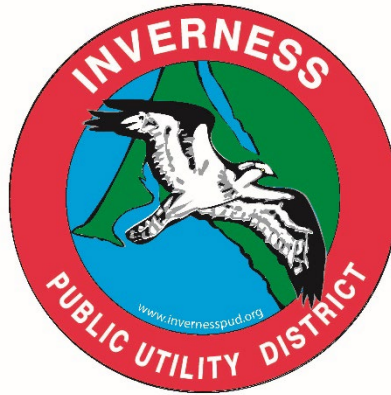


Inverness Public Utility District



REQUEST FOR PROPOSALS FOR CONSULTING SERVICES TO PREPARE A LOCAL HAZARD MITIGATION PLAN

ISSUED: April 5, 2023

PROPOSALS DUE: May 19, 2023

All responses must be sent to:

**Shelley Redding,
General Manager
50 Inverness Way
Inverness CA 94937**

Phone:415-669-1414

REQUEST FOR PROPOSAL FOR CONSULTING SERVICES FOR THE INVERNESS PUBLIC UTILITY DISTRICT

Inverness Public Utility District “District” is seeking a consultant to provide services with a proposal to perform all work required for the preparation, approval, and adoption for a FEMA (Federal Emergency Management Agency) single jurisdiction, Local Hazard Mitigation Plan (LHMP), “Plan.” An NOI (Notice of Interest) was submitted, and the District has received approval to submit a sub-application, which is currently in progress. This plan will align with Marin County’s 2022 multi-jurisdictional Local Hazard Mitigation plan which includes the 2021 Community Wildfire Protection Plan and is complementary to the County of Marin Emergency Operations Plan (EOP). The District would like to ensure the LHMP complies with FEMA’s mitigation planning requirements as set forth in 44 CFR Part 201, the new *Local Mitigation Planning Policy Guide (2022)*, and the *Local Mitigation Planning Handbook*. Also, climate change will be addressed in the LHMP to comply with the requirements of SB 379 and SB 1000.

Objectives

Specific services, although not all-inclusive, are to be performed as follows:

1. Organize the Planning Process and Resources:

- a. Engage key stakeholders of the District (board members, management, staff, and partner agencies) and community members to help evaluate District strengths, weaknesses, opportunities, and threats.
- b. Facilitate all meetings, including at least 2 community meetings, and provide leadership, direction and expert consultation and advice related to the development of an effective and implementable single jurisdiction Local hazard Mitigation Plan.
- c. Develop a framework, schedule, and process for the organization’s leadership to effectively implement mitigation strategies appropriate for the District.
- d. Provide a planning roadmap document for board members and management which should include priorities, goals, and desired outcomes for a 5-year period.

2. Assess Risks and Capabilities:

- a. Review the Marin County 2022 multi-jurisdictional hazard mitigation plan to ascertain identified hazards that may impact the District, including the County Wildfire Risk plan.
- b. Review current plans by partner agencies for mitigation work planned in areas bordering the District and how the planned work may impact District.

- c. Profile previous natural hazard occurrences within the District and the probability of future occurrences.
 - d. Assess the District's vulnerability to the hazards and identify assets impacted, tour District facilities and community areas of the District.
 - e. Assess potential losses because of the hazards identified.
 - f. Identify District areas of responsibilities for services provided, determining feasibility of shared areas of responsibility.
3. Assist in development of a Mitigation Strategy:
- a. Author an all-inclusive hazard mitigation plan.
 - b. Review of mitigation goals to reduce or avoid long-term vulnerabilities to the identified hazards based on the findings of the Risk Assessment and capabilities review that represents a long-term vision for hazard reduction.
4. Finalize the District Plan and plan maintenance:
- a. involves finalizing the plan for submittal to FEMA for approval.
 - b. Also includes providing input for a method and schedule for keeping the plan current and monitoring progress.

Additional Requirements

1. The plan shall consider IPUD's current staffing and funding resources for a five-year plan.
2. Before starting plan services, the Consultant will schedule a meeting to discuss perceived issues or problems, ask and answer questions, clarify responsibilities and develop a strategy.
3. During the engagement, the Consultant will meet with and provide status reports to the General Manager quarterly.
4. Upon completion of services, and before issuing any report or management letter, the Consultant will schedule a meeting with the General Manager and other individuals as deemed appropriate. The purpose is to discuss observations, findings, and recommendations, and matters to be included in the report to the Board of Directors.

Optional Services: Updating Strategic Plan

The Consultant is encouraged to provide a proposal for evaluating, facilitating discussion about, and re-developing and/or refining IPUD's mission, and vision statements. Our mission: We are committed to providing reliable drinking water and supportive emergency services to residents and visitors alike. Consultant should provide a cost for the optional service separately.

Proposal Content

The Consultant must prepare a Transmittal Letter, Technical Proposal, and a Cost Proposal for the work to be performed and submitted as part of the Plan Services Proposal. The Plan Services Proposal package must contain the following:

A. Transmittal Letter:

A signed letter of transmittal briefly stating the Consultant's understanding of the services to be provided, the commitment to perform the services within the required time, a statement of why the Consultant believes itself to be the best qualified to perform the engagement, and a statement of how long the Proposal will remain in effect.

