

REQUEST FOR PROPOSAL

Sustainability and Recovery Coordinator Support Services Contractor

Introduction:

The City of Isleton is seeking a qualified consultant team to administer the CalOES Jumpstart Grant. This grant aims to support the city in its recovery efforts following recent challenges, focusing on sustainable development and resilience.

The City of Isleton is the smallest city in Sacramento County. The city occupies a 0.49 mi.² area along the south side of the Sacramento River. The city is an incorporated community with residential, commercial, industrial, municipal, and open space uses. The city is located on Brannan Andrus Island and is protected by 37.4 miles of levees that provide less than a 100-year level of protection. The entire town is located in a FEMA Special Flood Hazard Area. A levee failure on the island would flood the town fire station, City Hall, and school and it would leave approximately 538 families unhoused. Less than half of the households have flood insurance. Many are renters who not only lack insurance but also lack a source of cash to pay for added living expenses.

The City is vulnerable to a number of natural disasters. There is general recognition that sea level rise will raise the elevation of the waterside of the levee, increasing the probability of a failure. In addition to flooding issues, climate change is projected to increase the number of excess heat days and increase precipitation. The storm drain system is undersized, and the wastewater collection system and treatment plant are failing. The community does not have a cooling center or a flood evacuation center. The entire town of Isleton is an economically underserved community that provides workforce housing for the surrounding area. The City has taken the first step in addressing long-term pre-disaster planning needs by forming the Legacy Communities Geologic Hazard Abatement District.

The City does not have the staff to assess long-term sustainability and disaster recovery needs or apply for grants that would fund such activities. In recognition of these challenges, the city applied for and received a CalOES Jumpstart Grant. The original grant called for the city to hire a full-time staff for four years. The grant has now been changed to permit the hiring of one full-time staff member (a Sustainability and Recovery Coordinator, (SRC)) and a consulting team to support the staff member (a Sustainability and Recovery Coordinator Support Services Contractor (SRCSSC)). Further, the grant period has changed to now expire on March 25, 2026. This RFP requests the services of a contract team to support the city staff and to fulfill the grant requirements.

Objective:

This contract has one overarching objective and 4 supporting objectives.

- Overarching objective - Support City staff in meeting all the requirements called for the JumpStart Grant. (Attachment 1)
- Objective 1 - Grant Administration
- Objective 2 is to provide support for 2023 disaster recovery activities. During the winter of 2023, the City's wastewater treatment pond levees and sewer collection system failed. Stormwater system gap analysis.
- Objective 3 -Prepare Sustainability and Recovery Planning Documents
- Objective 4 is to provide support to the Delta Communities Geologic Hazard Abatement District (DC-GHAD). This includes developing a community-wide flood risk recovery financial management plan.

The SRC is to develop a disaster recovery plan that will help the community recover from the most recent disaster and future natural disasters.

The team is to effectively manage the CalOES Jumpstart Grant, ensuring that funds are allocated appropriately and initiatives are implemented in accordance with grant guidelines.

1. Objective 1 - Grant Administration

The SRCC will be responsible for:

- Overseeing all aspects of the CalOES Jumpstart Grant, including budget management, reporting, and compliance.
- Developing and maintaining a detailed project plan outlining key milestones, deliverables, and timelines.
- Coordinating with relevant stakeholders to ensure alignment with grant objectives and requirements.
- Preparing and submitting grant progress reports as required by CalOES.
- Performing grant closeout activities before the contract deadline of March 26, 2026.

3. Objective 2 - 2023 Disaster Recovery Support

In 2023, the wastewater evaporation ponds failed. The SRCSSC team will develop a financial plan that allows the community to recover from this disaster. The activities include:

- Evaluate the existing financial situation, including reviewing the FEMA Public Assistance documents.
- Develop an estimate of the cost to repair /improving the wastewater collection and treatment system.
- Develop an RFP for repairs that meets FEMA grant reimbursement requirements.

- Assist the community with documentation to ensure the City is reimbursed to the maximum extent possible.
- Evaluate the current state of the wastewater infrastructure.
- Develop a financing strategy to upgrade the wastewater collection system and treatment plant.
- Assist the community in presentations to finance and grant providers.
- Provide routine updates to the City Council.

2. Objective 3 - Recovery Planning:

The SRCSSC will help City staff develop and implement plans to manage disasters, minimize their impact, maintain vital services, and facilitate recovery. This includes thinking ahead about potential risks, analyzing how disasters might affect businesses and infrastructure, and keeping records of all this information. It will collaborate with other government bodies to identify which big projects and ongoing maintenance tasks can strengthen the community and help it better handle and bounce back from major disasters or natural events.

