



POLK COUNTY EMERGENCY MANAGEMENT AGENCY

A.J. MUMM, COORDINATOR

POLK COUNTY OFFICE BUILDING
111 COURT AVENUE, DES MOINES, IA 50309
PH. (515) 286-2107 FAX (515) 323-5256
EMAIL: ema@co.polk.ia.us
WEB SITE: www.polkcountyia.gov

AGENDA

The Polk County Emergency Management Commission will meet on **Wednesday, Sept. 19, 2007 at 1300 hrs** at **Polk County Public Health, 1914 Carpenter Ave., Des Moines, Iowa.**

I. Call to Order - Executive Committee called to order at 1100 hrs.

II. Roll Call/Introductions

A. Members

- | | | | |
|------------------------------------|--|--|--|
| <input type="checkbox"/> Alleman | <input type="checkbox"/> Des Moines | <input type="checkbox"/> Pleasant Hill | <input type="checkbox"/> Urbandale |
| <input type="checkbox"/> Altoona | <input type="checkbox"/> Elkhart | <input type="checkbox"/> Polk City | <input type="checkbox"/> West Des Moines |
| <input type="checkbox"/> Ankeny | <input type="checkbox"/> Grimes | <input type="checkbox"/> Polk County BOS | <input type="checkbox"/> Windsor Heights |
| <input type="checkbox"/> Bondurant | <input type="checkbox"/> Johnston | <input type="checkbox"/> Polk County Sheriff | |
| <input type="checkbox"/> Clive | <input type="checkbox"/> Mitchellville | <input type="checkbox"/> Runnells | |

Executive Committee Members present at 9/12/07 meeting: Holt, Phillips, Vorlander, and Walters

B. Staff –

C. Guests/Public –

III. Approval of Agenda

IV. Invited Guests or Speakers –

V. Approval of Previous Meeting Minutes – August 15, 2007

Executive Committee Action: Moved by Phillips, seconded by Walters to approve minutes as distributed. Motion carried unanimously.

VI. Reports

A. Administration and Finance

1. Grants Management – Attachment #1

a. 2005 Homeland Security Grant Program (HSGP)

Region 1 awarded \$1,826,529.73. Obligated projects include: Mass Fatalities Planning, Training, ARES Communication Equipment, Radiation Detection Equipment, Sheltering Kits, and ARL/Humane Society Equipment. Projected unobligated remaining balance of \$28,727.

b. 2005 Pre-Disaster Mitigation (PDM) Grant

Application submitted on March 8, 2005. Budget of \$207,612.50 (\$150,579.53 federal share and \$57,032.97 local share) over a three-year performance period was successful. Grant will help bring all Polk County local jurisdictions compliant with Disaster Mitigation Act standards. Hazard analysis draft expected to be released to communities for discussion in May. Summer intern returning in May to help further the PDM planning.

Proudly serving the communities of:

Alleman - Altoona - Ankeny - Bondurant - Clive - Des Moines - Elkhart - Grimes - Johnston - Mitchellville
Pleasant Hill - Polk City - Polk County - Runnells - Urbandale - West Des Moines - Windsor Heights

- c. 2006 Metropolitan Medical Response System (MMRS) Grant – Attachment #2**
Award of \$228,000 Performance period began October 1, 2006 and will end March 31, 2008. Polk County Public Health and Emergency Management working with DMFD to integrate MMRS with Multidisciplinary Team.
- d. 2006 Community Emergency Response Team (CERT)**
Award of \$4,295.29. Performance period began October 1, 2006 and will end March 31, 2008. Ankeny CERT has submitted scope of work and budget for funding. HSEMD has approved the submitted budget. EMA Staff will process the reimbursement request submitted by the City of Ankeny.
- e. 2006 Homeland Security Grant Program (HSGP)**
Award of \$778,647. Performance period began October 1, 2006 and will end March 30, 2008. Regional initiatives have been proposed by Region 1 and include: ESF Conversion Planning Assistance, Mass Fatalities Equipment and Exercise; EOC Survey and Equipment; and Animal Health Emergency Planning/Training/Equip/Exercise. HSEMD has approved submitted budget. See Evacuation Planning item under Old Business.
- f. 2007 Hazardous Materials Emergency Program (HMEP)**
Award of \$25,432. Performance period began October 1, 2006 and will end September 30, 2007. This is a 7-county grant to be used for hazardous materials planning, emergency responder training, and to conduct the annual hazmat symposium in Ames. Current balance of approximately \$10,000. Training needs survey was recently conducted by staff.
- g. 2007 Emergency Management Performance Grant (EMPG)**
Award of \$37,832.59. Performance period began October 1, 2006 and will end September 30, 2007. Current balance of \$0. All reimbursement requests have been submitted.
- h. 2007 Health Resource Systems Administration (HRSA)**
Award of \$6,040. Performance period began July 1, 2006 and will end August 30, 2007. Current balance of \$2. Purchases included a trailer hitch, fire extinguisher, CBRNE trailer graphics, mobile scanner, and miscellaneous office supplies for preparedness and disaster support.
- i. 2007 Emergency Medical Services (EMS) Systems Development**
Award of \$8,652. Performance period began July 1, 2006 and will end June 30, 2007. There are a series of performance-based components to the funding. Implementation strategy drafted by Staff and the Polk County EMS Association. Approximately \$5,000 in text books (PHTLS, ACLS, and PEP) have been purchased for EMS services to check out from the EMA and approximately \$1,000 in PHTLS instructor registration fees have been covered through this grant. Training mannequins were purchased in June bringing the available balance to \$0.

