



NOTICE TO CONTRACTORS – INVITATION FOR REQUEST FOR PROPOSALS
HAPPY CAMP COMMUNITY HEAT RESILIENCE PROJECT MANAGEMENT
for Happy Camp Community Action, Inc

Project Overview

Happy Camp Community Action, Inc (HCCA) is seeking a qualified and experienced independent consulting firm for the purpose of project management of the Happy Camp – Community Heat Resilience Project (HC-CHRP). The project timeline and action items are clearly identified in the grant workplan documents.

Submit To / Project Contact

Submit questions regarding the project or RFPs to Abigail Yeager at ayeager@happycampcc.org by April 29, 2025, @5PM (PST).

Submit your proposal to Jasmine Borgatti at jborgatti@happycampcc.org by **May 9, 2025 @5pm (PST)**.

Schedule

Issue RFPs	April 24, 2025
Questions from potential consultants accepted through Responses to questions sent out by	April 29, 2025; 5:00pm May 2, 2025
Proposal Due Date	May 9, 2025; 5:00pm
RFPs Award Date	TBD
Consultant begins work	TBD

Organization Background/Overview

Happy Camp Community Action, Inc (HCCA) is a 501(c)(3) non-profit organization located in Happy Camp, CA. HCCA is managing a California Governor’s Office of Land Use and Climate Innovation Extreme Heat grant to collaboratively create a Community Resilience Center Project Roadmap that outlines the services, form, and function of a Resilience Center in our community.

Mission: Community Action for Rural Economic Stability **Vision:** To be a leader for collaborative action in providing resources to support the cycle of resilience.

Current Situation

Happy Camp is a small, rural, unincorporated town located in Northwestern Siskiyou County in Northern California surrounded by federally managed forestland (Klamath National Forest) that needs post-fire restoration and forest thinning. Happy Camp's economy declined in the early 1990s when timber harvesting was severely reduced. As a result, the local mills that relied on Federal timber were forced to shut down. In 2020 due to an extreme weather event the Slater and Devil Fires took 2 lives, burned over 166,000 acres, and destroyed more than 200 homes in Happy Camp. Currently, community members and local collaborators are seeking to develop a resilience plan to address the effects of extreme heat and develop a business that will simultaneously create jobs, provide a cost-effective means of reducing wildfire risk in the region by utilizing biomass and/or small diameter trees harvested during wildfire hazard reduction management treatments, and ultimately lead to the implementation of building a community resilience center.

Project Objectives

Our goal with this project is to collaboratively create a Community Resilience Center Project Roadmap that outlines the services, form and function of a Resilience Center in our community. The workplan tasks address the following:

- Partnership Development and Asset Mapping
 - Establish Collaborative Committee
 - Project Kickoff Workshop
 - Asset Mapping Among Partners
 - Tribal Consultation Draft Agreement
 - Ongoing Collaborative Committee Meetings
- Community Engagement
 - Design a Community Survey
 - Disseminate a Community Survey
- Community Resilience Center Project Roadmap
 - Preliminary Site Evaluation
 - High-level Architectural Renderings
 - Materials Research
 - Define Programming for Resilience Center
 - Draft Project Roadmap
 - Present Draft Project Roadmap to Community
 - Finalize Project Roadmap
 - Identify Potential Funding Opportunities for Community Resilience Center
- Track Progress and Evaluate EHCRP Grant Outcomes
 - EHCRP Evaluation Plans
 - Program Meeting/Workshop Attendance
 - EHCRP Reporting
 - Midterm Report
 - Final Report and Case Study

Proposal Requirements

Firm Information

Provide the firm's name, address, website URL and telephone number. Include name, title and e-mail address of the individual who will serve as firm's primary contact. Include a brief description and history of your firm.

Experience and References

Proposals should include a list of 3-5 references for similar projects that your firm has completed.

Project Approach

Please explain your project approach, style and process.

Schedule and Timeline

Workplan and Budget will be provided by the Grant.

