

**SANTA BARBARA UNIFIED SCHOOL DISTRICT
720 Santa Barbara Street
Santa Barbara, CA 93101**

**REQUEST FOR PROPOSALS FROM CONSULTANTS
for**

**Planning and Development of Comprehensive Update of the
SBUSD Local Hazard Mitigation Plan**

General Conditions and Instructions to Respondents

Issued: March 7, 2024

Responses Due: April 17, 2024 at 4:00 PM

The Santa Barbara Unified School District (“District”) is requesting proposals (“RFP”) from experienced contractors (“Contractors”) to provide professional independent contractor and consulting services for the planning and development of a comprehensive update to the District’s current Local Hazard Mitigation Plan (updated HMP) across all District sites.

The purpose of this RFP is to obtain proposals that allow for the District to differentiate among Contractors and ascertain which firms will best fit the District’s needs based on, among other things, the Contractor’s track record, experience, protocols, philosophy, staffing, time commitment and cost in providing the required services. Contractors responding to this document should tailor their proposal for services to meet the District’s specific needs.

SUBMISSION OF PROPOSALS

Sealed proposals shall be delivered to Marina Verdian, Director of Facilities and Modernization, Santa Barbara Unified School District, 720 Santa Barbara Street, Santa Barbara, CA 93101, and must be received no later than April 17, 2024, at 4:00 p.m. The District reserves the right to reject any proposals that do not meet the submission requirements and to waive any irregularities in the proposal process.

Questions regarding this proposal shall be sent in writing to Marina Verdian, Santa Barbara Unified School District at mverdian@sbunified.org. The question/clarification deadline is April 1, 2024 (by 5:00 p.m.). Neither District staff nor members of the Board of Education are to be contacted by Contractors. All communication between proposing Contractors and the District shall be through the designated contact person in writing until the final selection and contract award has been made.

PROFILE OF THE SANTA BARBARA UNIFIED SCHOOL DISTRICT

The District provides elementary instruction in the City of Santa Barbara and secondary instruction in both the City and surrounding areas, stretching from Montecito to Goleta. The combined District serves approximately 15,000 students at 20 different sites. More detailed information regarding the District is available at www.sbunified.org.

GENERAL INSTRUCTIONS & REQUIRED INFORMATION

Proposals must be clear, concise, complete, and well organized and demonstrate respondents' qualifications and ability to follow instructions. The quality of answers, not the length of responses or visual exhibits, is essential in the proposal. Proposals may not be altered after submission to the District and should be reviewed for accuracy beforehand. The District will not be responsible for errors or omissions in any Proposals. The submission of company literature and brochures is generally discouraged. However, if pertinent for product illustration or reference, you may include literature in an appendix.

I. PROJECT DESCRIPTION / SCOPE OF WORK

For the purposes of this request for proposals (RFP), "HMP" includes the base plan, annexes and all associated documents of a FEMA-approved hazard mitigation plan. During the HMP update process, the Contractor shall facilitate the process of planning, and development of an updated HMP that meets the Federal Emergency Management Agency (FEMA) guidelines and all applicable state guidelines (CalOES) for approval. The updated HMP will incorporate floodplain management and fire hazard mitigation and response plan components. The end result will be a HMP that complies with FEMA and state approval requirements with the proper supporting documentation.

Contractor will coordinate and complete the following minimum tasks in the development of the updated Local HMP and in accordance with the timeline that is mutually agreed upon. Offerors having alternate proposals to meet the objective, may after responding to the minimum tasks described herein, offer alternatives (identifying advantages, disadvantages and associated costs) for consideration by the District.

The response to the RFP shall be prepared by the Contractor in a task format with the methodology of how each task will be performed and shall contain the following minimum information:

A. Task 1: General Requirements

Contractor will ensure the updated local HMP includes all requirements under Title 44, CFR, section 201.6. In addition, the updated HMP must reflect current climate change information as it relates to hazard identification and risk assessment. The HMP must comply with the FEMA and the California Governor's Office of Emergency Services (CalOES) standards. The completed plan shall result in a FEMA, State, and Santa Barbara Unified School District Board approved updated HMP.

The Contractor shall act as the project manager, primary investigator and primary author of the updated HMP and will be required to report to FEMA, CalOES, and the District project manager as necessary throughout the term of the agreement. The Contractor shall provide technical and administrative services including, but not limited to coordinating stakeholder meetings, communications, presentations, documentation of the planning process and bi-weekly status reports on budget and work progress.

B. Task 2: Stakeholder Involvement

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The Contractor will provide meeting materials (sign-in sheet, agenda, and PowerPoint presentation), a facilitator, and meeting minutes for each meeting.

