

Las Virgenes-Malibu Council of Governments

2018 Multi-Jurisdictional Hazard Mitigation Plan Update

Request for Proposal

November 1, 2017

TABLE OF CONTENTS

Hazard Mitigation Plan Update 3

Key Dates 3

LVMCOG Contact 3

Proposal Format 4

RFP Process..... 4

 Pre-Bid Conference and QA Period..... 4

 Submission of Proposals 4

 Confidentiality 5

 Proposal Evaluation and Vendor Selection 5

Contracting Processes 6

Vendor Qualifications 6

 Experience 6

 Insurance Requirements..... 6

Scope of Work 7

HAZARD MITIGATION PLAN UPDATE

The Las Virgenes-Malibu Council of Governments (LVMCOG) is currently seeking a qualified consultant to perform an update to its current Multi-Jurisdictional Hazard Mitigation Plan (HMP). The LVMCOG is comprised of five cities:

- Agoura Hills
- Calabasas
- Hidden Wills
- Malibu
- Westlake Village

The local areas hazards for each of the cities within the LVMCOG are similar so a multi-jurisdictional approach was originally employed in 2005 to meet the requirements of the Disaster Mitigation Act of 2000. Since then, the HMP has been updated per Federal requirements on a five year cycle.

The use of a multi-jurisdictional approach allows the cities that comprise the LVMCOG with an ability to recognize common threats, pool their efforts, and coordinate their mitigation activities at a regional level.

KEY DATES

Activity	Dates
Request for Proposal Issued	November 1, 2017
Question and Answer Period	November 2 through November 9, 2017
RFP Close Date	November 17, 2017 @ 5:00 PM (Pacific)
Proposal Review Period	November 18 through November 30, 2017
Vendor Selection and Notification	December 1 through December 5, 2017 (approximate)
Contracting Process	December 6 through December 22, 2017 (approximate)
Start Date	January 10, 2018 (approximate)

LVMCOG CONTACT

All questions or other communications should be directed to Terry Dipple, Executive Director, LVMCOG at tdipple@msn.com or (818) 968-9088. No other contact with the member cities or other LVMCOG representative is allowed. All proposal submissions are to be E-mailed to Terry Dipple on or before the RFP Close Date. No proposals will be accepted after the date and time specified.

PROPOSAL FORMAT

Each proposal shall conform to the following format:

1. Firm Qualifications and Experience
 - a. Years in Business
 - b. Prior Experience in Developing Hazard Mitigation Plans (including successful approval by Cal-OES and FEMA)
 - c. Other Relevant Experience in Hazard Mitigation Planning or Business Continuity
2. Approach and Deliverables
 - a. Understanding of the Work to be Performed
 - b. Overall Approach to be Used
 - c. Specific Tasks and Deliverables
3. Fixed Cost
 - a. Consulting Fees
 - b. Expenses (including travel expenses)
 - c. Software and Licensing Costs (if any)
4. Appendices - Vendors are allowed to attach any additional relevant information in the Appendices

RFP PROCESS

PRE-BID CONFERENCE AND QA PERIOD

No proposal pre-bid conference will be held. Proposers have the opportunity to direct specific questions to the LVMCOG Executive Director during the Question and Answer Period. The latest version of the Multi-Jurisdictional Hazard Mitigation Plan is posted on each member city's web site.

SUBMISSION OF PROPOSALS

All proposals shall be submitted via E-mail in PDF format to the LVMCOG Executive Director by the RFP Close Date and Time specified in this RFP under [Key Dates](#). Include the RFP number and title in the Subject Line of the E-mail. Include in the body of the E-mail the Proposer's Name, Title, and Contact Information.

Late submissions will not be considered. The LVMCOG is not responsible for variances in server time stamps or any disruptions to E-mail services so proposers are encouraged to submit their proposals in a timely manner.

CONFIDENTIALITY

All proposals will be considered public information with the exception of vendor’s proprietary or copy written work. Such work shall be clearly marked by copyright or proprietary in the proposal.

