

ADAMS COUNTY
PROFESSIONAL SERVICE AGREEMENT
For MULTI-HAZARD MITIGATION DEVELOPMENT PLAN SERVICES

THIS AGREEMENT ("Agreement") is made this 3 day of September 2019, by and between the Adams County Board of County Commissioners, located at 4430 South Adams County Parkway, Brighton, Colorado 80601, hereinafter referred to as the "County," and Wood Environment & Infrastructure Solutions, Inc., located at 2000 S. Colorado Blvd, Ste. 2-1000, Denver, CO 80222 hereinafter referred to as the "Contractor." The County and the Contractor may be collectively referred to herein as the "Parties."

The County and the Contractor, for the consideration herein set forth, agree as follows:

1. SERVICES OF THE CONTRACTOR:

1.1. All work shall be in accordance with the attached RFP 2019.502 and the Contractor's response to the RFP 2019.502 attached hereto as Exhibit A, and incorporated herein by reference. Should there be any discrepancy between Exhibit A and this Agreement the terms and conditions of this Agreement shall prevail.

1.2. Emergency Services: In the event the Adams County Board of County Commissioners declares an emergency, the County may request additional services (of the type described in this Agreement or otherwise within the expertise of the Contractor) to be performed by the Contractor. If the County requests such additional services, the Contractor shall provide such services in a timely fashion given the nature of the emergency, pursuant to the terms of this Agreement. Unless otherwise agreed to in writing by the parties, the Contractor shall bill for such services at the rates provided for in this Agreement.

2. RESPONSIBILITIES OF THE COUNTY: The County shall provide information as necessary or requested by the Contractor to enable the Contractor's performance under this Agreement.

3. TERM:

3.1. Term of Agreement: The Term of this Agreement shall be for one-year from the date of execution through and to include 12/31/2020.

3.2. Renewal Option: The County, at its sole option, may offer to renew this Agreement as necessary for up to one (1) year renewals providing satisfactory service is given and all terms and conditions of this Agreement have been fulfilled. Such renewals must be mutually agreed upon in writing by the County and the Contractor.

4. PAYMENT AND FEE SCHEDULE: The County shall pay the Contractor for services furnished under this Agreement, and the Contractor shall accept as full payment for

those services, the sum of Seventy-nine Thousand Five Hundred Dollars (\$79,500.00). No additional mark-up for standard sub-consulting work shall be accepted. Any and all prompt payments shall include a 1.5% discount.

4.1. Payment pursuant to this Agreement, whether in full or in part, is subject to and contingent upon the continuing availability of County funds for the purposes hereof. In the event that funds become unavailable, as determined by the County, the County may immediately terminate this Agreement or amend it accordingly.

5. **INDEPENDENT CONTRACTOR:** In providing services under this Agreement, the Contractor acts as an independent contractor and not as an employee of the County. The Contractor shall be solely and entirely responsible for his/her acts and the acts of his/her employees, agents, servants, and subcontractors during the term and performance of this Agreement. No employee, agent, servant, or subcontractor of the Contractor shall be deemed to be an employee, agent, or servant of the County because of the performance of any services or work under this Agreement. The Contractor, at its expense, shall procure and maintain workers' compensation insurance as required by law. Pursuant to the Workers' Compensation Act § 8-40-202(2)(b)(IV), C.R.S., as amended, the Contractor understands that it and its employees and servants are not entitled to workers' compensation benefits from the County. The Contractor further understands that it is solely obligated for the payment of federal and state income tax on any moneys earned pursuant to this Agreement.

6. **NONDISCRIMINATION:**

6.1. **The Contractor shall not discriminate against any employee or qualified applicant for employment because of age, race, color, religion, marital status, disability, sex, or national origin. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices provided by the local public agency setting forth the provisions of this nondiscrimination clause. Adams County is an equal opportunity employer.**

6.1.1. The Contractor will cause the foregoing provisions to be inserted in all subcontracts for any work covered by this Agreement so that such provisions will be binding upon each subcontractor, provided that the foregoing provisions shall not apply to contracts or subcontracts for standard commercial supplies or raw materials.

7. **INDEMNIFICATION:** The Contractor agrees to indemnify and hold harmless the County, its officers, agents, and employees for, from, and against any and all claims, suits, expenses, damages, or other liabilities, including reasonable attorney fees and court costs, arising out of damage or injury to persons, entities, or property, caused or sustained by any person(s) as a result of the Contractor's performance or failure to perform pursuant to the terms of this Agreement or as a result of any subcontractors' performance or failure to perform pursuant to the terms of this Agreement.

8. **INSURANCE:** The Contractor agrees to maintain insurance of the following types and amounts:

8.1. Commercial General Liability Insurance: to include products liability, completed operations, contractual, broad form property damage and personal injury.

8.1.1. Each Occurrence: \$1,000,000

8.1.2. General Aggregate: \$2,000,000

8.2. Comprehensive Automobile Liability Insurance: to include all motor vehicles owned, hired, leased, or borrowed.

8.2.1. Bodily Injury/Property Damage: \$1,000,000 (each accident)

8.2.2. Personal Injury Protection: Per Colorado Statutes

8.3. Workers' Compensation Insurance: Per Colorado Statutes

8.4. Professional Liability Insurance: to include coverage for damages or claims for damages arising out of the rendering, or failure to render, any professional services, as applicable.

8.4.1. Each Occurrence: \$1,000,000

8.4.2. This insurance requirement applies only to the Contractors who are performing services under this Agreement as professionals licensed under the laws of the State of Colorado, such as physicians, lawyers, engineers, nurses, mental health providers, and any other licensed professionals.

8.5. Adams County as "Additional Insured": The Contractor's commercial general liability, and comprehensive automobile liability, insurance policies and/or certificates of insurance shall be issued to include Adams County as an "additional insured" and shall include the following provisions:

8.5.1. Underwriters shall have no right of recovery or subrogation against the County, it being the intent of the parties that the insurance policies so affected shall protect both parties and be primary coverage for any and all losses resulting from the actions or negligence of the Contractor.

8.5.2. The insurance companies issuing the policy or policies shall have no recourse against the County for payment of any premiums due or for any assessments under any form of any policy.

8.5.3. Any and all deductibles contained in any insurance policy shall be assumed by and at the sole risk of the Contractor.

- 8.6. Licensed Insurers: All insurers of the Contractor must be licensed or approved to do business in the State of Colorado. Upon failure of the Contractor to furnish, deliver and/or maintain such insurance as provided herein, this Agreement, at the election of the County, may be immediately declared suspended, discontinued, or terminated. Failure of the Contractor in obtaining and/or maintaining any required insurance shall not relieve the Contractor from any liability under this Agreement, nor shall the insurance requirements be construed to conflict with the obligations of the Contractor concerning indemnification.
- 8.7. Endorsement: Each insurance policy herein required shall be endorsed to state that coverage shall not be suspended, voided, or canceled without thirty (30) days prior written notice by certified mail, return receipt requested, to the County.
- 8.8. Proof of Insurance: At any time during the term of this Agreement, the County may require the Contractor to provide proof of the insurance coverage or policies required under this Agreement.

9. DAMAGES ARISING FROM BREACH OF PERFORMANCE OBLIGATIONS

- 9.1. Notwithstanding anything else set forth in this Agreement, if Contractor fails to comply with all terms of this contract, including but not limited to, its obligation to perform its work in a workmanlike manner in accordance with all codes, plans, specifications and industry standards, Contractor shall be liable to County for all damages arising from the breach, including but not limited to, all attorney fees, costs and other damages.

10. WARRANTY:

- 10.1. The Contractor warrants and guarantees to the County that all work, equipment, and materials furnished under the Agreement are free from defects in workmanship and materials for a period of one year after final acceptance by the County. The Contractor further warrants and guarantees that the plans and specifications incorporated herein are free of fault and defect sufficient for Contractor to warrant the finished product after completion date. Should the Contractor fail to proceed promptly in accordance with this guarantee, the County may have such work performed at the expense of the Contractor. This section does not relieve the Contractor from liability for defects that become known after one year.

11. TERMINATION:

- 11.1. For Cause: If, through any cause, the Contractor fails to fulfill its obligations under this Agreement in a timely and proper manner, or if the Contractor violates any of the covenants, conditions, or stipulations of this Agreement, the County shall thereupon have the right to immediately terminate this Agreement, upon giving written notice to the Contractor of such termination and specifying the effective date thereof.

- 11.2. For Convenience: The County may terminate this Agreement at any time by giving written notice as specified herein to the other party, which notice shall be given at least thirty (30) days prior to the effective date of the termination. If this Agreement is terminated by the County, the Contractor will be paid an amount that bears the same ratio to the total compensation as the services actually performed bear to the total services the Contractor was to perform under this Agreement, less payments previously made to the Contractor under this Agreement.

12. MUTUAL UNDERSTANDINGS:

- 12.1. Jurisdiction and Venue: The laws of the State of Colorado shall govern as to the interpretation, validity, and effect of this Agreement. The parties agree that jurisdiction and venue for any disputes arising under this Agreement shall be with Adams County, Colorado.
- 12.2. Compliance with Laws: During the performance of this Agreement, the Contractor agrees to strictly adhere to all applicable federal, state, and local laws, rules and regulations, including all licensing and permit requirements. The parties hereto aver that they are familiar with § 18-8-301, et seq., C.R.S. (Bribery and Corrupt Influences), as amended, and § 18-8-401, et seq., C.R.S. (Abuse of Public Office), as amended, , the Clean Air Act (42 U.S.C. 7401-7671q), and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended, and that no violation of such provisions are present. The Contractor warrants that it is in compliance with the residency requirements in §§ 8-17.5-101, et seq., C.R.S. Without limiting the generality of the foregoing, the Contractor expressly agrees to comply with the privacy and security requirements of the Health Insurance Portability and Accountability Act of 1996 (HIPAA).
- 12.3. OSHA: The Contractor shall comply with the requirements of the Occupational Safety and Health Act (OSHA) and shall review and comply with the County's safety regulations while on any County property. Failure to comply with any applicable federal, state or local law, rule, or regulation shall give the County the right to terminate this agreement for cause.
- 12.4. Record Retention: The Contractor shall maintain records and documentation of the services provided under this Agreement, including fiscal records, and shall retain the records for a period of three (3) years from the date this Agreement is terminated. Said records and documents shall be subject at all reasonable times to inspection, review, or audit by authorized Federal, State, or County personnel.
- 12.5. Assignability: Neither this Agreement, nor any rights hereunder, in whole or in part, shall be assignable or otherwise transferable by the Contractor without the prior written consent of the County.

12.6. Waiver: Waiver of strict performance or the breach of any provision of this Agreement shall not be deemed a waiver, nor shall it prejudice the waiving party's right to require strict performance of the same provision, or any other provision in the future, unless such waiver has rendered future performance commercially impossible.

12.7. Force Majeure: Neither party shall be liable for any delay or failure to perform its obligations hereunder to the extent that such delay or failure is caused by a force or event beyond the control of such party including, without limitation, war, embargoes, strikes, governmental restrictions, riots, fires, floods, earthquakes, or other acts of God.

12.8. Notice: Any notices given under this Agreement are deemed to have been received and to be effective:

1) Three (3) days after the same shall have been mailed by certified mail, return receipt requested;

2) Immediately upon hand delivery; or

3) Immediately upon receipt of confirmation that an E-mail was received. For the purposes of this Agreement, any and all notices shall be addressed to the contacts listed below:

Department: Adams County Emergency Management Department
Contact: Emergency Management Designated Representative
Address: 4430 S. Adams Parkway
City, State, Zip: Brighton, CO 80601
Phone: 720.523.6602

Department: Adams County Purchasing
Contact: Shannon E. Sprague, CPPB
Address: 4430 South Adams County Parkway
City, State, Zip: Brighton, Colorado 80601
Phone: 720.523.6052
E-mail: ssprague@adcogov.org

Department: Adams County Attorney's Office
Address: 4430 South Adams County Parkway
City, State, Zip: Brighton, Colorado 80601
Phone: 720.523.6116

Contractor: Wood Environment & Infrastructure Solutions, Inc.
Contact: W. Scott Field
Address: 2000 S. Colorado Blvd, Ste. 2-1000
City, State, Zip: Denver, CO 80222
Phone: 303.935.6505
E-mail: scott.field@woodplc.com

- 12.9. Integration of Understanding: This Agreement contains the entire understanding of the parties hereto and neither it, nor the rights and obligations hereunder, may be changed, modified, or waived except by an instrument in writing that is signed by the parties hereto.
- 12.10. Severability: If any provision of this Agreement is determined to be unenforceable or invalid for any reason, the remainder of this Agreement shall remain in effect, unless otherwise terminated in accordance with the terms contained herein.
- 12.11. Authorization: Each party represents and warrants that it has the power and ability to enter into this Agreement, to grant the rights granted herein, and to perform the duties and obligations herein described.
- 12.12. Confidentiality: All documentation related to this Agreement will become the property of Adams County. All documentation maintained or kept by Adams County shall be subject to the Colorado Open Records Act, C.R.S. 24-72-201 *et seq.* ("CORA"). The County does not guarantee the confidentiality of any records.

13. AMENDMENTS, CHANGE ORDERS OR EXTENSIONS:

- 13.1. Amendments or Change Orders: The County may, from time to time, require changes in the scope of the services of the Contractor to be performed herein including, but not limited to, additional instructions, additional work, and the omission of work previously ordered. The Contractor shall be compensated for all authorized changes in services, pursuant to the applicable provision in the Solicitation, or, if no provision exists, pursuant to the terms of the Amendment or Change Order.
- 13.2. Extensions: The County may, upon mutual written agreement by the parties, extend the time of completion of services to be performed by the Contractor.

14. COMPLIANCE WITH C.R.S. § 8-17.5-101, ET. SEQ. AS AMENDED 5/13/08: Pursuant to Colorado Revised Statute (C.R.S.), § 8-17.5-101, *et seq.*, as amended May 13, 2008, the Contractor shall meet the following requirements prior to signing this Agreement (public contract for service) and for the duration thereof:


- 14.1. The Contractor shall certify participation in the E-Verify Program (the electronic employment verification program that is authorized in 8 U.S.C. § 1324a and jointly administered by the United States Department of Homeland Security and the Social Security Administration, or its successor program) or the Department Program (the employment verification program established by the Colorado Department of Labor and Employment pursuant to C.R.S. § 8-17.5-102(5)) on the attached certification.
- 14.2. The Contractor shall not knowingly employ or contract with an illegal alien to perform work under this public contract for services.

- 14.3. The Contractor shall not enter into a contract with a subcontractor that fails to certify to the Contractor that the subcontractor shall not knowingly employ or contract with an illegal alien to perform work under this public contract for services.
- 14.4. At the time of signing this public contract for services, the Contractor has confirmed the employment eligibility of all employees who are newly hired for employment to perform work under this public contract for services through participation in either the E-Verify Program or the Department Program.
- 14.5. The Contractor shall not use either the E-Verify Program or the Department Program procedures to undertake pre-employment screening of job applicants while this public contract for services is being performed.
- 14.6. If the Contractor obtains actual knowledge that a subcontractor performing work under this public contract for services knowingly employs or contracts with an illegal alien, the Contractor shall: notify the subcontractor and the County within three (3) days that the Contractor has actual knowledge that the subcontractor is employing or contracting with an illegal alien; and terminate the subcontract with the subcontractor if within three days of receiving the notice required pursuant to the previous paragraph, the subcontractor does not stop employing or contracting with the illegal alien; except that the Contractor shall not terminate the contract with the subcontractor if during such three (3) days the subcontractor provides information to establish that the subcontractor has not knowingly employed or contracted with an illegal alien.
- 14.7. Contractor shall comply with any reasonable requests by the Department of Labor and Employment (the Department) made in the course of an investigation that the Department is undertaking pursuant to the authority established in C.R.S. § 8-17.5-102(5).
- 14.8. If Contractor violates this Section, of this Agreement, the County may terminate this Agreement for breach of contract. If the Agreement is so terminated, the Contractor shall be liable for actual and consequential damages to the County.

REMAINDER OF THIS PAGE LEFT BLANK INTENTIONALLY

IN WITNESS WHEREOF, the Parties have caused their names to be affixed hereto:

County Manager


Raymond H. Gonzales

9.3.2019
Date

Wood Environment & Infrastructure Solutions, Inc.

W. Scott Field
Signature

8/26/19
Date

W. Scott Field
Printed Name

Project Manager
Title

Attest:

Josh Zygielbaum, Clerk and Recorder


Deputy Clerk

Approved as to Form:


Adams County Attorney's Office


NOTARIZATION OF CONTRACTOR'S SIGNATURE:

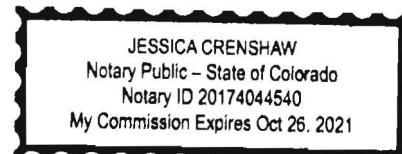
COUNTY OF Denver)

STATE OF Colorado) SS.

Signed and sworn to before me this 26 day of August, 2019,

by Jessica Crenshaw,


Notary Public



My commission expires on: October 26, 2021

Adams County Hazard Mitigation Plan Update

Revised Work Completion Schedule

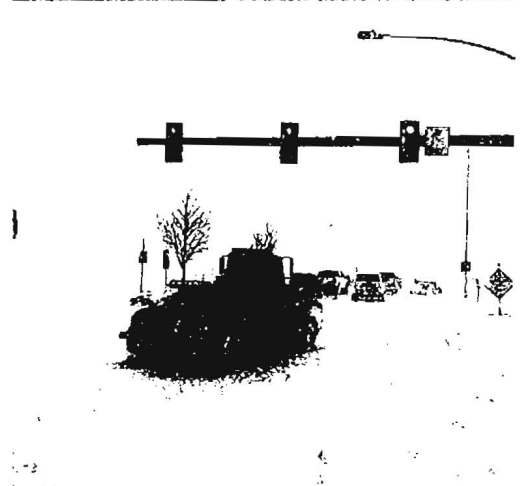
Phases & Milestones	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr
Phase 1: Organize Resources								
Coordination & Contracting								
Initial coordination call								
LPT Meeting #1 (Kick-off)		*						
Data Collection & Review								
LPT Meeting #2 (Data Review)		*						
Phase 2: Identify Hazards and Assess Risks								
Capability Assessment								
Hazard Identification & Risk Assessment								
Public Engagement Period								
Phase 3: Develop a Mitigation Strategy								
Strategy Development								
LPT Meeting #3 (Mitigation Strategy)			*					
LPT Meeting #4 (Mitigation Actions)				*				
Phase 4: Draft, Implement and Monitor the Plan								
Draft Plan								
LPT Review Draft								
LPT Meeting #5 (Plan review)					*			
Public Review Period								
DHSEM Review								
FEMA Review								
Plan Approved (Pending Adoption)								
Local Adoption & Grant Closeout								

EXHIBIT A.

ORIGINAL TECHNICAL
Proposal for Multi-Hazard Mitigation
Plan Development Services

Adams County
4430 South Adams County Parkway
Front Lobby
Brighton, CO 80601
RFP-SS-2019.502

June 2019
Proposal Ref: P19-056



TECHNICAL PROPOSAL



Wood Environment & Infrastructure Solutions, Inc.
2000 S. Colorado Blvd., Ste. 2-1000
Denver, CO 80222
T: 303-935-6505
www.woodplc.com

June 24, 2019

Shannon E. Sprague, CPPB
Contract Specialist III
Adams County Government Center
Purchasing Division
4430 South Adams County Parkway
Brighton, CO 80601

Re: Request for Proposal RFP-SS-2019.502 / Multi-Hazard Mitigation Plan Development Services

Dear Selection Committee:

Wood Environment & Infrastructure Solutions, Inc. (Wood) is pleased to submit this response to Adams County's Request for Proposal (RFP) for Multi-Hazard Mitigation Plan Development Services. Our experience preparing numerous hazard mitigation plans in Colorado and across the nation allows us to jump-start the planning process and accomplish the project's goals quickly and efficiently.

Wood takes great pride in the excellence of planning services we provide to local governments; we are extremely confident in our ability to deliver a superior plan update document to the County. We follow a proven approach for developing and updating local hazard mitigation plans that has been utilized successfully for numerous jurisdictions across the nation, and which will be tailored to the unique needs of Adams County. By choosing Wood, the County will receive a professionally facilitated planning process and a high-quality plan you will actually use, not a cookie-cutter document that sits on a shelf for the next five years.

Our team has vital experience with planning process leadership, as well as with the technical and scientific aspects of mitigation planning and hazard assessment. We have assigned the firm's most experienced hazard mitigation planning staff to this project. Our team includes former state and local emergency managers who understand the needs and requirements of local government. Our team is based in Denver, giving us extensive knowledge of local conditions and concerns, while also reducing travel costs and facilitating close coordination throughout the process; this will be a key advantage given the project's compressed timeline.

We bring an approach that is both cost effective and respectful of County staff's time and resources. We know from experience that FEMA reviews have become more stringent as hazard mitigation planning has matured nationwide; thus, it is more important than ever to hire an experienced and qualified consultant that can help you navigate the requirements and avoid pitfalls that could delay the approval process. We have reviewed, understand, and accept all sections of the RFP, acknowledge receipt of Addendum No. 1 dated June 12, 2019, Addendum No. 2 dated June 12, 2019, Addendum No. 3 dated June 12, 2019, and Addendum No. 4 dated June 18, 2019. We have no exceptions or deviations to the RFP or to the sample contract. We look forward to helping you with this important effort.



The contents of this proposal remain valid for a period of 90 days after receipt.

Sincerely,

Wood Environment & Infrastructure Solutions, Inc.



Scott Field, CEM
Senior Emergency Management Specialist



E. John Loranger, PE, CFM
Unit Manager, Denver Water



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Appendices

Appendix A: Required Forms

Appendix B: Hazard Mitigation Planning Experience

Appendix C: Professional Resumes

Executive Summary



Executive Summary

Wood Environment & Infrastructure Solutions, Inc. (Wood) is pleased to submit this response to Adams County's Request for Proposal (RFP) for Development of a Multi-Hazard Mitigation Plan (MHMP). Our experience preparing numerous Hazard Mitigation Plans in Colorado and nationwide lets us jump-start the planning process to accomplish the project's goals quickly and efficiently.

Wood takes great pride in the excellence of planning services we provide to local governments; we are extremely confident in our ability to lead a high-quality planning process, and in our ability to deliver a superior plan update document to the County that will lead to reduced losses from, and increased resiliency to hazards. We follow a proven approach for developing and updating local hazard mitigation plans that has been utilized successfully for numerous jurisdictions across the nation. We carefully follow a planning process that both builds upon the lessons learned from the preparation of hundreds of FEMA-approved hazard mitigation plans, and which will be tailored to the specific needs of Adams County.

By choosing Wood, Adams County will receive an updated plan tailored to the specific needs of Adams County and its jurisdictions, which also meets all regulatory requirements of the Disaster Mitigation Act of 2000 (DMA) as administered by FEMA, while ensuring Federal Emergency Management Agency (FEMA) approval of the plan. Our approach gives you a professionally facilitated planning process resulting in updated and targeted mitigation strategies based on the inclusion of the newest methods and technologies used in planning and hazard risk assessment. In summary our proposal highlights the following advantages of choosing Wood for this project:

- The firm's most experienced hazard mitigation planning staff are assigned to the project, including a Certified Emergency Manager and a Certified Floodplain Manager, as well as former state and local emergency managers who understand the needs and requirements of local government.
- Our professional planning staff is locally-based in Denver and Boulder, knows the area well, and has worked on several hazard mitigation plans and other planning projects in and around Adams County.
- We have extensive GIS and technology capabilities in-house; no subconsultants will be used.
- We have experience integrating hazard mitigation plans into comprehensive/general plans.
- We have recent experience developing FEMA approved LHMPs in Colorado, including for Boulder, Westminster, and Denver; we know what FEMA Region VIII reviewers pay particular attention to in plan updates.
- We are proficient at delivering quality plans on compressed timelines.

This broad range of expertise ensures that we will provide Adams County with the industry's gold standard planning product. We have reviewed, understand, and accept all sections of the RFP, and have no exceptions to the Sample Contract.

wood.

Profile of Firm

Profile of Firm



Profile of Firm

General Information

Wood Environment & Infrastructure Solutions, Inc. (Wood) – formerly known as Amec Foster Wheeler Environment & Infrastructure, Inc. – is a US-based corporation, incorporated in Nevada on June 1, 1994. We have been registered and licensed to do business in Colorado since 1994 and hold a current Certificate of Good Standing with the Colorado Office of Secretary of State. We are licensed to do business in all 50 states and throughout Canada. Wood is a supplier of high-value consultancy, planning, engineering and project management services to government and private clients locally and globally. We specialize in hazard mitigation and emergency management, water resources services, GIS and floodplain mapping, loss estimation modeling using Hazus-MH, data collection and information management, environmental engineering, geotechnical services, and materials testing from consulting through engineering design, construction, and operation.

Wood Environment & Infrastructure Solutions, Inc. currently employs over 4,300 employees. Our local presence in Colorado includes more than 135 team members. As a part of a larger organization, John Wood Group PLC, our parent company employs more than 56,000 worldwide.

Wood's Hazard Mitigation and Emergency Management section, headquartered in our Denver, Colorado office, is a small team of five dedicated emergency managers with extensive experience in hazard mitigation planning at the state, local, and tribal levels. The majority of the work on this project will be performed with staff in our Denver office, with assistance from staff in other Wood offices as needed; all six staff assigned to this project are full-time Wood employees. As a small specialized team within a much larger company, we combine the hands-on client attention you expect from a small firm, with the broader experience, support, and technical expertise of a large engineering firm. This equates to experience you can trust with the added benefit of the rock solid financial and business stability associated with a large firm.

Regarding the RFP's request for information on current litigation or complaints against the firm, Wood is a large international services company and as such, there are inevitably disputes arising from time to time. While details of those disputes are confidential, we can confirm that there are no disputes or litigation of any kind that individually or collectively, will have a material effect upon the quality of Wood's performance and its ability to provide services for this contract.

"I'm really proud of how smooth this process has been and that is a testament to you and your team's capabilities."
Christin Shepherd, P.E., CFM
Civil Engineer II
City of Boulder Public Works

By choosing Wood, not only will the County have a high-quality hazard mitigation plan, but a professionally facilitated planning process that will lead to meaningful hazard mitigation strategies and continued momentum on plan implementation. This will reduce hazard losses and protect the safety of the people and property in the County, while ensuring the County continues to be eligible for Federal Emergency Management Agency (FEMA) and state mitigation funds. We offer the added value of experience obtaining grant funding to help our clients implement their mitigation plans. Our goal is to continue to be the County's long-term partner in hazard mitigation.

Company name: Wood Environment & Infrastructure Solutions, Inc.

Address: 2000 S. Colorado Blvd., Ste. 2-1000, Denver CO 80222

Contact person: W. Scott Field, Senior Emergency Management Specialist

Phone: 303-742-5320

Location fax: 303-935-6575

E-mail: scott.field@woodplc.com

Other locations to be used (e.g., for billing) (name, address, phone, fax):

Chicago Office (for remittal of payment):

Wood Environment & Infrastructure Solutions, Inc.

PO Box 74008618

Chicago, IL 60674-8618

Experience

Number of Years Developing Hazard Mitigation Plans

Wood has more than 17 years of experience developing Disaster Mitigation Act of 2000 (DMA), Flood Mitigation Assistance (FMA), and Community Rating System (CRS) compliant hazard mitigation plans. Additional project information is provided in Local and State Mitigation Planning Expertise Section.

wood.

Scope of Work

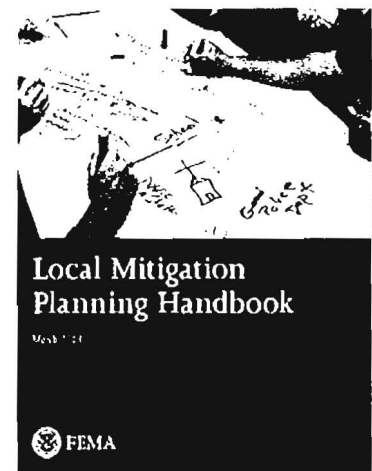


Scope of Work

The primary purpose of the proposed project is to update the multi-hazard mitigation plan for Adams County, pursuant to the requirements of the Disaster Mitigation Act of 2000 (DMA). Full participants in the planning process will include Adams County, the City of Commerce City, and the Town of Bennett. However, the planning area will cover all of Adams County, and the updated plan will be a whole county plan incorporating information on all communities in Adams County. This narrative outlines the process Wood will follow that will result in a FEMA approved local hazard mitigation plan update with a comprehensive risk assessment, an updated mitigation strategy, and documented implementation progress showcasing the County's mitigation program.

Wood knows from experience that the existing Adams County Multi Hazard Mitigation Plan is regarded as a best practice in the state for how it has been integrated into the County Comprehensive Plan. It was developed following the latest FEMA guidance and approved by FEMA in October 2014. Wood understands that the County has been actively implementing the plan and wants to see these efforts showcased in the update as demonstrated progress. Wood recognizes that in the past five years, there have been changes within the jurisdictions, new technologies available for use, new data sources developed or identified, and additional events that have occurred and lessons learned. As such, while the original plan will be the starting point for the work to be done during this project, some aspects may be breaking new ground as if a new plan was being developed. We know from experience that FEMA reviews have become more stringent as hazard mitigation plans mature past the plan's initial inception; thus, it is more important than ever to hire an experienced and qualified consultant that can help you navigate the requirements and avoid pitfalls that could delay the approval process.