Cost

Proposals must include the estimated cost for all work related to tasks and deliverables outlined in the Schedule and Timeline.

Provide Biographies of Key Staff

Please include a summary of the experience of all key staff.

Required Deliverables

Reference EHCRP Grant Workplan.

Work Plan

Instructions:	
Proposal Name:	Happy Camp - Community Heat Resilience Project (HC-CHRP)
Lead Applicant:	Happy Camp Community Action, Inc (HCCA)
Project Description: (500 character limit)	Our goal is to collaboratively create a Community Resilience Center Project Roadmap that outlines the services, form, and function of a Resilience Center in our community.
Character Count	

Task 1: Partnership Development & Asset Mapping

Subtask	Description <i>Include detail of activities or deliverables</i>	Deliverables / Milestones <i>Major outcomes and/or metrics used to demonstrate success</i>	Timeline <i>Indicate month of project that activity will take place</i>	Task Lead <i>Which project partner is responsible for this task?</i>	Partners Involved <i>If the partners are not identified include future plans to engage</i>	EHCRP Eligible Activities Addressed
Subtask A: Recruit Project Manager	Recruit and hire a project manager to keep the project on task and ensure milestones and deliverables are met and accomplished.	Milestones: Project Manger Recruitment. Deliverables: Project Manager Contract.	Months 1-3	HCCA	HCVFD, HCVA	Small Planning Grant
Subtask B: Establish Collaborative Committee	Identify additional project partners to join Collaborative Committee. Engage via direct outreach to gain support and collaboration for the project. To ensure comprehensive outreach key types of partners will be local utilities, surrounding National Forests, local non-profits, Volunteer groups, County based organizations, local Tribes, and industry experts.	Milestones: Stakeholder and community member recruitment. Deliverables: List of key partners to include in outreach. List of committee members recruited and meeting plans.	Months 3-6	Project manager. HCCA	HCVFD, HCVA	Small Planning Grant
Subtask C: Project Kickoff Workshop	Host a project kickoff workshop to formally introduce all the potential collaborative committee partners from subtask B and encourage community engagement and buy-in. Review key elements of the project including major milestones and key project deliverables. Initiate asset mapping	Milestones: Project Kickoff Workshop Deliverables: Tabled community engagement event. Sign-in sheets, Surveys, Photos.	Months 3-6	Project manager. HCCA, HCVFD, HCVA	Contributors: HCVFD, HCVA. Plans to engage with BECK Group, Single widget, CalPoly Humboldt, the watershed council, Forest WRX Alliance, Karuk Tribe, KNF, Siskiyouworks, MKWC, H4HC, Siskiyou County OES, Siskiyou Climate Collaborative, Siskiyou County Planning Department, Community Based Organizations.	Small Planning Grant

Subtask D: Asset Mapping Among Partners	Identify existing and relevant data resources related to current conditions, priorities, heat resilience, cooling technologies, and the impacts of extreme heat in the target area. Evaluate collaborative mechanisms such as Master Stewardship Agreements for forest management. This asset map process will begin during the kickoff workshop project mentioned previously and should be updated continuously during subsequent Collaborative Meetings (see Subtask F) until a final version is completed.	Milestones: Complete Asset Map (Resources/Partners/ Collaborators) Deliverables: Asset Map report.	Months 6-12	Project manager. HCCA	Partners identified during Task 1: Subtask B.	Small Planning Grant
Subtask E: Tribal Consultation Agreement	Draft and establish Tribal consultation agreement for the duration of the project with the Karuk Tribe on extreme heat vulnerability utilizing tribal expertise and traditional knowledge(s) for nature-based solutions and built infrastructure, and guidance on the efficacy of implemented climate solutions. Explore expanding collaborative forest management practices through Master Stewardship Agreements.	Milestones: Negotiate terms, draft agreement, review and revise agreement. Deliverables: Draft Tribal Consultation Agreement with Karuk Tribe.	Months 6-18	Project manager. HCCA	Partners identified during Task 1: Subtask B.	Small Planning Grant
Subtask F: Ongoing Collaborative Committee Meetings	Convene Collaborative Committee for the duration of the project to provide project oversight, feedback for project tasks, and coordination of community response efforts. The committee meetings will continuously review grant obligations, timelines, tracking task and subtask statuses to ensure timely completion of all project milestones and deliverables. The committee will continue to recruit potential partners for the duration of the grant. Up to 15 meetings depending upon frequency	Milestones: Collaborative Committee meetings Deliverables: Meeting Agendas, slides, and/or minutes	Months 1-30	Project manager. HCCA, HCVFD, HCVA	Partners identified during Task 1: Subtask B.	Small Planning Grant
Task 2: Community Engagement						
Subtask	Description <i>Include detail of activities or deliverables</i>	Deliverables / Milestones <i>Major outcomes and/or metrics used to demonstrate success</i>	Timeline <i>Indicate month of project that activity will take place</i>	Task Lead <i>Which project partner is responsible for this task?</i>	Partners Involved <i>If the partners are not identified include future plans to engage</i>	EHCRP Eligible Activities Addressed