B. Hazard Identification, Risk Assessment, and Capability Assessment

1. WMD Capability Assessment

Currently implementing the strategy recommended by Tetra Tech and approved by the Commission. See Agenda Item VI.A.1.a. for more information.

2. Hazard Analysis and Risk Assessment

Being developed as part of the PDM local mitigation planning process.

C. Resource Management

1. Resource Management Database

This effort will develop as part of the WMD Capability Assessment and will be supported by the Region 1 Homeland Security Board through the 2005 HSGP. The Commission will need to consider formal adoption and implementation of the NIMS Resource Typing System in the coming months. Resource Typing guidance can be found in FEMA Document 508 Series. Jurisdictions that exist in multiple counties should report resources to the county in which the government headquarters exist (i.e. City Hall) to avoid duplication of reported resources. Summer intern will help document current resources. Staff serving on Resource Registry Committee under the Safeguard Iowa Partnership.

D. Planning

1. Part A – Operations

Current state status is compliant. Next update is due to HLSEM by October 1, 2007. Evacuation Planning item under Old Business and approval of ESF#10 and ESF#13 under New Business.

2. Part B – Mitigation Strategy

Current state status is compliant. Recertification submitted in August 2007.

3. Part C - Recovery

Current state status is compliant. Recertification submitted in August 2007.

4. Local Pre-Disaster Mitigation (PDM)Plans

See Item VI.A.1.c.

5. Biological Emergencies/Pandemic Planning

Polk County Public Health is the appropriate lead agency. Emergency Management and Public Health will continue to co-facilitate multidisciplinary committee. Draft pandemic plan sent to Commission in August. Feedback should be sent to Polk County Public Health.

6. Emergency Management Commission Strategic Plan

Poster is being converted into a traditional document form for distribution.

E. Direction, Control, and Coordination

1. National Incident Management System (NIMS)

NIMS Integration Center (NIC) is to be developing a multi-year implementation strategy rather than releasing requirements periodically throughout the year. Strategy will be distributed by EMA once received from the NIC.

F. Damage Assessment

1. Damage Assessment Team (DAT)

Staff is developing an implementation strategy for presentation to the Commission.

G. Communications and Warning

H. Operations and Procedures

1. Polk County Emergency Operations Center (EOC)

Background: Vorlander sought interest from the Executive Committee in drafting a 28E agreement for a consolidated Emergency Operations Center (EOC) between the Polk County Emergency Management Commission and the City of Des Moines.

Staff Update: Staff is currently researching best practices as well as required and desired capabilities of a functioning EOC. Staff will continue to develop a concept support document under the advice of Commission Members. Other concerns that will be addressed include operational layout options, communications capabilities, and security. Greater consideration will be given to this item following the results of the WMD capability assessment. Commission members should continue to give thought to this concept and be prepared to discuss upon the completion of the capability assessment project. EOC Subcommittee met on March 22. Pros and cons of 4 options were presented by the Coordinator. Coordinator shared the preliminary discussion that he had with Public Health regarding a joint EOC.

Commission Discussion: Coordinator shared with the Commission that he had a conversation with Polk County Public Health Director Terri Henkels regarding the potential for a joint EOC to be developed at the building at 1900 Carpenter. This space is possibly being vacated by Polk County Supplemental Foods and would make a very suitable location for a countywide EOC. Coordinator will keep the Commission informed of further discussion.

