

City Council

Emmett Badar, Mayor
Eric Nakano, Mayor Pro Tem – District 2
Rachel Bratakos - District 3
Ryan A. Vienna, - District 4
Eric Weber - District 1

City Manager

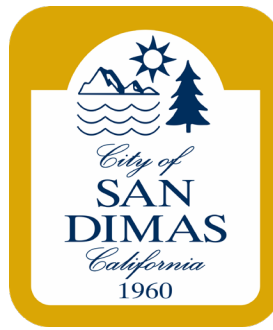
Brad McKinney

Assistant City Manager

Travis Sais

City Attorney

Jeff Malawy

**Director of Administrative Services**

Michael O'Brien

Director of Community Development

Luis Torrico

Director of Parks and Recreation

Scott Wasserman

Director of Public Works

Shari Garwick

General Plan Safety Element and Local Hazard Mitigation Plan Consulting Services**ADDENDUM NO. 2****MAY 2, 2025**

NOTICE IS HEREBY GIVEN that Addendum No. 2 is being issued to modify or clarify the following:

- 1. Proposal Due Date Extended:** The proposal submission deadline has been extended to: **Monday, May 12 at 5:00pm.** Proposers who have already submitted their proposals prior to this addendum may submit a revised or replacement proposal before the new deadline. No proposals will be opened or reviewed before the extended due date, and only the most recent complete submission received before the deadline will be considered.
- 2. Responses to Submitted Questions**
 - 1. Can the City disclose the budget allocated for the preparation of the Hazard Mitigation Plan and the Safety Element?**

The City has not disclosed a specific budget. Consultants are encouraged to submit cost-effective, fixed-fee proposals that reflect the full scope of services.
 - 2. Given the presence of four high hazard dams in the City, does the City anticipate the LHMP needing to meet FEMA's requirements for High Hazard Potential Dams (HHPDs)?**

The City is aware of the presence of high hazard dams but does not have a formal determination at this time regarding HHPD-specific requirements. The selected consultant should be knowledgeable of FEMA's HHPD criteria and assess whether these requirements apply as part of the plan development process.
 - 3. What is the anticipated timeline for completing the LHMP and Safety Element?**

The project is expected to begin in June 2025 and conclude by end of 2026. However, the City has until September 2027 to finalize a new LHMP. Consultants must propose a detailed schedule aligned with these milestones.
 - 4. Can the City provide a sample professional services agreement?**

After review of the RFP, a sample agreement will not be provided. Consultants should be prepared to enter into the City's standard professional services contract, the terms of which will be negotiated with the selected firm.

- 5. Can the City provide the existing San Dimas Local Hazard Mitigation Plan?**
Yes. The City's 2008 LHMP is available upon request. Please email alivas@sandimasca.gov.
 - 6. Should each individual copy be in its own binder and tabbed according to the RFP? Should the cost proposal be submitted in three copies?**
Yes. Submit three (3) double-sided copies, one (1) original single-sided copy, and one (1) electronic copy in separate binders with section tabs. Submit the cost proposal in a separate sealed envelope with three (3) copies.
 - 7. What are the full contract period dates?**
The contract is expected to begin in June of 2025, and may initially be for a one-year term. The agreement may include the option to extend services beyond one year if additional time is needed to complete approvals or adoption.
 - 8. Can references be provided for both the company and the project manager?**
Yes. References may reflect relevant experience of the firm and key team members.
 - 9. What should be submitted to demonstrate "sufficiency of financial resources"?**
Include a statement of financial capability, recent annual revenue figures, or other supporting documentation demonstrating ability to complete the project.
 - 10. Is Task 5 (Environmental Review/CEQA) required?**
Yes. The consultant will be responsible for preparing CEQA documentation, anticipated to be a Negative Declaration or Mitigated Negative Declaration.
 - 11. Is a Hazus analysis required?**
The City does not currently require a Hazus analysis as part of this RFP. However, if a Hazus analysis is necessary for LHMP compliance or FEMA approval, the selected consultant should identify that need and incorporate it into the plan development process.
 - 12. Should the cost proposal be Firm-Fixed-Price or Time-and-Materials?**
A Firm-Fixed-Price proposal is preferred. If using a Time-and-Materials format, provide a clear not-to-exceed total and explanation.
- 3. Assembly Bill 2684 – Extreme Heat Requirements:** While AB 2684 (effective January 1, 2028) requires jurisdictions to address extreme heat in future Safety Element updates, it

is not explicitly required for this current scope. However, the City is open to incorporating extreme heat hazard analysis into the scope of work to proactively align with anticipated state requirements. Consultants may propose this as a recommended addition.

