



**REQUEST FOR PROPOSALS  
(RFP) No. 24-25.07**

**COST PROPOSAL**

City of Orange  
**Local Hazard Mitigation  
Plan Update**

NOVEMBER 7, 2024

**Prepared for:** CITY OF ORANGE  
**Prepared by:** TANDEM SOLUTIONS



# COVER LETTER - COST PROPOSAL

November 7, 2024

City Clerk Office  
Purchasing Officer: Wanda Alvarez  
City of Orange  
300 E. Chapman Avenue  
Orange, CA 92866

**Subject: RFP No. 24-25.07 - Proposal for City of Orange Local Hazard Mitigation Plan Update**

Dear Ms. Alvarez,

Tandem Solutions (Tandem) is pleased to provide this Cost Proposal to the City of Orange (City) to prepare a Local Hazard Mitigation Plan (LHMP) Update. This proposed team and scope of work to support the City in related to this Cost Proposal is provided in the Technical Proposal.

I am the designated contact and signing authority for Tandem and certify that all the information submitted in this proposal is true and correct. This proposal is valid for 120 days.

Sincerely,



Francisco Soto, Director  
Tandem Solutions  
17616 Summer Ave.  
Artesia, CA 90701  
323-605-4200

## COST PROPOSAL

Tandem will complete the scope of work outlined in Technical Proposal, on a time and material basis, for a not to exceed amount of \$56,000. **Figure 1** provides a breakdown of staff rates, hours assigned by task and totals for labor and other direct costs.

### Cost Controls

Our proposed project manager stands behind the budget estimates provided in this proposal and will monitor project progress and costs continuously to efficiently assign work to staff and keep costs as low as possible. One reason Tandem has succeeded in our previous efforts is our ability to maintain low overhead while providing clients with honest accounting. Costs only change if a supplementary scope of work is added to the contract and agreed to prior to starting additional work.

### Payment

We propose to invoice monthly with payment due at net 30 days. Statements will contain detailed accounts of labor hours by staff and other direct costs. Each statement will provide a narrative of worked completed, budget status and any areas of concern.

**Figure 1: Proposed Cost Analysis**

City of Orange Local Hazard Mitigation Plan Update	Rate	Project Management	Phase 1: Planning/Development Process & Organize Resources	Phase 2: Risk Assessment	Phase 3: Hazard Mitigation Strategy	Phase 4: Hazard Mitigation Plan Maintenance Process	Total Hours/ODCs
<b>LHMP</b>							
Project Manager	180.00	25	20	40	35	20	140
LHMP SME/Planner	170.00	-	30	35	40	20	125
GIS Planner	165.00	-		43	12		55
QA/QC	145.00	8		6	8	15	37
<b>ODCs</b>							
Materials		-	770	-	-	-	770
Travel		-	-	-	-	-	-
<b>Total Hours</b>		25	50	124	95	55	<b>357</b>
<b>Labor Cost</b>		5,660	8,700	21,115	16,240	9,175	
<b>Labor + ODCs</b>		5,660	9,470	21,115	16,240	9,175	<b>\$56,000</b>