



BURLESON COUNTY

June 5, 2025

Dear Service Providers:

The Commissioners' Court of Burleson County is seeking proposals from qualified service providers with relevant prior experience to update the County's Multi-Jurisdictional Hazard Mitigation Plan. Any related award or contract is contingent on the release of Local Hazard Mitigation Plans Program (LHMPP) grant funds to the County from the Texas General Land Office (GLO).

Burleson County's current Multi-Jurisdictional Hazard Mitigation Plan was approved by FEMA in 2021 and will expire in May of 2027. The final proposed Multi-jurisdictional Hazard Mitigation Plan must be ready to submit to FEMA by March 31, 2026. The attached Request for Proposals (RFP) provides further details and requirements and can also be found on the County's website at <https://www.co.burleson.tx.us/>, as a Public Notice under News and Announcements. A copy of the current plan is available upon request.

To submit a proposal, four (4) printed copies of your proposal should be mailed or delivered in a sealed envelope or package labeled 'Hazard Mitigation Services Proposal' to:

Attn: Duane Strange, Emergency Management Coordinator
Burleson County
100 W. Buck St. Suite 303
Caldwell, TX 77836

Proposals must be received no later than 2:00 P.M. Central Time on July 3, 2025; no exceptions. Questions may be directed to emc@burlesoncounty.org. All questions and responses will be posted to the website above.

The County reserves the right to reject any and all proposals or any parts thereof; to negotiate with any and all proposers; and to award the project to the most responsive and responsible bidder, as deemed in the best interest of the County and as per the Texas Professional Services Procurement Act and the Uniform Grant and Contract Management Standards. Minority Business Enterprises, Small Business Enterprises, Women Business Enterprises, and labor surplus area firms are encouraged to submit proposals. Burleson County is an Affirmative Action/Equal Opportunity Employer. Burleson County requires companies with which it conducts business to comply with all applicable federal, state and municipal laws and regulations regarding contracting, employment, and wage practices.

Jimmy Mynar
Burleson County Auditor



BURLESON COUNTY

Request for Proposals

Multi-Jurisdictional Hazard Mitigation Plan Update

A. OVERVIEW

The Burleson County Commissioners Court is requesting bids from qualified contractors to enter into a professional services contract to update a Multi-Jurisdictional Hazard Mitigation Plan. The plan shall be compliant with the criteria set forth in the Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, 42 U.S.C. §5121, et seq. (the "Stafford Act"), as Amended by the Disaster Mitigation Act of 2000, Public Law 106-390 ("DMA 2000"), and the Requirements set forth under 44 C.F.R. Part 201, §201.6, and other applicable State and Federal Requirements, as determined by the Federal Emergency Management Agency (FEMA). The Updated Plan will also meet the most current FEMA Local Mitigation Plan Review Tool Requirements. In addition, the plan will be aligned with the State of Texas Hazard Mitigation Plan. A copy of the current plan is available upon request.

Burleson County's current Multi-Jurisdictional Hazard Mitigation Plan was approved by FEMA in 2021 and will expire in May of 2027. The final proposed Multi-Jurisdictional Hazard Mitigation Plan must be ready to submit to FEMA by March 31, 2026.

To submit a proposal, four (4) printed copies of your proposal should be mailed or delivered in a sealed envelope or package labeled 'Hazard Mitigation Services Proposal' to:

Attn: Duane Strange, Emergency Management Coordinator
Burleson County
100 W. Buck St. Suite 303
Caldwell, TX 77836

Proposals must be received no later than 2:00 P.M. Central Time on July 3, 2025; no exceptions. Questions may be directed to emc@burlesoncounty.org. All questions and responses will be posted to the website above.