B. Technical Proposal:

The purpose of the Technical Proposal is to demonstrate the qualifications, competence, and capacity of the Consultants seeking to undertake these services for IPUD (Inverness Public Utility District), in conformity with the requirements of this Request for Proposal. The Proposal shall demonstrate the qualifications of the Consultant and Staff to be assigned to this engagement. It should also specify the approach that will meet this Request for Proposal requirements.

1. Firm Qualifications and Experience: The Proposal should state the size of the Consultant's staff, and the number of professional staff to be employed on this engagement.
2. Partner/Supervisory/Staff Qualifications and Experience: The Consultant should identify the principal supervisory and management staff, including engagement partners, and specialists who would be assigned to the engagement. The Consultant should also supply information on the experience of each person, relevant to the performance of this plan.
3. Similar Engagements with Other Government Entities: Provide a list of the most significant engagements (maximum of three) performed in the last five years that are like the engagement described in this Request for Proposal. Indicate the Scope of the Work, date, engagement partner, total hours, and the name and telephone number of the principal client contact.

4. Specific Plan Services Approach: The Proposal should set forth a work plan, including an explanation of the plan services to be followed, type and extent of services to be performed, as well as a schedule (by date and hours) of the work to be performed to meet the requirements of this Request for Proposal.

C. Cost Proposal:

The Cost Proposal should contain all pricing information relative to performing the strategic plan services engagement as described in this Request for Proposal. A schedule of rates for partners, specialists, supervisors, and staff, multiplied by the number of hours anticipated by each, should be included. The Cost Proposal should contain all direct and indirect costs including out-of-pocket expenses to arrive at an all-inclusive not-to-exceed cost.

Proposal Evaluation and Selection

The Local Hazard Mitigation Plan Services Proposal must be submitted on or before 5:00 p.m. PST, Friday, May 19, 2023.

If it should become necessary for IPUD to request the Consultant to render additional services to either supplement the services requested in this Request for Proposal or to perform additional work because of the specific recommendations included in any report issued with this engagement, such as additional work shall be performed only if set forth in an Addendum to the Professional Services Agreement between IPUD and the Consultant.

Progress payments will be made based on hours of work performed during the engagement in accordance with the Consultant's formal Proposal. Interim billings will cover at least one calendar month.

Proposals submitted will be evaluated by IPUD's General Manager and Board Committee.

During the evaluation process, the District may, at its discretion, request any individual, or all, Consultants to make oral presentations and personal introduction of the proposed plan services. Such presentations will provide Consultants with an opportunity to answer any questions the District may have on a consultant's proposal. Not all Consultants may be selected to make such oral presentations. Routine clarification may be obtained by other means.

Final selection will be based on the Consultant's qualifications, experience, and bid. The proposed Consultants should note that the lowest bid will not be the sole factor in the final selection.

A Consultant will be selected no later than May 27, 2023. Upon selection of the Consultant, it is expected that a Professional Services Agreement will be executed between both parties by **June 10, 2023**.

Submission of a Proposal constitutes acceptance by the Consultant of the conditions contained in the Request for Proposal unless clearly and specifically noted in the Proposal submitted and confirmed in the contract between IPUD and the Consultant selected.

The District reserves the right to reject all Proposals. IPUD reserves the right to retain all Proposals submitted and use of any idea in a Proposal regardless of whether that Proposal is selected. IPUD also reserves the right to cancel the contract, due to unsatisfactory performance of plan services, with a 30-day written notice. IPUD may extend the contract, at any time, upon agreeable terms with the successful Firm.

Estimated Fee Schedule and Deliverables

The proposal shall define the total estimated contract price on a time-and-expenses basis. The price shall be an estimate of the time and expenses needed to complete the work as proposed. The estimate shall include:

- 1) A listing of tasks required to accomplish the proposed scope of services.
- 2) An estimate of the hours for each task and each phase.
- 3) The proposed hourly fee schedule for calendar years 2023-2024 and 2024-2025.
- 4) All other reimbursable fees and expenses (noting that the District will **not** pay for lodging, vehicles, travel time, and/or insurance related fees);
- 5) Assumptions upon which estimate is based; and
- 6) Mark-up on other direct costs (ODC), not to exceed 5 percent.

**ATTACHMENT B
PRELIMINARY
MILESTONE
SCHEDULE**

The proposal submitted shall include a detailed project schedule from planning through approval and adoption of the LHMP. However, following is the anticipated milestone schedule (in calendar days); variances from this:

Begin All Work	Immediately Upon Contract Effective Date
Provide Project Schedule	Within 15 Days of Award Date
Kick-Off Meeting	Within 30 days of Contract Effective Date
Complete Primary Objectives of Task Element #1	Within 60 Days of Contract Effective Date
Submit Draft LHMP to Cal OES	Date on FEMA schedule for 2023
Correct / Resubmit Any Corrections to Cal OES	Upon receipt of comments and response date
Submit Final Draft LHMP to FEMA	30 days after receipt of comments from Cal OES
Correct and Resubmit Any Corrections to FEMA	Date TBD BY CalOES/FEMA
District Board Adoption of LHMP	Following FEMA Approval
Closeout / Finalize Required FEMA Documentation	90 Days Following Completion Deadline