

REQUEST FOR PROPOSALS  
HAZARD MITIGATION PLAN UPDATE  
FOR  
THE SOUTHERN UTE INDIAN TRIBE  
RISK AND EMERGENCY MANAGEMENT DIVISION



Requested By:

The Southern Ute Indian Tribe's  
Risk and Emergency Management Division

\*\*\*\*\* ALL INTERESTED PARTIES: \*\*\*\*\*

Proposals due no later than  
March 15, 2024

I. Advertisement for Federal Emergency Management Agency (FEMA) Hazard Mitigation Plan (HMP) Update.

- A. The Southern-Ute Indian Tribe (SUIT) requests a written response to this Request for Proposal (RFP) for a Consultant to draft and prepare a Hazard Mitigation Plan Update compliant with the Disaster Mitigation Act (DMA) of 2000, 44 CFR Part 201.7 and the most current FEMA “how to” planning guidance and Mitigation Plan Review Tool requirements.
- B. The SUIT will select a consultant based on the qualifications and proposals presented in response to this RFP. Principal criterion for selection is: 1) Experience providing consultant services of this nature (25%); 2) Project approach and schedule (10%); 3) Experience of the proposed project team (25%); 4) Experience working with tribes (10%); and 5) Competitive Pricing for work performed (30%).

II. SCOPE OF WORK

The proposed project consultant will facilitate and document the planning process, identify the data requirements, conduct research, develop and facilitate the public input process, produce the draft and final plan document, and facilitate the plan adoption process. Contractor will be responsible for the following four stages: Organizing Resources; Hazard Identification and Risk Assessment (HIRA); Developing a Mitigation Strategy; and Plan Adoption, Monitoring & Evaluation. The consultant will maintain its project management role until FEMA plan approval.

A. Organize Resources/Plan Development

- 1. Identify and work closely with an ad hoc Tribal Planning Committee (TPC) on all phases of the project. Ensure that elected officials, local agencies, other partner agencies, business, nonprofits, academia, neighboring counties or communities, and the general public have an opportunity to be involved in the planning process. Document efforts to include these partners and their participation.
- 2. Develop an action plan for public involvement and comment during the development stage and document the process and results. Coordinate public involvement through a variety of approved tools, such as surveys, educational briefings, press releases, informational postings on local websites, and public hearings.
- 3. Thoroughly document and describe the planning process with emphasis on how the TPC reviewed and analyzed each section. and which risk assessment information was updated from previous Tribal plans, policies, codes, regulations, or other documents to include FEMA’s previous Plan Update Assessment (PUA) comments.
- 4. Utilize existing GIS information for identified hazards and make corrections or updates of GIS information as necessary.

B. Hazard Identification and Risk Assessment (HIRA)

1. The updated HIRA will build on identified threats and hazards and the vulnerability of the jurisdiction. The updated plan will include events that have occurred and appropriate changes identified in best available data and analysis.
  2. Profiling Hazards
    - a. Provide updated information on the locations where each threat or hazard could affect the community.
    - b. Describe the location, extent and magnitude of each threat or hazard.
    - c. Describe and summarize previous occurrences of each threat or hazard. For threats or hazards profiled in the previous hazard mitigation plan, limit this step to adding to the existing information.
    - d. Define, determine, and describe the future probability of each threat or hazard to occur in the planning area.
  3. Assess Vulnerability
    - a. Provide an overall summary of the SUIT's vulnerability to each threat or hazard. Rank the level of impact for each threat/hazard with a rating system and explain the process followed to achieve the ranking.
    - b. Describe in general, each hazard's impact on buildings, infrastructure, critical facilities, personnel, and the vulnerable population.
    - c. Using best available data, describe flood vulnerability in terms of types and numbers of potential repetitive loss properties located in the identified hazard areas.
    - d. Include the most current flood plain mapping data available. (A Colorado Water Conservation Board mapping project including key drainages on the reservation has recently been completed, although the Tribe has not and may not enroll in the National Flood Insurance Program (NFIP).)
    - e. Based on available data, provide updated information on the vulnerability of existing and future buildings, infrastructure, and critical facilities for the reservation. Specify the types and numbers of buildings, infrastructure, and critical facilities.
    - f. Based on available data, provide estimated potential dollar losses to vulnerable structures, describing the methodology used to prepare the estimate.
    - e. Based on best available data, describe vulnerability in terms of land use and development trends.
    - g. Based on best available data, analyze the economic impacts from potential hazards.
    - h. Based on best available data, describe how potential climate adaptation may impact the Tribe's current and future vulnerability to specific hazards.
- C. Develop a Mitigation Strategy
1. Consultant will facilitate development of a mitigation strategy that reflects the results of the risk assessment.
  2. The mitigation strategy will describe actions identified in the current plan and revise and update as necessary to include new identifiable mitigation action items.
- D. Plan Adoption, Monitoring, and Evaluation
1. The plan will describe a process for adopting, monitoring, and evaluating the plan update to include a strategy for continued public participation.

