

**TITLE PAGE**



**COUNTY OF LAKE**

Request for Proposal (RFP)  
for

Update of Lake County (CA) Hazard Mitigation Plan

Issued: February 1, 2017

By:

Dale F. Carnathan  
Emergency Services Manager  
Lake County Sheriff's Office

**DUE DATE AND TIME: February 28, 2017 5:00 pm PST**

**PROPOSAL TITLE: "2018 Hazard Mitigation Plan Update"**

You are invited to submit proposals in accordance with the requirements of this solicitation, which are contained herein.

**Mail or Delivery: County of Lake  
Sheriff's Office of Emergency Services  
1220 Martin Street  
Lakeport, CA 95453**

## **1. Purpose**

The County of Lake Sheriff's Office of Emergency Services is seeking a qualified consultant to prepare an update of the County's 2012 Multi-Hazard Mitigation Plan. The updated plan shall be prepared in accordance with the objectives, assumptions and requirements specified in the following Scope of Work. It is the intent of the County to procure the services of a qualified vendor to review, prepare and present the updated plan, supervised and supported by Sheriff's OES Staff.

## **2. Background**

The Lake County Sheriff's Office of Emergency Services is responsible for coordinating the planning and preparation of emergency and disaster plans for the County, and its' unincorporated areas. A currently approved Hazard Mitigation Plan is required to be considered for Federal Hazard Mitigation Grant Applications, and other FEMA Grants. Some elements of this plan may also be reflected in the County's Community Rating System Score. This plan will not include the cities of Lakeport and Clearlake.

## **3. General Process:**

3.1 Inquiries: To make inquiries regarding this RFP, contact:

Dale F. Carnathan, Emergency Services Manager  
Lake County Sheriff's Office of Emergency Services  
1220 Martin Street, Lakeport, CA 95453  
Email: dale.carnathan@lakecountycalifornia.gov  
Telephone: (707) 263-3450  
Facsimile: (707) 263-3453

Proposers may contact only the individual identified above and are specifically directed not to contact other Departmental or County personnel for meetings, conferences, or other technical discussions related to the RFP. No questions will be answered by other Departmental or County staff. No communication is to be had with any other County employees regarding this Request for Proposal.

The Department reserves the right to decline to respond to any questions if, in the assessment of the Department, the information cannot be obtained and shared with all prospective proposers in a timely manner.

3.2

The Department does not intend to hold a proposer's conference for this RFP. However, if the Department deems necessary to hold a conference, all registered proposers will be notified in writing.

3.3

The final product will be complete and prepared for presentation to CalOES & FEMA no later than December 30, 2017.

### 3.4

#### Timeline

Proposals due to Sheriff's OES No Later Than February 28, 2017

County review of proposals, selection and notification of Vendor: week of March 6, 2017

Plan Review & Stakeholder Identification by Vendor & OES: Complete by May 8, 2017.

Hazard Identification & Risk Assessment complete by July 7, 2017

Mitigation Strategy Identification & consultation with County complete by September 8, 2017

Plan Review & Evaluation by County complete by October 13, 2017

Public Comment Period October 16 through November 15, 2017

Local Review and inclusion of Public Comment complete by December 15, 2017

Submission to CalOES & FEMA week of January 3, 2018

## 4.0 Format and Submission of Proposals

### 4.1 Proposal Compliance:

In order to enable direct comparison of competing responses, you must submit your Proposal in conformity to the requirements stated herein. Failure to adhere to all requirements may result in your Proposal being disqualified as non-responsive.

### 4.2 Proposal Deadline:

All Proposals must be received by Lake County Sheriff's OES no later than February 28, 2017. Proposals received after this time and date will not be considered.

### 4.3 Proposal Content: Please assemble your Proposal in the following order.

- a. **Cover Letter:** A standard business letter must be included which represents your agreement to supply the requested goods and/or services detailed in the RFP.
- b. **Company Profile:** Provide a brief history of your company, a general description of your services and qualifications, and an executive summary of your response. Content should be no more than two pages.
- c. **Project Understanding and Approach:** Provide an overview of your understanding of the needs of the department, and understanding of the services to be provided and your approach to the work.

- d. **Work Plan:** Provide your specific proposal to address the Scope of Work outlined in Section 6 below. At the very least, this should describe in detail how the service shall be provided and include a description of major tasks and subtasks. Include also, a proposed time-line for completing the work and sample studies (optional). If applicable, describe administrative and fiscal management of the program, personnel policies and expected use of subcontractors.
- e. **Pricing:** Propose a complete budget indicating administrative and overhead costs, operating costs, equipment costs, start-up costs, and any other costs associated with service delivery. The proposal shall outline the estimated cost of providing each component of the program (aligned with the work plan specified in (d), above) and define a proposed outcome oriented method of reimbursement.

