

Tri-Basin Natural Resources District is accepting proposals for the following project:  
Project: Tri-Basin Natural Resources District Multi-Jurisdictional Hazard Mitigation Plan update

Proposal Deadline: May 8, 2026

Contact: Tri-Basin Natural Resources District  
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(308) 995-6688

#### Background:

Tri-Basin Natural Resources District seeks proposals from qualified consultants to lead the process to develop the 2028 update of their Multi-Jurisdictional Hazard Mitigation Plan. Our current plan was approved in 2023 and can be made available upon request. Proposals will be evaluated by staff and recommendations for award will be made to the NRD board of directors. The NRD reserves the right to reject any and all proposals, waive minor irregularities in any proposal and to accept the proposal most favorable to the NRD's interest. The board may select a firm from the proposals submitted or may request additional information from a firm or firms.

#### Scope of Services to include but are not limited to:

- A kick-off meeting will be held with Tri-Basin NRD staff and county emergency managers to discuss the scope and nature of the project; refine the goals and objectives; and review participation requirements.
- Selected Consultant will coordinate with Tri-Basin NRD and other involved jurisdictions/parties to complete a kick-off meeting to initiate the project. This task also includes general project oversight, management, quality control (QC), coordination, and routine project meetings.
- A Project Management Plan and monthly progress reports will be produced. Also, routine project management and coordination tasks will be performed during the anticipated time frame for the project per the proposed schedule.
- Selected consultant will be responsible for developing project materials that meet or exceed the expectations of Tri-Basin NRD as well as conforming to the technical requirements to meet FEMA's minimum standards for hazard mitigation plans.
- Selected consultant will assist Tri-Basin NRD with developing Hazard Mitigation Assistance (HMA) grant application materials to fund the update to the HMP. Materials may include, but are not limited to: project narratives, budget information, mapping, and supporting documentation required for submittal through FEMA GO or other applicable systems. - Selected consultant will provide HMA grant coordination and support services during grant review, award, and

post-award phases, including responding to Requests for Information (RFIs) from NEMA or FEMA.

- Selected consultant will develop materials to inform local governments and stakeholders of the mitigation plan and planning process.
- Selected consultant will coordinate and conduct meetings with the planning team established for this project. The planning team will provide input on many components of the project, including (but not limited to): public outreach, community involvement, and plan adoption, and will prepare necessary handouts, presentations and follow-up material for these meetings.
- Selected consultant will develop and maintain a project website. The project website contents will include (but is not limited to): project status updates, meeting time and locations, project documents, public engagement tools, and other items/materials as identified by the Planning Team.
- Selected consultant will collect/develop appropriate data required for the plan update process. Data to be collected includes (but is not limited to): census and demographic information, hazard specific information, disaster loss totals, structural inventories, jurisdictional planning mechanisms, etc.
- Selected consultant will coordinate with the project Planning Team and participating jurisdictions to collect appropriate field data. This must include but is not limited to: site visits to communities, collecting images of completed or in progress mitigation measures, and site visits to impacted jurisdictions/areas.
- Selected consultant will complete a regional risk assessment, examining all hazards addressed in the plan. The risk assessment will include: quantification on historical occurrences, recorded and anecdotal impacts/losses, identification of vulnerable populations/groups, extent of historic events, and the probability of future hazard events.
- Selected consultant will work with the NRD and communities to identify mitigation projects and the data necessary to complete this process.
- Selected consultant will lead the process of receiving NEMA/FEMA approval of the HMP and will also assist in local adoption of the HMP and disseminate copies of the plan to participating jurisdictions.

#### Submittal Process:

Firms interested in being considered must submit an electronic copy of their proposal in PDF format, no later than 3:00 p.m. Central Time on Friday, May 8, 2026, 2026.

Proposals exceeding typical email size restrictions must provide a link to obtain their proposal (ftp, DropBox, etc.).

For questions regarding the information contained in this RFP contact John Thorburn at Tri-Basin Natural Resources District by email at [jthorburn@tribasinprd.org](mailto:jthorburn@tribasinprd.org) or by telephone at (308) 995-6688. Please include name, name of firm, address, telephone number and fax number.

No pre-submittal meeting for RFP's will be conducted.

Selection:

Proposals will be reviewed and the award made to the proposal that conforms to the minimum specifications outlined in this solicitation and provides the most value to Tri-Basin NRD. Tri-Basin NRD reserves the right to reject any or all proposals.