

# Kenai Peninsula Borough

## Purchasing & Contracting

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### MEMORANDUM

**TO:** Peter A. Micciche, Borough Mayor

**THRU:** John Hedges, Purchasing & Contracting Director *JH*

**FROM:** Brenda Ahlberg, OEM Senior Manager *BA*

**DATE:** March 26, 2025

**RE:** Authorization to Award a Contract for RFP25-022 Emergency Operations Plan Update

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On February 4, 2025, the Kenai Peninsula Borough Office of Emergency Management formally solicited proposals for RFP25-022 Emergency Operations Plan Update. The request for proposals was advertised on Bid Express from February 4, 2025 through March 6, 2025.

The project consists of updating the 2020 Kenai Peninsula Borough Emergency Operations Plan (EOP), 12 annexes, and create two new annexes: (1) Disaster Help Center and (2) Cybersecurity. The EOP is a living document that provides recommendations to protect life safety, property and the environment to relevant emergencies or disasters on the Kenai Peninsula during response and recovery phases. This project will amend operational procedures to align with response structures as defined by and in adherence with local jurisdictional codes, state statutes and federal regulations. Equity will be evaluated throughout the planning process, ensuring that vulnerable populations and those at higher risk during emergencies are prioritized in operational plans.

On the due date of March 6, 2025, four (4) proposals were received and reviewed by a review committee as follows:

<u>FIRMS</u>	<u>LOCATION</u>	<u>TOTAL SCORE</u>
Tamarack Management LLC	Kapaa, Hawaii	408
Facility Engineering Associates (FEA) PC	Lakewood, Colorado	394
Katmai Preparedness Solutions, LLC	Soldotna, Alaska	230
Transcend X	Grand Rapids, Michigan	129

The highest-ranking proposal, which includes a cost factor, was submitted by Tamarack Management, LLC with a lump sum cost proposal of \$108,000. The proposal review committee recommends award of a contract to Tamarack Management, LLC, Kapaa, Hawaii. Your approval for this award is hereby requested.



Funding of this contract will be charged to account number 271-11250-24HAZ-43011.



Peter A. Micciche, Borough Mayor

3/27/2025

Date

FINANCE DEPARTMENT FUNDS VERIFIED	
Acct. No.	271-11250-24HAZ-43011
Amount	\$108,000.00
By:  	Date: 3/26/2025

NOTES: NA