

GLENN COUNTY
Planning & Community Development Services Agency

225 N. Tehama Street
Willows, CA 95988
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Mardy Thomas, Director

REQUEST FOR PROPOSALS

**UPDATE TO THE GLENN COUNTY
(MULTI-JURISDICTION) HAZARD MITIGATION PLAN**

I. INTRODUCTION:

A Multi-Jurisdiction Hazard Mitigation Plan (MJHMP) forms the foundation for a community's long-term strategy to reduce disaster losses and break the cycle of repeated disaster damage and subsequent reconstruction. The planning process necessary to develop the MJHMP is an important component to create a framework for risk-based decision-making and thereby reducing damage to property and the economy from future disasters. The Disaster Mitigation Act of 2000 requires local governments to develop and submit mitigation plans for Federal Emergency Management Agency (FEMA) approval, as a condition of receiving Hazard Mitigation Grant Program project grants or Pre-Disaster Mitigation project grants. These plans must be updated on a regular cycle to maintain eligibility for disaster-related funding.

Glenn County is accepting proposals from experienced consultants to update its existing MJHMP. The plan update will need to assess the risk from all hazards, natural and manmade within the County, evaluate the vulnerability of structures and infrastructures to these hazards, and assist participating jurisdictions to identify and plan mitigation initiatives to address the vulnerabilities. The plan will provide a set of updated action items that, if implemented, can help reduce the risk from natural hazards.

The projected planning area corresponds to the boundaries of Glenn County. The anticipated partners may include the City of Orland and/or the City of Willows. Glenn County will pursue an update to its corresponding portions of the MJHMP and will include additive bid alternatives for the two incorporated jurisdictions should they choose to participate in the plan update.

Glenn County intends to award an agreement to a firm that meets all of the qualification criteria and has successfully completed a FEMA-approved MJHMP or update. The successful consultant will be required to enter into the County's Agreement for Professional Services by an Independent Consultant. Said agreement will include terms appropriate for this project.

It is the desire of Glenn County to have the updated MJHMP completed in an efficient and approvable manner. For the plan to be successful and for the consultant to be fully reimbursed, the MJHMP must be approved via resolution by the Board of the local jurisdictions covered by the plan and by state/federal agencies.

II. SUMMARY OF TASKS:

Listed below is a summary of the key tasks to perform in developing the MJHMP update for Glenn County and any other participating jurisdictions. The updated MJHMP shall follow the most recently published FEMA and State guidelines. The consultant should demonstrate proficiency in providing technical and administrative services to include public meetings, Steering Committee meetings, communications with all parties involved, and monthly status reports relative to the work, budget, and schedule. Prerequisites and Planning Process:

A. General Requirements:

The MJHMP update shall be prepared in compliance with 44 CFR 201 and provide for the County's continued eligibility for FEMA Pre-Disaster Mitigation and Hazard Mitigation Grant Programs.

B. Coordination among Agencies:

Form a Steering Committee, if necessary, to assist in developing and reviewing the MJHMP update. The core of this committee would consist of County representatives, (possible) Cities' representatives, special districts representative(s), and the consultant. Members of other public or private entities could also be included. Glenn County would coordinate membership of this committee. In addition to being involved in developing the update, the Steering Committee must ensure the implementation of an effective and on-going public involvement process and the adoption of the updated MJHMP by the governing bodies of Glenn County and jurisdictions involved.

C. Integration with Other Planning Efforts:

Integrate the MJHMP update with other planning efforts that have been or are being undertaken by Glenn County and other jurisdictions with an interest in the MJHMP. This task would also include a review of relevant documents such as Glenn County's and involved jurisdictions' General Plans, Emergency Operations Plans, fire management plans, flood hazard requirements, and other relevant information identified through research and in coordination with the Steering Committee members.

D. Public Involvement:

Integrated and involved in the planning process to including drafting stage and prior to plan final approval.

E. Local Capabilities Assessment:

Identify and organize the available local technical, financial, and human resources capabilities necessary to update the MJHMP.

F. Work Products:

The consultant will be required to verify and defend all information submitted as services rendered is accurate and current. Further, the consultant will be required to document the sources of all compiled information. Primary work products include a draft, a revised plan incorporating all local, State, and Federal comments, and a Final Adopted Plan.

SUMMARY OF TASKS (continued):

- G. Compliance with Agreement between Glenn County and the California Department of Forestry and Fire Protection Grant (Extension/Amendment) Requirements: Finished product shall meet/exceed all compliance requirements of the California Department of Forestry and Fire Protection and provide all document/accounting necessary to finish within the performance period.

III. PROPOSAL FORMAT GUIDELINES:

Proposals should include, but are not limited to, the following:

- A. Project Understanding:
Provide a narrative demonstrating an understanding of the project. This should include a critical path to define anticipated chronological thresholds for project objectives.
- B. Scope of Work:
Present the scope of work and methodology for preparing the update to the MJHMP. Describe the depth and scope of analysis of research proposed. Explain how previous or existing project experience will be utilized in preparation of identified projects. Identify areas where additional baseline data will be required to complete the requisite tasks.

