

Disaster Planning Services
for
Big Sandy Rancheria
Extreme Weather and Natural Disaster Evacuation Plan

Big Sandy Rancheria (BSR) is accepting Request for Proposals to select a licensed and insured professional disaster and emergency infrastructure, adaptation, resiliency and transportation planning or related services company or individual to provide professional and technical planning phase consulting services for items identified in the Scope of Work for the development of a new Extreme Weather and Natural Disaster Evacuation Plan for Big Sandy Rancheria – a Caltrans Adaptation Planning grant funded project.

Please submit your proposal to Big Sandy Rancheria by May 11, 2020 via email to Tom Zizzo tzizzo@bsrnation.com

Proposals shall be submitted by firms or individuals that have a capable and demonstrable background in the type of work described in this notice. In addition, all interested firms or individuals shall have sufficient, readily available resources in the form of trained personnel, support services, specialized consultants, and financial resources to carry out the work without delay or shortcomings.

Services required by this RFP shall be performed under the responsible charge of a Project Manager with a minimum of 5 years of experience.

Each respondent shall submit by email attachment one (1) electronic copy of the Proposal in PDF format. Please include a Professional Organization Qualification document and past client list with your proposal.

Background

The Big Sandy Rancheria Band of Western Mono Indians (BSR), in partnership with the Fresno Council of Governments, will develop an Extreme Weather and Natural Disaster Evacuation Plan (BSREVAC) that would address the current lack of access to an emergency roadway network and enable BSR to better prepare for emergency evacuations for those living, working and visiting BSR. The plan would assess the impacts of extreme weather events on roadways and related infrastructures caused by climate change such as wildfires, flooding and tree mortality. It will identify potential emergency evacuation roads and priority adaptation projects for implementation. The plan will identify co-benefits with regard to public health and safety of the disadvantaged and/or transit dependent population residing in Big Sandy Rancheria. A robust stakeholder and community outreach plan will include coordination with local, state and federal emergency agencies. The plan will support the BSR Emergency Preparedness Plan.

On February 1, 2020, BSR received notification to proceed with the awarded Caltrans- Adaptation Planning grant. The Planning grant is to develop the Extreme Weather and Natural Disaster Evacuation Plan (BSREVAC). Up to \$ \$160,000.00 of the budget is identified for professional and technical consulting services.

The Scope of Work includes, but is not limited to:

1. Process and submit detailed meeting notes and monthly reports for the duration of the project.
2. Assist BSR in identification, engagement and coordination of a stakeholder working group.
3. Assist BSR in the development of Community Engagement Plan document.
4. Assist BSR with resident and staff outreach & education – development of outreach materials, presentations, etc.
5. Assist BSR with partner outreach & education – development of outreach materials, presentations, etc.
6. Develop Extreme Weather and Natural Disaster Evacuation Plan document, sections to include but not limited to:
 - a. Vulnerability Assessment & Report– develop, conduct and produce final report.
 - b. Adaptation Strategies Priorities and Report – research, analyze and produce final report.
 - c. Produce Draft and Final Evacuation Plan including technical requirements and funding matrix for roadway escape route plan.

Documentation

RFP should be organized in the following section and must include:

1. Cover letter
 - a. RFP Title.
 - b. Respondent’s name, mailing address, contact person, e-mail address, telephone and fax numbers.
 - c. Identification of the principal contact person authorized to commit the respondent to a contractual agreement, including address, e-mail and phone number.
 - d. Identification of the prime consultant’s corporate headquarters (city and state), if applicable.
 - e. years in business and services offered
2. Management approach
3. Proposed Project Scope Details
4. Timeline and Schedule for Project Tasks
5. Budget Table
 - a. At the minimum, budget should include cost per task for each of the task listed below
 - i. Outreach & Education
 1. Identify, Engage and Coordinate with a stakeholder Working Group
 2. Community Engagement Plan
 3. BSR Resident/Staff Outreach & Education
 4. Partner Outreach and Education
 - ii. Extreme Weather and Natural Disaster Evacuation Plan
 1. Vulnerability Assessment
 2. Adaptation Strategy Development
 3. Draft Disaster Evacuation Plan
 4. Final Disaster Evacuation Plan

- b. Budget should include hourly rate of each key personnel
- 6. Name(s) of firm/organization owner(s) or executive leadership, project managers and all relevant staff and sub-contractors.
 - a. Include resumes and professional background for key personnel of the firm/organization who will be assigned to work on this project and relevant experience
- 7. Relevant experience and minimum of three similar plans/projects designed by the firm/organization during the past five years.
- 8. Current and projected workload of the firm/organization that might affect the project.
- 9. An expression of the respondent's interest in being selected for this project.
- 10. Pertinent characteristics that differentiate the respondent in its ability to perform the proposed work.

NOTE: Proposers are discouraged from submitting lengthy Submittals. Big Sandy Rancheria requests that submittals be concise and clearly written containing only essential information.

Schedule

The selection process is anticipated to proceed as outlined below; however, it is subject to change at the discretion of the Big Sandy Rancheria:

Project Benchmarks	Date (No Later Than)
Request for Proposals - Available	April 20, 2020
Deadline for inquiries	May 4, 2020
Proposals Due	May 11, 2020
Consultant Short List	May 18, 2020
Consultant Interviews	May 27, 2020
Consultant Selection	June 1, 2020
Consultant Negotiations/Contract Executed	June 1-5, 2020
Anticipated Project Start	June 8, 2020
Project Completion	January 2022

Prospective respondents may contact Tom Zizzo for further information regarding contractual questions for this RFP. All requests for interpretation or questions must be sent in writing, via email.

Big Sandy Rancheria will review all qualifications received and select the top three most qualified candidates based on the evaluation criteria defined below. The top three firms/organizations selected will be invited to interview, provide a technical approach and project manager/team details.

The evaluation criteria includes:

1. Qualifications and experience of the project manager.
2. Firm/organizations past experience with similar projects.
3. Present and projected workloads.
4. Technical and professional capacity to address each of the scope of work items with or without subcontracting.
5. Experience with California and/or federal grants in disaster planning or related field.
6. Travel distance from project site.
7. Experience and relationships with local agencies.
8. Disadvantaged business enterprise status.
9. Capability to meet time and budget requirements.

Big Sandy Rancheria is not responsible for costs incurred in the preparation of the RFP and reserves the right to reject any or all proposals. RFP's shall become property of the Big Sandy Rancheria and considered public documents under applicable California laws.

Award and Negotiations

Big Sandy Rancheria will provide a written Letter of Intent to the selected firm until the grant is awarded and contract then negotiated. The notice shall identify the due date for completing a Level of Effort (LOE), a fee schedule, a project time estimate and shall define all changes to the proposed scope of work defined by this RFP.

The consultant shall provide a completed LOE within one week of receiving BSR's notice of selection, as well as a letter confirming that the firm has liability insurance available.

Negotiations shall begin with the SOW identified in the RFP and the LOE submitted by the consultant.

After successful negotiations, BSR will award the consultant contract.

This project is 100% grant funded. Big Sandy Rancheria will not provide payments prior to grant disbursement. All travel expenses shall follow the State of California travel and guidelines.