

**TULE RIVER TRIBAL COUNCIL**

**TULE RIVER INDIAN RESERVATION**

**REQUEST FOR PROPOSALS**

Tribal Hazard Mitigation Plan Update  
TRTC-71-2024

The Tule River Tribal Council hereby requests qualifications and proposals for a qualified consultant(s) to convert Tule River Tribe's annex on Tulare County's Multi-Jurisdictional Hazard Mitigation Plan into an independent Tribal Hazard Mitigation Plan that meets FEMA's requirements. The plan update should include comprehensive hazard assessments, focusing on climate-related hazards the Tribe has recently experienced including flooding, wildfire, heat, and drought.

**DATE OF ADVERTISEMENT: 9-16- 2024**

**DEADLINE FOR SUBMITTAL: 10-11-2024 by 5:00 pm**

**Project Information**

Services are to be performed at the Tule River Indian Reservation located in Tulare County, California, approximately 15 miles southeast of the City of Porterville and is easily accessible by the way of Highway 190, southeast of Porterville and Reservation Road.

The project will require limited to no onsite work by the contractor. Proposals do not need to include travel to Tule River Indian Reservation.

One (1) digital copy of the proposal formatted as a PDF shall be submitted to Christina Dabney Keel ([Christina.DabneyKeel@tulerivertribe-nsn.gov](mailto:Christina.DabneyKeel@tulerivertribe-nsn.gov)) and Teresa Villegas, Procurement Specialist ([Teresa.Villegas@tulerivertribe-nsn.gov](mailto:Teresa.Villegas@tulerivertribe-nsn.gov)).

**Project Background**

The Tule River Indian Tribe is a proud nation in southern Tulare County, California, with a 150-year history of sovereignty. The Tribe has a total population of 1978, with 1594 living on the reservation.

The Tule River Indian Tribe created a Hazard Mitigation Plan (HMP) in 2017 and received FEMA approval. The 2017 HMP is available upon request by emailing the Office of Emergency Management ([Christina.DabneyKeel@tulerivertribe-nsn.gov](mailto:Christina.DabneyKeel@tulerivertribe-nsn.gov)). The HMP was used to conduct a number of Tribal projects and apply for mitigation grants before it expired in 2022.

Since the 2017 HMP was created, Tribal territories and Tribal members have been impacted by severe and damaging hazard events including drought, wildfires (2021 Windy Fire), wildfire smoke, landslides, flooding (2023 California Severe Winter Storms, DR-4699), and the COVID-19 pandemic.

Hazard mitigation and emergency response activities conducted during and after these events included:

- Evacuation of Tribal members during flooding events.
- Emergency drinking water ration distribution during drought- and flooding-triggered drinking water shortages.
- Clean air centers were established during wildfire and wildfire smoke events.
- Quarantine, stay-at-home orders, closed borders, and emergency food distribution in certain periods during the coronavirus pandemic.

In 2023, the Tribe annexed its Hazard Mitigation Plan onto Tulare County's Multi-Jurisdictional Local Hazard Mitigation Plan (MJHMP) in order to expedite the process of re-securing access to FEMA mitigation programs. This annex was drafted in emergency conditions and does not reflect a comprehensive assessment of all vulnerabilities to hazards that have been discovered since the 2017 HMP was created. FEMA approved the Tribe's annex in January 2024.

The Tule River Indian Tribe Hazard Mitigation Plan Update that the contractor will perform may build upon both the expired 2017 HMP and the 2024 Tulare County MJHMP annex.

## **Consideration for Selection**

The proposal shall address all of the following items in the order set forth and shall not exceed 20 pages:

1. Applicant or Firm Name.
2. Applicant or Firm Qualifications:
  - a. Type of Organization, size (local office and total firm size), professional registrations and affiliations, number of years as a firm.
  - b. Names and qualifications of personnel assigned to Project. Include principal-in-charge, project manager, and all professional staff expected to take responsible roles. Please include the resumes of the project manager and professional staff expected to take responsible roles.
  - c. Outline of recent projects completed that are like this project and that are local to the Tribe or with other governmental agencies that contain old growth giant sequoia groves.
  - d. Client references from recent projects, including name, address and telephone numbers for project supervisors.