Wood's approach to updating the plan will follow FEMA's guidance outlined in the Local Multi-Hazard Mitigation Planning Guidance (July 2008) and the "How-To" mitigation planning series to ensure compliance with 44 CFR Part 201.6 of DMA 2000. Any recommended revisions or reviewer comments made during the 2014 approval process will be addressed and incorporated by the Wood during the development of the updated MHMP. The plan will also be updated so that is in alignment it with the 2019 State of Colorado Hazard Mitigation Plan. The following table shows how the six project tasks outlined in the RFP fit within the four FEMA phases used by Wood:



Wood's Planning Process	
Phase I: Organize Resources	
	1: Coordination & Contracting
	2: Data Collection & Review
Phase II: Identify Hazards and Assess Risk	
	3: Hazard Identification & Risk Assessment

Wood's Planning Process	
Phase III: Develop a Mitigation Strategy	
	4: Development of Mitigation Goals & Objectives
Phase IV: Plan Adoption, Monitoring and Evaluation	
	5: Draft Plan and Submittal
	6: Plan Approval & Adoption

Wood's planning process meets all planning requirements of the Flood Mitigation Assistance (FMA) program and the National Flood Insurance Program (NFIP) Community Rating System (CRS), as demonstrated in the following matrix.

FEMA 4 Phase Guidance and RFP Tasks	2013 FEMA Local Mitigation Planning Handbook Steps (44 CFR Part 201)	Community Rating System (CRS) Planning Steps
<u>Phase 1: Organize Resources</u> SOW Task 1: Coordination & Contracting SOW Task 2: Data Collection & Review	1: Determine the Planning Area and Resources	Step 1. Organize Resources
	2: Build the Planning Team 44 CFR 201.6(c)(1)	
	3: Create an Outreach Strategy 44 CFR 201.6(b)(1)	Step 2. Involve the public
	4: Review Community Capabilities 44 CFR 201.6(b)(2) & (3)	Step 3. Coordinate with Other Agencies
<u>Phase 2: Identify Hazards and Assess Risks</u> SOW Task 3: HIRA	5: Conduct a Risk Assessment 44 CFR 201.6(c)(2)(i) 44 CFR 201.6(c)(2)(ii) & (iii)	Step 4. Assess the hazard
		Step 5. Assess the problem
<u>Phase 3: Develop a Mitigation Strategy</u> SOW Task 4: Development of Mitigation Goals & Objectives	6: Develop a Mitigation Strategy 44 CFR 201.6(c)(3)(i); 44 CFR 201.6(c)(3)(ii); and 44 CFR 201.6(c)(3)(iii)	Step 6. Set goals
		Step 7. Review possible activities
<u>Phase 4: Plan Adoption, Monitoring and Evaluation</u> SOW Task 5: Draft Plan and Submittal SOW Task 6: Plan Approval & Adoption	7: Keep the Plan Current 44 CFR 201.6(c)(4)	Step 8. Draft an action plan
	8: Review and Adopt the Plan 44 CFR 201.6(c)(5)	Step 9. Adopt the plan
	9: Create a Safe and Resilient Community 44 CFR 201.6(c)(4)	Step 10. Implement, evaluate, and revise

The details of the proposed planning process follow, broken down by the Tasks identified in the RFP.

Task 1: Coordination and Contracting

Initial Coordination Call: Upon award of the contract, the County and Wood will hold a conference call to review the project scope and schedule, discuss coordination efforts with the planning team, gather initial data and documents, and plan the project meetings. A contact/coordination plan will be developed outlining how the consultant will stay in touch with and update ACOEM and the planning team on the progress of the project.

Hazard Mitigation Planning Committee: Critical to a successful mitigation planning process is building, coordinating, and facilitating a planning committee. The project will commence by re-organizing and re-energizing the County Hazard Mitigation Planning Committee (HMPC). The HMPC will be based off of the HMPC membership from the 2014 planning process and will be organized to guide development of the plan. Representatives of the appropriate departments of Adams County, municipalities, fire protection districts,

*"I have to offer the **highest compliments** to our contractor... [Wood] understood my time limitations and quite frankly taken care of some of the reporting work that I should have been doing ...I cannot speak highly enough of [Wood's] support.*

*Alan Staehle
Emergency Planner
Ouray County, CO*

other special service districts that choose to participate, and other stakeholders in the Adams County planning area will be invited to participate. A point of contact for each participating jurisdiction must be represented on the HMPC.

Wood will work with the County to help encourage each jurisdiction and stakeholder to participate in the planning process. Clear and concise information on the plan's benefits and requirements of participation must be presented to the jurisdictions from the very beginning of the process. Wood will help the County draft a letter inviting communities to participate in the planning process. The letter will explain what will be expected of participants in terms of data and information and time commitment and serve as documentation of the outreach effort to involve them in the process. Wood's outreach program will stress making it simple for communities and stakeholders to participate in the planning process. This is done by the use of forms and fact sheets that clearly define the expectations of participants that Wood has developed and fine-tuned over the 80 hazard mitigation plans that Wood has completed. For example, each jurisdiction must fulfill the following responsibilities in the update planning process:

- Provide representation on the planning committee,
- Assist in identifying the unique risks that affect their jurisdiction,
- Identify mitigation actions/projects for their jurisdiction
- Provide a status on mitigation actions identified in the original plan
- Distribute, review and comment on the draft plan, and
- Formally adopt the hazard mitigation plan.

DMA regulations require that the planning process include other departments and agencies. Representatives from local, state, and federal agencies and departments may be asked to join the HMPC or to provide data and input during the planning process. FMA and CRS require that adjacent communities and certain state and federal agencies be invited to fully participate on the HMPC.

The HMPC will also identify key stakeholders to involve in the hazard mitigation plan. These may include state and federal agencies that have significant interests in Adams County or that have information to help support the planning process. The County's schools, colleges, and universities will also be invited to participate. Other stakeholders important to involve in the process may include elected officials, representatives of businesses and nonprofit organizations, neighboring counties, other community leaders and the general public. Wood will work with Adams County to identify likely organizations and develop text for a targeted invite to be distributed by the County that will also serve to document outreach efforts. We will also identify planning team membership in accordance with CRS guidelines, thus

maximizing credit for CRS communities. Potential entities may include:

- Colorado Department of Transportation
- Colorado Water Conservation Board
- Colorado Division of Homeland Security & Emergency Management
- Colorado Parks and Wildlife
- National Weather Service
- Neighboring counties
- Private sector representatives (such as the Colorado Emergency Preparedness Partnership)

Jurisdictional Participation: It will be important from the outset of the planning process to clearly identify continuing or newly participating jurisdictions and special districts, including documenting their participation. Each participating jurisdiction will need to form its own local planning team to review and approve mitigation goals, objectives, and actions at the local level.

The following are anticipated to be participating jurisdictions (as defined by FEMA) in this MHMP:

- Adams County
- City of Commerce City
- Town of Bennett

All other communities within Adams County will also be invited to participate in the update process in order to develop a whole county plan.

HMPC Meeting #1 – Kickoff Meeting: Wood will prepare for and facilitate HMPC Meeting #1, which is proposed as a two-hour Kickoff Meeting. Mr. Field will attend this meeting in person, along with other Wood team members as appropriate.

The meeting will introduce the consultant team, detail the DMA hazard mitigation planning requirements, present the overall scope of services, detail the work requirements of the HMPC, and establish a detailed project schedule. A plan for public involvement and coordination with other agencies and departments will be discussed at this meeting. Wood will summarize the risk assessment process and detail the data requirements for the LHMP update.

Public Involvement Plan: Wood and the HMPC will work together to define an outreach strategy for involving the public. As part of HMPC Meeting #1, Wood will help the HMPC determine how to best meet the planning requirements for public involvement and will provide successful examples of how to meet this requirement. This may include inviting public stakeholders to serve on the HMPC; publicizing the activities of the HMPC through participating jurisdictions' websites and press releases to local media outlets (newspapers, radio, and television); conducting formal public meetings, town hall meetings, or workshops, and/or other public outreach efforts identified during this meeting. Wood will assist with public involvement efforts by drafting proposed text for public notices, press releases, educational briefings, social media outreach and website postings.

We have had good success with capturing public input with online surveys. We will prepare the online public survey, and a hardcopy version, and provide the link for distribution, taking full advantage of the County's existing community involvement and public notification mechanisms. If the HMPC desires, a public workshop can be held to inform the public about the planning project, educate the public about the natural hazards and risk in the County, and gain input on hazard mitigation activities.

Opportunities for public and non-governmental stakeholders to participate in and contribute to the planning process are described further under Tasks 4 and 5.

Planning Process Documentation: Early in the process Wood will develop a tool to enable the Adams County HMPC to review and analyze each section of the previous plan and identify needed changes. Wood will document the planning process with meeting sign in sheets and summaries, meeting materials etc. and work with ACOEM to keep records of process communication. Wood will update the existing appendix of planning process documentation with these materials.

Task 1 Deliverables

- Preliminary project conference call
- A contact/coordination plan
- Formation of HMPC
- Invitation letter to potential participants
- HMPC Meeting #1 – Project Kickoff Meeting
- Meeting materials, summary, and attendance records
- Public involvement plan
- Text for website, press releases, newsletters, etc.
- Description of the planning process and accompanying planning process documentation

Task 2: Data Collection and Review

Data Collection and Review: Wood will conduct a review of all existing capabilities including plans, studies, and other related data. This could include the 2012 Imagine Adams Comprehensive Plan, 2017 Long Range Transportation Plan, 2012 Stormwater Management Plan, local comprehensive plans, local ordinances, capital improvement plans, warning systems, public education initiatives, local building codes and zoning ordinances, floodplain ordinances and management plans, and others. We will also use additional information from other local, regional, state, and federal sources to ensure the use of best available data. Only currently available data will be used during this planning process. Wood and the HMPC will work together to identify data gaps and develop mitigation actions to address deficiencies in the future.

In particular, information from other communities within Adams County with already approved Hazard Mitigation Plans will be reviewed and incorporated into the updated Adams County Hazard Mitigation Plan. This will include the 2016 City of Aurora Hazard Mitigation Plan, the 2017 Thornton, Federal Heights, and Northglenn Hazard Mitigation Plan, and the 2018 City of Westminster Hazard Mitigation Plan, along with relevant parts of the 2016 Jefferson County Multi-Hazard Mitigation Plan and the 2016 Weld County Multi-Hazard Mitigation Plan. While these communities will not be fully participating jurisdictions in the 2019 plan update process, Wood will ensure the updated County plan compliments their existing local plans rather than conflicting with them.

At the kickoff meeting, Wood will discuss planning data needs and will distribute a data collection guide. This guide is a unique tool developed by Wood to efficiently and effectively gather information from the jurisdictions participating in the HMPC. The data collection guide requests best available data pertaining to hazards, risks, vulnerabilities, community assets, and mitigation capabilities (e.g., plans, policies, and programs).

GIS Data Collection: The latest GIS databases will be collected as part of this effort to support the risk assessment update. Existing data sources such as flood mapping, landslide, and fire hazard risk mapping will be used. Wood knows from experience that the County has a robust GIS program that will be able to supply necessary data to support the effort. Wood will provide the County a customized data needs list to facilitate the GIS data collection process. Wood will also setup file sharing site so that large data sets can be transferred easily.

Plan Maintenance Update: Wood will obtain information from ACOEM on how the plan was maintained over the past 5 years to incorporate into the plan. The results of this process could lead to refinements in the plan implementation and maintenance section.

Capability Assessment: Although not specifically required by DMA planning regulations, Wood includes a capability assessment for every local plan we develop. By collecting information about existing programs, policies, regulations, and emergency plans, the HMPC can assess those activities and measures already in place that mitigate risk and design more effective strategies for the future, adding value to the plan. Examples of capabilities include the following:

- Local comprehensive plans, ordinances, and building codes
- Capital improvements plans
- NFIP participation, flood insurance policies and claims information
- Warning systems
- Emergency response plans (evacuation, continuity of operations, mutual aid)
- Stormwater management and sediment/erosion control regulations
- Dam safety and levee inspection/maintenance programs
- Public education and awareness programs
- Technological, financial, and human resources

HMPC members will be asked to review the capabilities assessment and note changes. New information such as revised policies, new or updated plans will be requested for Wood's review and incorporation. The review will identify gaps in current policies, plans, and resources and provide recommendations on how to address these shortfalls.

NFIP participating communities will need to include the latest information on flood insurance policies in force, premiums, and claims information. The latest information on the types and numbers of buildings insured under the NFIP will be included. Wood will request the latest information from FEMA through the CWCB.

HMPC Meeting #2 – Data Review: Wood will prepare for and facilitate HMPC Meeting #2, which is proposed as a two-hour workshop. Mr. Field will attend this meeting in person, along with other Wood team members as necessary. Participants and stakeholders will have the option of attending the meeting in person or via webinar.

Wood will present an overview of data collected so far for HMPC review and comment. Capability assessment data will be reviewed, and any data gaps highlighted. Initial hazard data as presented in the 2014 MHMP will also be reviewed, and data needs discussed. The HMPC will finalize the list of natural and human-caused hazards that will be profiled further for the 2019 plan update.

Task 2 Deliverables

- Data collection guide
- GIS data needs list
- Project file sharing site for data transfer
- Forms and Fact Sheets
- HMPC Meeting #2 – Data Review
- Meeting materials, summary, and attendance records
- Updated Capability Assessment
- List of hazards for 2019 MHMP update

Task 3: Hazard Identification and Risk Analysis (HIRA)

Wood will work with the HMPC to conduct an update to the multi-hazard risk assessment that evaluates all potential natural and human-caused hazards that may affect each participating jurisdiction in Adams County. The risk assessment is the fundamental building block of mitigation planning. Wood takes a three-part approach to developing a risk assessment: hazard identification and profiles, vulnerability assessment, and capability assessment.

Hazard Identification: Wood will conduct a thorough review of all existing plans, studies, and data available from local, state, and federal sources to address not only the hazards currently identified for Adams County, but also cross reference the 19 natural hazards identified in FEMA's planning guidance. Hazards that have been identified in the RFP to be included in the plan by Adams County may include at least earthquake, flooding, wildland fire, severe winter weather, drought, dam failure, avalanche, land/rock slide, lightning, windstorms, and prolonged electrical outage. Human-caused hazards not profiled in the previous plan include acts of terrorism, technological hazards, weapons of mass destruction, and hazardous materials incidents. Wood will revisit the hazard prioritization process used to rank the significance of each hazard for consideration in the planning process and obtain input from the HMPC on current hazard priorities.

Profiling Hazards: Once the list of hazards has been updated and re-prioritized (where appropriate), the profile for each hazard will be updated. This profile will include a description of the hazard and its location and extent (severity), potential impacts, previous occurrences, and probability of future events. Other sources of hazard information will include the 2018 Colorado State Hazard Mitigation Plan, Flood Insurance Studies, local flood hazard mitigation plans, and the National Oceanic and Atmospheric Administration's online database of weather-related hazard occurrences. Per CRS floodplain management planning, the hazard profile will include the source of water, depth of flooding, velocities, and warning time where applicable and include a map showing the floodplain on the FIRM or DFIRM, repetitive loss areas, areas not mapped but that have flooded in the past, and surface flooding identified in existing studies. In addition, we will include information regarding the specific and unique conditions in the County and jurisdictions that contributes to flood risk (topography, geology, sheetflow issues, etc.).

Wood has compiled a resource library of hazard information for Colorado during our involvement with multiple mitigation planning efforts in the State, to include the 2018 Colorado State Hazard Mitigation Plan and the 2018 Colorado Flood Hazard Mitigation Plan. Wood will also incorporate information from hazard events since the 2014 plan. This may include incident logs provided by ACOEM and participating agencies. This information will also be used to update probability rankings of future hazard events, in lieu

of other technical or scientific studies.

Assessing Vulnerability: Wood will revisit the overall summary of each jurisdiction's vulnerability to each hazard. The impact will be ranked in terms of high, medium, or low for each hazard and each jurisdiction. Wood uses a proven hazard ranking system in its mitigation plans that incorporates factors such as likelihood of occurrence, spatial extent, magnitude, and severity of impacts.

Wood will develop an updated and more detailed (data permitting) analysis of the vulnerability of Adams County and the participating jurisdictions to specific hazards and the potential impacts of those hazards. Wood will work with each jurisdiction to update the comprehensive inventory of buildings, infrastructure, critical facilities and vulnerable populations located in identified hazard areas. This information will be displayed in tables and in GIS maps as data permits. The vulnerability assessment will also address the following elements using best available data:

- Number, types, occupancy, and assessed values of buildings in hazard areas
- All repetitive flood loss, severe repetitive flood loss, and substantially damaged structures as defined by FEMA and required by the FMA program
- Inclusion of most current FEMA Flood Insurance Rate Maps
- Economic impact of potential losses
- Assessment of vulnerable populations including access and functional needs populations as appropriate
- Natural, cultural, and historic resources at risk
- Land use and development trends/constraints in hazard areas

Assessment of Development Trends: Wood will work with the HMPC to analyze current land use and future development trends relative to each hazard. The object of this is to assess the potential of future development in hazard-prone areas and shifts in population that may affect vulnerability. This analysis will be used to inform and update recommendations for future policies, which may be included in the mitigation strategies development phase of the process. Wood will base this assessment on available information including comprehensive plans, build-out analyses, joint land use plans, or other basin wide plans. Per the CWCB flood scope we will include a discussion of future development and its potential interaction with the associated watersheds and natural resource areas.

Analysis and Assessments: Once the hazards and assets have been profiled and located, Wood will update the estimates of potential losses for those hazards with available data and established loss modeling techniques. Wood adds value to our clients' plans with sophisticated loss estimation techniques (i.e. HAZUS-MH) and GIS mapping and analysis, quantifying and portraying the risk to better support planning decisions. The evaluation will allow comparisons of potential losses for specific hazards and locations, which will later assist in prioritizing projects for funding and implementation. All assumptions and methodologies used by Wood to generate the risk assessment and the plan's mitigation strategies and projects will be documented in the plan. Wood's skilled GIS staff will develop high-quality maps and tables that will be incorporated into the final document. Wood's previous work on the map products in the Adams County HMP will allow us to update this aspect of the plan in a cost-effective manner.

All analyses will be based upon best available data, per the FEMA DMA 2000 regulations. Inputs and default values utilized during the assessment will be defined at the outset. At minimum, this will include data validation related to essential facilities. Best available data will be collected and confirmed with the HMPC prior to running risk and loss models. Maps and databases will be developed highlighting the most

at-risk locations for the planning area by hazard, with the intent to show how risk varies across the planning area and by jurisdiction. Wood will provide information on the vulnerability of existing and future buildings, infrastructure, and critical facilities for each jurisdiction. This will include the types and numbers of buildings, as well as the potential estimated dollar losses to vulnerable structures. Economic impacts from potential hazards will be qualified and quantified where possible.

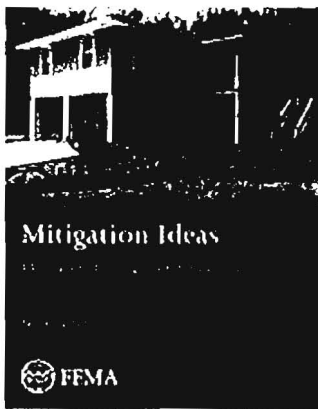
Wood will update the wildfire vulnerability assessment utilizing the latest WUI information and parcel-based building valuations. The vulnerability assessment will take into account any wildland fire mitigation projects completed in Adams County since 2014.

Estimating dollar losses and specific building impacts can be difficult for hazards that do not have a defined spatial extent, such as severe winter storm. An average annual loss assessment will be utilized for these hazards based on historic losses, coupled with a qualitative discussion on past and possible future impacts. Given the potential impact that drought can have on the County's economy and the City of Adams's water supply, we will revisit Adams County's drought vulnerability using updated methods. This will include relevant aspects of a recent cutting-edge statewide drought vulnerability study prepared by Wood for the CWCB as part of the 2010 State Drought Mitigation and Response Plan update. The end result will be an updated analysis and overall summary of each jurisdiction's vulnerability and potential loss to each hazard.

Task 3 Deliverables

- Draft of updated Hazard identification and Risk Assessment section of the plan for HMPC review
- HAZUS Level I probabilistic earthquake analysis
- Identification, mapping, and loss analysis for critical facilities
- Maps and GIS analysis of hazard areas and community assets

Task 4: Development of Mitigation Goals and Objectives



Goals and Objectives Update: Using the results of the risk assessment update, the HMPC will update goals and objectives intended to reduce or eliminate long-term vulnerabilities to identified hazards. Goals and objectives from other County and jurisdictional plans and documents, such as the State of Colorado Hazard Mitigation Plan and the Imagine Adams Comprehensive Plan will be compiled and analyzed to ensure consistency with existing programs. The alignment of Adams County's goals and objectives with those of federal and state programs will help put the County in a strategic position to obtain and leverage future funding. Goal statements will be updated as a result of this process and any changes will be explained and documented in the plan.

Mitigation Action Status: Per the DMA regulations the existing mitigation actions in the 2014 plan will need to be re-assessed for progress and to determine if they are still valid or need to be modified. Wood will work with the HMPC members to update the existing actions. Wood will use the results of any periodic reviews of the Plan as a baseline. Wood will develop a mitigation action status tool to facilitate gathering necessary information from the HMPC to determine if an action has been completed, is in progress, or should be deleted or

deferred. In addition, new actions will be developed as a result of reviewing the validity and status of existing actions and by utilizing the updated risk assessment.

New Mitigation Actions and Projects: Wood will work the HMPC members to develop mitigation actions, based on the risk assessment. Wood will assist the HMPC in identifying a comprehensive range of potential mitigation actions to reduce the effects of priority hazards and to meet the plan's goals and objectives. Mitigation projects will address the effects of hazards on new as well as existing buildings and infrastructure, per the DMA regulations. In developing mitigation alternatives, we will adhere to the model of mitigation activities promoted by the DMA, FMA, and CRS, which classifies mitigation measures into the following six categories: prevention, property protection, emergency services, structural projects, natural resource protection, and public information programs. Wood will also incorporate applicable material from FEMA's recently released publication "Mitigation Ideas: A Resource for Reducing Risk to Natural Hazards (January 2013)."

As participants in the NFIP, the County, City of Commerce City, and Town of Bennett will need to develop action items related to continued compliance with the NFIP. From the development of the risk assessment Wood's hazard technical experts will also provide mitigation action recommendations for the HMPC to consider.

Prioritizing Action Items: Per the DMA requirements the HMPC will need to revisit the priorities of the action items in the 2014 plan and prioritize any new actions. Wood will also assist the HMPC in approving a set of criteria, a "scoring" system, for prioritizing potential projects and to ensure that they are reasonable and achievable and reflect the priorities of Adams County and all participating jurisdictions seeking FEMA approval under this plan. Wood typically utilizes the STAPLEE approach, which analyzes the Social, Technical, Administrative, Political, Legal, Economic, and Environmental feasibility of proposed mitigation actions.

Wood will work with the HMPC and other interested stakeholders to develop an implementation strategy for each identified mitigation project, which will provide information on how it will be implemented, including a description of the risk reduction goals addressed, alternative actions considered, approximate benefit-cost comparison, possible funding sources, timeline for project completion, and responsible agencies.

HMPC Meetings #3 and #4: Wood will prepare for, facilitate, and document these HMPC meetings. HMPC meeting #3 will be a 2-3 hour workshop focused on review and update of mitigation goals and objectives, reviewing the status of mitigation actions from the 2014 Plan, and identification of potential new mitigation activities. HMPC meeting #4, held roughly a month later, will be a 2-3 hour workshop focused on prioritizing and finalizing these actions and the overall mitigation strategy. Mr. Field will attend this meeting in person, along with other Wood team members as necessary.

Wood understands that people's time is a precious commodity and will make every effort to facilitate productive and focused meetings. At the HMPCs discretion, HMPC Meetings #3 and #4 could be combined into a single meeting. Wood will work with the County to determine the optimum meeting number and length.

Public Involvement: As discussed under Task 1, the public will be invited to participate in and provide input during the drafting stage of the hazard mitigation planning process. This may take the place of a public survey and/or a public meeting, as determined in the Public Involvement Plan that will be developed as part of Task 1.

Task 4 Deliverables

- Facilitation of goals and objectives identification at HMPC Meeting #3
- Draft of goals and objectives section of the plan
- Development of mitigation action status tool
- Compilation of mitigation action worksheets for any new actions proposed by the HMPC
- HMPC Meeting #3 – Initial Mitigation Strategy Development
- HMPC Meeting #4 – Mitigation Strategy Finalizing
- A summary of public participation and input from any public meetings, online survey's etc.
- Meeting materials, summary, and attendance records

Task 5: Draft Plan and Submittal

Plan Drafts: Using state and federal guidance to ensure that all requirements are being met, Wood will compile information collected in previous steps to prepare a complete first administrative draft of the updated plan, which will include a description and documentation of the planning process. Wood will complete a FEMA Plan Review Tool to ensure all requirements are met and help facilitate the state and FEMA reviews. Once complete, the first draft will be reviewed internally for QA/QC and adherence to all federal, state, and local requirements. All Wood products go through an internal peer review process as a standard practice to ensure quality deliverables for our clients.

After the Wood internal review, the administrative draft of the Hazard Mitigation Plan will be submitted to ACOEM for distribution to the HMPC for review and comment. The HMPC's comments will be incorporated into a second draft, or Public Review Draft HMP, which will be used for distribution to the stakeholders and the public for review and comment. The public will be given an opportunity to comment on the draft plan, which will be posted for review on the County website and made available in at least three (3) strategic locations such as local libraries and municipal or county buildings. Wood will distribute any public comments received to the HMPC and work with the committee to address and reconcile any issues identified within the plan.

Based on feedback from the public review, Wood will develop a Final HMP for the County to submit to CO DHSEM for their preliminary review and approval. In order to save time and streamline the approval process, we recommend submitting this draft to DHSEM concurrently with the public review draft comment period. In our experience public comments rarely result in major changes to the plan, and this keeps the project moving forward while still ensuring public input can be incorporated before final submission. Wood will work with ACOEM and the HMPC to address any revisions required or recommended by DHSEM before submitting the Plan to FEMA Region VIII for their review and approval.

Task 5 Deliverables

- First administrative draft for review by HMPC members
- Second public review draft HMP for public review
- Final draft and Plan Review Tool for DHSEM and FEMA review

Task 6: Plan Approval and Adoption

Plan approval: Wood's proposed schedule suggests that Adams County request reviews from DHSEM and FEMA prior to formal community adoption. Wood has used the Approval Pending Adoption approach

with all of our past plans, which helps to save governing bodies from having to adopt the plan twice if changes are requested. After these reviews, Wood will make any requested changes to the plan and will provide a final digital and hard copy of the plan to Adams County. The HMPC jurisdictional representatives will be primarily responsible for supporting the adoption of the plan by their governing bodies. Wood will be available to provide technical assistance and will supply a sample adoption resolution.

Upon adoption, the HMPC will submit the complete hazard mitigation plan (including adoption documentation) to the ACOEM with a formal submittal letter to FEMA requesting final plan approval. Once the FEMA final plan approval letter is received, an electronic copy of the approval letter will be incorporated into the final plan documents, and the final mitigation plan documents will be submitted to the ACOEM in electronic formats. Electronic formats will include Microsoft Word and PDF. As a standard practice, Wood maintains a file with all materials collected during the planning process as well as documentation of the planning process. This information will be made available to the County and will serve as evidence of the planning process and will help in facilitating future updates of the plan.

Plan maintenance and monitoring: Wood will work with the HMPC to discuss maintenance and implementation procedures and incorporate procedures to ensure that the plan becomes a 'living' document. These procedures, which include monitoring, evaluating, and updating the plan within a five-year cycle and incorporating continued public and stakeholder involvement throughout the plan maintenance process, will be modified as needed to improve the process for the next update cycle. This will include updated process information on how, when and by whom the plan will be evaluated. Wood will assist the County in transitioning the HMPC into an implementation oversight team.

Implementation through existing mechanisms: The plan implementation section will identify ways to incorporate mitigation strategies and other HMP information into existing planning practices, policies, and programs in an effort to institutionalize hazard mitigation for each jurisdiction. Examples include Emergency Operations Plans (EOPs), THIRA, watershed master plans, and capital improvement plans.

Strategy for continued public participation: Per the DMA regulations the plan will need an updated process to continue public involvement. The Action Plan for Public Involvement developed in Phase 1 will be incorporated into an appendix that can be used for future reference.

Additional Contract Provisions: Wood will maintain a project management role throughout the project including approval by FEMA and final local adoption. Wood will be responsible for any changes required by FEMA to gain approvable pending adoption status. Wood will also assist the County with input for quarterly financial and performance reports and provide invoicing as needed for grant requirements.

Task 6 Deliverables

- Sample adoption resolution and assistance with presenting the HMP to governing bodies for adoption
- Formal submittal letter to FEMA
- Documentation of the entire planning process and collected materials
- Digital copies (PDF and Word) and 10 hardcopies of the final draft of plan for formal adoption
- Assistance with input for grant quarterly reports

Proposed Schedule

Wood is ready to begin work on this project upon receiving a written notice to proceed from Adams County or upon completion of a signed contract. The adjustable schedule that follows assumes award and contracting in July 2019. We suggest the kickoff meeting occur in early August, but we are prepared to start sooner if possible. Assuming the project is kicked off in August 2019, Wood anticipates having the planning process completed, and the final draft of the plan submitted to FEMA no later than December 16, 2019. This schedule is aggressive but allows time to absorb delays due to events that might impact the planning area.

