

Date: December 14, 2022

Ref: RFP# 2023-003P Lincoln County Multi-Jurisdictional Hazard Mitigation Plan Update

ADDENDUM #1

The following is being provided in response to questions/comments submitted by offerors and shall be incorporated into the RFP documents for the above referenced project.

Page 19, Section III. Response Format and Organization, C. Proposal Format, 1. Proposal Content and Organization, Technical Proposal: F. Response to Specifications, Items 1-6, remove and replace items 1-6 with the following:

1. Method of Approach
2. Project Schedule
3. Qualifications and Experience
4. Campaign Contribution Disclosure Form (Appendix B)
5. Letter of Transmittal (Appendix D)
6. Debarment Certification (Appendix G)
7. Non-Collusion Affidavit (Appendix H)

Page 51, Appendix F – Detailed Scope of Work, 5) Sub-Grant Administration (continuous throughout sub-grant Period of Performance), add – Village of Ruidoso responsibility.

***Questions Submitted on December 12, 2022:**

Q1. Should we include the Covid impact into the plan?

A1. It would be beneficial to add in since it's a big component of today's society.

Q2. The submittal requirements for III. Response Format and Organization, C. Proposal Format, 1. Proposal Content and Organization, Technical Proposal: F. Response to Specifications, Items 1-6, are different than V. Evaluation, A. Evaluation Point Summary, Technical Specs, Items 1-4 and Business Specs, Items 1-4, please clarify which you want us to follow?

A2. Please see the correction to page 19, Section III, C., 1., F, Items 1-6 above.

*Please Note*** The Organizational References (Appendix E) is required to be submitted by the reference, not included in the proposal, see instructions for submittal on page 45.*

Q3. The deliverables chart does not include Task 5?

A3. Please see the additional language added to page 51, Appendix F, item 5) above.

Q4. Does the compensation schedule include Task 5?

A4. No, this is The Village of Ruidoso's responsibility.

Q5. Will you be utilizing the High Hazard Potential Dam Grant, Brick funding, FEMA Flood Mitigation funding? Will the County or incorporated communities? Do you want the requirements met?

A5. Yes, we should discuss during the kick-off meeting, what's needed in order to include the requirements for the new grant funds, as many of the stakeholders involved with the HMP update, may need the supporting documentation to go after new grant funds. It would be great for the awardee to educate us more on what would be necessary to include.

Q6. Is there a limit to how many pages the response must be?

A6. No there is no limit.

Q7. Can Appendix A be sent via email?

A7. Yes, this may be sent via email to purchasing@ruidoso-nm.gov

***Attached below is the Pre-Proposal Meeting Agenda followed by the Attendees List.**

*** Reminder, the due date for proposals is December 21, 2022 at 3:00 pm Local Time.**

The above clarification/adjustments shall be incorporated in the RFP documents and included in your proposal. Please enter the latest addendum number on the bid page where requested.

All other terms and conditions of RFP #2023-003P remain unchanged.

Please sign and return by E-Mail (See Below)

Company

Signature

Date of Receipt

Email : Purchasing@ruidoso-nm.gov

Phone : 575-258-4343, Ext. 1082

PRE-PROPOSAL MEETING

RFP: RFP #2023-003P Lincoln County Multi-Jurisdictional Hazard Mitigation Plan Update

Date: December 12, 2022

Time: 1:00 PM Local Time
Zoom → Meeting ID: 871 5357 3905 Passcode: 867263

Introductions

Purchasing Manager – Andrea Nejeles

Project Manager – Danielle Coronado

Zoom Attendees, please sign in to chat with name, firm name, email address, and phone number.

Purpose of Proposal

The purpose of the Request for Proposal (RFP) is to solicit sealed proposals to establish a contract through competitive negotiations for the procurement of Lincoln County Multi-Jurisdictional Hazard Mitigation Plan Update. It is anticipated that the single-award under this RFP will result in a Professional Services Contract for the project duration.

Per section 1.1.2 Update Requirements of the Lincoln County Multi-Jurisdictional Hazard Mitigation Plan (HMP), "DMA 2000 requires that existing plans be updated every five years, with each plan cycle requiring a complete review, revision, and re-approval of the plan at both the state and FEMA level.