Disaster Recovery Planning Responsibilities:

1. Assist the City SRC in compiling an inventory of existing planning documents, including the County Hazard Mitigation Plan, the Delta Communities Geologic Hazard Abatement District (DC-GHAD) Plan of Control, the Legacy Communities Small Communities Flood Risk Reduction. Studies, the Brannan-Andrus Island Maintenance District 5-year plan, Delta Stewardship Council Levee Investment Strategy, regional transportation plans, emergency response plans, master plans, city general plan, and infrastructure plans as appropriate.
 - 1.1 Prepare a summary report and inventory of existing planning documents.
 - Conduct comprehensive assessments to identify potential risks and vulnerabilities that the City of Isleton may face in the event of a disaster.
 - Identify gaps in the existing plans.
 - Identify ways that the existing plans can guide investment decisions and grant opportunities.
 - Prepare a report that documents the findings of the planning inventory.
 - 1.2 Conduct a vulnerability and risk assessment.
 - Analyze the community's existing natural disaster vulnerabilities and risks.
 - Prepare a vulnerability and risk assessment.
 - 1.3 Prepare a vulnerability and risk assessment report examining post-disaster vulnerabilities in the areas of:
 - Infrastructure
 - Shelters
 - Evacuation notices, routes and vehicles

- Insurance and financial recovery
- Broadband
- Governance
- Other areas

1.4 Conduct a recovery capability and capacity assessment.

Using the reports generated in Tasks 1.1 and 1.2 prepare a disaster recovery capabilities and recovery report. The objective of this document is to provide information that will support grant applications.

- Analyze the community's existing recovery capabilities and capacity.
- Prepare a recovery capability and capacity assessment report. This report should include a short "talking points" document that can be used to support funding requests.
- Present the report to the City Council and the DC-GHAD for approval.
- Seek and prepare grant applications that will improve the sustainability and potential disaster recoverability of the community.

Note: This RFP recognizes that pre-disaster recovery planning is rarely done. Experience with community master planning and disaster recovery will be a suitable substitute for experience in pre-disaster recovery planning.

Objective 1 Deliverables:

- Inventory and summary report of local and regional existing planning documents.
- An Inventory Report of existing disaster recovery plans and supporting documents.
- A Recovery Capability and Capacity Assessment
- Grant applications as appropriate.

3. Objective 4 - DC-GHAD Support Activities

An important part of disaster recovery involves adequate post-disaster financial liquidity. The community recognizes that insurance has an important role to play in helping to facilitate recovery. But it can only do so if a large portion of the community is insured. The community formed the Delta Communities - Geologic Hazard Abatement District (DC-GHAD) for the express purpose of facilitating cost-effective flood insurance. In addition, they have agreed to be a pilot for the DOI/DWR Resiliency Insurance for Equitable Recovery (RISER) initiative. The DC-GHAD seeks to implement a *Tier 1 It Takes a Village disaster recovery program*. The Tier 1 disaster recovery program will provide short-term disaster recovery payments to households immediately after the disaster. The program is designed to fund post-disaster immediate needs such as mold abatement.

The city seeks to use the JumpStart Grant to support the DC-GHAD in its efforts to implement a in the community outreach leading to long-term funding for the DC-GHAD.

- The activities of this task are to use information provided by the DC-GHAD to prepare an Engineer's Report that would support a Proposition 218 election.
- Communication and outreach activities supporting the resiliency and recovery activities developed by the DC-GHAD.

Objective 4 Deliverables:

- An Engineer's Report
- Outreach materials.
- DC -GHAD support, as requested by the city or DC-GHAD Board

Qualifications:

- Proven experience in working with small communities and assessment districts to improve disaster resilience and recovery.
- Demonstrated experience in managing to the "Triple Bottom Line" of environmental, financial, and social aspects of resiliency projects.
- Proven experience in grant administration, preferably with knowledge of CalOES grant programs and procedures. Strong
- Strong project management skills, including the ability to organize and prioritize tasks effectively.
- Understanding of the role of insurance in recovery planning.
- Excellent communication and interpersonal skills, with experience in community engagement and stakeholder coordination.
- Familiarity with sustainability best practices, including green building standards, renewable energy technologies, and waste reduction strategies.

Duration and Deliverables:

- The consultancy is expected to commence on November 22, 2024 and continue for a period of 15 months (March 2026).
- Deliverables will include regular progress reports, grant documentation, sustainability plans, and other relevant materials as outlined in the project plan.