Subtask A: Design Community Survey	Design a community survey with Collaborative Committee to understand extreme heat concerns and identify priorities for Resilience Center, including services, programming, and infrastructure. Create draft, revisions and testing of survey. Identify best way to distribute survey: e.g. canvass, show up at events, or electronically etc and create a distribution plan.	Milestones: Design and test community survey Deliverables: Finalized Community Survey design. Distribution plan.	Months 3-6	Project manager. HCCA	Partners identified during Task 1: Subtask B.	Small Planning Grant
Subtask B: Disseminate Community Survey	Engage with local community to disseminate survey. The Collaborative Committee will analyze survey data to develop community-centered priorities list for Resilience Center.	Milestones: Complete Community Survey Deliverables: 1 Community Survey completed by 150 local residents, Data Analysis Summary of survey data	Months 6-12	Project manager. HCCA	Partners identified during Task 1: Subtask B.	Small Planning Grant
Task 3: Community Resilience Center Project Roadmap						
Subtask	Description <i>Include detail of activities or deliverables</i>	Deliverables / Milestones <i>Major outcomes and/or metrics used to demonstrate success</i>	Timeline <i>Indicate month of project that activity will take place</i>	Task Lead <i>Which project partner is responsible for this task?</i>	Partners Involved <i>If the partners are not identified include future plans to engage</i>	EHCRP Eligible Activities Addressed
Subtask A: Preliminary Site Evaluation	Explore potential sites for future Resilience Center Campus and conduct analysis on benefits/challenges.	Milestones: Conduct preliminary site evaluations Deliverables: List of potential sites and analysis on benefits/challenges	Months 10 - 12	Project Manager. HCCA.	Partners identified during Task 1: Subtask B.	Small Planning Grant
Subtask B: High-Level Architectural Renderings	Working with a consultant, develop a high-level architectural rendering, cost estimate and budget, and evaluate architectural, engineering, and WWC-LWE Code Barrier considerations for priority sites.	Milestones: Preliminary engineering project activities. Deliverables: Architectural Rendering, Cost Estimates and Budget	Months 12 - 16	Project Manager. HCCA.	Partners identified during Task 1: Subtask B.	Small Planning Grant
Subtask C: Materials Research	Identify potential research projects related to fire-resistant building technologies such as Wood Wool Cement - Large Wall Elements (WWC-LWE) that could be implemented at Resilience Center. Access proprietary data or research materials to conduct assessment. Establish partnership with CalPoly Humboldt for capstone project.	Milestones: Completion of Capstone Project (CalPoly Humboldt Masters Candidate) Deliverables: Capstone Project; assessment of building materials for potential use in Resilience Center	Months 12 - 16	Project Manager. HCCA	Partners identified during Task 1: Subtask B.	Small Planning Grant
Subtask D: Define Programming for Resilience Center	Utilizing community data from Task 2, and working with Collaborative Committee, define potential programming for Resilience Center that will define cornerstone of work for both blue and grey skies scenarios.	Milestones: Defined programming for Resilience Center Deliverables: Defined Programming at Resilience Center for Different Scenarios	Months 12 - 16	Project Manager. HCCA	Partners identified during Task 1: Subtask B.	Small Planning Grant