Work with Internal District Committees and Planning Teams

Using the information gathered from internal committee and planning team meetings, the Contractor will update the overall HMP and supporting annexes including development and rewrite. The Contractor should propose a meeting schedule and the number of meetings needed in order to fulfill the tasks in the RFP. The Contractor should consider in the budget how many meetings will be needed with District committee and planning team to review the HMP process, hazard extents, history, and potential losses, and to determine mitigation goals and objectives, and review mitigation measures.

Internal District committees may include a Mitigation Advisory Committee similar to the committee that consulted and gave input on the development of the 2009 Hazard Mitigation Plan.

Public Involvement

The Contractor shall coordinate and solicit public involvement in an effort to capture community input and educate the public on the HMP process, update and implementation. This may include multiple sessions for public input and review, written and oral comments, online surveys, media releases and specific outreach to key stakeholders and communities. The Contractor shall include in their proposal a proposed outreach plan, which meets the FEMA requirements. The Contractor will also work with the District's staff team to develop and implement a public involvement strategy that will meet the statutory requirements of Section 201.6 of Title 44 CFR and also meet the requirements of FEMA. The Contractor will provide all needed materials for the proposed outreach plan, including, but not limited to outreach language, coordination of meeting dates, plan progress, printed draft copies of the updated HMP if in public open sessions, and a digital copy to display on the District website for public involvement purposes.

Outreach will include local government input, but will focus on educating the public on the updated HMP development process and identifying community concerns. When a final draft updated HMP is developed, the public will be invited to review and provide comments to the current draft. Public comments will be incorporated as appropriate by the Contractor. *Note: For security reasons, all sensitive critical infrastructure protection information will need to be redacted from the HMP prior to dissemination or presentation to the public.*

C. Task 2: Planning

Integration of Other Planning Efforts

Contractor shall review the District's general plans, safety element plans, capital improvement plans, the 2009 HMP, emergency operations plans, and any other relevant documents. These plans or components of these plans may be integrated into the updated HMP as appropriate.

Hazard Identification and Risk Assessment

Contractor, in conjunction with the District, shall identify and update natural or man-made

hazards that may affect or have historically affected the District. Current climate change data and information must also be integrated into this phase. Information sources must include current and historical data from Federal, State and local government documents. Other data sources include the State Hazard Mitigation Plan, and local sources such as the District's current HMP.

The Contractor will revise and/or update each hazard by identifying their key characteristics, such as nature, location, history, duration, extent, and the probability of occurrence. Additionally, the Contractor will provide technical analysis as to the impacts of those hazards on critical infrastructure and/or District services. Contractor shall use these findings to identify, update and map areas at risk for potential hazardous events. Contractor shall identify in the RFP the proposed analysis tool or method (i.e. HAZUS) and any costs associated.

Local Capabilities Assessment

The Contractor shall work with the District to identify local administrative, technical, financial, and human resources available to reduce the risk of identified hazards. Contractor shall discuss with District the prior use of these resources, if any, and effectiveness.

Vulnerability Analysis

The objective of this task is to develop an overall summary of the District's vulnerability to and potential impacts of each hazard.¹ To do this, an accurate inventory of the types and numbers of buildings, infrastructure, and critical facilities will be compiled. Other losses based on historical data, community needs and population will be added as appropriate to the loss estimates. Contractor will work with the District and staff and each site to identify and update the types and count of structures at risk including, but not limited to, critical facilities, infrastructure elements and relevant assets.

Contractor shall use data collected to prioritize and update the hazards associated with the District and its operations. The hazards will be prioritized based on historical data, potential damage to critical infrastructure, potential loss estimates, occurrence data, probability of location, funding and mitigation abilities. FEMA's HAZUS (computer program from FEMA that estimates potential losses during a disaster) will be used to generate vulnerability assessments and losses for the highest risk hazards for the District. This task will develop a site-level inventory of vulnerable structures. All hazard maps and data will be updated by the Contractor. Final maps and data will be provided to District in ArcGIS supported GIS format.

Planning Process

The updated HMP shall document the planning process used to develop the plan, including how it was prepared, who was involved in the process, and how the public was involved. Additionally, the Contractor will document the planning process by ensuring that all meeting materials (sign-in sheet, agenda, and PowerPoint presentation), stakeholder and public comments, and any outreach methods used (e-mails, surveys, social media, etc.) are incorporated into the updated

¹ This will include assessment of potential damage and dollar losses to vulnerable structures, including damage from mold and other flood-related hazards. Vulnerable structures must include all buildings within the community's defined repetitive loss area(s).

HMP.

Develop/Update Hazard Mitigation Goals

Using the data collected as a guide, the Contractor will work with the District to update and develop goals and a long-term vision to mitigate the risk to people and property within the District boundaries and jurisdiction, and enhance mitigation capabilities.

