

**MOORPARK CITY COUNCIL
AGENDA REPORT****TO: Honorable City Council****FROM: John Brand, Senior Management Analyst** **DATE: February 19, 2008 (CC Meeting of 03/05/2008)****SUBJECT: Consider Approval of Request for Proposals for Professional Services to Update and Complete Multi-Hazard Mitigation Plan****BACKGROUND**

The Disaster Mitigation Act of 2000 requires that all local governments adopt an approved All-Hazard Mitigation Plan (Plan). The purpose of the Plan is to demonstrate the "jurisdiction's commitment to reduce risks from natural hazards, serving as a guide for decision-makers as they commit resources to reducing the effects of natural hazards. Local plans will also serve as the basis for the State to provide technical assistance and to prioritize project funding." If approved, the attached Request For Proposals (RFP) would seek consultant services to assist the City in completing its existing draft Multi-Hazard Mitigation Plan so that it meets or continues to meet the necessary requirements of and is approved by the Federal Emergency Management Agency (FEMA) and the California Office of Emergency Services (OES). A draft of the Plan is substantially completed. However, during internal review and staff transition it became evident that additional refinement may enhance the plan and make it a more useful guide during actual incidents. The primary function of the proposal is to review, refine and update the existing draft plan, not recreate the work previously completed.

FISCAL IMPACT

The Fiscal Year 2007-2008 budget includes an appropriation of \$25,000 for the completion of the Hazard Mitigation Plan. Staff believes this should be sufficient to complete the plan. However, depending on the proposals received, it is possible that additional funding could be required to complete the plan.

STAFF RECOMMENDATION

Approve the Request for Proposals.

Notice

Request for Proposal (RFP) Update of the City of Moorpark Multi-Hazard Mitigation Plan

The *City of Moorpark* is currently seeking proposals from qualified consultants to update the City's Multi-Hazard Mitigation Plan that achieves compliance with all requirements under 44 CFR Part 201.6.

As described in the Federal Register (Volume 67, Numbers 38 and 190, dated February 26, 2002 and October 2002 respectively), Section 322 of the Disaster Mitigation Act of 2000 requires that all local governments adopt an approved All-Hazard Mitigation Plan (Plan). The purpose of the Plan is to demonstrate the "jurisdiction's commitment to reduce risks from natural hazards, serving as a guide for decision-makers as they commit resources to reducing the effects of natural hazards. Local plans will also serve as the basis for the State to provide technical assistance and to prioritize project funding."

To fulfill this requirement, the City of Moorpark seeks consultant services to update the existing draft a Multi-Hazard Mitigation Plan so that it meets or continues to meet the necessary requirements of and is approved by the Federal Emergency Management Agency (FEMA) and the California Office of Emergency Services (OES).

PART I. INTRODUCTION

Background

The Federal Disaster Mitigation Act of 2000 (DMA 2000) calls for and 44 CFR Part 201.6 requires that each county, and local municipality adopt a Multi-Hazard Mitigation Plan reviewed by the State Office of Emergency Services (OES) and approved by the Federal Emergency Management Agency (FEMA) as a prerequisite to receive pre-disaster mitigation project funding. Pre-disaster mitigation projects reduce the loss of life and property, human suffering, economic disruption, and disaster assistance costs resulting from natural disasters. Currently the City of Moorpark has developed a draft Multi-Hazard Mitigation Plan that is available upon request.

The services of a qualified consultant are needed to ensure that the final draft is both approved by the state and federal authorities and also an accurate and viable Plan for the City to implement.

Project Overview

The purpose of the City of Moorpark Multi-Hazard Mitigation Plan (Plan) is to provide the City with an updated Multi-Hazard Mitigation Plan that meets the requirements and

approval of Federal Emergency Management Agency (FEMA) and the California State Office of Emergency Services (OES), so as to ensure that the City of Moorpark is eligible for future hazard mitigation funding.