All prices submitted are non-binding at this stage of the procurement process and are subject to negotiation.

Finally, provide a general description of your firm's preferred approach to contracting for your services, including your preferred contract type and compensation schedule.
- f. **Distinguishing Features:** Highlight the main features that distinguish your company from your competition relative to this solicitation. This is also where you should specify the date by which you commit to have completed the study.
- g. **Deviations:** State on a point-by-point basis, any proposed deviations from full compliance with the requirements described throughout this RFP. You must cite the paragraph number or describe the specific location of a requirement specified in any attachment, for each deviation proposed. Deviations may be considered, provided that you submit adequate explanation and justification for any proposed. If none, please so state.
- h. **References:** Provide a minimum of three references which reflect projects of similar scope completed in the last 24 months. These reference projects must be itemized by name, type, location, date of work, approximate dollar value of the project, and client name and telephone number.
- i. **Staffing Organization and Qualifications:** Provide a staffing organization chart showing the names and roles of staff members (only those that will be working directly or on a day-to-day basis with the County), and provide a summary of the qualifications and experience for each staff member.

#### 4.4 Proposal Submission:

Submit to the appropriate location specified on the Title Page (either by mail or delivery), five (5) complete copies of your Proposal in a sealed container, clearly marked on the outside with your company name and return address, the RFP Title and the due date. Faxed or electronic proposals will not be considered.

## 5. Evaluation Process

- 5.1 Evaluation Panel: Proposals may be evaluated by a panel of current County employees and members of the public. The sole purpose in the evaluation process is to determine which one serves the County's best interest. The panel's recommendation will be submitted to the Board of Supervisors, or its designee, for consideration. Any final analysis or weighted point score (if any) does not imply that one Respondent is superior to another, but simply that in the panel's judgment, the Respondent selected appears to offer the best overall solution for the County's current and anticipated needs.
- 5.2 Investigation: Submittal of a proposal authorizes us to investigate without limitation the background and current performance of your company and your present staff. Discovery of any material misstatement of fact may lead to disqualification of a proposal or to cancellation of any resulting Contract.
- 5.3 Acceptability: We reserve the sole right to determine whether goods and/or services offered are acceptable for our use.
- 5.4 Award Criteria: Proposals will be evaluated in relation to all aspects of this Request. Nevertheless, additional weight will be given to the following criteria:

**(1) Firm's specialized experience and technical competence as applicable to the services required.**

- Evaluation of the qualifications and experience of the firm and the project team and appropriateness of the organization of the project team including any demonstrated ability to work as a team.
- Evaluation of the professional resources available to properly provide services as requested in the RFP document. The proposed team should have exceptional professional resources to properly provide services.
- Evaluation of the project team to insure the proposed team contains all of the critical disciplines required. The project manager and proposed team should be uniquely qualified to provide the desired services.
- Firm's experience in working with regulatory agencies, and diverse environmental conditions and requirements.
- The submittal should demonstrate that the firm has adequate time available and personnel to compete services on schedule and additional backup staffing capability in the event of unforeseen circumstances.

**(2) Firm's recent experience in performing and managing projects of similar size, type and scope.**

- Does the firm have demonstrated experience in projects of similar scope?
- Does the firm demonstrate a track record of meeting schedules, providing effective communications, budget discipline?
- Reference Checks.

**(3) Firm's understanding of the proposed project.**

- Does the firm demonstrate a full understanding of what the County needs as evidenced by its project approach, work plan, understanding of local conditions and concerns, and its view of the project and task objectives, challenges and identification of additional issues that may be worth exploring?

**(4) Cost effective methodology in performing services.**

- Does the firm demonstrate a prudent and disciplined approach to performing the services

5.5 Selection Procedures: After the proposals have been evaluated, they shall be ranked pursuant to their relative qualitative or placement scores. The County is not obligated to select the highest ranked proposal as ranking serves only to identify a starting point for negotiations. Such negotiations may consider a Consultant's availability, ability to meet any County timelines, and willingness to negotiate an acceptable price or any other criteria deemed to be in the County's best interest. Said negotiations shall begin with the firm offering the highest ranked proposal, subject to the following limitations:

- a. If a proposal from local business (or from a joint venture wherein proposed local business participation is 40% or greater) has a qualitative evaluation or placement score that is 90% or greater of the qualitative or placement score of the highest ranked proposal, negotiations shall begin with the local business as long as, in the majority opinion of the Committee members, the local proposal could provide the professional services without compromise to the satisfactory performance of the services required. This paragraph shall not apply when application of a local or geographical preference is explicitly prohibited by State or federal law or regulation.
- b. If a lower cost proposal has a qualitative evaluation or placement score that is 90% or greater of the qualitative or placement score of the highest ranked proposal, negotiations will still begin with the firm offering the highest ranked proposal, but the cost of the lower priced proposal shall serve as a benchmark for such negotiations.