Lincoln County, the incorporated communities of Village of Ruidoso, City of Ruidoso Downs, Town of Carrizozo, Village of Capitan, and Village of Corona are all currently covered under a FEMA approved multi-jurisdictional hazard mitigation plan".

Per this requirement, the Village of Ruidoso, and all partnering municipalities (as listed above) are requesting proposals from professional consultants to assist the Governing bodies, with a complete review, revision, and update of the existing HMP. All general requirements of the Lincoln County Multi-Jurisdictional Hazard Mitigation Plan (HMP) will be found in Lincoln County 2018 HMP, section 1.1 DMA 2000 Requirements. Interested parties/consultants should familiarize themselves and/or agency, with all contained information.

As a general overview, the goal of an HMP document, is to address all of the natural hazards within each included governing body and their correlating jurisdictions. A hazard identification, risk assessment, vulnerability analysis, mitigation strategy, maintenance plan and public involvement strategy were all incorporated into the build of the final HMP product. Including but not limited to:

1. What hazards does the Village of Ruidoso and partners currently face?
2. What are the vulnerabilities in relation to these hazards?
3. What mitigation actions are recommended to alleviate effects from those hazards?
4. Is there a strategy for implementing those mitigation activities? What are the mitigation priorities?

Proposal Content and Organization

Direct reference to pre-prepared or promotional material may be used if referenced and clearly marked. Promotional material should be minimal. The proposal must be organized and indexed in the following format and must contain, at a minimum, all listed items in the sequence indicated.

Technical Proposal: One (1) Original, five (5) Hard Copies, and one (1) electronic copy

- A. Signed Letter of Transmittal (Appendix D)
- B. Table of Contents
- C. Proposal Summary (Optional)
- D. Response to Contract Terms and Conditions
- E. Offeror's Additional Terms and Conditions
- F. Response to Specifications
 1. Detailed Work Plan Based on Scope of Work
 2. Consultant Project Schedule
 3. Qualifications and Experience/Past Performance in Mitigation and Multi-Hazard Planning
 4. Signed Campaign Contribution Form (Appendix B)
 5. Debarment Certification (Appendix G)
 6. Non-Collusion Affidavit (Appendix H)
- G. Other Supporting Material (If applicable)

Within each section of the proposal, Offerors should address the items in the order indicated above. All forms provided in the RFP must be thoroughly completed and included in the appropriate section of the proposal.

Sequence of Events

- Submit Acknowledgement of Receipt Form (Appendix A) – by **Tuesday 12/13/22**
- Deadline to submit Questions – **Tuesday 12/13/22**
- Response to written Questions – by **Wednesday 12/14/22** – via addendum posted on the website & emailed to all potential offerors who submitted the Acknowledgement of Receipt Form.
- **Submission of Proposal** – by **Wednesday 12/21/22 @3:00 PM Local Time**
- Proposal Evaluation – **12/21/22 – 12/27/22**
- Oral Presentations – **TBD**
- Contract Award – **1/10/23**

*****Ruidoso is a rural community, be aware that overnight deliveries often do not arrive by the submission deadline. Please plan accordingly**

Questions

All questions must be submitted in writing to purchasing@ruidoso-nm.gov and will be addressed in an addendum and posted to our website. All potential offerors who submitted the Acknowledgement of Receipt Form (Attachment A) will receive an email when it is posted.

APPENDIX F – DETAILED SCOPE OF WORK

RFP# 2023-003P Lincoln County Multi-Jurisdictional Hazard Mitigation Plan Update

A Hazard Mitigation Plan must meet all requirements of CFR 44 201.6 (local jurisdiction)

Contractor shall:

