To: Board of Supervisors

From: Sheriff

Agenda Section: Consent

Vote Requirement: Majority

SUBJECT:

Award of the Request for Proposal (RFP) #SHF-2024-01, Multi-Jurisdiction Local Hazard Mitigation Plan, to IEM International Inc.

RECOMMENDATION(S):

That the Board of Supervisors:

1. Award RFP #SHF-2024-01 to IEM International Inc.
2. Authorize the Humboldt County Sheriff's Office to enter into an agreement substantially similar to the agreement attached to the RFP with IEM International, Inc., after review and approval by County Counsel, Risk Management, and the County Administrative Office (CAO).
3. Authorize the Sheriff, Undersheriff, or Deputy Director of Sheriff's Financial and Support Services to execute any future amendments or extensions of the agreement with IEM Internation, Inc. after review and approval by County Counsel, Risk Management, and the CAO's Office.

STRATEGIC PLAN:

This action supports the following areas of your Board's Strategic Plan.

Area of Focus: Safe & Healthy Communities
Strategic Plan Category: 1001 -Support and sustain partnerships between public safety and partner agencies to enhance public safety in our communities

DISCUSSION:

On August 30, 2024 the Humboldt County Sheriff's Office of Emergency Services (OES) issued a request for proposal (RFP) to facilitate an update of the Humboldt County Operational Area Multi-jurisdictional Local Hazard Mitigation Plan (MLHMP). By the proposal submission deadline on September 30, 2024, OES received six (6) proposals. Of the six proposals, two (2) were disqualified because the proposals did not meet the minimum requirements stated in the RFP. The remaining four (4) qualified proposals were reviewed and scored based on the scoring criteria stated in the RFP.

Following the review, OES recommends contracting with IEM International, Inc. for their services to assist in the update of the MLHMP. This project will result in the completion of a FEMA-

approved hazard mitigation plan, required every five years in order to remain eligible for Hazard Mitigation Grant Program funds. The current plan on file is from 2020. The updated plan is a collaborative effort among the county, incorporated cities, fire protection districts, and other special districts.

SOURCE OF FUNDING:
Hazard Mitigation Grant (1100-274140)

FINANCIAL IMPACT:

Expenditures (1100,274140)	**FY24-25**	**FY25-26 Projected***	**FY26-27 Projected***
Budgeted Expenses	$380,000	0	0
Additional Appropriation Requested	$0	0	0
Total Expenditures	$380,500	0	0

**Projected amounts are estimates and are subject to change.*

Funding Sources (1100,274140)	**FY24-25**	**FY25-26 Projected***	**FY26-27 Projected***
General Fund	$0	0	0
State/Federal Funds	$380,500	0	0
Total Funding Sources	$380,500	0	0

**Projected amounts are estimates and are subject to change.*

Narrative Explanation of Financial Impact:
The Hazard Mitigation Grant budget of $380,500 includes contracting with a consultant to assist in the preparation of the MLHMP. The proposal from IEM International, Inc. is $252,201.00.

STAFFING IMPACT:
None

OTHER AGENCY INVOLVEMENT:
There are 26 participating jurisdictions including the County of Humboldt, Arcata Fire District, Big Lagoon Community Services District, City of Arcata, City of Blue Lake, City of Eureka, City of Ferndale, City of Fortuna, City of Rio Dell, City of Trinidad, Fieldbrook Glendale Community Services District, Fortuna Fire Protection District, Humboldt Bay Fire, Humboldt Bay Harbor, Recreation and Conservation District, Humboldt Bay Municipal Water District, Humboldt Community Services District, Manila Community Services District, McKinleyville Community Services District, Peninsula CSD, Samoa Peninsula Fire District, Redway Community Services District, Rio Dell Fire Protection District, Shelter Cove Resort Improvement District No. 1, Southern Humboldt Community Healthcare District, Westhaven Community Services District, Willow Creek Community Services District, and Willow Creek Volunteer Fire Department.

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board could deny the recommendation to approve the agreement with IEM International, Inc., however, this is not recommended and would significantly impact future funding opportunities. The RFP timeline would be extended which would extend the overall project timeline. This would affect the eligibility for the County and the other twenty-five (25) planning partners to receive other FEMA funding related to the FEMA hazard mitigation grant. If the Board denies approving any consultation to assist in the stakeholder engagement, public engagement, technical analysis, and completion of the MLHMP the project would not be completed.

ATTACHMENTS:

1. Staff Report
2. RFP #SHF-2024-01
3. IEM International Inc. proposal
4. TetraTech, Inc. proposal
5. Synergy Disaster Recover proposal
6. A-Tech Consulting, Inc. proposal

PREVIOUS ACTION/REFERRAL:

Meeting of: N/A
File No.: N/A