

Mono County Community Development Department

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Planning Division

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REQUEST FOR PROPOSALS

Date: January 24, 2024
To: Interested Consultants
Re: Request for Proposals for Hazard Mitigation Plan Update

The County of Mono, Community Development Department (CDD), is soliciting Requests for Proposals (RFPs) to update the “Mono County and Town of Mammoth Lakes Multi-Jurisdictional Hazard Mitigation Plan” (MJHMP), which was last adopted in 2019. Both jurisdictions addressed by the plan see the MJHMP as a critical tool to support local mitigation projects and activities.

The work is funded by the Hazard Mitigation Grant Program of the Federal Emergency Management Agency (FEMA)/California Office of Emergency Services (CalOES). The final product will be a Multi-Jurisdictional Hazard Mitigation Plan approved by CalOES and FEMA. All services and work must comply with the requirements of that Program and with applicable Federal regulations.

Extensive initial public outreach and review of working documents will be conducted using the network of Mono County Regional Planning Advisory Committees (RPACs) and the Collaborative Planning Team (CPT). The RPACs provide for a community-based planning approach and the CPT ensures broad agency input and collaboration.

The main purpose of this solicitation is to identify and contract with a qualified consultant to perform the scope of work under a FEMA/CalOES grant with a scope of work completion date of March 16, 2026.

All bid materials are posted at <https://www.monocounty.ca.gov/community-development/page/multi-jurisdictional-hazard-mitigation-plan-request-proposals>.

Anticipated Scope of Work

The grant scope of work that may be performed by a consultant, in conjunction with County or Town staff, includes the following:

1. Facilitate Special District Participation/Adoption of MJHMP
 - Letters of Intent to Participate in MJHMP: Coordinate/communicate with special districts to secure seven letters of intent or confirm in writing that the District does not wish to participate in the MJHMP. County records show seven Special Districts need to submit letters of intent (below):
 - Antelope Valley Fire Protection District
 - Bridgeport Fire Protection District
 - Chalfant Valley CSD/FPD
 - Paradise Fire Protection District
 - Wheeler Crest Fire Protection District
 - Lee Vining PUD
 - June Lake PUD
 - Adoption/Annexation of Special Districts into the HMP: Facilitate plan adoption/annexation of MJHMP by local special districts.
2. Hazard Identification:
 - Community Profiles: Update community profiles in the MJHMP. This task will include descriptions of the Town of Mammoth Lakes, Mono County, and the different communities in the County. These profiles provide an overview of the geographic setting, a description of the land uses and planning characteristics, demographic information, and development trends and activities. The profiles will rely on existing information and mapping in the General Plan, as well as new information compiled as part of data gathering for the project. A key component that

will be included in these profiles is the current roadway network that is used for both emergency response activities and potential evacuation purposes.