3. Demonstration of specific expertise relating to the requirements of the Project Scope including any applicable state licenses obtained for performance of work within the State of California.

Consultant to note whether it is a subsidiary of a larger corporation or firm and if so, list the name of the parent organization

5. Project understanding and approach, as described in next section.

## **Project Understanding and Approach**

1. Summary of approach to be taken for the project. The proposer shall identify the following:
2. A definitive work program and schedule, including schedule for completion of the SOW.

Note: Identify and include all tasks not under Consultant's control, and provide estimated times based upon prior experience. List any information and tasks expected from the Tule River Tribe. Any information or tasks needed but not listed are the responsibility of the proposer.

3. Proposals are to be concise and include only items relevant to the Project Scope.

## **Fees and Insurance**

Proposals shall include estimated fees to complete the project as detailed under Project Scope:

1. Estimated fees must include all labor, materials, equipment, professional services, insurance, travel, profit, and all other costs and expenses for the proposed project. Sales tax is waived for Tribal purchases.
2. Submit an itemized fee schedule as a basis for all proposed services and any extra services not included, if applicable.
3. Provide proof of Workers Compensation coverage.

## **Proposal Submittal and Selection**

1. All proposals must be delivered in a sealed envelope with the words "**Attn: Procurement-Teresa Villegas- Proposal to the Tule River Tribal Council for Hazard Mitigation Planning Update**" clearly written in bold type and received not later than: April 22th, 2024, at 2:00 pm Late proposals will not be considered
2. **All proposal submissions shall be delivered to:**

a) Via Mail

**Attn: Teresa Villegas, Procurement Specialist – Proposal to the Tule River Tribal Council for Hazard Mitigation Planning Update**

Tule River Indian Tribe of California  
P.O. Box 589  
Porterville, CA 93258 (559) 781-4271 phone  
(559) 781-4610 fax

b) Hand Delivered or by Courier

**Attn: Teresa Villegas, Procurement Specialist – Proposal to the Tule River Tribal Council for Hazard Mitigation Planning Update**

Tribal Administration Office  
340 North Reservation Road  
Porterville, CA 93257

3. **All correspondence or inquiries** should be directed to:

Christina Dabney Keel, Emergency Management Director,  
[Christina.dabneykeel@tulerivertribe-nsn.gov](mailto:Christina.dabneykeel@tulerivertribe-nsn.gov)

Teresa Villegas, Procurement Specialist,  
[teresa.villegas@tulerivertribe-nsn.gov](mailto:teresa.villegas@tulerivertribe-nsn.gov)

- a. Materials necessary for bidding the project work including maps technical reports and clarification will be provided upon request to qualified potential bidders.
- b. All costs for preparation of proposals shall be borne by the proposer.
- c. Tribal staff and its designated agents or representatives will review the proposals and select the one that they believe is most advantageous to the Tribe.
- d. The Tule River Tribal Council will make the final selection and award. The Tribal Council may or may not choose to interview the recommended Consultant prior to award.
- e. This request does not constitute an offer of employment or to contract for services.
- f. The Tribe reserves the option to reject any or all proposals received in response to this request for Proposals, wholly or in part. The Tribe reserves the right to retain all proposals, whether selected or rejected.
- g. All proposals shall remain firm for sixty (60) working days following the closing date for receipt of proposals.
- h. The successful Consultant will be expected to enter into a contract.
- i. The Tribe reserves the right to award the Consultant services contract to the firm that, in the sole judgment of the Tribe, can best accomplish the desired results. Selection criteria include, but are not limited to, consideration of the Consultant's

qualifications and experience, the Consultant's understanding of and approach to the project, and the proposed fee for services.

- j. Preference in the award of a Contract shall be given to Indian and Alaskan Native organizations and economical enterprises. The Owner may give preference to a 51 percent Indian-owned economic enterprise so long as the bid by this enterprise does not exceed the lowest bid submitted by more than five (5) percent.
- k. The Tule River Tribal Council reserves the right to waive any informality in any submission, to reject any and/or all submissions, and to accept proposal(s) that in its judgment is in its best interest. Each proposal shall contain one printed copy and a digital copy on a USB thumb drive or other equivalent storage device containing the proposal and any supplemental materials. These should be placed in a sealed envelope or package clearly labeled as "Attn: Teresa Villegas - Proposal to the Tule River Tribal Natural Resources Department and delivered to the address noted above.