Subtask E: Draft Project Roadmap	Utilizing the community data collected in Task 2, and the knowledge obtained in Subtasks A, B and C , develop a ground-up plan proposal for the future Resilience Center that includes a vision for the Center, programming, prior research, community priorities for services, and architectural renderings. Utilize and reference data resources such as research articles, feasibility studies, Master Stewardship Agreements, existing Traditional Ecological Knowledge, and existing local hazard mitigation plans.	Milestones: Project Plan is Drafted Deliverables: Draft Project Roadmap, including vision, programming, community priorities for services and architectural renderings	Months 16 - 20	Project Manager. HCCA	Partners identified during Task 1: Subtask B.	Small Planning Grant
Subtask D: Present Draft Project Roadmap to Community	Present draft Project Roadmap to 100 community residents and collect feedback on proposal. Target community residents through a posting of event flyers on social media, local bulletin boards, our website and distributing a mailer/flyer to all community residents. 3 social media posts, target reach = 1500 views. Distribute 500 flyers/mailers to local residences.	Milestones: Community Presentation of Project. Deliverable: Pictures of event. Community Feedback & Analysis	Months 20 - 23	Project Manager. HCCA. HCVFD, HCVA	Partners identified during Task 1: Subtask B.	Small Planning Grant
Subtask E: Finalize Project Roadmap	Utilizing community feedback from Subtask D, work with Collaborative Committee to finalize Project Roadmap. Post final version of roadmap online.	Milestones: Finalize Project Roadmap Deliverables: Final Project Roadmap	Months 23 - 26	Project Manager. HCCA	Partners identified during Task 1: Subtask B.	Small Planning Grant
Subtask H: Identify Potential Funding Opportunities for Community Resilience Center	Using final Project Roadmap, begin to identify and prioritize opportunities to secure project funding. May include researching potential opportunities, building relationships, mapping out timelines and/or utilizing a grant writer to submit for funding.	Milestones: Identify potential funders Deliverables: List of potential funders. Timeline Map. Annex to Project Roadmap on Funding Opportunities	Months 26 - 30	Project Manager. HCCA	Partners identified during Task 1: Subtask B.	Small Planning Grant
Task 4: Track Progress and Evaluate EHCPR Grant Outcomes						
Subtask	Description <i>Include detail of activities or deliverables</i>	Deliverables / Milestones <i>Major outcomes and/or metrics used to demonstrate success</i>	Timeline <i>Indicate month of project that activity will take place</i>	Task Lead <i>Which project partner is responsible for this task?</i>	Partners Involved <i>If the partners are not identified include future plans to engage</i>	EHCPR Eligible Activities Addressed
Subtask A: EHCPR Evaluation Plans	Design an evaluation plan for the project. The plan will include identifying metrics to measure success Task 2 & 3 of the project. The evaluation plan will be implemented by the lead applicant to ensure the grant requirements for reporting and invoicing are met.	Milestones: Develop Evaluation Plan Deliverables: Evaluation Plan Document & related Metrics	Months 1-30	Project Manager. HCCA	Partners identified during Task 1: Subtask B.	Program Administration

Subtask B: Program Meeting/Workshop Attendance	Participate in program meetings and workshops including regular check-ins, peer-to-peer learning sessions, and virtual technical assistance events.	Deliverables: Program Meeting/Workshop attendance.	Months 1-30	Project Manager. HCCA	Partners identified during Task 1: Subtask B.	Program Administration
Subtask C: EHCRP Reporting	Complete all grant requirements, invoices, quarterly updates (1/2 page) and supporting deliverables.	Deliverables: Project reporting, invoicing, progress reports.	Months 1-30	Project Manager. HCCA	Partners identified during Task 1: Subtask B.	Program Administration
Subtask D: Midterm Report	Submit midterm report to LCI.	Deliverables: Midterm Report	Month 15	Project Manager. HCCA	Partners identified during Task 1: Subtask B.	Program Administration
Subtask E: Final Report & Case Study	Submit Final Report & Case Study	Deliverables: Final Report, Case Study	Month 30	Project Manager. HCCA	Partners identified during Task 1: Subtask B.	Program Administration

