

CITY OF SEBASTOPOL



REQUEST FOR PROPOSALS FOR CONSULTING SERVICES TO PREPARE A LOCAL HAZARD MITIGATION PLAN

ISSUED: November 20, 2019

PROPOSALS DUE: December 17, 2019

All responses must be sent to:

**Kari Svanstrom, Planning Director
7120 Bodega Avenue
Sebastopol CA 95472**

Phone: 707-823-6167

**REQUEST FOR PROPOSAL
FOR CONSULTING SERVICES FOR THE
CITY OF SEBASTOPOL**

The purpose of this Request for Proposal (RFP) is to define the City's minimum requirements, solicit proposals, and gain adequate information by which the City may evaluate the services offered by Proposers.

The City of Sebastopol, hereinafter referred to as the "City", is seeking proposals with the intention of securing a contract with a Consultant who will perform all work required for the preparation, approval and adoption for a single jurisdiction, Local Hazard Mitigation Plan that will replace the City's current multi-jurisdictional hazard mitigation plan developed from the Association of Bay Area Governments (ABAG) template.

The City of Sebastopol is dedicated to the development, establishment, and maintenance of programs and procedures which will provide for the protection of lives and property of City residents from the effects of natural or human caused disasters. Disasters to which the City is subject and for which we must make efforts to mitigate, train and properly respond to include, but may not be limited to floods, earthquakes, major fires, storms, radiological or hazardous material incidents, aircraft accidents, mass casualty incidents, civil unrest, severe drought, climate change, and, extended utility outages.

City staff is working together to create a document that would satisfy the requirements of the Disaster Mitigation Act of 2000, as well as the Code of Federal Regulations Section 44 CFR 201.6, for a single jurisdiction local hazard mitigation plan.

By submittal of a proposal, the proposer acknowledges that they have not been debarred or suspended or otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order 12549, "Debarment and Suspension."

1.0 PROPOSAL REQUIREMENTS

1.1 Cover Letter

The cover letter shall be signed by an official authorized to bind the firm and shall contain a statement that the proposal is valid for ninety (90) days.

1.2 Approach

Describe your technical approach for completing the scope of services. Identify and detail specific tasks as necessary to complete the work. Proposers are encouraged to amplify the scope of work, to identify any supplemental tasks necessary, and to recommend any alternatives, which may enhance the project or reduce costs.

The City is particularly interested in a description of your approach for completing the services in a timely fashion.

1.3 Experience and Qualifications

Describe the proposed personnel's qualifications for conducting the proposed work. For each proposed key person, provide a brief description of three projects where that person provided similar services. For each of the three projects referenced, provide the client name.

1.4 Estimated Fee Schedule and Deliverables

The proposal shall define the total estimated contract price on a time-and-expenses basis. The price shall be an estimate of the time and expenses needed to complete the work as proposed. The estimate shall include:

- 1) A listing of tasks required to accomplish the proposed scope of services;
- 2) An estimate of the hours for each task and each phase;
- 3) The proposed hourly fee schedule for calendar year 2018-2019;
- 4) All other reimbursable fees and expenses (noting that the City will **not** pay for lodging, vehicles, travel time, and/or insurance related fees);
- 5) Assumptions upon which estimate is based; and
- 6) Mark-up on other direct costs (ODC), not to exceed 5 percent.

1.5 General

Maximum number of page count : 30 sheets (not including resumes/separators), printed on both sides acceptable. Maximum 10 number of sheets for resumes allowed.

Paper Sizes : Letter, Only one sheet of 11 x 17 folded to letter size is allowed

2.0 SELECTION CRITERIA

The City's selection criteria for this work include, but may not be limited to, the following:

- Responsiveness to requirements, terms and conditions of RFP
- The quality of the Consultant's response to the RFP and understanding of the scope of services.
- The ability to establish a local presence or to otherwise assure Consultant availability and familiarity with the environment in which the project will take place.
- Proven ability to perform in a timely fashion.

3.0 GENERAL INFORMATION

3.1 Proposal Due Date

Proposals will be received by the City of Sebastopol **until 5:30 p.m. on Tuesday, December 17, 2019**. City is requesting two (2) hardcopies of the proposal and one (1) electronic version of the proposal in pdf format. Proposers shall send two (2) copies of their proposals to:

City of Sebastopol
Attn: Kari Svanstrom, Planning Director
7120 Bodega Avenue, Sebastopol, CA 95472

City of Sebastopol is not responsible for proposals that are delinquent, lost, mismarked, send to an address other than that given above, or sent by mail or courier service. The City of Sebastopol reserves the right, after opening the proposals, to reject any or all proposals, or to accept the proposal(s) that is, in its sole judgment, in the best interest of the City of Sebastopol.