Proposed Work Completion Schedule: Hazard Mitigation Plan Update

Phases & Milestones	Aug	Sep	Oct	Nov	Dec	Jan	Feb
Phase 1: Organize Resources							
Coordination & Contracting	■						
Initial coordination call	■						
LPT Meeting #1 (Kick-off)		■					
Data Collection & Review	■	■	■				
LPT Meeting #2 (Data Review)		■					
Phase 2: Identify Hazards and Assess Risks							
Capability Assessment		■	■				
Hazard Identification & Risk Assessment		■	■	■			
Public Engagement Period		■	■	■			
Phase 3: Develop a Mitigation Strategy							
Strategy Development			■	■	■		
LPT Meeting #3 (Mitigation Strategy)			■	■			
LPT Meeting #4 (Mitigation Actions)				■			
Phase 4: Draft, Implement and Monitor the Plan							
Draft Plan			■	■	■		
LPT Review Draft			■	■			
LPT Meeting #5 (Plan review)				■			
Public Review Period				■	■		
DHSEM Review					■		
FEMA Review						■	■
Plan Approved (Pending Adoption)						■	■
Local Adoption & Grant Closeout							■

Meeting this schedule will be dependent on active and responsive engagement from the planning team members. This also assumes that requests for information from the HMPC, including reviews of the draft plan, input on projects and other items, are returned in a timely fashion so that the project stays on track. This schedule also assumes no circumstances beyond Wood's control, such as interference by a natural

hazard event or other circumstances that could limit jurisdictional staff availability needed to complete the planning process. Wood also has no control over the length of review time when the plan is submitted for State and FEMA review. As mentioned in our scope of work Wood will request that DHSEM reviews the plan coincident with the public review stage to help reduce the overall review time in the overall project schedule. The state typically takes about a month and FEMA has 45 days. Wood will address any required revisions that may result from the DHSEM/FEMA reviews, though typically our plans pass with little to no revisions required.

Documentation of Criteria to be Evaluated

Local and State Mitigation Planning Expertise

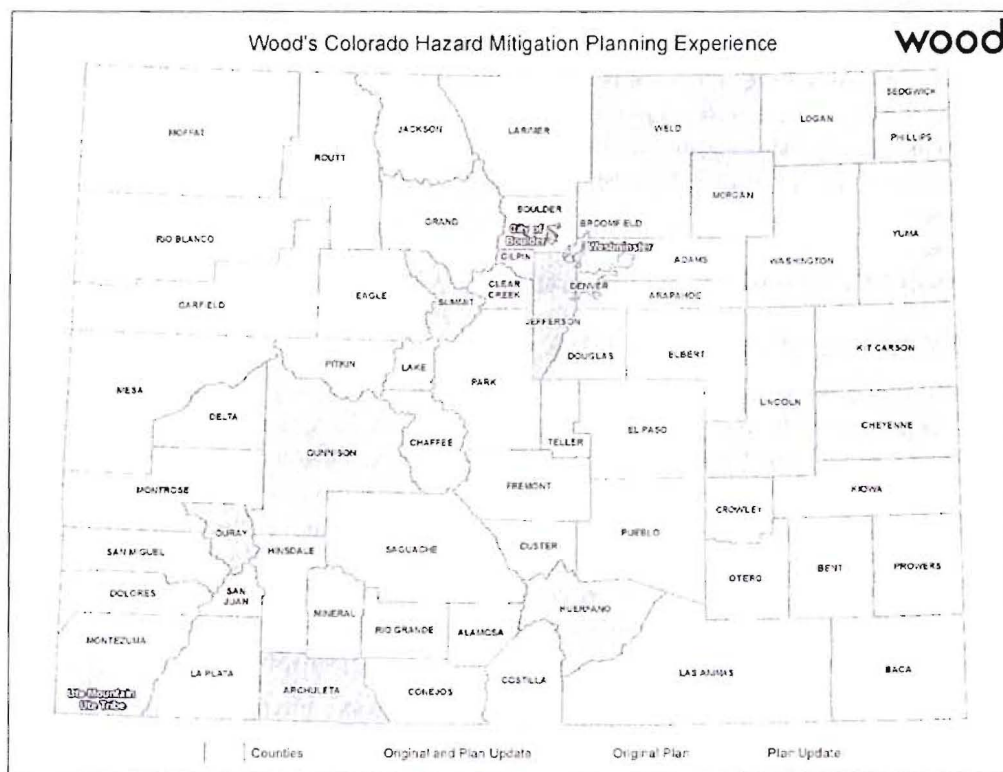
Wood has extensive prior experience developing DMA, FMA, and CRS compliant plans. Our hazard mitigation planning experience includes 195 state and local hazard mitigation plans in 16 states within seven FEMA regions, including 32 planning efforts (inclusive of original plans and updates) in Colorado, providing coverage for well over 1,200 jurisdictions. Most of these plans were approved as submitted, with minimal requests for changes from FEMA. Several of our clients are repeat customers who hire Wood back to complete the required five-year updates. FEMA and Colorado Division of Homeland Security and Emergency Management (DHSEM) staff are familiar with and respect the quality of Wood-facilitated hazard mitigation plans. Wood's expertise with hazard mitigation plans is such that we are contracted by the State of New Mexico to conduct reviews of local HMPs prior to their submission to FEMA.

We are also experienced at working under accelerated timelines while still delivering high-quality plans. In 2018, we completed a Local Hazard Mitigation Plan for the Calaveras County Water District (California) in under 6 months; despite this short timeframe, the plan passed state and FEMA review with only minimal comments.

A representative list of Wood's nationwide hazard mitigation planning experience is found in Appendix B.

Colorado Specific Experience

Wood has a long and successful work history with the State of Colorado, multiple local governments, and Title 32 Special Districts, as shown by the number of completed Colorado planning projects displayed in the following map.



Communities choose Wood to help develop their hazard mitigation plans and updates for our unequalled knowledge of Colorado hazards, in addition to our planning and grants expertise. Our hazards expertise includes experience modeling flood and earthquake risk using sophisticated GIS techniques as well as Hazus. All our plans address wildland fire hazards and mitigation, including integrating community wildfire protection plans. We are also experienced at addressing human-caused hazards such as hazardous materials incidents, dam failures, pandemics and biological incidents, mass shootings, and acts of terrorism. We have helped several jurisdictions integrate their hazard mitigation planning into their comprehensive/general plans. And Wood has designed plans to help communities get additional credits under CRS, lowering the cost of flood insurance for their residents. Wood is knowledgeable of the specific schedules, guidelines, and grant reporting and invoicing requirements associated with these funding sources.

The scope of these mitigation plans range in size and complexity from single jurisdictional plans (City of Boulder), plans for Denver metropolitan counties (Denver, Douglas and Jefferson Counties), plans for rural and mountain counties (Archuleta, Delta, Grand, Gunnison, Ouray, San Miguel, Summit, and Teller Counties), a disaster-resistant university plan for the University of Colorado, to an 11-county multi-jurisdictional plan covering 21,600 square miles with 176 participating local governments (Northeast Colorado). Wood also completed a six-county regional plan in rural southeast Colorado and an updated plan for Douglas County. Wood recently finished updating the Colorado State Hazard Mitigation Plan as part of a consultant team working with DHSEM. We led the planning process for the Cherry Creek Dam evacuation plan, an effort involving three counting including Adams County. Wood was also contracted to update the flood and drought mitigation plans for the State of Colorado during the 2010, 2013 and 2018

update cycles; these plans are stand-alone hazard specific annexes of the State HMP that meet the DMA planning requirements for state plans.

The following is a sample of the recent government entities where Wood has completed FEMA approved Hazard Mitigation Plans:

State of Colorado, Enhanced State Hazard Mitigation Plan Update (2017-2019)

Wood, in partnership with another consulting firm, developed a comprehensive update to the Colorado State Hazard Mitigation Plan in 2018. The plan's hazard identification and risk assessment (HIRA) section was expanded from 16 natural hazards to cover 31 natural, technological, and human-caused hazards, with greatly improved mapping and analyses, all completed on an aggressive timeline. The plan update included a comprehensive vulnerability assessment for flood, utilizing depth grids from available flood studies imported into Hazus to assess potential economic loss at the county level. Similarly, the plan assessed impact from wildfire on all 64 counties, utilizing GIS and Colorado State Forest Service fire threat mapping. This included an analysis of how exposure to wildfire is expected to increase across the State of Colorado between 2010 and 2030 at the county level based on development and population growth projections. This update was done concurrently with updates to the Colorado Flood Mitigation Plan and Drought Mitigation and Response Plan.

The project team worked closely with the State Hazard Mitigation Team through in person meetings, webinars and conference calls, emails, on-line surveys, and other online tools and resources to ensure a transparent and coordinated planning process. Wood was the lead consultant ensuring the plan met FEMA Enhanced Plan requirements, so the state can potentially expand the amount of funding for mitigation projects from FEMA and enhance resiliency. The process included showcasing the state's hazard mitigation partnerships, related planning mechanisms and effective use of mitigation funding. This including developing a process to track the effectiveness of hazard mitigation projects, so the State can quantify losses avoided from future incidents. 56 city, county, and tribal hazard mitigation plans were analyzed for local hazard and vulnerability data, as well as local mitigation strategies and activities. The standard plan was approved by FEMA in December 2018. Enhanced plan components were finalized in March 2019.

Participating Jurisdictions: 65

Timeframe: October 2017 – March 2019

City of Westminster, Colorado Multi-Hazard Mitigation Plan Update (2018)

Wood developed a multi-hazard mitigation plan update the City of Westminster. In addition to meeting Disaster Mitigation Act (DMA) requirements, the plan was aligned with Community Rating System (CRS) and Flood Mitigation Assistance Program planning steps. Another unique aspect of this plan is that it also incorporates elements of climate change adaptation and includes mitigation actions specific to climate change. Wood worked with the City to integrate a City-developed hazard assessment, ensuring it met DMA requirements. The 2018 update included a significant public engagement and outreach process, leveraging the City's social media communications and conducting workshops with utility provider stakeholders and the public. Wood facilitated Hazard Mitigation Planning Committee and prepared the final plan. The plan was approved by FEMA with no revisions required.

Participating Jurisdictions: 1

Timeframe: August 2017 – June 2018

Jefferson County Multi-Jurisdictional Multi-Hazard Mitigation Plan (2010 and 2016)

Wood completed the development of the Jefferson County Multi-Jurisdictional Multi-Hazard Mitigation Plan that was approved by FEMA in 2010 and updated in 2016. Wood completed the update of the plan within 8 months in 2015-2016, which has received conditional FEMA approval. The plan is a DMA and FMA compliant multi-hazard mitigation plan for one of the most diverse, and heavily populated, Colorado Front Range counties. Jefferson County is unique in that it spans both rural communities of the Colorado Mountains as well as the metropolitan urbanized West Denver suburbs. The Hazard Identification and Risk Assessment (HIRA) varied between jurisdictions due to topography, but emphasis remained on wildfire, flood and severe weather events based on a ranking on probability and severity of impacts. Hazus was used to model the 100-year flood risk across the county differentiating the risk level between jurisdictions. Community Wildfire Protection Plans were also integrated as a part of the assessment. Jefferson County that participated in the 2005 plan participated in the 2010 plan, some dropped out of the 2010 plan, and other new jurisdictions and special districts were added. Participating jurisdictions included Jefferson County and the cities of Arvada, Golden, Wheat Ridge, Lakewood, Edgewater, Mountain View, and Lakeside as well as special fire and water/sanitation districts. Public outreach involved a variety of media including newscasts, video production, news stories, and Town Hall style meetings.



Participating Jurisdictions: 13

Timeframe: Original plan - September 2009-August 2010; Update - August 2015-April 2016

Douglas County, Colorado Hazard Mitigation Plan (2015)

Wood completed the development of a Multi-Jurisdictional, Multi-Hazard Mitigation Plan for Douglas County Colorado in 2015. The plan is a DMA and CRS compliant multi-hazard mitigation plan for one of the most rapidly developing Colorado Front Range counties located between Denver and Colorado Springs. The project created a new, county-specific plan that was originally included as an annex in the Denver Regional Council of Government's 2010 plan. The Hazard Identification and Risk Assessment (HIRA) considered wildfire, flood and severe weather events as priority hazards. Community Wildfire Protection Plans were also integrated as a part of the assessment. Participating jurisdictions included the County and the cities of Castle Rock, Castle Pines, Lone Tree, Larkspur, and Parker. Denver Water also participated as a special district. Since the County and Parker participated in the Community Rating System Amec Foster Wheeler tailored the planning process and plan to meet the 2013 CRS Schedule requirements for CRS Activity 510, Floodplain Management Planning, in order to maximize credits for this activity. This included developing a steering committee made up of floodplain managers from each jurisdiction and members of the public. The plan also utilized the County's Public Safety Advisory Committee to meet public engagement goals.

Participating Jurisdictions: 7

Timeframe: August 2014 – August 2015

Archuleta County Hazard Mitigation Plan (2012 and 2018 Update)

Wood completed a DMA compliant hazard mitigation plan for Archuleta County in rural southwest Colorado in 2012 and recently completed the 2018 update. The plan assesses impacts from landslides, avalanche, wildfire, flood and other hazards including wildlife impacts, hazardous materials and terrorism. Participating jurisdictions included the County, Town of Pagosa Springs, Pagosa Area Water and Sanitation District and the Pagosa Fire Protection District. The planning area included the County's emergency response area, which extends into portions of Mineral and Hinsdale counties. An existing countywide Community Wildfire Protection Plan (CWPP) was integrated into the hazard identification and risk assessment and mitigation strategy. Wildfire risk was further summarized by designated wildland urban interface areas using GIS methods. GIS methods were also used to model the flood risk across the County using the County's recently completed Digital Flood Insurance Rate Map. The planning process included private utility (communications and electric power) involvement and partnership on projects identified in the plan. One of the unique projects associated with the plan includes a biomass generation plant that will utilize slash from wildfire mitigation projects and serve as a backup power supply during winter storms or other events that could disrupt power supply to the County.

Participating Jurisdictions: 4

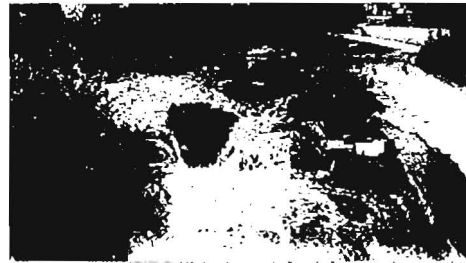
Timeframe: October 2011- August 2012

City of Boulder, Colorado Multi-Hazard Mitigation Plan Updates (2012, 2018)

Grand County is a mountainous county in central Colorado that is a popular destination for outdoor recreation Wood developed a multi-hazard mitigation plan for the City of Boulder in 2008 and completed the required five-year updates in 2012 and 2018.

The City has one of the highest flash flood risks of any community in Colorado and is also prone to wildfire, high winds, severe winter storms and drought. This plan was designed to meet multiple planning objectives, including those of the CRS and FMA Programs, to improve the City's rating in the CRS and lower flood insurance costs for residents. The plan includes a

GIS-based analysis of structures and critical facilities in the floodplain, including 100-year, 500-year, and "high hazard" floodplains. The 2012 update included the addition of a Public Outreach Plan and Public Outreach Subcommittee of the Hazard Mitigation Planning Committee that helped design and advertise a public workshop and was designed to be in accordance with the forthcoming (at the time) revisions to CRS planning guidelines. The plan also identified projects that would help facilitate disaster recovery or be likely candidates for post disaster implementation with FEMA funding. The 2018 update incorporated extensive changes and lessons learned from Colorado's historic 2013 floods yet came in under budget. Both updates were completed on time and were approved by FEMA with no revisions required.



Participating Jurisdictions: 1

Timeframe: 2018 Plan Update: October 2017-June 2018; 2012 Plan Update: October 2011- September 2012; Original plan 2006-2008

Wyoming Regions 1, 2, 4, 5, & 6 Regional Hazard Mitigation Plans (2016-2018)

The Wyoming Office of Homeland Security contracted Wood in 2016 to complete the state's first regional hazard mitigation plans for Region 4 (Lincoln, Sweetwater and Uinta Counties) and Region 6 (Big Horn, Hot Springs, Park, and Washakie Counties). In 2017 and 2018 Wood was contracted to continue the work with Region 5 (Fremont and Sublette Counties, and the Northern Arapaho and Eastern Shoshone tribes on the Wind River Reservation), Region 1 (Campbell, Crook, Johnson, Sheridan, Weston Counties), and Region 2 (Converse, Natrona and Niobrara Counties). In each region, Wood led a multi-county steering committee and facilitated the entire planning process, which included risk assessment, development of regional hazard mitigation goals and county-specific mitigation measures; specific meetings included project kickoff, HIRA, mitigation strategies and public meetings in each county. An annex for each county and tribe was developed to keep focus on county-specific background, analysis and projects.



The Region 1, 4, 5, and 6 Plans were approved by FEMA Region VIII with few or no revisions required; the Region 2 Plan is currently pending FEMA approval. Together these plans cover 66% of the state's population, and 76% of its area.

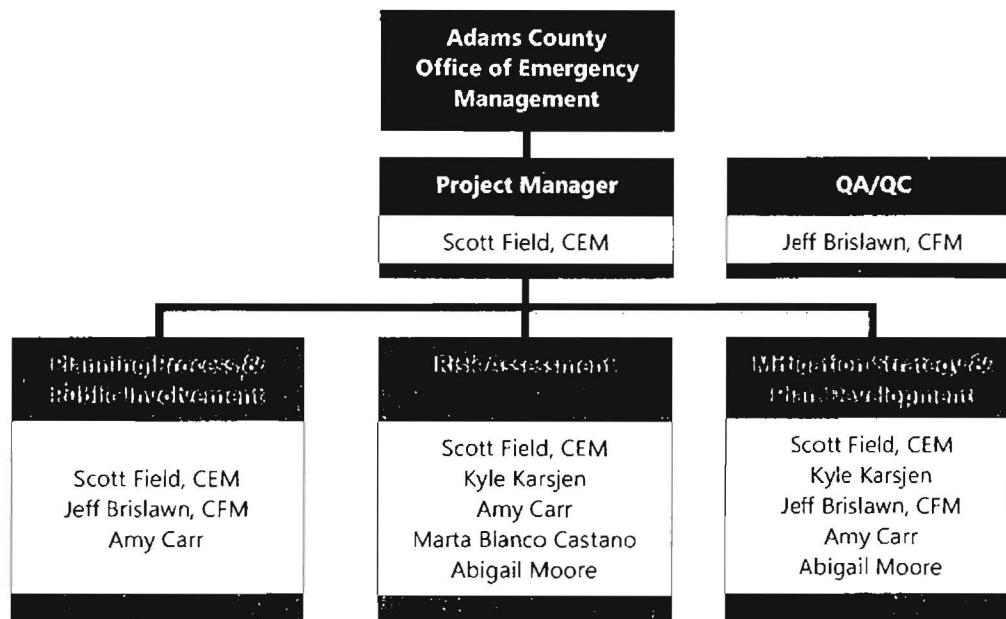
Participating Jurisdictions: 19

Timeframe: October 2016 – October 2018

Contractor Resumes and Certifications of Personnel Assigned

Wood's most qualified and experienced hazard mitigation planning staff are available to begin work on this project immediately. These core staff have been involved in the development of multiple local mitigation plans and plan updates that meet DMA, FMA, and CRS planning requirements and are uniquely knowledgeable of natural and human-caused hazards and mitigation strategies. Our team is led by Mr. Scott Field, a former city and county Emergency Management Director and Certified Emergency Manager (CEM) with over 25 years of experience.

The project organizational chart is provided on the following page, followed by short biographies of key staff members. The majority of the work on this project will be performed by our Denver office staff, with assistance from staff in other Wood offices as needed; all six primary staff assigned to this project are full-time Wood employees. The organizational chart shows primary support staff associated with the planning phase, though some staff will support multiple phases. Mr. Field, as the project manager, will provide oversight and direction on all planning phases. Full resumes are included in Appendix C.



Scott Field, CEM - Project Manager

Years of Experience: 25

Years with the Firm: 1

Mr. Field will be the project manager for this effort and take the lead role in project management, planning process and meeting facilitation, coordination of risk assessment tasks, and drafting the plan document. He will be the primary point of contact with the Adams County Office of Emergency Management throughout the project and will facilitate all planning and public meetings identified in the scope of work. Mr. Field is a Senior Emergency Management Specialist with the Wood Hazard Mitigation and Emergency Management program. Mr. Field has over 25 years' experience in emergency management, homeland security, and resilience planning, including risk and vulnerability assessments for natural and human-caused hazards. From 2011 to 2016 he served as Executive Director of Emergency Management and Homeland Security for the City and County of Denver, Colorado. During that time, he led Denver's response to and recovery from two Presidentially-Declared Disasters, while also steering Denver to become the first city in Colorado accredited by the Emergency Management Accreditation Program. He is a graduate of both the Colorado Emergency Management Academy and FEMA's National Emergency Management Executive Academy. He has served on several state and regional boards and committees to include the Colorado Homeland Security and All-Hazards Advisory Committee (SAHAC), the Executive Board of the Colorado State All-Hazards Advisory Committee (HSAC) and chaired the Executive Committee of the FEMA Region VIII Regional Interagency Steering Committee (RISC). A West Point graduate, Mr. Field previously served as a US Army infantry officer, and as an FBI Special Agent, before joining the State of New Mexico Office of Emergency Management in 2001. With Wood, Mr. Field has worked on seven state, local, and regional hazard mitigation plans in Colorado, Wyoming, Iowa, and South Dakota in the past year. He is a Certified Emergency Manager (CEM) with the International Emergency Management Association (IAEM), as well as an adjunct instructor with the National Disaster Preparedness Training Center (NDPTC) where he teaches community planning for disaster recovery.

Jeff Brislawn, CFM – QA/QC

Years of Experience: 27

Years with the Firm: 15

Mr. Brislawn will provide QA/QC of the plan to ensure compliance with the DMA 2000 requirements and the FEMA Plan Review Tool. As the lead for our Hazard Mitigation Planning program, Mr. Brislawn is committed to providing his clients with the support necessary to ensure a high-quality product to meet client objectives. Mr. Brislawn is a Senior Associate in the firm and for the past 15 years his career has been focused on developing DMA compliant mitigation plans for local and state governments. Mr. Brislawn has been the project manager on more than 35 local and state hazard mitigation planning projects, 24 of these in the past five years. Mr. Brislawn has successfully led Colorado HMP efforts in the City of Westminster, Jefferson, Archuleta, Gunnison, Huerfano, Denver, Summit, Grand, Boulder, Teller, Ouray, San Miguel, and Douglas counties, and the Ute Mountain Ute tribe. Mr. Brislawn previously worked with Adams County on the Cherry Creek Dam Evacuation Plan effort. Mr. Brislawn's experience includes facilitating planning efforts within rural counties including a nine-county plan in northeast Colorado. Mr. Brislawn has a long history of hazards management work in Colorado, stemming from his former employment at the Colorado Office of Emergency Management (DHSEM). During his career, he has developed statewide maps of earthquake and wildfire hazards in Colorado, led the state's Water Availability Task Force (aka Drought Task Force), and has been a co-chair of the GIS and Mapping Subcommittee of the former Colorado Natural Hazards Mitigation Council. Mr. Brislawn also worked for the Department of Local Affairs, Division of Local Government and maintained statewide GIS boundary data for Title 32 Special Districts. Mr. Brislawn's ability to integrate his background in meeting facilitation, geology, GIS, and the use of Hazus and other GIS techniques for natural hazard risk assessments provides added value to planning efforts. In addition, Mr. Brislawn maintains excellent and long-term working relationships with DHSEM and FEMA Region VIII staff. Mr. Brislawn is a Certified Floodplain Manager (CFM) a Wood Certified Project Manager and co-founder of the Rocky Mountain Hazus Users Group.

Kyle Karsjen – Planner, Risk Assessment, Plan Development

Years of Experience: 15

Years with the Firm: 4

Mr. Karsjen will provide planning assistance and also provide QA/QC of the plan to ensure compliance with the DMA 2000 requirements and the FEMA Plan Review Tool. Since coming to Wood in 2015, Kyle has been either the project manager or planner for almost 40 hazard mitigation plans, including plans for City and County of Denver, Jefferson County, Huerfano County, and the City of Boulder in Colorado; he has also worked on or managed hazard mitigation planning projects in Wyoming, Montana, Iowa, New Mexico, Missouri, South Dakota and California. Kyle also provided planning support to develop the Cherry Creek Dam Emergency Evacuation Plan with Adams County, the City of Aurora, the City and County of Denver and Arapahoe County.

Mr. Karsjen has over 16 years' experience in emergency management, including threat/hazard identification and risk assessment, capabilities assessment, emergency operations and response, homeland security, critical infrastructure protection, and hazard mitigation. A long-time resident of Iowa before moving to Colorado, Kyle spent 12 years working for the Iowa Homeland Security and Emergency Management Department in a variety of roles including hazard mitigation, preparedness, response and homeland security.

Amy Carr – Planning Process, Risk Assessment, Mitigation Strategy and Plan Development

Years of Experience: 1

Years with the Firm: 1

Ms. Amy Carr has educational and professional planning experience with a focus on land use and hazard mitigation. She worked as a Planner for Arapahoe County, Colorado to review site plans by applying the County's Land Development Code and Comprehensive Plan to each plan. As a County Planner, she revised the Wireless Telecommunication Systems section of the Land Development Code to be up to date with modern technology and state statutes. She worked with the City of Manitou Springs to research hazard mitigation strategies for flooding and wildfire that could be applied to historic properties without diminishing their historic integrity. She created educational handouts for the public based on her research. She received her BA in Urban Studies with a concentration in Urban Planning from the College of Charleston and her Master's in Urban and Regional Planning with a focus on hazard mitigation from the University of Colorado, Denver. At Wood, she has worked as a Hazard Mitigation Planner to help communities write and update their Hazard Mitigation Plans as well as help in determining potential mitigation actions for their community. She has worked on hazard mitigation plans in Colorado, California, Wyoming, Iowa, and South Dakota, a total of nine in the past year.

Marta Blanco Castano – Risk Assessment

Years of Experience: 4

Years with the Firm: 2

Ms. Marta Blanco Castano is a GIS Analyst and Planner for Wood and provides support on emergency management-related projects. She has experience with GIS and Technology, which allow for the collection, analysis, management, storage, and representation of a variety of complex spatial and non-spatial datasets. For hazard mitigation projects, Marta has worked on drought plans, multi-hazard plans, and tribal plans, having utilized programs such as Hazus-MH to assess flood and earthquake risk to various communities. Marta has been involved with hazard mitigation planning projects in Colorado, California, Iowa, and Wyoming, a total of five in the past year. Prior to joining Wood, she worked as a GIS Intern/Technician at Quantum Water and Environment, manipulating and analyzing geospatial information and datasets related to groundwater studies and environmental compliance projects. She additionally created visualizations and map products, to assist with planning and consulting services. Ms. Blanco Castano will provide support to the project team in the development of the HIRA, as well as with GIS and hazard profile/vulnerability assessments.

Abigail Moore –Risk Assessment, Mitigation Strategy and Plan Development

Years of Experience: 5

Years with the Firm: 3

Ms. Moore has three years of professional experience in hazard mitigation planning, floodplain management planning, and climate change adaptation and resilience. Ms. Moore earned her Master's in City and Regional Planning with a specialization in Land Use & Environmental planning and a focus on natural hazards resilience and disaster recovery. She has working knowledge of the requirements of the Disaster Mitigation Act (DMA), the National Flood Insurance Program (NFIP), and the NFIP's Community Rating System (CRS). Ms. Moore is skilled in research, data collection and analysis, GIS, risk and vulnerability assessment, mitigation strategy development, community engagement, and facilitation. She has provided technical assistance in the development of hazard mitigation plans, floodplain management plans, and CRS support services to over 30 communities.

Wood Team's Combined Strengths

- Demonstrated hazard mitigation planning experience and success in Colorado and nationwide, including Denver, Boulder, Jefferson County, and the City of Westminster.
- Proven ability to deliver quality plans under accelerated timelines
- Colorado based, with strong knowledge of Colorado hazards and risks, past disaster history, local governments (counties, cities, and Title 32 Special Districts), and data sources.
- We have been the Colorado DHSEM and Colorado Water Conservation Board's go-to consultant for statewide hazard mitigation planning including updates of the State Hazard Mitigation Plan (2018), Colorado Drought Mitigation and Response Plan (2009, 2013, 2018) and Colorado Flood Hazard Mitigation Plan (2009, 2013, 2018).
- Extensive experience developing, and portraying flood and multi-hazard risk assessment studies supported by Hazus-MH (FEMA's loss estimation software) and advanced GIS analyses.
- Extensive experience identifying hazards, risks and vulnerabilities, and prioritizing mitigation based on probability and severity of impact.
- Detailed knowledge of FEMA (DMA, FMA, CRS) planning requirements.
- A strong cadre of technical expertise with an emphasis on natural hazards and issues such as those associated with wildfire, drought, floods, seismic/geologic hazards including volcanism, avalanche, landslide, extreme weather, watershed/stormwater planning, and CRS/Floodplain management.
- Emphasis on a strong planning process that includes high levels of public, community and stakeholder involvement and strong meeting facilitation.
- Experience leveraging hazard mitigation funding for our clients through planning, engineering, and other professional services.
- Experience with related plans including Comprehensive/General Plans, Stream Corridor Master Plans, Local Energy Assurance Plans, Community Wildfire Protection Plans, and Local Emergency Operations Plans.

