



# EUREKA COUNTY DEPARTMENT OF PUBLIC WORKS & EMERGENCY MANAGEMENT

PO Box 714, 701 South Main Street, Eureka, Nevada 89316

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## REQUEST FOR PROPOSALS MULTI-JURISDICTIONAL HAZARD MITIGATION PLAN FOR EUREKA COUNTY, WHITE PINE COUNTY, AND ELY SHOSHONE TRIBE

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RFP RELEASE DATE: September 18, 2024

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### 1. INTRODUCTION / SEEKING PROPOSALS

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Eureka County Department of Public Works and Emergency Management, on behalf of Eureka County, White Pine County, and Ely Shoshone Tribe (“Regional Partners”), is seeking professional services of a qualified and experienced consultant or consulting firm to submit a proposal for update of the MULTI-JURISDICTIONAL HAZARD MITIGATION PLAN FOR EUREKA COUNTY, WHITE PINE COUNTY, AND ELY SHOSHONE TRIBE.

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### 2. GRANT INFORMATION / BACKGROUND

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Eureka County is a subrecipient of funding awarded to the Nevada Division of Emergency Management (NDEM) from the Federal Fiscal Year 2022 Building Resilient Infrastructure and Communities (BRIC) Program as part of the Hazard Mitigation Assistance (HMA) Program administered by Federal Emergency Management Agency (FEMA). Primary funding for the work is provided through this grant award. As the grant subrecipient, Eureka County Department of Public Works & Emergency Management will administer the grant, grant funds, and resulting contract. The subrecipient award period is March 28, 2024, through March 28, 2027.

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### 3. PROJECT DELIVERABLE

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Project deliverable is a Multi-Jurisdictional Hazard Mitigation Plan that is in accordance with the current FEMA Local Mitigation Planning Policy Guide, meets the requirements of Title 44 Code of Federal Regulations (CFR) §201.6 (Local Mitigation Plans) and §201.7 (Tribal Mitigation Plans), is approved by Nevada Division of Emergency Management, receives final approval from FEMA, and is adopted by each jurisdiction prior to March 28, 2027, the end of the subrecipient award/performance period.

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#### 4. DEFINITIONS & ACRONYMS

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For the purposes of this RFP, the following terms shall have the following meanings:

- “**County**” – shall mean Eureka County as the entity taking the lead on securing a contractor for update of the Multi-Jurisdictional Hazard Mitigation Plan
- “**Consultant**” – proposer, bidder, respondent, potential independent contractor (may be an individual or a firm)
- “**FEMA**” - Federal Emergency Management Agency
- “**HMP**” and “**MJHMP**” – Hazard Mitigation Plan and Multi-Jurisdictional Hazard Mitigation Plan (*used interchangeably in the RFP*)
- “**NDEM**” – Nevada Division of Emergency Management
- “**Planning Team**” – Hazard Mitigation Planning Team
- “**Regional Partners**” – Eureka County, White Pine County, and Ely Shoshone Tribe
- “**RFP**” – Request for Proposals

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#### 5. PROPOSAL DEADLINE

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Deadline: Proposals must be received by 1:00 p.m. (PST) on October 21, 2024. Submit proposals (2 hard copies) to Eureka County Public Works at the address listed above. To ensure consideration, the proposal shall be enclosed and sealed in an envelope marked “MULTI-JURISDICTIONAL HAZARD MITIGATION PLAN.” Proposals may be delivered by mail, courier service (FedEx, UPS), or in person.

#### RFP Submittal & Anticipated Award Timeline

September 18, 2024 – RFP release date  
October 4, 2024, 10:00 a.m. – Deadline for questions/requests for clarification  
October 21, 2024, 1:00 p.m. – RFP response/proposal deadline  
October 21, 2024, 1:00 p.m. – Proposals opened in Eureka County Public Works office  
October 22<sup>nd</sup> - November 7<sup>th</sup> – Schedule interviews with top-ranked candidates  
November 15, 2024 – Eureka County Board of Commissioners will consider award

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#### 6. QUESTIONS / REQUESTS FOR CLARIFICATION

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All questions and requests for clarification regarding this RFP shall be directed in writing to the **County’s point of contact** listed below. All questions must be received by 10:00 a.m. (PST) on October 4, 2024, to be considered.

Eureka County Public Works & Emergency Management  
Jeb Rowley, Director  
PO Box 714 / 701 South Main Street  
Eureka, Nevada 89316  
PublicWorks@EurekaCountyNV.gov  
(775) 237-5372

Written responses to inquiries will be provided to all bidders/proposers unless proprietary information is contained.