Acknowledgment of receipt of Addendum No. 2 is required by signing below and returning a copy of this addendum with the bid proposal no later than the time they are due (Monday, May 12, 2025 at 5:00pm). This Addendum No. 2 consists of three (3) pages.

Should you have any questions regarding this addendum, please call (909) 394-6215.

ACKNOWLEDGMENT OF RECEIPT OF ADDENDUM NO. 1

FIRM NAME: _____

BY (Print & Sign): _____

DATE: _____

City Council

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General Plan Safety Element and Local Hazard Mitigation Plan Consulting Services**ADDENDUM NO. 1****MAY 2, 2025**

NOTICE IS HEREBY GIVEN that Addendum No. 1 is being issued to modify or clarify the following:

- 1. Proposal Due Date Extended:** The proposal submission deadline has been extended to: **Monday, May 12 at 5:00pm.** Proposers who have already submitted their proposals prior to this addendum may submit a revised or replacement proposal before the new deadline. No proposals will be opened or reviewed before the extended due date, and only the most recent complete submission received before the deadline will be considered.
- 2. Responses to Submitted Questions**
 - 1. Can the City disclose the budget allocated for the preparation of the Hazard Mitigation Plan and the Safety Element?**

The City has not disclosed a specific budget. Consultants are encouraged to submit cost-effective, fixed-fee proposals that reflect the full scope of services.
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The City is aware of the presence of high hazard dams but does not have a formal determination at this time regarding HHPD-specific requirements. The selected consultant should be knowledgeable of FEMA's HHPD criteria and assess whether these requirements apply as part of the plan development process.
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The project is expected to begin in June 2025 and conclude by end of 2026. However, the City has until September 2027 to finalize a new LHMP. Consultants must propose a detailed schedule aligned with these milestones.
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After review of the RFP, a sample agreement will not be provided. Consultants should be prepared to enter into the City's standard professional services contract, the terms of which will be negotiated with the selected firm.

- 5. Can the City provide the existing San Dimas Local Hazard Mitigation Plan?**
Yes. The City's 2008 LHMP is available upon request. Please email alivas@sandimasca.gov.
 - 6. Should each individual copy be in its own binder and tabbed according to the RFP? Should the cost proposal be submitted in three copies?**
Yes. Submit three (3) double-sided copies, one (1) original single-sided copy, and one (1) electronic copy in separate binders with section tabs. Submit the cost proposal in a separate sealed envelope with three (3) copies.
 - 7. What are the full contract period dates?**
The contract is expected to begin in June of 2025, and may initially be for a one-year term. The agreement may include the option to extend services beyond one year if additional time is needed to complete approvals or adoption.
 - 8. Can references be provided for both the company and the project manager?**
Yes. References may reflect relevant experience of the firm and key team members.
 - 9. What should be submitted to demonstrate "sufficiency of financial resources"?**
Include a statement of financial capability, recent annual revenue figures, or other supporting documentation demonstrating ability to complete the project.
 - 10. Is Task 5 (Environmental Review/CEQA) required?**
Yes. The consultant will be responsible for preparing CEQA documentation, anticipated to be a Negative Declaration or Mitigated Negative Declaration.
 - 11. Is a Hazus analysis required?**
The City does not currently require a Hazus analysis as part of this RFP. However, if a Hazus analysis is necessary for LHMP compliance or FEMA approval, the selected consultant should identify that need and incorporate it into the plan development process.
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A Firm-Fixed-Price proposal is preferred. If using a Time-and-Materials format, provide a clear not-to-exceed total and explanation.
- 3. Assembly Bill 2684 – Extreme Heat Requirements:** While AB 2684 (effective January 1, 2028) requires jurisdictions to address extreme heat in future Safety Element updates, it

is not explicitly required for this current scope. However, the City is open to incorporating extreme heat hazard analysis into the scope of work to proactively align with anticipated state requirements. Consultants may propose this as a recommended addition.

