



Ensuring a safe and secure homeland for all North Dakotans

■ Choosing a Mitigation Plan Contractor – January 2013

Multi-Hazard Mitigation Plans (MHMPs) serve as a roadmap to making communities disaster resistant. Contractors can help guide a community through the mitigation planning process. However, it's important to remember the community, not the contractor, has ownership of the plan. Stakeholder involvement is integral to its success.

Although jurisdictions can create MHMPs with their own funds, the Federal Emergency Management Agency (FEMA) provides funding for plan development through the following programs:

- Hazard Mitigation Grant Program (www.fema.gov/hazard-mitigation-grant-program) – The Hazard Mitigation Grant Program (HMGP) provides grants to states and local governments to implement long-term hazard mitigation measures after a major disaster declaration.
- Pre-Disaster Mitigation Grant Program (www.fema.gov/pre-disaster-mitigation-grant-program) – The Pre-Disaster Mitigation (PDM) program provides funds to states, territories, Indian tribal governments, communities, and universities for hazard mitigation planning and the implementation of mitigation projects prior to a disaster event.

When applying for funding through these federal programs, applicants must wait for notification of project application approval by FEMA before attempting to procure a contractor or federal funding may be jeopardized.

Once approved by FEMA to update or create an MHMP, consider these steps when selecting a contractor:

- Contact the appropriate local/tribal official or legal counsel to ensure compliance with bidding laws, rules and ordinances. Depending on the amount of award, you may be required to issue a bid for mitigation plan development/update. Remember, different communities or levels of government may have different bidding requirements. Refer to the manual "*State Laws Regarding Public Entities' Acquisition and Disposal of Property Services* (including bidding, auctions, and requests for proposals) published by the North Dakota Office of the Attorney General (www.ag.nd.gov/Manuals/StateLawsRegardingPublicEntities.pdf)
- Review FEMA's *Local Mitigation Plan Review Guide* (www.fema.gov/library/viewRecord.do?id=4859) for a comprehensive look at the mitigation planning process and requirements.

- Develop a Request for Proposal that addresses the following areas:
 - Understanding of the Project
 - Methodology for the Project
 - Management of the Project
 - Contractor Experiences and Qualifications; and
 - Contract Cost

- For Understanding of the Project criteria, outline the scope of work as contained in your grant application and require:
 - A strategy for meeting the scope of work.
 - A summary of how the bidder will adhere to applicable regulations, laws and guidance, including Code of Federal Regulations (CFR) 44 Part 201, Disaster Mitigation Act of 2000, state, tribal and local ordinances and National Flood Insurance Program (NFIP) requirements.
 - The process for ensuring compliance with federal planning requirements.

- For Methodology for the Project criteria, require:
 - An overview of how the bidder will take into account each community's unique demographic, geographic and political considerations.
 - A narrative on how research, media and mapping tools will be leveraged to help communities demonstrate and monitor changes in development, vulnerability and risk reduction.
 - A strategy for documenting and ensuring broad-based stakeholder and community participation.
 - A detailed summary of the process for Hazard Identification and Risk Assessment.
 - A process for ensuring for long-term risk reduction through the development of viable mitigation strategies that takes into account community development, land management, resiliency, sustainability and smart growth practices.

- For Management of the Project criteria, require:
 - A summary of the management plan for accomplishing the work and meeting the schedule.
 - A commitment that work will continue until plan approval.
 - Development of a timeline that takes into account plan development, review and plan award processes.

- A plan for submitting periodic progress reports.
 - A strategy for quality assurance and control.
 - A specific number of paper copies needed by your jurisdiction.
 - Electronic versions of the plan in both Word and PDF format.
- For Contractor Experiences and Qualifications criteria, require:
 - Experience applying emergency management and multi-hazard mitigation concepts.
 - A minimum number of years of experience in mitigation plan development.
 - An overview of the bidder's staff and qualifications, to include resumes of each staff member.
 - Samples of mitigation plans that have received both state and federal approval, preferably on first submission.
 - Letters of references and the names and numbers of past clients.
 - Documentation of contractor attendance in FEMA Mitigation Planning training.
 - An example of a community success story through the implementation and management of a strategy in the mitigation plan or its creation.
 - For Contract Cost criteria, require:
 - A detailed quote specifying cost of professional services/staffing and direct expenses, such as airfare, parking, rental, lodging, meals, plan production, photocopying and shipping/mailing.
 - Important Next Steps:
 - Develop an evaluation score sheet based on the criteria with a maximum point value broken down among the aforementioned sections.
 - Organize a team of stakeholders to evaluate proposals based on the established criteria in your Request for Proposal.
 - Coordinate with the appropriate local/tribal official or legal counsel when reviewing and awarding bids.

Thanks to the State Procurement Office of the N.D. Office of Management and Budget and the Federal Emergency Management Agency.