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## **7. PROPOSAL OPENING AND REVIEW**

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Proposals will be opened at 1:00 p.m. (PST) on October 21, 2024, at the Eureka County Public Works Office located at 701 South Main Street in Eureka. RFP responders are welcome to attend for observation purposes only.

Proposals will be reviewed by the Selection Committee and, based on the Committee's findings, interviews will be scheduled with the top-ranked candidates. Interviews will be conducted between October 22 and November 7, 2024.

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## **8. FINAL SELECTION OF CONSULTANT / CONTRACTOR**

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Final selection and award of the project will be made by the Eureka County Board of Commissioners during the meeting scheduled for November 15, 2024, in the Commission Chambers of the County Courthouse located at 10 South Main Street, Eureka, Nevada.

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## **9. SCOPE OF WORK**

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### **9.1 TASK ELEMENT #1 – PLANNING, RESOURCE ASSESSMENT & OUTREACH**

The Consultant's primary objective for this task element is to develop the plan strategy, define the planning area, assemble the Hazard Mitigation Planning Team, identify all participating jurisdictions, and develop a public outreach strategy that will be utilized throughout the facilitated planning effort.

- Identify a Hazard Mitigation Planning Team consisting of the following:
  - Key personnel within Eureka County
  - Team members from partnering jurisdictions
  - Team members from partner organizations if available
- Coordinate with Eureka County Public Works/Emergency Management Director when organizing personnel for the Planning Team.
- Prepare, organize, and maintain documentation that memorializes the entire planning process, informs the public and stakeholders of the overall approach, and serves as a permanent record of the plan's development, public involvement, and decisions made.
- Conform to the statutory requirements of the Code of Federal Regulations 44 CFR §201.6 and §201.7, and FEMA requirements set forth in the Local Mitigation Planning Policy Guide, the Tribal Mitigation Plan Review Guide, and the Community Rating System (CRS) program.
- Facilitate an initial meeting to confirm and seek concurrence on the purpose of the Multi-Jurisdictional Hazard Mitigation Plan, including refining the scope, timeline, and schedule for completion.

## 9.2 TASK ELEMENT #2 – COMMUNITY CAPABILITIES & RISK ASSESSMENT

### Community Capabilities

The Consultant will compile and review existing plans, policies, reports, studies, and data available from local, state, and federal sources. Consultant will interview local departments and agencies, and work with the Planning Team to identify and document all capabilities currently in place within the jurisdictions of the Regional Partners.

Identify and document current authorities, programs, staffing, funding, and other resources in place or available to accomplish mitigation and reduce vulnerability.

Identify and document existing infrastructure, such as flood controls, that either positively or negatively impact vulnerability to disaster.

Review and describe participation in the National Flood Insurance Program (NFIP) and its floodplain management program and if and how the Regional Partners comply with NFIP requirements.

Develop strategies to expand upon and/or improve existing policies and programs.

### Risk Assessment and Vulnerability Analysis

The objective of this task is to identify and prioritize potential hazards and risks to the people, economy, as well as natural and constructed environments of the region occupied by the Regional Partners. Develop an overall assessment of vulnerabilities and potential impact of each identified hazard. Utilizing various resources, compile an accurate inventory of the types and numbers of buildings, infrastructure, and critical facilities that may be vulnerable to each of the identified potential hazards. Consultant will:

- Identify and evaluate vulnerable assets and estimate loss potential.
- Describe natural, technological, and/or human caused hazards that have potential to affect assets of the jurisdictions for each Regional Partner.
- For each hazard affecting the planning area, prepare a description of geographic location, extent, previous occurrences, and probability of future events.
- Identify underserved and vulnerable populations; define how they are included in the local planning processes.
- Prepare and provide an overall summary of each hazard profile and its impact on its respective community.
- Identify addresses of NFIP insured structures and any known occurrence of flood damage.
- Review existing studies, reports, and plans related to historical disasters and document disaster declaration history.
- Utilize appropriate software and programs to generate vulnerability assessments for earthquake and flood hazards.
- Develop a parcel-level inventory of vulnerable structures.

- Document the analysis and findings from this task element in a manner and format that planners, policy makers, and community members can easily decipher. Technical data and output relevant to the risk assessment may be included in appendices.
- Include graphics and generate Geographic Information System (GIS) based maps that will illustrate the extent and location of each hazard, as well as other available information, within the defined planning area.

