



# **CITY OF SAN RAFAEL**

## **REQUEST FOR PROPOSAL**

**for**

## **HAZARD MITIGATION CONSULTING SERVICES**

**For complete information regarding this project, see RFP posted at <http://www.cityofsanrafael.org/> contact the CITY representative listed below. Thank you for your interest!**

**Contact Person: John Bruckbauer, Emergency Management Coordinator**

**Phone Number: (415) 458-5002**

**E-mail Address: [john.bruckbauer@cityofsanrafael.org](mailto:john.bruckbauer@cityofsanrafael.org)**

## **INTRODUCTION / BACKGROUND**

San Rafael is located in Marin County, about 17 miles north of San Francisco. Like other communities in the Bay Area, San Rafael may experience earthquakes, wildfire, flooding/sea level rise, landslides, and drought. San Rafael is also subject to risks associated with climate change.

The City of San Rafael is inviting proposals to develop a Local Hazard Mitigation Plan (LHMP) for the City. The work will involve completion of background and technical work regarding hazards, coordination with city staff, conducting public outreach, development of a California Office of Emergency Services (CalOES) and Federal Emergency Management Agency (FEMA) compliant Local Hazard Mitigation Plan, and presentation of the plan to decision making bodies.

The resulting LHMP must be a clear, action-oriented document which will serve the City organization and San Rafael residents and identify actions which can be taken to reduce the local risk from potential hazards. The proposed LHMP is intended to be a new plan, developed in accordance with the Disaster Mitigation Act of 2000 and specific to the City of San Rafael.

## **SCOPE OF SERVICES**

A consultant is being sought to develop a Local Hazard Mitigation Plan for the City of San Rafael. The plan must be accepted by the California Office of Emergency Services (CalOES) and the Federal Emergency Management Agency (FEMA).

More specifically, consultant tasks will be to:

### 1. Develop a community engagement strategy

- Identify community partners and stakeholders such as local disaster relief organizations that should be involved in the planning process.
- Identify an outreach strategy which includes at least one community workshop to engage local residents and stakeholders about disaster planning and inform them about the planning process and ultimately the LHMP. A service provider's roundtable should be considered.

### 2. Develop a hazard and risk assessment

- Identify and profile natural, man-made, and climate related hazards that affect San Rafael
- Inventory assets that could be affected by hazards
- Identify and assess risk

- Analyze vulnerability of assets to hazards.
3. Develop hazard mitigation and adaptation goals and policies and implementation plan
    - Set mitigation goals and establish acceptable risk
    - Develop policies and programs to mitigate hazard risk, based on analysis
    - Include implementation plan with priorities. Include identification and analysis of possible funding opportunities and grants.
  4. Prepare Local Hazard Mitigation Plan that is compliant with state and federal law, including the components above along with:
    - Community profile/demographics
    - Planning process
    - Related planning documents/integration of hazard planning
    - Implementation plan
    - Illustrative maps prepared in ArcGIS
  5. Attend meetings including kickoff meeting with staff team, community workshop(s) as proposed
  6. Prepare presentation and attend City Council meeting

### **TIME FRAME AND BUDGET**

The following basic steps are anticipated in the process. Staff would appreciate any efficiencies responding firms can find in the proposed process to better meet desired adoption timeframe of March 2017.

The estimated schedule is as follows:

Release RFP May 2, 2016

Proposals due June 1, 2016 at 5PM

Consultant selected June 15, 2016

Under contract July, 2016

Kickoff meeting Week of August 1, 2016

Community Workshop First or second week of October 2016

Administrative draft LHMP February 1, 2017

Consolidated staff comments provided to consultant February 15, 2017

Public draft LHMP/ March 1, 2017 (Combined OES/FEMA review can take up to 3 months.

Submit to CalOES City makes changes then submits to FEMA)

Submit to FEMA April 15, 2017

City Council hearing/adoption June 2017

The budget for this project shall not exceed \$50,000. The consultant shall include a budget by task in the proposal.

The consultant must agree to sign the standard City of San Rafael Professional Services Agreement, which is attached. Because of the proposed imminent start date, the consultant must meet insurance requirements and be able to provide current insurance certificates illustrating that.

### **RESPONSE TO THE RFP**

There is no required format for consultants to use in responding to this RFP. Please respond in ten pages, double-sided, or less, not including personnel information. The full proposal should include no more than 20 pages.

Please respond with your firm's basic approach to the project focusing on its major project components: community engagement, risk assessment, mitigation and adaptation goals, plan development.

Please include a cover letter that indicates your firm's willingness to sign the City's standard Professional Services Agreement and signed by an official authorized to bind the firm for a period of up to 90 days after the proposal is submitted. Please also include information about your firm, personnel, and experience in developing Local Hazard Mitigation Plans. Please provide a schedule and a proposed fee which includes each personnel classification required to provide the scope of services, billing rates, hours, and all reimbursable fees and expenses; the fee table shall show hours by position and task and corresponding itemized cost summary based on the individual's billing rate. The fee table shall include subtotals of hours and charges attributable for each task and each individual, any reimbursable expenses, and a project grand total.

Please identify and include a resume of the proposed project manager, and the name of the principal who will be responsible for the work; a statement concerning the firm's ability to meet the required schedule; previous projects and present relationship with the City; ability to perform scope of services; and stability of firm. Please provide three current references for jurisdictions where your firm has developed a CalOES/FEMA compliant Local Hazard Mitigation Plan.

Consultant selection criteria will include:

- Responsiveness to requirements, terms, and conditions of this request for Proposal.
- Competence, technical ability, specialized experience, and availability of key project members applicable to the needs of this project. Consideration will be given to the firm's diversity of relevant projects and breadth of experience.
- Salary scales commensurate with the quality of personnel required for the services to be provided.
- Demonstrated understanding of City's interests and goals for this project.
- Degree of consideration given to additional issues and project constraints not already indicated in this RFP.

**Please submit an electronic copy of this proposal by 5 p.m. by Wednesday, June 1, 2016 to:**

**John Bruckbauer, Emergency Management Coordinator**

[john.bruckbauer@cityofsanrafael.org](mailto:john.bruckbauer@cityofsanrafael.org)

If you have questions in the interim, please call John Bruckbauer at (415) 458-5002.

Attachments: City of San Rafael Standard Professional Services Agreement