Project Management

The Assistant City Manager's Office will be the administrative agency for the Plan. As such, management of and contract administration for the Plan is the primary responsibility of the Assistant City Manager. The selected consultant is expected to provide documentation of time spent developing the Plan and to adhere to a strict budget. To ensure that development of the Plan is consistent with the budget provided, staff from the Assistant City Manager's Office will meet periodically with the consultant to monitor the expenditure of funds and progress of work. With the submission of the final draft the consultant shall provide all documentation of time spent developing the Plan.

The consultant's work will not be complete until the Plan has been adopted by the Moorpark City Council and accepted by the Federal Emergency Management Agency.

PART II. SCOPE OF WORK

The following Scope of Work shall be completed by the Consultant and shall meet all the requirements depicted on 44 CFR Part 201.6.

Step 1: Review of the City's existing Plan; identify deficiencies, areas requiring updates; further analysis; and additional refinements.

Step 2: Propose Scope of Work subject to approval by City.

Step 3: Implement Scope of Work.

City staff will provide input, information, and comments throughout the development of the updated Plan. It is anticipated that the updated Plan will take no more than six (6) months to complete.

The Assistant City Manager's Office will provide the consultant with any currently available Geographic Information Systems (GIS) data, but the selected consultant will perform all GIS analyses necessary for completion of the Plan. All GIS data and information generated by the consultant must meet the City of Moorpark Mapping Standards, as described at the end of this document. Additionally, the consultant will supply the City Manager's Office with paper and digital copies of all GIS data and information generated in association with this project.

Overall Project Design

Following is a list of the required steps in updating the Plan. For each step, the responsible agency is identified:

(A)*Project Initiation.* Consultant selection process. See **PART III**.

(B)*Refinement of Scope of Work.* City staff will review and discuss with the selected consultant the Scope of Work which will include a list of steps for Plan review and update development, including, but not limited to, objectives for the Plan, summary of necessary and available data and information, required elements of the Plan, responsibilities for specific tasks, timeline, and process for documenting of time and resources spent on Plan development. Development of the Plan Update will begin once the City approves the final Scope of Work.

(C)*Collection of Available Data.* Consultant will review the existing plan, collect and analyze new data and integrate it into the Plan. The consultant will also identify gaps in existing data and include recommendations to address these deficiencies.

EXISTING PLAN is available upon request on Compact Disc or electronically in PDF format. For a copy of the EXISTING PLAN please contact the City of Moorpark at (805) 517-6243, or email kpriestley@ci.moorpark.ca.us

(D)*Draft Plan Update.* The existing draft Plan has collected data and information including:

- Brief introduction, including context for and description of the need for the Plan.
- Brief description of the history, physical setting, land use patterns, and development trends of the area to be covered by the Plan.
- A list and assessment of the hazards and risks to which each of the participating partners is vulnerable.
- Hazard Analysis consistent the Ventura County Office of Emergency Services and the City.
- Summary of current federal, state and local programs and policies that address the identified risks.
- State of the Plan goal and objectives.
- A prioritized list of recommended strategies, programs, policies and actions to address identified hazards and risks, including those that are relevant to public facilities and infrastructure as well as general environmental conditions. The list should included a brief description of each recommendation, persons responsible for implementing recommendations, approximate cost of and potential funding sources for implementing recommendations, cost effectiveness of recommendations, and suggested timeline for implementing recommendations.
- Strategy for evaluating, revising and implementing the Plan Update.
- Documentation of public participation in Plan development.
- Documentation that the participating partners have met the requirements of the Disaster Mitigation Act of 2000, as described in the Federal Register (Volume 67, Numbers 38 and 190, dated February 26, 2002 and October 1, 2002 respectively).

The primary function of the proposal is to review, refine and update the existing draft plan, not recreate the work previously completed; as well as to provide information not

in the draft plan but needed to conform to requirements. A draft update will be submitted to City staff and upon approval by City, to other agencies for review.

(E) Final Plan. By July 15, 2008, the consultant shall present to members of the City staff and other invited local officials the final version of the Plan, both verbally and in writing, that includes the requirements listed above and that incorporates the comments suggested by the City staff, in a format suitable for reproduction by the City of Moorpark.