## **Project Scope of Work**

The scope of the consultant's services shall include at least the following items described below. Consultants should include additional tasks they deem appropriate. Include written reasons why a task should be included, and the fee required to complete the task.

## **Scope of Work**

- **Summarizing Planning Meetings.** Contractors will virtually join a tabletop planning exercise and take notes at monthly meetings.
  - Virtually join a tabletop planning exercise planned by the Tribe and take notes.
  - Attending existing monthly meetings of the Tribal Emergency Response Commission composed of relevant Tribal departments during which the Hazard Mitigation Plan Update is being discussed, and take notes.
  - Take notes at all other relevant meetings with Tribal staff, state agencies, Tulare County, and FEMA Region 9.
- **Conducting Technical Analyses for Hazard Vulnerability and Mitigation Activities.** Perform technical analyses of climate and health data, and draft sections necessary to update the TMP.
  - Coordinate with the Tribal Fire Department, Police Department, Public Works Department, Natural Resources Department, and other public safety departments as pertinent.
  - Coordinate with Tule River Health Center to integrate results of health vulnerability analyses into TMP.
  - Coordinate with Tule River Tribal Housing Authority to integrate results of tribal housing preparedness inventory into TMP.
- **Summarizing Public Participation Activities.** Interdepartmental and public participation will be facilitated by the Tribe's Office of Emergency Management, which

will develop a public engagement plan that will generate community feedback on the unique vulnerabilities of Tule River Tribe. The contractor will be responsible assisting with developing a survey of Tribal members using the Tribal webpage and social media (FEMA template surveys are available for adaptation) and for referencing outcomes/data provided from these community engagement sessions for the development of the draft Hazard Mitigation Plan Update.

- **Delivering a Draft Hazard Mitigation Plan Update.**
- **Addressing Comments on Draft.** Deliver a Finalized Draft with any comments from Tule River Tribal government staff and FEMA Region 9 addressed.

### **INDIAN AND OTHER FEDERAL PREFERENCE APPLICABLE**

All Tule River Tribal Councils Request for Proposals are subject to Section 7(b) of the Indian Self Determination & Education Act (25 USC 450e(b)) which provides to the greatest extent feasible, preference and opportunities be given to American Indians and American Indian owned business enterprises and OMB Circular A-102 (45 C.F.R Part 92.36(e)) requiring Tule River Tribal Council to take all necessary affirmative steps to assure minority firms, women's business enterprises and labor surplus area firms are used when possible. For Indian Preference to be applied to American Indian owned and controlled businesses, proof of American Indian business ownership with more than 50% control must be submitted with the proposal.

### **INDIAN EMPLOYMENT OF SUBCONTRACTS -INDIAN PREFERENCE**

Pursuant to Section 7(b) of the Indian Self-Determination and Assistance Act, as amended, to the greatest extent feasible, this RFP and any subcontracts awarded shall require Indian preferences and opportunities for training and employment in connection with the administration of such contract/subcontracts. In addition, preference in the award of subcontracts shall be given to Indian organizations and to Indian Owned economic enterprises. Pursuant to Section 7(c) of the Indian Self-Determination and Assistance Act, as amended, the tribal employment or contract preference laws adopted by such Tribe shall govern with respect to the administration of the contract or portions of the contract.



# TULE RIVER TRIBAL COUNCIL TULE RIVER INDIAN RESERVATION

## TULE RIVER TRIBAL COUNCIL CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS

The prospective participant certifies to the best of its knowledge and belief that it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
2. Have not within a three year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
3. Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (2) of this certification; and
4. Have not within a three year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

I understand that a false statement on this certification may be grounds for rejection of this proposal or termination of the award. In addition, under 18 U.S.C. Sec. 1001, a false statement may result in a fine of up to \$10,000 or imprisonment for up to 5 years, or both.

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Name of Firm Submitting Bid

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Signature and Title of Authorized Official

Date

I am unable to certify to the above statements. Attached is my explanation.

Prime or Subcontractor's Name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_