

## **Sonoma County Office of Education**

# **REQUEST FOR QUALIFICATIONS (RFQ) FOR DEVELOPMENT OF A MULTI-JURISDICTIONAL HAZARD MITIGATION PLAN FOR SONOMA COUNTY OFFICE OF EDUCATION AND 40 SONOMA COUNTY SCHOOL DISTRICTS**

Request for Qualifications Issued: August 2, 2019  
Questions Accepted Until: 1:00p.m., August 15, 2019 (1:00p.m. Pacific Time)  
Proposals Due: 1:00p.m., September 16, 2019 (1:00p.m. Pacific Time)

## I. INTRODUCTION AND OVERVIEW

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The Sonoma County Office of Education (SCOE) is seeking proposals from qualified consultants to assist in the development of a Multi-Jurisdictional Hazard Mitigation Plan (Plan) for the Sonoma County Office of Education and the 40 school districts in Sonoma County. Sonoma County school districts serve over 70,000 students in kindergarten through 12th grade (K-12). There are 31 elementary, 3 high school, and 6 unified districts with a total of 175 schools. Unified districts operate both elementary and secondary schools for the students residing within their boundaries.

In June 2019, SCOE was awarded a federal grant that will fund the creation of a multi-jurisdictional plan over a three-year period. The grant is nearly \$250,000 and is funded 75% by CalOES/FEMA and 25% by SCOE.

SCOE is releasing a Request for Qualifications (RFQ) to interested consultants and consulting firms ("Consultant") to provide the opportunity to qualify for placement on a list of consultants to work with SCOE and the 40 school districts to collaboratively:

- Review existing disaster plans and emergency operations plans;
- Identify and profile current and potential hazards;
- Complete a vulnerability assessment for each school;
- Define and recommend local hazard mitigation goals and analyze local development trends;
- Develop mitigation action plans, analyze, and report mitigation action plans;
- Submit plan draft to staff; present plan for public comment, and present completed and approved CalOES/FEMA Plan to stakeholder governing bodies of each school district and the County Office of Education for Plan adoption.
- Each school within each school district will be identified in the District Plan and have Plans individualized to the needs of each school in the district.

The work to be completed shall be accomplished under Governor's Office of Emergency Services Hazard Mitigation Grant Program and Plan Guidelines and in compliance with Standard Mitigation Grant Program (HMGP) Conditions, FEMA Region IX, August 2018 and all applicable laws.

The Consultant, as a component of the RFQ, shall submit a minimum of two Multi-Jurisdictional Local Hazard Mitigation Plans the Consultant has developed.

Four (4) copies of the Consultant's qualifications must be properly submitted to the Deputy Superintendent, Business Services no later than **1:00p.m. September 16, 2019**, via email to [mdowney@scoe.org](mailto:mdowney@scoe.org) or by mail or hand delivered to:

Sonoma County Office of Education  
Attn: Mary Downey, Deputy Superintendent, Business Services  
5340 Skylane Blvd.  
Santa Rosa, CA 95403-8246

This RFQ is intended to establish a short list of qualified consultants. Once the short list is established, SCOE will interview the top-qualified consultants and seek additional information

regarding their proposed ideas, approach, and experience developing a Multi-Jurisdictional Hazard Mitigation Plan. The selected qualified consultant would be required to meet the FEMA-approved timeline to complete this project and present a CalOES/FEMA approved Multi-Jurisdictional Hazard Mitigation Plan for local adoption by SCOE and each school district.

Qualified consultants are encouraged to think creatively and strategically about how best to approach meeting the timeline and provide additional information as desired. Except as otherwise required by law, proposals received will not be shared with any other respondents prior to beginning negotiations with the selected consultant and to the extent legally allowed, will be kept confidential.

## II. INSTRUCTIONS

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It is the Consultant's sole responsibility to ensure that their proposal is received prior to the scheduled closing time for receipt of proposals. No corrected or resubmitted proposals will be accepted after the deadline.

All materials submitted to SCOE in response to this RFQ shall remain the property of SCOE and may be subject to public review as required by law. SCOE shall not be responsible for the costs of preparing any proposal in response to the RFQ.

Nothing in this RFQ shall be construed to create any legal obligation on the part of SCOE or any Consultant. SCOE reserves the right, in its sole discretion, to amend, suspend, terminate, or reissue this RFQ in whole or in part at any stage. In no event shall SCOE be liable to Consultant for any costs or damages incurred in connection with the RFQ process, including but not limited to any and all costs of preparing a response to this RFQ or any other costs incurred in reliance on this RFQ. No Consultant shall be entitled to any repayment from SCOE for any costs, expenses, or fees related to this RFQ. Consultants may also withdraw their interest in the RFQ in writing, at any point in time, as more information becomes known.

