



**REQUEST FOR PROPOSALS (RFP)**

**Consulting Services for Local Hazard Mitigation  
Planning (LHMP)**

October 2024

San Andreas Sanitary District  
675 Gold Oak Rd  
P.O. Box 1630  
San Andreas, CA 95249  
Phone (209) 754-3281  
[office@sasanitary.org](mailto:office@sasanitary.org)

**Due By:**

Tuesday, December 3, 2024  
3:00 p.m.

## **Introduction:**

The San Andreas Sanitary District (SASD) is requesting Proposals from a qualified consultant to coordinate, facilitate, and develop a comprehensive Local Hazard Mitigation Plan (LHMP) that meets the requirements of FEMA.

## **Purpose:**

The purpose of the RFP is to provide a basis for selecting a consultant that has the requisite skills, experience, and staffing capacity to complete the LHMP within time and budget constraints and in compliance with all FEMA/Cal OES requirements.

The successful Proposer will have experience in similar types of services for similar types of wastewater agencies. All Proposers responding to this Request for Proposal (RFP) will be evaluated based on their expertise, prior experience on similar projects, demonstrated competence, staffing availability, reference check, cost and responsiveness to the needs and concerns of the SASD.

## **Background:**

SASD is in San Andreas, approximately sixty miles southeast of Sacramento on Highway 49. San Andreas is the seat of Calaveras County Government, where the Superior Court, County Jail, and County Administration are located. The district provides wastewater services to about three thousand residents, as well as its commercial businesses. The Sanitary District also serves the Mark Twain Hospital, which is the only Hospital in this County.

There are four (4) sewer lift stations in the community: Sunset LS, Mountain Oaks LS, Oak Shadows LS, and Highway 49 LS. The plant is staffed Mon-Fri, 0700-1530 and has an on-call Operator assigned 24/7/365.

The District received two grants that will reimburse 100% of qualified expenses, up to \$200,000, for development of a comprehensive Local Hazard Mitigation Plan (LHMP). The selected consultant will be responsible for meeting the terms and conditions of the grant issued by FEMA and by Cal OES.

## **Scope of Services:**

A consultant is being sought to manage, coordinate, prepare, and administer the development of a Local Hazard Mitigation Plan (LHMP) for the SASD. This scope and contract are inclusive of the entire LHMP process from initial planning through final approval by FEMA and adoption by the District. The Consultant shall perform all necessary planning, administration, professional analysis, supporting documentation, and work required for the preparation and adoption of the Local Hazard Mitigation Plan in full conformance with the requirements of the Disaster Mitigation Act of 2000, 44 CFR 201(Planning) 5 and Part 206 (Projects), and in title 2 of the Code of Federal Regulations (2 CFR), Part 200 (Uniform Administrative Requirements) and the FEMA Local Mitigation Planning Handbook April 2023.

On-site meetings at SASD are encouraged during the project, such as a kickoff

meeting and workshops. Participating in-person at two (2) Board of Directors meetings is required. Other meetings may be planned as remote using MS Teams, or similar, if sufficient materials are made available for SASD Staff to reference as handouts.

The final LHMP must address the impact of climate change on the District's operation and the mitigation projects that are planned. Significant hazards include, but not limited to, Wildfire, Drought, Atmospheric Rivers (Flooding), Public Safety Power Shutdowns (Power Outages), and Heat Emergencies.

The consultant must plan their approach to meet both budget and schedule. The District is considered a disadvantaged community and all funding for this LHMP is from the grants provided by FEMA and Cal OES. The maximum expenditure for this LHMP is \$200,000 in qualifying expenses. Any expenditures that are not considered qualifying for payment by FEMA or Cal OES are not authorized without express written approval from the District Manager.

The District Staff will participate with the consultant for coordinating meetings within the community, researching district archives, providing input on technical projects, and the like.

All inquiries regarding the proposal should be directed to Hugh Logan, District Manager, by telephone at (209) 754-3281, or by email at [hlogan@sasanitary.org](mailto:hlogan@sasanitary.org)

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 the District. The final product must comply with all FEMA, CAL OES standards.

The following phases of the LHMP process below are minimum requirements. Consultant is expected to enhance and/or propose steps based on current regulatory requirements and best practices.

