



**BEACH CITIES HEALTH DISTRICT
REQUEST FOR PROPOSAL (RFP)
LOCAL HAZARD MITIGATION PLAN**

Issue Date: April 29, 2024

Proposal Due Date: May 27, 2024

Proposals Directed To: Beach Cities Health District

Proposal Contact: Megan Vixie
megan.vixie@bchd.org

Number of Proposal Copies: # 1 (via email).

In compliance with this Request for Qualifications (RFQ) and to all conditions imposed herein, the undersigned offers and agrees to furnish the services in accordance with the attached signed response or as mutually agreed upon by subsequent negotiation. By signature hereto, the proponent certifies that all representations and certifications contained in its response are complete and accurate as required.

Name and Address of Firm:

Name:

Signature:

Title:

Date:

Phone #:

Federal Emp. ID#

Fax #:

**REQUEST FOR PROPOSAL (RFP)
LOCAL HAZARD MITIGATION PLAN**

**EMERGENCY PLANNING SERVICES FOR
BCHD ASSETS
REDONDO BEACH AND MANHATTAN BEACH, CA**

TABLE OF CONTENTS

SECTION 1: GENERAL INFORMATION

- 1.1 Purpose
- 1.2 Beach Cities Health District Overview
- 1.3 Contact Point and Issuing Office

SECTION 2: SCOPE OF SERVICES

- 2.1 Scope of Work

SECTION 3: PROPOSAL FORMAT AND CONTENTS

- 3.1 Letter of Transmittal
- 3.2 Scope of Services
- 3.3 Qualifications and Experience of Firm, Including Subcontractors
- 3.4 Cost Proposal
- 3.3 Required Disclosures
- 3.4 Insurance Requirements

SECTION 4: SUMMARY OF KEY DATES

- 4.1 Key Dates

SECTION 5: ADMINISTRATIVE SPECIFICATIONS

- 5.1 Evaluation Criteria & Award Notice

SECTION 1: GENERAL INFORMATION

1.1 Purpose

The intent of this Request for Proposal ("RFP") is to identify a Consultant who can provide services consistent with the scope of work included in this document, to Beach Cities Health District, a public agency that serves the cities of Hermosa Beach, Manhattan Beach and Redondo Beach.

Consultants must adhere to rigid performance standards that are mission critical to our facility's success. This document will provide Consultants with the information necessary to prepare and submit responses for consideration of this service. Consultants responding to this RFP are expected to provide Beach Cities Health District (hereafter referred to as BCHD) with information and evidence which will enable the evaluation of the information in expectation of awarding a contract in a manner which best serves BCHD. BCHD has the right to use any and all ideas presented in any response to this RFP. BCHD reserves the right to award a contract based solely on what it considers to provide the greatest long-term benefit to BCHD and the best quality of service to the community and customers.

1.2 Beach Cities Health District Overview

The Beach Cities Health District (BCHD) is a dynamic public health agency serving the 120,000 residents of Hermosa Beach, Manhattan Beach, and Redondo Beach through a wide range of innovative health and wellness programs that promote healthy lifestyles, physical health and fitness, and emotional balance. The organization strives to develop programs and services that meet our mission:

To enhance individual and community well being in the cities of Hermosa Beach, Manhattan Beach, and Redondo Beach through a broad array of innovative health services, collaborative partnerships, and community programs.

A tax-free public agency, BCHD spends over \$10 million annually in service provisions to its residents. BCHD is situated on the western side of Los Angeles County. It is bordered by the Palos Verdes Peninsula on the south, the City of El Segundo on the north, the City of Torrance on the east, and the Pacific Ocean on the west.

1.3 Contact Point and Issuing Office

The sole point of contact for questions or additional information is:

Megan Vixie
Beach Cities Health District
1200 Del Amo Street
Redondo Beach, CA 90277
megan.vixie@bchd.org

All questions and requests for additional information must be in writing and received through the point of contact shown above (email is acceptable) by May 20, 2024.

SECTION 2: SCOPE OF SERVICES

2.1 Scope of Work

Beach Cities Health District (BCHD) is requesting proposals from qualified vendors to compile a comprehensive Local Hazard Mitigation Plan (LHMP). This Request for Proposals (RFP) seeks to secure the most qualified Consultant to plan, create and prepare a LHMP that identifies potential risks to BCHD. This includes but is not limited to disease, drought, earthquakes, floods, extreme weather events, erosion, and other natural disasters. The LHMP should also consider the possibility of increased frequency or intensity of the listed hazards from climate change.

SECTION 3: PROPOSAL FORMAT AND CONTENTS

To be considered, Consultant shall submit a complete response to this Request for Proposal (RFP) using the format outlined below. Proposals by a joint team or a prime/subcontractor team shall list the full names and addresses of all team members and the proposed relationship/role of each.

3.1 Letter of Transmittal

The prospective Consultant's proposal shall include a brief letter of transmittal signed by an individual or individuals authorized to bind the prospective Consultant contractually.