The final Plan must also include documentation of public participation in Plan development. The consultant shall provide the City with one (1) color paper copy of the final plan, one (1) digital (MS Word format) copy of the final plan and one (1) PDF copy of the final plan.

- Provide the City with one (1) color paper copy of the draft plan, one (1) digital (MS Word format) copy of the draft Plan Update and one (1) PDF copy of the draft Plan Update.
- Other descriptions, documentation and Plan elements as required to meet OES and FEMA approval.
- Include all relevant maps, graphs, charts, pictures and GIS Data to support document text.

(F) *Tentative Schedule.* The following is the proposed timeline for the project, but may be subject to change upon agreement with the consultant.

| Month | Activity |
|-----------------|---|
| April 22, 2008 | Mandatory pre bid meeting, 10:00 a.m. |
| April 30, 2008 | Written Questions due, 3:00 p.m. |
| May 8, 2008 | Proposals Due, 5:00 p.m. |
| May 22, 2008 | Project consultant selection, Award of Contract |
| May 28, 2008 | Project Kick Off Meeting |
| | Review existing Plan |
| June | Conduct flood and other hazards update |
| | Collect additional data and information |
| | Development of Plan Update |
| July 15, 2008 | Presentation of draft Plan Update to the City Staff |
| | City review and comments of draft Plan |
| | Presentation of draft Plan to OES |
| | Presentation of draft Plan to FEMA |
| | Revise and finalize Plan to ensure compliance with state and federal requirements |
| August 20, 2008 | City Council considers adoption of Plan Update |
| | Presentation of Final Plan to OES |
| | Presentation of Final Plan to FEMA |

PART III.

CONSULTANT SELECTION PROCESS

The City will review proposals and may invite consultants to be interviewed. Final decisions about consultant selection will be based on the interviews and the Evaluation Criteria specified below. Once a consultant is recommended, the consultant will work with City Staff to negotiate a final contract document, including a detailed timeline for Plan completion. All contract documents will be executed with the City of Moorpark, CA and will conform to the City's policies and procedures. The selection process should be completed within 30-45 days of the submission of proposals.

Contents of Proposals

Proposals should include:

- 1) Statement of experience in similar projects; this should include brief project descriptions, as well as reference lists.
- 2) Identification of individuals to be assigned to the project and statement of qualifications of individuals and resources assigned to the project.
- 3) Statement of general approach, including a description of the recommended process and considerations for completing the Plan Update and for meeting the public participation requirements of OES and FEMA. It is expected that the consultant will meet with the City staff (i.e. one (1) hour meetings once a week) until the final Plan Update is completed.
- 4) Scope of work detailing the timeline, necessary tasks for development of the Plan, and partners responsible for completing tasks, and a cost per task.
- 5) General list of data and information needed from City to develop a Multi-Hazard Mitigation Plan Update.
- 6) Cost of proposed Plan Update by task. Costs for completing specific sections of the proposed Plan Update should be estimated and noted in the proposal.

Evaluation Criteria

Consultant will be evaluated based on the following criteria:

- Experience and expertise in development of hazard mitigation plans approved by OES and FEMA.
- Experience with projects similar in scope for communities similar to those of the City of Moorpark, CA.
- Ability to accomplish projects in a professional, thorough and timely manner.
- Ability to work well with City staff.
- Qualifications of people and resources assigned to project.
- Ability to meet with City staff to develop the Plan Update.
- Costs of services.
- Completeness and thoroughness of proposals and bid documents.

Validity Period

Submissions shall be valid for a period of 90 days following submission.

PART IV. PAYMENTS

The consultant shall receive payments for services based on the cost per task agreed upon in a signed contract for services. City pays within thirty (30) days after approval of invoice by City. This is typically within six weeks of the receipt of invoice.

PART V. CONTACT INFORMATION AND DEADLINE

Technical questions regarding this Request for Proposals should be submitted in writing (to include fax and email) no later than **3:00 p.m., April 30, 2008**. to:

John A. Brand, Senior Management Analyst,
Assistant City Manager's Office
799 Moorpark Avenue
Moorpark, California 93021

Deadline for Submission

The deadline for submission for proposals is **5:00 p.m., May 8, 2008**.