The scope of work should consider, but not be limited to, the following items:

1. Meetings with Glenn County during preparation
2. A proposed work program schedule
3. Appropriate mitigations for significant natural disasters
4. Preparations of findings for adoption of the Final MJHMP update, including any State and Federal requirements and responses to comments
5. Written monthly progress reports

- C. Project Team:
Identify the person to be designated project manager and give a detailed summary of their background in developing MJHMP. The project manager shall be expected to be available for discussions with County Staff. The Planning & Community Development Services Agency shall approve any change in project manager.

Indicate all other staff involved and the anticipated total effort, expressed in percentages of person-hours to be provided by each member of the supporting professional staff, including all sub-contractors. Please include the name, address, phone number, and email address of the contact person on the proposal.

PROPOSAL FORMAT GUIDELINES (continued):

D. Qualifications:

Discuss the overall qualifications of the firm. Include a brief description of the firm's philosophy, history, recent and relevant experience, and organizational structure. Discuss similar projects the firm has completed within the last five years. Similar information should be provided for each subcontractor. Provide an organizational chart that graphically portrays how the project will be staffed and the chain of command. Please provide resumes for each individual on the chart highlighting qualifications relevant to the MJHMP.

E. Works Samples:

Please provide one sample of similar work completed (may be provided via an online link or digital format).

***Submit the information requested in items F and G below in a separate sealed envelope.**

*F. Schedule

Present a comprehensive schedule to reflect the period for completing the MJHMP update. Specific milestones that are sequentially interdependent should be identified.

*G. Budget:

Budget will not be the exclusive consideration in the selection process. Nevertheless, the selection committee in its review of proposals will scrutinize proposed cost, along with other factors. Provide an itemized cost breakdown, indicating the total time and expenditures for each of the major tasks in the scope of work. Also, include the cost of attendance at public meetings and public hearings. The consultant should budget for the public hearings and public meetings as required, to achieve the approval and certification of the updated MJHMP by the requisite local, state, and federal (FEMA) agencies. A total cost for the proposed scope of work, and the hourly rate and estimated number of hours for all personnel and support staff participating in the project shall be provided. The cost for attendance at additional meetings should also be shown. Consultants' compensation for all work performed in accordance with this agreement shall not exceed \$85,000.00.

IV. PROPOSAL SUBMITTAL:

Questions/clarifications, if any, regarding the Request for Proposals (RFP) or the project may be emailed to planning@countyofglenn.net up to seven days prior to the received by deadline. Please provide a thumb drive and a hardcopy of your proposal.

To be considered, proposals shall be **received by** the Glenn County Planning & Community Development Agency, 225 North Tehama Street, Willows, CA 95988, Andy Popper, Principal Planner, **NO LATER THAN 5:00 P.M., FRIDAY, AUGUST 18, 2023.**

V. **EVALUATION AND SELECTION:**

The consultant will be selected based on qualifications, experience related to similar document preparation, adequacy of work program, and timely economical delivery of finished products. An interview selection committee may be convened by the Planning & Community Development Services Agency to evaluate each of the top proposals separately.

The following factors may be considered for consultant selection. The criteria listed are not necessarily an all-inclusive list. The order in which they appear is not intended to indicate their relative importance:

1. Compliance with RFP requirements
2. Professional qualifications and relevant experience
3. Comparative costs
4. Record of successfully preparing FEMA-approved MJHMPs and Updates
5. Worked for a community with similar issues and characteristics
6. Single and/or multi-jurisdictional MJHMP experience
7. Adequacy and resourcefulness of the proposal
8. Total time allocated to project tasks

This RFP does not commit Glenn County to award a contract or to pay any costs incurred for any services. Glenn County, at its sole discretion, reserves the right to accept or reject any or all proposals received because of this RFP, to negotiate with any qualified source, or to cancel this RFP in part or in its entirety.

Glenn County will negotiate for a contract with the firm receiving the highest rating following initial selection. If such negotiations are not successful, negotiations may then be entered into with the firm receiving the next highest rating.

An interview committee may be convened by the Glenn County Planning & Community Development Services Agency to select the consultant. The consultant should be available to begin work upon selection.

VI. **SCHEDULE:**

- August 11, 2023, 4:00 p.m., Last day to email inquiries regarding the RFP
- **August 18, 2023, 5:00 p.m. (PST), closing date and time for RFP**
- August 21, 2023, Review RFP submittals for inclusion of requirements

The following dates are tentative:

- August 21, 2023, select firms to invite for committee interviews (if deemed required)
- September 5, 2023, Interviews (if required) and Consultant Selection
- September 11, 2023, Request for Contract Approval and Project Start
- January 31, 2024, Draft Update of (MJ)LHMP Completion