

ANTELOPE VALLEY-EAST KERN WATER AGENCY



REQUEST FOR PROPOSALS (RFP)

for

LOCAL HAZARD MITIGATION PLAN (LHMP)

Proposals Due: Friday, November 20, 2020; 5:00 PM

Antelope Valley-East Kern Water Agency
6500 West Avenue N
Palmdale, CA 93551
661-943-3201

November 2, 2020

The Antelope Valley-East Kern Water Agency (“AVEK” or “Agency”) is requesting proposals from qualified consultants to develop the Agency’s first Local Hazard Mitigation Plan (“LHMP”).

The LHMP shall evaluate internal and external (local stakeholder) needs and concerns and be developed to reduce and mitigate the risks from disasters to the people, property, economy, and environment of the communities in AVEK’s service area. The Plan must adhere to the Local Mitigation Planning Handbook 2013 and Hazard Mitigation Assistance Unified Guidance 2015 and meet the requirements of the Disaster Mitigation Act of 2000.

INTRODUCTION

The Antelope Valley is located in the western part of the Mojave Desert approximately 50 miles northeast of Los Angeles, California. The Antelope Valley-East Kern Water Agency (AVEK) encompasses nearly 2,400 square miles in northern Los Angeles and eastern Kern Counties as well as a small portion of Ventura County. AVEK has played a major role in the Valley’s water system since it was granted a charter by the State Legislature in 1959. The Agency boundary is shown in Figure 1. The Agency currently has a water demand of approximately 45,000 AFY, most of which is treated imported water being served to our retail agency customers.

In 1962, the AVEK Board of Directors signed a water supply contract with the DWR for delivery of imported water supplies from the SWP to supplement Antelope Valley groundwater supplies. AVEK has the third largest allotment of the 29 SWP contractors, following Metropolitan Water District and the Kern County Water Agency. AVEK constructed the Domestic Agricultural Water Network (DAWN), which consists of four water treatment plants with clear water storage and more than 100 miles of pipelines. Four 8-million-gallon (MG) water storage reservoirs near Mojave and one 3 MG reservoir at Vincent Hill complete the DAWN facilities.

AVEK developed groundwater banking programs to help increase the reliability of the Antelope Valley region’s water supplies by storing excess water available from the State Water Project (SWP) during wet periods and recovering it for delivery to customers during dry and high demand periods or during a disruption in deliveries from the SWP. The Water Supply Stabilization Project No. 2 (Westside Water Bank) started operations in 2010, and currently includes approximately 1,200 acres of groundwater recharge basins and 11 groundwater recovery wells. Up to twenty new wells may be constructed as a part of the Westside Water Bank project. Five irrigation wells existing on the property at the time of development may also be used in the program. AVEK meters the deliveries and recovery for the program and will not recover more than 90% of the amount recharged to account for evapotranspiration and other losses during recharge and conveyance as well as typical metering accuracy.

AVEK added the Eastside Water Banking and Blending Project which started operations in 2016. Three 2-acre recharge basins and three groundwater wells have been constructed as a part of the project. The project allows for recharge of raw water which is later recovered and blended for delivery to the Eastside Water Treatment Plant.

The South-North Intertie Pipeline and Pump Station/Turnout Project (SNIP) was constructed in 2011 to connect the existing Rosamond Water Treatment Plant and the Quartz Hill Water Treatment Plant by utilizing the ability to move water through the Los Angeles County Water Works District's (LACWWD) pipelines. The SNIP Turnout is capable of moving water to and from the LACWWD at the rate of about 28 million gallons per day (MGD). The SNIP pipeline also provides flexibility in the method of return of water banked in the Westside Water Bank (direct delivery or transfer).

In 2012 AVEK entered into an agreement with Palmdale Water District for the exchange of up to 4 MGD of treated water in return for surface water to serve the Acton Water Treatment Plant's service area customers. This project improves the reliability of AVEK's water supply as it allows AVEK to serve customers potable water meeting current water quality standards even in times when the Acton Water Treatment Plant is not in operation.

