



FEDERATED INDIANS OF
GRATON
R A N C H E R I A

Request for Proposals
For
Hazard Mitigation Plan Preparation
Consultant

Response due: On or before July 10, 2023, by no later than 3:00 PM (PST)

Email to: TCampbell@gratonrancheria.com

FEMA Hazard Mitigation Planning – Consultant Services

Request for Proposal (“RFP”) Development

1. Purpose of Request

The Federated Indians of Graton Rancheria (“FIGR” or the “Tribe”) is seeking proposals for a Consultant to work in collaboration with the Tribe to develop a Hazard Mitigation Plan, which will meet Federal Emergency Management Agency “FEMA”) regulations. The Consultant shall possess a thorough understanding of the federal laws affecting tribal governments during emergency incidents. The Consultant must have extensive knowledge of tribal communities and direct expertise in facilitating tribal community input. The FIGR hazard mitigation planning project was developed pursuant to a FEMA grant.

Scope of Work

The successful consultant will be required to develop a comprehensive Hazard Mitigation Plan meeting the FEMA regulations along with clear and concise methods to reduce the Tribe’s level of risk during future natural disasters.

The following list of tasks is expected to be completed by the consultant in a timely manner and in collaboration with FIGR staff.

- a) Consultant will prepare summary hazard mitigation materials to use in community outreach to educate tribal citizens and others on reducing risks due to natural disasters that may impact the Tribe.
- b) Conduct educational outreach to Tribal Citizens, including displayed or visual digital materials that summarize an existing draft hazard mitigation plan for the Tribe. The outreach will most likely be in-person a virtual option for participants. Contents of hazard mitigation planning materials developed by the Consultant will be approved in advance by Tribal leadership.
- c) Collect citizen feedback and update the hazard mitigation plan. Updates will include components to mitigate the impacts of pandemics, climate adaptation strategies upon cultural resource locations within the tribe’s ancestral homelands and cyber security measures to safeguard tribal programs and services.
- d) Review neighboring jurisdictions FEMA approved hazard mitigation plans for consistency and or specific strategies that could help support the Tribe’s hazard mitigation plan.
- e) Present a final hazard mitigation plan to the Tribe for approval and adoption of the hazard mitigation plan.
- f) Submit the adopted hazard mitigation plan to FEMA for review and update the tribe on suggested plan changes requested by FEMA to support agency certification before October 1, 2023.

g) Update the plan to include any changes approved by the Tribe as suggested by FEMA Region IX reviewers. Submit the final plan to FEMA for certification.

h) Follow through and report back to the Tribe on the status of the hazard mitigation plan resubmission to FEMA for federal certification letter of an approved plan.

i) Consult with the Tribe on any public media statements created in support of this project.

3. **Consultant Qualifications**

The Consultant should have several years of experience in creating, producing and conducting educational and outreach programs of the type and scope outlined above. The Consultant should have all licenses, insurance and professional credentials reasonably necessary to perform the services specified hereunder.

4. **Term**

The scope of work for the development of a Hazard Mitigation plan must be completed and invoiced by October 1, 2023.

5. **Instructions for Proposals**

A. All proposals must be submitted by email to TCampbell@gratonrancheria.com.

B. All proposals must be clearly marked Tim Campbell – Hazard Mitigation Project, must be received by 5:00 PM (California time) on July 10, 2023. Proposals submitted after that date and time will only be considered if FIGR has not yet identified a suitable Consultant. All proposals will be reviewed for completion to make sure that they meet requirements. No telephone proposals will be accepted.

C. Proposals must include all project costs, including, without limitation, for labor, materials and anything else necessary to complete the services. The total contract or purchase order price for the services may not exceed \$30,000. Bids that exceed that amount will not be considered. This project is funded by FEMA and all applicable federal regulations apply to such payments..

D. The designated representative from FIGR will answer any questions up to the time a Consultant is selected for the services.

E. Experience/qualifications:

(i) Proposals shall include at least two previous examples of relevant jobs/projects.

(ii) Proposals shall include 2 – 4 client/work references including information regarding the project and contact information.

F. All quotes must include the following:

- (i) The complete and correct contact information of individuals who will be working on the project.
- (ii) Correct mailing address of the prospective Consultant's business.
- (iii) Proposals shall clearly state all costs and fees to be charged for the performance of all services outlined herein.
 - a. If based on an hourly rate, provide the hourly rates to be charged for each individual who would be assigned projects, or each project rate. Or provide a blended rate for the delivery of all services.
 - b. Provide an explanation if fees will be calculated on any other basis (project-based). Itemize the type of expenses (other than fees) for which you would seek reimbursement.
- (iv) Timeline of all deliverables. All work must be completed and invoiced prior to October 1, 2023.
- (vi) Completed RFP Information Form attached hereto as Attachment A.
- (vi) Indicate that all quotes are valid through July 30, 2023.

6. Selection Criteria

Each proposal will be independently evaluated to determine selection of the most appropriate proposal to fit the current need, alignment with FIGR's values, and a mutually beneficial working relationship.

7. Terms and Conditions

- A. FIGR reserves the right to reject all proposals and to waive minor irregularities in any proposal.
- B. FIGR reserves the right to request clarification of information submitted and to request additional information from the potential Consultant.
- C. FIGR reserves the right to award the contract to an Indian-owned economic enterprise or organization with the lowest responsive quote if it is reasonable and no more than 10% higher than the lowest responsive quote overall.
- D. Any proposal may be withdrawn up to the date and time set in this RFP.
- E. FIGR shall not be responsible for any cost incurred by the Consultant in preparing, submitting, or presenting its response to the RFP.
- F. FIGR reserves the right to reject any proposed agreement or contract that does not conform to the specifications contained in this RFP and which is not approved by the FIGR Tribal Council.
- G. All quotes, documents, and forms will become the property of FIGR upon delivery and acceptance of the sealed proposal or email communication.
- H. Neither the Consultant nor its principals may be, and the Consultant must certify that neither it nor its principals are presently debarred, suspended, proposed for

debarment, declared ineligible, or voluntarily excluded from participation in this contract by any governmental department or agency.



ATTACHMENT A

RFP – Information Form

Official Name of Consultant _____

Contact Person _____

Street Address _____

City, State, Zip _____

Email: _____ Website: _____

Type of Entity / Organizational Structure (Check one):

- | | | |
|--|--|---|
| <input type="checkbox"/> Corporation | <input type="checkbox"/> Limited Liability Corporation | <input type="checkbox"/> Joint Venture |
| <input type="checkbox"/> Limited Liability Partnership | <input type="checkbox"/> Partnership | <input type="checkbox"/> Non-Profit _____ |
| <input type="checkbox"/> Sole Proprietor | <input type="checkbox"/> Other _____ | |

Date of Organization structure: _____

Signature: _____ Date: _____