3.2 Project Time Schedule

The following is the schedule for consultant selection and project initiation:

Release of RFP:	November 20, 2019
Deadline for Questions:	December 9, 2019
Final Response to Questions posted:	December 11, 2019
Proposal due date	5:30 p.m., Tuesday, December 17, 2019
Consultant Selection:	January 7, 2020
Award and Notice to Proceed (NTP)	February 4, 2020

3.3 Relevant Questions

Any relevant questions concerning the RFP or Scope of Services shall be directed to Kari Svansson at or (707) 823-6167 or ksvansson@cityofsebastopol.org. All communications should be in writing. Any oral communications will generally be considered nonbinding on the City. The City will respond in writing to written communications. Deadline for Questions is December 9, 2019; staff will post written answers to these questions at the website noted below. If, in the City's opinion, any such response changes the intent of the RFP, or otherwise would provide an advantage to one proposer over another, an addendum to the RFP will be issued and posted on the City's website at:

<https://www.ci.sebastopol.ca.us/Local-Business/Current-Bidding-Opportunities>

3.4 Attachments

Attached are the following:

Attachment A	Scope of Services
Attachment B	Milestone Schedule
Attachment C	Standard Professional Services Agreement (PSA)

4.0 PROFESSIONAL DESIGN SERVICES AGREEMENT

The successful firm will be required to execute the City of Sebastopol Standard Professional Design Services Agreement (see Attachment C). No exceptions to this agreement will be accepted and that any consultant submitting a proposal must be prepared to execute this agreement without modification.

5.0 NEGOTIATION OF CONTRACT

After selection of the consultant, the City and the consultant shall negotiate the contract under which the work shall be performed. All items submitted in the consultant's proposal shall be subject to negotiation.

ATTACHMENT A

SCOPE OF SERVICES FOR CONSULTING SERVICES FOR THE CITY OF SEBASTOPOL

PROJECT OBJECTIVES

The requirement of the Consultant under this scope of work is to manage, coordinate, prepare, and administer the development of a single jurisdiction Local Hazard Mitigation Plan (LHMP) for the City of Sebastopol (City). This scope and contract is intended to be inclusive of the entire LHMP process from initial planning through final approval by FEMA and adoption by the City. The Consultant shall perform all necessary planning, administration, professional analysis, supporting documentation, and work required for the preparation and adoption of the City of Sebastopol Local Hazard Mitigation Plan in full conformance with the requirements of the Disaster Mitigation Act of 2000, 44 CFR 201.6 and the FEMA Local Mitigation Plan Guidelines.

TASK ELEMENT #1 – PLANNING, RESOURCE ASSESSMENT & OUTREACH

The Consultant's primary objective for this task element is to develop the plan strategy, define the planning area, assemble the Planning Team, identify all participating jurisdictions, and develop a public outreach strategy that will be utilized throughout the facilitated planning effort. Under this task the Consultant will:

- Identify a City Planning Team consisting of key personnel from certain departments within the City of Sebastopol.
- Identify Planning Team members from partner jurisdictions/organizations as necessary.
- Facilitate an initial meeting to confirm and seek concurrence on the purpose of the LHMP, to refine the scope and schedule to complete the LHMP.
- Facilitate the City with developing and organizing personnel resources within Departments and partner organizations to serve on the LHMP Planning Team.
- Prepare, organize and maintain documentation that memorializes the entire planning process, informs the public and stakeholders of the overall approach, and serves as permanent record as to the plans development, public involvement, and decisions made.
- Develop and implement a public outreach strategy:
 - Conform to the statutory requirements of the Code of Federal Regulations 44 CFR 201.6, and also the requirements of FEMA Local Mitigation Plan Guidelines and Community Rating System (CRS) program.
 - Document, evaluate and incorporate input received from outreach efforts.
- Organize, notice and facilitate a minimum of two (2) public outreach workshops. The workshops should provide the public with an opportunity to interact with the LHMP Planning Team, introduce the public to the progress and outcomes of the LHMP planning process, review the outcomes of the hazard identification and risk assessment, and act as a public commenting tool for the Public Review Draft LHMP.

- Present at a minimum of two (2) Planning Commission meetings (which may coincide with public outreach workshops) and one (1) City Council meeting.
- Ensure neighboring communities, local and regional agencies involved in hazard mitigation activities, agencies that have the authority to regulate development, as well as other to be determined interests are involved in the planning process as required by 44 CFR 201.6 (b)(2).