The County reserves the right to reject any and all proposals or any parts thereof; to negotiate with any and all proposers; and to award the project to the most responsive and responsible bidder, as deemed in the best interest of the County and as per the Texas Professional Services Procurement Act and the Uniform Grant and Contract Management Standards. Minority Business Enterprises, Small Business Enterprises, Women Business Enterprises, and labor surplus area firms are encouraged to submit proposals. Burleson County is an Affirmative Action/Equal Opportunity Employer. Burleson County requires companies with which it conducts business to comply with all applicable federal, state and municipal laws and regulations regarding contracting, employment, and wage practices.

B. QUALIFICATIONS FOR PLANNING UPDATE PROCESS

The hazard mitigation plan development process will involve the following steps, some of which may be performed concurrently. The qualified consultant shall demonstrate firm experience in completing the following:

- Leading and documenting the planning process.
- In-depth experience in developing and updating risk and vulnerability assessments.
- Analyzing previous mitigation actions and developing new mitigation strategies.
- Conducting public outreach and coordinating with stakeholders and strategic partners.
- Developing all sections of the plan and assisting each jurisdiction with adopting the plan.

Consultant must have a working relationship with TDEM, FEMA Region VI, and Texas GLO and demonstrate experience in the review and editing process.

C. PROPOSAL CONTENTS

The consultant's proposal must contain a cover letter and the following six (6) sections. The cover letter shall at minimum, list: the RFP subject, the name of the proposer's firm, local address, telephone number, email address, name and title of contact person who will be authorized to make representation for the proposer and the date. The six sections shall include:

1. Technical Approach/Project Schedule

Briefly describe the approach to be taken in addressing the proposed scope of work. The description is to include delineation of specific tasks to be undertaken in completing the Hazard Mitigation Plan Update through its approval by the Burleson County Commissioners Court, the proposed approach to updating and further customizing the existing plan specific to the client, and a detailed description of the proposed deliverable that will be provided to each jurisdiction (including any binding and number of full-color copies).

2. Experience of Proposed Personnel

A brief resume of the individuals involved in the project will be required.

3. Prior Related Firm Experience

Summarize the firm's experience with hazard mitigation grant development and planning in Texas.

4. Responsiveness to Client Needs

Describe specific project implementation and customization measures intended to improve the overall positive benefits of the plan update to the citizens and jurisdictions of Burleson County. Describe factors such as familiarity with the geographic area of the project, positive interactions with TDEM/GLO/FEMA staff, and other planning capabilities that will enhance the overall quality and effectiveness of the completed plan update.

5. References

Please include a minimum of five (5) references. Include contact person and phone number for each referenced project.

6. Proposed Cost of Services

We are seeking a fixed-price cost proposal. Please provide a cost proposal to accomplish the scope of work outlined above and for any additional services required to implement the project described

in this solicitation. The proposal must include all costs that are necessary to successfully complete these activities. Contract pricing for services under this RFP will be adjusted if final number of participating jurisdictions differs from the current estimate. Please note that the lowest/best bid will not be used as the sole basis for entering this contract.

D. CONSULTANT SELECTION PROCEDURES

Proposals will be reviewed by the Burleson County Emergency Management Coordinator and other members of staff.

E. FACTORS FOR AWARD/EVALUATION CRITERIA

The following factors will be used in evaluating submitted proposals and awarding a contract:

1. **Technical Approach/Project Schedule (20 points)**
2. **Experience of Proposed Personnel (20 points)**
3. **Prior Related Firm Experience (15 points)**
4. **Responsiveness to Client Needs (15 points)**
5. **References (10 points)**
6. **Cost of Services (20 points)**

F. AWARD

Notice of Award will be issued to the successful bidder. Any final documentation necessary to complete the contract requirements will be requested at that time (i.e., Performance Bond, Original Certificates of Insurance) and the firm will be given ten (10) days from date of the Notice of Award to acknowledge and comply with these requirements. Failure to comply with the requirements of the Notice of Award may result in the termination of the contract. The contents of the proposal by the successful firm will become a part of the Contractual obligation if a Notice of Award action ensues. Failure by the successful firm to accept the obligations specified in a purchase order, contract or similar acquisition instrument, shall result in cancellation of the award and loss of any Bid Security. Such firm may be restricted from future solicitations. Once all required documentation is received, a fully executed copy of the contract will be sent to the successful firm.

