



FREMONT COUNTY

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April 2, 2026

INVITATION FOR BIDS

Multi-Jurisdictional Hazard Mitigation Plan Update

OVERVIEW:

The Fremont County Board of County Commissioners is requesting bids from qualified contractors, to update the current multi-jurisdictional Hazard Mitigation Plan (HMP). The update of the current plan is necessary to meet the requirements of the Disaster Mitigation Act (DMA) of 2000, 44 CFR Part 201.6 and the most current Federal Emergency Management Agency (FEMA) “how-to” planning guidance. 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 2023-2028 Colorado Enhanced State Hazard Mitigation Plan (E-SHMP). A copy of the current plan can be found at: <https://fremontcountyco.gov/sites/default/files/emergency-management/fremonthmpaugust2021.pdf>

Fremont County’s current Hazard Mitigation Plan was approved by FEMA in 2021 and will expire in October of 2026. Contact Mykel Kroll, Director of Emergency Management, for additional project information.

Bids must be received no later than 2:00 PM local time on April 16, 2026.

Note: The Fremont County Board of County Commissioners reserves the right to reject any and all proposals or any parts thereof. The right is reserved to waive any formalities or informalities contained in any proposal, and to award the project to the most responsive and responsible bidder, as deemed in the best interest of the County.

SCOPE OF SERVICES:

The contractor will be responsible for the following four stages:

- 1. Organizing Resources**
- 2. Assessing Risks**
- 3. Developing a Mitigation Strategy**
- 4. Plan Adoption, Monitoring & Evaluation**

The contractor will facilitate the planning process, identify data requirements, conduct research, develop and facilitate the public input process, document the planning process, coordinate the documentation of grant administration requirements (such as documentation of in-kind contributions), produce the draft and final plan document, and facilitate the plan adoption process.

A. Organizing Resources

1. Work closely with the Local Planning Committee (LPC) on all phases of the project. Ensure that representatives from participating jurisdictions, local elected officials, local agencies, other partner agencies, businesses, nonprofits, academia, neighboring counties or communities, and the general public have an opportunity to be involved in the planning process. Document efforts to include these partners and document their participation, including tracking of any in-kind contributions from participating jurisdictions.
2. Develop an action plan for public involvement and comment during the plan development stage and prior to plan approval and document the process and results. Coordinate public involvement through a variety of tools, such as surveys, educational briefings, press releases, informational postings on local websites, and public hearings.
3. Establish minimum standards for participation in the plan. Clearly identify continuing or newly participating jurisdictions and special districts, including documenting how they met the minimum standard for participation. At a minimum, the following are anticipated to be participating jurisdictions (as defined by FEMA) in this multi-jurisdictional plan update:
 - a. Fremont County
 - b. City of Cañon City
 - c. City of Florence
 - d. Town of Brookside
 - e. Town of Rockvale
 - f. Town of Williamsburg
 - g. Town of Coal Creek
4. Thoroughly document and describe the planning process with particular emphasis on how the LPC reviewed and analyzed each section of the plan, and if each section was revised as part of the update process.
5. Analyze existing capability by identifying, reviewing, and incorporating existing plans, studies, reports, and technical information into the planning process. This could include

local comprehensive plans, local ordinances, Capital Improvement Plans (CIPs), warning systems, Community Wildfire Protection Plans (CWPPs), public education initiatives, local building codes and zoning ordinances, Floodplain Management Plans, and others.

6. Describe how the plan was maintained and implemented over the past 5 years.
7. Utilize existing GIS information for identified hazards and make corrections or updates of GIS information as necessary.

B. Assessing Risks

Hazard Identification

1. Provide updated or new descriptions of the natural hazards (and additional human-caused hazards if discovered) affecting each participating jurisdiction, as needed. Analyze how hazards vary across jurisdictions, if applicable.

Profiling Hazards

1. Provide updated information on the location and the extent (severity) of each natural hazard (and additional human-caused hazards if discovered) affecting each jurisdiction, including updated information on previous occurrences.
2. Provide an update on any hazard events that occurred since the last plan date.
3. Provide updated information on the probability ranking of future hazard events.