Acknowledgment of receipt of Addendum No. 1 is required by signing below and returning a copy of this addendum with the bid proposal no later than the time they are due (Tuesday, April 15, 2025). This Addendum No. 1 consists of two (2) pages.

Should you have any questions regarding this addendum, please call (909) 394-6215.

ACKNOWLEDGMENT OF RECEIPT OF ADDENDUM NO. 1

FIRM NAME: _____

BY (Print & Sign): _____

DATE: _____



REQUEST FOR PROPOSALS

FOR

GENERAL PLAN SAFETY ELEMENT AND LOCAL HAZARD MITIGATION PLAN CONSULTING SERVICES

Proposals shall be delivered no later than:

MONDAY, MAY 5, 2025 12:00 PM

Please direct questions or comments to:

**ANISSA LIVAS
SENIOR MANAGEMENT ANALYST
CITY OF SAN DIMAS
245 E. BONITA AVENUE
SAN DIMAS, CA 91773
alivas@sandimasca.gov**

TABLE OF CONTENTS

INTRODUCTION	4
BACKGROUND INFORMATION	5
SCOPE OF REQUIRED SERVICES	5
PROPOSAL SCHEDULE	9
SERVICES & PERSONNEL	9
REQUIRED PROPOSAL FORMAT	10
SUBMITTAL INSTRUCTIONS	11
EVALUATION	12
REQUESTS FOR CLARIFICATIONS	13
GENERAL PROVISIONS	13
BIDDER'S STATEMENT OF TECHNICAL ABILITY & EXPERIENCE	13

REQUEST FOR PROPOSALS
General Plan Safety Element and Local Hazard Mitigation Plan Consulting Services

PROPOSALS MUST BE RECEIVED ON OR BEFORE: **Monday, May 5, 2025 at 12:00 p.m.**

PROPOSALS WILL BE ACCEPTED UNTIL: **Monday, May 5, 2025 at 12:00 p.m.**

PLACE OF PROPOSAL RECEIPT: Office of the City Clerk, City Hall,
245 East, Bonita Avenue, San Dimas, California 91773

PROJECT IDENTIFICATION NAME: REQUEST FOR PROPOSALS (RFP) for GENERAL PLAN SAFETY ELEMENT AND LOCAL HAZARD MITIGATION PLAN CONSULTING SERVICES

NOTICE IS HEREBY GIVEN that the City of San Dimas, County of Los Angeles, California, will receive up to, but not later than, the time set forth above, sealed contract proposals for the award of a contract for the above project. All proposals shall be made on the form furnished by the City and in accordance with the instructions contained herein.

DESCRIPTION OF WORK: The City of San Dimas is seeking proposals from qualified consultants to provide professional planning services to prepare an update of its General Plan Safety Element (SE), and a new Local Hazard Mitigation Plan (LHMP). The selected consultant will update the SE for incorporation into the General Plan, prepare the accompanying CEQA documents, and prepare a new LHMP.

At the time of the award of the contract, the awarded firm shall possess a valid City business license sufficient to cover all of the work performed.

The City reserves the right to reject any or all proposals and to waive any irregularities or informalities in any proposal or in the bidding and to make awards in the interest of the City. No firm may withdraw his bid for a period of ninety (90) calendar days after the opening of proposals.

For information,
please call Administration
at **(909) 394-6210**

CITY OF SAN DIMAS

/s/ Debra Black
City Clerk of the City of San Dimas

INTRODUCTION

The City of San Dimas is seeking proposals from qualified consultants to provide professional planning services to prepare an update of its General Plan Safety Element (SE), and a new Local Hazard Mitigation Plan (LHMP). The selected consultant will update the SE for incorporation into the General Plan and applicable environmental documentation.

The requirement of the consultant under this scope of work is to manage, coordinate, prepare, and administer the development of a single jurisdiction LHMP for the City and its SE. This scope and contract are intended to be inclusive of the entire SE and LHMP process from initial planning through final approval by FEMA, the State and adoption by the City. The consultant shall perform all necessary planning, administration, professional analysis, supporting documentation, and work required for the preparation and adoption of the SE and LHMP in full conformance with the requirements pursuant to Government Code Section 65302(g) (SE) and the Disaster Mitigation Act of 2000, 44 CFR 201.6 (LHMP) and the most current FEMA Local Mitigation Plan Guidelines.