Staff Update: Coordinator has met with the Board of Supervisor's Staff, Mike Freiling, on Thursday, December 14 to discuss space requirements. EMA, Public Health, and the Medical Examiner will be included in a meeting with the architect in early 2007.

Commission Discussion: Chair asked Coordinator to draft a letter to Supervisor Brownell expressing the Commission's support of previous discussion to relocate EMA administrative offices and develop emergency operations center in space vacated by Supplemental Foods.

Staff Update: Staff will be drafting letter to Supervisor Brownell and will be ready for the Chair's signature by April 18th. Sent April 18th.

Staff Update: Coordinator and Public Health Director met with Interim County Manager on May 8. He was supportive of the concept and recommended that discussion take place with Polk County General Services. Board Discussion meeting to be scheduled to present the concept to the Board of Supervisors.

2. Animal Seizure Support

EMA Staff was asked to support the Polk County Sheriffs Office and the Animal Rescue League on a recent potential animal seizure case. No animals were taken as part of this case, but operational activities were conducted and logistical support was available.

3. American Red Cross Shelter Agreements

ARC volunteer staff will be working with their identified shelters to update shelter agreements across the Central Iowa Chapter Area.

I. Training

1. 40-hour Hazmat Technician Course

November 26-30, 2007. Indianola, IA. To register contact Indianola FD Chief Brian Seymour.

J. Exercises

1. USDA Food Defense Exercise

September 21, 2007. USDA, HSEMD, Polk County EMA, Polk County Health, and Des Moines Public Schools exercising food program security. More information will be provided once available.

K. Public Education and Information

1. CBRNE Trailer Rollout

EMA Staff will be scheduling a media event to announce the rollout of the three (3) CBRNE trailers to the community. All Commission Members will be invited to participate. Staff will coordinate with DMFD and the three hosting jurisdictions to coordinate times and logistics. This will occur in late September as part of National Preparedness Month.

L. Homeland Security

1. Information Sharing

Coordinator continues to distribute relevant information from Department of Homeland Security, Iowa Homeland Security and Emergency Management, the Highway Watch Program, and other credible sources when received by the Agency. Staff is also working with LEIN Region 5 Fusion Center located in the DMPD to foster information sharing relationships among public and private sectors.

VII. Old Business

A. Transportable Radio Cabinet

Staff Update: Cabinet delivered by RACOM in August. All systems operable. Unless there are objections, this item will be considered complete and removed from Old Business.

B. Evacuation Planning Request for Proposal (RFP) – Attachment #2

Background: Des Moines and West Des Moines have been provided funding to develop evacuation plans for their communities. Staff has worked with both communities on a proposal to collaborate on this project and use the funding to develop a metro-wide evacuation plan. The Agency does not currently have the staffing available in-house to complete this project in the funding performance period (March 2008).

Staff Recommendation: Authorize the development of a non-binding Request for Proposal in order to gage the ability for this project to be outsourced. The RFP would be brought back to the Commission for final approval before being released.

Commission Action: Moved by Walters to adopt the Staff recommendations, seconded by

Holt. Motion passed unanimously.

Staff Recommendation: Approve Request for Proposal 2007-001, direct staff to distribute and advertise RFP as appropriate, and move forward with timeline as addressed in the RFP.

Executive Committee Action: Moved by Walters, seconded by Holt to support Staff recommendation. Motion carried unanimously.

C. Automated Notification System Request for Proposal (RFP)

Background: There is growing interest in establishing an automated notification system that would use telephone and paging technologies to contact individuals, groups, and the public during emergency and non-emergency situations where large numbers of contacts needed to be made. There are several vendors that offer this technology and in order to better evaluate specific systems, their potential applications, and related costs, the Agency is requesting the authority to develop an official non-binding request for proposal to solicit comparable information from providers.

Staff Recommendation: Authorize the development of a non-binding Request for Proposal in order to gauge the ability for this project to be pursued. The RFP would be brought back to the Commission for the final approval before being released.

Commission Action: Moved by Mathis to adopt the Staff recommendations, seconded by Milewski. **Discussion:** Roe pointed out that the CodeRed System has already been implemented at WestCom and that there would be advantages in consistency across Polk County. Coordinator acknowledged this fact and said that those types of issues would definitely be factored into any decisions during the proposal review process. Motion passed unanimously.

VIII. New Business

A. ESF#10: Hazardous Materials – Attachment #3

Background: ESF#10 is required to be reviewed and adopted annually as part of federal and state planning requirements. The only change from the 2006 version is the LEPC membership list.

