



YUROK TRIBE
REQUEST FOR PROPOSAL
Local Hazard Mitigation Plan

Yurok Tribe
190 Klamath Blvd.
Klamath, CA 95548

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Dear Emergency Management Consultants:

The Yurok Tribe (the “Tribe”) is seeking a ***consultant for developing a Local Hazardous Mitigation Plan (LHMP)***. Technical questions or requests for clarification shall be directed, in writing, to the email address below. The Tribe’s responses to a proposer’s question(s) will be provided via return email only to the proposer asking the question(s), and not shared with other respondents.

RFP Bid Response Representative:

- Name: Springwind Marshall
- Company: Yurok Tribe
- Address: P.O. Box 1027 / 190 Klamath Blvd
- City, State, Zip: Klamath CA. 95548
- Telephone: (707) 445-2422
- Email Address: smmarshall@yuroktribe.nsn.us

Owner Representative:

- Name: Amos Pole
- Company: Yurok Tribes Office of Emergency Services - Director
- Address: P.O. Box 1027 / 190 Klamath Blvd
- City, State, Zip: Klamath CA. 95548
- Telephone: (707) 951-6844
- Email Address: apole@yuroktribe.nsn.us

1. General Information

Key Dates:

The following table outlines the Tribe’s key dates and events in this RFP process:

<u>Date</u>	<u>Event</u>
4/10/2025	RFP is Available
4/10/25 – 5/08/25	Questions and Answer Period
5/08/2025	Deadline for receipt of proposals to the Tribe’s Office
5/09/25-5/15/25	Oral Interviews with selected respondents
5/15/2025	Selection completed/contract negotiations begin



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Proposal Submission Instructions:

Submit a single electronic PDF file to the RFP Representative, preferably by email, no later than 3pm (PT) on the deadline date.

If email is impossible, respondents must submit Two (2) original signed by the individual or authorized representative. All proposals shall be submitted on letter-sized media, pages numbered numerically, preferably on recycled paper.

The outside of the submission envelope must be sealed and clearly marked “Proposal for Professional Services to update the Yurok Tribe 2025 Local Hazard Mitigation Plan”. Proposals must be submitted to the RFP Bid Response Representative address above.

2. Rules Governing Proposals

Confidentiality:

The content of all proposals will be kept confidential throughout the selection process and afterward. Copies of any proposal will not be shared with other respondents.

Late Submissions:

Proposals not received prior to the date and time specified will not be considered and will be returned to the proposer unopened.

Acceptance / Rejection of Submittal:

The Tribe reserves the right to reject any or all responses to this RFP, to waive minor irregularities in any proposal or in the RFP procedures, and to accept any proposal presented which meets or exceeds these specifications and which is deemed to be in the best interests of the Tribe. However, the requirements for timelines shall not be waived.

Proposal Evaluation:

A committee of individuals representing the Tribe will perform the evaluation of all proposals. Following this evaluation process, the committee may elect to ask certain respondents to complete an oral interview before the committee. The purpose of the interview is to allow those further selected firms expansion and discuss their written responses.

Oral Interviews:



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Oral interviews are provided at the sole discretion of the Tribe and are for the purposes of allowing the Tribe to broaden their understanding of certain selected respondents.

Final Selection:

The final selection of the successful respondent(s) is scheduled to be completed by **May 15th, 2025**.

Insurance Requirements:

Include Proof of Insurance furnished by the respondent's carrier to guarantee the respondent is properly insured. The respondent, once awarded, must file with the Tribe certificates of insurance prior to the commencement of work as additionally insured with Liability Insurance, Comprehensive General Liability insurance, and Professional Liability insurance.

Respondent shall require and verify all subcontractors, if applicable, maintain insurance, including workers' compensation insurance, subject to all of the requirements stated herein prior to work.

3. Selection Criteria

- Specialized experience, capabilities, and technical competence, which the organization may demonstrate with the organization's proposed approach and methodology to meet the project requirements.
- Specialized and qualified project team members with an extensive list of qualifications, education, and relevant experience for each.
- Resources committed to perform the work and the proportion of the time that the organization's staff would spend on the project, including time for specialized services, within the applicable time limits.
- Records from previous projects, quality of work, ability to meet schedules, cost control and contract administration.
- If a qualified Native American-owned company comes within 5 % percent of the lowest qualified bidder's total bid, that company may match the lowest bid and receive the award unless the original lowest bidder is a Native American-owned business. A Native American-owned business must be a non-profit or for-profit entity where an Indian or Indians own at least 51% interest and where such Indian or Indians have managerial and operational control of the business operations. Other factors can be found in section 4403 of the Tribal Employment Rights of the Yurok Tribe. The ordinance and other TERO documents can be found at the following link <https://www.yuroktribe.org/tero> . Any contractor claiming Native American preference shall fill out and submit the Application for Contractor/Business Certification.
- Contractors must comply with the YTC for work funded by or conducted on behalf of the Yurok Tribe, including the contractor providing the TERO Office with an Indian Preference



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Plan, describing how the contractor intends to meet those obligations. See [YTC4501-4602](#).