1) Establish Planning Team, Meetings, Data Collection

- Identify key stakeholders, subject matter experts, and conduct notification process to form Hazard Mitigation Plan (HMP) Planning Team.
 - Research, generate, and maintain a list of contacts and contact information for all involved stakeholders and participating representatives.
 - Contact stakeholders to invite them to preliminary and continuing planning meetings to share information and provide input for the update of the HMP.
- Conduct kick-off meeting with primary contacts from each participating jurisdiction.
- Provide the Planning Team and stakeholders with a detailed agenda for Plan creation or up-date.
- Meet with the Planning Team (or provide venue for providing input) for the update of each section of the Mitigation Plan.
 - Schedule, facilitate, and provide agendas for each conducted meeting.
 - Time management and organization is required in effort to being respectful of participating representatives time.
 - Meetings are preferred in-person to promote a more involved and collaborative environment, however, consultant/awardee must maintain the ability to provide organized online meetings, in the event that in-person meetings is not feasible.
- Draft text describing how the update addresses deficiencies of the previous plan. FEMA review Plan Review Tool from the previous plan will be included in the updated plan.
 - Compile and synthesize information gained from the stakeholder group meetings.
 - Produce notes and/or information documents to the proceedings of the meetings. To include specific meeting minutes, discussions, decisions made, action items and follow up items. Documentation must include attendance sheets to capture all parties' involvement and logged time(s).
 - Retain original documentation and other meeting notes for future reference.
 - All information must be provided for Village of Ruidoso documentation purposes, and is not to be kept inaccessible by the consultant/awardee.
- Present the planning process to elected and appointed officials of each jurisdiction.
- For multi-jurisdictional plans, coordination among jurisdictions will be determined and explained in text within the plan.

2) Maintain Public Involvement Throughout the Process

- Invite all stakeholders (as defined in 44CFR 201) to participate.
- Conduct a public meeting (or other venue) for public review and comment at the draft stage and prior to final adoption.
 - Provide an opportunity for public comment on the plan update prior to plan approval.

- Review incorporation if deemed appropriate, of relevant plans, studies, reports, and technical information that are current and/or newly developed to best support the continuation of the HMP.

3) Draft HMP Update

Must Include:

- Hazard Identification
 - Create or update hazard profiles, location, extent, past occurrence, critical facility inventory, risk assessment, vulnerability and loss estimation. This information will be collected, and text drafted for each hazard for each participating jurisdiction.
- Capability Assessment
 - Inventory the current capabilities to mitigate each hazard type for each jurisdiction.
- Hazard Mitigation Actions
 - Required for each hazard type for each jurisdiction (two actions per hazard, per jurisdiction, at a minimum)
- Develop mitigation goals, objectives and mitigation strategies
 - Research mitigation strategies and mitigation alternatives. Evaluate mitigation strategies and identify priorities.
- Identify opportunities for incorporation of the Mitigation Plan into other planning and implementation documents for each community.
- Describe Plan review, maintenance, and update approach/schedule.
 - A section describing the method and schedule of monitoring, evaluating, and continually updating the mitigation plan with a five-year cycle.
 - A process by which local governments incorporate the requirements of the mitigation plan into other planning mechanisms such as comprehensive or capital improvement plans, when appropriate.
- Vulnerability assessment shall include:
 - The updated types and numbers of existing and future buildings, infrastructure, and critical facilities located in the identified hazards section.
 - An updated estimate of the potential dollar losses to vulnerable structures and a description of the methodology used to prepare for the estimate.
- Risk Assessment updated must provide sufficient information to enable the participating jurisdictions to identify and prioritize appropriate mitigation actions that are pending, completed, or needing to be added, to reduce losses from identified hazards. The risk assessment shall include:
 - A description of the type of locations and extent of all natural hazards that can affect the Village of Ruidoso and its participating jurisdictions. The plan shall include updated information on previous occurrence of hazard events and on the probability of future hazard events.
 - An updated description of vulnerability to the hazards, which shall include an overall summary of each hazard and its impact on the community.

4) Plan Revisions and Final Adoption

- Present Plan to HMP Planning Team for final review and comment. Incorporate comments.
- Submit plan to DHSEM for review and comment. Then, respond to DHSEM comments and incorporate changes into draft. Respond to all required rounds of edits.

- DHSEM will submit the draft Plan to FEMA Region for review and comment. Respond to FEMA comments and incorporate changes into draft. Respond to all required rounds of edits.
- After FEMA issues the Approved Pending Adoption letter, each participating community will adopt the final version of the Plan.
- Submit final version of the Plan with adoption resolutions to DHSEM. DHSEM will submit the final Plan to FEMA for a final approval letter.
- The planning process will result in a FEMA-approved multi-hazard mitigation plan.

