

**City of Culver City, California
Agenda Item Report**

Meeting Date: <u>03/23/2015</u>		Item Number: <u>C-6</u>	
CITY COUNCIL AGENDA ITEM: (1) Approval of an Agreement with Michael Baker International in an Amount Not-to-Exceed \$100,430 to Prepare a Multi-Jurisdictional Hazard Mitigation Plan on Behalf of the City and the Culver City Unified School District; and (2) Approve a Budget Amendment in the amount of \$116,462.			
Contact Person/Dept.: Joe Susca		Phone Number: (310) 253-5636	
Fiscal Impact: Yes ☒ No ☐		General Fund: Yes ☒ No ☐	
Public Hearing: ☐		Action Item: ☐ Attachments: ☐	
Commission Action Required: Yes ☐ No ☒		Date: _____	
Public Notification: (E-mail) Agenda and Meetings – City Council (03/18/15); LECMgt. (03/18/15); Integrated Solutions Consulting (03/18/15); H2O Partners Inc. (03/18/15); Willdan Homeland Solutions (03/18/15); James Thernes & Associates (03/18/15); Tetra Tech (03/18/15); Earth Consultants (03/18/15); Michael Baker International-RBF Consultants (03/18/15); Mike Reynolds, CCUSD (03/18/15).			
Department Approval: Charles D. Herbertson (03/12/15)		City Attorney Approval: Carol Schwab (by H. Baker) (03/16/15)	
Chief Financial Officer Approval: Jeff Muir (by M. Noller) (03/18/15)		City Manager Approval: John M. Nachbar (03/18/15)	
<u>RECOMMENDATION:</u> Staff recommends the City Council 1) approve an agreement with Michael Baker International in an amount not-to-exceed \$100,430 for the preparation of a Multi-Jurisdictional Hazard Mitigation Plan for the City and the Culver City Unified School District; and 2) approve a budget amendment in the amount of \$116,462. A budget amendment requires a 4/5ths affirmative vote. <u>BACKGROUND:</u> The Hazard Mitigation Grant Program (HMGP) and Pre-Disaster Mitigation Program (PDMP) provide grants to states and local governments to implement long-term hazard mitigation measures prior to and after major disaster declarations. The purpose of the HMGP and PDMP is to reduce the loss of life and property due to natural disasters and to enable mitigation measures to be implemented prior to and during the immediate recovery from a disaster. In order to be eligible to receive funding for Hazard Mitigation and Pre-Disaster Mitigation projects, the City is required to have a California Office of Emergency Services (OES) and Federal Emergency Management Agency (FEMA) approved Hazard Mitigation Plan (HMP) in place. In the early 2000s the City and the Culver City Unified School District (CCUSD) worked together to develop a HMP;			

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however, the plan never received approval from OES and FEMA. Since that time, OES and FEMA have required additional elements to be included in the HMP and, when submitted for review, many communities are required to make one or more revisions to their HMP prior to obtaining approval.

In July 2014, the City, again in conjunction with the CCUSD, applied for funding from the HMGP to hire a firm to develop a joint HMP. In December 2014, the City received notification that the grant was approved.

DISCUSSION:

In February 2015, staff released a Request for Proposals and received the following eight responses:

Firm Name	Cost	Schedule
LECMgt	\$108,000	18 months
Integrated Solutions Consulting	\$109,936	15 months
H2O Partners, Inc.	\$95,000	17 months
Willdan Homeland Solutions	\$83,184	17 months
James Thernes & Associates, Inc.	\$99,750	19 months
Tetra Tech, Inc.	\$109,557	12 months
Earth Consultants International Inc.	\$113,520	15 months
Michael Baker International	\$100,430	14 months

All of the firms that submitted proposals are qualified to prepare the HMP. However, one firm, Michael Baker International (MBI), stood out from the others. MBI has extensive HMP development experience nationwide and, as part of their Contract Assistance for Mitigation Plan Review program with FEMA Region IX (which includes California, Nevada and Arizona), MBI reviews and provides constructive feedback to communities on how to successfully meet FEMA's HMP requirements. Through their contract with FEMA Region IX, MBI also prepared various HMP training and guidance documents to assist communities in developing an effective HMP that complies with FEMA and OES requirements.

Formed in 1972, MBI has 560 employees in California (224 in their Irvine office) and has assembled several in-house staff to the team that will prepare the HMP. MBI's proposal will complete the HMP within budget and by the September 2016 deadline the HMGP grant requires. In addition to other California cities, MBI has prepared HMP's for the nearby cities of Lawndale, Huntington Beach, Duarte, and Westminster. Staff contacted these cities, and they all provided favorable references.

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FISCAL ANALYSIS:

The HMGP grant provides up to \$155,283 in funds to prepare the HMP; \$116,462 to hire a consulting firm and \$38,821 as the match, which is in the form of employee hours dedicated to administer the grant and to facilitate development of the HMP. The \$38,821 total matching requirement is met by a \$10,721 contribution by CCUSD and \$28,100 from the City.

A budget amendment requires a 4/5ths affirmative vote.

MOTIONS:

That the City Council:

1. Approve a budget amendment in the amount of \$116,462; and
2. Approve an Agreement with Michael Baker International to prepare a Multi-Jurisdictional Hazard Mitigation Plan for the City and the Culver City Unified School District in an amount not-to-exceed \$100,430; and,
3. Authorize the Public Works Director/City Engineer to amend the Agreement in an additional amount not-to-exceed \$16,032; and,
4. Authorize the City Attorney to review/prepare the necessary documents; and,
5. Authorize the City Manager to execute such documents on behalf of the City.