

Monday, October 4, 2004

Honorable Mayor and Members of  
The Hermosa Beach City Council

Regular meeting of  
October 12, 2004

**DEVELOPMENT OF A LOCAL HAZARD MITIGATION  
PLAN COMPLIANT WITH THE DISASTER MITIGATION ACT OF 2000  
AND  
DEVELOPMENT OF A MUTI-HAZARD FUNCTIONAL PLAN  
COMPLIANT WITH THE STATE OF CALIFORNIA STANDARDIZED  
EMERGENCY MANAGEMENT SYSTEM**

**RECOMMENDATION**

Staff recommends that Council:

1. Accept the Proposal of Emergency Planning Consultants, San Diego, CA, to provide the development of both a Local Hazard Mitigation Plan Compliant with the Disaster Mitigation Act of 2000 and a Multi-Hazard Functional Plan compliant with the State of California Standardized Emergency Management System.
2. Authorize the transfer of \$30,000 from the Prospective Expenditures Account to the Fire Department Contract Services Account (001-2201-4201).

**BACKGROUND**

At its Regular meeting on July 13, 2004, City Council authorized the Mayor to sign a Letter of Intent to develop a Local Hazard Mitigation Plan to be submitted for State review and FEMA approval written in accordance with Section 322 of the Stafford Act. City Council also authorized the hiring of a qualified consultant to complete this Plan submitting a proposal including scope of work and cost, for approval as a future agenda item. Also included in this proposal is the development of a Multi-Hazard Functional Plan compliant with the State of California Standardized Emergency Management System. The City's current Multi-Hazard Functional Plan (1995) is outdated and is in need of redevelopment.

Staff obtained proposals from four qualified emergency planning contractors. Staff evaluated these proposals and found that two had the ability to develop both plans and that Emergency Planning Consultants is not only highly qualified but also extends a 20% discount to develop both plans.

Emergency Planning Consultants cost to the City for the development of both plans is \$30,000 including discount. The only other contractor who could do both plans was Blue Crane, Los Angeles, with a cost to the City of \$60,000.

**FISCAL IMPACT**

The cost of Emergency Planning Consultants to develop both plans is \$30,000.

Respectfully submitted,

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Russell Tingley  
Fire Chief

Concur:

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Stephen Burrell  
City Manager

Noted for Fiscal Impact:

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Viki Copeland  
Finance Director

September 29, 2004

Chief Russell Tingley  
540 Pier Avenue  
Hermosa Beach, CA 90254

This letter is in response to your request for a proposal concerning the development of two emergency management planning documents for the City of Hermosa Beach - Local Hazards Mitigation Plan and a Multi-Hazard Functional Plan.

### **Qualifications**

Emergency Planning Consultants (EPC) is pleased to present this proposal to provide professional services for preparing both a Local Hazards Mitigation Plan and a Multi-Hazard Functional Plan. EPC President Carolyn J. Harshman possesses the outstanding qualifications required to facilitate the development of the Plan within the schedule identified by the City.

EPC's emergency management, land use planning, risk assessment and mitigation expertise, including experience with city, county, and state governments provides EPC with a unique advantage at assisting Hermosa Beach in successfully completing this project. Current and past experience with Hazard Mitigation Plans and Multi-Hazard Functional Plans includes the State of Indiana, the City of Carlsbad, the County of San Diego (participating as private citizen volunteer), the City of Long Beach, and over 30 cities and school districts in Los Angeles County.

Ms. Harshman is a land use subject-matter expert in FEMA's Recovery from Disaster Course, with offerings at the Emergency Management Institute and other locations throughout the country. In addition, Ms. Harshman is an instructor and subject-matter expert in the area of land use planning and recovery for the California Specialized Training Institute.

Prior to working in the field of emergency management, Ms. Harshman had a combined 20-year career as a city and regional planner for the City of San Diego and the County of San Diego. In her role as a land use planner, Ms. Harshman prepared General Plan Amendments, Community Plans, Zoning Ordinance revisions, and conducted hundreds of community meetings. Identifying land development constraints and mitigation techniques are skills of Ms. Harshman that have been refined over the past two decades.

Although Ms. Harshman provides all of the face-to-face consulting services including facilitations and public meetings, Emergency Planning Consultants has immediate access

to numerous qualified subcontractors and technical specialists to assist with plan development, should the need arise.

