

**Columbus Consolidated Government
Council Meeting Agenda Item**

TO:	Mayor and Councilors
AGENDA SUBJECT:	Hazard Mitigation Plan Update – RFP No. 23-0039
INITIATED BY:	Finance Department

It is requested that Council authorize the execution of a contract with Lux Mitigation and Planning Corporation (Ellijay, GA) for an updated hazard mitigation plan. The Emergency Management & Homeland Security Department budgeted \$34,000.00 for the services; the proposed cost is within the budgeted amount.

Section 322 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, enacted under the Disaster Mitigation Act of 2000, (DMA of 2000), provides new and revitalized approaches to mitigation planning. This section continues the requirement for a Standard County Mitigation plan as a condition of disaster assistance.

A hazard mitigation plan is created to protect the health, safety, and economic interests of residents by reducing the impacts of natural hazards through mitigation planning, awareness and implementation of mitigation alternatives. Hazard mitigation is any action taken to permanently eliminate or reduce the long-term risk to human life and property from natural hazards. It is an essential element of emergency management along with preparedness, response and recovery. The City’s hazard mitigation plan was approved by FEMA in 2017.

The City’s hazard mitigation plan contains geographic and demographic information, together with an assessment of the risk, and an analysis of the vulnerability that natural hazards have on Muscogee County. It also addresses the current capability of state and local government to reduce, eliminate, or minimize the vulnerability of our communities to natural hazards. Most importantly, the plan outlines a coordinated mitigation strategy adopted by the City that includes long-term goals, short-term objectives, and an assignment of specific, measurable tasks or actions.

The City’s hazard mitigation plan must be reviewed and revised as needed to reflect changes in development, progress in countywide mitigation efforts, and changes in funding priorities. The plan updates will be submitted to the FEMA Region IV for approval. The Emergency Management Division will coordinate, review, and supervise all activities related to the plan update to ensure that the milestones are met so that final drafts are ready to submit to FEMA by the deadline of November 30, 2023.

Lux Mitigation and Planning Corporation will provide the following services:

- A. Address the following hazards: flooding, high winds (hurricanes, tornadoes, and windstorms), winter, landslides, sinkholes and land subsidence, earthquakes, drought, hail, wildfire, extreme temperatures, lightning, dam failure, and tsunamis.
- B. Assist the Emergency Management Division in involving the citizens of Muscogee County/Columbus, GA in the plan update. Media advisories will be issued. The Emergency Management Division of the Homeland Security Department and the Consultant will facilitate public meetings, as necessary.
- C. Along with the Emergency Management Division, invite numerous, local, state, and federal agencies and private sector entities to participate in the planning process. Each agency's participation will be documented in the plan update as required via sign in sheets, meeting minutes, completed surveys, etc.
- D. Utilize FEMA's Multi-Hazard Mitigation Planning Guidance.
- E. Evaluate all local emergency plans within the city/county and incorporate revisions and updates as necessary.
- F. As deemed necessary, incorporate other plans/studies into the plan update.
- G. Comprehensively review and update each section of the current hazard mitigation plan. During the previous update, the Columbus Consolidated Government reviewed and updated the risk and vulnerability assessments; the consultant shall update these sections as necessary.
- H. Include the development of an appendix entitled "Policy and Guidance for Implementation of Hazard Mitigation Assistance Strategies."
- I. Update the plans relating to new laws, policies or regulations at the State or local level.
- J. Update changes in County/City agencies information and/or their procedures that will affect how mitigation programs or funds are administered.
- K. Update significant changes in funding sources or known capabilities throughout the State.
- L. Update the plan in accordance with state and federal requirements, resulting in a FEMA approved plan.
- M. Facilitate the entire planning process for this plan update.

RFP Advertisement and Receipt of Proposals:

RFP specifications were posted on the web pages of the Purchasing Division, the Georgia Procurement Registry and DemandStar on May 24, 2023. This RFP has been advertised, opened and evaluated. Two proposals were received on June 16, 2023 from the following firms:

Lux Mitigation and Planning Corporation (Ellijay, GA)

ERUdyne, Inc. (Whitestone, VA)

The following events took place after receipt of proposals:

RFP MEETINGS/EVENTS		
Description	Date	Agenda/Action
Pre-Evaluation Meeting	07/18/23	The Purchasing Manager advised evaluation committee members of the RFP rules and process, and the project manager provided an overview. Proposals were disbursed to each committee member to review.
1 st Evaluation Meeting	08/01/23	Committee members discussed the proposals and determined that clarifications were not required from either firm.
Evaluation Forms Sent	08/10/23	Evaluation forms were forwarded to voting committee members.
Evaluation Forms Returned	08/14/23	The final set of evaluation forms were returned to the Purchasing Division.
Evaluation Results	08/14/23	The Purchasing Division compiled the evaluation scores and comments, which were then forwarded to the Evaluation Committee members for review.
Award Recommendation	08/14/23	Voting committee unanimously recommended award to the highest-scoring firm of Lux Mitigation and Planning Corporation.