It is understood that any Consultant acting as an individual, partnership, corporation, or other legal entity, is State and federally licensed and otherwise certified in accordance with all State and Federal requirements that may apply. The Consultant shall be financially solvent and each of its members, if a joint venture, its employees, agents, or sub-contractors shall be competent to perform the services under this RFQ.

This project will comply with all codes, standards, regulations, and rules that are administered by Federal agencies, State agencies, and any other local regulations and standards.

FAILURE TO COMPLY WITH ANY OF THE REQUIREMENTS OF THIS RFQ, INCLUDING FAILURE OF A PROPOSAL IN RESPONSE TO THIS RFQ TO BE RECEIVED BY THE DEADLINE NOTED ABOVE, MAY RESULT IN DISQUALIFICATION OR REJECTION OF THE PROPOSAL.

## III. REQUESTS FOR INFORMATION

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Questions related to this RFQ should be submitted via email to Bonnie Tanner, Administrative Operations Specialist at [btanner@scoe.org](mailto:btanner@scoe.org). Questions are welcome anytime until 1:00p.m. (Pacific Time), August 15, 2019. Please specify "SCOE-RFQ for Multi-Jurisdictional Hazard

Mitigation Plan” in the subject line. We encourage questions early and throughout the proposal preparation period, and questions and responses will be distributed to all potential proposers to whom this RFQ was sent by SCOE. Efforts will be made to be prompt in responding to questions, but SCOE is not responsible for any effect on a particular proposal from the timing of, or the response itself.

Consultants interested in submitting a proposal are directed not to make personal contact with members of the Sonoma County Board of Education and SCOE Administration. FAILURE TO ADHERE TO THIS REQUIREMENT MAY RESULT IN DISQUALIFICATION.

## IV. PROPOSAL REQUIREMENTS AND FORMAT

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To facilitate review of the proposals, proposals must be organized to address each of the following as set forth below. Please note, we are not looking for a large proposal document and brevity will be valued. You will not be evaluated on the formality of your response, only completeness. Padding the proposal with “boilerplate” material is strongly discouraged.

Please address/provide the following:

1. The Consultant, as a component of the Request for Qualifications, shall submit a minimum of two (2) Multi-Jurisdictional Local Hazard Mitigation Plans the Consultant has developed.
2. Four (4) copies of the Consultants qualifications must be properly submitted to the Deputy Superintendent, Business Services no later than **1:00p.m. September 16, 2019**, via email to [mdowney@scoe.org](mailto:mdowney@scoe.org) or by mail or hand delivered to:

Sonoma County Office of Education  
Deputy Superintendent, Business Services  
5340 Skylane Blvd.  
Santa Rosa, CA 95403-8246

3. Firm identification:
  - a) Firm name, address, telephone, fax number, and e-mail address;
  - b) Name and telephone number of contact person;
  - c) A list of the firm’s principals with experience, background, academic training, and registration.
  - d) Provide the following information for each sub-consultant: Firm name, address, telephone, fax number, and e-mail address; contemplated role of the firm in the project.
  - e) Location of office where this work would be performed.
  - f) List of personnel for all firms. Indicate experience, background, academic training, and registration. Describe anticipated role in the project and how the staff would be organized.
  - g) Description of similar projects that the firm, its personnel, subcontractors, and associates have performed previously. For each project listed include location, description of work, client, and cost.
  - h) Work program: Based on your understanding of the project, list all required tasks to complete the work.
  - i) Provide the names and phone numbers of past clients.