**Mitigation
Planning
Experience**



**Risk Assessment
Technical Expertise**

**Local Knowledge
and Presence**

Special Considerations

By choosing Wood, Adams County will benefit from the experience of one of the premier hazard mitigation planning consultants in Colorado, FEMA Region VIII, and the nation. This translates to added value and experience you can trust. Wood's core hazard mitigation planning staff is based in Boulder, Colorado.

Wood staff has long standing relationships

with FEMA Region VIII staff and DHSEM staff that are familiar with the quality of Wood's plans and hazard

"The Plan is well organized and well written...[and] provides an ideal balance of detail and brevity."
FEMA Region VIII comments on approving the South Dakota Enhanced State Hazard Mitigation Plan

expertise. Wood's Hazard Mitigation and Emergency Management Program lead, Jeff Brislawn, is a former DHSEM employee and FEMA Region VIII Disaster Assistance Employee and has interacted with staff at both entities since 1993. Our project manager, Scott Field, is a former city and county Emergency Management Director who has served on and chaired numerous boards and committees in Colorado and nationally.

Wood has been chosen three times by the CWCB as the go-to consultant for risk assessment expertise related to statewide drought and flood planning, and by DHSEM as part of a consultant team updating the 2018 Colorado Hazard Mitigation Plan. Wood was also selected as one of the contractors to provide Risk MAP services for the Colorado Water Conservation Board (CWCB) to help communities identify, map, and plan for flood hazards over a five-year period spanning 2014-2019.

Wood has developed several customized tools to enhance and streamline the hazard mitigation planning process. Our data collection guide serves to facilitate the collection of data from each jurisdiction with respect to the hazard identification, risk analysis, capability assessment, and mitigation project descriptions. We have found this tool to be a valuable method of not only collecting the required information, but also documenting participation. It also serves as a planning-process reference tool for planning team members.

Wood's hazard mitigation planning projects incorporate cutting edge GIS mapping and Hazus risk assessment tools developed by our highly trained and experienced GIS staff. Our experience working with GIS data for mitigation planning will enable us to jumpstart the mapping and risk assessment process and be efficient in the use of funding for this project.

Due to our experience in mitigation planning, FEMA regularly solicits our input on their draft mitigation planning policies and program regulations. This provides Wood with first-hand knowledge and foresight for pending regulatory and policy changes and the criteria the communities will be held in the near future. Wood has always followed an integrated planning process that meets multiple planning requirements, such as DMA, FMA, and the National Flood Insurance Program (NFIP) Community Rating System (CRS) with one plan. This same process is now being recommended by FEMA in its latest planning guidance. By following Wood's process, communities considering joining the CRS program can get additional credits under CRS, and thus potentially lower the cost of flood insurance for their residents.

The following is a list of unique skills and experience that demonstrates how Wood is a full-service hazard mitigation company, from planning through engineering project design and implementation.

Risk Assessments

Wood conducts a risk assessment as part of a state or local hazard mitigation plan and as a standalone service for our clients. The risk assessment is the fundamental building block of mitigation and mitigation planning. Wood takes a three-part approach to developing a risk assessment: (1) hazard identification, (2) vulnerability assessment (including an inventory of all types of community assets), and (3) capability assessment.

Together, the hazard identification and vulnerability assessment paint the picture of the hazards that could occur within the community and their potential and historic impacts on populations, property, and critical facilities. The capability assessment then measures this vulnerability against programs, policies, procedures, and plans that are already in place to temper the effects of these hazards.

Wood's experience with state and local risk assessments includes:

1. Using of GIS-based risk assessments for flood, earthquake, and wildfire in Colorado, California, Louisiana, Missouri, Mississippi, Nevada, South Dakota, Kansas, Indiana, New Mexico, Tennessee, Virginia, Wisconsin, and Wyoming;
2. Modeling risk to vulnerable populations including access and functional needs populations at risk to dam failure in Kern County, California, and incorporation of social vulnerability data into state and local mitigation plans;
3. Development of an enhanced statewide drought vulnerability assessment for the states of Colorado and South Dakota;
4. Extensive experience with Level 1 and 2 Hazus analysis, FEMA's GIS-based loss-estimation tool for earthquake, hurricane and flood hazards;
5. Running Hazus flood and earthquake loss models for every county in two states, Missouri and Mississippi;
6. Incorporation of DFIRM mapping in local and state hazard mitigation planning to support enhanced loss estimations;
7. Incorporation and enhancement of wildfire loss estimates from community wildfire protection plans;
8. Creating accurate flood loss estimations by applying FEMA's NFIP depth-damage relationship curves, as used in FEMA's benefit cost software modules;
9. Conducting detailed inventories of community assets, including an inventory of natural, historic, and cultural resources and key critical and public facilities; and
10. Developing comprehensive and detailed risk assessments for the University of Colorado at Boulder and the Los Rios Community College District in Northern California.

Community Wildfire Protection Plans (CWPP) Experience

Wood is also experienced in the development of countywide CWPP. Wood, in partnership with another planning firm, completed four countywide plans in Colorado that included Gunnison, Ouray, Montrose, and Delta counties. The plans were designed to be compliant with the Healthy Forests Restoration Act and latest Colorado State Forest Service CWPP guidelines. Wood assisted with stakeholder and public meeting facilitation, stakeholder coordination, plan development, and GIS mapping.

Community Rating System (CRS)/Floodplain Management Experience

The CRS was created by FEMA in 1990 and developed to recognize floodplain management activities that go above and beyond the NFIP's minimum requirements. This voluntary program is based on four series of activities: Public Information, Mapping and Regulations, Flood Damage Reduction, and Flood Preparedness. There are 18 specific floodplain management activities that communities can implement for credit. A community must receive at least 500 points to be eligible for the first CRS Class 9 and a 5% reduction in the cost of flood insurance. Each additional 500 points a community receives reduces their CRS Class and the cost of flood insurance. The Insurance Services Office (ISO) is directed by FEMA to conduct community visits and evaluate a community's application.

Wood has extensive expertise with FEMA's CRS Program. Wood is the only firm that has on its staff an 18-year veteran of the CRS Program. This means we have the insight and detail to provide the County, and any other jurisdictions considering participating in the CRS program, with an effective planning process that will meet and exceed the 10-step CRS planning process. Wood staff has experience and expertise in reviewing plans submitted under the CRS Program. Our team has evaluated, and credited CRS plans based on the forty-one specific planning credits available in the 10-Step CRS Planning Process in Activity 510. Therefore, we know the required documentation and process to obtain maximum credit for each element of credit.

FEMA Headquarters asked Wood to assist in merging the CRS Planning Requirements into FEMA's Disaster Mitigation Act (DMA) of 2000 planning criteria (44 CFR 201.6) to ensure that one plan could meet the objectives of both programs. Wood staff assisted FEMA Headquarters again on integrating the CRS 10-Step planning process into the Interim Final Rule (IFR) and FEMA's DMA update guidance (July 2008). The Local Multi-Hazard Mitigation Planning (5-year) update guidance is the document that local communities are required to follow in preparing an update to their plan.

Choosing Wood ensures that Adams County will receive maximum CRS credit under hazard mitigation planning, and we will also provide recommendations for the County to improve its rating. Wood will also provide a roadmap for nonparticipating jurisdictions who may wish to join the CRS program.

Mitigation Project Development and Grant Applications

The FEMA Hazard Mitigation Grant Program (HMGP), Pre-Disaster Mitigation (PDM) program, and Flood Mitigation Assistance Program (FMA) are competitive grant programs. Wood has proven success assisting local and state governments with their grant applications. Wood has FEMA-trained and certified instructors for benefit-cost analysis using various FEMA benefit-cost software modules. Wood has staff trained and experienced using the FEMA E-Grant system (FEMA's electronic application system).

In the aftermath of Colorado's severe flooding in 2013, the State Division of Homeland Security and Emergency Management contracted with Wood to provide technical assistance to local governments to complete complex FEMA Hazard Mitigation Grant Program sub-applications in a short period to meet FEMA's application deadline. Within a two-month timeframe Wood's team of mitigation experts worked with assigned local governments and supported completion and upload of 100 sub-grant applications by the State's deadline. Wood, using the grant application workshop approach, helped 22 local governments in the State of Missouri win \$18 million (federal share) in 2005 PDM program grant awards.

Wood has provided similar assistance to the States of Ohio and Missouri and has been pursuing post-Katrina HMGP funding on behalf of four jurisdictions on the Mississippi Gulf Coast since 2005.

Water Resources/Stormwater/Stream Corridor Master Planning Technical Expertise

Wood staff is known for their expertise in the water resources field. Our professionals have many years of experience in stormwater/watershed master planning; stormwater and drainageway design and construction; municipal stormwater utility studies and implementation; stormwater pollution prevention plans; hydrologic and hydraulic modeling; flood hazard mapping and analyses; water supply/planning; water rights; and surface and underground water quality/management projects. Wood provides innovative engineering solutions to difficult storm drainage, flood control, flood mapping, and stream stabilization problems in urban and urbanizing rural environments. Production of Digital Flood Insurance Rate Maps (DFIRMs) as part of the FEMA Map Modernization and Risk MAP initiatives is a core business

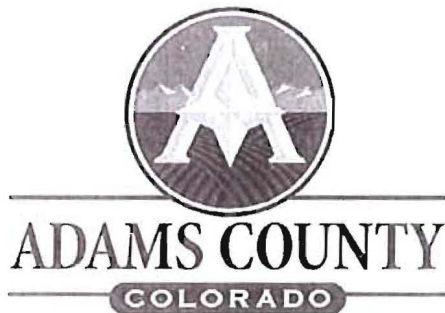
line within Wood. Our firm was the first to develop a stream corridor master plan within four months of the 2013 Colorado flood disaster. We also prepared the Left-Hand Stream Corridor Master Plan in Boulder County in 2014 in a four-month timeframe.

Wood is also skilled in the development of drought mitigation and response plans at state and municipal levels, including a comprehensive upgrade to the Colorado Drought Mitigation and Response Plan in 2010, 2013, and 2018.

wood.

Appendix A





Adams County Finance Department
Purchasing Division
4430 South Adams County Parkway
Brighton, Colorado 80601

REQUEST FOR PROPOSAL SUBMISSION CHECK LIST

SUBMISSION: It is imperative you address your submittal envelope as follows:

Mailing Address:

Adams County Government Center
Purchasing Division C4000A
4430 South Adams County Parkway
Brighton, CO 80601

Hand Deliveries accepted:

Adams County Government Center
First Floor Central Lobby Receptionist
4430 South Adams County Parkway
Brighton, CO 80601

ATTN: Shannon E. Sprague, CPPB
Contract Specialist III

RFP-SS-2019.502 / Multi-Hazard Mitigation Plan Development Services

Does your Proposal comply with all the terms and conditions of this Solicitation? If no, indicate exceptions.

YES ☒ NO ☐

Does your Proposal provide proposed revisions to the attached Sample Agreement and identified on the Term of Acceptance Form?

YES ☐ NO ☒

Does your Proposal meet or exceed all specifications, including minimum service requirements? If no, indicate exceptions.

YES ☒ NO ☐

Requirements met and response included?

YES ☒ NO ☐

Certificate of Incorporation or other formal documentation
Meeting the requirement of years in business

May any other governmental entity avail itself of this Agreement and purchase any and all items specified?

YES ☐ NO ☒

Have all the addendums been acknowledged and enclosed?

YES ☒ NO ☐

Original and the number of copies specified enclosed including electronic copy?

YES ☒ NO ☐

Has a duly authorized agent of the contractor signed the Contractor's Statement?

YES ☒ NO ☐

Is pricing form enclosed in a separate sealed envelope?

YES ☒ NO ☐




Adams County Finance Department
Purchasing Division
4430 South Adams County Parkway
Brighton, Colorado 80601

**REQUEST FOR PROPOSAL
CONTRACTOR'S CERTIFICATION
OF COMPLIANCE**

Pursuant to Colorado Revised Statute, § 8-17.5-101, *et seq.*, as amended 5/13/08, as a prerequisite to entering into a Agreement for services with Adams County, Colorado, the undersigned Contractor hereby certifies that at the time of this certification, Contractor does not knowingly employ or Agreement with an illegal alien who will perform work under the attached Agreement for services and that the Contractor will participate in the E-Verify Program or Department program, as those terms are defined in C.R.S. § 8-17.5-101, *et seq.* in order to confirm the employment eligibility of all employees who are newly hired for employment to perform work under the attached Agreement for services.

Wood Environment & Infrastructure Solutions, Inc.
Contractor Name

E. John Loranger, PE, CFM
Printed or Typed Name


Signature

Unit Manager, Denver Water
Title

June 24, 2019
Date

Note: Registration for the E-Verify Program can be completed at: <https://www.vis-dhs.com/employerregistration>. It is recommended that employers review the sample "memorandum of understanding" available at the website prior to registering.



Adams County Finance Department
Purchasing Division
4430 South Adams County Parkway
Brighton, Colorado 80601

**REQUEST FOR PROPOSAL
CONTRACTOR'S STATEMENT**

Pursuant to 2 C.F.R. Part 200 Subpart C 200.213, Contractor certifies that they are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency, and has read and fully understand all the conditions herein set forth in the foregoing paragraphs, and by my signature set forth hereunder, I hereby agree to comply with all said conditions as stated or implied. In consideration of the above statement, the following Proposal is hereby submitted.

If any of the documents listed on the cover page are missing from this package, contact Adams County Purchasing. If you require additional information, call the Purchasing Division contact person.

The undersigned hereby affirms that (1) he/she is a duly authorized agent of the Contractor, (2) he/she has read all terms and conditions and technical specifications which were made available in conjunction with this solicitation and fully understands and accepts them unless specific variations have been expressly listed in his/her Proposal, (3) the Proposal is being submitted on behalf of the Contractor in accordance with any terms and conditions set forth in this Solicitation, and (4) the Contractor will accept any awards made to it as a result of the Proposal submitted herein for a minimum of 120 calendar days following the date of submission.

WE, THE UNDERSIGNED, HEREBY ACKNOWLEDGE RECEIPT OF

Addenda (list all): Addendum No. 1, No. 2, No. 3, No. 4

Wood Environment & Infrastructure Solutions, Inc.
Contractor Name

June 24, 2019
Date


Signature

E. John Loranger, PE, CFM
Printed Name

Unit Manager, Denver Water
Title

2000 S. Colorado Blvd., Ste. 2-1000
Address

Denver, CO 80222
City, State, Zip Code

Denver
County

303-935-6505
Telephone

303-935-6575
Fax

john.loranger@woodplc.com
Email

Please note that solicitations issued prior to September 07, 2016 can be found here: <http://legacy.rockymountainbidsystem.com>



Addendum Description

RFP Schedule shall be modified as follows:

Questions Due: June 13, 2019 4:00 PM MST

Submit Date: June 17, 2019 2:00 PM MST

Notice Modifications

Notice Information

From Value

To Value

No entries


Category Modifications

Added Categories

No Categories Added

Removed Categories

No Categories Removed


Signature

E. John Loranger, PE, CFM
Printed Name

Unit Manager, Denver Water
Title

Please note that solicitations issued prior to September 07, 2016 can be found here: <http://legacy.rockymountainbidsystem.com>



Addendum Description

BIDNET EVENT NOTICE DATES HAVE BEEN CORRECTED.

Notice Modifications

Notice Information	From Value	To Value
Question Acceptance Deadline	05/29/2019 04:00 PM MST/MDT	06/13/2019 04:00 PM MST/MDT
Closing Date	07/17/2019 10:00 AM MST/MDT	06/17/2019 02:00 PM MST/MDT

Category Modifications

Added Categories

No Categories Added

Removed Categories

No Categories Removed

Signature

E. John Loranger, PE, CFM

Printed Name

Unit Manager, Denver Water

Title

Please note that solicitations issued prior to September 07, 2016 can be found here: <http://legacy.rockymountainbidsystem.com>



Addendum Description

Addendum No. 3: Proposal Submittal Date Change to June 24th; Attachment B. Professional Services Agreement; and MANDATORY Pre-proposal Sign In Sheet.

Notice Modifications

Notice Information	From Value	To Value
Closing Date	06/17/2019 02:00 PM MST/MDT	06/24/2019 02:00 PM MST/MDT

Category Modifications

Added Categories

No Categories Added

Removed Categories

No Categories Removed

Added Documents

Document	Size	Uploaded Date	Language
2019.502_ATTACHMENT B. PROFESSIONAL SERVICES AGREEMENT [doc]	75 Kb	06/11/2019 05:58 PM EDT	English
2019.502_PRE-PROPOSAL SIGN IN SHEET [pdf]	326 Kb	06/11/2019 06:01 PM EDT	English


Signature

E. John Loranger, PE, CFM
Printed Name

Unit Manager, Denver Water
Title



Adams County Finance Department
Purchasing Division
4430 South Adams County Parkway
Brighton, Colorado 80601

Addendum #4

IFB Issue Date: June 18, 2019
IFB Number: IFB-SS-2019.502
IFB Title: Adams County Multi- Hazard Mitigation Plan

Adams County shall incorporate the following responses to questions herein:

Question and Answer:

1. On RFP Proposal Instructions Page - 5. TERMS OF AGREEMENT: states that this is one year agreement with all deliverables to be finalized before December 31, 2019? And then again In RFP General Terms and Condition #13. It states December 15, 2019. Please clarify. 1a.) Given that several of the dates in the anticipated timeline (Attachment A.V.A) have already passed, can you clarify/confirm the project timeline and end date? 2a.) Can you clarify if the "minimum of 5 years' experience" under Professional Qualifications in Section III (Attachment A) solely refers to personnel experience or if this pertains to the age of the firm (incorporation date)?
 - a. *The County are requesting that submittals be completed by December 15, 2019 and provided to participating jurisdictions for review and approval.*
2. Will or has a Grant been awarded for this RFP?
 - a. *In September of 2018, FEMA awarded a Pre Disaster Mitigation (PDM) 2017 Grant to Adams County. But in October of 2018, the Adams County Board of County Commissioners (BoCC) declined the PDM grant. The Multi-Hazard Mitigation Plan Update will be funded using Adams County General Funding.*
3. Can a ceiling budget be disclosed at this time? What is your budget range for this project? Can you please provide the budget Adams County has allotted for this project or anticipated cost range? Can you please provide the budget Adams County has allotted for this project or anticipated cost range?
 - a. *The budget range is \$80,000.00 - \$100, 000.00. The County will provide and review the actual budget amount with the awardee.*


Signature

E. John Loranger, PE, CFM
Printed Name

Unit Manager, Denver Water
Title

4. Where can a copy of the current HMP be found? I was looking through the RFP for the Multi-Hazard Mitigation Plan and it refers to a previous plan that is available on the Adams County website. The only thing that I could find was only 2 pages long. <http://www.adcogov.org/sites/default/files/Hazard%20Mitigation.pdf>. Is this the only document? If not, could you point me in the right direction?
 - a. *The current Hazard Mitigation Plan is integrated into the Adams County Comprehensive Plan. The comprehensive plan (pdf version) can be located at <http://www.adcogov.org/documents/2012-comprehensive-plan>.*
5. Is the updated HMP meant to be a standalone plan, rather than a section of the comp plan like it is currently?
 - a. *The updated HMP is to be submitted as a standalone plan. After the plan has been adopted by Adams County, it will be re-integrated into the County's Comprehensive Plan by County Staff.*
6. We understand that we are not to use the Adams County logo on our submission. If we edit the mandatory forms in any way, do we then need to remove the logo? 7a.) Attachment A.III.1 also seems to say we should not use company logos in our proposal either – can you clarify if that is the case?
 - a. *County Logo is only to be applied to mandatory forms and the form headers should not be modified. County logo is not to be used in any other response areas of the submittal.*
7. Please confirm that the only “participating jurisdictions” in FEMA terms will be the County, Commerce City, and Bennett.
 - a. *The City of Commerce City, the Town of Bennett, and Adams County Government will be the only jurisdictions that will need to adopt the updated plan and are the only official participating jurisdictions in the plan. All other communities within Adams County are being asked to participate in the update process in order to develop a whole county plan.*
8. What human caused hazards does the county want to add to the Plan?
 - a. *It is our intention to include the broad topics of Acts of Terrorisms, Technological Hazards, Weapons of Mass Destruction, and Hazardous Materials in the update. Each of these may have other hazards that fall under the broad topics. Adams County OEM will be working with the chosen consultant to finalize the list.*
9. Do we need to use the pricing form as is, or can we modify it to show additional detail?
 - a. *The Pricing form shall be used as a template and respondents are to add any and all additional information as necessary to ensure that all itemized pricing is captured.*
10. Has FEMA provided extensions on the current Hazard Mitigation Plan? If so, how many?
 - a. *No plan extensions have been requested from or granted by FEMA.*

11. If your current plan has expired, would you consider extending the completion date of the approved draft to submit to the State and FEMA?

a. Adams County Hazard Mitigation Plan has not expired yet! The plan is anticipated to expire during the project. We are requesting that submittals be completed by December 15, 2019, or earlier, and provided to participating jurisdictions for review and approval. Once approved, the Contractor will then be required to submit the draft plan to the State of Colorado (DHSEM) and to FEMA (Region VIII) for review and provide assistance with any revisions required. Finally, once the plan has been approved, the Contractor will support the adoption process through the participating jurisdictions. It is anticipated that the project completion date will be in the spring of 2020. Adams County OEM will be working with the chosen consultant to finalize the timeline.

12. Will the bid submission deadline be extended to June 21, 2019?

a. Yes (See Addendum No. 3).

13. Is a robust set of map data be available through the County to help prepare the maps for the update? Does the county have in-house GIS personnel available to help support the development of the HMP update?

a. Adams County does have in-house GIS personnel available and are available to assist depending on the extent of the request. The successful contractor will be required to handle development of map data needed in areas not provided by the County. Adams County will provide historical map data and current base map data, as available.

14. Specify what if any information can be held Confidential.

b. All submittal information including pricing is confidential through the entire evaluation process and through award. After award all submitted information is subject to CORA and FOIA policies, procedures, and costs to obtain requested information.

****The Remainder of this page left blank.***

END OF ADDENDUM #4



Adams County Finance Department
Purchasing Division
4430 South Adams County Parkway
Brighton, Colorado 80601

REQUEST FOR PROPOSAL REFERENCE FORM

Contractors shall furnish the names, addresses and telephone numbers of a minimum of three (3) firms or government organizations for which the Contractor has provided similar projects:

Company Name	Westminster Office of Emergency Management
Address	4800 W. 92nd Ave., Westminster CO 80031
Reference Name	Greg Moser
Reference Email Address	gmoser@cityofwestminster.us
Telephone Number	303-658-4550
Project Name	City of Westminster Hazard Mitigation Plan Update, 2018
Value	\$ 32,454
Company Name	Denver Mayor's Office of Emergency Management and Homeland Security
Address	101 W Colfax Ave., 7th Floor, Denver CO 80202
Reference Name	Matthew Mueller, Deputy Director
Reference Email Address	matthew.mueller@denvergov.org
Telephone Number	720-865-7603
Project Name	Denver Hazard Mitigation Plan Update, 2016
Value	\$ 50,020
Company Name	Jefferson County Sheriff's Office
Address	200 Jefferson County Pkwy, Golden CO 80401
Reference Name	Clint Fey / Rick Newman
Reference Email Address	cfey@westmetrofire.org / rjnewman@jeffco.us
Telephone Number	303-271-4900 / 303-271-4903
Project Name	Jefferson County Multi-Hazard Mitigation Plan, 2016
Value	\$ 97,965



Adams County Finance Department
Purchasing Division
4430 South Adams County Parkway
Brighton, Colorado 80601

**REQUEST FOR PROPOSAL
TERM OF ACCEPTANCE FORM**

Request for Proposal # RFP-SS-2019.502

I, on behalf of the Contractor identified below, hereby certify that I have read a copy of the sample Agreement attached to the RFP and understand the terms and provisions contained in that Agreement. I further hereby certify that it is the Contractor's intent to comply with each and every term and provision contained in the sample Agreement and propose no modifications to the sample Agreement except as follows:

- 1) N/A
- 2) _____
- 3) _____

I understand that the modification stated above, if any, are offered for discussion purposes only and that Adams County reserves the right to accept, reject or further negotiate any and all proposed modification to the sample Agreement.

Wood Environment & Infrastructure Solutions, Inc.

Contractor Name



Authorized Signature

E. John Loranger, PE, CFM

Printed Name

Unit Manager, Denver Water

Title

June 24, 2019

Date

Certificate of Incorporation

Invoice 50166

KPMG

FILED
 CLOSE CORPORATION (PURSUANT TO NRS 78A)
 IN THE OFFICE OF THE
 CLERK OF THE STATE OF NEVADA
STATE OF NEVADA



STATE OF NEVADA
 Secretary of State

JUN 01 1994

8316-94

CHERYL A. LAU SECRETARY OF STATE

Agra Earth & Environmental, Inc.
 (Name of Corporation)

A CLOSE CORPORATION

No.

(IMPORTANT: Read instructions on reverse side before completing this form.)
 (TYPE OR PRINT (BLACK INK ONLY))

1. NAME OF CORPORATION: Agra Earth & Environmental, Inc.
 (A CLOSE CORPORATION)
2. RESIDENT AGENT: (designated resident agent and his STREET ADDRESS in Nevada where process may be served)

Name of Resident Agent: The Corporation Trust Company of Nevada

Street Address: One East First Street Reno 89501
 Street No. Street Name City Zip

3. SHARES: (number of shares the corporation is authorized to issue)

Number of shares with par value: 750,000 Par value: \$1.00 Number of shares without par value: 240,000

4. GOVERNING BOARD:

This corporation is a close corporation operating with a board of directors X Yes / or No (if yes see 4(a))(a). The governing board shall be styled as (check one): X Directors TrusteesThe FIRST BOARD OF DIRECTORS shall consist of three members and the names and addresses are as follows:

<u>Alvin Zenan</u>	<u>11335 NE 122nd Way, Ste 100, Kirkland, WA 98034</u>
<u>H. William Pearson</u>	<u>400 2233 Argentia Road, Mississauga, Ont L5N 2X</u>
<u>Charles R. Macfadyen</u>	<u>1290 North Hancock St., Anaheim, CA 92807</u>

5. PURPOSE (optional see reverse side): The purpose of the corporation shall be:

Any lawful purposes

6. NRS 78.037: States that the articles of incorporation may also contain a provision eliminating or limiting the personal liability of a director or officer of the corporation or its stockholders for damages for breach of fiduciary duty as a director or officer except acts or omissions which include misconduct or fraud. Do you want this provision to be part of your articles? Please check one of the following: YES
- XX
- NO
-

7. QUALIFICATIONS: The qualifications of the stockholders are: 8. OTHER MATTERS: This form includes the minimal statutory requirements to incorporate under NRS 78A. You may attach additional information noted on separate pages. But, if any of the additional information is contradictory to this form it cannot be filed and will be returned to you for correction. Number of pages attached one

9. SIGNATURES OF INCORPORATORS: The names and addresses of each of the incorporators signing the articles: (signatures must be notarized)

Treci Smith
 Name (print)
520 Pike Street, Seattle, WA 98101
 Address
Treci Smith
 Signature

 Name (print)

 Address

 City/State/Zip

Signature

Dawn McPhearsen
 Name (print)
520 Pike Street, Seattle, WA 98101
 Address
Dawn McPhearsen
 Signature

Subscribed and sworn to before me this 27th day of
May, 1994

Laurie Waud
 Laurie Waud
 (affirmation)

10. CERTIFICATE OF ACCEPTANCE OF APPOINTMENT OF RESIDENT AGENT:

The Corporation Trust Company of Nevada hereby accepts appointment as Resident Agent for the above named corporation.
The Corporation Trust Company of Nevada

Jack Caskey, Jr.
 Date

May 27, 1994

Date

ATTACHMENT

5.

Authorized Capital.

(a) The Corporation shall have authority to issue 240,000 shares of common stock, without par value.

(b) The corporation shall have authority to issue 750,000 shares of preferred stock, par value \$1.00 per share.

Each share of preferred stock shall be entitled to receive, when and as declared by the Board of Directors of this corporation, dividends at the rate of six percent (6%) of its par value per annum, before any dividends may be paid on any common stock. Dividends on preferred stock shall be cumulative.

Upon liquidation or distribution of capital assets, the holder of each share of preferred stock shall be entitled to receive the par value of such share plus accrued but unpaid dividends before any distribution shall be made to the common stockholders. Following such preferential distribution, the common stockholders shall be entitled to the remainder of the assets.

Except as otherwise provided by law, the holders of preferred shares shall not be entitled to vote at any meeting of the shareholders for the election of directors or for any other purpose, or otherwise to participate in any action taken by the corporation or the shareholders thereof, or to receive notice of any meeting of shareholders.

At any time after issuance and after thirty (30) days' written notice to the registered owner, each preferred share shall be redeemable by the corporation by the payment of the par value per share plus accrued but unpaid dividends.

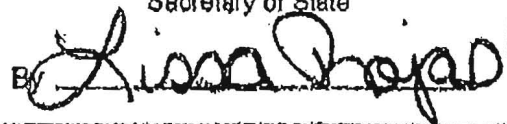
STATE OF NEVADA
Department of
State

I hereby certify that this is a true
and complete copy of the document
as filed in this office.