Staff Recommendation: Adopt ESF#10 as part of Comprehensive Emergency Plan and submit to HSEMD for compliancy review.

B. ESF#13: Law Enforcement and Security – Attachment #4

Background: ESF#13 development was an early product of the Multidisciplinary Team's work. Drafts were distributed to law enforcement agencies in Polk County in late 2006 and feedback was considered for further refinement.

Staff Recommendation: Adopt ESF#13 as part of Comprehensive Emergency Plan and submit to HSEMD for compliancy review.

Executive Committee Action: Moved by Holt, seconded by Phillips to approve staff recommendations for items A and B. Motion passed unanimously.

IX. Other Business

X. Upcoming Events

- A. Commission Meeting – Sept. 19, 1300 hrs. – 1914 Carpenter Ave.
- B. Multi-hazard Preparedness Symposium – Sept. 27-28 – Hy-Vee Hall/Iowa Events Center
- C. Region 1 Meeting – October 4, 1300 hrs. - Marshalltown
- D. Drive/Walk-Thru Flu Vaccine Clinic – October 6, 1000-1200 hrs. – Walnut St. Bridge, DSM
- E. Executive Committee Meeting- October 10, 1100 hrs.- Polk County Communications Center
- F. Commission Meeting – October 17, 1300 hrs. – 1914 Carpenter Ave.

XI. Programs/Presentations – none scheduled for September

XII. Adjourn

Executive Committee Action: Moved by Holt, seconded by Phillips to adjourn. Motion passed unanimously at 1122 hrs.

Attachment

#1

Attachment

#2

POLK COUNTY, IOWA EMERGENCY MANAGEMENT COMMISSION

RFP 2007-001

REQUEST FOR PROPOSAL

Polk County Emergency Evacuation Plan

Table of Contents

<u>Section</u>	<u>Page Number</u>
Table of Contents	2
Part I – Vendor Information	3
Part II – Terms & Conditions	6
Part III – Scope of Work	9
Part IV – Selection Process	11
Part V – Format of Proposal	12
Part VI – Fee Proposal	14
Part VII – Acknowledgements and Assurances	15

**PART I
VENDOR INFORMATION**

1.1 Intent

- A. The Polk County Emergency Management Commission in Des Moines, Iowa, hereafter known as the Commission, is soliciting proposals from firms with relevant experience to provide technical and planning assistance in the development of a Countywide Emergency Evacuation Plan for Polk County and subordinate municipalities.
- B. This Request for Proposal (RFP) provides detailed instructions for Vendors interested in supplying the requirements of this proposal. It contains the specifications for the services to be provided and the terms and conditions.

1.2 Inquiries

- A. Inquiries concerning this RFP must be directed to:

A.J. Mumm, Coordinator
Polk County Emergency Management Agency
111 Court Ave.,
Des Moines, IA 50309
515-286-2107
amumm@co.polk.ia.us
- B. In all cases, no verbal communications shall override written communication or the contents of this RFP.

1.3 Receiving of Proposals

- A. Sealed proposals will be received **until October 29, 2007**. Proposals received after 2:00 p.m. will not be considered and will be returned unopened to the Vendor.
- B. Proposals are to be submitted to:

Polk County Emergency Management Agency
Evacuation Plan Proposals
111 Court Ave.
Des Moines, IA 50309

1.4 Filing of Proposals

The packages in which the Proposal responses are provided to Polk County shall be clearly marked as follows:

Vendor Name
Address
Request for Proposal 2007-001

- A. The original of the Vendor's response will be packed separately and marked as the original on both the response and the outside of the package. The original shall remain in archive with the Polk County Emergency Management Agency for a period of five (5) years.

- B. Three (3) additional copies of the Vendor's response will be packed together and the package marked accordingly.
- C. An officer of the Vendor, or a designated agent empowered to bind the Vendor in contract, shall sign the proposal and any clarification to the proposal.

1.5 Official Clock

The official clock is the clock located in the Polk County Auditors office in the Polk County Administrative Office Building.

1.6 Delay in Receipt of Proposal

Polk County accepts no responsibility for delays in the receipt of your proposal due to mail delivery, messenger services, or any other method of delivery. The responsibility for timely proposal delivery rests with the Vendor.

1.7 Bid Opening

All proposals will be opened in the Polk County Emergency Management Agency office, 6023 NE 14th Street, Des Moines, IA on **November 5, 2007 at 10:00 a.m.**

1.8 Bid Review

All proposals will be reviewed in a timely manner. A short list of approved firms will be compiled. All respondents will receive notification of their status when the finalists are selected. All finalists should be prepared for an interview.

