REQUEST FOR QUALIFICATIONS (RFQ)
Hazard Mitigation Plan Development for Six Michigan Counties

Issuing Agency:
Houghton County Office of Emergency Measures (on behalf of Houghton, Keweenaw, Iron, Baraga, Ontonagon, and Gogebic Counties)

RFQ Release Date: 10/31/2025
Responses Due: 12/1/2025 at 4PM (Eastern Standard Time)
Complete Project Completion Deadline: August 30, 2028

Individual County Plans Due:
Houghton County: June 2025
Ontonagon County: June 2026
Gogebic County: June 2026
Keweenaw County: May 2027
Baraga County: Spring 2027
Iron County: November 2027

We recognize that the deadlines for some of these plans has passed, but this list can be used to show the priorities for plan completions.

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1. Purpose

The Houghton County Office of Emergency Measures, on behalf of a six-county regional partnership, is soliciting Statements of Qualifications from qualified contractors to prepare six individual, FEMA- and State of Michigan-compliant Hazard Mitigation Plans (HMPs) for:

- Houghton County
- Keweenaw County
- Iron County
- Baraga County
- Ontonagon County
- Gogebic County

Each county will receive its own standalone plan that meets all Federal Emergency Management Agency (FEMA) and Michigan State Police, Emergency Management and Homeland Security Division (MSP/EMHSD) requirements.

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2. Background

Hazard Mitigation Plans are a prerequisite for eligibility under FEMA's Hazard Mitigation Assistance programs. The current plans for these counties are reaching expiration, and updated plans are needed to:

- Identify and assess risks and vulnerabilities associated with natural hazards
- Develop long-term strategies for protecting people and property
- Ensure continued eligibility for federal mitigation funding opportunities

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3. Scope of Work

The selected contractor will be responsible for:

1. **Plan Development:**
    - Drafting six separate, county-specific HMPs that comply with FEMA and MSP/EMHSD guidance and review requirements.
    - Conducting risk assessments, capability assessments, and mitigation strategy development tailored to each county.
2. **Stakeholder Engagement:**
    - Designing and implementing a robust stakeholder involvement strategy.
    - Facilitating public meetings, workshops, and surveys as required by FEMA guidance.
    - Documenting participation and input from local officials, residents, and other stakeholders.
3. **Review and Adoption:**
    - Submitting drafts to MSP/EMHSD and FEMA for review and revisions.
    - Assisting counties with plan adoption processes, including providing presentations and supporting documentation.
4. **Final Deliverables:**
    - Six FEMA-approved Hazard Mitigation Plans (one per county) completed by **August 30, 2028**.
    - Digital and hard-copy versions (5 copies) of each plan.
    - Letters to each political sub-division requesting their adoption of the county approved plan.
    - Presentations (as requested) to county or township/city boards of the final plan to assist with local adoption.

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4. Qualifications

Respondents should demonstrate:

- **Experience:** Documented success in developing FEMA-approved Hazard Mitigation Plans, especially within Michigan or similar regions.

- **Stakeholder Engagement Approach:** A clear, practical plan for engaging diverse stakeholders, including local governments, emergency services, businesses, and the public.
- **Knowledge:** Strong understanding of FEMA's mitigation planning guidance (44 CFR §201.6) and the State of Michigan's specific requirements.
- **Capacity:** Ability to manage and complete six county-level plans within the required timeline.

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5. Evaluation Criteria

Proposals will be evaluated on the following weighted criteria:

- Relevant experience with hazard mitigation planning – **40%**
- Quality of stakeholder engagement strategy – **30%**
- Demonstrated knowledge of FEMA/MSP/EMHSD planning requirements – **20%**
- Capacity to meet project timeline – **10%**

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6. Submission Requirements

Respondents must submit the following:

1. Letter of Interest
2. Qualifications and Experience (including references for similar projects)
3. Proposed Approach to Stakeholder Engagement
4. Project Team and Key Personnel
5. Project Management and Timeline
6. Examples of Past FEMA-Approved Plans (if available)

Submissions must be received no later than **4PM (EST) 12/1/2025** at:

Houghton County Office of Emergency Measures
Houghton County Sheriff's Office
403 E. Houghton Ave.
Houghton, MI 49931
906-482-6400

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7. Questions

Questions regarding this RFQ should be directed to:

Christopher VanArsdale, Director
Houghton County Office of Emergency Measures
403 E. Houghton Ave.
Houghton, MI 49931
906-482-6400
oem@houghtoncounty.gov

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8. General Conditions

- The issuing counties reserve the right to reject any or all proposals.
- This RFQ does not commit the counties to award a contract or to pay any costs incurred in the preparation of a response.
- The final contract award will be contingent upon availability of funding and approval by participating counties.

Hazard Mitigation Plan RFQ – Scoring Matrix

Total Possible Points: 100

Evaluation Criteria	Description	Weight	Score (0–5)	Weighted Score
Experience with Hazard Mitigation Plans	Demonstrated history of developing FEMA-approved hazard mitigation plans. Quality and relevance of past projects, especially within Michigan or comparable regions.	40%	___	___ / 40
Stakeholder Engagement Strategy	Clarity and practicality of approach for engaging county officials, emergency services, businesses, and residents. Includes methods for documenting participation and feedback.	30%	___	___ / 30
Knowledge of FEMA/MSP/EMHSD Requirements	Understanding of FEMA guidance (44 CFR §201.6) and Michigan-specific requirements. Familiarity with review and approval process.	20%	___	___ / 20
Capacity to Meet Timeline	Ability of team and resources to complete six plans by deadlines. Project management approach, staffing, and availability.	10%	___	___ / 10
Total		100%		___ / 100

Scoring Scale (0–5 per criterion)

- **5 = Excellent:** Exceeds requirements, highly detailed, innovative approach
- **4 = Very Good:** Meets requirements fully with some added strengths
- **3 = Satisfactory:** Meets basic requirements, adequate detail
- **2 = Fair:** Partially meets requirements, lacks depth or clarity
- **1 = Poor:** Minimal information provided, significant gaps
- **0 = Unacceptable:** Does not address requirement