3.2 Scope of Services

The Consultant shall provide a scope of services to be inclusive of the entire LHMP process from initial planning through final approval by the Federal Emergency Management Agency (FEMA) and adoption by BCHD. The consultant shall perform all necessary planning, administration, professional analysis, supporting documentation, research, and work required for the preparation and adoption of the BCHD LHMP. The final product must comply with all FEMA, CAL OES or other emergency management professional standards currently published.

Consultant will provide their proposed scope of work and timeline for completion. The following phases of the LHMP process below are minimum requirements as a baseline. Consultant is expected to enhance and/or propose steps based on current regulatory requirements and best practices.

3.2.1 Planning and Organization

3.2.1.1 Preparation and organization of documents that thoroughly describe modes of implementation, methodology, and project management strategies or techniques that the Consultant intends to use when working on the plan. This portion of the planning process should also involve appointment of a project manager that will oversee the project from the Consultant's end and be a main point of contact for BCHD. Update meetings with BCHD staff and other necessary information should be sent or scheduled on a regular basis following a predetermined schedule.

3.2.1.2 Coordination of public outreach workshops (if needed) to ensure that BCHD residents and business owners understand the project and what will be included or excluded. This may include communicating with necessary agencies that would be involved in hazard mitigation activities when the plan is fully implemented.

3.2.1.3 The planning phase should also incorporate refining the scope of services provided by BCHD and creating a realistic schedule of necessary steps needed to complete the LHMP.

3.2.2 Hazard Identification

3.2.2.1 Describing all possible man-made and natural hazards.

3.2.2.2 Describing geographic location, including graphics, using Geographic Information Services (GIS).

3.2.2.3 Creating a hazard profile that includes an overall summary and the specific impact on the community.

3.2.2.4 Research and review existing studies related to the hazards that may impact BCHD and how climate change impacts those or has created new hazards. Impacts from climate change should focus on the localized hazards to BCHD rather than the global impacts. Climate change can create more frequent hazards at higher intensities that need to be addressed in this plan.

3.2.3 Risk and Vulnerability Assessment

3.2.3.1 Identify assets and potential loss of assets within the BCHD community. This includes areas with substantial monetary value and community value.

3.2.3.2 Producing hazard-specific maps showing the location of BCHD essential and critical facilities.

3.2.3.3 Developing a community profile for the BCHD area that reflects the history and unique characteristics of the community.

3.2.3.4 Identifying underserved communities and socially vulnerable populations.

3.2.4 Hazard Mitigation Plan Strategy

3.2.4.1 Identify goals of mitigation plan that define what long-term outcomes BCHD wants to achieve with the plan.

3.2.4.2 Identify mitigation actions and how each action will be implemented. This should include who is responsible for various actions, funding mechanisms, timeframe for implementation, and implementation priority. Mitigation actions that do not currently have funding or do not have planned funding should be marked and brought to the attention of BCHD.

3.2.4.3 To the extent that appropriate data and information is available, prepare a cost estimate that defines comparative cost scales as a basis to compare and prioritize mitigation actions.

3.2.4.4 Prepare a matrix that summarizes mitigation actions, priority, responsible party or parties, funding mechanisms, benefit/cost ratio, and technical feasibility.

3.2.5 Plan Preparation & Drafting

3.2.5.1 Submit administrative draft of the LHMP to the BCHD LHMP project team for comment and review according to the schedule created in Planning phase.

3.2.5.2 Collaborate and incorporate comments from the BCHD LHMP project team and prepare a Public Review draft as deemed appropriate.

3.2.6 Public Involvement

3.2.6.1 Circulate the public review documents as appropriate for public review and comment, including BCHD board meetings. Public review comments shall be incorporated into the BCHD Board of Director meeting minutes and into an appendix of the final LHMP.

3.2.7 Plan Adoption and Approval

3.2.7.1 Prepare staff reports, exhibits, and presentations to BCHD Board of Directors for staff to review. Consultant must attend all public meetings/hearings.

3.2.7.2 Work with BCHD staff on the final adoption procedures by BCHD and incorporate documentation of local adoption into the final updated LHMP.

3.2.7.3 Work with BCHD staff in securing final approval letter and plan review tool from FEMA and any other applicable regulatory agencies. Under this task, the Consultant is responsible for ensuring the plans and the planning process is completed to the satisfaction of, and in accordance with the criteria established by FEMA. Should the Updated LHMP not receive approval after CAL OES and FEMA review, the Consultant is responsible for reviewing the required revision comments provided by those agencies and perform all necessary follow-up tasks to finalize the updated LHMP to the satisfaction of FEMA.

3.3 Qualifications and Experience of Firm, Including Subcontractors

The Consultant shall provide information on their business, applicable certificates of recognition, and other pertinent information that demonstrates their qualifications to perform the contract. Information on education, training, certification, awards, etc. for individual employees of the Vendor or Subcontractor may be supplied.

The Consultant must have prior experience preparing a Local Hazard Mitigation Plan and be familiar with FEMA requirements for Local Hazard Mitigation Plans.