- All professional services contracts are subject to the Tribe's Employment Rights Ordinance (TERO) and policies and a 1% TERO fee will be assessed on services. See [YTC4601-04](#).

4. Response Format

All proposals must include the following components and organizational structure:

- Executive Summary
- Company Profile, Qualifications & Experience
- Technical Proposal/Scope of Work
- Cost/Fee Proposal
- Timeline for Completion
- Current Workload: Current project backlog and the consultant's capacity to commit to the completion of this project within the estimated timeframe.

Project Understanding: Provide a narrative demonstrating an understanding of the project. This should include a critical path to define anticipated chronological thresholds for project objectives.

5. Project Description, Scope of Work

The goal of this planning efforts is to examine and update critical data for the hazards that could impact the planning area of the Yurok Tribe, to determine the level of risk/hazards associated, update population and development data for the Yurok Tribes jurisdiction areas, update the identification of actions and activities to reduce hazard losses, develop and document collaborative mitigation strategies with continuing and new Planning Partners. Also engage multiple Tribal/County residents in the process of updating and implementing the proposed plan.

Planning Partners in the updated LHMP will include the unincorporated areas, of Humboldt and Del Norte Counties, within the jurisdiction of the Yurok Tribe.

The Yurok Tribe is a federally recognized tribe, the Consultant will prepare an annex (or annex update, for continuing partners) for each participant, along with an overall, areawide base plan update.

The Yurok Tribes Office of Emergency Services (YOES) will coordinate the assembly and commitment of the core planning team, Planning Partners, and plan stakeholders. Along with the selected Consultant and all Planning Partners, in Humboldt/Del Norte Counties. The Yurok OES will provide public notice, promote public outreach, and provide opportunities for public comment during the initial planning phases requiring such notice.

The work is funded by the Hazard Mitigation Grant Program of FEMA and Prepare California Match program from Cal OES.



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The selected Consultant will complete the following details:

- Author the proposed Yurok Tribe LHMP-Local Hazardous Mitigation Plan update.
- Follow all State & Federal guidance to ensure the Hazard Mitigation Plan requirements are met.
- Coordinate project management and timelines, milestones and objectives.
- Establish and maintain communications with all Planning Partners and ensure that timelines and expectations are communicated and adhered to throughout the planning process.
- Receive and compile significant information from Planning Partners.
- Conduct a comprehensive review of the existing Yurok Tribal LHMP and related plans, such as the State/County Hazard Mitigation Plan.
- Document each step of the planning process including meetings, attendance, contact information, notes, all discussion and outcomes.
- Secure qualified technical specialists and subject matter experts approved by the tribal planning team (Yurok OES and Tribal Planning Partners) to inform all technical aspects of the updated plan.
- Work with subcontracted consultants and subject matter experts to identify and amend portions of the previous plan requiring updates due to changed circumstances or new data, inaccuracies, or new tools or technology. Work with the same to assist Tribal Planning Partners not included in the existing plan through new hazard and risk assessments, vulnerability assessments, and capability analyses. Plan, facilitate, and lead meetings and workshops with Tribal Planning Partners, stakeholders, Tribal departments, Tribal Members and the public. The planning process will include between (8) – (12) eight and up to twelve meetings including Tribal Planning Partners, stakeholders, and/or the public.
- The Consultant will attend all meetings and no fewer than three (3) meetings in person in the locations agreed upon with the Director of the Yurok Tribes Office of Emergency Services.
- Update or develop a hazard and risk assessments, local vulnerability and capability analyses, and mitigation strategies, including for the base (Operational Area) plan and for all participating annexes or updates.
- Provide analysis of additional hazards not included in the existing plan, including technological and human-caused hazards, hazardous materials spills.
- In compliance with SB 379 and SB 1000, include analysis of the effects of climate change and pollution throughout plan elements, including their effects on disadvantaged communities.
- Create public surveys, and compile, analyze, and report all public comments and suggestions received in the plan document.