A **mandatory** pre-bid meeting will be Tuesday, April 22, 2008 at 10:00 a.m. and held at Moorpark City Hall, 799 Moorpark Avenue, Moorpark, CA 93021

Responses should be submitted **in a sealed envelope** to:

SEALED PROPOSAL – CONSULTANT SERVICES – HAZARD MITIGATION PLAN

City Clerk
City of Moorpark
799 Moorpark Avenue
Moorpark, California 93021

Proposals will not be accepted by fax or electronic file transfer. Submissions should include one original and six copies.

PART VI. ENCLOSURES

Included in the enclosures are "General Conditions to Bid" and "Mapping Standards."

GENERAL CONDITIONS TO BID

- 1) Proposal packages shall be submitted in a sealed envelope marked with the name of the consultant and the words "SEALED PROPOSAL – CONSULTANT SERVICES – HAZARD MITIGATION PLAN" marked on the

outside of the envelope. Submit one original, with all original signatures on required forms, and five copies.

- 2) Consultant assumes the risk of any delay in the mail. Whether sent by mail or by personal delivery, consultant assumes responsibility for having the proposal deposited on time at City Hall. All proposals received after the designated time stated will not be considered and will be returned to the consultant unopened.
- 3) The proposal, as presented, shall remain valid for a period of ninety (90) days from proposal due date.
- 4) No charge will be allowed for federal, state, municipal sales, and excise taxes from which the City is exempt. Exemption certificates, if required, will be forwarded.
- 5) Any deviations from the specifications are to be so noted and fully explained. Deviations will be analyzed, and if deemed to be in the best interests of the City, specification requirements may be waived.
- 6) It shall be the responsibility of each consultant to call to the attention of the City any apparent discrepancy in the specifications or any question of interpretation thereof. Failure to do so constitutes acceptance as written.
- 7) The City reserves the right to "revise" or "amend" the proposal specifications prior to the proposal due date by "written addenda".
- 8) The City reserves the right to reject any or all proposals and to negotiate with any consultant.
- 9) Proposals will be evaluated on the basis of qualifications, experience and cost. Contract will be awarded to the company who offers a proposal that appears to be in the best interests of the City.
- 10) The apparent silence of the specification as to any details or the omission of a detailed description concerning any point shall be interpreted as meaning that only the best commercial practices are to prevail and that only first quality materials and work will be accepted.
- 11) The consultant shall submit any and all confidential materials in a separate envelope, sealed with the envelope clearly marked with CONFIDENTIAL on the outside. All confidential materials submitted shall be so clearly marked on the top of each page a CONFIDENTIAL. All other materials submitted in response to the specifications and requirements contained herein shall be considered non-confidential.

- 12) All proposals submitted to the City of Moorpark, CA become the property of the City. Each proposal will be checked to determine if it is complete and meets the requirements of this Request for Proposals. At and after opening, proposals will NOT be part of the public record and subject to disclosure, but will be kept confidential until after award. When such award is completed, proposals will be available for public inspection.

MAPPING STANDARD

The standard software file format for spatial data is ESRI's Arc/Info theme. The City's preference is to receive digital data products in the standard geo-referenced file formats. If it is not possible for the consultant to provide the digital spatial data in the standard format, the City may accept the data as a geo-reference CAD (.dxf, .dwg or .dgn) file, Arc/Info export (.e00) file, or ArcView shapefile (.shp). Export files from other GIS software packages may be acceptable, but must be pre-approved by the City. Other CAD drawing formats and non-geo-referenced files will not be accepted. In addition, the consultant is required to submit FGDC compliant metadata for each spatial data set. The delivery format of all digital data products must be clearly defined in responses to Requests for Proposals and/or the final contract for services. Early in the project, the consultant must also review their proposed data structure, file format, geo-referencing standard and metadata content with the City Manager's Office to ensure that the final digital data products will meet our GIS requirements. Existing City developed map and digital GIS data products can be made available to the consultant based on City data distribution standards and policy.