Respondents are required to submit 3 double-sided copies, one original and one electronic copy on a flash drive **no later than Monday, MAY 5, 2025, at 12:00 p.m.** at the Office of the City Clerk, located at 245 E Bonita Ave, San Dimas, CA 91773. Sealed Proposals should be labeled with: “RFP: General Plan Safety Element Update and New Local Hazard Mitigation Plan”. Proposals received after that date and time will be rejected. Questions regarding this Request for Proposals should be directed to Anissa Livas, Senior Management Analyst, in writing by email at alivas@sandimasca.gov no later than 12:01 p.m. Monday, April 21, 2025. Addendums will be posted on the City website and emailed to the list of attendees.

RFP specifications may be obtained from the Administrative Services Department, at City Hall located at 245 East Bonita Ave, San Dimas, CA or may be accessed from the City's website at www.sandimasca.gov.

The City of San Dimas reserves the right to reject any or all Proposals, or waive defects in same, if it deems such to be in the best interest of the City of San Dimas. The City of San Dimas is an affirmative action, equal opportunity employer.

BACKGROUND INFORMATION

The City of San Dimas ("The City") is located midway (about 27 miles) between Los Angeles and San Bernardino, at the base of the San Gabriel Mountains. The San Dimas community has a population of approximately 36,000 residents. The City incorporated in 1960 and has developed into a well-balanced community offering industrial, commercial, and residential living. As part of this Request for Proposals (RFP), the Consultant will be working with multiple departments as it develops the Local Hazard Mitigation Plan and Safety Element, including but not limited to the Administration, Public Works and Community Development Departments.

SCOPE OF REQUIRED SERVICES

Proposals must address the following tasks to be completed by the consultant.

Safety Element Update

Pursuant to Government Code Section 65302(g), the City of San Dimas must update its SE. The last update to the Safety Element was completed in September 1991. Portions of the City are in designated Very High Fire Hazard severity zones. The project will update the SE to address flood hazards, fire hazards, evacuation routes, climate adaptation, and resilience strategies. The SE must be updated to comply with the following State regulations as fully enumerated in Government Code Section 65302(g):

1. Identification of flood hazards with a set of comprehensive goals, policies, and objectives for the protection of the community from the unreasonable risks of flooding.
2. Address the risk of fire for land classified as state responsibility areas, as defined in Section 4102 of the Public Resources Code, and land classified as Very High Fire Hazard severity zones, as defined in Section 51177.
3. Update the Safety Element to address climate adaptation and resiliency strategies applicable to the City.

Local Hazard Mitigation Plan

The selected consultant shall prepare a new Local Hazard Mitigation Plan (LHMP) for the City of San Dimas that fully complies with the most current FEMA requirements, including the Local Mitigation Planning Policy Guide (FP-206-21-0002, April 2022), and Title 44 of the Code of Federal Regulations (CFR) Section 201.6. The LHMP must also follow the California Governor's Office of Emergency Services (Cal OES) LHMP Review Tool. The completed plan must be approved by Cal OES and FEMA and adopted by the City to maintain eligibility for FEMA Hazard Mitigation Assistance (HMA) programs. The LHMP shall be coordinated with the General Plan Safety Element to ensure consistency, reduce duplication, and support long-term resiliency planning efforts.

The selected consultant shall be responsible for submitting the draft and final LHMP to Cal OES and FEMA, coordinating directly with these agencies throughout the review process, and responding to any requests for revisions or additional information. The consultant is expected to manage the process through to the final approval by FEMA and formal adoption by the City.

REQUIRED TASKS

TASK 1. Project Administration

Tasks 1.1: Project Kick-Off: The Consultant will schedule a kick-off meeting with City staff to review the scope of work and discuss project expectations regarding coordination, reporting, deliverables, and relevant project information. Deliverables are:

- Within 10 days of the kick-off meeting, the Consultant will prepare a meeting summary with project objectives, and action items. The summary memo will include the project schedule, milestones, and anticipated dates for public meetings.

Task 1.2: Project Coordination: The consultant will coordinate with staff with regular communications, and meetings, as needed over the course of the project to review the status and ensure that objectives and milestones are tracked with the project schedule. Meetings may be conducted as a video conference or in-person at City offices. The consultant shall prepare a meeting summary, including action items, for each meeting. The meeting summaries shall include a list of attendees, key discussion points, action items, responsible parties, and target completion dates.