- Hazard Profiles Development: Review and update the section that describes the type, location, and extent of hazards. Include previous occurrences (e.g., severe repetitive loss and repetitive loss), the probability of future events, update the County's Resource Efficiency Plan (REP; AKA Climate Action Plan) to assess potential impacts of climate change for each hazard type. Climate change will be addressed in the MJHMP in compliance with the requirements of SB 379 and SB 1000. Disaster declarations that have occurred in the region since the last plan was developed will be named/listed and specifically considered during the Hazard Identification phase. The Hazard Identification process will include GIS mapping, Emergency Route Access evaluation and planning, wildfire assessment (via the Community Wildfire Protection Plan [CWPP]), avalanche hazard areas, and threats of potential loss of agriculture land. An understanding of the National Flood Insurance Program (NFIP) program, how to access data, sensitivity of certain information, and how to use that information to fully understand the area's flood risk is critical, along with an understanding of the Community Rating System and how to gain points from a hazard mitigation plan or other outreach efforts that align with a plan update.
3. Risk Assessment:
- Wildfire Hazards Assessment: Review and update the current wildfire setting and mapping throughout the County and Town. As part of this discussion and analysis, it is anticipated that a review of the current CWPP will be conducted and referenced within the MJHMP.
 - Emergency Access Routes: Review and update the section that describes emergency access issues and criteria for identifying future alternative access routes. At this scale of analysis, it is difficult to identify specific alignments, however the development of criteria that can help with alignment selection is a fairly straightforward process and can help to minimize future challenges. Key aspects that will be considered include property ownership and agency coordination for areas where state and federal agencies have jurisdiction over future activities.
 - Vulnerability Assessment: Review and update the section that describes the vulnerability to identified hazards (including to provide an in-depth, technical risk assessment. Include an overall summary of each hazard and its effect on the community, including a general description of types of structures and land uses affected by each hazard. Evaluate specific hazard rating systems and utilize tools such as Hazus Advanced (Level 2 or Level 3, as needed). Local data should be incorporated into the program through comprehensive data management techniques.
 - Critical Facilities Loss Estimate: Utilizing the County and Town GIS, update the section that describes the types and numbers of existing and future structures and facilities and an estimate of potential dollar losses. This may entail research of Assessor records, building data, consultation with fire districts/other special districts, and Sheriff's office.
 - Land Use Development Trends: Review/update the section that describes the general description of land uses, potential buildout and development trends. Based on updated general plan and associated support studies, adjust section to reflect latest directives. Review and update analysis on community efforts to reduce its risk to natural hazards, evaluated capabilities, or developed risk reduction projects through other plans and processes. Update the narrative to document the connection between the planning grant and these other planning efforts (ineligible plan elements will not be funded by the project).
4. Mitigation Strategy:
- Mitigation Goals and Objectives: Review and update the section that describes the mitigation goals and objectives to reduce or avoid long-term vulnerabilities to the identified hazards. Review latest mitigation policy and strategies including loss reduction strategies [as identified in FEMA 44 CFE 201.6 (C)(3)], including those of federal and state agencies, Town and County, local special districts and fire safe councils. This will include Emergency Route Access evaluation and planning, Comprehensive Ranking System (CRS) evaluation, wildfire assessment, and threats of potential loss of agriculture land.
 - Mitigation Strategies and Actions Development: Review and update the section that identifies and analyzes a comprehensive range of specific mitigation actions. This section will include an

analysis of progress made on previously identified actions and identify remaining tasks and implementation measures.

- Mitigation Action Matrix Development: Review and update the section that describes the prioritization, implementation, and administration process including the responsible agency for mitigation activities. Include significant outreach to the agencies/entities responsible for implementation to assure resource commitment and timeline accuracy.

5. Plan Preparation

- Capabilities Assessment: Review and update the section that describes the incorporation of existing plans, studies, and reports (including the latest California State Hazard Mitigation Plan). Conduct research of agency plans and resource studies and update section. Participate in ongoing fire and hazard planning processes by other agencies, such as the CPUC, CalFire, Caltrans, USFS, BLM, etc.
- MJHMP Team Meetings: HMP Team meetings shall occur via telephone or Zoom to ensure regular and consistent communication on upcoming tasks, identifying potential risks and challenges to success. Participation in the meetings is anticipated to include the Project Managers from Mono County and the consultant team. Other staff or agencies will be invited to participate as needed. The status meetings shall occur to ensure the project remains on time and within budget, and that expectations are being met. The consultant shall develop the agenda and prepare a summary of monthly meeting notes with a list of decisions, actions, and responsible party.
- Plan Maintenance: Review and update the section that describes the methods and schedule of monitoring, evaluating, and updating the plan. Review and update the section that describes the process of incorporating the mitigation plan elements into other planning mechanisms. Review and update the section that describes how the public will continue to participate in the planning process.

6. Plan Drafting:

- Draft MJHMP: Compile information in previous tasks, write draft MJHMP, and publish for public review.
- Review Draft MJHMP & Receive Input: Conduct outreach to agencies, communities, Town of Mammoth Lakes, County, and other applicable stakeholders. Consider and incorporate input.
- Draft Final MJHMP: Draft final MJHMP and publish.