PROPOSAL EVALUATION AND VENDOR SELECTION

After the RFP Close date, the LVMCOG Executive Director and member representatives will review each successfully submitted proposal based on the following criteria:

Criteria	Criteria Description	Weight
Qualifications and Experience	Vendor’s qualifications and experience in developing and updating Hazard Mitigation Plans, working the public sector agencies, and prior acceptance of HMPs by the California Office of Emergency Services (Cal-OES) and Federal Emergency Management Agency (FEMA).	30%
Approach and Deliverables	Vendor’s demonstrated understanding of the project, the specific requirements for Hazard Mitigation Plan development and updates for the LVMCOG, and the quality of the deliverables to be submitted.	30%
Cost	The total cost proposed inclusive of all expenses and licensing fees (if any).	30%
References	Vendor’s references for previous HMP development, submittal, and approval.	10%
Total		100%

After the proposal review, the LVMCOG will select the successful vendor. The LVMCOG and its member cities reserves the right to select a vendor’s proposal other than on the basis of lowest cost in order to find the most qualified and experienced firm and to ensure that the quality of the end product will meet the LVMCOG’s requirements.

The LVMCOG is not required to give proposers notices in any specific format or timeframe including the selection or non-selection of vendor’s proposal and the dates specified in this RFP may be modified based on the needs of the LVMCOG.

CONTRACTING PROCESSES

The LVMCOG Executive Director will work with the selected vendor to finalize the contract for the work to be performed based on the Scope of Work to be performed.

VENDOR QUALIFICATIONS

EXPERIENCE

Public Agency and HMP Experience

The selected vendor must possess the following:

- A minimum of five (5) years’ experience in public sector Hazard Mitigation Planning
- A track record of success in obtaining HMP approval from Cal-OES and FEMA
- Additional experience in general Business Continuity Planning, Risk Management, and other related fields is preferred

References

List at least three (3) references relevant to public sector Hazard Mitigation Planning including:

- Agency Name
- Agency Contact Name and E-mail
- Time Period When the Hazard Mitigation Plan was Developed
- Approval Status of HMP’s Developed

INSURANCE REQUIREMENTS

The selected vendor will be required to maintain (at minimum), name the LVMCOG as additionally insured, and provide proof of the following insurance coverage.

Commercial General Liability	\$1 million per occurrence \$2 million aggregate
Professional Liability (Errors & Omissions)	\$1 million
Crime Shield Policy (Protection against employee theft on client premises)	\$1 million
Automotive Liability	\$1 million combined single limit
Workers Compensation	\$1 million

SCOPE OF WORK

The selected vendor will provide the LVMCOG with an updated Multi-Jurisdictional Hazard Mitigation Plan that complies with federal requirements 44 CFR 201 and 206 (and any updates to those requirements or other requirements for HMPs during the term of the contract).

The selected vendor will update each section of the current Multi-Jurisdictional Hazard Mitigation Plan. This includes but is not limited to the following minimum specific deliverables.

1. Update the Community Profiles for each member city
2. Update the Risk Assessment for the LVMCOG including specific hazards to each member city
3. Update the included Flood Maps and other maps included in the HMP (as needed)
4. Meet with representatives from the LVMCOG and member cities as needed to obtain updates on the current status of prior mitigation projects or related efforts
5. Document the status and results from prior mitigation planning efforts and projects
6. Meet with representatives from the LVMCOG and member cities as needed to document new mitigation projects
7. Work with the LVMCOG and member cities to schedule and publicize scheduled HMP meetings that will be open to the public as well as document related public outreach efforts
8. Facilitate one or more public HMP meetings to solicit input and feedback
9. Prioritize the mitigation planning efforts and projects developed including a cost/benefit evaluation
10. Complete the FEMA required HMP Review Tool (Crosswalk) for submission of the HMP to Cal-OES and FEMA
11. Make at least one (1) round of edits from Cal-OES (if needed) and/or work with the LVMCOG to respond to any need changes or questions on the submitted HMP by Cal-OES
12. Make at least one (1) round of edits from FEMA (if needed) and/or work with the LVMCOG to respond to any needed changes or questions on the submitted HMP by FEMA

Additional deliverables may be added by the vendor and be included in the vendor's proposed cost.