2. A method and schedule for monitoring and evaluating the plan will be developed, including progress on action items, updates to the HIRA, and adding new mitigation actions before the next plan update.
3. A process to incorporate the mitigation plan into other planning mechanisms will be included.

E. ADDITIONAL CONTRACT PROVISIONS

1. A digital copy of the final draft of the HIRA and Hazard Mitigation Plan Update will be provided to staff by the 1<sup>st</sup> day of the 9<sup>th</sup> full month following execution of the contract.
2. Contractor will maintain project management role until the Plans are approved by FEMA.
3. Contractor is responsible for changes required by FEMA to gain approval.
4. Payments will be due to the consultant in four installments at key points through the planning process. The timeline for actions and installment schedule based on completion of benchmarked activities is included in Attachment A-Timeline for Deliverables.
5. Extensions and/or changes to deadlines may only be implemented by mutual written consent of the consultant and the Tribe's Risk and Emergency Manager.

F. GRANT SUPPORT AND DIRECT TECHNICAL ASSISTANCE

1. The Southern Ute Indian Tribe (SUIT) has been selected for FEMA's Building Resilient Infrastructure & Communities (BRIC) Direct Technical Assistance (DTA). As a part of FEMA's DTA, the Tribe is receiving assistance from FEMA on their Hazard Mitigation Plan update. DTA can provide support with the following components of the HMP update:
  2. Natural Hazard Risk Assessment/Profiles
  3. GIS/visualization Support
  4. Mitigation Strategy Development
  5. Public Engagement/Stakeholder Engagement
6. FEMA DTA will be supporting the SUIT's chosen consultant. Specifics of these components will be further specified in coordination with this contract once the consultant has been selected.

G. FORMAT FOR THE PROPOSAL

1. Submittal materials shall be bound in a 3-ring binder or comb binder. Clearly label submittals with the SUIT project name.
2. A table of contents shall be included.
3. Dividers with tabs shall be provided to separate and identify each Submittal Requirement described below. The tabs shall be numbered to correspond to each requirement.

- H. Proposals Submitted: One digital copy on USB flash drive, one sealed original and three (3) copies of the written proposals to:

Mail Delivery:

Southern-Ute Indian Tribe

Hand Delivery:

Southern-Ute Indian Tribe

Project Name: Hazard Mitigation Plan Update RFP

Purchasing  
P.O. Box 737  
Ignacio, CO 81137  
ATTN: Donald Brockus

Purchasing  
398 Ouray Drive  
Ignacio, CO 81137  
ATTN: Donald Brockus

On the envelope, please include: "Proposal for Emergency Plans."

**ATTACHMENT A  
SUIT HAZARD MITIGATION PLANNING PROPOSAL  
Planning Applicant Work Schedule and Timeline**

Please review the expanded timeline to ensure as an applicant you are aware of the time needed for FEMA courtesy and final reviews, potential revisions, Approvable Pending Adoption (APA) status, official adoption, final FEMA approval, and grant close-out:

Months 1: Contracting process (25 % payable on completion)

Months 2-8: Public and Committee Input; DRAFT plan complete (25 % payable on completion)

Months 9: FEMA review and potential revisions (25% Payable on completion)

Months 10-11: Local adoption

Months 12: Official FEMA approval (25% Payable on completion)

**Additional Information**

Activity	Timeline
RFP Advertised Date	February 2, 2024
Proposal Due Date	March 15, 2024
RFP Evaluation	March 29, 2024
Notification Letter Sent to Proposers	April 5, 2024
Contract Award	April 12, 2024

Selection Criteria	Weight	Description of Selection Criteria
Cost	30%	Competitive pricing for work performed
Experience working with tribes	10%	Briefly describe the work that the consultant has carried out for tribal entities.
Comparable Consulting Experience	25%	Experience providing consultant services of this nature
Team’s Experience	25%	Experience of the proposed project team
Project approach and Schedule	10%	State whether the consultant can meet the listed schedule. State whether the consultant believes any portion of the schedule is unreasonable.