7. Public Engagement/Meetings/Public Hearings:

- Develop a Public Engagement Plan and Create Web Content/Outreach Materials:
 - The project team will identify mechanisms for collecting public comment and will then develop web content and outreach materials (postcards/flyers) accordingly.
 - To support the MJHMP update process, web content will be developed that can be used on a dedicated County webpage for this update (similar to the process conducted in 2017-2019).
 - This content will include a description of the update process, ways to provide feedback (schedule of the 4-6 public workshop meetings, two stakeholder meetings, and five RPAC meetings (plus the potential for three special community meetings, if deemed necessary), and an online and hardcopy survey that allows respondents to participate in the process and offer input during plan development. This is an important strategy for inclusion of residents that are isolated geographically but interested in County issues and able to participate virtually.
 - Outreach materials for distribution to the County and Town of Mammoth Lakes, CPT, RPACs and other relevant groups. The materials are intended for wide distribution to allow input from the greatest number of participants.
- Community Meetings: Attendance at the quarterly CPT meetings, monthly RPAC meetings, and other community meetings as scheduled to discuss the hazard mitigation planning process, share preliminary information with the attendees, and request feedback/input during the planning preparation process, prior to submittal of the final plan to CalOES.

- Attendance at the following meetings:
 - Quarterly CPT meetings (virtual), as needed.
 - Up to eight RPAC/community meetings (in-person; five regularly scheduled meetings and a potential of up to three additional special community meetings, if deemed necessary).
 - Multiple focus group or stakeholder meetings with specific agencies and/or focused on specific topics/hazards, such as transportation, floodplain, avalanche, etc. (usually can be scheduled virtually but some may need to be in-person).
 - Up to two in-person general public meetings, one in north county and one in south county.
 - Up to four virtual or in-person meetings with advisory bodies such as the CPT and decision-making bodies such as the Local Transportation Commission, Mammoth Lakes Town Council, and Mono County Board of Supervisors.
 - Other community meetings as scheduled (typically can be scheduled as virtual meetings).
- The CPT, RPAC/community, stakeholder/focus group meetings are intended to be held during the plan preparation process. The purpose of these meetings will be to discuss the hazard mitigation planning process, share preliminary information with the attendees, and request feedback/input during the planning preparation process.
- The CPT, in-person general public, and decision-making board meetings are intended to review the draft Plan and receive final input prior to submittal to CalOES.

8. Plan Adoption

- Submit Final Plan for State Review: Submit final plan for review by the State at least nine months prior to the end of the performance period.
- Adoption Presentations: Present to Town and County for approval, including development of PowerPoints or other materials needed to present the plan, scheduling public hearings, commission reviews, certification of CEQA documents, and other steps needed for approval. Adoption of the final MJHMP into the Safety Element of the County's General Plan for compliance with AB 2140.
- Facilitate Special District Adoption (As Needed): Facilitate adoption of MJHMP by local special districts, as needed and if applicable.

Timeline and Major Milestones

The anticipated project timeline with major milestones is as follows:

Draft MJHMP	January 2025
Review Draft MJHMP & Public Engagement/Input	January – March 2025
Final MJHMP	March 2025
Final MJHMP Submitted to CalOES	April 2025
Adoption Presentations TOML & Mono County	Jan/February 2026
Scope of Work Completion (CalOES Due Date)	March 16, 2026
Closeout and Reimbursement Claims (CalOES Due Date)	May 15, 2026
FEMA/CalOES HMP Grant Expiration	June 14, 2026

Budget

The County's cost estimate for the total project is \$199,980 of which \$179,982 are federal funds funded by the Hazard Mitigation Grant Program available for a consultant. The County recommends consultants build in a contingency line item for the total amount available for consultant work (\$179,982) to ensure the project stays on budget. The cost estimate is based on estimated hours of staff time on the anticipated scope of work described above. The remaining \$19,998 is a County match and will fund staff time. It is possible that some of the federal funding will need to be available to compensate for County and Town staff time as well.