## **Proposal**

The Local Hazards Mitigation Plan and Multi-Hazard Function Plan will be prepared simultaneously utilizing the same Planning Team. The plans will be developed in compliance with the requirements of DMA 2000 and California's Standardized Emergency Management System (SEMS), while utilizing the Planning Templates prepared by the Los Angeles Disaster Management Area Coordinators. Building on those Templates, the following methodology will be utilized:

- **Planning Tools** have been developed by EPC that will significantly decrease the amount of jurisdictional staff time required for completion of both plans. A questionnaire developed by EPC will be utilized to expedite the gathering of documents, data, organizational charts, roles and responsibilities, and Emergency Operations Center information required to complete the Plans. Most of the needs for data collection associated with this project will be accomplished through utilization of the questionnaire.
- **Planning Team Kick-Off Meeting** with the Planning Team made up of key departmental representatives (recommend City Manager's Office, Emergency Services Coordinator, Finance Department, Public Works Department, Police Department, Fire Department, Planning Department, Building Inspection Department, Engineering Department). The purpose of the Kick-Off Meeting is to gather pertinent documents, review timelines and project expectations, conduct an initial risk assessment of the jurisdiction, and discuss opportunities for public involvement in the planning process. The EPC questionnaire will be distributed at the Kick-Off Meeting.
- **Data Collection and Analysis** related to preparation of the Threat Assessment will be the first deliverable in this project. The Threat Assessment will include Hazard Identification, Risk Assessment, and Vulnerability Analysis sections on each of the natural and technological hazards posing a significant threat to the City. In the event additional data or information is required, EPC will conduct interviews with the Planning Team over the telephone or via email. On an as-needed basis, interviews may also involve other government or technical resources. It is anticipated that any existing risk assessment data, hazard analysis studies, mitigation plans, and General (Comprehensive) Plan will be provided by the jurisdiction. Supplemental data collection required to satisfy DMA 2000 Guidelines (contained in FEMA 386-1, 386-2, 386-3, and 386-7) and SEMS will be coordinated between EPC and the Point of Contact for the City. Utilizing information regarding recent disasters and other existing resources, EPC will conduct additional research to identify all relevant hazards that may affect the jurisdiction.
- **Mapping** activities will be the responsibility of the local jurisdiction with guidance provided from EPC. DMA 2000 and SEMS require that hazards and critical facilities

be documented in both plans. EPC recommends that the maps be generated by the jurisdiction's existing mapping function (i.e. Engineering Department) and to draw from existing mapping capabilities. In the event the City wishes to outsource the mapping needs, EPC is available to offer alternatives.

- **Planning Team Mitigation Meeting** will be dedicated to selecting, prioritizing and scheduling the recommended Mitigation Actions. Another planning tool developed by EPC is a comprehensive list of mitigation actions. This comprehensive list will allow the Planning Team to select rather than create mitigation actions appropriate to the jurisdiction. The Mitigation Actions will be finalized by the Planning Team and will be categorized by hazard; identify the coordinating agency, and establish a timeline.
- **Draft Local Hazards Mitigation Plan** will be prepared by EPC and will include the various components mentioned above. A hard copy and electronic copy of the Draft Plan will be mailed to the City's Point of Contact for distribution and review by the Planning Team and other individuals with an interest in natural hazards mitigation.
- **Draft Multi-Hazard Functional Plan** will be prepared by EPC and will include the SEMS-mandated components. A hard copy and electronic copy of the Draft Plan will be mailed to the City's Point of Contact for distribution and review by the Planning Team and other individuals in the City's emergency response activities.
- **Planning Team Final Meeting** will be dedicated to discussing comments received during the review period, as well as providing missing information and corrections associated with the two plans.
- **Final Drafts Presented** by EPC to the jurisdiction's decision makers (i.e. City Council) at a public meeting. Revisions to the plans will be made based on input by the decision makers at the public meeting, as well as comments gathered during the review period. A set of hard copies and electronic copies of the Final Drafts will be mailed to the City for submission to OES/FEMA (Mitigation Plan) and OES (Multi-Hazard Functional Plan).

#### **Cost**

Emergency Planning Consultants will complete the above mentioned tasks for a total of **\$30,000**. Arrangements for payment will be negotiated as a part of the contracting process. This proposal is in effect through October 31, 2004. A 20% discount has been built into this proposal in light of the fact the City would be purchasing more than one professional service.

Should you have any questions concerning this proposal or other required tasks, please contact me at (858) 483-4626.