DATED: JUN 07 1994



CHERYL A. LAU
Secretary of State

By 

CERTIFICATE OF AMENDMENT

OF

ARTICLES OF INCORPORATION

SEP 05 2000

No. C8316-94

Dean Heller
DEAN HELLER, SECRETARY OF STATE

AGRA Earth & Environmental, Inc., a corporation organized under the laws of the State of Nevada, by its vice president and secretary does hereby certify:

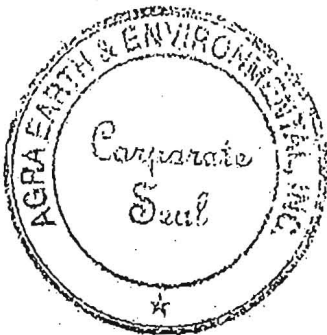
1. That the board of directors of said corporation by Unanimous Written Consent in Lieu of a Meeting, dated August 24, 2000, passed a resolution declaring that the following change and amendment in the Articles of Incorporation is advisable.

RESOLVED that Article One of said Articles of Incorporation be amended to read as follows: "The name of the corporation is AMEC Earth & Environmental, Inc."

2. That the number of shares of the corporation outstanding and entitled to vote on an amendment to the Articles of Incorporation is 78,653; that the said change and amendment has been consented to and authorized by the written consent of stockholders holding at least a majority of each class of stock outstanding and entitled to vote thereon.

3. That the effective date shall be September 6, 2000.


IN WITNESS WHEREOF, the said AGRA Earth & Environmental, Inc. has caused this certificate to be signed by its vice president and its secretary and its corporate seal to be hereto affixed this 30 day of August, 2000.



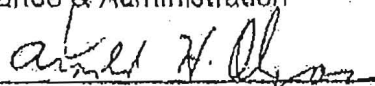
(SEAL)

AGRA EARTH & ENVIRONMENTAL, INC.

BY:



Gary Walters, Executive Vice President,
Finance & Administration



Arnold H. Olyan, Secretary

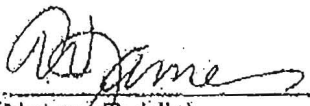
CITY
TOWN OF CALGARY _____)

) ss.

PROVINCE OF ALBERTA, CANADA)

On August 30, personally appeared before me, SEAN JAMES,
(date)

a Notary Public, Gary Walters and Arnold H. Olyan, who acknowledged that they executed the above Instrument.



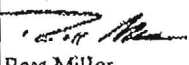
(Notary Public) **SEAN JAMES**
ALBERTA

(SEAL)



ROSS MILLER
Secretary of State
204 North Carson Street, Suite 1
Carson City, Nevada 89701-4520
(775) 884 6708
Website: www.nvsec.gov

**Certificate to Accompany
Restated Articles or
Amended and Restated Articles**
(PURSUANT TO NRS)

Filed in the office of	Document Number
 Ross Miller Secretary of State State of Nevada	20090845661-91
	Filing Date and Time
	12/09/2009 9:00 AM
	Entity Number
	C8316-1994

USE BLACK INK ONLY - DO NOT HIGHLIGHT

ABOVE SPACE IS FOR OFFICE USE ONLY

This Form is to Accompany Restated Articles or Amended and Restated Articles of Incorporation
(Pursuant to NRS 78.403, 82.371, 88.221, 87A, 88.355 or 88A.250)

(This form is also to be used to accompany Restated Articles or Amended and Restated Articles for Limited-Liability Companies, Certificates of Limited Partnership, Limited-Liability Limited Partnerships and Business Trusts)

1. Name of Nevada entity as last recorded in this office:

AMBC Earth & Environmental, Inc.

2. The articles are: (mark only one box) restated ☒ Amended and Restated
Please entitle your attached articles "Restated" or "Amended and Restated," accordingly.

3. Indicate what changes have been made by checking the appropriate box:

- ☐ No amendments; articles are restated only and are signed by an officer of the corporation who has been authorized to execute the certificate by resolution of the board of directors adopted on: _____
The certificate correctly sets forth the text of the articles or certificate as amended to the date of the certificate.
- ☐ The entity name has been amended.
- ☐ The registered agent has been changed. (attach Certificate of Acceptance from new registered agent)
- ☐ The purpose of the entity has been amended.
- ☐ The authorized shares have been amended.
- ☐ The directors, managers or general partners have been amended.
- ☐ IRS tax language has been added.
- ☐ Articles have been added.
- ☐ Articles have been deleted.

☒ Other. The articles or certificate have been amended as follows: (provide article numbers, if available)

Article 7 has been amended to terminate close corporation status.

* This form is to accompany Restated Articles or Amended and Restated Articles which contain newly altered or amended articles. The Restated Articles must contain all of the requirements as set forth in the statutes for amending or altering the articles for certificates.

IMPORTANT: Failure to include any of the above information and submit with the proper fees may cause this filing to be rejected.

This form must be accompanied by appropriate fees.

Nevada Secretary of State Restated Articles
Revised: 8-30-09

**AMENDED AND RESTATED ARTICLES OF INCORPORATION
OF
AMEC EARTH & ENVIRONMENTAL, INC.**

AMEC Earth & Environmental, Inc. (the "Corporation"), pursuant to the provisions of Chapter 78 of the Nevada Revised Statutes ("NRS"), hereby adopts the following Amended and Restated Articles of Incorporation for the Corporation:

**ARTICLE I
Name**

The name of the Corporation is AMEC Earth & Environmental, Inc.

**ARTICLE II
Duration**

The period of the Corporation's duration is perpetual.

**ARTICLE III
Purpose**

The purpose or purposes for which the Corporation is organized is engineering and consulting services.

**ARTICLE IV
Registered Office and Resident Agent**

The address of the Corporation's registered office is 6160 Neil Road, Suite 500, Reno, NV 89511. The name of the resident agent at this address is The Corporation Trust Company of Nevada.

**ARTICLE V
Capital**

The aggregate number of shares of stock that the corporation shall have authority to issue is 990,000 shares, consisting of 240,000 shares of common stock, no par value "Common Stock," and 750,000 shares of preferred stock, par value \$1.00 per share "Preferred Stock."

Each share of Preferred Stock shall be entitled to receive, when and as declared by the Board of Directors of the Corporation, dividends at the rate of six percent (6%) of its par value per annum, before any dividends may be paid on any Common Stock. Dividends on Preferred Stock shall be cumulative.

Upon liquidation or distribution of capital assets, the holder of each share of Preferred Stock shall be entitled to receive the par value of such share plus accrued but unpaid dividends before any distribution shall be made to the common stockholders. Following such preferential distribution, the common stockholders shall be entitled to the remainder of the assets.

Except as otherwise provided by law, the holders of Preferred Stock shall not be entitled to vote at any meeting of the stockholders for the election of directors or for any other purpose, or otherwise to participate in any action taken by the Corporation or the stockholders thereof, or to receive notice of any meeting of stockholders.

At any time after the issuance and after thirty (30) days' written notice to the registered owner, each share of Preferred Stock shall be redeemable by the Corporation by the payment of the par value per share plus accrued but unpaid dividends.

ARTICLE VI Directors' and Officers' Liability


No director or officer of the Corporation will be liable to the Corporation or its stockholders for damages for breach of fiduciary duty as a director or officer, excepting only (a) acts or omissions which involve intentional misconduct, fraud or a knowing violation of law, or (b) the payment of dividends in violation of NRS 78.360. In the event that Nevada law is amended to authorize the further elimination or limitation of liability of directors or officers, then this Article VII shall also be so amended to provide for the elimination or limitation of liability to the fullest extent permitted by Nevada law, as so amended.

The corporation shall indemnify the officers and directors of the corporation to the fullest extent permitted by Nevada law as the same exists or may hereafter be amended.

ARTICLE VII Termination of Close Corporation Status

Pursuant to NRS 78A.180, the holders of all of the outstanding shares of stock of the Corporation have acted, by written consent in lieu of a meeting, to terminate the close corporation status of the Corporation and has authorized the filing of these Amended and Restated Articles of Incorporation.

IN WITNESS WHEREOF, I have executed these Amended and Restated Articles of Incorporation on November 20, 2009.

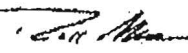

Gregory R. Gurish, Assistant Corporate
Secretary of the Corporation



ROSS MILLER
Secretary of State
204 North Carson Street, Suite 1
Carson City, Nevada 89701-4520
(775) 684-6700
Website: www.nvssa.gov



10/19/2011

Filed in the office of  Ross Miller Secretary of State State of Nevada	Document Number 20110752227-19 Filing Date and Time 10/19/2011 2:00 PM Entity Number C8316-1994
---	---

Certificate of Amendment

(PURSUANT TO NRS 78.385 AND 78.390)

USE BLACK INK ONLY - DO NOT HIGHLIGHT

ABOVE SPACE IS FOR OFFICE USE ONLY

Certificate of Amendment to Articles of Incorporation For Nevada Profit Corporations (Pursuant to NRS 78.385 and 78.390 - After Issuance of Stock)

1. Name of corporation:

AMBC Earth & Environmental, Inc.

2. The articles have been amended as follows: (provide article numbers, if available)

Article 1 - Name

The name of the Corporation is AMBC Environment & Infrastructure, Inc.


3. The vote by which the stockholders holding shares in the corporation entitling them to exercise a least a majority of the voting power, or such greater proportion of the voting power as may be required in the case of a vote by classes or series, or as may be required by the provisions of the articles of incorporation* have voted in favor of the amendment is: 100%

4. Effective date of filing: (optional) November 1/2011

(must not be later than 90 days after the certificate is filed)

5. Signature: (required)

X

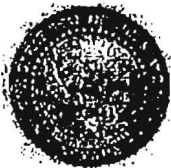

Signature of Officer Gregory R. Gerrieh, Assistant Secretary

*If any proposed amendment would alter or change any preference or any relative or other right given to any class or series of outstanding shares, then the amendment must be approved by the vote, in addition to the affirmative vote otherwise required, of the holders of shares representing a majority of the voting power of each class or series affected by the amendment regardless to limitations or restrictions on the voting power thereof.

IMPORTANT: Failure to include any of the above information and submit with the proper fees may cause this filing to be rejected.

This form must be accompanied by appropriate fees.

Nevada Secretary of State Knead Profit Allow
Revised: 8-08



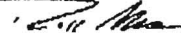
ROSS MILLER
Secretary of State
204 North Carson Street, Suite 1
Carson City, Nevada 89701-4520
(775) 684-5708
Website: www.nvsos.gov



000203

Certificate of Amendment

(PURSUANT TO NRS 78.385 AND 78.390)

Filed in the office of	Document Number
	20140791631-94
Ross Miller Secretary of State State of Nevada	Filing Date and Time 12/03/2014 9:28 AM
	Entity Number C8316-1994

USE BLACK INK ONLY - DO NOT HIGHLIGHT

ABOVE SPACE IS FOR OFFICE USE ONLY

Certificate of Amendment to Articles of Incorporation For Nevada Profit Corporations (Pursuant to NRS 78.385 and 78.390 - After Issuance of Stock)

1. Name of corporation:

AMEC Environment & Infrastructure, Inc.

2. The articles have been amended as follows: (provide article numbers, if available)

Article 1 - Name

The name of the Corporation is "Amec Foster Wheeler Environment & Infrastructure, Inc."

3. The vote by which the stockholders holding shares in the corporation entitling them to exercise at least a majority of the voting power, or such greater proportion of the voting power as may be required in the case of a vote by classes or series, or as may be required by the provisions of the articles of incorporation* have voted in favor of the amendment is: 100 %

4. Effective date and time of filing: (optional) Date: January 1, 2015 Time: 12:01:00 am PST
(must not be later than 90 days after the certificate is filed)

5. Signature: (required)

X

Signature of Officer  Assistant Corporate Secretary

*If any proposed amendment would alter or change any preference or any relative or other right given to any class or series of outstanding shares, then the amendment must be approved by the vote, in addition to the affirmative vote otherwise required, of the holders of shares representing a majority of the voting power of each class or series affected by the amendment regardless to limitations or restrictions on the voting power thereof.

IMPORTANT: Failure to include any of the above information and submit with the proper fees may cause this filing to be rejected.

This form must be accompanied by appropriate fees.

Nevada Secretary of State Amend Profit-After
Revised: 11-27-13



BARBARA K. CEGAVSKE
Secretary of State
202 North Carson Street
Carson City, Nevada 89701-4201
(775) 684-5708
Website: www.nvsos.gov



090204

Certificate of Amendment
(PURSUANT TO NRS 78.385 AND 78.390)

Filed in the office of <i>Barbara K. Cegavske</i> Barbara K. Cegavske Secretary of State State of Nevada	Document Number 20180135367-66 Filing Date and Time 03/26/2018 1:45 PM Entity Number C8316-1994
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ABOVE SPACE IS FOR OFFICE USE ONLY

Certificate of Amendment to Articles of Incorporation
For Nevada Profit Corporations
(Pursuant to NRS 78.385 and 78.390 - After Issuance of Stock)

1. Name of corporation:

Amec Foster Wheeler Environment & Infrastructure, Inc.

2. The articles have been amended as follows: (provide article numbers, if available)

Article 1: The name of the corporation is "Wood Environment & Infrastructure Solutions, Inc."

3. The vote by which the stockholders holding shares in the corporation entitling them to exercise at least a majority of the voting power, or such greater proportion of the voting power as may be required in the case of a vote by classes or series, or as may be required by the provisions of the articles of Incorporation* have voted in favor of the amendment is: 100%

4. Effective date and time of filing: (optional) Date: April 16, 2018 Time: 12:01:00 AM PST
(must not be later than 90 days after the certificate is filed)

5. Signature: (required)

X

Signature of Officer

*If any proposed amendment would alter or change any preference or any relative or other right given to any class or series of outstanding shares, then the amendment must be approved by the vote, in addition to the affirmative vote otherwise required, of the holders of shares representing a majority of the voting power of each class or series affected by the amendment regardless to limitations or restrictions on the voting power thereof.

IMPORTANT: Failure to include any of the above information and submit with the proper fees may cause this filing to be rejected.

This form must be accompanied by appropriate fees.

Nevada Secretary of State Amend Profit-After
Revised: 1-6-16

wood.

Appendix B



Proposal for Adams County Multi-Hazard Mitigation Plan

Project	Participating Jurisdictions	Primary Hazards, Unique Services	Status
FEMA Region VII			
Howard County	8	Plan Update; hazards based on 2013 Iowa Hazard Mitigation Plan	FEMA approved
Jackson County	16	Plan Update; hazards based on 2013 Iowa Hazard Mitigation Plan	In process
Dubuque County	23	Plan Update; hazards based on 2013 Iowa Hazard Mitigation Plan	In process
Dallas County	24	Plan Update; hazards based on 2013 Iowa Hazard Mitigation Plan	FEMA approved
Union County	9	Plan Update; hazards based on 2013 Iowa Hazard Mitigation Plan	In process
Kossuth County	16	Plan Update; hazards based on 2013 Iowa Hazard Mitigation Plan	In process
Wright County	11	Plan Update; hazards based on 2013 Iowa Hazard Mitigation Plan	In process
Emmet County	9	Plan Update; hazards based on 2013 Iowa Hazard Mitigation Plan	In process
Davis County	5	Plan Update; hazards based on 2013 Iowa Hazard Mitigation Plan	In process
Worth County	9	Plan Update; hazards based on 2013 Iowa Hazard Mitigation Plan	In process
Boone County, IA	12	Plan Update	FEMA approved
Cedar County, IA	8	Plan Update Natural and man-made hazards	FEMA approved
Clinton County, IA	22	Plan Update Natural and man-made hazards	FEMA approved
Dallas County, IA	26	Natural hazards	FEMA approved
Madison County, IA	18	Natural hazards and man-made hazards	FEMA approved
Polk County, IA	26	Plan Update Natural and man-made hazards	FEMA approved
Poweshiek County, IA	11	Plan Update Natural Hazards	FEMA approved
Story County, IA	23	Plan Update Natural and man-made hazards	FEMA approved
Taylor County, IA	11	Plan Update Natural and man-made hazards	FEMA approved
Allen County, KS	10	Natural hazards	FEMA approved
Chautauqua County, KS	8	Natural hazards	FEMA approved
Crawford County, KS	39	Natural hazards and human caused hazards	FEMA approved
Dickinson County, KS	15	Natural hazards	FEMA approved

Proposal for Adams County Multi-Hazard Mitigation Plan

Project	Participating Jurisdictions	Primary Hazards, Unique Services	Status
Douglas County, KS	17	Natural hazards and human caused hazards	FEMA approved
Elk County, KS	9	Natural hazards	FEMA approved
Harper County, KS	11	Natural hazards	FEMA approved
Winneshiek County, KS	34	Natural and human-caused hazards Most populated County in the State	FEMA approved
Kickapoo Tribe, KS	1	Tribal mitigation plan Complied with Federal Tribal Regulations	FEMA approved
Kingman County, KS	8	Natural hazards	FEMA approved
Kiowa County, KS	6	2007 Greensburg tornado	FEMA approved
Labette County, KS	13	Natural hazards Affected by 2007 floods	FEMA approved
Montgomery County, KS	24	Natural hazards Affected by 2007 floods	FEMA approved
Neosho County, KS	10	Natural hazards Affected by 2007 floods	FEMA approved
Osage County, KS	16	Natural hazards	FEMA approved
Osbourne County, KS	9	Natural hazards	FEMA approved
Reno County, KS	22	Natural and human-caused hazards	FEMA approved
Rush County, KS	12	Natural hazards	FEMA approved
Stanton County, KS	6	Natural hazards	FEMA approved
State of Kansas	1	2007 Plan update - Natural and human-caused hazards Tornado, flood, winter storm	FEMA approved
State of Kansas	1	2013 Plan update	FEMA approved in 2013
Sumner County, KS	20	Natural hazards	FEMA approved
Wichita County, KS	3	Natural hazards	FEMA approved
Wilson County, KS	6	Natural hazards	FEMA approved
Woodson County, KS	10	Natural hazards	FEMA approved
Wyandotte County, KS	24	Natural and human-caused hazards	FEMA approved
State of Missouri Enhanced Plan 2018 Update	1	Included Loss Avoidance Analysis Tool and detailed HIRA update	FEMA approved
State of Missouri	1	Flood, earthquake, tornado HAZUS flood runs for every county Enhanced plan Plan update	FEMA approved in 2007
State of Missouri – 3 Year Update of Enhanced Plan	1	HAZUS Level II – DFIRM integration Web based, hyperlinked document GIS based tracking system for projects and loss avoidance	FEMA approved in 2010

Project	Participating Jurisdictions	Primary Hazards, Unique Services	Status
Papio-Missouri River Natural Resources District, Omaha, NE	Approx. 100	Includes 6 Planning Counties (Douglas, Sarpy, Washington, Burt, Thurston, and Dakota, Nebraska) Natural and human-caused hazards	FEMA approved
FEMA Region VIII			
Archuleta County, CO 2018 Update	4	HMP Update services	FEMA approved
Archuleta County, CO	4	Flood and wildfire emphasis, landslide issues, DFIRM integration	FEMA approved
Boulder County, CO	15	Wildfire, flood Includes FMA and CRS services	FEMA approved
City of Boulder, CO 2018 Update	1	Update including basin flood analysis and CRS services	FEMA approved
City of Boulder, CO 2012 Update	1	Floods, wildfire FMA and CRS services including PPI	FEMA approved
City of Boulder, CO	1	Initial plan. Floods, wildfire FMA and CRS services	FEMA approved
City of Westminster, CO 2018 Update	1	CRS services	FEMA approved
Delta County, CO	11	Flood, wildfire, winter storm, FMA	FEMA approved
Denver, City and County, CO	2	Natural and human caused hazards for large urban area; CRS services	FEMA approved
Douglas County, CO	7	Wildfire, flood, CRS services	FEMA approved 2015
Grand County, CO	7	2013 Plan update; wildfire, avalanche, flood and landslide hazard issues	FEMA approved
Gunnison County, CO	8	2012 Plan update; wildfire, avalanche, flood and geologic hazard issues; FMA and CRS	FEMA approved
Huerfano County, CO	4	2018 Plan update; wildfire, flood and geologic hazard issues	FEMA approved
Jefferson County, CO	13	Natural Hazards, flood and wildfire emphasis, HAZUS Level II flood; CRS services	FEMA approved
Jefferson County, CO 2015 Update	13	Natural Hazards, flood and wildfire emphasis; CRS services	FEMA approved
Northeast CO Regional Hazard Mitigation Plan	187	Flood, drought, tornadoes 11 counties and 21,600 square miles Coordinated regional and county planning teams	FEMA approved
Northeast Colorado Regional Hazard Mitigation Plan Update	107	Developed 2009 Update HAZUS flood assessment incorporated Coordinated with wildfire planning efforts	FEMA approved
Ouray County, CO	3	Natural and human-caused hazards Wildfire, flood, debris flows FMA	FEMA approved in 2008

Project	Participating Jurisdictions	Primary Hazards, Unique Services	Status
Ouray County, CO Update	6	Natural and human-caused hazards Wildfire, flood, debris flows FMA	FEMA approved in 2013
San Miguel County, CO	5	Flood, wildfire, avalanche	FEMA approved
Southeast Colorado Regional DMA Mitigation Plan	27	Developed regional plan for 6 county area in rural southeast Colorado	FEMA approved
State of Colorado Enhanced Hazard Mitigation Plan Update	1	Teamed with another firm to update Plan including meeting Enhanced Plan requirements	Currently under FEMA review
State of Colorado Flood Mitigation Plan Update 2018	1	Update to Flood Mitigation Plan as stand-alone annex to Colorado Natural Hazard Mitigation Plan	Currently under FEMA review
State of Colorado Drought Mitigation and Response Plan Update 2018	1	Drought Hazard plan update as stand-alone annex to Colorado Natural Hazard Mitigation Plan	Currently under FEMA review
State of Colorado Flood Mitigation Plan Update 2013	1	Update to Flood Mitigation Plan as stand-alone annex to Colorado Natural Hazard Mitigation Plan	FEMA approved in 2013
State of Colorado Flood Mitigation Plan Update 2010	1	Update to Flood Mitigation Plan as stand-alone annex to Colorado Natural Hazard Mitigation Plan	FEMA approved in 2010
State of Colorado Drought Mitigation and Response Plan Update 2013	1	Drought Hazard plan update as stand-alone annex to Colorado Natural Hazard Mitigation Plan	FEMA approved 2013
State of Colorado Drought Mitigation and Response Plan Update 2010	1	Drought Hazard plan update as stand-alone annex to Colorado Natural Hazard Mitigation Plan; comprehensive drought vulnerability analysis; DMA compliant	FEMA approved 2010
Summit County, CO	9	Wildfire, avalanche, flood, FMA	FEMA approved in 2008
Summit County, CO Update 2014	17	Wildfire and DFIRM integration, special district and water district additions/ annexes	FEMA approved in 2014
Teller County, CO	3	Original plan; Wildfire, flood, FMA	FEMA approved
Ute Mountain Ute Tribe, CO	1	Developed Tribal mitigation plan with flood and drought focus	FEMA approved
University of Colorado at Boulder, CO	1	Flooding and impact on university housing Disaster Resistant University Planning	FEMA approved
Big Horn County, MT	3	Developed risk assessment as subconsultant	FEMA approved 2015
Custer County, MT	3	Developed risk assessment as subconsultant, includes integration of FEMA Risk MAP pilot study	FEMA approved
Carbon County, MT	6	Developed risk assessment as subconsultant	FEMA approved

Project	Participating Jurisdictions	Primary Hazards, Unique Services	Status
Liberty County, MT	2	Developed risk assessment as subconsultant	2013 update FEMA approved
Toole County, MT	4	Developed risk assessment as subconsultant	2013 update FEMA approved
Teton County, MT	4	Developed risk assessment as subconsultant	2013 update FEMA approved
State of South Dakota Enhanced Plan Update 2019	1	Update to Plan including meeting Enhanced Plan requirements	In Development
State of South Dakota HIRA Update 2016	1	Update to HIRA	Completed 2016
State of South Dakota Plan Update 2013	1	Floods, winter storms, wildfire, drought, tornadoes, wind Teamed with another firm to deliver HIRA Services for three Plan updates	FEMA approved
State of South Dakota Plan Update 2010	1	Update to HIRA. Included rural electric loss estimation	FEMA approved
State of South Dakota Plan Update 2007	1	Update to Hazard Mitigation Plan HIRA including Floods, winter storms, wildfire, drought, tornadoes, wind	FEMA approved
State of South Dakota Drought Mitigation Plan 2015	1	Included sector-based drought vulnerability assessment	Completed 2015
State of North Dakota	1	Update to Hazard Mitigation Plan including natural and manmade hazards	FEMA approved
Wyoming Region 6 – Washakie, Park, Hot Springs and Big Horn counties	22	Developed regional plan for 4 county area in rural northern Wyoming	FEMA approved
Wyoming Region 4 – Lincoln, Sweetwater, and Uinta counties	16	Developed regional plan for 3 county area in rural southwestern Wyoming	FEMA approved
Wyoming Region 5 – Fremont and Sublette counties and the Wind River Reservation	14	Developed regional plan for region consisting of two counties and one reservation in Wyoming	FEMA approved
Wyoming Region 1 – Campbell, Crook, Johnson, Sheridan, and Weston Counties	19	Developed regional plan for 5-county area in rural northeast Wyoming	Currently under FEMA review
Wyoming Region 2 – Converse, Natrona, and Niobrara Counties	16	Developed regional plan for 3-county area in east-central Wyoming	Currently under WOHS review
Big Horn County, WY	7	Developed risk assessment as subconsultant	FEMA approved

Project	Participating Jurisdictions	Primary Hazards, Unique Services	Status
Campbell County, WY	3	Developed risk assessment as subconsultant	FEMA approved
Carbon County, WY	7	Developed risk assessment as subconsultant	FEMA approved 2015
Converse County, WY	3	Developed risk assessment as subconsultant	FEMA approved
Crook County, WY	4	Developing risk assessment as subconsultant	FEMA approved
Laramie County, WY	5	2012 Plan update; Flood, wildfire and wind hazard issues; FMA and CRS	FEMA approved
Niobrara County, WY	3	Updated risk assessment as subconsultant	FEMA approved 2015
Niobrara County, WY	3	Developed risk assessment as subconsultant	2010 update FEMA approved
Park County, WY	4	Developed risk assessment as subconsultant	FEMA approved 2011
Teton County, WY	2	Developed risk assessment as subconsultant	FEMA approved
Washakie County, WY	3	Developed 2010 update with emphasis on flood mitigation, DFIRM integration	FEMA approved
FEMA Region III			
City of Poquoson, VA	1	Hurricanes and coastal storms Included post disaster recovery (Hurricane Isabel) and CRS services	FEMA approved
City of Poquoson, VA, Update	1	Developed 2009 update to plan HAZUS coastal flood level II Sea level rise analysis;	FEMA approved
Peninsula Planning Group, VA	5	Hurricanes, coastal storms, flooding	FEMA approved
Rappahannock Area Development Comm., VA	5	Natural and human-caused hazards FMA	FEMA approved
FEMA Region IV			
Collier County, FL	1	Flood Hazards and CRS Compliant	FEMA approved
Cutler Bay, FL	1	Flood Hazards and CRS Compliant	FEMA approved
Seminole County, FL	1	Natural Hazards	FEMA approved
Liberty County, GA	9	Natural and Human- Caused Hazards and CRS Compliant	FEMA approved
Long County, GA	2	Natural and Human-Caused Hazards and CRS Compliant	In process of approval
Savannah, GA	1	Flood hazards and CRS Compliant	FEMA approved
City of Bay St. Louis, MS	1	Plan update Natural Hazards with an emphasis on floods and hurricanes	FEMA approved
City of Long Beach, MS	1	Natural hazards with an emphasis on floods and hurricanes	FEMA approved
City of Moss Point, MS	1	Natural hazards with an emphasis on floods and hurricanes	FEMA approved

Proposal for Adams County Multi-Hazard Mitigation Plan

Project	Participating Jurisdictions	Primary Hazards, Unique Services	Status
City of Pascagoula, MS	1	Plan update Natural Hazards with an emphasis on floods and hurricanes Developed to meet CRS 2012 schedule for Activity 510	FEMA approved
City of Waveland, MS	1	Updated plan after Hurricane Katrina to reflect changes in priorities and project needs Included CRS services	FEMA approved
City of Waveland, MS	1	Development and integration of the City's new Climate Changes/Sea Level Rise Adaptation planning with their LHMP Update	FEMA approved 2013
Pearl River County, MS	3	Plan update Natural Hazards with an emphasis on floods and hurricanes	FEMA approved
State of Mississippi	1	Hurricane, flood, earthquake, tornado HAZUS flood runs for every county Local plan roll up Enhanced plan consulting Teamed with two other firms Plan update	FEMA approved
Cumberland Hoke Counties, NC	11	Natural and Human-Caused Hazards and CRS Compliant	FEMA approved
Wilson, NC	1	Flood Hazards and CRS Compliant	FEMA approved
City of Bristol, TN	1	Natural and human-caused hazards Floods, winter storms, drought, tornadoes, wind	FEMA approved
Forest Hills, TN	1	Natural Hazards	FEMA approved
Knox County, TN	3	Natural Hazards	In Progress
Nashville/Davidson County, TN	2	Coordinated with CRS, NPDES, and Stormwater Management Program	FEMA approved
Sullivan County, TN	3	Natural and human-caused hazards Floods, winter storms, drought, tornadoes, wind	FEMA approved
FEMA Region V			
Evansville and Vanderburgh Counties, IN	3	Large flood focus Included CRS services Also addressed sinkholes, tornadoes, and winter storms	FEMA approved
Dane County, WI DMA/FMA plan update	25	Combining separate DMA and FMA plans Expanded multi-jurisdictional participation Large public outreach component	FEMA approved
FEMA Region VI			

Project	Participating Jurisdictions	Primary Hazards, Unique Services	Status
State of Arkansas	1	Natural and human-caused hazards Tornado, flood, winter storm Plan update	FEMA approved
Bossier City, LA	1	Flood, severe storms, tornados	FEMA approved
Jones, OK	1	Natural Hazards	FEMA approved
State of New Mexico	1	2017-2018 update of state plan as part of consultant team	FEMA approved
Chavez County/Roswell, NM	10	Flood, drought, wildfire Included CRS services	FEMA approved
Los Alamos County, NM	1	Original HMP, Wildfire Provided update to Cerro Grande Wildfire Recovery and Redevelopment Plan (also developed by Wood staff)	FEMA approved in 2006
Los Alamos County, NM HMP Update	1	HMP update services	FEMA approved in 2015
Santa Fe County, NM	1	Initial plan development; wildfire, dam failure, and human caused hazards	FEMA approved
Taos County, NM	6	Initial plan development	FEMA approved
FEMA Region IX			
Amador County, CA	8	Wildfire, flood CRS services	FEMA approved
Butte County, CA Plan Update	8	Includes CRS services; emphasis on flood, dam, levee failure and wildfire hazards	FEMA approved
Calaveras County Water District, CA 2018 update	1	Drought, hazardous trees, wildfire	In OES Review
Calaveras County Water District, CA	1	Flood, wildfire, drought	FEMA approved Both Original Plan and Plan Update (2012)
Calaveras County, CA	2	Flood, wildfire, drought, winter storm	FEMA approved
Fresno County, CA 2018 update	18	Drought, hazardous trees	In FEMA review
Fresno County, CA	15	Flood, drought, earthquake, agricultural hazards, hazardous materials	FEMA approved
City of Fullerton, CA	1	Flood, drought, earthquake	FEMA approved
City of Tracy, CA	1	Initial plan development	In process
Kern County, CA 2015 update	57	Earthquake, wildfire, flood CRS services	FEMA approved
Kern County, CA	57	Initial plan development 2005; Earthquake, wildfire, flood CRS services	FEMA approved
Kings County, CA	20	Flood, earthquake, drought	FEMA approved

Project	Participating Jurisdictions	Primary Hazards, Unique Services	Status
Placer County, CA	53	Flood, wildfire Involved intensive coordination with fire districts and California Fire Alliance. Included CRS services	FEMA approved
Placer County, CA Plan Update	18	Flood, wildfire, earthquake Included CRS and benefit-cost services	FEMA approved
Sacramento County, CA	85	Flood, dam failure, earthquake, drought Included CRS services	FEMA approved
Sacramento County, CA 2011 Plan update	17	Includes CRS services, HAZUS level II	FEMA approved
Sutter County, CA Plan Update	10	Emphasis on flood and levee failure; being developed to meet 2013 CRS schedule	FEMA approved
Yuba City/Sutter County, CA	9	Flood, drought, agricultural hazards Included CRS and FMA services	FEMA approved
Washoe County, NV Plan Update	5	Flood, earthquake, wildfire Plan update	FEMA approved

wood.