TASK ELEMENT #2 – COMMUNITY CAPABILITIES & RISK ASSESSMENT

1. Community Capabilities

The Consultant will compile and review available existing plans, policies, reports, studies, and data available from local, state and federal sources, interview local departments and agencies and work with the LHMP Planning Team to identify and document all capabilities currently in place within the City that reduce disaster losses, or that could be utilized to reduce losses in the future. Under this task we are looking for the Consultant to:

- Identify and document any current authorities, programs, staffing, funding and other resources currently in place or available to accomplish mitigation and reduce vulnerability.
- Identify and document current infrastructure in place, such as flood controls, that either positively or negatively impact the City’s vulnerability to disaster.
- Review and describe the City’s participation in the NFIP and its floodplain management program, and if and how it complies with the NFIP requirements.
- Develop strategies to expand upon and/or improve existing policies and programs.

2. Risk Assessment and Vulnerability Analysis

The objective of this task is to identify and prioritize potential hazards and risks to the people, economy, as well as both built and natural environments of the City; and to develop an overall assessment of the City’s vulnerability to and potential impacts of each identified hazard. Using various planning documents within the City and/or Sonoma County, appropriate FEMA hazard software and other resources, and local staff, compile an accurate inventory of the types and numbers of buildings, infrastructure, and critical facilities that may be vulnerable to each of the identified potential hazards. Results from this task element will form the foundation for the subsequent identification of the appropriate mitigation actions for reducing losses. Under this task the Consultant will:

- Identify and evaluate vulnerable assets, and estimate loss potential of those assets.
- Describe natural, technological, and/or human caused hazards that have potential to affect the City’s assets.
- For each hazard affecting the planning area, prepare a description of geographic location, extent, previous occurrences, and probability of future events.
- Prepare and provide an overall summary of each hazard profile and its impact on the community in accordance with 44 CFR 201.6 (c)(2)(ii).
- Identify addresses of NFIP insured structures that have been repetitively damaged by floods.
- Review existing studies, reports and plans related to historical disasters, and document disaster declaration history.
- Utilize FEMA’s Hazus, RiskMAP products (and/or other appropriate software) to generate

level 2 vulnerability assessments for earthquake and flood hazards.

- Develop a parcel-level inventory of vulnerable structures.
- Document the analysis and findings from this task element in a manner and format that planners, policy makers and community members can easily decipher. Technical data and output relevant to the risk assessment may be included in appendices.
- Include graphics and generate Geographic Information System (GIS) based maps that will illustrate the extent and location of each hazard, as well as other available information, within the defined planning area. All GIS based data and mapping shall be tied to the City of Sebastopol coordinate control network.

TASK ELEMENT #3 – DEVELOP MITIGATION ACTIONS & STRATEGY

The objective of this task is to develop a mitigation strategy, and specific mitigation actions to address each of the identified hazards with the goal of reducing or avoiding long-term vulnerabilities to the identified hazards. Under this task, the Consultant will identify mitigation goals, mitigation actions, and develop a mitigation action plan. Mitigation actions will be evaluated and prioritized based on, amongst other criteria, a planning level Benefit-Cost assessment. Other criteria may include life safety, preservation of property, environmental, legal, and political. Under this task the Consultant will:

- Identify Mitigation Goals that define what long-term outcomes the City wants to achieve with the plan.
- Identify specific mitigation actions, projects, activities, policies & processes, or programs recommended to reduce or eliminate the impacts of the hazards identified in the risk assessment task element.
- To the extent that appropriate data and information is available, prepare a cost estimate on a defined comparative cost scale as a basis to compare and prioritize mitigation actions.
- Identify how each mitigation action will be implemented, including who is responsible for various actions, funding mechanisms, timeframe for implementation, and implementation priority.
- Identify those mitigation actions for which there is no current or planned funding mechanism.
- Describe the status of any mitigation actions defined in the City’s current Multi-Jurisdictional Hazard Mitigation Plan as “completed” or “not completed”. For “not completed” actions, indicate if those are included in the new LHMP.
- Prepare a matrix that summarizes mitigation actions, priority, responsible party(ies), funding mechanisms, benefit/cost, and technical feasibility similar to the example given on Page 6-14 of the FEMA Local Mitigation Planning Handbook (March 2013).

TASK ELEMENT #4 – PREPARE DRAFT HAZARD MITIGATION PLAN

The principal objective of this entire scope, and specifically this task, is to compile and submit updated comprehensive Single Jurisdiction Local Hazard Mitigation Plan to California Emergency Management Agency (Cal EMA) and FEMA Region IX to meet FEMA’s criteria for such plans. Under this task, the Consultant, working with the Planning Team will assemble the plan utilizing all

data generated in Task Elements 1 through 3.

