

CITY OF BOX ELDER, SD

REQUEST FOR PROPOSALS FOR

PROFESSIONAL SERVICES



**PROJECT: MILITARY INSTALLATION
RESILIENCY REVIEW (MIRR)
PROJECT 240049**

**ENGINEER: SCOTT LANGE, PE
BOX ELDER CITY ENGINEER
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BOX ELDER, SD 57719**

RFP DUE DATE: JANUARY 23, 2025

RFP FOR ENGINEERING SERVICES
MILITARY INSTALLATION RESILIENCY REVIEW

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1.0 GENERAL INFORMATION

1.1 PURPOSE OF REQUEST FOR PROPOSAL (RFP)

The City of Box Elder is requesting a firm to lead a joint community/military assessment of shared vulnerabilities and risks associated with critical resources beyond military installation boundaries. This is necessary to support and maintain installation assurance and mission-essential functions. The selected firm will complete a cooperative, community-driven planning effort with definitive “next steps” to leverage the capabilities and strengths of state and local governments to address resilience and encroachment risks.

This Military Installation Resiliency Review (MIRR) and accompanying Tabletop Exercises must be completed by January of 2026 and will be conducted in collaboration with Ellsworth Air Force Base, the City of Box Elder, and other local agencies. Once the MIRR and Tabletop Exercise activities are completed, a corresponding report identifying challenges, risks and opportunities will need to be developed and presented to the stakeholders.

The City has received funding for consulting services through federal funds from the Office of Local Defense Community Cooperation (OLDCC).

1.2 SCHEDULE OF ACTIVITIES

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| • RFP Publication | December 28, 2024 |
| • <u>Consultant Proposals Due</u>
<u>(Submit no later than</u> | <u>January 23, 2025</u>
<u>4:00 PM MT)</u> |
| • Contract Award | February 20, 2024 |
| • Plan Development | Feb 2025 – Oct 2025 |
| • Final Submittal | December 2025 |

1.3 SUBMITTING YOUR PROPOSAL

All proposals must be completed and received by the date and time indicated in the Schedule of Activities. Proposals received after the deadline will not be reviewed.

Proposal Delivery:

Email Delivery to: CityClerk@boxelder.us

All proposals must be signed by an officer of the responder, legally authorized to bind the responder to the proposal. Proposals not properly signed may be rejected.

Include the following information.

1. Formal name & applicable contact information
2. Name and contact information of person authorized to sign contract for the firm

3. Name and contact information of primary project manager
No proposal shall be accepted from, or no contract or purchase order shall be awarded to any person, firm or corporation that is in arrears upon any obligations to the City of Box Elder or that otherwise may be deemed irresponsible or unreliable by the City of Box Elder.

1.4 CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION – LOWER TIER COVERED TRANSACTIONS

By signing and submitting this proposal, the offeror certifies that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation, by any Federal department or agency, from transactions involving the use of Federal funds. Where the offeror is unable to certify to any of the statements in this certification, the offeror shall attach an explanation to their offer.

1.5 CERTIFICATION RELATING TO PROHIBITED ENTITY

For consultants, contractors, vendors, suppliers, or subcontractors who enter into a contract with the City of Box Elder by submitting a response to this solicitation or agreeing to contract with the City, the bidder or offeror certifies and agrees that the following information is correct:

The bidder or offeror, in preparing its response or offer or in considering proposals submitted from qualified, potential vendors, suppliers, and subcontractors, or in the solicitation, selection, or commercial treatment of any vendor, supplier, or subcontractor, is not an entity, regardless of its principal place of business, that is ultimately owned or controlled, directly or indirectly, by a foreign national, a foreign parent entity, or foreign government from China, Iran, North Korea, Russia, Cuba, or Venezuela, as defined by SDCL 5-18A. It is understood and agreed that, if this certification is false, such false certification will constitute grounds for the City to reject the bid or response submitted by the bidder or offeror on this project and terminate any contract awarded based on the bid or response. The successful bidder or offeror further agrees to provide immediate written notice to the contracting executive branch agency if during the term of the contract it no longer complies with this certification and agrees such noncompliance may be grounds for contract termination.

