



Request for Proposals

Title: Disaster Recovery Coordinator (DRC)

Strategic programmatic investment for planning and technical assistance to support recovery, economic development, job creation in Plumas County after the 2021 Dixie Fire.

About Sierra Business Council: Sierra Business Council is a Sierra-based nonprofit organization with a mission to catalyze and demonstrate innovative approaches and solutions to increase community vitality, economic prosperity, environmental quality, and social fairness in the Sierra Nevada. We work to support strong local economies and small businesses, increase regional resilience to the consequences of climate change, and elevate rural issues in the Sierra. Our on-the-ground programs and projects are designed to bring proactive change to the Sierra.

Role of the Consultant:

The goal of the Disaster Recovery Coordinator (DRC) is to provide planning and technical assistance services to aid in the recovery from one of the most devastating fires in Northern California. Sierra Business Council (SBC) has outlined the following scope to be consistent with the California Disaster Relief Framework (CDRF), which recommends short, intermediate, and long-term steps for disaster recovery efforts for all hazards. The DRC will work closely with the County Chief Administrator Officer for Plumas County and Sierra Business Council. The DRC will serve as a primary contact for disaster preparedness and future recovery for the counties, neighboring local governments, and State and Federal agencies.

Scope of Work:

- Assist Plumas County in the development of local recovery strategies that facilitate job creation and resilience;
- Assess critical infrastructure damage and prioritize repairs;
- Build coalitions to facilitate integration of Federal and State recovery efforts through close partnerships throughout the recovery phases;

- Identify the adaptation process from response to recovery and build economic diversity and resiliency to mitigate impacts of future economic disasters, and;
- Benefit regional workforce and residents through creation of high-quality jobs, increased wages and revitalized communities.

Primary tasks of the Disaster Recovery Coordinator:

The DRC will serve as a recognized subject matter expert and advisor in disaster and emergency management planning, response, and recovery and will foster cooperative working relationships for recovery efforts. The DRC will foster relationships with the business community and will perform educational and support programs to aid businesses in recovery from the impacts of the current and future local disasters.

The DRC will focus on many critical aspects of economic disaster recovery, including but not limited to the following:

- Manage and implement recovery and emergency management programs and initiatives;
- Identify and apply for federal funding for emergency management related needs; ensure County meets eligibility requirements for reimbursement programs;
- Provide leadership and technical guidance within the business community as a subject matter expert and advisor for disaster and emergency management planning;
- Research trends and patterns to develop new standards, models, and method. Propose new policies and procedures related to assigned area of responsibility.
- Serve as the primary point of contact for the County with federal, state, and local government agencies and the community on disaster and emergency preparedness, response, and recovery programs;
- Collaborate with recovery partners to ensure response and recovery activities are communicated to stakeholders as appropriate;
- Develop, maintain, coordinate, and drive implementation of the County's economic disaster recovery and emergency operations plans; collaborate with the community to ensure community support; assesses funding and plan feasibility and makes modifications as necessary;
- Integrate early recovery implementation into long-term community recovery planning processes;
- Develop and manage requests for proposals for professional and/or contracted services; prepare scope of work; evaluate proposals and recommend awards related to disaster recovery.

Qualifications of the Consultant:

The qualifications for the position include but are not limited to experience in the following areas:

- Research recovery and emergency management issues and evaluating alternatives;
- Community Development and economic development planning and project management;
- Planning for disaster and emergency management, response and recovery;
- Logistics and operations planning methods to coordinate and evaluate service delivery of disaster and emergency response and recovery efforts;
- Program development, implementation, project management, and budget development;
- Preparation and presentation of reports relevant to work being performed;
- Communication and collaboration with the public, vendors, contractors and local government staff as well as other agencies, including in high conflict situations; and
- Understanding of applicable federal, state, and local agencies, laws, rules, regulations, ordinances and organizational policies and procedures related to area of responsibilities.

To Apply:

To apply for consideration, please send a proposal letter (Up to 4 pages) describing the following:

- (1) an understanding and approach to the work,
- (2) proposed scope of services (including your proposed approach to collecting the necessary information and leading the ultimate planning process),
- (3) project management and coordination approach; include your firm's experience and link to website with project examples,
- (4) personnel and their relevant related project experience,
- (5) note whether you are a State of California certified small business and any other relevant certifications, and
- (6) a project budget.

It is important to note that SBC operates within parameters set by the RE: FY20 PWEAA NOFO – Economic Adjustment Assistance for Federal Disaster Declarations: DR 4610 and that the funding for this project will be administered



by the EDA and all laws pertaining to the Economic Development Administration will be followed.

For full consideration, please submit your letter by email to Kristin York, subject line: "Disaster Recovery Coordinator" by February 28, 2023. A follow up zoom meeting will likely be scheduled with qualifying consultants prior to final selection.

A. Disclosures: A complete disclosure of any alleged significant prior or ongoing contract failures, any civil or criminal litigation or investigation pending which involves the Proposer or a verification of no responsive incidents. Failure to comply with the terms of this provision may disqualify any proposal.

B. Insurance Requirement: Respondents who are unable to meet all of the SBC's insurance requirements may submit with their proposal an alternative plan for obtaining insurance that will adequately mitigate the risks associated with providing the services detailed above. Any alternative insurance coverage request is subject to review and approval by SBC.

C. General Conditions: By submitting a Proposal, the Respondent represents and warrants that: (a)The information provided is genuine and not a sham, collusive, or made in the interest or in behalf of any party not therein named, and that the Respondent has not directly or indirectly induced or solicited any other respondent to put in a sham proposal, or any other respondent to refrain from presenting information and that the prospective provider has not in any manner sought by collusion to secure an advantage; and (b)The Respondent has not paid or agreed to pay any fee or commission, or any other thing of value contingent upon the award of an exclusive operating area, to any employee, official, or existing contracting consultant of the SBC. SBC reserves the right to reject any and all submittals; to request clarification of information submitted; to request additional information from competitors; and to waive any irregularity in the submission and review process. None of the materials submitted will be returned to the Respondent unless they are not submitted in a timely manner. Proposals will become a public record and available for release to the public upon selection of a successful Respondent and an Intent to Award Notification is distributed. Respondents shall specify in their cover letter if they desire that any portion of their Proposal be treated as proprietary and not releasable as public information. If Respondent chooses to claim any information as proprietary, it must specify those sections in the cover letter and provide any legal justification for treatment as such. However, respondents should be aware that all such requests may be subject to legal review and challenge. In such event, each Respondent shall be responsible for the legal defense against the release of their Proposal as public information. The SBC reserves the right to award an agreement without further competition based on the responses received to this RFP. The SBC reserves the right to request additional information not included in



this RFP from any or all Respondents after proposal due date. The SBC reserves the right to contact references not provided in the submittals. The SBC reserves the right to incorporate its standard language into any contract resulting from this solicitation. The SBC reserves the right to reject any and all Proposals or any part of a Proposal if it is determined it is not in the best interest of SBC. The SBC reserves the right to reject the proposal of any submitter who previously failed to perform properly, or complete on time, contracts of a similar nature, or to reject the Proposal of a respondent who is not able to perform such a contract satisfactorily. An individual who is authorized to bind the proposing agency contractually shall sign the Proposal. The signature must indicate the title or position that the individual holds in the firm. An unsigned Proposal shall be rejected.