RFP Requirements

To be considered, a consultant responding to this RFP must provide the following items and/or information in its submittal:

- A cover letter which shall provide the following: name, title, address and telephone number of individuals with the authority to negotiate and contractually bind the company.
- A statement of the consultant's qualifications, including brief biographical profiles of the company and key personnel who will be assigned to work on the project. Any relevant certifications or education should be identified. If applicable, a statement of qualification as a small and minority firm, women's business enterprise, and/or labor area surplus firm (see 2 CFR §200.321), or a disadvantaged business enterprise (DBE).
- Discussion of proposed approach to the above listed project scope, including any assumptions, methodologies, special resources, etc., and a timeline for the completion of the project. If relevant, include any recommendations for additional items which should be added to the project scope to help assure success.
- A brief list of projects similar in scope performed by the consultant on relevant projects with dates of work and references with contact information for each. Projects should demonstrate experience working with special districts and/or conducting a comprehensive needs assessment.
- Current project backlog and the consultant's capacity to commit to the completion of this project.
- A brief statement of qualifications and project summaries for sub-consultants expected to be used on projects, particularly experience working in rural jurisdictions and communities.
- A not-to-exceed cost proposal which is itemized by phase, task, and completion date. Each item must include designated personnel, and estimated hours based upon the Consultant's proposed work plan. Submittal of costs shall include hourly wages showing two separate line items for overhead and profit. Include additional charges for any subconsultant services, equipment, and reimbursable expenses, also showing overhead and profit.
- Upon award and through completion of the project, the successful proposing Consultant will be required to follow applicable federal-aid requirements and shall complete and submit with the agreement the following forms at the time of award:
 - Local Agency Proposer DBE Information (Consultant Contracts) (LAPM 10-02)
 - Any other relevant forms required during the project.
- A disclosure of any financial, business or other relationship that the prospective consultant has with the County or any County employee that may have an impact upon the outcome of the selection process of this project. Alternatively, the consultant shall provide a signed statement that no disclosure is being made because no such relationship exists.
- A general statement on the ability to meet the following minimum insurance requirements:
 - ✓ *General Liability*: \$2 million combined single limit per occurrence. An additional insured endorsement applying to the County of Mono will be required upon contract award.
 - ✓ *Automobile Insurance*: \$1 million combined single limit per occurrence.
 - ✓ *Professional Errors and Omissions Liability Insurance*: \$1 million each occurrence/\$1 million policy aggregate.
 - ✓ *Workers Compensation*: in the legally required amount for employees engaged in the work.
- Any additional information demonstrating the consultant's capabilities as related to the selection criteria listed below.

Scoring Criteria

Each submittal will be reviewed to determine if it meets the requirements contained under "Submittal Requirements." An evaluation committee will evaluate the submitted RFPs based on the following criteria and values:

<i>Item</i>	<i>Selection Criteria</i>	<i>Value</i>
1	Familiarity with hazards and characteristics present in Mono County and the Town of Mammoth Lakes.	40 pts
2	Key personnel's professional qualifications and experience, and recent experience in projects comparable to proposed tasks	30 pts
3	Ability to effectively communicate with staff from multiple jurisdictions, and work with this staff as a team	10 pts
3	Demonstrated capability to meet schedules and complete projects without major cost escalations or overruns	10 pts
4	Verification of cost/pricing data, and evaluation of individual cost elements	10 pts

Per the *Pricing Guide for Recipients and Subrecipients under the Uniform Rules (2 C.F.R. Part 200)* and in order to comply with cost analysis requirements under 2 C.F.R. §200.323, the technical evaluation shall also consider the following:

1. An evaluation of estimated necessary labor-hours with an indication as to where adjustments are desirable;
2. Reasonableness of proposed material type, quantity, and necessity (if applicable);
3. The need for acquiring equipment and which equipment should be considered as general purpose or unique to the performance of a particular contract (if applicable);
4. The possibility and availability of recipient or subrecipient property (if applicable);
5. Number, location, and need for any recipient or subrecipient funded trips by contractor personnel;
6. A summary statement as to whether or not labor, material, travel, and other cost elements are reasonable along with the evaluator's rationale.

