

**REQUEST FOR PROPOSALS**  
**EMERGENCY MANAGEMENT CONSULTANT SERVICES**  
**RFP 2526-6**



**Responses Due**

April 24, 2026  
5:00pm

City of Norman  
Fire Department  
ATTN: David Grizzle  
415 E. Main St.  
Norman, Oklahoma 73069

TABLE OF CONTENTS

<u>ITEM</u>	<u>PAGE</u>
TABLE OF CONTENTS.....	1
I. OVERVIEW .....	2
II. CITY BACKGROUND .....	2
III. REQUIREMENTS.....	2
A. SUBMISSION REQUIREMENTS .....	2-4
B. RFP CRITERIA .....	4-6
IV. EVALUATION AND SELECTION .....	6
A. EVALUATION CRITERIA .....	6
B. RANKING CRITERIA .....	6-7
V. AFFIDAVITS .....	8
A. CERTIFICATE OF NON-DISCRIMINATION.....	8
B. NON-COLLUSION AFFIDAVIT .....	9

## **I. Overview**

The City of Norman seeks a consultant to provide professional services for the review and update of the City's Emergency Operations Plan (EOP) and assistance with training and other requisite implementation of the finalized plan. The City's current EOP was written by the City's Emergency Management Coordinator in 2004 following the Master County Concept. Because the Emergency Management Division and EOP is housed in the City's Fire Department, the selection of the consultant and main coordination will be through the Fire Department, with city wide departmental coordination and collaboration through the development of the updated EOP.

## **II. City Background**

The City of Norman is located directly south of Oklahoma City, is on both the east and west sides of US Interstate 35 as well as both to the north and south of state numbered Highway 9, and spans nearly 190 square miles. The City of Norman is the county seat of Cleveland County with a population of 130,046, pursuant to 2023 Census data, making it the third most populous city in Oklahoma. The City of Norman is also home to the University of Oklahoma and Lake Thunderbird. The City of Norman is a full-service municipality operating water, sewer, waste, and stormwater utility services, emergency response services through the Norman Police Department and Fire Department, comprised of nine stations, and municipal court services. For additional information about the City of Norman, visit the City's website at <https://www.normanok.gov/>.

## **III. Requirements**

### **A. Submission Requirements**

The selected consultant shall produce a professional document, which will include (but not be limited to):

#### 1. Project Overview

This project involves a comprehensive review, revision, and update of the current Emergency Operations Plan (EOP) to ensure alignment with current best practices, legal and regulatory requirements (e.g., FEMA's CPG 101 v3, NIMS, ICS), organizational changes, and lessons learned from recent incidents and exercises.

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#### 2. Objectives

- Assess the current EOP's strengths and weaknesses.
- Ensure compliance with federal, state, and local emergency management guidelines.
- Integrate new threats and hazards, including pandemics, cyber incidents, climate-related disasters, and active shooter events.
- Improve interoperability and coordination with stakeholders and partner agencies.
- Produce a final, actionable, and accessible EOP that guides effective emergency response.

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### 3. Scope of Services

The contractor/consultant shall perform the following tasks:

#### *Phase 1: Project Initiation (Weeks 1-3)*

- Review existing EOP and annexes.
- Conduct a kickoff meeting with stakeholders sharing project scope, goals, and objectives.
- Develop a detailed project plan and timeline.
- Identify key personnel, points of contact, and stakeholder groups.

#### Deliverables:

- Meeting agenda and notes
- Roster of attendees and planning team

#### *Phase 2: Risk Assessment & Hazard Analysis (Weeks 4-8)*

- Conduct a gap analysis comparing current EOP with national standards (e.g., CPG 101 v3, NIMS, HSEEP).
- Conduct a hazard and vulnerability analysis (HVA) including evaluating critical infrastructure and dependencies as well as community and organizational risks.
- Review after-action reports (AARs) from events and recent drills/exercises.

#### Deliverables:

- Gap analysis and HVA reports including recommendations

#### *Phase 3: Stakeholder Engagement (Weeks 9-12)*

- Develop stakeholder engagement plan to include preliminary data collection activities with internal and external stakeholders.
- Facilitate a planning team to guide EOP development and define plan format and annex framework (Basic Plan, Functional Annexes, and Hazard-Specific Annexes) taking into consideration Emergency Support Functions (ESFs) and Community Lifelines.