1.9 Rejection of Proposals

The Commission reserves the right to reject any or all proposals in whole or in part, to waive irregularities, and to accept proposals which appear to be in the best interest of the Commission.

1.10 Failure to Comply

Failure to supply any information requested to accompany proposals may be cause for rejection of the proposal as noncompliant. The Commission reserves the right to request additional information if clarification is needed. Both the request and the response shall be in writing.

1.11 Proposal in Force

All proposals shall be firm for a period of 120 days after November 5, 2007 to allow the committee to fully evaluate all proposals and to make an award deemed in the best interest of the Commission.

1.12 Disclosure of Proposal Content

The laws of the State of Iowa require that all proposals be placed in the public domain and be opened to inspection by interested parties. Trade secrets of proprietary information that are recognized as such and are protected by law may be withheld if clearly identified as such in the proposal. The entire proposal cannot be designated as

proprietary or a trade secret. If a request is received to examine portions designated as proprietary or a trade secret, the Commission will notify the Vendor to permit the Vendor to defend the proprietary nature of the information.

1.13 Gratuities

The laws of the State of Iowa provide that it is a felony to offer, promise, or give anything of value to a County employee with the intent to influence that employee's acts, opinion, judgment or exercise of discretion with respect to that employee's duties. Evidence of violations of this statute will be turned over to the County Attorney's Office.

1.14 Reporting of Anticompetitive Practices

When for any reason collusion or other anticompetitive practices are suspected among Vendors or bidders, the Commission shall prepare a notice of the relevant facts which shall be transmitted to the County Attorney for review and possible involvement of the Office of the County Attorney.

1.15 Award

The Commission reserves the right to award this contract not necessarily to the firm with the lowest cost but to the firm which will provide the best match to the requirements of this RFP. The successful Vendor will be determined using the criteria contained in Part IV.

1.16 Conflict Between Terms

The Commission reserves the right to accept or reject any exception taken by the Vendor to the terms and conditions of this request for proposal.

1.17 Proposal Expenses

Expenses incurred in preparation of the proposal responses, conference attendance, site visits, or any other reason or function for the Vendor to respond to this RFP shall be the responsibility of the Vendor.

PART II TERMS AND CONDITIONS

2.1 Termination

- A. Termination for causes: The Commission may terminate the agreement resulting from this request at any time that the Vendor fails to carry out its provisions or to make substantial progress under the terms specified in this request and the resulting proposal.
 - 1. The Commission shall provide the contractor/Vendor with thirty (30) day's notice of conditions endangering performance.
 - 2. The Commission shall be obligated only for those services rendered prior to the day of notice of termination, less any liquidated damages that may be assessed for nonperformance.
- B. With the mutual agreement of both parties upon receipt and acceptance of not less than thirty (30) day's written notice, the agreement may be terminated on an agreed date prior to the end of the contracted period without penalty to either party.

2.2 Warranty Against Contingent Fees

The Vendor warrants that no person or selling agency has been employed or retained to solicit and secure this contract upon an agreement of understanding for commission, percentage, brokerage, or contingency excepting bona fide employees or selling agents maintained by the contractor for the purpose of securing business. For breach or violation of this warranty, The Commission shall have the right to award this contract without liability, or in its discretion, to deduct from the contract price, or to otherwise recover the full amount of such, percentage, brokerage, or contingency.

2.3 Changes

Changes in provisions or services to be furnished under this proposal may be made only in writing and must be approved mutually by the Vendor and The Commission.

2.4 Immunity From Liability

Every person party to this agreement is hereby notified and agrees that The Commission and any funding source for The Commission are immune from liability and suit for or from Vendor's activities involving third parties and arising from this proposal.

2.5 Waiver of Informalities

The Commission reserves the right to waive any and all informalities in proposals if such waiver does not substantially change the offerer or provide a competitive advantage to any offerer.

2.6 Exclusive Agreement

The Agreement which results from this proposal solicitation constitutes the exclusive agreement between parties and incorporates the provisions of these terms and conditions, and supersedes any previous agreements, either written or oral. The terms and conditions hereof may not be altered without prior written consent of both parties.

2.7 Remedies Upon Default

In any case where the Vendor has failed to deliver or has delivered nonconforming goods or services, The Commission shall provide a cure notice. If after notice the Vendor continues to be in default, The Commission may procure services in substitution from another source and charge the difference between the contracted price and the market price to the defaulting Vendor. The Polk County Attorney or Authorized Legal Representation that has been approved by the Regional Board shall be requested to make collection from the defaulting Vendor.