The evaluation committee may choose to conduct oral interviews with the "short listed" top firms selected from the initial evaluation, or may select a top-ranked consultant based on RFP submittals. Cost negotiation with the top-qualifying firm(s) will follow the evaluation, and then the selected firm will be expected to enter into a contract with the County to govern the provision of those services, including a fee schedule. The contract will need to be approved by the Mono County Board of Supervisors prior to initiation of any services.

Questions about this RFP are **due by 5 pm on Tuesday, February 20, 2024**, and must be sent in writing to kkarl@mono.ca.gov. Responses to all questions will be posted online only on the RFP webpage by 5 pm on February 23, 2024.

RFP Submittal

- **Deadline:** To be considered, two hard copies (one unbound) and one digital copy of the consultant's **RFP must be submitted to CDD by 5 pm on Monday, March 4, 2024**. Consultants are advised that, due to its remote location, overnight delivery to Mammoth Lakes by USPS, UPS, FedEx, and other carriers should be scheduled as a two-day delivery.
- **Send to:**
Mono County Community Development Department
c/o Kelly Karl
1290 Tavern Rd., Ste 138
P.O. Box 347
Mammoth Lakes, CA 93546
- **Modification or Withdrawal of Submittals:** Any RFP received prior to the date and time specified above for receipt may be withdrawn or modified by written request of the consultant prior to the submittal deadline.
- **Property Rights:** RFPs received become the property of the County and all rights to the contents therein become those of the County.
- **Confidentiality:** Before award of the contract, all submittals will be designated confidential to the extent permitted by the California Public Records Act. After award of the contract (or if not awarded, after rejection of all submittals), all responses will be regarded as public records and will be subject to review by the public. Any language purporting to render all or portions of the submittals confidential will be regarded as non-effective and will be disregarded.

- **Amendments to Request for Qualifications:** The County reserves the right to amend this RFP by addendum before the final submittal date.

Federal Funding Requirements for Contract Award

This contract award is subject to Federal Funding Requirements (2 C.F.R. § 200.326 and 2 C.F.R. Part 200, Appendix II). Please see Attachment 3 for more information on applicable FEMA contract provisions/requirements.

Review and Selection Schedule

Submittals will be evaluated using the criteria described above. It is CDD's intention to evaluate submittals to award the contract, select consultants for interviews if necessary, and notify those consultants within two weeks of the deadline for submittals. A consultant could be notified of selection for contract award within two weeks of the interview date.

Before a formal award is made, the County will confirm that the consultant is not listed on the governmentwide exclusions in the System for Award Management (SAM). SAM Exclusions is the list maintained by the General Services Administration that contains the names of parties that are debarred, suspended, or otherwise excluded, or declared ineligible under statutory or regulatory authority other than Executive Order 12549.48.

This RFP does not commit the County to award the contract, to pay any costs incurred in preparation for this request, or to procure or contract for services. The County reserves the right to accept or reject any or all submittals received as a result of this request, to negotiate with any qualified firm or to modify or cancel in part or in its entirety the RFP if it is in the best interests of the County to do so.

Please contact Kelly Karl, at (760) 924-1809 or by email at kkarl@mono.ca.gov should you have any questions or comments regarding this request.

Links:

1. 2019 Town of Mammoth Lakes & Mono County Multi-Jurisdictional Hazard Mitigation Plan: https://monocounty.ca.gov/sites/default/files/fileattachments/planning_division/page/9617/mono_county_mjhmp_final_052919_w-appdx.pdf

Attachments

1. Draft 2024 Schedule/Budget for Grant
2. FEMA Contract Provisions Guide