#### Deliverables:

- Stakeholder engagement plan and timeline
- Roster of partners

#### *Phase 4: Plan Development (Weeks 13-20)*

- Update/Develop the Basic Plan, Functional Annexes, and Hazard-Specific Annexes, which include integration of continuity of operations (COOP), communications, logistics, evacuation, mass care, and recovery elements.
- Align roles and responsibilities with ICS/NIMS structures.

- Finalize data collection activities including interviews, workshops, and/or surveys with emergency services, public health, utilities, schools, and other partners.

Deliverables:

- Stakeholder engagement summary report
- Draft EOP

*Phase 5: Review and Revision (Weeks 21-24)*

- Circulate draft EOP and conduct stakeholder review sessions.
- Facilitate a review workshop or tabletop exercise with emergency services, public health, utilities, schools, and other partners to assess cross-functional coordination and validate assumptions and procedures as defined in the Plan and Annexes.
- Incorporate feedback and finalize updates to the plan.

Deliverables:

- Plan validation materials
- Summary of feedback and changes to draft EOP

*Phase 6: Approval and Adoption (Weeks 25-26)*

- Submit Final EOP in editable (e.g., Word) and final (PDF) formats.
- Provide an executive summary and quick-reference guide.
- Conduct a briefing/training session on EOP updates for leadership and staff.

Deliverables:

- Final EOP in formats as specified
- Executive summary and quick-reference guide
- Training materials and presentation

#### 4. Assumptions

- Organization will provide access to existing EOPs, AARs, personnel, and data as needed.
- Stakeholders will be available for interviews and review sessions.
- Final approval and adoption will be conducted by the designated authority (e.g., Emergency Manager, CEO, or City Council).

Questions regarding the proposals should be directed to David Grizzle, at 405-307-7190 or david.grizzle@normanok.gov. No inquiries will be received after April 17, 2026. The questions should cite the section of the RFP needing clarification. Responses to the questions will be posted by April 21, 2026 at <https://www.normanok.gov/businesses/bids-rfps-rfqs>.

## **B. RFP Criteria**

1. Proposals submitted in response to this RFP-2526-6 will be accepted at Norman Fire Administration ATTN: David Grizzle, 415 E. Main St., Norman, Oklahoma 73069 until 5:00pm April 24, 2026. Responses received after this time will not be accepted.
2. A response to this RFP should not be deemed to be construed as a contract or an indication of a commitment of any kind on the part of the City of Norman, nor to any obligation for costs incurred in the preparation in response to the RFP. The selected consultant will be required to enter into a contract with the City of Norman following selection of its proposal and prior to commencement of services.
3. *Authorized Signatures.* When submitting proposals, corporate entities are required to comply with Oklahoma State law regarding authorized signatures.

The City of Norman requires that a proposal be signed by a duly authorized corporate official with authority to bind the interested party by the proposal as stated in Oklahoma State statute, "...signed by the chair or vice chair of the Board of Directors, or the President, or by a Vice President, and attested by the Secretary or an Assistant Secretary; or by officers as may be duly authorized to exercise the duties..." 18 O.S. § 22.

However, should some other official with the corporation sign, such as a secretary signing a document, such signature needs to be accompanied by a certificate or a copy of a resolution adopted by the Board setting forth the authority of that individual to execute a contract.

With respect to limited liability corporations, every manager is an agent of the company for the purpose of business and binds the limited liability company. Therefore, instruments and documents shall be valid and binding upon the limited liability company if executed by one or more of its managers. 18 O.S. § 32

As set forth above, when submitting proposals, certification adhering to the state statutes should accompany documents being submitted for consideration.

4. *Prohibited interest.* No member, officer, employee of the City of Norman, or member of its governing body during his or her tenure, or one (1) year thereafter, shall have any interest, direct or indirect, in any resultant contract or the proceeds thereof.
5. *Equal Employment Opportunities.* In connection with this proposal, the consultant shall not discriminate against any employee or applicant for employment because of race, color, religion, ancestry, national origin, age, place of birth, disability, sex, sexual orientation, gender identity or expression, familial status, marital status, including marriage to a person of the same sex, being disabled, or disadvantaged person, or a Veteran, except where religion, sex or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of the consultant.

6. *Affidavits*. In accordance with State law, the consultant must submit a certificate of non-discrimination and non-collusion affidavit with this proposal to be considered. Failure to submit these affidavits may render the proposal incomplete and thus eliminate the consultant from further consideration.
7. *Insurance Requirements*. The consultant(s) chosen for this project shall work with the City on appropriate insurance coverage requirements during the contract negotiation process.