**Public Notice
NOTICE TO CONTRACTORS**

Notice is hereby given that Happy Camp Community Action, Inc (HCCA) is soliciting Project Management Services in support of the Happy Camp Community Heat Resilience Project from qualified contractors.

The Request for Proposals (RFPs) for this solicitation will be posted @www.happycampstrong.org.

HCCA shall be accepting proposals via email to jborgatti@happycampcc.org no later than 5:00pm on Friday, May 9, 2025. Late proposals will not be accepted.

There will not be a pre-proposal meeting requirement in order to submit proposals for this project. The RFPs provides specific information about the scope of services, submission requirements, evaluation criteria and selection requirements.

Each proposal must conform to the requirements of the Solicitation Documents. For more information, send questions to ayeager@happycampcc.org no later than 5:00pm Tuesday, April 29, 2025.

HCCA reserves the right to cancel this solicitation, reject any or all submissions, with or without cause, to waive technical errors and informalities, and to accept any proposal from a proposer which is qualified and best serves the interests of or represents the best value to the County.

FEDERALLY ASSISTED PROJECT:

In July 2022, the Federal Emergency Management Agency (FEMA) approved and issued Hazard Mitigation Grant Program (HMGP Grant) funds to HCCA for hazard mitigation projects (Projects). Contractors must be aware of and, as applicable, comply with federal requirements stated in Title 2 CFR 200.318-200.327 as well as all of the requirements in the Grant Approval letters & FEMA package, Cal OES HMA contracting guidance.

Contractors shall be required to document their status as a Minority Business Enterprise (MBE), a Women-Owned Business Enterprise (WBE), or a non-MBE or WBE firm. Yolo County encourages the participation of MBE and WBE businesses to the greatest extent feasible on funded projects in accordance with Executive Order 11625 and Executive Order 12138.

Disadvantaged Business Enterprise (DBE) and Labor Surplus Area Firms (LSAs): This Project requires compliance with DBE requirements as stated in Title 2 CFR part 200, Subpart D, section 200.321, to ensure that small businesses, minority, and women's owned businesses (DBEs), and LSAs are used when possible. The DBE Program requires certain information and forms to be submitted regarding all DBEs participation and utilization. Contractor must take all necessary affirmative good faith steps to use DBEs and LSAs when using subcontractors, as described in Title 2

CFR part 200, Subpart D, section 200.321(b)(1)-(5), including:

- a. Placing DBEs/LSAs on solicitation lists and solicit to them when they are a potential source;
- b. Using the services of organizations such as the Small Business Administration and the Minority Business Development Agency of the U.S. Department of Commerce;
- c. Establishing delivery schedules, where the requirement permits, which encourage participation by DBEs;
- d. When economically feasible, divide total requirements into smaller tasks or quantities and establish delivery schedules; and
- e. Requiring any subcontractors to follow these affirmative steps.

DEBARRED CONTRACTORS: The regulations at 2 CFR Part 180 restrict awards, subawards and contracts with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in federal assisted program, project, or activities. Contractors that have been debarred and are listed on the federal Systems for Awards Management found at SAM.gov, will not be eligible to participate.

CONFLICT OF INTEREST: In the procurement of supplies, equipment, construction, and services by sub-recipients, the conflict-of-interest provisions in (State LCA, 2 CFR200.317 and 318, and 24 CFR 570.611), respectively, shall apply. No employee, officer or agent of the sub-recipient shall participate in selection, or in the award or administration of a contract supported by Federal funds if a conflict of interest, real or apparent, is involved.