Evaluation Committee:

The proposals were reviewed by the Evaluation Committee, which consisted of one voting member from the Emergency Management Department, one voting member from the Public Works Department and one voting member from the Information Technology Department.

A representative from the Columbus Fire and Emergency Medical Services Department and a representative from the Engineering Department served as alternate voters.

An additional representative from the Emergency Management Department served as a non-voting advisor.

Award Recommendation:

The voting committee members recommend awarding the contract to the highest-scoring firm of Lux Mitigation and Planning Corporation for the following reasons:

- This company has a very long client history in Georgia, which gives the unique understanding of the region's needs as it relates to emergencies.
- The firm provided the 2018 plan for the city and the plan was completed on time.
- The firm's cost proposal details their invoice requirements.

Vendor's Experience/Qualifications:

- Lux Mitigation and Planning Corporation was incorporated in June 2013 as an S corporation in the state of Georgia.
- Lux Mitigation and Planning Corporation has worked on 65 hazard mitigation plans in the state of Georgia since June 2013.
- All 47 Georgia counties that contracted with the firm have received both GEMA and FEMA approval on their hazard mitigation plan.
- Below are the five similar projects completed by the firm.
 - Pike County (Zebulon, GA)
2015 and 2019 Hazard Mitigation Plan updates.
 - Coweta County (Newnan, GA)
2018 and 2023 Hazard Mitigation Plan updates.
 - Glynn County (Brunswick, GA)
2023 Hazard Mitigation Plan update.
 - Union County (Blairsville, GA)
2015 and 2020 Hazard Mitigation Plan update.
 - Cusseta-Chattahoochee County (Cusseta, GA)
2023 Hazard Mitigation Plan update.

The City's Procurement Ordinance Article 3-110 (Competitive Sealed Proposals for the procurement of Equipment, Supplies and Professional Services) governs the RFP Process. During the RFP process, there is no formal opening due to the possibility of negotiated components of the proposal. In the event City Council does not approve the recommended offeror, no proposal responses or any negotiated components are made public until after the award of the contract. Therefore, the evaluation results and cost information has been submitted to the City Manager in a separate memo for informational purposes.

Funds are budgeted in the FY24 Budget: Multi-Governmental Fund – Emergency Management & Homeland Security – Hazard Mitigation - Contractual Services; 0216-450-3928-PDMG-6319.

A RESOLUTION

NO. _____

A RESOLUTION AUTHORIZING THE EXECUTION OF A CONTRACT WITH LUX MITIGATION AND PLANNING CORPORATION (ELLIJAY, GA) FOR AN UPDATED HAZARD MITIGATION PLAN. THE EMERGENCY MANAGEMENT & HOMELAND SECURITY DEPARTMENT BUDGETED \$34,000.00 FOR THE SERVICES; THE PROPOSED COST IS WITHIN THE BUDGETED AMOUNT.

WHEREAS, an RFP was administered (RFP No. 23-0039) and two proposals were received; and,

WHEREAS, the proposal submitted by Lux Mitigation and Planning Corporation met all proposal requirements and was evaluated most responsive to the RFP.

NOW, THEREFORE, THE COUNCIL OF COLUMBUS, GEORGIA, HEREBY RESOLVES AS FOLLOWS:

That the City Manager is hereby authorized to execute a contract with Lux Mitigation and Planning Corporation (Ellijay, GA) for an updated hazard mitigation plan. The Emergency Management & Homeland Security Department budgeted \$34,000.00 for the services; the proposed cost is within the budgeted amount. Funds are budgeted in the FY24 Budget: Multi-Governmental Fund – Emergency Management & Homeland Security – Hazard Mitigation - Contractual Services; 0216-450-3928-PDMG-6319.

Introduced at a regular meeting of the Council of Columbus, Georgia, held the _____ day of _____, 2023 and adopted at said meeting by the affirmative vote of _____ members of said Council.

- Councilor Allen voting _____.
- Councilor Barnes voting _____.
- Councilor Begly voting _____.
- Councilor Cogle voting _____.
- Councilor Crabb voting _____.
- Councilor Davis voting _____.
- Councilor Garrett voting _____.
- Councilor Huff voting _____.
- Councilor Thomas voting _____.
- Councilor Tucker voting _____.

Sandra T. Davis, Clerk of Council

B.H. "Skip" Henderson III, Mayor