## **IV. Evaluation and Selection**

### **A. Evaluation Criteria**

A selection committee will review and score proposals submitted prior to the deadline. The City reserves the right to request additional information from proposers submitting qualifications. The City reserves the right to reject any or all qualifications and the right, in its sole discretion, to accept the qualifications it considers most favorable to the City's interest. The City further reserves the right to reject all qualifications and seek new qualifications when such procedure is deemed reasonable and in its best interest.

The criteria for evaluating the qualifications and selecting a consultant will focus on:

- The consultant's specific approach to the project. Although the City has identified the general nature of services required, the consultant is encouraged to provide any additional innovative approach or methodology to provide the requested services.
- Capabilities and previous experience in comparable projects of this type and the specialized experience and technical competence of the consultant.
- Past record of performance on contracts with other governmental agencies or on similar projects, including such factors as quality of work, control of costs, and ability to meet established schedules.
- Capacity of the personnel to perform the work in a timely manner.
- Qualifications of individuals who will have direct involvement in tasks on this project.

### **B. Ranking Criteria**

Proposals will be scored according to the following criteria with a maximum score of 100 points:

1. Understanding Project Requirements (Point Range 0-25)
  - Evaluation of the proposals responsiveness to the specific requirements outlined in the submission requirements.
  - Clarity and completeness of the proposal and consultant's approach to enhancing the emergency response plan and implementation/training.
2. Reputation and Experience (Point Range 0-20)
  - Assessment of consultant's previous experience and success in managing similar emergency management projects.

- Quality and relevance of references.
3. Methodology and Project Management (Point Range 0-20)
    - Suitability of proposed methodology for achieving project objectives within the specified timeline.
    - Quality of the project management plan, including risk identification and mitigation strategies.
  4. Qualifications of Key Personnel (Point Range 0-20)
    - Education, experience, and qualifications of the project manager and key staff assigned to the project.
    - Relevance of the team's skills and previous collaborative experiences to the project submission requirements.
  5. Local Understanding and Availability (Point Range 0-15)
    - Demonstrated understanding of Norman community and its specific emergency management needs.
    - Proximity and availability of personnel/consultant's office.

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**V. Affidavits**

**A. CERTIFICATION OF NONDISCRIMINATION**

In connection with the performance of work under this contract, the contractor agrees as follows:

- A. The contractor agrees not to discriminate against any employee or applicant for employment because of race, color, religion, ancestry, national origin, age, place of birth, disability, sex, sexual orientation, gender identity or expression, familial status, or marital status, including marriage to a person of the same sex. The Contractor shall take affirmative action to ensure that employees are treated without regard to their race, color, religion, ancestry, national origin, age, place of birth, disability, sex, sexual orientation, gender identity or expression, familial status, or marital status, including marriage to a person of the same sex. Such actions shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruiting or recruitment, advertising, lay-off, termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. The Contractor and Subcontractor shall agree to post in a conspicuous place, available to employees and applicants for employment, notices setting forth the provisions in this section.
  
- B. In the event of the Contractor’s noncompliance with this nondiscrimination clause, the contract may be canceled or terminated by the City Council. The Contractor may be declared by the City Council ineligible for further contracts with the said agency until satisfactory proof of intent to comply shall be made by the Contractor.
  
- C. The Contractor agrees to include this nondiscrimination clause in any subcontracts connected with the performance of this agreement.

I have read the above stated clause and agree to abide by its requirements.

By: \_\_\_\_\_

Title: \_\_\_\_\_

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

\_\_\_\_\_  
Notary Public

My commission expires: \_\_\_\_\_

**B. NON-COLLUSION AFFIDAVIT**

STATE OF \_\_\_\_\_ )

COUNTY OF \_\_\_\_\_ )

\_\_\_\_\_, of lawful age, being first duly sworn on oath says that (s)he is the agent authorized by the bidder to submit the attached bid. Affiant further states that the bidder has not been a party to any collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding; or with any government official or employee as to quantity, quality, or price in the prospective contract, of any other terms of said prospective contract; or in any discussions between bidders and any government official concerning exchange of money or other thing of value for special consideration in the letting of a contract; that the bidder/contractor has not paid, given or donated or agreed to pay, give or donate to any officer or employee of the City of Norman (or other entity) any money or other thing of value, either directly or indirectly in the procuring of the award of a contract pursuant to this bid.

SIGNED: \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

My Commission Number: \_\_\_\_\_