2.8 Acts of God

Vendor shall not be considered to be in default under this agreement, if performance is delayed or made impossible by an act of God, floods, fires, strikes, and similar events; but in each such case, the delay or impossibility must be beyond the control and without the fault or negligence of Vendor.

2.9 Assignment

Vendors may not assign contracts or purchase orders to any party (including financial institutions) on behalf of The Commission without written permission of The Commission.

2.10 Indemnification

Vendor shall defend, indemnify, and hold harmless Polk County, The Commission assignees, and other users of the goods from and against any claim of infringement of any letter patent, trade names, trademark, copyright, or trade secrets by reason of sale or use any articles purchased hereunder. The Commission shall promptly notify Vendor of any such claim.

2.11 Discrimination and Affirmative Action

- A. Vendor shall comply with the provisions of federal, state, and local laws and regulations to insure that no employee or applicant for employment is discriminated against because of race, religion, color, age, sex, national origin, or disability. Vendor shall have an affirmative action plan and shall provide The Commission with reports required to insure compliance with equal employment legislation and regulations if requested. Vendor shall insure that all authorized sub-Vendors comply with the provisions of this clause.
- B. A copy of the Bidder's "Affirmative Action Plan" must be made available to The Commission upon request.

2.12 Joint Proposals

If a joint proposal is submitted by two or more Vendors, it shall define completely the responsibilities, which each party is proposing to undertake. The proposal shall be signed for each firm by a principle or officer authorized to bind in a contract. The proposal shall designate one of the joint Vendors to serve as a sole point of contact between The Commission and the joint Vendor's. The Contract resulting from the joint proposal shall be signed by principals or officers of all Vendors participating in the offer. The Commission shall hold the contractors jointly responsible for carrying out all activities required by the contract.

2.13 The Resulting Contract or Contracts

All parts of the Request For Proposal, the contents of the Vendor's proposal response, and any clarification thereto submitted by the successful Vendor shall become part of the contractual obligation and incorporated by reference into the ensuing contract document.

2.14 Security of Data

- A. Some data files of The Commission member agencies are of a confidential nature. The Vendor's employees shall be allowed access to these files only as needed for their duties related to the contract and in accordance with the rules established by the custodian of the records. The Vendor shall maintain positive policies and procedures for safeguarding the confidentiality of such data and may be liable civilly or criminally under the privacy legislation for negligent release of such information.
- B. It is the obligation of both parties to this agreement to maintain as confidential any and all information of the other party to this agreement related but not limited to the business activities, methods, practices, systems, conditions, products, services, plans, markets, etc., and which is not public information. No dissemination of this information shall be made to anyone other than the parties of this agreement and their necessary agents in the fulfillment of this agreement without prior approval of the other party.
- C. The Commission shall have the right to require the removal of any employee of the Vendors or subcontractor, if in the judgment of The Commission employees, removal shall be necessary in order to protect the interest and security of the The Commission.

PART III SCOPE OF WORK

The Commission is requesting proposals to provide a Countywide Emergency Evacuation Plan and associated implementation measures as identified in the following capability definitions, expected outcomes, guiding objectives, and critical considerations. The plan will be integrated into the Polk County Comprehensive Emergency Plan which is based on the 15 Emergency Support Functions (ESFs) aligned with state and national response plans.

With an approximate population of 400,000, Polk County is a 600 square mile jurisdiction located in Central Iowa and includes both unincorporated and 16 incorporated municipalities. Des Moines, Iowa's capital city, is the county's largest municipality (approximate population of 200,000) and is surrounded by several suburbs ranging in population from 5,000 to 60,000. The urbanized area of the Des Moines Metropolitan Area spills into two adjacent counties (Dallas County to the west and Warren County to the south). The proposed evacuation plan should consider the entire urbanized area in addition to Polk County.

As part of this development, the Vendor will work with the Commission to conduct meetings and interviews with concerned parties, or stakeholders operating in the Polk County.

Polk County Emergency Management will provide contact information for identified stakeholders. The resulting Plan will be presented to identified stakeholders for review and revision, prior to the final report being transmitted to the Commission for final approval.

Capability Definition: Citizen evacuation and shelter-in-place is the capability to prepare for, ensure communication of, execute the safe and effective sheltering-in-place of an at-risk population (and companion animals), and/or the organized and managed evacuation of the at-risk population (and companion animals) to areas of safe refuge in response to a potentially or actually dangerous environment. In addition, this capability involves the safe reentry of the population where feasible.