G. LEGAL DISCLAIMERS

Indemnification

The Consultant agrees to indemnify and hold harmless Burleson County and its officers and its employees from and against all liability, claims, demands and expenses, including court and attorney's fees, on account of any injury, loss or damage which may arise out of or are in any manner connected with the work to be performed, if such injury, loss or damage is caused, in whole or in part, by, or is claimed to be caused in whole or in part by, the negligent act or omission, error or professional error, mistake, accident or other fault of the Consultant, subcontractor of the Consultant, or any office, employee or agent of the Consultant. Consultant shall provide satisfactory certificates of insurance coverage filed with Owner prior to beginning the Work. The limits of liability for the insurance required shall provide coverage for not less than the following amounts or greater where required by law:

Worker's Compensation:

1. State: Statutory
2. Applicable Federal (e.g. Longshoreman's): Statutory
3. Employer's liability: \$100,000 Comprehensive

General Liability:

1. Bodily Injury: \$1,000,000 Each Occurrence
- Non-discrimination and Illegal Alien Clause

By submitting a proposal, the Consultant agrees to comply with all applicable State and Federal Laws, rules, regulations and Executive Orders of the Governor of Texas involving nondiscrimination on the basis of race, color, religion, national origin, age, handicap or sex and the employment of illegal aliens. The Consultant, with regard to the work performed by it during the contract term, will not discriminate on the basis of race, color, national origin, or sex in the selection and retention of sub-consultants, including procurement of materials and leases of equipment. The Consultant will not participate either directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR Part 21, or Part 26.

Civil Rights Act of 1964 Title VI

The Burleson County Commissioners, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all proposing firms that it will affirmatively ensure that for any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit Proposals in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

Conflict Disclosures

The Proposer will include a full disclosure of all potential organizational conflicts of interest in the Proposal. By submitting its Proposal, each Proposer agrees that, if an organizational conflict of interest is thereafter discovered, the Proposer will make an immediate and full written disclosure to the Burleson County Commissioners that includes a description of the action that the Proposer has taken or proposes to take to avoid or mitigate such conflicts.

Conflict of Interest

The Proposer agrees to make any and all best efforts to avoid any potential conflicts of interest and avoid any violations of Texas statutes regarding nepotism. Proposer will include a full disclosure of all potential organizational conflicts of interest in the Proposal. By submitting its Proposal, each Proposer agrees that, if an organizational conflict of interest is thereafter discovered, the Proposer will make an immediate and full written disclosure to the include a full disclosure of all potential organizational conflicts of interest in the Proposal. By submitting its Proposal, each Proposer agrees that, if an organizational conflict of interest is thereafter discovered, the Proposer will make an immediate and full written disclosure to the Burleson County Commissioners Court that includes a description of the action that the Proposer has taken or proposes to take to avoid or mitigate such conflicts. Any failure to disclose a conflict of interest or violation of the Texas nepotism statutes may result in any Agreements between the Agency and the Proposer becoming void.

Contract Disputes

Any dispute arising out of this Contract, and the performance thereof, shall be resolved by a state court of appropriate jurisdiction, in Burleson County, Texas. The prevailing party to any lawsuit shall be entitled to receive, as part of costs awarded, reasonable attorney fees, expert fees, and other costs of litigation.

Civil Rights Act of 1964 Title VI

The Burleson County Commissioners, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all proposing firms that it will affirmatively ensure that for any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit Proposals in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

General Requirements of Successful Bidder

Professional services or creative work, including consultation, evaluation, planning, design, surveying, etc., must be performed only by, or under the direction of, those individuals licensed to practice in the State of Texas. The successful bidder shall be prohibited from assigning or subcontracting the whole or any part of the contract without the prior written consent of Burleson County. The successful bidder, its employees, and any sub-consultants will operate as an independent contractor and will not be considered employees of Burleson County.