Budget:

The consultant's fee will be negotiated based on qualifications, experience, and scope of work.

The budget for the consultancy will be funded through the CalOES Jumpstart Grant. The consultant will be responsible for submitting quarterly reports, reimbursement requests, and close-out documents to CalOES. The city has no funds to support this project; as a consequence, the consultant will be responsible for submitting the paperwork for payment to CalOES. Any work not reimbursed by CalOES will not be compensated by the City. The consultant will be paid within 5 working days after the City receives the CalOES reimbursement.

Evaluation:

- The consultant's performance will be evaluated based on an understanding of the Objectives, and on the qualification of the team.

Proposal Submission

Interested consultants are invited to submit a proposal outlining their qualifications, relevant experience, approach to the project, and proposed budget.

Confidentiality

- A. Upon submission, SOQs shall be treated as confidential documents until the selection process is completed. The selection process is deemed completed after the creation of a list of qualified consultants, or completion of negotiations for an agreement, but before agreement execution. Once the selection process is completed, SOQs shall be deemed public record. In the event that a submitter desires to claim portions of its SOQ exempt from disclosure, it is incumbent upon the submitter to clearly identify those portions with the word "Confidential" printed on the top right-hand corner of each page for which such privilege is claimed and to clearly identify the information claimed confidential by highlighting, underlining, or bracketing the subject information. Examples of confidential materials include trade secrets. Each page shall be clearly marked and readily separable from the SOQ in order to facilitate public inspection of the non-confidential portion of the SOQ. The City of Isleton will consider a submitter's request for exemptions from disclosure; however, The City of Isleton will make its decision based upon applicable laws. An assertion by a submitter that the entire SOQ, large portions of the SOQ, or a significant element of the SOQ, are exempt from disclosure will not be honored. Prices, makes and models or catalog numbers of the items offered, deliverables, and terms of payment shall be publicly available regardless of any designation to the contrary.
- B. The City will endeavor to restrict distribution of material designated as confidential to only those individuals involved in the review and analysis of the SOQs. Submitters are cautioned

that materials designated as confidential may nevertheless be subject to disclosure. Submitters are advised that City does not wish to receive confidential or proprietary information and those submitters are not to supply such information except when it is absolutely necessary. If any information or materials in any SOQ submitted are labeled confidential or proprietary, the SOQ shall include the following clause:

i. [Legal name of submitter] shall indemnify, defend and hold harmless the City, their officers, agents and employees from and against any request, action or proceeding of any nature and any damages or liability of any nature, specifically including attorneys' fees awarded under the California Public Records Act (Government Code §6250 et seq.) arising out of, concerning, or in any way involving any materials or information in this SOQ that [legal name of submitter] has labeled as confidential, proprietary, or otherwise not subject to disclosure as a public record

Taxes Withheld by the City

- A. Pursuant to California Revenue and Taxation Code (R&TC) section 18662, The City shall withhold seven percent of the income paid to Consultant for services performed within the State of California under this Agreement, for payment and reporting to the California Franchise Tax Board, if Consultant does not qualify as: (1) a corporation with its principal place of business in California, (2) an LLC or Partnership with a permanent place of business in California, (3) a corporation/LLC or Partnership qualified to do business in California by the Secretary of State, or (4) an individual with a permanent residence in the State of California.
- B. If Consultant does not qualify, as described in Paragraph 4.5.a, the City requires that a completed and signed Form 587 be provided by Consultant in order for payments to be made. If Consultant is qualified, as described in Paragraph 4.5.a, then the City of Isleton requires a completed Form 590. Forms 587 and 590 remain valid for the duration of the Agreement provided there is no material change in facts. By signing either form, Consultant agrees to promptly notify the City of any changes in the facts.

Forms should be sent to the City. To reduce the amount withheld, Consultant has the option to provide the City with either a full or partial waiver from the State of California.

SUBMITTAL REQUIREMENTS

Proposal package must contain the following:

- Proposal
- Completed Federal Forms (Exhibit A & B)
- Cost Proposal (separate envelope)

Please submit one (1) hard copy (unbound) and one electronic copy of your proposal and separate detailed estimate of costs by 5:00 p.m. local time, Wednesday, 10/25/2024.

To electronically submit a proposal please register with public purchase and submit at this link: <https://www.publicpurchase.com/gems/bid/bidView?bidId=192391>.