- Planning and Organization 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.
- Hazard Identification: Describing all possible human-caused and natural hazards, with emphasis on any impacts from climate change.
- Risk and Vulnerability Assessment: Identify assets and potential loss of assets within the community.
- Hazard Mitigation Plan Strategy: Identify goals of the mitigation plan that define what long-term outcomes SASD can achieve with the plan, and summary of costs for mitigation actions.
- Plan Preparation & Drafting: Prepare and submit administrative draft of the LHMP to the District for comment and review.
- Public Participation: Plan on presentation to Board of Directors and a public workshop for interested community members and organizations.
- Plan Adoption and Approval: Prepare and implement final adoption procedures

for FEMA and Cal OES. Should the LHMP not receive an 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 and Cal OES.

### **Interpretations and Addenda**

No interpretation made to any respondent as to the meaning of the RFP shall be binding on the District unless stated in writing and distributed as an addendum by SASD. Interpretations and/or clarification shall be requested in writing.

### **Response Format and Content:**

The response shall be brief, precise, and shall not include unnecessary promotional material. The proposal should contain the following elements:

1. *Cover Letter* – Describe your firm or team’s interest and commitment in providing Consultant Services to the District. The letter shall be signed by a person authorized to negotiate a contract with the District.
2. *Scope of Work* – List and describe the tasks necessary to implement the LHMP phases of work described earlier.
3. *Cost Proposal* – Provide task budget, including hourly labor rates, which indicate the LHMP can be completed within the stated budget constraints of \$200,000 provided the district by granting agencies.
4. *Schedule of Work* – Provide task schedule indicating how the LHMP can be completed by July 2026. If not possible, please explain.
5. *Staffing, Team Experience and Understanding of Project & Objectives* - Describe the qualifications and experience of the team members expected to be assigned to the District, including familiarity with the District and with similar systems.
6. *Resumes* – Include single page resumes of only the key personnel to be assigned to the project.
7. *References* – Provide three references (name, agency, title, address, and telephone number) for recent, related work. It is permissible to include references from recent, related work done for the District.
8. *Debarment Statement* – Consultants include statement to the District that it is not debarred, suspended, or otherwise excluded by the US Government in compliance with the requirements of 7CFR 3016.35, 28CFR 66.35, 29CFR 97.35, 34CFR 80.35, 45 CFR 92.35, Executive Order 12549, and Public Contract Code (PCC) Section 6109.

### **Evaluation and Selection Process:**

Proposals will be screened, and the top candidates will be reviewed by District staff. The qualifications for the top candidates will be verified and references will be checked. The District will carefully weigh:

- Consultant’s understanding of the District’s desires and general approach to completing the work
- Consultant’s experience with similar complexity and magnitude

- Demonstrated ability of the Consultant to perform high quality work, to control costs and to meet time schedules
- Ability to work effectively with District staff.

**Submittal Requirements:**

Consultant to submit an electronic copy of their proposal via email to San Andreas Sanitary District at [office@sasanitary.org](mailto:office@sasanitary.org) by **December 3, 2024, at 3:00 p.m.**  
**Optional: Hard copy submissions will be accepted at the District Office at 675 Gold Oak Rd., San Andreas, CA 95249.**

The District reserves the right to revise or withdraw this RFP at any time, for any reason. The District will not pay costs incurred in the preparation of the RFP, including the costs for printing, mailing, etc. All costs for the preparation of the response shall be borne by the consulting firm.

**Right to Reject Responses:**

The District reserves the right to reject all responses or any part of any response, to waive minor defects or technicalities, or to solicit new RFP on the same project or on a modified project that may include portions of the originally proposed project as the District may deem necessary in its best interest. The District also reserves the right to negotiate with any firm that is in the best interest of the District.

**Project Schedule:**

Issue Request for Proposals	October 29, 2024
Receive Response by	December 3, 2024, at 3:00 p.m.
Notify & Negotiate Scope and Fee	by December 9, 2024
Execute Scope and Fee	December 19, 2024
Notice to Proceed, estimated	January 2025

**Award of Contract:**

The District Manager will be responsible for, and will be the sole point of contact for, all contractual matters. If contract negotiations with the first selected firm are unsuccessful, SASD will begin negotiations with the second highest scoring firm, and so on.

END