### 9.3 TASK ELEMENT #3 – DEVELOP MITIGATION ACTIONS & STRATEGY

The objective of this task is to develop a mitigation strategy and specific mitigation actions to address each of the identified hazards for each jurisdiction with the goal of reducing or avoiding long-term vulnerabilities. Under this task, Consultant will identify mitigation goals, mitigation actions, and develop a mitigation action plan. Mitigation actions will be prioritized based on several criteria, including a planning level Benefit-Cost Analysis. Under this task, Consultant will:

- Identify mitigation goals that define what long-term outcomes the jurisdictions want to achieve with this plan.
- Identify specific mitigation actions, projects, activities, policies, and processes, or programs recommended to reduce or eliminate the impacts of the identified hazards.
- To the extent that appropriate data and information is available, prepare a cost estimate based on a defined comparative cost scale as a basis to compare and prioritize mitigation actions.
- Identify how each mitigation action will be implemented, including who is responsible for various actions, funding mechanisms, timeframe for implementation, and implementation priorities.
- Identify those mitigation actions for which there is no current or planned funding mechanism.
- Describe the status of any mitigation actions defined in the current Hazard Mitigation Plan as “completed” or “not completed.” For “not completed” actions, indicate if those are included in the new HMP.
- Prepare a matrix that summarizes mitigation actions, priority, responsible parties, funding mechanisms, benefit/cost, and technical feasibility.

### 9.4 TASK ELEMENT #4 – PREPARE DRAFT MAZARD MITIGATION PLAN

The principal objective of the entire scope, and specifically this task, is to compile and submit an updated comprehensive Multi-Jurisdictional Hazard Mitigation Plan that meets the criteria of and obtains approval from NDEM and FEMA Region IX. Under this task the Consultant, working with the Planning Team, will assemble the plan utilizing all data generated in Task Elements 1 through 3.

The Consultant will ensure that each required component is included in the plan in accordance with the FEMA Local Mitigation Planning Policy Guide, including plan maintenance procedures for scheduled monitoring, evaluating, and updating the plan. Consultant will ensure that the plan complies with the requirements of 44 CFR §201.6 (Local Mitigation Plans) and 44 CFR §201.7 (Tribal Mitigation Plans).

The anticipated plan review and adoption process is as follows:

- Submit an Administrative Draft of the MJHMP to the Planning Team for review and comment.
- Collaborate and incorporate comments from the Planning Team and prepare and publish a Public Review Draft. Conduct outreach to agencies, communities, stakeholders, and the public for comments and input. Public review comments shall be incorporated into an Appendix of the final MJHMP.
- Incorporate public review comments and submit the resulting draft MJHMP to NDEM for review and comment.
- Incorporate comments and input from NDEM and submit resulting draft MJHMP to FEMA for final approval.
- Collaborate and incorporate comments from FEMA and prepare a final MJHMP for adoption by the governing board for each jurisdiction.
- Under this task, the Consultant is responsible for ensuring the plan and the planning process is completed to the satisfaction of, and in accordance with, the criteria established by FEMA. Should the MJHMP not receive NDEM and/or FEMA approval, the Consultant is responsible to perform and oversee all necessary revisions to finalize the MJHMP to the satisfaction of FEMA.

#### 9.5 TASK ELEMENT #5 – PROJECT MANAGEMENT

Consultant shall identify a Project Manager for this project. This individual shall coordinate with the County's Project Manager and oversee management of the entire project, administer all instructions from the Planning Team, NDEM, and/or FEMA, and answer or obtain answers to all questions from the Planning Team, NDEM, and/or FEMA during and after the work. Specific project management tasks will include:

- Identify mitigation goals that define what long-term outcomes the jurisdictions want to achieve with this plan.
- Develop and maintain a critical path method schedule for the project. Update project schedule monthly, or more often if needed.
- Prepare monthly progress reports to be submitted with payment invoices describing work progress and indicating percentage of work completed and percentage of budget expended.
- Assist County's Project Manager in preparing monthly progress reports and quarterly reports for submission to NDEM.

#### 9.6 REQUIRED MEETINGS

The mitigation planning process includes a series of meetings and work sessions, and this will be multiplied due to the multi-jurisdictional nature of the plan. The successful Consultant must be willing to travel to each jurisdiction multiple times as required for planning sessions and public meetings.

The Consultant will be responsible for ensuring that agendas/minutes are completed and that meetings are conducted in compliance with Open Meeting Law (NRS 241). This task may be coordinated with staff located in each jurisdiction.