Appendix C



W. Scott Field

Senior Planner-Mitigation

Professional Summary

Mr. Field has over 26 years' experience in emergency management, homeland security, and resilience planning. With Wood, Mr. Field has worked on several state, local and regional hazard mitigation plans in Colorado, Wyoming, California, Iowa, and South Dakota. From 2011 to 2016 he served as Executive Director of Emergency Management and Homeland Security for the City & County of Denver, Colorado. During that time, he led Denver's response to and recovery from two Presidentially-Declared Disasters, while also steering Denver to become the first city in Colorado accredited by the Emergency Management Accreditation Program. He previously served as Deputy Director and Training & Exercise Officer for that office. A member of Big City Emergency Managers (BCEM), he coordinated with other major cities and with FEMA on emergency management concerns of urban areas. And from 2014 to 2017, he served on FEMA's National Advisory Council (NAC), making recommendations to the FEMA Administrator on all aspects of the national emergency management program, and was Vice-Chair of the NAC's GIS Subcommittee. A West Point graduate, Mr. Field previously served as a US Army infantry officer, as an FBI Special Agent, and as an emergency management specialist with the State of New Mexico Office of Emergency Management. He is a Certified Emergency Manager (CEM) with the International Emergency Management Association (IAEM), and an adjunct instructor with the National Disaster Preparedness Training Center.

Qualifications

Education

- Bachelor of Science, Military Studies, West Point, 1988

Registrations / Certifications / Licenses

- Certified Emergency Manager/ International Association of Emergency Managers/NA/2/24/2020
- Secret Security Clearance/US Department of Homeland Security/NA/US/3/22/2021

Training

- National Emergency Management Executive Academy, FEMA
- Colorado Emergency Management Academy, CO DHSEM

Years of Experience

31 (2 with Wood)

Office of Employment

West US - Boulder

Languages

English - Advanced

Professional Associations

Colorado Emergency Management Association, Member

National Disaster Preparedness Training Center, Adjunct Instructor

Areas of Expertise

Planner -- 4, Advance

Continued...

Wood Experience

Project Manager

City of San Jose, Safety & Damage Assessment Plan, 2019 – Ongoing, Project Manager.

Leading development of a comprehensive safety and damage assessment plan, to include facilitating stakeholder workshops and a reviewing technological tools & innovative practices in damage assessment.

Project Manager

Flood Support Plan Update, Urban Drainage and Flood Control District, 2019 – Ongoing

Led update of the District's plan to support local governments during a flood, to include facilitating stakeholder meetings, reviewing local flood plans, and drafting the revised plan for Board approval.

Technical Assistance & Grant Writing

Various Clients, 2018 – Ongoing

Conducting review of local hazard mitigation plans on behalf of the State of New Mexico Department of Homeland Security and Emergency Management. Assisted state and local clients with development of grant project applications and benefit cost analysis.

Planner

State of Colorado Enhanced Hazard Mitigation Plan, 2017-2019

Supported development of the plan update, including writing hazard profiles for natural, technological, and manmade hazards. Wrote key sections on plan implementation and Enhanced Plan compliance. Researched and wrote guidance on mitigation funding for resilient infrastructure projects.

Planner

State of South Dakota Enhanced Mitigation Plan, South Dakota Office of Emergency Management, 2018-2019

Primary author of the state plan, writing hazard profiles for natural, technological, and manmade hazards, plan implementation, Enhanced Plan compliance, and developing tools for assessing the effectiveness of mitigation actions. Plan passed FEMA approval with no required revisions.

Planner

Hazard Mitigation Plans, Various Clients, 2018– Ongoing

Assisted in the update of local hazard mitigation plans for Hinsdale County, CO; San Luis Obispo County, CA; the City of Tracy, CA; City of Santa Fe, NM; and Converse, Story, Worth, Davis and Emmet Counties, IA, as well as regional hazard mitigation plans for two multi-county regions in Wyoming.

Planner

Colorado Flood Plan Update and Colorado Drought Mitigation and Response Plan Update 2018, Colorado Water Conservation Board

Assisted with the update to Colorado's Flood Plan and Drought Plan by writing, reviewing, and/or editing several plan sections. Ensured compliance with DMA 2000, as well as alignment with the updated State Hazard Mitigation Plan and Drought Plan.

Steering Committee Chair

Wide-Area Recovery and Resiliency Program (WARRP), 2011 – 2012

Developed a regional framework for how the Denver metropolitan area would recover from a catastrophic incident, such as a major natural disaster or terrorist attack. Facilitated a collaborate effort between the Denver UASI, the State of Colorado, and the US Department of Homeland Security. Focused on critical functions such as debris removal, unmet needs, and long-term economic redevelopment.

Jeff Brislawn CFM

Hazard Mitigation Lead / Senior Associate

Professional Summary

Mr. Brislawn is the Hazard Mitigation Lead / Sr. Associate in Wood's Hazard Mitigation and Emergency Management Program and has over twenty-five years of experience in Emergency Management, GIS and mitigation planning work for state and federal governments, as well as technical assistance to local governments. Mr. Brislawn has been the project manager on more than 35 Disaster Mitigation Act (DMA) compliant local and state hazard mitigation plans, as well as provided GIS-based risk analysis in support of many others. Mr. Brislawn is also experienced in leading drought, dam failure evacuation, climate adaptation, and energy assurance planning efforts. Mr. Brislawn is experienced with Federal Emergency Management Agency (FEMA) mitigation grant programs and has assisted local and state governments with the development of technically feasible, cost effective and environmentally sound mitigation project applications. Mr. Brislawn is an experienced user of FEMA's benefit cost analysis software modules and Hazus, FEMA's multi-hazard loss estimation software. Mr. Brislawn has provided GIS and natural hazards mitigation technical assistance to the FEMA Mitigation Division during times of disaster, travelled to disaster areas, written reports, trained staff, and been involved in community outreach. Mr. Brislawn's academic experience in engineering/environmental geology provides a strong earth sciences background to his work in natural hazards risk assessments and GIS. Mr. Brislawn is a Certified Floodplain Manager and a Wood Certified Project Manager

Qualifications

Education

- Master of Science, Geology, Colorado State University, 1992
- Bachelor of Science, Geology, Ohio University, 1987

Wood Experience

Project Manager

Colorado Hazard Mitigation Plan Update 2018, Division of Homeland Security and Emergency Management, CO, 10/2017 – 3/2019

Provided project management and technical guidance on a consultant team during the 2018 update of Colorado's Hazard

Years of Experience

25

Office of Employment

West US - Boulder

Languages

English - Advanced

Registrations and Licenses

Certified Floodplain Manager,
US-06-02156

Professional Affiliations

Earthquake Engineering
Research Institute
Association of State
Floodplain Managers
Natural Hazards Mitigation
Association
Colorado Association of
Stormwater and Floodplain
Managers
Colorado Emergency
Management Association
Rocky Mountain Hazus User
Group – Co chair
Geological Society of America

Continued...

Mitigation Plan. Provided technical guidance on the FEMA enhanced state mitigation plan requirements and researched and wrote related plan sections. Lead the development of risk assessment updates a variety of hazards including avalanche, geological (landslide, earthquake, expansive soils, subsidence, radon), drought, flood, and infrastructure failure. Included Hazus Level 1 flood analyses for counties that did not have Digital Flood Insurance Rate Maps.

Project Manager

Hazard Mitigation Plan Update, City of Westminster, CO 8/2017 – 8/2018

Responsible for the 2017-2018 update of a multi-hazard Disaster Mitigation Act (DMA) and CRS compliant hazard mitigation plan for the City. Incorporated City-developed Hazard Identification and Risk Assessment with an emphasis on drought and dam failure hazards. Facilitated project meetings.

Project Manager

Hazard Mitigation Plan Updates, City of Boulder, CO, 1/2012 – 1/2013 and 9/2017-6/2018

Responsible for the 2012 and 2018 updates of a multi-hazard Disaster Mitigation Act (DMA) and CRS plan for the City, with an emphasis on flood, wildfire and drought hazards. Facilitated project meetings and a public workshop following a process to maximize credits under updated CRS planning guidance. Included the development of a Program for Public Information consistent with the current CRS guidance. Directed use of GIS to enhance the flood hazard vulnerability assessment to detail potential loss by stream group.

Project Manager

Hazard Mitigation Plan Update, Archuleta County, CO, 5/2017 – 8/2018

Responsible for the five-year update of a multi-jurisdictional Disaster Mitigation Act (DMA) plan, with an emphasis on wildfire, winter storm and flood hazards. Integrated existing countywide Community Wildfire Protection Plan and flood hazard analysis using DFIRM. Utilized a public survey for input during the planning process.

Project Manager

Hazard Mitigation Plan Update, City and County of Denver, CO, 1/ – 9/2016

Responsible for the 2016 update of a Disaster Mitigation Act (DMA) and compliant mitigation plan update for Denver. The project built upon on the City's initial planning and hazards analysis efforts. Including facilitating meetings with a city mitigation planning committee and linking mitigation actions in related planning documents such as stormwater master plans. Also aligned with CRS floodplain management planning requirements.

Project Manager

Hazard Mitigation Plan Update, Jefferson County, CO, 7/2015 – 6/2016

Responsible for the 2015 update of a multi-jurisdictional Disaster Mitigation Act (DMA) and Community Rating System (CRS) compliant mitigation plan update for Colorado's most populated County with a significant wildland urban interface and flood risk. Facilitated meetings, directed update to hazard risk assessment and coordinated with project team and County.

Project Manager

Hazard Mitigation Plan Update, Huerfano County, CO, 2/2017 – 4/2018

Responsible for the five-year update of a multi-jurisdictional Disaster Mitigation Act (DMA) plan in a rural Colorado county, with an emphasis on wildfire, flood, and hazardous materials hazards. Integrated existing wildfire studies and performed a detailed flood hazard analysis using DFIRM and address points. Utilized a public survey for input during the planning process.

Continued...

Project Manager

Hazard Mitigation Plan Development, Douglas County, CO, 6/2014 – 8/2015

Responsible for the development of a multi-jurisdictional Disaster Mitigation Act (DMA) and Community Rating System (CRS) compliant mitigation plan update. Included transitioning from a regional plan to a stand-alone plan for a high growth county in Colorado's Front Range. Advised on the formation of a steering committee to maximize CRS credits. The project included an enhanced GIS-based risk analysis for flood hazards and the integration of information from community wildfire protection plans.

Project Manager

Region 1 Hazard Mitigation Plan: Campbell, Crook, Johnson, Sheridan and Weston counties, WY 1/-9/2018

Responsible for the development of a multi-jurisdictional Disaster Mitigation Act (DMA) for a 5 county region in northeastern Wyoming. The project included a risk analysis for the region and counties and an online survey to gather public input. Developed county annexes to capture unique vulnerabilities and mitigation strategies.

Project Manager

Hazard Mitigation Plan Update, Laramie County, WY, 2/2012 – 7/2013

Responsible for the update of a multi-jurisdictional Disaster Mitigation Act (DMA) plan for Wyoming's most populous County, including merging of the City of Cheyenne's HMP. Planning emphasis on flood, wildfire, and severe weather hazards. Utilized effective DFIRM within GIS to enhance the flood hazard vulnerability assessment.

Project Manager

Regional Hazard Mitigation Plan Update, Northeast Colorado, 1/2009 – 8/2010

Responsible for the development of a multi-jurisdictional Disaster Mitigation Act (DMA) for a 10-county region in northeast Colorado. The project included a HAZUS level I risk analysis for flood hazards for each county; historical impacts of drought, tornados and severe weather hazards were also analyzed. The process followed also enabled planning credits toward the development of county-level community wildfire protection plans.

Project Manager

Hazard Mitigation Plan Development, Boulder County, CO, 1/2008 – 1/2009

Responsible for the development of a multi-jurisdictional Disaster Mitigation Act (DMA) and Community Rating System (CRS) compliant mitigation plan. Facilitated planning team meetings and document development. Parcel-based GIS risk analysis conducted for wildfire and flood hazards.

Project Manager

CRS Technical Assistance, City of Westminster, CO, 8/2015 – 8/2016, 32790029

The project involved working with the city on the development of new documentation to support the 2013 CRS Coordinator Manual requirements, showcasing the City's floodplain management efforts to maintain and potentially enhance their CRS rating.

Project Manager

Cherry Creek Dam Failure Evacuation Plan, Denver CO. 1/-11/2017

Lead the development of a comprehensive regional evacuation plan for a high consequence dam in the Denver Metropolitan Area. Coordinated a steering committee of emergency managers from Adams, Denver and Arapahoe counties and the City of Aurora, as well as a multi-agency Evacuation Planning Team/stakeholder group that included the Corps of Engineers and local response personnel.

Kyle Karsjen

Senior Emergency Management Specialist

Professional Summary

Mr. Karsjen is the Senior Emergency Management Specialist for Wood's Hazard Mitigation and Emergency Management Program. Kyle has over 16 years' experience in emergency management in both government and the private sector, including threat/hazard identification and risk assessment, capabilities assessment, hazard mitigation, emergency response planning, infrastructure and asset protection, strategic planning and program assessment. Mr. Karsjen has served as project manager on a variety of projects across the Midwest and Western regions of the United States, as well as providing support for hazard mitigation and emergency management projects across the country.

Throughout his career, Kyle has been responsible for the development of an assortment of plans and planning products, most of which have involved facilitating diverse groups of stakeholders toward the development and implementation of specific planning and project goals. Additionally, Kyle has offered guidance and technical assistance on hazard mitigation and emergency response plan development to counties and communities.

In addition to his planning and program experience, Kyle has held a variety of response and recovery roles in Iowa's State Emergency Operations Center for a number of federally declared disasters, including floods, blizzards, and the state's activities during the national Hurricane Katrina response. Kyle has local emergency response experience as a firefighter and emergency medical technician.

Qualifications

Education

- Bachelor of Science, Community and Regional Planning, Iowa State University, 2004
- Technical / Trade Apprenticeship, Emergency Medical Technician, Des Moines Area Community College, 2008

Wood Experience

Planner

City and County of Denver, CO Hazard Mitigation Plan Update, 2016

Years of Experience

16

Office of Employment

West US - Boulder

Languages

English - Advanced

Core Skills

Hazard Mitigation Planning
Emergency Response Planning
Strategic Planning
Public/Private Sector Collaboration
Infrastructure Protection Planning
Asset Protection Planning
Grant Writing and Management
Project Management
Program Management
Planning Facilitation

Continued...

Working with the City/County to facilitate successful planning process and plan development, culminating in a compliant mitigation plan. Developing the hazard analysis for the City/County, including assessments and historical analysis of risk from drought, extreme temperatures and wildfires, along with assessment of man-made hazards including active shooter, energy disruption, and civil disturbance.

Planner

City of Boulder, CO Hazard Mitigation Plan Update, 2017

Supported the development of the plan's hazard analysis and risk assessment.

Planner

Jefferson County, CO Hazard Mitigation Plan Update, 2015

Working with the county to facilitate successful planning process and plan development, culminating in a Disaster Mitigation Act (DMA) and Community Rating System (CRS) compliant mitigation plan update.

Responsible for developing the hazard analysis for the county, including assessments and historical analysis of risk from drought, erosion and deposition, extreme temperatures and wildfires.

Planner

Town of Lyons, CO Hazard Analysis and Risk Assessment, 2017

Supported the development of the plan's hazard analysis and risk assessment.

Planner

Huerfano County, CO Hazard Mitigation Plan 2017

Provided support in developing the Hazard Analysis and Risk Assessment. Facilitated community discussion of hazards and risks, and development of goal statements for the plan.

Planner

City and County of Denver, CO Cherry Creek Dam Failure Evacuation Plan, 2017

Provided planning support and services for the development of a comprehensive regional evacuation plan for a high consequence dam in the Denver Metropolitan Area. Coordinated with emergency managers and stakeholders from 3 counties and the City of Aurora, as well as a multi-agency Evacuation Planning Team/stakeholder group that included the Corps of Engineers and local response personnel. Developed functional annexes for transportation, communications and warning, access and functional needs, animal protection, and reunification/re-entry, including facilitating workgroup meetings.

Project Manager

State of Wyoming, Region 2 Hazard Mitigation Plan 2018

Working with three counties (Converse County, Natrona County, Niobrara County) in eastern Wyoming to develop a regional FEMA-approved hazard mitigation plan. Leading planning meetings, coordinating jurisdictional and regional planning activities, facilitating the development of regional and jurisdiction-specific mitigation plans, and finalizing the plan for FEMA review.

Project Manager

State of Wyoming, Region 4 Hazard Mitigation Plan 2016

Worked with the three counties in Region 4 (Lincoln County, Sweetwater County, Uinta County) to develop a regional FEMA-approved hazard mitigation plan. Lead planning meetings, coordinated planning activities, conducted risk assessment, facilitated the development of county-specific mitigation projects and developed the final plan. Hazards assessed included dam failure, other man-made incidents and natural hazards.

Continued...

Planner

State of Wyoming, Region 5 Hazard Mitigation Plan, 2017

Supported the development of a multi-jurisdictional Disaster Mitigation Act (DMA) for a county region with two counties (Fremont County, Sublette County) and one tribe (Wind River Reservation) in west central Wyoming including twenty incorporated jurisdictions. Developed input for risk assessment related to wind, winter storm, extreme cold and other hazards.

Planner

State of Wyoming, Region 6 Hazard Mitigation Plan, 2016

Supported the development of a multi-jurisdictional Disaster Mitigation Act (DMA) for a 4 county region (Big Horn County, Hot Springs County, Park County, Washakie County) in northwestern Wyoming including nine municipalities. Developed input for risk assessment related to wind, winter storm, extreme cold and other hazards.

Project Manager

Converse County, WY Hazard Mitigation Plan Update 2017

Working with the county to facilitate successful planning process and plan development, culminating in a compliant mitigation plan; work includes project management, planning facilitation, hazard analysis and risk assessment, and plan development.

Planner

San Luis Obispo County, CA Hazard Mitigation Plan 2019

Assisted in the development of the hazard analysis and risk assessment, specifically assessing risks associated with agriculture and public health in the County, as well as providing support for the assessment of hazardous materials risks.

Project Manager

State of Iowa, 11 County Hazard Mitigation Plan Updates, 2017

Coordinating the development of 11 multi-jurisdictional hazard mitigation plans in Iowa, including Dallas, Davis, Dubuque, Emmet, Howard, Jackson, Kossuth, Story, Union, Wright, and Worth counties. Coordinated plan development, facilitated county planning processes, and developed hazard analyses and risk assessments on a variety of hazards.

Planner

Missouri Hazard Analysis and Risk Assessment, Missouri State Emergency Management Agency, MO 2017

Responsible for developing specific chapters for hazards identified by the Planning Committee, including wildfire, civil disorder, terrorism, transportation incidents and special events. Each chapter included hazard analysis, historical analysis, impact identification and analysis of future vulnerability, and an EMAP-compliant consequence analysis.

Planner

State of South Dakota, Hazard Analysis and Risk Assessment, South Dakota Office of Emergency Management, SD, 2016

Responsible for developing specific chapters for natural and man-made hazards identified by the Planning Committee. Each chapter included hazard analysis, historical analysis, impact identification and analysis of future vulnerability.

Amy Carr

Technical Professional - Mitigation Planning

Professional Summary

Ms. Carr is a professional planner with extensive experience focusing on land use and hazard mitigation. As a Hazard Mitigation Planner at Wood, she has helped communities at the state, regional, local and tribal levels to write and update their hazard mitigation plans, emergency plans, and hazard specific plans to address drought and flood. She has provided support during the planning process, including the development of the hazard identification and risk assessment, the completion of the capability assessment, assisting in the facilitation of stakeholder meetings and the development of new mitigation actions. Prior to joining Wood, Ms. Carr worked as a County Planner for Arapahoe County, Colorado. An experience that has provided an understanding to her work on the relationship between local land use regulations and natural and man-made hazards as well as the importance of writing a unique plan for each community.

Qualifications

Education

- Master of Urban and Regional Planning, University of Colorado, 2017
- Bachelor of Art, Urban Studies, College of Charleston, 2014

Training

- ICS-100 Introduction to Incident Command/12/31/2050
- IS-700 National Incident Management System (NIMS)/12/31/2050
- ICS-200 ICS for Single Resources and Initial Action Incident/12/31/2050
- IS-800 National Response Framework/12/31/2050
- ICS-300 Intermediate ICS for Expanding Incidents/12/31/2050

Wood Experience

Planner

32790129, San Luis Obispo County Multi-Jurisdictional Hazard Mitigation Plan Update, County of San Luis Obispo Planning and Building Department, San Luis Obispo, CA, 01/2019 – Present

Years of Experience

5 (1 with Wood)

Office of Employment

West US - Boulder

Languages

English - Advanced

Professional Associations

Member, American Planning Association

Areas of Expertise

47 - Planner: Urban / Regional -
2 Intermediate

Continued...

Researching specific hazards: severe weather, (extreme heat, freeze, hail, wind, dense fog, tornado, and thunderstorm activity), flooding, (riverine, stormwater drainage, and levee failure), drought, and incorporating climate change vulnerabilities. Writing jurisdictional annexes for participating communities and special districts. Responsible for the collection of all previous mitigation actions from the County and participating jurisdictions to help these communities create new mitigation actions for this planning process.

Planner

32790134, Hinsdale County Hazard Mitigation Plan Update, Hinsdale County Office of Administration, Lake City, CO, 03/2019-Present

Responsible for researching and analyzing specific hazards for the HIRA including: drought, flood, severe thunderstorm activity and severe winter storm. Creating and publishing an online and hard copy public survey.

Planner

32790127, Flood Disaster and Mitigation Plan Update, Urban Drainage and Flood Control District, Denver, CO, 01/2019 – Present

Responsible for the local rollup of plans (local hazard mitigation plans, recovery plans, and response plans) within the Districts jurisdiction, to align the Plan Update with the local plans. Assisted in the facilitation of the stakeholder meetings.

Planner

32790083, Fluvial Hazard Zone Model Land Use Regulations, Colorado Water Conservation Board, Denver, CO, 10/2018 – Present

Developing a model land use code to address fluvial hazards at the local level. Assisted in the facilitation of stakeholder oversight committee meetings.

Planner

32790100, State of South Dakota Hazard Mitigation Plan Update, South Dakota Department of Public Safety, Pierre, SD, 01/2018 – 02/2019

Responsible for the collection of information from local hazard mitigation plans that was used to inform the state plan update. Updated and edited the base document including the integration of new information that was collected from local hazard mitigation plans. Wrote the Local Capability Assessment and Integration section of the State Capability Assessment chapter.

Planner

32790095, Planner: City of Westminster Hazard Mitigation Plan Update, City of Westminster Emergency Management, Westminster, CO, 04/2018 – 07/2018

Responsible for updating and editing the base plan. Completed the capabilities assessment based on the City's available resources. Participated in the facilitation of HMPC meetings.

Planner

32790098, Colorado Drought Mitigation and Response Plan Update, Colorado Water Conservation Board, Denver, CO, 04/2018 – 07/2018

Responsible collecting and integrating data from local hazard mitigation plans into the Drought Plan Update. Assisted in the facilitation of meetings. Updated and integrated data from the State Hazard Mitigation and Flood Plans.

Marta Blanco Castano

Technical Professional - GIS Analyst/Planner

Professional Summary

Marta is a GIS Analyst and Planner for Wood, primarily involved with Water Resources and Hazard Mitigation projects. Her background and experience are primarily with Geographic Information Systems and Technology, which allow for the collection, analysis, manipulation, storage, and representation of a variety of complex spatial and non-spatial datasets. She provides planning and technical assistance for research and development of local, state, regional, and tribal plans in Colorado, Wyoming, Iowa, and California. Marta is well-versed with risk assessment processes for hazard mitigation plans, according to FEMA's Disaster Mitigation Act of 2000. Prior to joining Wood, she worked as a GIS Technician at a small consulting firm in Denver, manipulating and analyzing geospatial information and datasets related to groundwater rights studies and environmental compliance projects. She concurrently worked as a teaching and research assistant for the University of Denver, imparting courses on GIS and urban studies. Marta is passionate about applying spatial analysis, data management, visualization methods, and planning and regulation processes to aid with decision making within different industries and economic sectors.

Qualifications

Education

- Master of Science, Geographic Information Science, University of Denver, 2017
- BA, Geography and Environmental Studies, University of Colorado, 2015

Training

- FEMA's Homeland Security GeoCONOPS for Planners and Decision Makers course
- FEMA's Geospatial Information Infrastructure course
- FEMA's Geospatial Information System Specialist course
- FEMA's Application of GIS for Emergency Management course
- Full-Scale Emergency Management and Response Exercise for Larimer County, Colorado

Wood Experience

GIS Analyst and Planner

San Luis Obispo County Hazard Mitigation Plan Update, San Luis Obispo, CA, December 2018-Present

Years of Experience

2 with Wood

Office of Employment

West US - Denver

Languages

English - Advanced
Spanish - Advanced

Professional Associations

Member, American Association of Geographers (AAG)
Member, Gamma Theta Upsilon Geographical Honor Society
Association of Women Geoscientists (AWG)

Areas of Expertise

29 - GIS Specialist - 4 Expert
47 - Planner: Hazard Mitigation - 3 Advanced

Continued...

Providing GIS support for hazard risk assessments, general data analysis, and map-making to determine and explain vulnerability and exposure to various hazards including adverse weather, earthquakes, landslides, HazMat, and others commonly analyzed in mitigation plans (e.g. wildfire, flood, land subsidence). Risk and capability assessments lead to the development of mitigation strategies, plan development, and safety and policy guidance provision to empower the county to mitigate natural and man-made hazards. Since this county is coastal, sea level rise and related coastal hazards (including climate change) are also taken into account the various analyses. This project had a special public outreach component where surveys were translated into Spanish (to be able to reach a wider audience of county residents), and I provided translation services as well.

GIS Analyst and Planner

Hinsdale County Hazard Mitigation Plan Update, Hinsdale County, CO, February 2019-Present

Conducting GIS analyses, cartographic work, data generation, and coordination to create risk assessment summaries and data products that can explain vulnerability and exposure to various hazards including wildfire, flood, avalanche, drought, earthquakes, and others commonly analyzed in mitigation plans. Risk and capability assessments lead to the development of mitigation strategies, plan development, and safety and policy guidance provision to empower communities to mitigate natural and man-made hazards and create more resilient infrastructure and populations.