Other facility improvements to allow for better distribution of water since the DAWN Project include the Parallel South Feeder and the addition of 9 MG of storage at the Quartz Hill Water Treatment Plant. The Agency's major facilities are also shown on Figure 1. The Quartz Hill Water Treatment Plant is capable of producing 90 MGD (270 acre-feet/day (AFD)) of treated drinking water. The Eastside Water Treatment Plant is capable of producing 10 MGD (30 AFD). The Rosamond Water Treatment plant can produce 14 MGD (42 AFD), and the Acton Water Treatment Plant can produce 4 MGD (12 AFD) of treated water. The bulk of AVEK's imported water is treated and distributed to customers throughout its service area. AVEK also provides delivery of untreated water from the Aqueduct to local farmers and ranchers.

MAILING INSTRUCTIONS

Antelope Valley-East Kern Water Agency, 6500 West Avenue N, Palmdale, CA 93551
Attn: Justin Livesay, Engineering Manager
661-943-3201
jlivesay@avek.org

INQUIRIES/QUESTIONS

Questions pertaining to the RFP should be directed to Justin Livesay, Engineering Manager at his email address, jlivesay@avek.org.

PROPOSAL SUBMITTAL

Proposals are due no later than 5:00 p.m., November 20, 2020, and must be received by that time and date. Proposal postmark dates and times will not be considered as meeting that deadline. Proposers must submit one (1) electronic copy of their proposal to the email address shown under "Mailing Instructions" above. AVEK is not responsible for proposals that are delinquent, lost, mismarked, and/or sent to an address other than that given above, or sent by mail or courier service. AVEK reserves the right, after opening the proposals, to reject any or all proposals, or to accept the proposal(s) that in its sole judgment is (are) in the best interest of AVEK.

Upon receipt of proposals, each consultant shall be presumed to be thoroughly familiar with all specifications and requirements of this proposal. The failure or omission to examine any form, instrument or document shall in no way relieve consultants from any obligation in respect to this proposal.

RFP SCHEDULE

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| • Release of RFP | November 2, 2020 |
| • Proposals Due | November 20, 2020 |
| • Proposal Review and Committee Mtg. | Late November/Early December 2020 |
| • Agency Approval/Award | Early December 2020 |
| • Agency to Issue Notice to Proceed | Early December 2020 |

REVIEW OF PROPOSALS AND SELECTION OF CONSULTANT

Proposals should provide a straightforward and concise presentation adequate to satisfy the requirements of the RFP. Emphasis should be on completeness and clarity of contents.

Proposals submitted will be evaluated by a committee comprised of Agency staff and Board Committee. The committee's evaluation will be based upon, but not limited to: proposal cost, strength of the proposal, related experience of the firm, professional qualifications of the individual(s) to be assigned to the project, ability to meet required deadlines, references from previous clients, and ability to enter into the Agency's standard Professional Services Agreement.

While cost is a key consideration, the Agency reserves the right to choose the best proposal, which may not be based on price. The committee may choose to interview the top candidates.

After evaluating the proposals, the Agency reserves the right to further negotiate the proposed work and/or method and amount of compensation. The respondent must clearly state the period of time for which the proposal will be valid. This period must not be less than ninety (90) days from the date of submittal.

PROPOSAL CONTENT

The Agency requires the proposer to submit a concise proposal clearly addressing all of the requirements outlined in this RFP. Proposals should be limited to ten (10) 8 ½" x 11" pages (including the cover letter and resumes). Lengthy proposals may not be well received.

Proposal must include, at a minimum, the following sections:

- **Cover Letter:** A brief summary containing highlights of Consultant's proposed approach to the services described in the RFP, including a statement of its understanding of the project and services required, signed by an individual authorized to bind the proposing firm stating the firm has read and will comply with all terms and conditions of the RFP.