Complete Certification of Prohibited Entity Status Form and **include with bid proposal** (see Appendix I).

1.6 MODIFICATION OR WITHDRAWAL OF PROPOSALS

Proposals may be modified or withdrawn by the offeror prior to the established due date and time.

1.7 OFFEROR INQUIRIES

Offerors may email inquiries concerning this RFP to obtain clarification of requirements.

Refer proposal questions to:

- 1.7.1 Scott Lange, City Engineer
- 1.7.2 605.923.1404 x 218
- 1.7.3 605.791.8122 -- Direct
- 1.7.4 scott.lange@boxelder.us

The City Engineer will respond to offeror's inquiries (if required). Offerors will be notified in the same manner as indicated above regarding any modifications to this RFP.

1.8 CONFIDENTIALITY

Certain elements of the work product developed under the project will be considered "controlled unclassified information" as defined by the United States Department of Defense. The final decision on confidentiality of the work product will be made by the City of Box Elder and/or the US Air Force.

1.9 GOVERNING LAW

Venue for any and all legal action regarding or arising out of the transaction covered herein shall be solely in the State of South Dakota. The laws of South Dakota shall govern this transaction.

1.10 DISCUSSIONS WITH OFFERORS

This process is a Request for Proposal/Competitive Negotiation process. Each Proposal shall be evaluated, and each respondent shall be available for negotiation meetings at the City's request. The City reserves the right to negotiate on any and/or all components of every proposal submitted. From the time the proposals are submitted until the formal award of a contract, each proposal is considered a working document and as such, will be kept confidential. The negotiation discussions will also be held as confidential until such time as the award is completed.

2.0 SCOPE OF WORK

The Consultant shall provide professional services including reports, plans, studies, and mapping for the project. The scope of work for the Military Installation Resiliency Review includes but will not be limited to:

2.1 Community-Led Assessment

- 2.1.1 Subject matter expertise to conduct research, analysis, strategic guidance, advising, resolution strategies, and outreach support.
- 2.1.2 Consulting services include, but are not limited to:
 - Review of climate vulnerabilities
 - Critical infrastructure both on and off the Installation
 - Opportunities to coordinate services between the Installation and the City of Box Elder
 - Community engagement
 - How both military and civilian populations are affected

2.2 Tabletop Exercises

- 2.2.1 Planning and coordination
 - Project kickoff and preparatory meetings
 - Data and literature review
- 2.2.2 Exercise design
 - Overall scenario design
 - Supporting materials
 - Organizing participants
- 2.2.3 Preparation and Execution
 - Participant Preparation
 - Tabletop Exercise Facilitation

2.3 Evaluation and Reporting

- 2.3.1 Evaluation of participants and collection of feedback from participants and observers
- 2.3.2 After-action report
 - A comprehensive report detailing exercise outcomes, identified strengths and weaknesses, and recommendations for improvement.
- 2.3.3 OLDCC Statement
 - Consultant must include the following statement on the title page of the Report:
 - “This study was prepared under contract with the City of Box Elder, South Dakota with financial support from the Office of Local Defense community Cooperation, Department of Defense. The content reflects the views of the City of Box Elder, South Dakota and does not necessarily reflect the views of the Office of Local Defense Community Cooperation.”