4. Work budget: Provide a budget breakdown to demonstrate your understanding of the project needs. This budget will not be binding; the final agreement will be the result of a precise scope of work and a negotiated compensation amount. The breakdown should include itemized person-hours, rates, and costs for all required work tasks.
5. Provide a statement of what especially qualifies your firm to perform this work.
6. Signature: An authorized corporate officer whose signature is binding upon the firm shall sign Proposal.
7. Valid period: Include a statement that the proposal will be valid for 180 days.
8. Conflict of interest: Proposal shall include a statement that no conflicts of interest exist in the provision of these services.
9. Describe the type and level of insurance (including the deductible amount) carried by you that would be relevant for the project to cover errors and omissions, improper judgments, or negligence. Provide evidence of such insurance.
10. Appendix: Include supplemental information, if any, such as firm brochure, fees for additional services, etc., at the end of the proposal.
11. Information describing experience working with multiple jurisdictions, including city and county agencies, special districts, school districts, and county offices of education.
12. Understanding of applicable regulations, laws, and guidance and considerations as they apply to the mitigation plan.
13. Experience in organizing and understanding the uniqueness of each school district, the schools within each district, and the County Office of Education.
14. Skilled in developing community risk assessments and multi-mitigation concepts.
15. Describe your expertise in coordinating community meetings and outreach.
16. Attendance at FEMA Mitigation Plan training.
17. Describe your understanding of long term risk reductions and strategies that school districts and the County Office of Education could use to develop mitigation plans that can be integrated into budgets with limited resources.
18. Discuss how you have developed stakeholder relationships. Include strategies that you would use to work with 40 school districts and the County Office of Education..
19. Discuss your success with plan reviews that were successful on first submission.
20. Knowledge of the latest RiskMAP products developed that could be applied to school communities.
21. Demonstrate your successful use of tools, research, media, graphics and communications.
22. SCOE staff will be able to provide some limited support. Describe your strategies for utilizing SCOE Communications Services, Business Administrative Services and Facilities Services.

## V. ESSENTIAL DUTIES AND RESPONSIBILITIES

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Essential duties and responsibilities may include, but not be limited to:

1. Review existing disaster plans.
2. Coordinate with the multi-jurisdictional stakeholders.
3. Attend and participate in public comment meetings.
4. Ensure Multi-Jurisdictional Pre-Disaster Mitigation Plan is consistent with County Plan and City Plans.
5. Identify and profile current and potential hazards.
6. Complete a vulnerability assessment.
7. Define and recommend local hazard mitigation goals.

8. Analyze local development trends.
9. Develop mitigation action plans.
10. Analyze and report mitigation action plans.
11. Submit preliminary Pre-Disaster Mitigation Plan to stakeholder staff.
12. Present Pre-Disaster Mitigation Plan to public for comment.
13. Present completed Pre-Disaster Mitigation plan to stakeholder governing bodies.
14. Obtain and review all existing studies and background information that are pertinent to the analysis.
15. Preparation of mapping materials necessary to evaluate alternatives and present recommendations.
16. What the Consultant will need to Prepare:  
The following documents, all based on 8.5 by 11-inch format unless otherwise approved by SCOE:
  - Administrative draft of the Local Hazard Mitigation Plan (4 copies) and electronic versions to be distributed to school districts for Board adoption.
  - Final Draft Analysis (“camera ready” form and on flash drive or CD in MS Word 8 or higher). Any spreadsheet information shall be provided on flash drive or CD MS Excel 2013 compatible format. Any maps and/or drawings shall be in AutoCAD latest release or other PC compatible format.

## VI. ANTICIPATED WORK SCHEDULE

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It is SCOE’s objective to begin work on the analysis no later than **November 1, 2019** with completion to be scheduled no later than **March 1, 2022**. The timing of specific work tasks would be determined as part of a Consultant Services Agreement.

## VII. EVALUATION CRITERIA & SELECTION PROCESS

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SCOE will establish a screening committee to review all proposals received and to rank the proposals. SCOE may decide to interview consultants with the most competitive proposals. Key criteria to be used by SCOE in selecting a consultant or consultant team includes the following:

- Conformity to RFQ.
- The above-requested information.
- Fit with SCOE and 40 school districts.
- Capacity to meet timelines.
- Familiarity with the area.
- Demonstrated experience with developing Multi-Jurisdictional Hazard Mitigation Plans of comparable scope and nature.
- Knowledge and experience with federal, state, and local government and emergency agencies.
- Experience and proposed practices regarding engaging community stakeholders and building effective community partnerships and collaboration.
- Demonstrated experience in preparing similar plans of comparable scope.
- Consultant’s understanding of SCOE’s and the school districts’ desires and general approach.
- Proposal requirements established in this RFQ are included in the Proposal.
- Qualifications of the Consultant’s staff being assigned to this project.

- Demonstrated ability of the consultant to perform quality work, control costs and meet timeline.
- Ability to work effectively with SCOE, school district staff, city, and county, and other agencies.
- The top ranked firms may be invited for an interview/presentation. The most qualified firm will be invited to refine its proposal and negotiate a consultant services agreement with SCOE.