Outcome: Affected and at-risk populations (and companion animals) are safely sheltered-in-place and/or evacuated to safe refuge areas, in order to obtain access to medical care, physical assistance, shelter, and other essential services, and effectively and safely reentered into the affected area, if appropriate.

GUIDING OBJECTIVE

Objective: The Vendor will provide a comprehensive Emergency Evacuation Plan for Polk County to include the following sections:

- a. Introduction
- b. Identification of a Lead Agency
- c. Identification of Support Agencies
- d. Relevant policies regarding evacuation functions and responsibilities
- e. Situation and Planning Assumptions
- f. Concept of Operations
 - a. General
 - b. Notification and Activation
 - c. Roles and Responsibilities of Lead and Support Agencies
 - i. During mitigation and preparedness phases
 - ii. During response and recovery phases
 - d. Organizational Structure (consistent with National Incident Management System/Incident Command System)
- g. Relationships to other emergency support functions

- h. Appendices as appropriate and may include
 - a. Organizational charts
 - b. Documents describing standard operating procedures/guidelines
 - c. Maps
 - d. Flow charts
 - e. Forms
 - f. Sample media messages
 - g. Resource lists

The Emergency Evacuation Plan should consider several Critical Elements (these elements are not necessarily expected to be fully implemented as part of this scope of work, but should be accounted for in the guiding objective):

1. Plan should be scaleable (applicable to neighborhoods, cities, and large portions of the county)
2. Identification of institutions which should begin evacuations early (e.g., hospitals, nursing homes, and correctional facilities)
3. Development and distribution of public information messages in preparedness and response phases (connections to Communication and Warning ESF and the Public Information ESF)
4. Identification of special populations requiring assistance during evacuation or shelter-in-place
5. Transportation assets required to evacuate mobile and immobilized populations (connection to Transportation ESF)
6. Identification and utilization of collection points and staging areas
7. Prearranged contacts and agreements for transportation and sheltering facilities (connection to Mass Care ESF)
8. Provision of required resources to those sheltered-in-place
9. Development of agreements with neighboring areas regarding the movement and receipt of evacuees from the affected area
10. Evacuation and/or sheltering-in-place of companion animals (connection to Ag, Natural Resources, and Pets ESF)
11. Clarification of authority to call for evacuation
12. Provision of security of evacuated areas (connection to Law Enforcement and Security ESF)

PLANNING SERVICES

The services shall be performed in two distinct phases.

Phase 1: Vendor will provide an outline and schedule of milestones for the completion of the Work as identified in Guiding Objectives

Phase 1 shall be completed **30 DAYS** from the signing of a contract.

Phase 2: Using available official federal and/or state guidance and information gathered in performing the Guiding Objective, the Vendor shall provide a comprehensive draft of the content from this RFP.

Phase 2 shall be completed **150 DAYS** from the signing of the contract.

**PART IV
SELECTION PROCESS**

- 4.0 Proposals shall be reviewed by a selection committee. The selection committee shall be the Polk County Emergency Management Coordinator and the Commission's Executive Committee.
- 4.1 The Selection Committee will review the proposal responses depicting qualifications and select for further consideration firms that will be given an opportunity for an interview session. At the time of selection for interview, firms will be provided additional instructions for information to be presented to The Commission. Those firms not selected for further considerations will be notified. All notifications will occur by U.S. Postal Service.
 - 4.1.1 The committee shall select firms to be interviewed. The firms selected for interview shall be notified of their invitation to make a presentation.
 - 4.1.2 The Commission reserves the right to award this contract not necessarily to the firm with the lowest cost but to the firm that will provide the best match to the requirements of this RFP. The successful Vendor will be determined using the criteria detailed in section 4.2.
- 4.2 Criteria for Selection:
 - 4.2.1 The firm shall have demonstrated experience in the development of an Emergency Evacuation Plan or similar plan on a large, regional, or metropolitan scale.
 - 4.2.2 Vendor's size, history, personnel, special expertise and general credits. Include firms experience with emergency management, WMD, Evacuation Planning, or other relevant experience.
 - 4.2.3 Company organization and qualification: Adequacy of facilities and staff, recent relevant research and performance record, ability to commit staff and consultants within the time required.
 - 4.2.4 Experience with the Federal Emergency Management Agency, Department of Homeland Security and its subordinate agencies.
 - 4.2.5 Experience with the Iowa Homeland Security Strategy and Emergency Management Division.
 - 4.2.6 Technical qualifications relating to professional personnel to be assigned to this work, including educational background and prior experience in related projects.
 - 4.2.7 Demonstrated ability to interpret the current response capabilities of concerned disciplines within Polk County.
 - 4.2.8 Demonstrated ability to identify desired and recommended levels of response capabilities for concerned disciplines within Polk County.
 - 4.2.9 Demonstrated ability to identify current equipment as related to Evacuation Planning for concerned disciplines within Polk County.
 - 4.2.10 Demonstrated ability to maintain schedule and meet due dates.
 - 4.2.11 Adequacy and completeness of proposal document as it relates to RFP provisions.