**6. Scope of Work:**

The selected contractor will review, compare and contrast the current (2012) Lake County Hazard Mitigation Plan with current State & Federal Requirements, and prepare an updated plan for presentation to the California Office of Emergency Services and Federal Emergency Management Agency. The updated plan will address all current hazards and regulations in effect at the proposed time of approval (2018), including conformity with AB-2140 (General Plan Safety Element, Area Plan & EOP agreement), SB-379 (Climate Adaptation) and SB-1000 (Environmental Justice). Should the chosen vendor conclude that a complete re-write of the Plan is necessary, that process must be completed in the specified time frame, and within the budget proposed.

**6.1 Title:** 2018 Lake County OpArea Hazard Mitigation Plan Update

**6.2 Geographic area(s) to be covered by the planning activity:**

Lake County lies within the Pacific Coastal mountain ranges approximately one hundred miles north of San Francisco, ninety miles northwest of Sacramento, and thirty-five miles east of the Pacific Ocean. Lake County is surrounded by Mendocino County to the west, Yolo, Colusa, and Glenn counties to the east, and Sonoma and Napa counties to

the south. The major roadways that traverse the County include State Highways 20 which joins up with Highway 101 and Interstate 5, and State Highways 29, 53, and 175.

### **6.3 Hazards specific to the geographic area to be addressed by the Plan:**

Biological, Chemical, Civil Unrest, Winter Storm, Dam/Levee Break, Drought, Earthquake, Fire, Flood, Volcanic activity, Hydrogen Sulphide Release, Quagga Mussel Infestation, Human Caused (Transportation), Land Subsidence, Mud/Landslide, Terrorism, Cyanobacteria Algae Bloom

### **6.4 Methodology:**

The existing plan will be compared and contrasted with the County's General Plan-Hazards Appendix and Emergency Operations Plan. Discrepancies identified by reviewers will be assessed and (if necessary) included in the Hazard Mitigation Plan; and will be forwarded to the plan custodians for the affected plans. Additional hazards required by regulation, and not addressed in the current plan will be identified and included.

### **6.5 Process**

Describe the process for implementing this planning activity, including the following plan development requirements: 1) participation of agencies, stakeholders and the public; 2) hazard identification and risk/vulnerability assessment; 3) mitigation strategy; 4) plan adoption; and 5) plan maintenance:

a. Lake County Sheriff's OES will be the lead agency for this project. At least two (2) public hearings will be held prior to final submission of the document for approval by the County Disaster Council and Board of Supervisors.

b. All existing hazards identified in the General Plan-Hazards Appendix and Emergency Operations Plan will be reviewed and assessed for currency and accuracy. Any new hazards identified by either experience, research or updated codes will be evaluated, and added to the document if determined to be of particular risk.

c. The Plan will be submitted to the County's Disaster Council and Board of Supervisors. Upon review and assessment, the Council and Board will give direction and make resources available to carry out recommended activities.

d. Upon completion of the Draft, a public hearing will be held for final input prior to submission for approval. The plan will be submitted for State and Federal Review prior to being approved by the Board of Supervisors.

e. The plan will be updated every 5 years, or as new hazards are identified and deemed appropriate for inclusion in the plan. Successful selection for this update

implies no contractual obligation by the County to award subsequent contracts for future updates of the plan.

## **6.6 Information Sources**

Identify sources of information and data and how it will be incorporated into existing plan & planning mechanisms.

## **6.7 Proposed Project Staff**

In addition to the Sheriff's Emergency Manager, what additional county staff, or other staff and resources will be used to implement this planning activity?

## **7. Standard RFP Terms and Conditions**

By your submission of a proposal, you agree to be bound by the following conditions:

