



Request For Proposals Emergency Management Planning Consultant

The Women's Housing and Economic Development Corporation (WHEDco), a Bronx-based affordable housing owner and community development nonprofit, seeks proposals from qualified consultants to develop comprehensive emergency management plans for WHEDco's three mixed-use affordable housing developments and the community-serving programs based in those buildings.

Each building provides affordable rental apartments while also serving locations for WHEDco programs, administrative offices, community services, and public events. The emergency management plans should account for the unique operational needs of mixed-use buildings that include affordable housing, administrative offices, and various community services. The plans should recognize that each building serves multiple populations simultaneously with varying emergency preparedness and response needs.

The selected consultant will review existing draft emergency management materials, identify gaps, develop new content as needed, and produce building-specific emergency management plans that reflect current best practices and applicable regulatory requirements. WHEDco anticipates that these building plans will ultimately serve as site-specific annexes to a future organization-wide Emergency Operations Plan and Continuity of Operations Plan.

Project Objectives - The purpose of this project is to:

- Develop comprehensive, practical, and site-specific emergency management plans for each WHEDco building.
- Establish clear emergency procedures, protocols, and roles for staff, property management, and other key personnel.
- Strengthen preparedness for a range of emergency scenarios affecting residents, staff, program participants, and visitors.
- Establish coordination and communication during emergency incidents, which should also include staff who are offsite and/or working out of other locations outside of these three buildings.
- Provide guidance for staff training, emergency drills, and ongoing plan maintenance.
- Create emergency management plans that can ultimately be incorporated into organizational Emergency Operations Plan and Continuity of Operations Plan.

Scope of Services - The consultant will work collaboratively with WHEDco leadership and designated staff to:

- Review existing emergency preparedness documentation, policies, procedures, and draft emergency plans.

- Conduct site visits for each property and meet with key staff, as needed, to assess building operations, programmatic uses, occupancy, and emergency risks.
- Identify gaps and recommend improvements.
- Develop comprehensive, site-specific emergency management plans for each building.
- Facilitate review sessions with WHEDco staff and incorporate feedback into draft plans.
- Deliver final emergency management plans in editable electronic format.
- Provide recommendations regarding staff training, emergency drills, plan maintenance, and periodic updates.

Properties Covered - The consultant will develop individual emergency management plans for the following properties:

- **Urban Horizons:** 194,300 square-foot (sq. ft.) mixed-use affordable housing development with 132 residential units and WHEDco administrative and program offices, including: WHEDco's Early Childhood Discovery Center (Head Start); Family Support Services; Food Pantry; Bronx CookSpace commercial kitchen; the Teen Leadership Center; a Health Center operated by an external partner (the Institute for Family Health), as well as various training classrooms and program offices.
- **Intervale Green:** 151,300 sq. ft. mixed-use affordable housing development with 128 residential units and community-serving programs, including: Home-Based Child Care (HBCC) headquarters; Community Development offices; amongst other community services.
- **Bronx Commons:** 426,000 sq. ft. mixed-use affordable housing development that includes 305 units of residential housing, community programming, administrative offices, the Nancy Biberman Melrose CAST Center, and the Bronx Music Hall, as well programs operated by external partners, including a NYC Department of Education (DOE) Preschool and a grocery/deli commercial tenant. *[PLEASE NOTE: The Bronx Music Hall should be addressed as part of the Bronx Commons emergency management plan, with specific protocols related to its indoor and outdoor performances, public events, artists, audiences, backstage operations, and other event-related emergency considerations.]*

Key Deliverables - The consultant will develop building-specific emergency management plans that include, at a minimum:

- **Risk Assessment** - Including but not limited to:
 - Building-specific hazards and vulnerabilities;
 - Assessment of operational risks;
 - Review of existing emergency procedures and protocols;
 - Recommendations for improving preparedness and response.
- **Scenario-Based Emergency Response Procedures** - Develop procedures for responding to emergencies including, but not limited to:

- Fire
 - Severe weather
 - Flooding
 - Medical emergencies
 - Utility failures (electricity, gas, water, telecommunications)
 - Hazardous materials incidents
 - Structural emergencies, including elevator entrapment
 - Active shooter or active threat incidents
 - Narcan administration and overdose response (where applicable)
 - Other reasonably foreseeable emergency situations
- **Evacuation and Protective Actions** – The following should take into account the needs of children, older adults, individuals with disabilities, residents with mobility limitations, and others who may require additional assistance during emergencies:
 - Evacuation procedures
 - Shelter-in-place procedures
 - Relocation procedures
 - Resident notification procedures
 - Re-entry procedures following an emergency
- **Roles and Responsibilities** – The plans should clearly outline the following:
 - Incident leadership structure and chain of command
 - Roles and responsibilities for WHEDco staff
 - Roles and responsibilities for Property Management
 - Coordination with emergency responders and external agencies, as needed
- **Communications Protocols** – Outline communication procedures, including but not limited to, emergency notification methods, emergency contact information, and communication flow during emergency incidents for:
 - Building residents
 - Commercial tenants
 - WHEDco staff and volunteers
 - Program participants and/or visitors
 - Property Management
 - Security personnel (external vendor)
 - Executive leadership
 - Emergency responders
 - External stakeholders, as appropriate
- **Coordination with External Agencies** - Guidance regarding coordination with external agencies, including emergency responders, city agencies, utility providers, and other responding authorities, as appropriate.
- **Training and Plan Maintenance** - Recommendations regarding:

- Staff orientation and emergency preparedness training
- Emergency drills
- Refresher training, as needed
- Annual review process
- Plan maintenance and update schedule

Consultant Qualifications - The selected consultant should demonstrate experience in:

- Emergency management planning, preparedness and response
- Affordable or multifamily housing
- Mixed-use facilities
- New York City emergency management requirements and best practices
- Facilitating emergency planning with multiple stakeholders
- Experience working with affordable housing providers, community development organizations, or nonprofit organizations with public-facing programs is strongly preferred.

Anticipated Deliverables - The consultant will provide:

- Produce an emergency management plan for each building
- One revised draft following WHEDco review and feedback
- Final emergency management plan for each building
- Electronic copies in editable Microsoft Word format
- Executive summary of key recommendations
- Presentation of final plans to WHEDco leadership and designated staff

Anticipated Timeline

- Proposal deadline: September 18, 2026
- Proposal review: September 21 – 29, 2026
- Consultant selection notification: September 29, 2026
- Start date: October 2026
- WHEDco anticipates that the project should be completed within 9-12 months

Proposal Submission Documents – Please email vpteam@whedco.org the following documents by close of business September 18, 2026.

- Scope of work and anticipated timeline
- Price proposal
- Two work samples from similar projects
- Biographies or CVs/Resumes of principal/president and any key staff working on the project

Future Phase (Not Included in this Scope) – WHEDco anticipates undertaking a future project to develop an organization-wide Emergency Operations Plan (EOP) and Continuity of Operations Plan (COOP). The building-specific emergency management plans developed through this engagement are expected to serve as site-specific annexes to that future organizational planning effort. Development of the organization-wide EOP and COOP is not included within the scope of this solicitation.