At a minimum, the Consultant should anticipate planning and facilitating the following meetings (meetings should be conducted in person, unless otherwise stated):

- Kick-off meeting
- Introductory meetings – presentation to the governing body of each jurisdiction describing the HMP drafting process, with an emphasis on opportunities for public input and participation
- Regular Planning Team meetings, monthly or more often as needed (in person or virtual)
- Initial public outreach workshops – minimum of four (4) meetings, as follows:
  - Eureka – 1
  - Crescent Valley – 1
  - Ely area – 2 (one location selected by White Pine Commission; one location selected by Ely Shoshone Tribe)
- Public outreach workshops to invite comments and input related to the Public Draft MJHMP (same locations as initial public workshops)

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## **10. MINIMUM QUALIFICATIONS**

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The successful Consultant must meet the following minimum qualifications:

- Documented experience in Hazard Mitigation Plan preparation.
- Current knowledge of FEMA State and Local Mitigation Planning guidance.
- Ability to work collaboratively and communicate effectively with multiple jurisdictions and stakeholders throughout the region.
- Experience in facilitating meetings and helping diverse groups with divergent points of view and perspectives to reach consensus to produce a comprehensive plan.
- Exemplary writing skills and the ability to deliver coherent, professional developed, timely reports.
- Willingness to travel to the applicable jurisdictions as required for planning sessions and public meetings.

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## **11. PROPOSAL REQUIREMENTS**

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Proposals shall contain the following information:

- Cover page:  
Proposal should include a title page showing the RFP subject, name of Consultant (or firm), address, telephone number, and email of contact person.
- Project Experience:  
Evidence of experience in the mitigation planning field and description of work on up to three (3) relevant projects similar in scope.

- Project Team: Summary of qualifications and experience of each team member assigned to the project, including commitment to and availability for the project.
- Project Approach: Provide a narrative of capacity and approach to the successful implementation of this project. Include brief description of methodologies you believe are essential to accomplish the required tasks, along with a proposed timeline and schedule for completion.
- Cost Proposal: Provide estimated number of hours, hourly rates, and total estimated cost.

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## **12. INSURANCE REQUIREMENTS**

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The Consultant shall maintain coverage and limits of no less than \$1 million general liability insurance (combined single limit per occurrence); \$500,000.00 in automobile liability (combined single limit per occurrence); \$1 million in professional errors and omissions (policy aggregate); and workers compensation coverage in the required amount for employees engaged in the project.

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## **13. DEBARMENT AND SUSPENSION**

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By submittal of a proposal, the Consultant acknowledges that they (or their firm) have not been debarred or suspended or otherwise excluded from or ineligible for participation in federal assistance programs under Executive Order 12549, “Debarment and Suspension.”

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## **14. WITHDRAWAL OF PROPOSAL**

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Proposals may be withdrawn at any time upon written notice to the County’s point of contact identified in Section 6 of this RFP.

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## **15. PROPOSAL REVIEW & EVALUATION**

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Proposals will be evaluated and scored by a Selection Committee utilizing the following criteria (100 total points possible):

- Project Experience (Maximum 20 points). Length of time in business and demonstrated relevant experience, particularly with projects having similar features that pose unique challenges (i.e. rural jurisdictions, lower populations, large geographic expanses).
- Project Team (Maximum 15 points). Individual’s or firm’s knowledge, skills, and abilities to perform the specifications of the RFP, including experience in comparable tasks.
- Communication (Maximum 10 points). Ability to effectively communicate with staff from multiple jurisdictions and work with all involved parties as a team.
- Project Approach (Maximum 20 points). Evaluation of how the proposer will approach the task of initiating and fully implementing the project in a manner that demonstrates knowledge of the characteristics, conditions, and circumstances of the region.



- Availability (Maximum 15 points). Availability to the overall project, including the ability to collaborate with multiple jurisdictions that span a large geographic area.
- Cost Proposal (Maximum 20 points). Verification of cost/pricing data and evaluation of individual cost elements.

The Selection Committee reserves the right, where it may serve the best interests of the Regional Partners, to request additional information or clarification from any consultant submitting a proposal.

The proposals/consultants will be ranked and an agreement shall be negotiated following the selection of the most qualified candidate. If an acceptable agreement cannot be reached with the highest ranked candidate, the County shall proceed to negotiate with the next highest ranked applicant and so on until an acceptable agreement is negotiated.

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## **16. RIGHT TO REJECT PROPOSALS**

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The County reserves the right to accept or reject any or all proposals, based on recommendation of the Selection Committee, and reserves the right to negotiate with the selected Consultant to modify elements or portions of the proposal submitted in response to this RFP.

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