- **Background on Firm:** A brief description of the firm including the size of the organization, location of offices, years in business, organizational chart, name of owner and principal parties, and titles of staff. Qualifications of individuals who will perform the work listed in the Scope of Work along with identification of the individual who will be the Agency's main contact.
- **Statement of Understanding and Approach:** Provide a description of the methodology the firm will use to complete the Scope of Work as detailed in this RFP. Discuss and describe the firm's experience working on similar projects and provide a statement of the services your firm feels differentiates your firm from others. Additionally, as a part of the summary, identify the responsibilities of the Agency and the responsibilities of the firm.
- **Scope of Work:** Provide details with specific task descriptions to demonstrate that the proposer has considered all aspects of the proposal and that the proposer will cover them thoroughly.
- **Project Schedule:** Provide a project schedule with significant milestone events or deadlines. Scheduling milestones should be concrete and achievable; however, they may be revised on approval of both parties.
- **References:** Provide the following information for two (2) projects which are similar in scope to the project requested by this proposal:
 - Name, address, and telephone number of the client
 - Person to contact for references
 - Time period of project and brief description of the scope of services provided
- **Additional Information:** The Agency has outlined the requirements of this project in as much detail as is currently known. Respondents may add information not requested in this RFP, but the information should be in addition to, not instead of, the requested information and format. Please provide any exceptions, additional information, or suggestions that will aid in the selection process (attachments are acceptable). Please keep these as brief as possible.
- **Cost Estimates of Consulting Fee:** Each proposal shall include a cost estimate for providing services.

**Antelope Valley-East Kern Water Agency
Local Hazard Mitigation Plan (LHMP)
Scope of Work**

The Scope of Work defined below encompasses anticipated tasks necessary to develop the Agency's LHMP to comply with FEMA requirements for LHMPs, based on the Disaster Mitigation Act of 2000 and associated handbooks or other guidance.

TASK 1 — DEVELOP A PLANNING TEAM

CONSULTANT will work with AVEK to appoint a Planning Team to serve as a steering committee for this project. CONSULTANT will review AVEK's service area boundaries and the surrounding jurisdictions to determine the appropriate planning area and identify resources needed to support the planning process.

TASK 2 – COMMUNITY AND STAKEHOLDER OUTREACH

CONSULTANT will be responsible for carrying out public engagement to the community, including key stakeholders. Key stakeholders for this project should include a broad cross-section of the community, such as residents, government officials, community leaders, and business owners. CONSULTANT will work with the Planning Team to identify specific stakeholders (individuals and organizations) during the early stages of the planning process, and invite these stakeholders to participate in the planning process through public engagement activities that may include, but are not limited to:

- Hold public hearings, meetings, and/or workshops during the plan development period
- Solicit input from citizens and professionals with knowledge of applicable hazards
- Solicit stakeholder input regarding the feasibility of potential mitigation measures for each hazard and the prioritization of mitigation projects
- Public review period for the final draft of the plan and the plan's goals and proposed mitigation projects
- Public involvement in the implementation and updating of the plan's goals and proposed mitigation projects

CONSULTANT will be responsible for providing all meeting materials (agendas, minutes, presentations). Video conference meetings may be conducted, but in-person meetings are preferred if local regulations allow.

TASK 3 – CONDUCT A RISK ASSESSMENT (HAZARD IDENTIFICATION AND VULNERABILITY)

HAZARD IDENTIFICATION: CONSULTANT will work with the Planning Team to develop a description and prioritization of the natural hazards that have occurred within the planning area and

assess each of the risks. The natural hazards categories, consistent with the State Hazard Mitigation Plan, may include, but are not limited to:

- Flood-Related Hazards that include, at a minimum, flood hazard areas as defined by FEMA in the Flood Insurance Rate Maps (FIRMs) for the planning area as well as local historical data.
- Wind-Related Hazards based on information provided by the National Weather Service and/or State Hazard Mitigation Plan
- Fire-Related Hazards based on local historical data, the National Weather Service, State Hazard Mitigation Plan, and/or other applicable plans/sources
- Geologic Hazards based on local historical information, State Hazard Mitigation Plan, and/or other applicable plans/sources
- Other Hazards not listed above as determined by local history and experience. Consideration may also be given to man-made hazards (e.g. chemical spills and/or fires)

HAZARD MAPPING: Using the best available data, CONSULTANT will develop a base map of areas affected by multiple natural hazards. In conjunction with mapping, CONSULTANT will develop a comprehensive inventory (database) for use in developing map data layers of the following items relative to the multiple hazard area:

- Critical facilities, including, but not limited to:
 - Water treatment plants and associated pumping stations
 - Power generation, water transmission, and delivery facilities
- Maps that depict the location of structures, land use, and population

VULNERABILITY ASSESSMENT: Based on previous information, CONSULTANT will develop an overview of Agency infrastructure vulnerability to specific hazards. This vulnerability assessment should include:

- Types and numbers of buildings, infrastructure, and critical facilities located in the identified hazard areas.
- All existing multiple hazard protection measures within the jurisdiction, including protective measures under the National Flood Insurance Program (NFIP).
- A description of each measure and the method of enforcement and/or the point of contact responsible for implementation of each measure
- Historical performance of each measure and a description of improvements or changes needed.

TASK 4 – DEVELOP A MITIGATION STRATEGY

CONSULTANT will develop a local mitigation strategy specific to the Agency’s exposure to risk and adverse impacts from natural hazards, as identified during the hazard identification and risk/vulnerability assessment process. The mitigation strategy will include:

- A list of mitigation goal statements that focuses on reducing the risks from the identified natural hazards. CONSULTANT will develop goals and project prioritization with the Planning Team with stakeholder input.
- A section that identifies and analyzes a comprehensive range of specific mitigation actions and projects being considered to reduce the effects of each hazard, with particular emphasis on new and existing buildings and infrastructure within AVEK's jurisdiction. This section will include a list of prioritized hazard mitigation projects that best meet the communities' needs for multiple hazard damage reduction.

TASK 5 – MAINTENANCE PLAN DEVELOPMENT

CONSULTANT will develop a maintenance plan to ensure the LHMP is kept current. CONSULTANT will include an implementation schedule with procedures for ensuring the plan's implementation, updating, and revision every five years.

TASK 6 – DEVELOP PLAN DRAFT

CONSULTANT will draft Local Hazard Mitigation Plan using information and data gathered during previous tasks. Appropriate internal and public reviews will be conducted, and comments incorporated into the draft before submission to Cal OES.

TASK 7 – PLAN APPROVAL AND LOCAL ADOPTION

- Plan Approval: Following public review and comment described in Task 3, CONSULTANT will submit the plan to Cal OES on behalf of AVEK for review, update the plan with any required revisions, and re-submit plan until FEMA issues "approval pending adoption."
- Local Adoption: After receipt of "approval pending adoption" CONSULTANT will work with AVEK to adopt the LHMP by the Agency's Board of Directors.

CONSULTANT'S duties will be fulfilled when FEMA notifies AVEK of final plan approval.

CONSULTANT shall provide two (2) hard copies and one (1) editable electronic copy of the final FEMA and Board adopted plan. CONSULTANT shall also provide electronic copies of all plan drafts submitted to Cal OES and FEMA.

TASK 8 — PROJECT ADMINISTRATION AND MANAGEMENT

CONSULTANT's Project Manager shall assure that proper resources and staff are dedicated to this Project to assure a timely completion of the Local Hazard Mitigation Plan. CONSULTANT's Project Manager shall also implement and enforce internal Quality Assurance and Quality Control programs. CONSULTANT assumes bi-weekly status updates via email or phone calls with the Agency's Project Manager.

Draft Schedule

CONSULTANT shall have the final Local Hazard Mitigation Plan submitted to Cal OES by 1 February 2022 to allow time for Cal OES and FEMA review/revisions and Agency adoption.

Proposed schedule:

Notice to Proceed	December 2020
Task 1 – Develop a Planning Team	Dec 2020 – Jan 2021
Task 2 – Community and Stakeholder Outreach	Jan 2021 – Mar 2021
Task 3 – Conduct a Risk Assessment	Mar 2021 – Aug 2021
Task 4 – Develop a Mitigation Strategy	Aug 2021 – Oct 2021
Task 5 – Maintenance Plan Development	Oct 2021 – Nov 2021
Task 6 – Develop Plan Draft	Nov 2021 – Feb 2022
Task 7 – Plan Approval and Local Adoption	Feb 2022 – Oct 2022
Task 8 – Project Administration and Management	Dec 2020 – Oct 2022