



**ADDENDUM NO. 1  
MILITARY INSTALLATION RESILIENCY REVIEW (MIRR)  
Project No. 240049  
BOX ELDER, SD**

**BID DATE:** February 6, 2025

**BID TIME:** 2:00 pm MST

**LOCATION:** Box Elder City Hall  
420 Villa Drive  
Box Elder, SD  
57719

This addendum is written for the purpose of clarification and/or modifications to the Contract Documents. Acknowledgement of Addenda shall be noted on the front page of the request for proposal.

The following changes and/or clarification shall be made to and become part of the request for proposal.

**Addendum No. 1**

- 1. Replace 2.0 Scope of Work section with attached updated 2.0 Scope of Work.**
- 2. Update bid date to February 6, 2025. See attached.**

**Bid date updated. Bid time unchanged.**

## **2.0 SCOPE OF WORK**

The Consultant shall provide professional services including reports, plans, studies, and mapping for the project. The scope of work for the Military Installation Resiliency Review includes but will not be limited to:

### **2.1 Community-Led Assessment**

2.1.1 Subject matter expertise to conduct research, analysis, strategic guidance, advising, resolution strategies, and outreach support.

2.1.2 Consulting services include, but are not limited to:

- Review of climate vulnerabilities
- Critical infrastructure both on and off the Installation
- Opportunities to coordinate services between the Installation and the City of Box Elder
- Community engagement
- How both military and civilian populations are affected

#### **2.1.3 Assessment Tasks**

- Facilitate Kickoff Meeting
- Facilitate community and committee meetings
- Prepare meeting materials; plan, organize, and schedule meetings, including the preparation and distribution of meeting announcements and agendas.
- Monthly Status Report to provide a narrative status of each contract task, accomplishments, and future plans.

### **2.2 Tabletop Exercises**

2.2.1 Planning and coordination

- Project kickoff and preparatory meetings
- Data and literature review

2.2.2 Exercise design

- Overall scenario design
- Supporting materials
- Organizing participants

2.2.3 Preparation and Execution

- Participant Preparation
- Tabletop Exercise Facilitation

### **2.3 Evaluation and Reporting**

2.3.1 Evaluation of participants and collection of feedback from participants and observers

#### **2.3.2 MIR Mapping and Geodatabase**

- Risk and resilience maps that are included will give a clear depiction of locations of vulnerabilities and risks within the study area. All geospatial data used for compatible use analysis and/or map production will be submitted to OLDCC in Esri Shapefile format (\*.shp). Data will be readable within standard Geographic

Information Systems (GIS) software (e.g., Esri's ArcMap, etc.), and it will be limited to the area around the project's Area of Interest (AOI) in order to omit unnecessary data. The military service and the community will confirm that all geospatial data is publicly releasable prior to delivery.

- All geospatial data will include metadata in either the ISO 19139 Metadata Implementation Specification style or the Spatial Data Standards for Facilities, Infrastructure, and Environment-Metadata (SDSFIE-M) style. Metadata records for each dataset will include the minimum required information per metadata style written within the organization's preferred metadata editor software.

#### 2.3.3 Final report

- A comprehensive report detailing exercise outcomes, identified strengths and weaknesses, and recommendations for improvement, including estimates and funding options.

#### 2.3.4 OLDCC Statement

- Consultant must include the following statement on the title page of the Report:
  - “This study was prepared under contract with the City of Box Elder, South Dakota with financial support from the Office of Local Defense community Cooperation, Department of Defense. The content reflects the views of the City of Box Elder, South Dakota and does not necessarily reflect the views of the Office of Local Defense Community Cooperation.”

## 1.0 GENERAL INFORMATION

### 1.1 PURPOSE OF REQUEST FOR PROPOSAL (RFP)

The City of Box Elder is requesting a firm to lead a joint community/military assessment of shared vulnerabilities and risks associated with critical resources beyond military installation boundaries. This is necessary to support and maintain installation assurance and mission-essential functions. The selected firm will complete a cooperative, community-driven planning effort with definitive “next steps” to leverage the capabilities and strengths of state and local governments to address resilience and encroachment risks.

This Military Installation Resiliency Review (MIRR) and accompanying Tabletop Exercises must be completed by January of 2026 and will be conducted in collaboration with Ellsworth Air Force Base, the City of Box Elder, and other local agencies. Once the MIRR and Tabletop Exercise activities are completed, a corresponding report identifying challenges, risks and opportunities will need to be developed and presented to the stakeholders.

The City has received funding for consulting services through federal funds from the Office of Local Defense Community Cooperation (OLDCC).

### 1.2 SCHEDULE OF ACTIVITIES

- |   |   |
|---|---|
| • RFP Publication   | December 26, 2024   |
| • <b><u>Consultant Proposals Due</u></b><br><b><u>(Submit no later than</u></b> | <b><u>February 6, 2025</u></b><br><b><u>4:00 PM MT)</u></b> |
| • Contract Award  | February 20, 2024   |
| • Plan Development  | Feb 2025 – Oct 2025   |
| • Final Submittal   | December 2025   |

### 1.3 SUBMITTING YOUR PROPOSAL

All proposals must be completed and received by the date and time indicated in the Schedule of Activities. Proposals received after the deadline will not be reviewed.

Proposal Delivery:

Email Delivery to: [CityClerk@boxelder.us](mailto:CityClerk@boxelder.us)

All proposals must be signed by an officer of the responder, legally authorized to bind the responder to the proposal. Proposals not properly signed may be rejected.

Include the following information.

1. Formal name & applicable contact information
2. Name and contact information of person authorized to sign contract for the firm