 Request for Proposals MIRR

resilience issues beyond completion of the project for the bi-monthly Community, Military, and Federal Facility Partnership meeting.

v. Conduct site visits where applicable to determine feasibility.

vi. Assess feasibility of implementing site-specific solutions.

vii. Handle verbal and written review and feedback on progress reports and draft analyses.

viii. Draft and provide periodic update to the Project Team and TAC.

Task Three – Deliverable 1: Threat and Hazard Analysis. Introductory presentation, straw proposal including selection criteria, draft, and final report with final recommendations on threats, hazards, and compatible use issues.

Task Three – Deliverable 2: Vulnerability/Compatible Use Assessments. Introductory presentation, draft, and final report with final recommendations.

Task Three – Deliverable 3: Data and Resource Archive.

Task Three – Deliverable 4: Technical presentations to Technical Review and Policy Committees.

Task Three – Deliverable 5: Draft and final interim white papers, memoranda, and reports.

Task 4. Stakeholder Workshop(s)

Under this Task, the Contractor shall handle activities to conduct multiple workshops to facilitate the MIRR planning process.

The Contractor will:

- Define stakeholder workshop(s) attendees, goals, objectives, format, and anticipated outcomes
- Create summary outline with Project Team feedback
- Confirm meeting(s) format (virtual or in-person)
- Brainstorm preliminary list of desired experts, work with SSMCP and individual military installations to develop stakeholder lists
- Develop the draft and final agendas
- Handle workshop logistics
- Serve as lead workshop facilitator
- Take Summit Notes and Create Summary
- Summarize Workshop Feedback

2023 Request for Proposals MIRR

- Facilitate Workshop Debriefing with Project Team
- Create an Outline of the Final Workshop Report
- Solicit Project Team feedback
- Prioritize Installation Resilience projects
- Include Installation Resilience project priorities in the Final Report

Task Four – Deliverable 1: Workshops (up to 4 copies)

Task Four – Deliverable 2: Workshop agendas, materials, and summaries.

Task Four – Deliverable 3: Installation Resilience project priority list.

Task 5. Project Final Report

The Contractor shall handle the development of a final project report, including all the activities listed below:

- Outline for Draft Military Installations Review Final Report
- Draft Military Installations Review Report
- Present Draft Report to Technical Review Committee, Policy Committee, and Relevant Entities
- Incorporate installation feedback into the final report
- Complete Final Deliverables: Military Installations Review Report and Supporting Documents; Geospatial Data; High-level summary recommendations memo The Contractor shall review and incorporate all input and feedback from SSMCP and the DoD OLDCC. All final documents will require approval for release from JBLM. The contractor will work with SSMCP to incorporate changes and feedback from the military installations and surrounding Counties. The final report will prioritize all projects from each of the installations into a single regional list.

Task Five – Deliverable 1: Proposed outline for final report, including presentation and outline

Task Five – Deliverable 2: Military Installations Review Report and Supporting Documents; Draft and Final

Task Five – Deliverable 3: Geospatial data

Task Five – Deliverable 4: High level recommendations memo including Installation Resilience project priority list; Draft and Final (5 copies)

Task Five – Deliverable 5: Presentations on final report (up to 3 copies)