Or mail to:
Uyiosa Felix Oviawe, City Manager
101 2nd Street
Isleton, CA 95641-0716

In the event your firm/team desires additional information, the City of Isleton will endeavor to provide such information as expeditiously as possible; however, the City of Isleton will not be responsible for any delay resulting in respondent's inability to meet the deadline for submission of the Proposal.

SELECTION PROCESS

Evaluation of Proposals: A selection committee as determined by the City Manager will review the Proposals to determine which respondent is best qualified to perform the work. Depending upon the number and qualifications of respondents, the City Manager may select directly from the Proposals, or may develop a short list of firms for interviews and final selection. The decision as to the process, timing, and selection will be based entirely on the judgment of the City Manager. The following criteria may be utilized in the selection process:

1. Understanding of the scope of work to be done.
2. Experience performing work as described in the Scope of Services.
3. Qualifications of staff for work to be done.
4. Present workload and staff availability of firm.
5. Ability to respond and provide services in a timely manner.

Proposed Schedule: The anticipated schedule for evaluation of the proposals, award of contract, and commencement of services is outlined below. The schedule is subject to change as determined by the City Manager.

Release RFP	09/19/2024 1:00pm
Questions Due to City	09/27/2024 5:00pm
Deadline to Submit Proposal	10/25/2024 5:00pm
Evaluation of Proposal by City with firms selected for an interview	11/01/2024
Estimated Interviews start date	11/12/24
Approval of Selection and Award of Contract	11/19/24
Notice to Proceed	11/22/24

The Consultant shall not begin work nor incur any costs associated with any task identified herein without an explicit written notice to proceed for each specified task or groups of tasks. The notice to proceed may be in the form of a written work order authorized by the City Manager.

QUESTIONS AND ADDITIONAL INFORMATION

Any questions concerning the proposal submittal process should be directed to Uyiosa Felix Oviawe, City Manager by any of the following means:

Regular Mail: City of Isleton, 101 2nd Street Isleton, CA 95641-0716

Email: Uyiosa.Oviawe@cityofisleton.com

Telephone: 916-777-7770

MISCELLANEOUS PROVISIONS AND NOTIFICATIONS

PROPOSAL Preparation Expenses: The City shall not, in any event, be liable for any expenses incurred by any firm or individual in the preparation of its proposal. Firm or individual shall not include any such expenses as part of its proposal. Proposal preparation expenses include the following:

1. Preparing its proposal in response to this RFP;
2. Submitting that proposal to the City;
3. Negotiating with the City any matter related to this RFP; or
4. Any other expenses incurred by a firm or individual prior to the date an agreement is executed.

City Rights: The City may investigate the qualifications of any firm or individual under consideration, require confirmation of information furnished by a firm or individual, and require additional evidence of qualifications to perform the Scope of Work described in this RFP. The City reserves all rights described below:

1. Accept or reject any and all proposals, or any item or part thereof, or to waive any informalities or irregularities in proposals;
2. Issue new or subsequent RFPs;
3. For any reasons, withdraw or cancel this RFP, or any part thereof at any time without prior notice and the City makes no representations that any contract will be awarded to any firm or individual responding to this RFP;
4. Require confirmation of information furnished by firm or individual or for the firm or individual to provide additional evidence of qualifications to perform the work or to obtain information from any source that has the potential to improve the understanding and evaluation of the proposals;
5. All proposals shall become the property of The City of Isleton and shall not be returned;
6. All proposals submitted may become public records under the laws of the State of California and the public may be given access thereto after the formal process has been completed. Submitted proposals are not to be copyrighted;
7. Postpone proposal openings for its own convenience;
8. Remedy or overlook technical errors in the RFP process;
9. Appoint an Evaluation Committee to review proposals;
10. Seek the assistance of outside technical experts in proposal evaluation;

11. Approve or disapprove the use of particular sub consultants;
12. Establish a short list of firms or individuals eligible for interview after review of written proposals;
13. Negotiate with any, all or none of the firms or individuals to the RFP;
14. Solicit best and final offers from all or some of the firms or individuals;
15. Award the contract as a whole, by category, or by any combination that best meets the need of the City.

Award of Contract: Upon selection of a successful proponent(s), a City Professional Services Agreement will be provided, a copy of which is attached for proponents' review. Proponents shall examine the contract and identify any request for modification from these standard terms as part of the proposal.

Nondiscrimination: The consultant or its sub consultants shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. Failure by the consultant to carry out these requirements is a material breach of contract, which may result in the termination of this contract or such other remedy, as the recipient deems appropriate.