3.0 PROPOSAL REQUIREMENTS AND COMPANY QUALIFICATIONS

- 3.1** The offeror is cautioned that it is the offeror's sole responsibility to submit information related to the evaluation categories and that the City of Box Elder is under no obligation to solicit such information if it is not included with the proposal. The offeror's failure to submit such information may have an adverse impact on the evaluation of the proposal.
- 3.2 Offeror's Contacts:** Offerors and their agents (including subconsultants, employees, or anyone else acting on their behalf) must direct all of their questions or comments regarding the RFP, the evaluation, etc. to the individual identified in section 1.7, above.
- 3.3** The offeror may be required to submit a copy of their most recent audited financial statements upon the City's request.
- 3.4** If the Consultant has NOT been under contract with the City of Box Elder within three years. Provide the following information related to at least three previous and current service/contracts, performed by the offeror's organization, which are similar to the requirements of this RFP. Provide this information for any service/contract that has been terminated, expired, or not renewed in the past three years.
- 3.4.1 Name, address and telephone number of client/contracting agency and a representative of that agency who may be contacted for verification of all information submitted; and
 - 3.4.2 Dates of the service/contract; and
 - 3.4.3 A brief, written description of the specific services performed and requirements thereof; and
 - 3.4.4 The fee of the reference projects.

4.0 PROPOSAL RESPONSE FORMAT

- 4.1** Submittal Requirements:
- 4.1.1 Provide documents in PDF format.
 - 4.1.2 Electronic signatures on the proposal are acceptable.
- 4.2** All proposals should be in a **LETTER FORMAT**, signed by the authorized officer of the firm with the following information:
- 4.2.1 Proposal:
 - 4.2.1.1 Project Understanding
 - 4.2.1.2 Offeror's qualifications specific to this project.
 - 4.2.1.3 Detailed scope of work and deliverables.
 - 4.2.1.4 Proposed project schedule.
 - 4.2.1.5 Fee summary with totals separated for task 2.1, 2.2 and 2.3.
 - 4.2.1.6 Offeror's qualifications & experience.
 - 4.2.1.7 Completed Appendix I - Certification of Prohibited Entity form.

5.0 **PROPOSAL EVALUATION AND AWARD PROCESS**

City staff will evaluate the proposals. This is a qualification-based selection. Box Elder will review the proposal for the best value for the City. Cost will be a factor in evaluation, but selection is predominantly based on qualifications and best value. Criteria for evaluation include:

1. Consultant qualifications for and understanding of the project. (50%)
2. Completeness of proposal and team availability to meet the schedule. (40%)
3. Fee (10%)

- 5.1 Experience and reliability of the offeror's organization are considered subjectively in the evaluation process. Therefore, the offeror is advised to submit any information which documents successful and reliable experience in past performances, especially those performances related to the requirements of this RFP.
- 5.2 The qualifications of the personnel proposed by the offeror to perform the requirements of this RFP, whether from the offeror's organization or from a proposed subconsultant, will be subjectively evaluated. Therefore, the offeror should submit detailed information related to the experience and qualifications, including education and training, of proposed personnel.
- 5.3 The City reserves the right to negotiate an agreement with the firm best qualified for the project. Also, the City reserves the right to reject any or all proposals, or to waive any irregularity in the proposal if it is deemed to be in the best interest of the City. Failure to submit all the requested information could be grounds to reject the proposal.
- 5.4 The City reserves the right to hold interviews with the top two or three firms from the evaluation process. The City also reserves the right to award the tabletop exercise separately.
- 5.5 **Award:** The City and the highest ranked offeror shall mutually discuss and refine the scope of services for the project and shall negotiate terms, including compensation and performance schedule.
 - 5.5.1 If the City and the highest-ranked offeror are unable for any reason to negotiate a contract at a compensation level that is reasonable and fair to the City, the City shall, either orally or in writing, terminate negotiations with the consultant. The City may then negotiate with the next highest ranked consultant.
 - 5.5.2 The negotiation process may continue through successive offerors, according to City ranking, until an agreement is reached, or the agency terminates the contracting process.
 - 5.5.3 All Consultant costs related to the preparation of the RFP, interview, or other related activities are the sole responsibility of the Offeror. The City will provide no reimbursement for costs incurred by the Offeror.

END OF RFP