Assessing Vulnerability

1. Provide an overall summary for each jurisdiction's vulnerability to each hazard. Rate the impact, for example high, medium, or low and explain the rating system used and the process followed to achieve the ranking.
2. For each jurisdiction describe in general, each hazard's impact on buildings, infrastructure, critical facilities, and the vulnerable population.
3. Describe vulnerability in terms of types and numbers of National Flood Insurance Program (NFIP) repetitive loss properties located in the identified hazard areas.
4. Include the most current FEMA Flood Insurance Rate Map (FIRM) in plan, if available.
5. Based on best available data, provide updated information on the vulnerability of existing and future buildings, infrastructure, and critical facilities for each jurisdiction. Specify the types and numbers of buildings, infrastructure, and critical facilities.
6. Based on best available data, provide estimated potential dollar losses to vulnerable structures, describing the methodology used to prepare the estimate.
7. Based on best available data, describe vulnerability in terms of land use and development trends.
8. Based on best available data, analyze the economic impacts from potential hazards.
9. Based on best available data, describe how potential climate adaptation may impact each jurisdiction's current and future vulnerability to specific hazards.

Capabilities Assessment

1. Document each jurisdiction's existing authorities, policies, programs, and resources related to hazard mitigation, and its ability to expand on and improve these existing tools.
2. Provide information on each jurisdiction's participation in the NFIP in terms of policies in force, total dollar amount for premiums, and any claims information. The mitigation strategy should identify, analyze, and prioritize action items related to continued compliance with the NFIP.

C. Developing a Mitigation Strategy

1. Update the mitigation goals and objectives to reduce or avoid hazard vulnerabilities, if needed. Explain if goals and objectives have changed.
2. The plan update must analyze previous action items to identify which were completed, deleted, or continued for each jurisdiction.
3. Facilitate the identification and analysis of a comprehensive range of specific mitigation actions for each jurisdiction. Action items should reduce the effects on existing and new buildings and infrastructure. There must be identifiable action items for each jurisdiction seeking adoption of the plan.
4. Action items will be prioritized based on evaluation criteria such as the STAPLEE method which analyzes the social, technical, administrative, political, legal, economic, and environmental feasibility of proposed actions. This may include a cost-benefit review and/or cost estimate.
5. Develop an implementation strategy for identified actions that includes the action's priority (i.e. high, medium, or low), the lead party responsible for implementation, potential funding sources, and an implementation timeline for each proposed action item.

D. Plan Adoption, Monitoring and Evaluation

1. Describe the method and schedule for monitoring the plan, including progress on action items and the responsible department.
2. Identify how, when, and by whom will the plan be evaluated.
3. The updated plan must describe the process to incorporate the mitigation plan requirements into other local planning mechanisms for each jurisdiction, and how the previous mitigation plan elements were incorporated into the same.
4. Develop and describe a strategy for continued public participation.
5. A digital copy of the final draft HMP and completed FEMA Local Mitigation Plan Review Tool will be submitted to the Colorado Division of Homeland Security & Emergency Management (DHSEM) Mitigation Section for submittal to FEMA prior to the contract performance period end date.
6. After FEMA indicates the plan is Approvable Pending Adoption (APA), the plan will be adopted by the participating jurisdictions.

7. The resolution of adoption for all jurisdictions will be provided to the State (DHSEM Mitigation Section), and the State will provide adoptions to FEMA for final approval.
8. Contractor will maintain project management role until the Plan is approved by FEMA.
9. Contractor is responsible for changes required by FEMA to gain Approvable Pending Adoption (APA) plan status. Such changes may be required after final payment is made to the contractor, but final payment does not relieve the contractor of the obligation to deliver a FEMA approved plan.
10. Contractor will provide documentation requested by Fremont County as may be necessary for audit or financial management oversight by the County or the County's auditor.

SUBMISSION:

A. Submittal Process

Proposals must be received no later than 2:00 P.M local time on April 16, 2026. Please submit electronically in pdf format through the Fremont County Bid Request Portal in the "Other Resources" tab of the Fremont County, Colorado home page at www.fremontcountyco.gov. As an alternative to electronic submittal, an electronic pdf file of the proposal (or 3 hard copies) may be mailed or delivered in a sealed envelope. To facilitate review, limit file to pertinent information only.