The Consultant shall designate a project team comprised of experienced professional and technical staff to competently and efficiently perform the work with their own personnel, Subcontractors, or commitment to hire additional staff. The response shall identify the project team composition, project leadership (i.e., principle, project manager), reporting responsibilities, and address how Subcontractors will fit into the management structure. As a minimum, the principle in charge and manager shall be designated. Other key personnel may also be designated. The manager must have adequate experience in managing services of similar nature and scope.

3.4 Cost Proposal

The evaluation process is designed to award this procurement not necessarily to the firm that proposes the least cost, but rather to the Firm whose proposal best meets the requirements of this RFP.

The Consultant shall provide hourly rates and recommended budget of total hours required to provide all work necessary to provide BCHD. Identify all costs including expenses to be charged for performing the services necessary to accomplish the objectives of the contract. Submit a fully detailed budget including staff costs and any expenses necessary to accomplish the tasks and to produce the deliverables under the contract. For licensing and pricing purposes, proposers should provide cost detail for simultaneous concurrent users or named user licenses.

3.5 Required Disclosures

In addition to all other requests listed in Section 3 of this RFP, Vendors responding to this RFP will provide the following disclosure:

A disclosure of the Consultants name and address and, as applicable, the name and address of any company or venture that owns or has majority stake in the Consultant and the names of key officers and directors of the Consultant. A disclosure providing information regarding any major contract that has been terminated for any reason within the last 5 years by Consultant/ or Subcontractors responding to this RFP.

3.6 Insurance Requirements

Please attach copies of all proof of insurance as described below that qualifies you to provide the service requested.

Contractor shall provide and maintain insurance coverage of adequate levels in compliance with the following as applicable:

- Comprehensive Public/General Liability \$1,000,000 per occurrence
- Worker's Compensation per California Requirements
- Comprehensive Automobile Liability \$1,000,000 per occurrence
- Professional Liability Insurance \$1,000,000 per occurrence
- Beach Cities Health District to be named as additional insured on Comprehensive General Liability insurance.

SECTION 4: SUMMARY OF KEY DATES

4.1 Key Dates

The following dates are shown for informational and planning purposes only. BCHD reserves the right to change any of the dates.

It is anticipated the selection of a recommended Contractor will be completed by June 14, 2024.

Following the notification of the selected firm, it is expected the Professional Services Agreement will be approved by the BCHD Board of Directors and executed between both parties by June 27, 2024.

Deadline for proposals:

No later than 5:00 pm May 27, 2024

Proposal Process:

Requests for Proposal issued	April 29, 2024
Submittal deadline for written questions (email only)	May 20, 2024 by 5:00 pm PT
Proposal submission deadline (via email)	May 27, 2024 by 5:00 pm PT
Interviews Requested	May 28 – June 7, 2024
Notification of Recommendation to award contract	June 21, 2024
Board of Directors approval	June 26, 2024
Services commence	June 27, 2024

SECTION 5: CRITERIA FOR EVALUATION OF PROPOSALS

5.1 Evaluation Criteria & Award Notice

BCHD staff will review the responses. Responses will be received and evaluated on the understanding that the Consultant accepts full responsibility for, and will be contractually bound by, all statements made within the proposal and by sales and/or technical representatives. This responsibility extends to verbal sales commitments, vendor literature and claims of the capacity and ability of the proposed Consultant and its representatives to meet the specified scope of service requirements contained in this RFP.

The evaluation of Responses will include, but may not be limited to, the items listed in this RFP. Additional significant consideration will be given to the quality and comprehensiveness of each Consultants response to this RFP and to the hourly rate schedule submitted.

BCHD reserves the right to accept responses in whole or in part, and to negotiate with any Consultant in any manner necessary to serve the best interests of BCHD. Consultants may be strictly held to the terms submitted in their responses as maximums, but may be required to reduce costs depending upon aspects of the services which may be determined by BCHD to be unnecessary, or aspects for which BCHD decides to assume the responsibility. The response submitted by any successful Consultant, and accepted by BCHD whether in whole or in part, will become part of the contract awarded as a result of this RFP and the Consultant will be expected to sign a contract with BCHD, consistent with the RFP, and such contract may include additional terms and conditions.

BCHD reserves the right to withdraw or cancel this RFP at its own discretion. BCHD also reserves the right to reject any and all responses resulting from this solicitation. BCHD reserves the right to obtain any information from any lawful source regarding past business history and practices and the ability of Consultant to supply Parking Consultant services that BCHD has a right to expect from a Consultant with a good reputation. Such information may be taken into consideration in evaluating the responses.



Request for Proposal for Local Hazard Mitigation Plan (LHMP)
Beach Cities Health District | Redondo Beach, CA 90277 | www.bchd.org

All notices and communications regarding this RFP will solely be conducted through the Consultants point of contact listed in the response and the BCHD contact identified in this document. Awards will follow the timeline outlined in Section 4.1.