5) Sub-Grant Administration (continuous throughout sub-grant Period of Performance)

- Process and file all sub-grant documentation.
- Complete mandatory quarterly reporting.
- Prepare invoices on a quarterly basis.
- Complete budget and scope of work change requests or extension requests as needed.
- Submit final reconciled request for reimbursement.

Notes:

The preliminary list of stakeholder entities include:

1. Village of Ruidoso
2. City of Ruidoso Downs
3. Village of Carrizozo
4. Town of Corona
5. Village of Capitan and
6. Lincoln County

All digital work must be submitted in Microsoft Word format. Additionally, all promulgation paperwork must be properly placed on one single document in their respective position within the final document as per FEMA Region VI requirements. Electronic copy will include the completed submittal in Adobe Acrobat file format, including images of the promulgation paperwork.

Deliverables:

Task	Deliverables	Day
1	<ul style="list-style-type: none"> A. Establish Hazard Mitigation Planning Team, provide team roster, participation invitation emails. B. Summary of the current programs and plans (including the 2018 HMP) and incorporation strategy for plan update process. C. Document that describes how the update will address deficiencies of the previous plan. D. Planning Team Meeting files, (presentation, sign-in sheets, agendas, minutes, or work notes, etc.) E. Hold kickoff meeting and provide kickoff meeting sign-in, agenda, minutes, and presentation. F. Provide a description of the planning process that to up-date the plan; how it is being prepared, who is involved in the process, and how the public is encouraged to be involved 	1-30
2	<ul style="list-style-type: none"> A. Public Involvement Strategy timeline, outreach materials, and meeting documents (i.e. meeting sign-in, agenda, minutes, and presentation) B. Documentation that public is being given an opportunity to comment on each planning milestone, including outcome summary. Draft public involvement sub-section of HMP. C. Documentation that neighboring communities, local and regional agencies involved in hazard mitigation activities, agencies that have the authority to regulate development, businesses, and other private and non-profit interests are being invited and encouraged to actively participate in the planning process. D. Planning Team Meeting sign-in, agenda, minutes, and presentation 	31-90
3	<ul style="list-style-type: none"> A. Update/Draft hazard profiles for each community/entity B. Update/Draft risk assessment section C. Update/Draft vulnerabilities section D. Update/Draft mitigation strategy section to include prioritization process and actions. E. Planning Team Meeting sign-in, agenda, minutes, and presentation. 	91-120
4	<ul style="list-style-type: none"> A. Final Draft of Plan (pending State and FEMA approval) to include all appendices and attachments and Plan Review Tool submitted to the County of Lincoln Office of Emergency Management B. Planning Team Meeting sign-in, agenda, minutes, and presentation C. Revised Plan Review Tools in response to State and FEMA comments D. Revised Drafts of Plan in response to State and FEMA comments E. Approval Pending Adoption version of HMP in Microsoft Word and PDF formats F. PowerPoint for Governing Body Adoption G. Approved version of HMP in Microsoft Word and PDF formats 	121-150

**Pre-Proposal
SIGN IN SHEET
RFP #2023-003P**

LINCOLN COUNTY MULTI-JURISDICTIONAL HAZARD MITIGATION PLAN UPDATE

DATE: [12/12/22](#)

TIME: [1:00 PM @ 313 Cree Meadows Village Hall → Zoom Meeting](#)

Name	Company/Firm	Email	Phone #
Andrea Nejerer	Village of Ruidoso	purchasing@ruidoso-nm.gov	575.258.4343
JP Kenmore	Lincoln County, OEM	jkenmore@lincolncountynm.gov	
Danielle Coronado	Village of Ruidoso	daniellecoronado@ruidoso-nm.gov	575.257.3473
Russ Doss	Souder, Miller & Assoc.		
Wendy Blackwell	SWCA Environmental Consultants	Wendy.blackwell@swca.com	505.469.8683
Joe Kasuboski	Village of Ruidoso	joekasuboski@ruidoso-nm.gov	575.257.3473
Erma	Architectural Research Consultants, Inc.		505.842.1254
Sonja Jamilla	Souder, Miller & Assoc.		