The Consultant will ensure that each required component is included in the plan in accordance with the FEMA Local Mitigation Plan Review Guide, 44 CFR 201.6, including plan maintenance procedures for scheduled monitoring, evaluating, and updating the plan. Specifically, the plan will identify and analyze a comprehensive range of specific mitigation actions and projects to reduce hazards, with emphasis on existing buildings and infrastructure. The plan will also identify the process for incorporating the plan's requirements into other planning mechanisms, such as the City's Emergency Procedures Manual.

The anticipated plan review and adoption process is as follows:

- Submit an administrative draft of the LHMP to the Planning Team for review and comment.
- Collaborate and incorporate comments from the Planning Team, and prepare a Public Review Draft, and Planning Commission presentation of the draft, and circulate as appropriate for public review and comment. Public Review comments shall be incorporated into an Appendix of the final LHMP.
- Incorporate public review comments, and submit a draft LHMP to Cal OES State Hazard mitigation Officer (SHMO) for review and comment.
- Collaborate and incorporate comments from Cal OES/SHMO, and submit a final draft LHMP through Cal OES to FEMA for review and comment.
- Collaborate and incorporate comments from FEMA, and prepare a final LHMP for adoption by the City of Sebastopol.
- Assist the Planning Team with final adoption procedures by the City of Sebastopol City Council, and incorporate documentation of local adoption into the final LHMP.
- Assist the Planning Team to secure final approval letter and plan review tool from FEMA.

Under this task, the Consultant is responsible to insure the plan and the planning process is completed to the satisfaction of, and in accordance with the criteria establish by FEMA. Should the LHMP not receive approval after Cal EMA and FEMA review, the Consultant is responsible to review FEMA "required revision" comments provided and perform all necessary follow-on tasks to finalize the LHMP to the satisfaction of FEMA.

TASK ELEMENT #5 – PROJECT MANAGEMENT

Consultant shall identify a Project Manager to be used on this project at the time of their proposal. This individual shall coordinate with the City's Project Manager and oversee the management of the entire project, administer all instructions from the Planning Team, Cal OES and/or FEMA and answer or obtain answers to all questions from the Planning Team, Cal OES and/or FEMA during and after the work. Specific Project Management Tasks will include:

- Develop and maintain a critical path method schedule for the project. Update project schedule at least monthly.
- Prepare monthly progress reports to be submitted with payment invoices describing work progress and indicating the percentage of work completed, and percentage of budget expended by task element.
- Assist the City's Project Manager to prepare monthly progress reports and quarterly reports to

be submitted to Cal OES.

- Anticipate planning and facilitating the following meetings:
 - a. Kick Off meeting
 - b. Monthly project management team meetings – on site or via phone
 - c. Monthly planning team meetings – on site or via phone
 - d. Public workshop meetings – (2 meetings: 1 during the planning process, 1 during public review period)
 - e. Planning Commission meetings (2 meetings)
 - f. City Council adoption
- Project management closeout meeting
- Prepare agendas and reference information, and keep/prepare minutes for all conference calls or meetings. Conference notes shall be prepared in typed form and furnished electronically to the City within five (5) days after date of conference/meeting.

OPTIONAL TASK ELEMENT #6 – ASSISTANCE WITH CAL OES

Consultant shall assist the City with applying for a California Office of Emergency Services (Cal OES) grant for development of the Local Hazard Mitigation Grant, if such grant program becomes available in 2020 and within the time frame of the LHMP project.

For more information on Cal OES grant (past grants available), see:

<https://www.caloes.ca.gov/cal-oes-divisions/hazard-mitigation/hazard-mitigation-planning/local-hazard-mitigation-program>

ATTACHMENT B

MILESTONE SCHEDULE

The proposal submitted shall include a detailed project schedule from planning through approval and adoption of the LHMP.

However, following is the anticipated milestone schedule (in calendar days); variances from this:

Begin All Work	Immediately Upon Contract Effective Date
Provide Project Schedule	Within 10 Days of Award Date
Kick-Off Meeting	Within 15 days of Contract Effective Date
Complete Primary Objectives of Task Element #1	Within 45 Days of Contract Effective Date
Submit Draft LHMP to Cal OES	October 2020
Correct / Resubmit Any Corrections to Cal OES	Upon receipt of comments
Submit Final Draft LHMP to FEMA	30 days after receipt of comments from Cal OES
Correct and Resubmit Any Corrections to FEMA	Date TBD
City Council Adoption of LHMP	Following FEMA Approval
Closeout / Finalize Required FEMA Documentation	90 Days Following Completion Deadline