



COUNTY OF MENDOCINO  
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Central Services Division

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COUNTY OF MENDOCINO ♦ REQUEST FOR PROPOSAL  
ADDENDUM No. 1

**General Plan Safety Element Update Consultant**

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RFP No.	DR-19-02
Addendum Issue Date:	March 27, 2019
RFP Issue Date:	March 13, 2019
RFP Submission Deadline:	April 3, 2019 - 2:00 pm

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**VENDOR INQUIRIES/MENDOCINO COUNTY RESPONSES**

1. **Vendor Inquiry:** What is the County's budget for the Safety Element update?

**County of Mendocino Response/Clarification:**

As of writing this addendum, the County has not yet received the HMGP grant funding requested for the update of the Safety Element. However, the County chose to release the RFP at this point as it needs to commence the update process. Until the grant is awarded the actual budget is pre-mature to release. However, the sub-application contains a draft proposed budget, which is online (see number 2 below).

2. **Vendor Inquiry:** Is the County able to share a copy of its HMGP grant application? In our experience working with grant funded projects, it's helpful to the scoping process to review the application and corresponding budget due to reporting expectations of the funding agencies.

**County of Mendocino Response/Clarification:**

The HMGP grant sub-application is posted on the County's web site. See the following link:

<https://www.mendocinocounty.org/government/executive-office/open-rfp-quotes-bids>

3. **Vendor Inquiry:** How does the County envision the Safety Element update interacting with the County's concurrent updates to the Housing Element and Multi-Hazard Mitigation Plan?

**County of Mendocino Response/Clarification:**

Currently the Mendocino County Safety Element is in-bedded in Chapter 3 of the General Plan (Development Element). The County is looking at what the proposing consultant will recommend to internal consistency of the General Plan. If the update is to utilize the current format or create a stand

along element, the consultant will need to provide a detailed explanation as to why and how the options are being recommended.

4. **Vendor Inquiry:** Will members of the Safety Element Task Force also advise the MHMP update?

**County of Mendocino Response/Clarification:**

Because the two plan updates require integration per state statutes the goal is to utilize the same stakeholders for efficiency of completing the two updates. However, this is subject to change, but every effort will be made to have input by the same task force for both updates for efficiency and consistency.

5. **Vendor Inquiry:** The results of the Vulnerability Assessment could lead to recommendations for goals and policies that might be better suited for other elements of the General Plan. Is the scope of this project limited to an update of the Safety Element only?

**County of Mendocino Response/Clarification:**

The project is primarily the update and integration of the Safety Element and MHMP. However during the preparation of the Safety Element Update, it is expected that the consultant will review the entire General Plan and perform a consistency analysis to avoid the Safety Element Update resulting in inconsistencies with the remainder of the General Plan and vis versa.

6. **Vendor Inquiry:** Task 5 identifies two sets of public meetings (3 meetings each for the Safety Element and VA) in the task description, but the deliverables describe 6 public hearings. Are these meetings expected to be community workshops and/or stakeholder meetings or will they be officially noticed public hearings of the planning commission, board of supervisors, or other decision-making body?

**County of Mendocino Response/Clarification:**

*Task 5 states "6 public hearings; 3 Public Hearings with regard to the Climate Vulnerability Assessment and 3 Public Hearings with regard to a review of the draft Safety Element." It is assumed that the 3 public hearings would be noticed Brown Act meetings before the Planning Commission and the Board of Supervisors. The three public meeting are to be held throughout the County for public input on the element update. These meetings would also be public noticed to the extent possible to obtain public input.*

*After submitting the Safety Element to the reviewing state agencies, Cal Fire, etc., there may be changes or recommended amendment, which would require the use of the third public hearing before the Board of Supervisors. It is also expected that the consultant would provide an outline for public outreach and public meetings in the proposal.*

7. **Vendor Inquiry:** Is there an opportunity to collaborate and coordinate outreach meetings and activities with the Housing Element and/or MHMP updates?

**County of Mendocino Response/Clarification:**

The County's preference would be to coordinate the outreach meetings whenever possible, but will depend on the time table of all plan updates. County staff will make every effort possible to coordinate and have consultants selected to collaborate the outreach meetings.

8. **Vendor Inquiry:** Task 8 identifies two public hearings for adoption - one each for the planning commission and Board. Are these hearings in addition to the six meetings/hearings listed in Task 5?

**County of Mendocino Response/Clarification:**

As noted in Question 6 above, these two meetings in task 5 are programed into the RFP to address final adoption, which are in addition to the hearings in Task 5. However, if it can be assumed that the number of hearings can be reduced the County would prefer to minimize the number of public hearings.

9. **Vendor Inquiry:** Should our budgets assume hard copies of deliverables or will electronic deliverables be acceptable?

**County of Mendocino Response/Clarification:**

The budget should assume the deliverable of both hard copies and electronic copies. This would include the Draft and Final copies of the Vulnerability Assessment, Safety Element documents. As the County will need to submit the document to state agencies this needs to be considered.

10. **Vendor Inquiry:** Should the scope of work assume project coordination/management time with the Housing Element and MHMP project teams (if different firms are selected for one or more projects)?

**County of Mendocino Response/Clarification:**

The County of Mendocino is currently undertaking the update of three plans, Multi-Jurisdictional hazard Mitigation Plan (MHMP); General Plan Safety Element Update and the Housing Element. Recent state legislation now requires coordination between all three plans. The budget should assume coordination between consultants so as to result in consistency. County staff will also provide interface between all parties involved in the preparation of the plan updates.

11. **Vendor Inquiry:** Does the County have any flexibility to extend the submission deadline?

**County of Mendocino Response/Clarification:**

The County's current Multi-jurisdictional Hazard Mitigation Hazard Plan (MHMP) expires at the end of the calendar (December 31, 2019). The County's goal is have the MHMP completed by October 2019 for submittal to Cal OES by no later than November 1, 2019. By submitting the MHMP this year, may provide an opportunity for the County to request any extensions of the state. However, based on the fact that the County's existing MHMP will expire at the end of the year, the County cannot provide an extension and any extensions will be subject to state approval.

**ALL OTHER SPECIFICATIONS REMAIN IN FULL FORCE AND EFFECT.**

Acknowledgment of receipt of this addendum is required to be included in your proposal. You may indicate such inclusion in narrative form within your proposal or by attaching a copy this addendum to your proposal.

Any questions or concerns regarding this matter should be directed to Recovery Director Nash Gonzalez at the phone numbers or email addresses below:

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