Mitigation Measures Implementation Plan

Using the data collected, the Contractor will develop an implementation plan to outline how each mitigation measure will be implemented by Spring 2026. The implementation plan will include the responsible party, timeline, funding source, and a description of the mitigation measure.

- D. Task 4: Draft Updated Hazard Mitigation Plan and Final updated Hazard Mitigation Plan

Draft Hazard Mitigation Plan

Contractor shall provide a preliminary draft of the updated HMP for review by the District. The updated HMP draft will include elements of a floodplain management plan that meets CRS for Santa Barbara County. Once approved by the District, the updated HMP draft will be made available to the public and to stakeholders for review. Contractor shall address input from the District, stakeholders, and the public, and include in the updated HMP draft, as appropriate.

Final Updated(2024) Mitigation Plan

The Contractor will provide all required content for development of the Final updated HMP for submittal to CalOES and FEMA for review. The Contractor will also compile and include supporting documentation (e.g., official resolution) as part of the Final HMP and will then complete the FEMA Crosswalk Reference Document and submit to both CalOES and FEMA for final approval and CRS review. The Contractor will submit the revised Final updated HMP on behalf of District to CalOES and FEMA and continue to be available to support the agency approval process.

If the Final updated HMP does not receive FEMA approval after CalOES and FEMA review has been completed, the Contractor will review FEMA “required revision” comments provided in the Crosswalk Reference Document and perform all “required” follow-on tasks to append and finalize the Final updated HMP for FEMA approval and CRS review.

The Contractor will prepare an editable template Board report and an executive summary that highlights the changes from the District’s 2009 HMP including high threat risks, and recommended mitigation projects and programs. The template presentation will be for the District to use for their board approval process. The Contractor will be available for questions at the District Board meeting. The Contractor will submit a copy of the Board resolution approving the updated HMP to FEMA to finalize the 2024 HMP.

- Contractor shall provide thirteen (13) hard copies (hard bound with tabs) and thirteen

(13) electronic copies (USB Drives with one (1) Word Format and one (1) PDF Format) of the final FEMA and Board approved 2024 HMP.

- All mapping and data developed as part of the planning process will be considered the property of the District. All finalized content will be provided to District in an editable electronic format for future planning endeavors.
- Contractor shall provide any copies that are required for submittal to CalOES and FEMA.

II. CONTRACTOR EXPECTATIONS

The Contractor will be required to track all hours and costs to facilitate reimbursement by District, as applicable, in accordance with State and Federal law including but not limited to Title 2, CFR, Part 200, and Title 44, CFR Part 207. Timesheets will include specific descriptions of tasks performed and results achieved.

III. DURATION OF CONTRACT

If needed, the Contractor will agree to extend the agreement duration beyond the defined term until formal FEMA approval of the Final Updated Hazard Mitigation Plan is received.

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PROPOSAL REQUIREMENTS AND EVALUATION FACTORS

1. Contractor Qualifications

- 1.1 In order to identify the most suitable Contractor, proposals will only be considered from Contractors that demonstrate the following qualifications:
 - 1.1.1 Knowledge of FEMA, CALOES, local and state codes applicable to the District's facilities is desired;
 - 1.1.2 Appropriate and valid State of California issued license(s) or registration(s) to practice in the area of discipline;
 - 1.1.3 Experience and knowledge related to preparing and planning of Hazard Mitigation Plan development projects generally, and for government entity and special district context specifically.

2. Proposal Submission Requirements

The Contractor should submit eight (8) complete copies of the proposals, as well as an electronic version in .pdf format. The written proposals must be in sealed envelopes bearing on the outside the name of the consulting firm and the title "Hazard Mitigation Consultant Proposal." It is the sole responsibility of each Contractor to see that the proposal is received in proper time. Any proposal received after the scheduled closing time for receipt of proposals may

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be returned to the consulting firm unopened. The proposal must be signed by an official authorized to make representations on behalf of the Contractor.

3. Proposal Content Requirements

To enable the District to conduct a uniform review process of all responses and to meaningfully distinguish among Contractors, it is requested that each proposal contain the following detail:

3.1 Contractor Profile

- 3.1.1 An overview of the Contractor; street and email addresses, telephone and fax numbers; whether company is a local, regional, or national firm; areas of specialization.
- 3.1.2 The length of time the Contractor has been in business under the present name and structure, any other names under which the Contractor has done business, dates it operated under each name, and the locations at which it operated under each name.
- 3.1.3 An outline of the Contractor's background, history and overall qualifications and experience in assisting in the development and implementation of Hazard Mitigation Plans. Please provide information on the licenses(s) held, including the current status of those licenses, as well as proof of insurance.
- 3.1.4 The personnel to be used to complete the contract, the name of the Contractor's representative who will be responsible for supervising this project, as well as staff who will be assigned direct work on this project. Details of their qualifications, education, and work experience and a narrative description of the work experience of each shall be included.
- 3.1.5 A description of the Contractor's experience in planning, developing and implementation of Hazard Mitigation Plans for school districts, government agencies or other entities.
- 3.1.6 A list of all Hazard Mitigation Plan development and/or update projects on which the Contractor consulted or was engaged in the past five (5) years. The list should include the following information for each project:
 - 3.1.6.1 Name of project;
 - 3.1.6.2 Scope of project and description of services provided;
 - 3.1.6.3 Contact person, telephone number and e-mail address;
 - 3.1.6.4 Dollar value of each project;
 - 3.1.6.5 Any litigation (including administrative actions) or disputes arising out of the project. If any, please describe details.
- 3.1.7 A minimum of three client references, including complete addresses and telephone numbers of each.

- 3.1.8 Evidence of financial stability.
- 3.1.9 Identify whether the Contractor has been involuntarily terminated under any engagement, had any claims asserted against it, or has been subject to litigation during the last five years (Contractor may refer to information provided under Section 3.1.6.5 above as necessary). To the extent this section applies to Contractor, please provide details of the termination, claims and/or litigation.

4. Proposed Work Plan

- 4.1.1 Give a detailed, comprehensive description of the approach to be used by the Contractor to accomplish the tasks detailed in the Scope of Work.
- 4.1.2 Give description of any unique or distinctive characteristics of the Contractor or the services offered by the Contractor that make the Contractor stand out in comparison to competitors.
- 4.1.3 Discuss the methods to be used by the Contractor to communicate and work with District administration and staff.
- 4.1.4 Describe the methods Contractor will employ and the process Contractor will follow to obtain comprehensive, thorough and reliable information to inform the risk assessment analyses performed in the development of the updated HMP.

4.2 Fee Structure

- 4.2.1 Submit a proposal to perform the complete services requested in the Scope of Work.
- 4.2.2 Submit the hourly billing rates of all personnel to be assigned to the project. This information may be used to negotiate modifications to work contained in the Scope of Work.
- 4.2.3 Submit any other pricing/cost data necessary to carry out this project. Specify any reimbursable costs to be billed in addition to fees quoted.
- 4.2.4 Describe any limitations on the number of visits to District and/or Board/community meetings.

5. EVALUATION FACTORS

- 5.1 The evaluation of proposals and the selection of the Contractor will be based on the review and analysis of all factors which will include, but not be limited to, the following:
 - 5.1.1 The Contractor's detailed proposal for conducting the requested services.
 - 5.1.2 References of work done of a similar nature.

- 5.1.3 The District's determination regarding the Contractor that will most effectively engage with the District and that will provide the highest level of service in developing, negotiating and implementing an updated HMP.
 - 5.1.4 The Contractor's commitment to spending the requisite amount of time assisting the District in pre-planning the HMP development process and planned execution and implementation of the HMP.
 - 5.1.5 All other factors that indicate the Contractor's capability and commitment to perform satisfactorily, including responsiveness and availability.
- 5.2 The District may negotiate final terms, conditions, and pricing of the agreement with the selected Contractor.

6. INTERVIEWS

Following a review and rating of proposals, in person interviews of potential Contractor(s) may be scheduled for the week of April 29, 2024. Notification to Contractor(s) selected for an interview will be made the week of April 22, 2024. All key Contractor team members who will potentially be engaged by the District are expected to attend.

7. ADDITIONAL TERMS

- 7.1 Costs of preparation, duplication, and delivery of proposals will be borne by the Contractor.
- 7.2 A contract is not assignable by the Contractor either in whole or in part.
- 7.3 By responding to this RFP, the Contractor warrants that all applicable Federal and State statutes and regulations and/or local ordinances and District policies will be complied with in connection with the delivery of the services offered.
- 7.4 Price, terms, and conditions of Contractor proposals are valid for a minimum of sixty (60) days, from date of proposal opening.
- 7.5 The Contractor shall maintain and shall require all subcontractors, if any, to take out and maintain:
 - 7.5.1 Public Liability Insurance for injuries to persons or property in an amount not less than \$1,000,000 per person and \$2,000,000 in the aggregate;
 - 7.5.2 Worker's Compensation Insurance in an amount adequate to cover all employees;
 - 7.5.3 Professional Liability Insurance (errors and omissions) in an amount not less than \$1,000,000;

- 7.5.4 Automobile insurance with liability limit of not less than \$1,000,000.
- 7.6 The District reserves the right to reject all proposals.
- 7.7 By submitting a proposal, the Contractor agrees not to seek proposals submitted by competing Contractors.