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- Work with Yurok Tribe OES and the Tribal Planning Partners to inform and engage the community in the hazard mitigation process, and to solicit and incorporate stakeholders and public feedback at all stages of the planning process.
- Work with Tribal Planning Partners to conduct a performance review of the status and progress of previously identified projects and to determine which incomplete projects or initiatives should be carried forward.
- Work with Planning Partners to develop appropriate new mitigation projects or initiatives aligning with risk assessments and cost/benefit analyses.
- Produce a draft LHMP update for review and approval by jurisdictional partners governing bodies, Yurok Tribe, Cal OES, and FEMA.
- As a final product, produce a Multi-jurisdictional Hazard Mitigation Plan update that meets all requirements for FEMA approval.

The Risk Assessment and Vulnerability Analysis will:

- Include risk assessments and rankings for the Operational Area and each participating jurisdiction, including hazard identification and profiling; assessment of the impacts of hazards on physical, social, and economic assets (including critical infrastructure); life safety, health and safety impacts of identified hazards (including impacts on community lifelines); identification of areas of vulnerability; and the estimated costs of potential damage.
- Include a description of the type, location, and extent of natural, technological, and human-caused hazards that can impact the planning area. Include a rationale for omission of any hazards commonly recognized to affect the planning area.

Point out hazard and vulnerability similarities and differences between the base Operational Area (OA) plan and annex plans.

- Incorporate any credible new technical data (such as through recent census data or through updated floods, tsunamis, or wildfire hazard maps, Tribal GIS, etc).
- Include HAZUS modeling (Level 2 or 3, depending on cost). **Proposals should include options for both Level 2 and Level 3 HAZUS modeling, including cost breakdowns.**
- Include available local data and list historical hazard occurrences in the planning area (incidents leading to County, State or Federal proclamations/declarations and other significant incidents).
- Describe and demonstrate the extent of identified hazards on a scientific scale. Include an analysis using historical data and modeling of the probability of future events of the identified hazards. Results will be quantitatively defined (such as 50% chance of occurring at X level over the next five years).



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- Include maps to show spatial extent of hazards for each participating annex.
- Identify and map emergency evacuation routes, including route capacity, safety, and viability under a range of emergency scenarios.
- Identify and prioritize GIS maps, residential areas with fewer than two evacuation routes.
- Describe the effects of future conditions, including climate change (i.e. long-term weather patterns, average temperature, sea level rise, etc.) on the type, location, and range of anticipated intensities of identified hazards.
- Address repetitively flooded NFIP-insured structures by estimated number and structure type.
- Describe the potential impacts on each participating jurisdiction and its identified assets. Impacts will take into account the effects of climate change, changes in population patterns (migration, density, or the makeup of socially vulnerable populations), and changes in land use and development trends.
- Contain an inventory of the number and type of structures at risk for each identified hazard in the planning area, and for those outside of the planning area that may be impacted by the hazards. Include the identification of and potential impacts on critical facilities.
- Include social vulnerability data and emphasize heightened hazard risk to people with access and functional needs (AFN).
- Describe the impacts of potential future hazard occurrences on the natural, historic, and cultural resources of the planning area, and on activities that hold meaning to the community.
- Explain uncertainties and limitations of the analysis, such as missing, inadequate, or outdated data.

Vulnerability Assessment:

The full range of natural hazards that could affect the planning area will be considered and then a list of hazards that present the greatest concern will be formulated. Incorporate a review of state and local hazard planning documents as well as information on the frequency of, magnitude of, and costs associated with hazards that have struck the planning area or could do so. Anecdotal information regarding natural hazards and the perceived vulnerability of the planning area's assets to them will also be used. Previous planning efforts hazards of concern will be analyzed, confirmed or changed based on the planning team's assessment. Previous identified hazards of concern (presented in alphabetical order): Climate change

- Dam failure
- Drought



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- Earthquake
- Flooding
- Landslide
- Severe weather
- Tsunami
- Wildfire

The Capability Assessment will:

- Involve compiling an inventory of each participating jurisdiction's existing authorities and capabilities, including the jurisdiction's mission, programs and policies, and its capacity to carry them out.
- Include legal and regulatory capabilities the Yurok Tribe and of each participating jurisdiction (zoning, ordinances, building codes, etc.).
- Include fiscal capabilities of each participating jurisdiction, including grant-funding eligibility.
- Include administrative and technical capabilities of participating jurisdictions (the adequacy of personnel resources, including technical experts, grant writers, engineers, etc. to implement mitigation projects).
- Include assessment of jurisdictions' current NFIP status and compliance.
- Include public outreach capabilities of participating jurisdictions, including personnel, for the implementation of education-based mitigation strategies.
- Include each jurisdiction's participation in mitigation programs, such as Tsunami Ready or Storm Ready programs, Firewise USA, etc.
- Include development and permitting capabilities of participating jurisdictions.
- Include the adaptive capacity of participating jurisdictions (ability to anticipate future conditions and take action to reduce impacts, including climate change impacts).
- Include the opportunity for jurisdictions to integrate the updated LHMP into identified legal/regulatory capabilities.