- 7.1 To the fullest extent allowed by law, RFP's will not be public record until discussion and negotiations with Respondent have been completed, as such premature disclosure would jeopardized the County's and the Respondents negotiating interests. If any proposal contains trade secrets or other information that is confidential or proprietary by law, Respondent shall label all such pages with a stamped annotation such as: "**CONFIDENTIAL-PROPRIETARY TRADE SECRETS, DO NOT DISCLOSE**", and further, provide written notification to the County of its request to keep said information confidential. A Respondent's request for confidentiality must be made in writing and enclosed in the envelope containing the proposal. The proprietary or confidential data must be readily separable from the proposal in order to facilitate eventual public inspection of the non-confidential portion of the proposal.
- 7.2 The County reserves the right to cancel this RFP at any time, even after opening of proposals.
- 7.3 County is not liable for any costs incurred by Proposer in the preparation, presentation or in any other aspect of the Proposal.
- 7.4 Disposition of Proposal(s) and Contract Award:
  - a. All proposals shall become the property of Lake County.
  - b. Failure to furnish all information requested in this RFP or to follow the proposal format may disqualify a proposal.
  - c. County reserves the right to accept or reject all or any part of any proposal, waive immaterial defects, informalities, irregularities, negotiate with all qualified Respondents, and award the contract to the firm or individuals, who, in the sole judgment of the County, best serves the interests of the County. The County may terminate negotiations if, in its opinion, they are unsuccessful and begin negotiations with other respondents.
  - d. A response to this RFP is an offer to contract with the County based upon the terms, conditions, scope of work and/or specifications contained herein.



County shall have no contractual or other obligation to a Respondent under any successfully negotiated contract until the contract has been approved and signed by both parties. The contents of the proposal submitted by the successful Respondent and this RFP will become part of any contract awarded.

- e. Issuance of this RFP in no way constitutes a commitment by the County to procure or contract for the articles of goods or services solicited.
  - f. Proposers may be required before the award of any contract to show, to the complete satisfaction of the County, the necessary facilities, ability, and financial resources to provide the services specified in a satisfactory manner.
- 7.5. Respondent shall indemnify and defend County and its officers, employees, and agents against and hold them harmless from any and all claims, losses, damages, and liability for damages, including attorney's fees and other costs of defense incurred by County, whether for damage to or loss of property, or injury to or death of person, including properties of County and injury to or death of County officials, employees or agents, arising out of, or connected with the use of any copyrighted or uncopyrighted composition, secret process, patented or unpatented invention, articles or appliances furnished or used under this Request and any subsequent Contract, unless such damages, loss, injury or death is caused solely by the negligence of County.
- 7.6. Default by Respondent: In case of default by the successful Respondent, Lake County may procure the articles or services from other sources and may deduct from any monies due, or that may thereafter become due to the Respondent, the difference between the price named in the Purchase Order, Contract, or Agreement with said Respondent and the County's subsequent cost to obtain substitute articles or services. Prices paid by the County must be considered the prevailing market price at the time such purchase is made.
- 7.7. Lake County reserves the rights to amend, alter, or change the rules and conditions contained in this RFP prior to the deadline for submission and to request additional data after the deadline. If it becomes necessary to do so, an addenda or supplements to the RFP will be issued and shall become a part of the RFP. The County is not responsible for any other explanation or interpretation. It is the responsibility of the Respondent to ensure that he/she has received all addendums and/or supplements prior to submitting a proposal.
- 7.8. It is the County's intent that this Request for Proposal (RFP) permit competition. It shall be the Respondent's responsibility to advise the County in writing if any language, requirement, specification, etc., or any combination thereof, inadvertently restricts or limits the requirements stated in this RFP to a single source. Such notification must be received by the County not later than ten (10) days prior to the date set for acceptance of proposals.
- 7.9. Errors and Omissions: If prior to the date fixed for submission of proposals, a respondent discovers any ambiguity, conflict, discrepancy, omission or other error in the RFP or any of its exhibits, it shall immediately notify the designated County contact of such error in writing and request modification or clarification.

Modifications and clarifications will be made by written addenda and distributed to all parties who have been furnished or who have requested the RFP.

- 7.10. Security and Confidentiality: To preserve the integrity of the security and confidentiality measures integrated into County operations, any Respondent required to come in contact with confidential County information in order to respond to this RFP and/or to perform the services solicited, may be required to sign and submit a Confidentiality Statement. Successful Respondent's personnel and/or subcontractors who may require periodic access to secured areas within the County, may be required to wear security identification badges. Badges will be issued to individuals only after satisfactory completion of a background check. Any such confidentiality and/or security measures will be part of the contract.
- 7.11. Insurance: Successful Respondent agrees to comply with the County's standard insurance provisions, which are detailed in the attached contract.
- 7.12. Governing Laws: The laws of the State of California will govern any purchase order entered into between the County and the selected Respondent.
- 7.13. Each Respondent shall inform himself of, and the successful Respondent awarded a contract shall comply with, State and local laws, statutes, regulations, ordinances and generally accepted industry standards relative to the execution of the material supplied or work performed. This requirement includes, but is not limited to, applicable regulations concerning employment of labor, protection of public and employee safety and health, environmental protection, the protection of natural resources, fire protection, burning and non-burning requirements, permits, fees, and similar subjects.
- 7.14. This RFP supersedes all proposals, oral and written, and all negotiations, conversations or discussions heretofore and between the parties related to the subject matter.