TASK 2. Safety Element: Update the Safety Element to be consistent with State Law.

Task 2.1: Review and Evaluate Current Safety Element: Review and evaluate the current SE to determine compliance with State Law. Provide a summary of updates and analysis required to bring the SE into compliance with current State Law. Deliverables are:

- A written summary analysis of the existing SE with recommended changes and additions to satisfy current state law and SE practices.

Task 2.2: Draft and Adopt Safety Element: Prepare an update of the SE to be consistent with other General Plan Elements, the Natural Hazard Mitigation Plan, and other planning documents. The Safety Element must be reviewed for internal consistency with all other Elements of the City's General Plan, including but not limited to the Land Use and Housing Elements. Deliverables are:

- One electronic copy (in MS Word file format and pdf format) for review by City.
- Compile City comments and meet to review. Make revisions and complete Final Draft Safety Element (one electronic copy in pdf format) for Planning Commission and City Council Public Hearings.

- Upon adoption of the updated Safety Element provide one electronic copy (in MS Word file format and pdf format) and two hard copies.
- Graphics and other materials required for public outreach.

TASK 3. Local Hazard Mitigation Plan

Task 3.1: Review and Evaluate Local Hazard Mitigation Plan from 2008: The City of San Dimas currently has an outdated LHMP from 2008, but has secured funding to develop a new plan. The City requests the selected consultant to review the 2008 LHMP as a part of the evaluation process. Provide a summary of updates and analysis required to bring the LHMP into compliance with current State and Federal law/guidelines. Pursuant to FEMA regulations, the City of San Dimas must update its LHMP every five years to maintain eligibility for certain FEMA Assistance programs, including the Hazard Mitigation Grant Program, Building Resilient Infrastructure and Communities project grant, Flood Mitigation Assistance project grant, Rehabilitation of High Hazard Potential Dam grant program and for receiving non-emergency Stafford Act assistance.

The selected consultant shall prepare an LHMP, which will reflect the new State and Local Mitigation Planning Policy Guides released by FEMA on April 19, 2022, to meet California Governor's Office of Emergency Services (Cal OES) guidelines and the requirements of Title 44 Code of Federal Regulations (CFR) Section 201.6 for FEMA approval.

Deliverables are:

- A written summary analysis of the existing LHMP with recommended changes and additions to satisfy current and anticipated state and federal law/guidelines and LHMP practices.

Task 3.2: Draft and Adopt a Local Hazard Mitigation Plan: Based on the findings of Task 4.1, prepare an updated LHMP consistent with State and Federal law/guidelines. Deliverables are:

- One electronic copy (in MS Word file format and pdf format) for review by City.
- Compile City comments and meet to review. Make revisions and complete Final Draft LHMP one electronic copy) for Planning Commission and Council Public Hearings.
- Upon adoption of the updated LHMP provide one electronic copy (in native file format and pdf format) and two hard copies.
- Graphics and other materials required for public outreach including any materials needed for any technical committee meetings.

TASK 4. Community Engagement

The consultant will coordinate with City staff to develop and implement a comprehensive community engagement strategy that includes a variety of outreach methods to gather meaningful input throughout the project duration. Engagement shall be inclusive and accessible.

Outreach methods may include, but not limited to:

- In-person community workshops at accessible locations and times.
- Online surveys or interactive mapping tools.
- Informational booths or pop-up events at local community gatherings.
- Printed materials distributed through mail, city facilities or other public venues.
- Focus groups or interviews with key stakeholders or community leaders.
- Multilingual outreach materials and interpretation services.

Consultants are encouraged to include in their proposals additional recommended opportunities for public outreach and participation as optional added cost items based on their expertise and experience. The plan should include a timeline of proposed engagement activities aligned with project milestones and public review periods.

The engagement plan must satisfy federal and state requirements for public involvement, as outlined in FEMA's Local Mitigation Planning Policy Guide and the Cal OES LHMP Review Tool.

Deliverables are:

- A written community engagement plan outlining methods, timelines, and target audiences.
- Planning and facilitation of engagement activities, including logistics and materials.
- Documentation and summary of community input and participation metrics.
- Coordination of any required technical or steering committee meetings.