For non-electronic delivery submittals each Proposal must be submitted in a sealed envelope, or package, addressed to the Fremont County Board of County Commissioners, 615 Macon Ave, Room 106, Cañon City, Colorado, 81212. Each sealed envelope containing a Proposal must be plainly marked on the outside as Proposal for "Hazard Mitigation Plan", and the envelope should bear on the outside the name of the proposing firm and their address. If forwarded by mail, the sealed envelope containing the Proposal must be enclosed in an outer envelope addressed to the Fremont County Board of Commissioners, 615 Macon Ave, Room 106, Cañon City, Colorado, 81212.

B. Final Product

The expected end product will be an updated FEMA Approved Multi-Jurisdictional Hazard Mitigation Plan. The HMP must meet all provisions of the current FEMA Review Tool and address the steps in most current FEMA "how-to" planning guidance.

C. Evaluation Criteria

All proposals will be evaluated and selection will be based on the following criteria:

1. Cost and Pricing
 - a. The Contractor shall break down the cost estimate by task; hours per task; different personnel classifications per hour, (i.e. Principal, Senior Manager, Senior Associate, Senior Schedule, Schedule Analyst, Clerical, etc.) and

provide a total cost per task and a total cost for the entire project. Fees shall include all mark-ups, overhead, profit, and any other costs associated with delivering the final product.

2. Specialized experience and technical competence of proposed project team
3. Proposed methodology
4. Knowledge of Fremont County
5. Performance record and references
 - b. The Contractor shall furnish a summary of experience on similar projects and be prepared to provide examples. Include a brief description of past and current projects.

D. Timeline

Service will begin immediately upon the execution of a signed contract. Potential schedule should be included in contractor's written proposal. A final draft for submission to DHSEM is desired at the earliest possible date.

E. Proprietary Information

Any restrictions on the use of data contained within a proposal must be clearly stated in the proposal itself.

F. Material Ownership

All materials submitted regarding this RFP become the property of the County and will only be returned at the County's option.

G. Incurring Costs

The County is not liable for any costs incurred by those who have submitted or prepared proposals. Prior to issuance of a signed contract, there is no expressed or implied obligation for any payment to be made by Fremont County.

H. 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.

LEGAL DISCLAIMERS:

A. Indemnification

The Contractor/Consultant agrees to indemnify and hold harmless Fremont County and its officers and its employees from and against all liability, claims, demands and expenses, including court and attorneys 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 Contractor/Consultant, subcontractor of the Consultant, or any office, employee or agent of the Contractor/Consultant.

Contractor/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/\$500,000

Comprehensive General Liability:

1. Bodily Injury:
 - \$1,421,000 Each Occurrence
 - \$2,000,000 Annual Aggregate, Products and Completed Operation
2. Property Damage:
 - \$1,421,000 Each Occurrence
 - \$2,000,000 Annual Aggregate

3. Property Damage Liability Insurance will provide explosion, collapse, and underground coverages where applicable.
4. Personal injury, with exclusion deleted:
\$2,000,000 Annual Aggregate

Comprehensive Automobile Liability:

1. Bodily Injury:
\$1,421,000 Each Person
\$1,421,000 Each Accident
2. Property Damage:
\$1,421,000 Each Occurrence

B. Non-discrimination and Illegal Alien Clause

By submitting a proposal, the Contractor/Consultant agrees to comply with all applicable State and Federal Laws, rules, regulations and Executive Orders of the Governor of Colorado involving non-discrimination on the basis of race, color, religion, national origin, age, handicap or sex and the employment of illegal aliens.

The Contractor/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 Contractor/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.

C. Civil Rights Act of 1964 Title VI

The Fremont County Board of 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.

D. 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 Fremont County Board of County Commissioners that includes a description of the action that the Proposer has taken or proposes to take to avoid or mitigate such conflicts. Failure to disclose a conflict of interest is a misdemeanor criminal offense under Colorado Law. Such conflict may arise if any public official exercises any substantial discretionary function in connection with a government contract, purchase, payment or other pecuniary transaction without necessary disclosures as defined by Colorado Revised Statutes (C.R.S.) Section 18-8-308 as amended.

E. Contract Disputes

Any dispute arising out of this Contract, and the performance thereof, shall be resolved by a state court of appropriate jurisdiction, in Fremont County, Colorado. 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.

F. 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 Colorado.

The successful bidder shall be prohibited from assigning or subcontracting the whole or any part of the contract without the prior written consent of Fremont County.

The successful bidder, its employees, and any sub-consultants will operate as an independent contractor and will not be considered employees of Fremont County.