The Mitigation Strategy Section will:

Work to determine if the original goals and objectives identified under the initial planning effort remain viable in light of new information gathered through the risk assessment and initial public involvement phases of the project. Review latest mitigation policy and strategies including loss reduction strategies **[as identified in FEMA 44 CFE 201.6 (C)(3)]**, including those of federal and state agencies, County, local special districts and fire safe councils.

- Include a review and status update of mitigation actions selected in the 2019 MHMP for each returning Planning Partner.



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- Contain a discrete mitigation strategy for each Planning Partner, including at least one mitigation strategy for each identified hazard.
- Describe the criteria used for prioritizing mitigation actions.
- Include the prioritization of all proposed mitigation actions based upon the results of benefit-cost analyses.
- Identify the party responsible for administering each action.
- Include expected completion timelines for each identified action.
- Identify specific grants that may be available to fund proposed mitigation projects.
- Develop goals consistent with the hazard identification and risk assessment findings. These will be broad, long-term policy and vision statements explaining what will be achieved by implementing the mitigation strategy.
- Analyze a comprehensive range of actions (i.e. plans, policies, structural retrofits, natural systems protection, awareness campaigns, etc.) to reduce local hazards and risk.
- Document mitigation actions considered and the justification for the selected actions.
- Include documentation of public and stakeholder input on considered and selected actions.
- Improve upon the previous MHMP through deep consideration of the population, especially underserved and socially vulnerable community members.
- Document mitigation actions considered and the reasons for the chosen mitigation actions. Explain any mitigation actions chosen in the previous Tribal HMP that are not completed or carried forward.
- Identify the local planning mechanisms where hazard mitigation actions and information may be integrated.
- Include a method and schedule for planning review and maintenance.
- Include information on how Tribal Planning partners will continue to engage the public in mitigation planning and strategies through the life cycle of the plan.

Key Elements: The key elements to deliver in the plan preparation and drafting phases include:

- Brief introduction, including context for and description of the need for the mitigation plan.
- Description of the Operational Area's and Tribal mission, goals, programs, policies and an analysis of its capabilities to carry them out.
- Brief description of the tribal history, physical setting, land-use patterns and development trends of the planning area.
- A profile chapter on Climate Change and the possible impacts of climate change on the identified hazards of concern.
- List and assessment of the hazards and risks to which each of the planning partners are vulnerable.
- Summary of current federal, state, tribal and local programs and policies that address the identified risks.



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- Strategy for evaluating, adopting and implementing the mitigation plan.
- Other descriptions documentation and mitigation plan elements as required, meeting state, and FEMA approval. The anticipated duration for state and federal review and local adoption is six (6) months.

The final plan update will comply with FEMA's mitigation planning requirements in 44 CFR 201, and will follow guidance of FEMA's 2023 Local Mitigation Planning Handbook; 2022 FEMA Local Mitigation Planning Policy Guide; 2017 Tribal Mitigation Plan Review Guide; and 2019 Tribal Mitigation Planning Handbook to ensure the award results in a FEMA-approved LHMP. Complying with AB 2140, the approved plan will be adopted into the Safety Element of the participating jurisdictions' General Plans (where applicable).

Evaluation of Criteria

The proposals will be evaluated based on the following criteria and point ranges:

Evaluation Criteria	Points
Work Plan Detail: Project understanding along with familiarity with hazards and characteristics present to Yurok Tribe	0-30
Attention to Inclusivity	0-20
Qualifications and Experience: Key personnel's professional qualifications/experience and recent experience with projects comparable to proposed tasks.	0-20
Cost/pricing data and evaluation or individual cost elements.	0-20
Demonstrated capability to meet schedules and complete projects without major cost escalation or overruns.	0-10
Native American Preference	0-10
Verterans Preference	0-10
Met all proposal requirements in Request for Proposal	0-20
Total:	0-140