TASK 5. Environmental Review/CEQA

The consultant will prepare the required environmental documents pursuant to the California Environmental Quality Act (CEQA). The City anticipates the preparation of a Negative Declaration or Mitigated Negative Declaration. The final determination for the appropriate environmental documentation will be made by City staff based on the recommendation of the consultant, and the technical analysis of project impacts.

This task includes: 1) data gathering and coordination with public agencies if needed, 2) technical analysis and technical studies if needed, 3) public notices, 4) California Native Tribes notification/consultation, and 5) preparation of a screen check draft, public review draft, and final environmental document, including responses to comments and Mitigation Monitoring Program as needed. The selected consultant will be responsible for mailing and publishing the notices. Deliverables are:

- CEQA public notices (if required)
- Technical studies (if needed).
- One electronic copy (in MS Word file format and pdf format) for review by City.
- One electronic copy (in MS Word file format and pdf format) of the public review draft environmental document.

- Responses to comments (if needed)
- Mitigation Monitoring Program.
- One electronic copy (in MS Word file format and pdf format)

TASK 6. Public Hearings and Adoption

It is anticipated that the project will require three to five public meetings/hearings in addition to an appropriate number of meetings for any local steering/technical committee. This includes community engagement and the Planning Commission and City Council meetings required for the adoption of the Safety Plan updates and associated CEQA document. City staff will prepare public hearing notices, staff reports, and related resolutions for amendments to the General Plan. The consultant shall participate in public meetings by making presentations and responding to questions as required. Deliverables are:

- Attendance at three to five public meetings/hearings, the necessary number of steering/technical committee meetings, and additional meetings as necessary
- Review and provide comments on City staff reports and resolutions.
- Prepare PowerPoint presentations.
- Review and respond to comments/questions as required.

PROPOSAL SCHEDULE

The estimated schedule for this RFP is as follows:

RFP Release	3/31/2025
Pre-Proposal Requests for Clarification (by 12:00 p.m.)	4/21/2025
Proposal Due Date (by 12:00 p.m.)	5/5/2025
Pre-Proposal Meeting	N/A
Anticipated Final Selection	5/12/2025
Council Approval	5/27/2025
Project Start	6/2/2025

SERVICES AND PERSONNEL

The Consultant shall furnish to the City all labor, materials, tools, equipment, services and incidentals, and adequately supply professional staff necessary to fully complete the proposed project with the primary purpose of ensuring City compliance with federal, state, and local regulations. The Contractor shall propose the level of staffing (hours) required to complete the scope of work. Work to the extent practicable may be completed offsite with remote access to necessary documents.

The Consultant must complete the Scope of Required Services within the time schedule submitted as part of the proposal, or as modified and agreed to in Task No. 1.

The Consultant will provide and complete the aforementioned tasks within the not-to-exceed period, from the initial Notice to Proceed. If additional alternative, revised, amended or supplemental Scope of Required Services has been approved, the not-to-exceed period of performance contained in this proposal shall apply.

SUBSTITUTION OF KEY PERSONNEL

The Project Manager and other key personnel identified in the proposal are expected to remain assigned to the project from contract negotiations through project completion. Should one or more of such personnel become unavailable, Consultant may substitute other personnel of at least equal competence and experience upon written approval of the City, which will not be unreasonably withheld.

In the event that the Project Manager or one of the key personnel is replaced or no longer available for any reason without the written consent of the City, the contract may be cancelled.

Any personnel who fail or refuse to perform the services in a manner acceptable to the City, or who are determined by the City to be uncooperative, incompetent, a threat to the adequate or timely completion of the Project or a threat to the safety of persons or property, shall be promptly removed from the Project by the Consultant at the request of the City.

In the event that City and Consultant cannot agree as to the substitution of key personnel, City shall be entitled to terminate the Contract Agreement for cause.

CONSULTANT REPRESENTATIVE

Consultant shall designate a representative who shall have full authority to represent and act on behalf of the Consultant. The Consultant's Project Manager shall supervise and direct the Services, using his/her best skill and attention, and shall be responsible for all means, methods, techniques, sequences and procedures for the satisfactory completion of the project design and bidding documents.

