



**BOARD OF SUPERVISORS  
AGENDA LETTER**

**Agenda Number:**

**Clerk of the Board of Supervisors**  
105 E. Anapamu Street, Suite 407  
Santa Barbara, CA 93101  
(805) 568-2240

**Department Name:** CEO  
**Department No.:** 012  
**For Agenda Of:** February 2, 2021  
**Placement:** Administrative  
**Estimated Time:**  
**Continued Item:** No  
**If Yes, date from:**  
**Vote Required:** Majority

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**TO:** Board of Supervisors

**FROM:** Department: Mona Miyasato, County Executive Officer  
Director(s):  
Contact Info: Barney Melekian, Assistant County Executive Officer  
Kelly Hubbard, Director, Office of Emergency Management

DocuSigned by:  
*Mona Miyasato*  
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**SUBJECT: Independent Contractor Agreement with Wood Environment & Infrastructure Solutions, Inc. for the 2022 Multi-Jurisdictional Hazard Mitigation Plan Update**

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**County Counsel Concurrence**

As to form: Yes

Other Concurrence: Risk Management

As to form: Yes

**Auditor-Controller Concurrence**

As to form: Yes

**Recommended Actions:**

That the Board of Supervisors:

- a) Approve and authorize the Chair to execute the Independent Contractor Agreement with Wood Environment & Infrastructure Solutions, Inc. for the 2022 Multi-Jurisdictional Hazard Mitigation Plan (MJHMP) update for a contract amount not to exceed \$213,089 for the period from February 3, 2021 through October 1, 2022; and
- b) Determine that the activity is not a "Project" subject to California Environmental Quality Act (CEQA) review per CEQA Guideline Section 15378(b)(5), since the activity is an organizational or administrative activity of government that will not result in direct or indirect physical changes in the environment.

**Summary Text:**

This item is on the agenda to execute the Independent Contractor Agreement with Wood Environment & Infrastructure Solutions, Inc. for the 2022 MJHMP Update. The total contract award is for a contract amount not to exceed \$213,089 for the period from February 3, 2021 through October 1, 2022. The Santa Barbara County Office of Emergency Management (OEM) will lead the update of the MJHMP on behalf

of Santa Barbara County and the Operational Area (12 participating jurisdictions) in accordance with Code of Federal Regulations (CFR) Title 44 section 201.6 for Local Governments.

The purpose of the contract is to assist the County in strategically managing the project development and administration of the update. The consultant will work directly with OEM to update and build on the current 2017 MJHMP by reviewing best practices of adjacent counties, counties of similar demographics or risk, and of the State since the last update. The updated version will take lessons learned from recent disasters to develop new mitigation strategies to improve readiness and lessen the damaged caused by future disasters. The Scope of Work outlines the detail of services to be provided and is included in the Agreement for Services for Independent Contractor (Attachment A). This agreement is funded through a one-time federal funding award requiring a 25% local match. The funding details are provided in the Fiscal Analysis section of this letter.

**Background:**

The Federal Emergency Management Agency (FEMA) requires local governments to update local hazard mitigation plans every 5 years in order to retain eligibility for Hazard Mitigation Grant Funding. The Santa Barbara County MJHMP is a comprehensive document that evaluates natural, technological, and human caused disaster impacts on the public and local government. It also identifies County and participating agency resources, capabilities, vulnerabilities and proposes mitigation actions or projects to reduce future impacts. The Plan identifies and prioritizes the potential impact that hazards could have on the County and assists emergency management staff to prioritize response planning, exercise development, public education, awareness programs and other emergency management functions. This Plan ensures continued eligibility for FEMA project funding for mitigation projects identified in the Plan, as well as future projects identified post-disaster.

The County's MJHMP was last approved by FEMA in September 2017 and will expire on September 26, 2022. A number of natural disasters have occurred in Santa Barbara County since the last plan update, such as the Thomas Fire, Montecito Debris Flow, Coronavirus, and Drought. The 2017 MJHMP needs to be updated to reflect current capabilities, hazards, vulnerabilities, history, and planning requirements since the last plan update. The 2022 MJHMP will build on the current 2017 MJHMP by reviewing newly identified best practices of adjacent counties, counties of similar demographics or risk, and of the State since the last update. Lastly, the updated version will take lessons learned from recent disasters to develop new mitigation strategies to improve readiness and lessen the damaged caused by future disasters.

Santa Barbara County Office of Emergency Management continually works with County Departments and participating agencies to track annual updates to maintain the County's MJHMP. In this effort and being aware of the upcoming 5-year renewal of the plan, OEM applied for Hazard Mitigation Grant Program (HMGP) funding for this update. In September 2020, OEM received notification of award and received Board approval to accept funding on November 10, 2020. OEM moved forward to work with the County Purchasing Department to prepare the Request for Proposals (RFP) to secure a consultant to assist with this required County update. The RFP closed on November 30, 2020. The competitive process was completed on time with eight (8) contractors having submitted proposals for this project.

To select the contractor, OEM convened a panel that included a County and City emergency management representatives, as well as County Flood Control, and the County Planning & Development Department.

The RFPs were reviewed, evaluated, and scored by the panel and the top two scoring RFPs were selected for a final interview. After the final interview, a contractor was selected.

Upon approval of the recommended actions, a contract will be awarded to Wood Environment & Infrastructure Solutions, Inc., in the amount of up to \$213,089. Office of Emergency Management anticipates completion of the project prior to September 26, 2022. The total estimated costs of the project is \$300,000, inclusive of the required 25% match (provided through in-kind costs of County and the 12 partner agencies' staff hours), and approximately 5% grant reimbursement to OEM for administrative management costs.

**Fiscal and Facilities Impacts:**

Budgeted: Yes

Budgeted: Yes, funding for this is provided in the CEO-General Fund fiscal year 2020-21 Adjusted Budget per Budget Revision #0007256 in the amount of \$110,000. This is the estimated grant usage for the current fiscal year. The remaining \$103,089 will be included in the FY 2021-22 recommended budget in the FY 2021-22 recommended budget.

**Fiscal Analysis:**

<b><u>Funding Sources</u></b>	<b><u>FY20-21 Cost:</u></b>	<b><u>FY20-22 Cost:</u></b>	<b><u>Total One-Time Project Cost</u></b>
General Fund			\$ -
State			\$ -
Federal	\$ 110,000.00	\$ 103,089.00	\$ 213,089.00
Fees			\$ -
Other:			\$ -
<b>Total</b>	<b>\$ 110,000.00</b>	<b>\$ 103,089.00</b>	<b>\$ 213,089.00</b>

**Special Instructions:**

Please send a copy of the executed contract to Office of Emergency Management, attn.: Sonia Thompson.

**Attachments:**

Attachment A: Agreement for Services of Independent Contractor with Wood Environment & Infrastructure Solutions, Inc.

**Authored by:**

Kelly Hubbard