Planner and GIS Analyst

Colorado Enhanced State Multi-Hazard Mitigation Plan Update, CO, November 2017-2018

Processed Level 1 Hazus Flood scenarios for counties across the state. FEMA's Hazus loss estimation take into account different complex variables including Digital Elevation Models (DEMs), hydrological features, population and other census-derived data, and local utilities and infrastructure. Results are then further synthesized to arrive at how the financial, social, and infrastructure losses may affect people and jurisdictions. Assisted with QA-QC for GIS and planning tasks. Wrote the drought hazard chapter. Made maps and figures for various hazards to display vulnerabilities as well as status of current local plans and municipal and tribal mitigation efforts. Performed analysis on state assets/facilities and potential losses across the state for landslide hazards.

Planner and GIS Analyst

Tribal Hazard Mitigation Plan Update, Ute Mountain Ute Tribe, CO/UT/NM, March 2018-2019

Researched, processed, analyzed, and made figures and relevant data products with GIS to present risk assessment information in the tribal plan update (for the various chapters and meeting presentations). Analysis included use of FEMA's Hazus 4.0 software to derive loss estimates for flooding and earthquake hazards on all state areas part of the tribal lands (crossing Colorado, Utah, and New Mexico). Extracted key insight points about climate change exposure, vulnerabilities, and conclusions from the tribe's local climate change studies to describe local knowledge and community capabilities. Devised creative solutions to supplement the lack of spatial datasets needed for risk assessment analyses, including the introduction of open source building footprint data and homeland security critical facilities.

Additional Qualifications

Publications

- Li J., Finn M., Blanco Castano M. 2017. A Lightweight CUDA-Based Parallel Map Reprojection Method for Raster Datasets of Continental to Global Extent. ISPRS International Journal of Geo-Information. 6(4):92. doi:10.3390/ijgi6040092
- Blanco Castano M. 2017. GIS Provides Context for Home Buyers. ArcUser: The Magazine for Esri Software Users. Fall 2017 Issue: 40-43.

Abby Moore, CFM

Hazard Mitigation & Resiliency Planner

Professional Summary

Ms. Moore has three years of professional experience in hazard mitigation planning, floodplain management planning, and climate change adaptation and resilience. Ms. Moore earned her Master's in City and Regional Planning with a specialization in Land Use & Environmental planning and a focus on natural hazards resilience and disaster recovery. She has working knowledge of the requirements of the Disaster Mitigation Act (DMA), the National Flood Insurance Program (NFIP), and the NFIP's Community Rating System (CRS). Ms. Moore is skilled in research, data collection and analysis, GIS, risk and vulnerability assessment, mitigation strategy development, community engagement, and facilitation. She has provided technical assistance in the development of hazard mitigation plans, floodplain management plans, and CRS support services to over 30 communities.

Qualifications

Education

- MCRP, City & Regional Planning, University of North Carolina Chapel Hill, 2017
- BA, Urban Studies, University of Pittsburgh, 2012

Wood Experience

Planner

Project Manager

Chatham County Hazard Mitigation Plan, Chatham County, GA

Ms. Moore is serving as project manager in coordinating the DMA- and CRS-compliant update of the hazard mitigation plan for the county and all incorporated jurisdictions to address natural and technological hazards of concern to the county.

Planner

County and Regional Multi-Jurisdictional Hazard Mitigation Plan Updates, NC

Ms. Moore is supporting the update of hazard mitigation plans for nine counties and multi-county regions covering over 170 local jurisdictions. She is coordinating with project and county managers on the plan development process; developing hazard profiles for natural and technological hazards; assessing risk, vulnerability, potential impact, and future conditions; supporting the planning

Years of Experience

5 (3 with Wood)

Office of Employment

East US - Durham

Languages

English - Advanced

Professional Associations

American Planning Association (APA)

North Carolina Chapter of the American Planning Association (NCAPA)

APA Hazard Mitigation and Disaster Recovery Planning Division

Certifications:

Certified Floodplain Manager, NCAFPD

Areas of Expertise

47 - Planner: Urban / Regional - 2 Intermediate

Continued...

process through meeting planning and document preparation; and leading the data collection, planning process documentation, and plan document preparation effort.

Planner

County Multi-Jurisdictional Hazard Mitigation Plan Updates, IA

Ms. Moore supported the development of multi-jurisdictional hazard mitigation plan updates for nine Iowa counties each with a range of up to 25 participating jurisdictions. Her role included developing hazard profiles for natural and technological hazards, including assessing risk, vulnerability, potential impact, and future conditions. She has also assisted in data collection and analysis, creating meeting materials, documenting the planning process, drafting the plan documents, preparing Local Mitigation Plan Review Tools, and working directly with jurisdictional representatives and client project managers to coordinate the update, development, and prioritization of new and continuing mitigation strategies.

Planner

Colorado Enhanced State Hazard Mitigation Plan Update, State of Colorado

Ms. Moore supported the development of this plan through the preparation of hazard profiles of geologic hazards, addressing hazard risk, impact analyses, vulnerability, and effects of future development and climate change. Compiled database of local hazard risk ratings and capabilities for mitigation for comprehensive state-wide analysis of mitigation potential.

Planner

Fresno County Multi-Jurisdictional Hazard Mitigation Plan Update, Fresno County, CA

Ms. Moore supported the plan update by leading the development of 10 updated and 6 new jurisdictional annexes with locally specific hazard data, risk assessments, capability assessments, and mitigation action plans. She also developed the overall countywide mitigation action plan and the community profile update.

Planner

Floodplain Management Plan, Repetitive Loss Area Analysis, and Program for Public Information, Orange County, FL

Ms. Moore supported the planning process, risk assessment, and mitigation strategy components of the development of a Floodplain Management Plan, including creation of public outreach and engagement materials and research and preparation of hazard profiles, vulnerability assessment, capability assessment, and mitigation actions. She also assisted in the planning and development of a CRS-compliant Program for Public Information and Repetitive Loss Area Analysis.

Planner

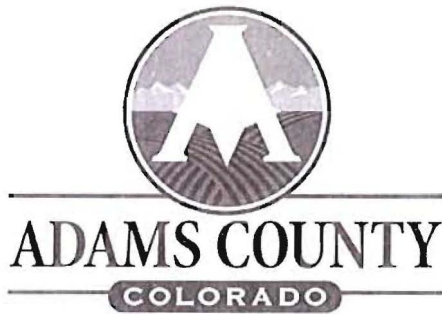
Floodplain Management Plan and Repetitive Loss Area Analysis, Chatham County, GA

Ms. Moore supported the planning process, risk assessment, and mitigation strategy components of this Floodplain Management Plan, including development of public outreach and engagement materials, goal-setting assistance, research and preparation of the risk and vulnerability assessment, and mitigation action prioritization. She also assisted in the mapping and analysis of repetitive loss areas, identification of appropriate mitigation measures, and drafting of the RLAA document.

Planner

Floodplain Management Plan and Repetitive Loss Area Analysis, Town of Morehead City, NC

Ms. Moore supported the planning process, risk assessment, and mitigation strategy components of this project as a hazard mitigation planner. This involved the preparation of hazard profiles and vulnerability assessments, with specific analysis of the connection between hazard mitigation and land use planning,



Adams County Finance Department
Purchasing Division
4430 South Adams County Parkway
Brighton, Colorado 80601

REQUEST FOR PROPOSAL COVER SHEET

RFP Issue Date: May 29, 2019

RFP Number: RFP-SS-2019.502

RFP Title: **MULTI-HAZARD MITIGATION PLAN
DEVELOPMENT SERVICES**

Pre-Proposal Meeting: **June 11, 2019 10:00 AM MT**
*All Participants will meet in the lobby 10 minutes
prior to the meeting.*
4430 South Adams County, Brighton, CO 80601

RFP Questions Due: June 13, 2019 4:00 PM MT

Proposal will be received until: June 17, 2019 2:00 PM MT, Our Clock
4430 South Adams County Parkway,
Front Lobby
Brighton, CO 80601

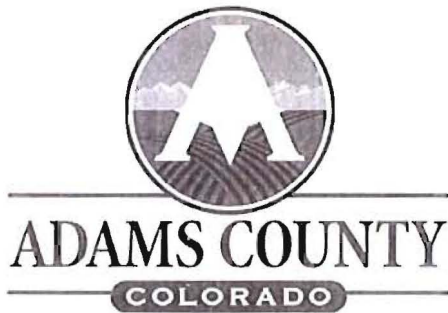
Goods or services to be delivered to or performed at: Various Adams County Locations

For additional information please contact: Shannon E. Sprague, CPPB
Contract Specialist III
720-523-6052

Email Address: ssprague@adcogov.org

Documents included in this package:

- Proposal Instructions
- General Terms and Conditions
- Attachment A. Scope of Work (SOW)/
- Specifications
- Pricing Form
- Submission Check List
- Statement of No Bid
- Contractor's Certificate of Compliance
- Contractor's Statement
- Reference Form
- Term of Acceptance Form
- Attachment B. – Sample Agreement



Adams County Finance Department
Purchasing Division
4430 South Adams County Parkway
Brighton, Colorado 80601

REQUEST FOR PROPOSAL PROPOSAL INSTRUCTIONS

1. Adams County is soliciting proposals for planning services necessary to complete and submit the Multi-Hazard Mitigation Plan update to the Colorado Division of Homeland Security & Emergency Management, FEMA, and any other required agencies, to continue to be eligible for Hazard Mitigation Grants under Section 404 of the Federal Stafford Act. .
2. **SUBMISSION OF PROPOSALS:** The proposal must be received before the due date and time as specified in this solicitation. The Contractor is responsible for addressing the envelope as indicated below. If the submittal arrives late, it may be returned unopened. Address the envelope as follows:

Mailing Address:

Adams County Government Center
Purchasing Division
4430 South Adams County Parkway
Brighton, CO 80601

Hand Deliveries accepted:

Adams County Government Center
First Floor Central Lobby Receptionist
4430 South Adams County Parkway
Brighton, CO 80601

ATTN: Shannon E. Sprague, CPPB
Contract Specialist III

RFP-SS-2019.502 / Multi-Hazard Mitigation Plan Development Services

3. The Adams County Board of County Commissioners by and through its Purchasing Division of the Finance Department is accepting proposals for **MULTI-HAZARD MITIGATION PLAN DEVELOPMENT SERVICES**.
4. All documents related to this RFP will be posted on the Rocky Mountain Bid System (BidNet) at: <https://www.bidnetdirect.com/colorado/adams-county>
 - 4.1. Interested parties must register with this service to receive these documents.
5. **TERM OF AGREEMENT:** This is a one year agreement with all deliverables to be finalized on or before December 31, 2019.
6. **CONTRACTUAL OBLIGATIONS**
 - 6.1. The successful Contractor will be required to sign an Agreement substantially similar to the Agreement form in Appendix A. The County reserves the right to add or delete provisions to the form prior to Agreement execution.

- 6.2. Issuance of this solicitation does not commit the County to award any Agreement or to procure or Agreement for any equipment, materials or services.
- 6.3. If a formal Agreement is required, the Contractor agrees and understands that a Notice of Award does not constitute an Agreement or create a property interest of any nature until an Agreement is signed by the Awardee and the Board of County Commissioners and/or their authorized designee.
- 6.4. Contractor is responsible for reviewing the form Agreement and understanding the terms and conditions contained therein, including, but not limited to, insurance requirements, indemnification, illegal aliens, equal opportunity, non-appropriation, and termination.
- 6.5. Contractor's Response must state its willingness to enter into the form Agreement or Contractor shall identify and include any proposed revisions they have for the form Agreement. Any proposed revisions made by the Contractor after the County Notice of Intent to Award the Solicitation may be grounds for rescinding said Notice. The identification of willingness to enter into the standard Agreement is for general purposes at this time, but is part of the evaluation process and must be included. There may be negotiations on a project-by-project basis that provide further clarification.
- 6.6. Incorrect Pricing/Invoicing. As part of any award resulting from this process, Contractor(s) will discount all transactions as agreed. In the event the County discovers, through its Agreement monitoring process or formal audit process, that material or services were priced/invoiced incorrectly, Contractor(s) agree to promptly refund all overpayments and to pay all reasonable audit expenses incurred as a result of the non-compliance.
- 6.7. The County may, during the term of the Agreement and any extensions, request additional work at other locations throughout Adams County by the successful Contractor.

7. PRE-PROPOSAL MEETING AND WALK-THROUGH – MANDATORY

- 7.1. A MANDATORY pre-proposal meeting will be held on June 11, 2019 at the Adams County Government Center Building, Brighton, CO, 80601, to discuss the Scope of Work. All participants shall meet in the Lobby 10 minutes prior to the meeting time of 10:00 AM MST.

8. METHOD OF AWARD - It is the intent of the County to award an Agreement to the Contractor who provides the best value for Adams County.

- 8.1. Pricing MUST be submitted in a separate sealed envelope.
- 8.2. If it is in the best interest of the County, the Evaluation Committee may invite a limited number of Contractors to provide an oral presentation.
- 8.3. The County reserves the right to conduct negotiations with Contractors and to accept revisions of Responses. During this negotiation period, the County will not disclose any information derived from Responses submitted, or from discussions

with other Contractors. Once an award is made, the Solicitation file and the Responses contained therein are in the public record.

- 8.4. Questions which arise during the Response preparation period regarding issues around this Solicitation, purchasing and/or award should be directed, via e-mail, to:

Name: Shannon E. Sprague, CPPB, Contract Specialist III

Email: ssprague@adcogov.org

The Contractor submitting the question(s) shall be responsible for ensuring the question(s) is received by the County by the date listed above in the schedule of activities for submitting the question(s) regardless of the method of delivery.

9. Any official interpretation of this RFP must be made by an agent of the County's Purchasing Division who is authorized to act on behalf of the County. The County shall not be responsible for interpretations offered by employees of the County who are not agents of the County's Purchasing Division.
10. COOPERATIVE PURCHASING: Adams County encourages cooperative purchasing in an effort to assist other agencies to reduce their cost of bidding and to make better use of taxpayer dollars through volume purchasing. Contractor(s) may, at their discretion, agree to extend the prices and/or terms of the resulting award to other state or local government agencies, school districts, or political subdivisions in the event they would have a need for the same product/service. Usage by any entity shall not have a negative impact on Adams County in the current term or in any future terms.
11. The Contractor(s) must deal directly with any governmental agency concerning the placement of purchase orders/agreements, freight/delivery charges, Contractual disputes, invoices, and payments. Adams County shall not be liable for any costs or damages incurred by any other entity.
12. BUDGET: Budget will not be disclosed.
13. DEBARMENT: By submitting this proposal, the Contractor warrants and certifies they are eligible to submit a proposal because their company and/or subcontract(s) is/are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in a transaction by any Federal, State, or local department or agency.

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Adams County Finance Department
Purchasing Division
4430 South Adams County Parkway
Brighton, Colorado 80601

REQUEST FOR PROPOSAL GENERAL TERMS AND CONDITIONS

1. **APPLICABILITY:** These General Terms and Conditions apply, but are not limited, to all bids, proposals, qualifications and quotations (hereinafter referred to as "Proposal" or "Response") made to Adams County (hereinafter referred to as "County") by all prospective Contractors, Contractors, bidders, firms, companies, publishers, consultants, or suppliers (herein after referred to as "Contractor" or "Contractors") in response, but not limited, to all Invitations to Bid, Requests for Proposals, Requests for Qualifications, and Requests for Quotations (hereinafter referred to as "Solicitation" or "Solicitations").
2. **CONTENTS OF PROPOSAL**
 - 2.1. **GENERAL CONDITIONS:** Contractors are required to submit their Proposals in accordance with the following expressed conditions:
 - 2.1.1. Contractors shall make all investigations necessary to thoroughly inform themselves regarding the plant and facilities affected by the delivery of materials and equipment as required by the conditions of the Solicitation. No plea of ignorance by the Contractor of conditions that exist or that may hereafter exist will be accepted as the basis for varying the requirements of the County or the compensation to the Contractor.
 - 2.1.2. Contractors are advised that all County Solicitations and Agreements are subject to all requirements contained in the County's Purchasing Division's Policies and state and federal statutes. When conflicts occur, the highest authority will prevail.
 - 2.1.3. Contractors are required to state exactly what they intend to furnish to the County in their Proposal and must indicate any variances to the terms, conditions, and specifications of this Solicitation no matter how slight. If variations are not stated in a Contractor's Proposal, it shall be construed that the Contractor's Proposal fully complies with all conditions identified in this Solicitation.
3. **Equal Opportunity:** The County intends and expects that the Contracting processes of the County and its Contractors provide equal opportunity without regard to gender, race, ethnicity, religion, age or disability and that its Contractors make available equal opportunities to the extent third parties are engaged to provide goods and services to the County as Subcontractors, Contractors, or otherwise. Accordingly, the Contractor shall not discriminate on any of the foregoing grounds in the performance of any Agreement awarded to the Contractor, and shall make available equal opportunities to the extent third parties are engaged to provide goods and services in connection

with performance of the Agreement. If submitting a joint venture proposal, or a proposal involving a partnership arrangement, articles of partnership stating each partner's responsibilities shall be furnished and submitted with the Response.

4. **Colorado Open Records Act:** All documentation submitted in response to this solicitation will become the property of Adams County. All documentation maintained or kept by Adams County shall be subject to the Colorado Open Records Act. C.R.S. 24-72-201 *et. seq.* ("CORA"). Accordingly, respondents are discouraged from providing information that they consider confidential, privileged, and/or trade secrets as part of a response to this solicitation. Any portions of submissions that are reasonably considered confidential should be clearly marked as such. The County does not guarantee the confidentiality of any record(s).

Careful consideration should be given before submitting confidential information to the County. The Colorado Open Records Act permits public scrutiny of most materials collected in this solicitation process.

5. CLARIFICATION AND MODIFICATIONS IN TERMS AND CONDITIONS

- 5.1. Where there appears to be variances or conflicts between the General Terms and Conditions, any Special Terms and Conditions and the Scope of Work/Specifications outlined in this Solicitation, the Scope of Work/Specifications, and then the Special Terms and Conditions, will prevail.

- 5.1.1. If any Contractor contemplating submitting a Proposal under this Solicitation is in doubt as to the true meaning of the Scope of Work or any other portion of the Solicitation, the Contractor must submit a **written request** via email for clarification to the Point of Contact listed on the first page of this Solicitation. The Contractor submitting the request shall be responsible for ensuring that the request is received by the County prior to the deadline for submitting questions.

- 5.1.2. The County shall issue a written addendum if substantial changes which impact the technical submission of Proposals are required. A copy of such addenda will be available at the Rocky Mountain E-Purchasing System (BIDNET) website. In the event of conflict with the original Solicitation documents, addenda shall supersede to the extent specified. Subsequent addenda shall supersede prior addenda only to the extent specified.

- 5.1.3. **ADDENDA: CONTRACTOR IS RESPONSIBLE FOR OBTAINING AND ACKNOWLEDGING ALL SUBSEQUENT ADDENDA VIA THE ROCKY MOUNTAIN E-PURCHASING SYSTEM (BIDNET). FAILURE TO SUBMIT ANY AND ALL SUBSEQUENT ADDENDUM/ADDENDA MAY DEEM THE CONTRACTOR NON-RESPONSIVE. EACH AND EVERY ADDENDUM TO BE SEPARATELY ACKNOWLEDGED.**

5.2. PRICES CONTAINED IN PROPOSAL-DISCOUNTS, TAXES, COLLUSION

- 5.2.1. Contractor agrees to hold submitted prices up to 120 days after bid due date.
- 5.2.2. Contractors may offer a cash discount for prompt payment. Discounts will be considered in determining the lowest net cost for the evaluation of Proposals; discounts for periods of less than twenty days, however, will not be considered in making an award. If no prompt payment discount is being offered, the Contractor shall enter a zero (0) for the percentage discount to indicate net thirty days. If the Contractor does not enter a percentage discount, it is hereby understood and agreed that the payment terms shall be net thirty days, effective on the date that the County receives an accurate invoice or accepts the products, whichever is the later date. Payment is deemed to be made on the date of the mailing of the check.
- 5.2.3. Contractors shall not include federal, state, or local excise or sales taxes in prices offered, as the County is exempt from payment of such taxes.
 - 5.2.3.1. Federal Identification Number: 84-6000732
 - 5.2.3.2. State of Colorado Tax Exempt Number: 98-03569

6. SIGNING PROPOSAL

- 6.1. Contractor, by affixing its signature to this Solicitation, certifies that its Proposal is made without previous understanding, agreement, or connection either with any persons, firms or corporations making a Proposal for the same items, or with the County. The Contractor also certifies that its Proposal is in all respects fair, without outside control, collusion, fraud, or otherwise illegal action. To insure integrity of the County's public procurement process, all Contractors are hereby placed on notice that any and all Contractors who falsify the certifications required in conjunction with this section will be prosecuted to the fullest extent of the law.

7. PREPARATION AND SUBMISSION OF PROPOSAL

7.1. PREPARATION

- 7.1.1. The Proposal must be typed or legibly printed in ink. The use of erasable ink is not permitted. All corrections made by the Contractor must be initialed by the authorized agent of the Contractor.
- 7.1.2. Proposals must contain a manual signature of an authorized agent of the Contractor in the space provided on the Contractor's Statement page. The Contractor's Statement of this Solicitation must be included in Proposal response. If the Contractor's authorized agent fails to sign and return the original Contractor's Statement page of the Solicitation, its Proposal may be considered invalid.
- 7.1.3. The County logo is trademarked and property solely of the County. Contractors do not have permission to use the County's logo on any documentation or presentation materials and to do so would be a violation of the County's trademark

- 7.1.4. Unit prices shall be provided by the Contractor on the Solicitation's Specification and Pricing Form when required in conjunction with the prescribed method of award and shall be for the unit of measure requested. Prices that are not in accordance with the measurements and descriptions requested shall be considered non-responsive and shall not be considered. Where there is a discrepancy between the unit price and the extension of prices, the unit price shall prevail.
- 7.1.5. Alternate Proposals will not be considered unless expressly permitted in the Scope of Work.
- 7.1.6. The accuracy of the Proposal is the sole responsibility of the Contractor. No changes in the Proposal shall be allowed after the date and time that submission of the Proposals is due.

7.2. SUBMISSION

- 7.2.1. The Proposal shall be sealed in an envelope with the Contractor's name and the Solicitation number on the outside. The County's Pricing Form, which is attached to this Solicitation, must be used when the Contractor is submitting its Proposal. The Contractor shall not alter this form (e.g. add or modify categories for posting prices offered) unless expressly permitted in the Solicitation or in an addendum duly issued by the County. Only sealed proposals received by the Purchasing Division of the Finance Department will be accepted; proposals submitted telephone, email, or facsimile machines are not acceptable.
- 7.2.2. Each Proposal must be submitted at the time and place, and number of copies as specified in this Solicitation. Failure to submit the required number of copies may deem the Contractor's Proposal non-responsive.
- 7.2.3. Failure to provide any requested information may result in the rejection of the Proposal as non-responsive.
- 7.2.4. Proposal must be submitted in the format supplied and/or described by the County. Failure to submit in the format provided may be cause for rejection of the proposal. Proposals must be furnished exclusive of taxes.
- 7.2.5. Contractor is responsible for ensuring their Proposal is received by the Purchasing Division prior to the deadline outlined in the solicitation regardless of the method of delivery.
- 7.2.6. Contractors, which qualify their Proposal by requiring alternate Contractual terms and conditions as a stipulation for Agreement award, must include such alternate terms and conditions in their Response. The County reserves the right to declare a Contractor's Proposal as non-responsive if any of these alternate terms and conditions is in conflict with the County's terms and conditions, or if they are not in the best interests of the County.

8. LATE PROPOSALS

- 8.1. Proposals received after the date and time set for the opening shall be considered non-responsive and may be returned unopened to the Contractor.
- 8.2. The County assumes no responsibility for late deliveries of mail on behalf of the United States Post Office or any other delivery system.
- 8.3. The County assumes no responsibility for a Proposal being either opened early or improperly routed if the envelope is not clearly marked on the outside:

RFP-SS-2019.502 / Multi-Hazard Mitigation Plan Development Services

- 8.4. In the event of a situation severe enough to cause the Adams County Board of Commissioners to close the County offices for any reason, the Purchasing Manager has the prerogative of rescheduling the proposal opening time and date. No proposal will be considered above all other proposals by having met the proposal opening time and date requirements to the exclusion of those who were unable to present their proposal due to a situation severe enough to cause the Board of County Commissioners to close the County offices.

9. MODIFICATION AND WITHDRAWAL OF PROPOSALS

- 9.1. MODIFICATIONS TO PROPOSALS. Proposals may only be modified in the form of a written notice on Contractor letterhead and must be received prior to the time and date set for the Proposals to be opened. Each modification submitted to the County's Purchasing Division must have the Contractor's name and return address and the applicable Solicitation number and title clearly marked on the face of the sealed envelope. If more than one modification is submitted, the modification bearing the latest date of receipt by the County's Purchasing Division will be considered the valid modification.

9.2. WITHDRAWAL OF PROPOSALS

- 9.2.1. Proposals may be withdrawn in the form of a written notice on Contractor letterhead and must be received prior to the time and date set for the opening of Proposals. Any withdrawal of a Proposal submitted to Adams County Purchase Division must have the Contractor's name, return address, and the applicable Solicitation number and title clearly marked on the face of the envelope and on the withdrawal letter.
- 9.2.2. Proposals may not be withdrawn after the time and date set for the opening for a period of ninety calendar days. If a Proposal is withdrawn by the Contractor during this ninety-day period, the County may, at its option, suspend the Contractor and may not accept any Proposal from the Contractor for a six-month period following the withdrawal.

10. REJECTION OF PROPOSALS

10.1. REJECTION OF PROPOSALS. The County may, at its sole and absolute discretion:

10.1.1. Reject any and all, or parts of any or all, Proposals submitted by prospective Contractors;

10.1.2. Re-advertise this Solicitation;

10.1.3. Postpone or cancel the process;

10.1.4. Waive any irregularities in the Proposals received in conjunction with this Solicitation; and/or

10.2. REJECTION OF A PARTICULAR PROPOSAL. In addition to any reason identified above, the County may reject a Proposal under any of the following conditions:

10.2.1. The Contractor misstates or conceals any material fact in its Proposal;

10.2.2. The Contractor's Proposal does not strictly conform to the law or the requirements of the Solicitation;

10.2.3. The Proposal expressly requires or implies a conditional award that conflicts with the method of award stipulated in the Solicitation;

10.2.4. The Proposal does not include documents, including, but not limited to, certificates, licenses, and/or samples, which are required for submission with the Proposal in accordance with the Solicitation; and/or

10.2.5. The Proposal has not been executed by the Contractor through an authorized signature on the Contractor's Statement.

10.3. The County reserves the right to waive any irregularities or informalities, and the right to accept or reject any and all proposals.

11. ELIMINATION FROM CONSIDERATION

11.1. A Proposal may not be accepted from, nor any Agreement be awarded to, any person or firm which is in arrears to the County upon any debt or Agreement or which is a defaulter as surety or otherwise upon any obligation to the County.

11.2. A Proposal may not be accepted from, nor any Agreement awarded to, any person or firm who has failed to perform faithfully any previous Agreement with the County or other governmental entity, for a minimum period of three years after the previous Agreement was terminated for cause.

11.3. Any communications in regards to this RFP must go through the Adams County Purchasing Division only. Any contact with other County personnel or County Contractors may be cause for disqualification.

11.4. No damages shall be recoverable by any challenger as a result of the determinations listed in this Section or decisions by the County.

11.5. The Board of County Commissioners may rescind the award of any proposal within one week thereof or at its next regularly scheduled meeting; whichever is later, when the public interest will be served thereby.

12. **QUALIFICATIONS OF CONTRACTOR:** The County may make such investigations as deemed necessary to determine the ability of the Contractor to perform work, and the Contractor shall furnish all information and data for this purpose as the County requests. Such information includes, but is not limited to: current/maximum bonding capabilities, current licensing information, audited financial statements, history of the firm on assessments of liquidated damages, Agreements cancelled prior to completion and/or lawsuits and/or pending lawsuits against the firm and/or its principals. The County reserves the right to reject any Proposal if the evidence submitted by, or investigation of, such Contractor fails to satisfy the County that such Contractor is properly qualified to carry out the obligations of the Agreement and to complete the work contemplated therein. Conditional Proposals will not be accepted.

13. **AWARD OF SOLICITATION:** The County shall award this Solicitation to the successful Contractor through the issuance of a Notice of Intent to Award. All Contractors that participated in the Solicitation process will be notified of Contractor selection. No services or goods shall be provided, and no compensation shall be paid, until and unless an Agreement has been signed by an authorized representative of the County and the Contractor.

An agreement will be executed between the selected consultant and Adams County. Payment will be reimbursed according to timely completion of tasks. Progress reports to Adams County will be required. The project is expected to begin upon Notice to Proceed and must be completed no later than **December 15, 2019**.

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Adams County Finance Department
Purchasing Division
4430 South Adams County Parkway
Brighton, Colorado 80601

REQUEST FOR PROPOSAL SCOPE OF WORK

ATTACHMENT A. – HAZARD MITIGATION PLAN UPDATE – SCOPE OF WORK

A. Hazard Mitigation Plan Update Minimum Requirements

I. STATEMENT OF WORK:

Adams County is soliciting proposals for planning services necessary to complete and submit the Multi-Hazard Mitigation Plan update to the Colorado Division of Homeland Security & Emergency Management, FEMA, and any other required agencies, to continue to be eligible for Hazard Mitigation Grants under Section 404 of the Federal Stafford Act.

Adams County Office of Emergency Management (ACOEM) is ultimately responsible for the final planning product and shall partner with a qualified consultant to prepare the updated plan to be submitted for FEMA approval on or before 10/31/2019.