REQUIRED PROPOSAL FORMAT

Proposals shall include three (3) double-sided hard copies, one (1) original single sided copy, and one (1) electronic pdf version.

Proposals shall be organized, tabbed, and numbered in the order presented above.

Proposals must include page numbers for all pages in the Proposal.

Proposals shall not be folded or bound. Place copies in binder.

Respondent's Proposal shall be clear, accurate, and comprehensive. Excessive or irrelevant materials will not be favorably received. The content and sequence of the information contained in each copy of the Proposal shall be as follows:

- I. Table of Contents
- II. Cover Letter/Executive Summary: Include in executive summary the name, address, telephone number, title, and signature of the contact person for this proposal. The summary should also state the proposal is valid for 90 days.
- III. Approach and Scope of Work
- IV. Work Schedule: Include a timeframe for project completion and benchmark dates for major tasks
- V. Organization Chart, Project Team Staffing Plan, Key Personnel and Resumes.
 - Names, qualifications and resumes of the firm's "project manager" and support staff who will be conducting the work.
 - Include individual authorized to negotiate the contract on behalf of the consulting team
- VI. References: Minimum of three (3) Public Agency references from similar project experience.
 - A listing of preferably three (3) clients and projects for whom similar work has been performed by the "Project Manager", including contact persons, addresses and telephone numbers.
 - Please ensure that the individual referenced is still with the contracting agency for which the work was performed or give that person's current telephone number.

VII. Fee Schedule

The cost of the proposal shall be submitted in a separate, sealed envelope, which shall be marked "Cost Proposal" and state Respondent's name

SUBMITTAL INSTRUCTIONS

Proposals must be received at City Hall no later than 12:00 p.m. on the date indicated in Section 2. Proposals received in the mail after 12:00 p.m. on the date indicated in Section 2, regardless of the date of their postmarks, will be rejected.

Proposals will be received at the following address:

City of San Dimas City Hall

Attention: City Clerk
245 East Bonita Avenue
San Dimas, CA 91773

If hand delivered, address as above and deliver to the City Clerk receptionist at City Hall.

The envelope should clearly indicate "RFP: General Plan Safety Element Update and New Local Hazard Mitigation Plan" and Respondent's name and address shall appear in the upper left-hand corner of the envelope. If more than one envelope is required, each envelope shall be legibly numbered below the name of the Respondent, e.g. Envelope 1 of 3, as required.

EVALUATION

Evaluation Criteria

A Selection Committee will evaluate and rank the proposals. Proposals will be evaluated according to the following criteria:

1. Ability, capacity and skills necessary to perform service. 0 to 40 points
2. Ability to meet time requirements imposed by project. 0 to 15 points
3. Character, integrity and reputation through a reference check. 0 to 20 points
4. Sufficiency of financial resources needed to perform services. 0 to 10 points
5. Reasonableness of cost. 0 to 15 points

Respondent Presentations/Interviews

The City may, at its discretion, invite a shortlist of Respondents to participate in a panel interview to be held at City. The City may require that Respondents prepare a presentation as part of the interview. No Respondent shall be entitled to or otherwise guaranteed an interview.

Award of Contract

If awarded, the contract will be awarded on the basis of the evaluation criteria set forth herein. The City reserves the right to reject all Proposals and to contract for services in the manner that most benefits the City including awarding more than one contract if desired. If selected, Respondent will be expected to execute a contract with the City in substantially the same form as the Agreement attached hereto as Appendix A.

Protests

Protests based on the content of the RFP shall be submitted to the City no later than ten (10) calendar days prior to the scheduled Proposal submittal deadline. Any respondent protesting the recommended award on any ground not based upon the content of RFP

must file a protest with the City within three (3) calendar days after the issuance of a notice of recommendation for award. Any protest must include supporting documentation, legal authorities in support of the grounds for the protest and the name, address and telephone number of the person representing the Respondent for purposes of the protest. Any matters not set forth in the protest shall be deemed waived.

The City will review and evaluate the basis of the protest provided the protest is filed in strict conformity with the foregoing. The City shall provide the Respondent submitting the protest with a written statement concurring with or denying the protest. Action by the City relative to the protest will be final and not subject to appeal or reconsideration. The procedure and time limits set forth in this section are mandatory and are the Respondent's sole and exclusive remedy in the event of protest. Failure to comply with these procedures will constitute a waiver of any right to further pursue the protest, including filing a Government Code claim or legal proceedings.