Respectfully,

Carolyn J. Harshman, President  
Emergency Planning Consultants  
3665 Ethan Allen Avenue  
San Diego, CA 92117  
(858) 483-4626, office  
(858) 483-2862, fax  
[epc@pacbell.net](mailto:epc@pacbell.net)

# **SCHEDULE A**

## **Populations/Service Areas less than 100,000**

### **SCOPE OF WORK & SCHEDULE OF PERFORMANCE**

#### **Option 1 – City/District as Sole Participant**

##### **Task #1-1 Conduct Kick-Off Meeting.**

- ✓ Prepare materials and facilitate the first Planning Team meeting made up of key City representatives.

Schedule First Month of Contract  
Cost \$5,000

##### **Task #1-2 Prepare Draft Threat Assessment.**

- ✓ Analyze data and documents collected at the Kick-Off Meeting. Conduct additional research as necessary and prepare Draft Threat Assessment, consisting of four components:
  - Identification of hazards
  - Profiling of hazards
  - Preparation of community profile
  - Establishment of vulnerability

Schedule Second Month of Contract  
Cost \$5,000

##### **Task #1-3 Conduct Second Planning Team Meeting.**

- ✓ Discuss Draft Hazard Analysis and solicit input. Utilizing planning tools developed by Emergency Planning Consultants, facilitate the process of establishing a Mitigation Strategy, including the following components:
  - Mitigation Goals
  - Identification of Possible Mitigation Activities
  - Prioritize Activities
  - Develop an Action Plan
- ✓ Establish an Implementation Strategy which identifies how the mitigation recommendations will be integrated into City General Plans, City Capital Improvement Plans, and City Zoning and Building Codes.

Schedule Third Month of Contract  
Cost \$5,000

**Task #1-4 Prepare Draft Local Hazards Mitigation Plan and Multi- Hazard Functional Plan.**

- ✓ Based on the discussions and recommendations from the Second Planning Team Meeting, complete the Draft Local Hazard Mitigation Plan and Multi-Hazard Functional Plan.

Schedule Fourth Month of Contract  
Cost \$5,000

*Task #1-5 Planning Team Final Meeting*

- ✓ ***Draft Plans are out for review during the fifth month of the contract.***
- ✓ ***Planning Team Final Meeting focuses on discussing comments gathered during the review process and making any other revisions to the plans.***

***Schedule Fifth Month of Contract***  
***Cost \$5,000***

**Task #1-6 Participate in Public Hearing and Submit Final Draft Hazard Mitigation Plan.**

- ✓ Assist with preparation of staff report and presentation materials and participate in one public meeting (i.e. City Council). As directed at the public meeting, incorporate recommendations into the Plans. Submit Final Local Hazards Mitigation Plan and Multi-Hazard Functional Plan to the City's Point of Contact.

Schedule Sixth Month of Contract  
Cost \$5,000

**Option 1 – City/District as Sole Participant**  
**Grand Total = \$30,000**



## **Option 2 – Additional Services Flat Fee**

### **Task #2-1 Participate in additional Decision Maker Meeting.**

- ✓ Assist with preparation of staff report and presentation materials and participate in one decision maker meeting (i.e. Planning Commission, City Council).

Schedule Unknown  
Cost \$1,600 per Public Hearing

### **Task #2-2 Design and Facilitate Planning Team or Working Group all-day Meeting.**

Schedule Unknown  
Cost \$3,200 per Meeting

### **Task #2-3 Design and Facilitate a Public Workshop.**

- ✓ Design and facilitate a 2-4 hour Public Workshop with focus on educating the public and soliciting input.

Schedule Unknown  
Cost \$3,200 per Workshop

### **Task #2-4 Incorporate recommendations from additional Planning Team, Public Workshop, or Decision Maker Meeting into the Plans.**

- ✓ Incorporate recommendations from Meeting or Workshop into the Plans.

Schedule Unknown  
Cost \$1,600 per Meeting, Workshop, or Decision Maker Meeting

## **Option 3 – Additional Services Time and Materials**

### **Task #3-1 Provide additional services on an as-needed basis.**

- ✓ Assist City/District on an as-needed basis and be reimbursed for Time and Materials. Any and all costs associated with providing the service will be reimbursed. Services could include, but not be limited to: facilitation of additional Planning Team meetings, participation at additional Decision Maker Meetings, assistance with Public

Workshops, or assistance with Plan revisions upon return from State or Federal reviewers.

Schedule	Unknown
Cost	\$200 per hour Labor (one-way only for travel time); Hotel, Meals, and Mileage (one-way only) at 2004 GSA Per Diem Rates; other Materials (office supplies, etc.) as required.