II. BACKGROUND:

The original Adams County Multi-Hazard Mitigation Plan was adopted in December 2012 as part of the Imagine Adams – Comprehensive Plan. FEMA approved the plan on October 30, 2014.

This plan information is currently available on the Adams County website.

Adams County (the "County") includes the following;

- a. Cities: Arvada, Aurora, Brighton, Commerce City, Federal Heights, Northglenn, Thornton, Westminster;
- b. Towns: Bennett and Lochbuie.

III. Professional Qualifications

To be considered for award of this contract, documentation of the following minimum qualifications must be provided. Failure to provide required information may deem the submittal non-responsive.

- The consultant must be organized for the purpose of providing planning services with a minimum of five (5) years of hazard-mitigation planning experience

- The consultant must demonstrate history of at least three (3) similar projects with governmental agencies in which, the scope of the projects were comparable in size, complexity, and completed during the last five (5) years.
- The consultant must provide a draft project timeline that incorporate the steps of the Project Timeline (refer to Section IV, A. and B.) and the Services required (refer to Section III, B.) described herein. The timeline should also identify target deadlines for:
 - Stakeholder meetings
 - Local Planning Team (LPT) meetings
 - Presentations to participating jurisdictions
 - Submission to all applicable regulatory agencies
 - Deliverables as required by each step of the Project Timeline (refer to Section IV, A. and B.)

IV. Minimum Requirements for Services

The County has established the list of general requirements below to be included for a final Hazard Mitigation Plan update. The following minimum requirements shall include, but is not limited to:

A. Detailed Scope of Work:

- The original Adams County Multi-Hazard Mitigation Plan, adopted in December 2012 and approved by FEMA on October 30, 2014, will be the base document from which all work will begin. The revised Adams County Multi-Hazard Mitigation Plan will address issues within the entirety of Adams County, to primarily focus on unincorporated Adams County, the City of Commerce City, and the Town of Bennett.
- Additionally, information of natural hazards from other communities within Adams County with already approved Hazard Mitigation Plans should be reviewed and incorporated into the Adams County Hazard Mitigation Plan. The updated Multi-Jurisdictional Hazard Mitigation Plan will meet the requirements outlined in 44 CFR Part 201, the most current FEMA plan guidance available, the Disaster Mitigation Act of 2000 five (5) year update requirements, as well as all other applicable federal, state, and local regulations and guidance. In addition, the plan will be aligned with the goals, objectives, and priorities of the most current Colorado State Hazard Mitigation Plan.

B. Consultant Services Required

- Each section of the original plan will be reviewed and analyzed by the consultant, Local Planning Team (LPT), and other involved parties, as to adequacy or need for revisions and updates as applicable. It must be recognized that in the past five (5) years, there have been changes within the jurisdictions, new technologies available for use, new data sources developed or identified, and additional events that have occurred and lessons learned. As such, while the original plan will be the starting point for the work to be done during this project, some aspects may be breaking new ground as if a new plan was being developed. This is especially true for the Hazard Identification and Risk Assessment (HIRA), which needs to include natural, as well as human-caused hazards.

- FEMA has placed strong emphasis upon the active participation of each of the jurisdictions within any multi-jurisdictional plan, and the consultant must work with all primary and participating jurisdictions, and other stakeholders to ensure those FEMA requirements are met.

Final Product Format Requirements:

- Electronic copies of the plan will be provided as a single Adobe PDF file, with a hyperlinked table of contents and other electronic document navigation features. Additionally, an editable Microsoft Word version of the final FEMA-approved plan will be provided to the County by the consultant.
- Mapping features created for the plan by the consultant will be provided to the County outside of the document itself as shapefiles with associated attribute files.

Consultant Communication Responsibilities:

- The consultant will communicate progress on a monthly basis either through in-person or virtual meetings. The intent of the meetings is to report adherence to the consultant's timeline with draft deliverables as required by each step of the Project Timeline (refer to Section IV, A. and B.).

V. Project Schedule:

A. Anticipated Timeline:

1. Coordination & Contracting – November 2018 thru January 2019
2. Data Collection & Review – January 2019 thru April 2019
3. Hazard Identification & Risk Assessment – April 2019 thru May 2019
4. Development of Mitigation Goals & Objectives – May 2019 thru June 2019
5. Draft Plan & Submittal – June 2019 thru August 2019*
6. Plan Approval & Adoption – August 2019 thru October 2019

** Final Draft to be provided by consultant no later than August 30, 2019 for submittal to the Adams County Board of Commissioners approval.*

- ***All firms shall provide a Ghant chart or anticipated project schedule with all submittals.***

B. Project Timeline Step Descriptions:

1. **Coordination & Contracting** – The first step is expected to be completed by January 31, 2019. Once a consultant is chosen, a kick-off meeting will be scheduled involving the consultant and key members of the LPT. Ongoing coordination with key stakeholders is essential. This step should involve one (1) kick-off meeting, either virtual or in-person, of the LPT and a contact/ coordination plan.
2. **Data Collection & Review** – The second step is expected to be completed by April 30, 2019. This will consist of a thorough review of all existing plans, emergency documents, studies, and other best available data from local, regional, state, and federal resources. LPT members will work with the consultant to compile available information on hazards, risks, and vulnerabilities. The consultant will use GIS to compile existing maps into a common map dataset to the extent appropriate. Existing data sources such as flood mapping, state earthquake epicenter and ground acceleration mapping, and fire hazard risk

mapping will be used. Additionally, new information will be collected from various sources to show the changing environment, potential climate adaptation, and other elements from the previous plan. The objective of this task is to identify the best available data for each given hazard and identify data gaps. This step should result in a summary of data and any identified gaps, via a virtual or in-person LPT meeting.

3. **Hazard Identification & Risk Assessment (HIRA)** –The third step is expected to be completed by June 30, 2019. This step will include the completion of an updated HIRA. The best available data will be used to identify potential hazards that could affect Adams County and assess the impacts of and vulnerabilities to those hazards. A detailed risk assessment will be performed. Critical facilities will be identified and mapped. This step should result in an updated HIRA and finalized maps.
4. **Development of Mitigation Goals and Objectives** – The fourth step is expected to be completed by June 28, 2019. Based on the results of the HIRA, related mitigation goals, objectives, and action items will be established. Attention will be made to ensure all actions reflect the priorities of Adams County and the LPT, and are both reasonable and achievable. The consultant will coordinate with other agencies, organizations, and members of the public having an interest in the local Hazard Mitigation Plan, and will keep the ACOEM informed of their requests. This step should include two (2) in-person or virtual LPT meetings; the first should include a preliminary prioritization of, and the second should include approval of, mitigation goals, objectives, and action items. This step will also include an outreach opportunity for public contribution to the plan during the planning process.
5. **Draft Plan & Submittal** – The fifth step is expected to be completed by August 30, 2019. Based on the previous tasks, the consultant will prepare the plan update in accordance with all local, state, and federal requirements. The plan will include maintenance procedures for scheduled monitoring, evaluation, and updating. An Administrative Draft will be prepared for the plan participants to review and approve prior to submittal to the Colorado Division of Homeland Security and Emergency Management (DHSEM), Mitigation & Recovery Section (MARS), and to FEMA for review. This step should result in LPT approval of a draft plan and one (1) LPT meeting. The step also includes another outreach opportunity for the public to review and provide feedback of the draft plan before submitting it to DHSEM and FEMA.
6. **Plan Approval & Adoption** –Consultant will be responsible for securing a favorable review by the state and FEMA "Approvable Pending Adoption" (APA) status, and then preparing the document for the public hearings and final approvals by each participating jurisdiction by July 26, 2019. A Final Draft of the plan will be provided to the LPT no later than August 30, 2019. While the County staff will ultimately be responsible for processing the Plan through its appropriate public hearings before the Planning Commission and the Board of County Commissioners, the consultant may be required to attend each hearing and/or be available for technical support. This step should result in agency approval and jurisdictional adoption and must be completed by October 31, 2019

VI. Additional / Future Year Scope:

The project is planned to extend into the 2020 budget year, per the project timeline identified in Section IV above.

III. RESPONSE FORMAT

Failure to respond in the required format may deem your submittal non-responsive.
Failure to provide required information may deem your submittal non-responsive.

SUBMISSION OF PROPOSALS: ONE (1) hardcopy ORIGINAL, ONE (1) electronic ORIGINAL (USB / FLASH DRIVE) TOTAL OF TWO (2) submittals of each Proposal must be received at the time and place specified in this Solicitation. Submittals should be prepared simply and economically providing a straightforward, concise description of the Contractor's ability to perform the requirements of this solicitation. Failure to submit the required number of copies may deem the Contractor non-responsive.

PRICING MUST BE SUBMITTED IN A SEPARATE SEALED ENVELOPE. THERE MUST NOT BE ANY PRICING INFORMATION WITHIN THE PROPOSAL SUBMITTAL ENVELOPE.

Electronic copy shall be an EXACT reproduction of the original documents provided. All sections shall be combined into a single PDF electronic document.

1. Provide submittal without reference to Adams County logo or company logo.
2. Label cover of Original submittal
3. Submit proposal in a tab format
4. Table of Contents – Include a clear identification of the material by section and by page number. , i.e. Mandatory Requirements section, etc.
5. Executive Summary - The executive summary should give in brief concise terms a summation of your submittal. Identify the points that make your firm uniquely qualified for this engagement.
6. Profile of the Firm – State whether your firm is local, national, or international. Also include the following for the office this work would originate from:
 - a. Size of the Firm and size of local office (if applicable).
 - b. Location of the office, where the work on this engagement is to be performed.
 - c. Number and nature of the professional staff to be assigned to the project on a full-time basis.
 - d. Number and nature of staff to be assigned to this project on a part-time basis.
 - e. Identify the supervisory and management staff who will be assigned to the engagement. Provide resumes for each person that will be assigned to this engagement.

- f. Provide any substantiated complaints against the firm in the last 3 years and any outstanding litigation.
7. Provide documentation that satisfies the Required Document requests as specified in **Attachment A. – Scope of Work.**
8. Provide documentation that satisfies the criteria to be evaluated.

IV. EVALUATION OF PROPOSALS

All proposals will be evaluated by a project committee assigned the Adams County Office of Emergency Management. Proposals shall be evaluated on the basis of the evaluation criteria noted here-in.

Qualifications, experience, and the applicability of solutions offered to meet Adams County needs will be the major factors determining the selection, with pricing being secondary.

In addition, other pertinent information which becomes available during the evaluation, interview, or negotiations may be considered in the evaluation.

The committee may make a selection on the basis of the proposals received, or may choose to "short list" prospective firms for further consideration, which may include interviews and or negotiations.

The firm selected for the award will be chosen on the basis of the apparent greatest benefit to Adams County, and not necessarily on the basis of lowest price. The County Manager, or his designee, shall make the final determination of the firm selected.

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Adams County Finance Department
Purchasing Division
4430 South Adams County Parkway
Brighton, Colorado 80601

PRICING FORM: 2019.502
(Submit in separate sealed envelope & separate file on Flash Drive)

PAYMENT TERMS / INVOICING:

An agreement will be executed between the selected consultant and Adams County with Net 30 payment terms.

Payment will be reimbursed according to timely completion of tasks accepted as complete by the County Designated Representative.

Progress reports to the County Designated Representative will be required.

The project is expected to begin upon Notice to Proceed and must be completed no later than **December 15, 2019**.

I. PROPOSAL ITEMS FOR EVALUATION – PROPOSER MUST SUBMIT AN ITEMIZED PRICING SHEET BY LOGICAL TASK WITH AN OVERALL TOTAL PROJECT AMOUNT.

Pricing Itemized Sheet - Sample

Task No.	Task Description:	Position Titles	Total Task Project Hours	Average Cost per Hour	Overall Total Cost of Project Task
1.				\$	\$
2.				\$	\$
3.				\$	\$
Overall Project Amount :					

1. Pricing fee schedule of billing rates for subcontractors and reimbursable expenses must be include Professional Wage Hourly Rates per Position Title.

2. Percentage of prompt payment discount, if offered _____ %

3. Total submittal price with discount \$ _____

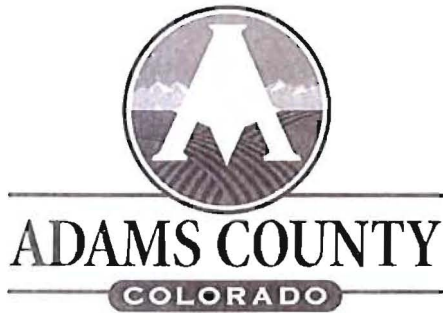
I. Cost of Services – Sub-consultant Standard Fee Markup*: _____ %*

*The standard fee markup shall not exceed 15% for any sub-consultant services.

II. Standard Hourly Rates of Services and Fees of Services:

4. Pricing fee schedule of billing rates for personnel must include Professional Wage Hourly Rates per Position Title:

- Position Title
- Regular Rate
- Overtime Rate



Adams County Finance Department
Purchasing Division
4430 South Adams County Parkway
Brighton, Colorado 80601

REQUEST FOR PROPOSAL SUBMISSION CHECK LIST

SUBMISSION: It is imperative you address your submittal envelope as follows:

Mailing Address:

Adams County Government Center
Purchasing Division C4000A
4430 South Adams County Parkway
Brighton, CO 80601

Hand Deliveries accepted:

Adams County Government Center
First Floor Central Lobby Receptionist
4430 South Adams County Parkway
Brighton, CO 80601

ATTN: Shannon E. Sprague, CPPB
Contract Specialist III

RFP-SS-2019.502 / Multi-Hazard Mitigation Plan Development Services

Does your Proposal comply with all the terms and conditions of this Solicitation? If no, indicate exceptions.	YES	NO
Does your Proposal provide proposed revisions to the attached Sample Agreement and identified on the Term of Acceptance Form?	YES	NO
Does your Proposal meet or exceed all specifications, including minimum service requirements? If no, indicate exceptions.	YES	NO
Requirements met and response included? Certificate of Incorporation or other formal documentation Meeting the requirement of years in business	YES	NO
May any other governmental entity avail itself of this Agreement and purchase any and all items specified?	YES	NO
Have all the addendums been acknowledged and enclosed?	YES	NO
Original and the number of copies specified enclosed including electronic copy?	YES	NO
Has a duly authorized agent of the contractor signed the Contractor's Statement?	YES	NO
Is pricing form enclosed in a separate sealed envelope?	YES	NO



Adams County Finance Department
Purchasing Division
4430 South Adams County Parkway
Brighton, Colorado 80601

**REQUEST FOR PROPOSAL
STATEMENT OF NO BID
COMPLETION OF THIS FORM IS OPTIONAL**

Adams County values your input. If you are unable to participate, will you spend a few minutes to complete this form and return with your NO BID response.

Please send to: Adams County Purchasing Division

Email to:
SSPRAGUE@ADCOGOV.ORG

Subject: RFP-SS-2019.502
4430 South Adams County Parkway, C4000A
Brighton, CO 80601

- ☐ We are unable to meet specifications.
- ☐ Insufficient time to respond to the solicitation.
- ☐ Our schedule would not permit us to perform within the required time.
- ☐ We are unable to meet insurance and/or bonding requirements.
- ☐ We do not offer/supply this product or service.

Further Remarks/Comments:

PRINT OR TYPE YOUR INFORMATION

<hr/>		<hr/>
Contractor Name		Phone
<hr/>		
<hr/>	<hr/>	<hr/>
Address:	City/State	Zip Code
<hr/>		
<hr/>	<hr/>	<hr/>
Contact Person	Title	Date
<hr/>		
<hr/>		
Email Address		



Adams County Finance Department
Purchasing Division
4430 South Adams County Parkway
Brighton, Colorado 80601

**REQUEST FOR PROPOSAL
CONTRACTOR'S CERTIFICATION
OF COMPLIANCE**

Pursuant to Colorado Revised Statute, § 8-17.5-101, *et seq.*, as amended 5/13/08, as a prerequisite to entering into a Agreement for services with Adams County, Colorado, the undersigned Contractor hereby certifies that at the time of this certification, Contractor does not knowingly employ or Agreement with an illegal alien who will perform work under the attached Agreement for services and that the Contractor will participate in the E-Verify Program or Department program, as those terms are defined in C.R.S. § 8-17.5-101, *et seq.* in order to confirm the employment eligibility of all employees who are newly hired for employment to perform work under the attached Agreement for services.

Contractor Name

Printed or Typed Name

Signature

Title

Date

Note: Registration for the E-Verify Program can be completed at: <https://www.vis-dhs.com/employerregistration>. It is recommended that employers review the sample "memorandum of understanding" available at the website prior to registering.



Adams County Finance Department
Purchasing Division
4430 South Adams County Parkway
Brighton, Colorado 80601

REQUEST FOR PROPOSAL CONTRACTOR'S STATEMENT

Pursuant to 2 C.F.R. Part 200 Subpart C 200.213, Contractor certifies that they are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency, and has read and fully understand all the conditions herein set forth in the foregoing paragraphs, and by my signature set forth hereunder, I hereby agree to comply with all said conditions as stated or implied. In consideration of the above statement, the following Proposal is hereby submitted.

If any of the documents listed on the cover page are missing from this package, contact Adams County Purchasing. If you require additional information, call the Purchasing Division contact person.

The undersigned hereby affirms that (1) he/she is a duly authorized agent of the Contractor, (2) he/she has read all terms and conditions and technical specifications which were made available in conjunction with this solicitation and fully understands and accepts them unless specific variations have been expressly listed in his/her Proposal, (3) the Proposal is being submitted on behalf of the Contractor in accordance with any terms and conditions set forth in this Solicitation, and (4) the Contractor will accept any awards made to it as a result of the Proposal submitted herein for a minimum of 120 calendar days following the date of submission.

WE, THE UNDERSIGNED, HEREBY ACKNOWLEDGE RECEIPT OF

Addenda (list all): _____

Contractor Name

Date

Signature

Printed Name

Title

Address

City, State, Zip Code

County

Telephone

Fax

Email



Adams County Finance Department
Purchasing Division
4430 South Adams County Parkway
Brighton, Colorado 80601

REQUEST FOR PROPOSAL REFERENCE FORM

Contractors shall furnish the names, addresses and telephone numbers of a minimum of three (3) firms or government organizations for which the Contractor has provided similar projects:

Company Name

Address

Reference Name

Reference Email Address

Telephone Number

Project Name

Value

\$

Company Name

Address

Reference Name

Reference Email Address

Telephone Number

Project Name

Value

\$

Company Name

Address

Reference Name

Reference Email Address

Telephone Number

Project Name

Value

\$



Adams County Finance Department
Purchasing Division
4430 South Adams County Parkway
Brighton, Colorado 80601

**REQUEST FOR PROPOSAL
TERM OF ACCEPTANCE FORM**

Request for Proposal # _____

I, on behalf of the Contractor identified below, hereby certify that I have read a copy of the sample Agreement attached to the RFP and understand the terms and provisions contained in that Agreement. I further hereby certify that it is the Contractor's intent to comply with each and every term and provision contained in the sample Agreement and propose no modifications to the sample Agreement except as follows:

1) _____

2) _____

3) _____

I understand that the modification stated above, if any, are offered for discussion purposes only and that Adams County reserves the right to accept, reject or further negotiate any and all proposed modification to the sample Agreement.

Contractor Name

Authorized Signature

Printed Name

Title

Date

SAMPLE AGREEMENT



Adams County Finance Department
Purchasing Division
4430 South Adams County Parkway
Brighton, Colorado 80601

**REQUEST FOR PROPOSAL
ATTACHMENT B.
SAMPLE AGREEMENT FOR SERVICES**

I. The Sample Agreement for Services is included in this solicitation for informational and reference purposes only.



Adams County Finance Department
Purchasing Division
4430 South Adams County Parkway
Brighton, Colorado 80601

Addendum #4

IFB Issue Date: June 18, 2019
IFB Number: IFB-SS-2019.502
IFB Title: Adams County Multi- Hazard Mitigation Plan

Adams County shall incorporate the following responses to questions herein:

Question and Answer:

1. On RFP Proposal Instructions Page - 5. TERMS OF AGREEMENT: states that this is one year agreement with all deliverables to be finalized before December 31, 2019? And then again In RFP General Terms and Condition #13. It states December 15, 2019. Please clarify. 1a.) Given that several of the dates in the anticipated timeline (Attachment A.V.A) have already passed, can you clarify/confirm the project timeline and end date? 2a.) Can you clarify if the "minimum of 5 years' experience" under Professional Qualifications in Section III (Attachment A) solely refers to personnel experience or if this pertains to the age of the firm (incorporation date)?
 - a. *The County are requesting that submittals be completed by December 15, 2019 and provided to participating jurisdictions for review and approval.*
2. Will or has a Grant been awarded for this RFP?
 - a. *In September of 2018, FEMA awarded a Pre Disaster Mitigation (PDM) 2017 Grant to Adams County. But in October of 2018, the Adams County Board of County Commissioners (BoCC) declined the PDM grant. The Multi-Hazard Mitigation Plan Update will be funded using Adams County General Funding.*
3. Can a ceiling budget be disclosed at this time? What is your budget range for this project? Can you please provide the budget Adams County has allotted for this project or anticipated cost range? Can you please provide the budget Adams County has allotted for this project or anticipated cost range?
 - a. *The budget range is \$80,000.00 - \$100, 000.00. The County will provide and review the actual budget amount with the awardee.*

4. Where can a copy of the current HMP be found? I was looking through the RFP for the Multi-Hazard Mitigation Plan and it refers to a previous plan that is available on the Adams County website. The only thing that I could find was only 2 pages long. <http://www.adcogov.org/sites/default/files/Hazard%20Mitigation.pdf>. Is this the only document? If not, could you point me in the right direction?
 - a. *The current Hazard Mitigation Plan is integrated into the Adams County Comprehensive Plan. The comprehensive plan (pdf version) can be located at <http://www.adcogov.org/documents/2012-comprehensive-plan>.*
5. Is the updated HMP meant to be a standalone plan, rather than a section of the comp plan like it is currently?
 - a. *The updated HMP is to be submitted as a standalone plan. After the plan has been adopted by Adams County, it will be re-integrated into the County's Comprehensive Plan by County Staff.*
6. We understand that we are not to use the Adams County logo on our submission. If we edit the mandatory forms in any way, do we then need to remove the logo? 7a.) Attachment A.III.1 also seems to say we should not use company logos in our proposal either – can you clarify if that is the case?
 - a. *County Logo is only to be applied to mandatory forms and the form headers should not be modified. County logo is not to be used in any other response areas of the submittal.*
7. Please confirm that the only “participating jurisdictions” in FEMA terms will be the County, Commerce City, and Bennett.
 - a. *The City of Commerce City, the Town of Bennett, and Adams County Government will be the only jurisdictions that will need to adopt the updated plan and are the only official participating jurisdictions in the plan. All other communities within Adams County are being asked to participate in the update process in order to develop a whole county plan.*
8. What human caused hazards does the county want to add to the Plan?
 - a. *It is our intention to include the broad topics of Acts of Terrorisms, Technological Hazards, Weapons of Mass Destruction, and Hazardous Materials in the update. Each of these may have other hazards that fall under the broad topics. Adams County OEM will be working with the chosen consultant to finalize the list.*
9. Do we need to use the pricing form as is, or can we modify it to show additional detail?
 - a. *The Pricing form shall be used as a template and respondents are to add any and all additional information as necessary to ensure that all itemized pricing is captured.*
10. Has FEMA provided extensions on the current Hazard Mitigation Plan? If so, how many?
 - a. *No plan extensions have been requested from or granted by FEMA.*

11. If your current plan has expired, would you consider extending the completion date of the approved draft to submit to the State and FEMA?
- a. Adams County Hazard Mitigation Plan has not expired yet! The plan is anticipated to expire during the project. We are requesting that submittals be completed by December 15, 2019, or earlier, and provided to participating jurisdictions for review and approval. Once approved, the Contractor will then be required to submit the draft plan to the State of Colorado (DHSEM) and to FEMA (Region VIII) for review and provide assistance with any revisions required. Finally, once the plan has been approved, the Contractor will support the adoption process through the participating jurisdictions. It is anticipated that the project completion date will be in the spring of 2020. Adams County OEM will be working with the chosen consultant to finalize the timeline.*
12. Will the bid submission deadline be extended to June 21, 2019?
- a. Yes (See Addendum No. 3).*
13. Is a robust set of map data be available through the County to help prepare the maps for the update? Does the county have in-house GIS personnel available to help support the development of the HMP update?
- a. Adams County does have in-house GIS personnel available and are available to assist depending on the extent of the request. The successful contractor will be required to handle development of map data needed in areas not provided by the County. Adams County will provide historical map data and current base map data, as available.*
14. Specify what if any information can be held Confidential.
- b. All submittal information including pricing is confidential through the entire evaluation process and through award. After award all submitted information is subject to CORA and FOIA policies, procedures, and costs to obtain requested information.*

****The Remainder of this page left blank.***

END OF ADDENDUM #4



CERTIFICATE OF LIABILITY INSURANCE

DATE(MM/DD/YYYY)
08/16/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Aon Risk Services Southwest, Inc. Houston TX Office 5555 San Felipe Suite 1500 Houston TX 77056 USA	CONTACT NAME:	
	PHONE (A/C. No. Ext): (866) 283-7122	FAX (A/C. No.): (800) 363-0105
INSURED JWGUSA Holdings, Inc. Wood Group USA, Inc. and its Subsidiaries and Affiliates 17325 Park Row Houston TX 77084 USA	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
	NAIC #	
	INSURER A: AIG Specialty Insurance Company 26883	
	INSURER B: ACE American Insurance Company 22667	
	INSURER C: American International Group UK Ltd AA1120187	
INSURER D:		
INSURER E:		
INSURER F:		

COVERAGES **CERTIFICATE NUMBER:** 570077872653 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

Limits shown are as requested

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
B	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:			HDOG71570009	07/01/2019	07/01/2020	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$1,000,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$2,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$4,000,000
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY			ISA H25300312	07/01/2019	07/01/2020	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input type="checkbox"/> RETENTION						EACH OCCURRENCE AGGREGATE
	<input type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR / PARTNER / EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				PER STATUTE E.L. EACH ACCIDENT E.L. DISEASE-EA EMPLOYEE E.L. DISEASE-POLICY LIMIT
C	Archit&Eng Prof			PSDEF1900726 Claims Made- Prof. Liab. SIR applies per policy terms & conditions	07/01/2019	07/01/2020	Aggregate Limit \$1,000,000 Any One Claim \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

SEE ATTACHED ADDENDUM FOR ADDITIONAL NAMED INSURED WOOD COMPANIES. RE: Project Description: Adams County Multi-Hazard Mitigation Plan Development Services. Adams County Board of Commissioners is included as Additional Insured in accordance with the policy provisions of the General Liability and Automobile Liability policies. General Liability policy evidenced herein is Primary to other insurance available to an Additional Insured, but only in accordance with the policy's provision. Contractual Liability applies to General Liability policy coverage where required by written contract. Should General Liability, Automobile Liability and Professional Liability policies be cancelled before the expiration date thereof, the policy provisions will govern how notice of cancellation may be delivered to certificate holders in accordance with the policy provisions.

CERTIFICATE HOLDER	CANCELLATION
Adams County Board of Commissioners Attn: Shannon Sprague 4430 South Adams County Parkway Brighton CO 80601 USA	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <i>Aon Risk Services Southwest, Inc.</i>

Holder Identifier :

Certificate No : 570077872653



ADDITIONAL REMARKS SCHEDULE

Page _ of _

AGENCY Aon Risk Services Southwest, Inc.		NAMED INSURED JWGUSA Holdings, Inc.	
POLICY NUMBER See Certificate Number: 570077167106			
CARRIER See Certificate Number: 570077167106	NAIC CODE	EFFECTIVE DATE:	

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,

FORM NUMBER: ACORD 25 FORM TITLE: Certificate of Liability Insurance

Additional Named Insured

Named Insureds:

JWGUSA Holdings, Inc.
 AGRA Pipeline Professionals, Inc.
 AMEC Construction Management, Inc.
 AMEC E&E, P.C.
 AMEC Engineering and Consulting of Michigan, Inc.
 Amec Foster Wheeler Inc.
 Amec Foster Wheeler USA Corporation
 Amec Foster Wheeler Programs Inc.
 Amec Foster Wheeler Power Systems, Inc.
 Amec Foster Wheeler Constructors, Inc.
 Amec Foster Wheeler Energia, S.L.U.
 Amec Foster Wheeler E&C Services, Inc.
 Amec Foster Wheeler Industrial Power Company, Inc.
 AMEC Massachusetts, Inc.
 Amec Foster Wheeler Martinez Inc.
 Amec Foster Wheeler North America Corp
 Amec Foster Wheeler Ventures, Inc.
 Amec Foster Wheeler Oil and Gas, Inc.
 AMEC USA Holdings, Inc.
 Foster Wheeler Development Corporation
 Foster Wheeler Intercontinental Corporation
 Amec Foster Wheeler Kamtech, Inc.
 MACTEC Engineering and Consulting, P.C.
 QED International LLC
 Rider Hunt International USA, Inc.

Wood Group USA, Inc.
 Wood Group Alaska, LLC
 Wood Group PSN, Inc.
 Altablue, Inc.
 Cape Software, Inc.
 BMA Solutions, Inc.
 Global Performance, LLC
 John Wood Group PLC
 RWG (Repair & Overhauls) USA, Inc.
 Ingenious, Inc.
 Mustang Process and Industrial
 Mustang International, LP
 C E C Controls Company, Inc.
 Wood Environment & Infrastructure Solutions Inc.