REQUESTS FOR CLARIFICATIONS

Inquiries and Addenda

For inquiries regarding this RFP please contact Anissa Livas, alivas@sandimasca.gov. Proposers must email inquiries no later than 12:00 p.m. on **Monday, April 21, 2025**. Inquiries received after that date and time will not be answered. Oral statements regarding this RFP by any persons should be considered unverified information unless confirmed in writing.

The City will issue any revisions to this RFP as addenda. The City will distribute addenda to all potential proposers and post addenda on the City's website: sandimasca.gov. Proposers are responsible for receipt of all addenda. The City's issuance of a written addendum is the only method whereby the City will interpret, clarify, or provide information concerning this RFP. No oral revisions to any provision in this RFP shall be binding.

GENERAL PROVISIONS

Respondent is encouraged to review this RFP carefully in its entirety prior to preparation of its Proposal. The City reserves the right to reject any or all Proposals or to select the Proposal most advantageous to the City. The City reserves the right to verify all information submitted in the Proposal. During the evaluation process, the City reserves the right, where it may serve the City's best interest, to request additional information or clarifications from Respondents or to allow corrections of errors or omissions.

Amendments to RFP. The City reserves the right to amend the RFP or issue to all Respondents a Notice of Amendment to answer questions for clarification.

No Commitment to Award. Issuance of this RFP and receipt of Proposals does not commit the City to award a contract. The City expressly reserves the right to postpone the RFP process for its own convenience, to accept or reject any or all Proposals received in

response to this RFP, to negotiate with more than one Respondent concurrently, or to cancel all or part of this RFP.

Amendments to Proposals. No amendment, addendum or modification will be accepted after the deadline stated herein for receiving Proposals. Respondent may modify or amend its Proposal only if the City receives the amendment prior to the deadline stated herein for receiving Proposals.

Non-Responsive Proposals. A Proposal may be considered non-responsive if conditional, incomplete, or if it contains alterations of form, additions not called for, or other irregularities that may constitute a material change to the Proposal.

Late Proposals. The City will not be responsible for Proposals that are delinquent, lost, incorrectly marked, sent to an address other than that given herein, or sent by mail or courier service and not signed for by the City.

Costs for Preparing. The City will not compensate any Respondent for the cost of preparing any Proposal, and all materials submitted with a Proposal shall become the property of the City. The City will retain all Proposals submitted and may use any idea in a Proposal regardless of whether that Proposal is selected.

Alternative Proposals. Only one final Proposal is to be submitted by each Respondent. Multiple Proposals will result in rejection of all Proposals submitted by the Respondent.

Public Documents; Confidential Information. Proposals submitted in response to this RFP shall be held confidential by City and shall not be subject to disclosure under the California Public Records Act (Cal. Government Code section 6250 et seq.) until after either City and the successful Respondent have completed negotiations and entered into the Agreement or City has rejected all Proposals. All correspondence with the City including responses to this RFP will become the exclusive property of the City and will become public records under the California Public Records Act. The City will have no liability to the Respondent or other party as a result of any public disclosure of any Proposal.

If a Respondent desires to exclude a portion of its Proposal from disclosure under the California Public Records Act, the Respondent must mark it as such and state the specific provision in the California Public Records Act which provides the exemption as well as the factual basis for claiming the exemption. For example, if a Respondent submits trade secret information, the Respondent must plainly mark the information as "Trade Secret" and refer to the appropriate section of the California Public Records Act which provides the exemption as well as the factual basis for claiming the exemption. If a request is made for information marked "Confidential", "Trade Secret" or "Proprietary" ("Proprietary Information"), the City will provide Respondents who submitted the information with reasonable notice to seek protection from disclosure by a court of competent jurisdiction. Respondent shall have five (5) working days after receipt of such notice to give City written notice of Proposer's objection to the City's release of Proprietary Information. Respondent shall indemnify, defend and hold harmless the City, and its officers, directors,

employees, and agents from and against all liability, loss, cost or expense (including attorney's fees) arising out of a legal action brought to compel the release of Proprietary Information.

Proposals which indiscriminately identify all or most of the Proposal as exempt from disclosure without justification may be deemed unresponsive and disqualified from further participation in this RFP.