PART V FORMAT OF PROPOSAL

- 5.0 All proposals submitted in response to this request should include the following headings to assist evaluation. These proposals should be clear and to the point. Emphasis should be placed on specific qualifications of the people who will actually perform the work and on the approach to completing this specific project. Performance on past projects with The Commission and other clients will also be evaluated.
- 5.1 Identification Information:
- The name, address, telephone and fax numbers and an e-mail address of the firm.
Description of the type of corporate structure and year of origin.
Names of the principles of the firm.
- 5.2 Basic Qualifications
- Provide basic information relative to the firm's size, history, personnel, special expertise and general credits. Include firms experience with emergency management, Evacuation Planning, WMD and terrorism response analysis and planning.
- 5.3 Criteria Response
- Provide responses to all criteria listed in section 4.2 and a fee proposal as required in Part VI.
- 5.4 Working with Governmental Agencies
- Respond regarding firms ability to work with governmental agencies.
- 5.5 Familiarity with Emergency Management Standards
- Respond to the firm's past analysis, planning and equipment services in the State of Iowa.
- 5.6 Understanding
- Describe your understanding of this project.
- 5.7 Approach
- Describe the approach and methodology your firm will use in this specific project.
- 5.8 Products Delivered and Services Provided
- Include listing of products to be delivered and services that will be provided on-site and off-site.
- 5.9 Outside Assistance
- List outside associates and consultants proposed for this project. Include their background and experience.
- 5.10 Involvement of The Commission

Supply list of needs which you expect to be provided by The Commission to complete the project (i.e. data gathering personnel, equipment, office space, etc., if any).

5.11 References

Each firm shall provide a list of three (3) clients where a similar requested scope of work was used, and the firm was selected as Vendor for the project. Some or all of these customers may be contacted by The Commission. Include the following information for each reference:

- 5.11.1 Name of Entity
- 5.11.2 Address
- 5.11.3 Contact Person
- 5.11.4 Telephone and Fax Numbers
- 5.11.5 Email Address
- 5.11.6 Project Name
- 5.11.7 Date of Project Activity

**PART VI
FEE PROPOSAL**

*Include this fee proposal with the other documents.

PHASE ONE

LUMP SUM PRICE_____

PROPOSED COMPLETION DATE_____

PHASE TWO

LUMP SUM PRICE_____

PROPOSED COMPLETION DATE_____

TOTAL

PROJECT COST_____

PROPOSED PROJECT COMPLETION
DATE_____

**PART VII
ACKNOWLEDGEMENTS AND ASSURANCES**

*Include this with the other documents.

The undersigned, an authorized representative of _____ (bidder), does hereby state that the Bidder acknowledges, understands and certifies compliance with the following requirements.

A. **NONCOLLUSION**

This proposal or bid is genuine and not collusive or a sham; that said bidder has not colluded, conspired, connived, or agreed, directly or indirectly, with any bidder or person to put in a sham bid or to refrain from bidding, and has not in any manner directly or indirectly sought by agreement or collusion, or communication, or conference with any person, to fix the bid price of affiant or of any other bidder, and that all statements in said proposal are true.

B. **EQUAL EMPLOYMENT AND NONDISCRIMINATION**

Bidder and his subcontractors shall comply with the relevant provisions of federal, state, and local laws and regulations to insure that no employee or applicant for employment is discriminated against because of race, religion, color, sex, age, national origin or disability.

The above statements regarding NONCOLLUSION, EQUAL EMPLOYMENT AND NONDISCRIMINATION are condensed version of the requirements of this bid or proposal. The complete texts of these requirements are on file and may be examined at the Polk County Auditors Office, Polk County Administrative Office Building, 111 Court Ave., Des Moines, Iowa. 50309

(Please Print)_____.

Authorized Signature_____Date_____.

Title_____Phone_____.

FAX_____.