

PLACER COUNTY  
OFFICE OF EMERGENCY SERVICES

MEMORANDUM

**To:** Honorable Board of Supervisors

**From:** Thomas Miller, County Executive Officer  
by: Rui Cunha, Emergency Services Program Manager

**Date:** June 23, 2009

**Subject:** Approve a contract amendment with AMEC Earth and Environmental, Inc. (AMEC) to increase the original contract by \$47,440 to a new total of \$163,600, and authorize the Placer County Procurement Manager to sign three copies of the agreement. This contract is additional work towards updating the Placer County Hazard Mitigation Plan due to new compliance standards from the Federal Emergency Management Agency.

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**ACTION REQUESTED**

That your Board approve a contract amendment agreement with AMEC Earth and Environmental, Inc (AMEC) to increase the original contract by \$47,440 to a new total of \$163,600 and authorize the Placer County Procurement Manager to sign three copies of the agreement.

**BACKGROUND**

The Disaster Mitigation Act of 2000 (Public Law 106-390) requires governmental agencies to prepare and gain Federal Emergency Management Agency (FEMA) approval for a local hazard mitigation plan (LHMP). An approved plan makes the County eligible for FEMA Pre-Disaster Mitigation and Hazard Mitigation Grant programs. The plan assesses risk and vulnerabilities and identifies and prioritizes mitigation projects. As the LHMP must be updated every five years, Placer County sought and received a Pre-Disaster Mitigation grant in the amount of \$350,000 to fund the update. AMEC is the consulting firm contracted by Placer County in early 2007 to complete the update project. Format and specific content of the LHMP are as specified by FEMA which recently issued updated plan guidance which has necessitated an increase in the contracted work requirements of AMEC. Therefore, a contract amendment is necessary for AMEC to complete the additional work and meet the new compliance standards.

**FISCAL IMPACT**

The not-to-exceed amount of the contract amendment is \$47,440. This additional cost is already budgeted in Fiscal Year 08/09 and is fully covered by the Pre-Disaster Mitigation Grant secured for the project. There is no impact to the general fund as a result of this action.

**Attachment:**

Board of Supervisors  
Updating Local Multi-Hazard Mitigation Plan Project  
Director of Emergency Services  
March 20, 2007  
Page 2 of 2  
Consultant Service Agreement Proposal with AMEC

**Administering Agency:** Placer County Office of Emergency Services

**Contract No. :** KN020751

**Contract Description:** Placer County Multi-Hazard Mitigation Plan Update, Community Rating System Evaluations, and Benefit-Cost Analysis Support.

CONSULTANT SERVICES AGREEMENT

AMENDMENT NO. 1

THIS AGREEMENT, originally executed (\_\_\_\_\_, 2009) by and between the County of Placer ("County"), and AMEC Earth & Environmental, Inc. ("Contractor"), is hereby amended as described below:

• **Reference Section 2 – Payment:**

The total amount of this contract is increased from \$116,160.00 to \$163,600.00 (an increase of \$47,440.00).

• **Reference Exhibit A – Scope of Services:**

This exhibit is amended to include additional services as described in Consultant's proposal dated on May 12, 2009 (attached).

• **Reference Exhibit B – Fees for Services:**

The Total listed in the table titled "AMEC Fee Schedule" is hereby increased to (\$163,600.00) (consistent with the above change to Section 2).

With the exception of the above, all other provisions of this contract are unchanged.

Executed as of the date indicated below:

COUNTY OF PLACER:

By: \_\_\_\_\_  
Jim Boggan, Purchasing Manager

Date: \_\_\_\_\_

AMEC Earth & Environmental Inc.

By: \_\_\_\_\_  
(Name and Title/Position)

Date: \_\_\_\_\_

By: \_\_\_\_\_  
(Name and Title/Position)

Date: \_\_\_\_\_

**Placer County Local Hazard Mitigation Plan Update  
Amendment #1 - Additional Effort/ Cost to Complete Project**

**Additional Effort**

AMEC identified several areas which resulted in additional effort in the development of the Placer County LHMP:

- **New DMA Guidance.** Since the original scope was finalized in 2007, FEMA issued new guidelines (*Multi-Hazard Mitigation Planning Guidance, July 2008*) governing the development and approval of LHMPs that changed the level of effort required for developing a FEMA-approved LHMP. Below are highlights of these changes:
  - The guidance recommends that separate annexes be prepared for all participating jurisdictions. The type and volume of data required for each jurisdiction within these annexes is far beyond what was previously required.
  - Further, the number of participating jurisdictions went from 12 (including the County) in the 2005 plan to 17 in this 2009 Update, each requiring a separate annex.
  - The guidance now requires that this plan meet FMA, as well as DMA requirements in order to receive FEMA-approval, thus requiring the development and incorporation of additional data and information for each participating jurisdiction.
  - The new guidance set forth numerous requirements for plan updates that were not previously defined and/or required. Additional effort is required to ensure each of these elements is met.
  
- **New Cal-EMA Review Standards.** Related, in part, to the new guidance, the California Emergency Management Agency (CAL EMA) is more stringent in their review and approval of DMA plans. In short, they are requiring much more detail and backup to support the plan contents to meet their “new” approval standards. This can also be attributed to their new status as an “enhanced” state for hazard mitigation. This new status and change in their review policy is tied to millions in additional monies from FEMA.
  
- **Expanded Project Schedule.** The proposed schedule had the Public Review Draft being finalized in October of 2008; with the project being complete in January of 2009. The revised schedule had the Public Review Draft finalized in May of 2009, with an anticipated project completion of September/October of 2009. This extended schedule resulted in additional effort on the project. Key factors in the expanded schedule include:
  - GIS critical facility data was to be finalized and ready for analysis and incorporation into the LHMP by July 2008. The GIS dataset was not finalized and ready for use until February 2009. Furthermore, there is a trickle down affect of making changes in a GIS dataset, it also affects multiple maps and tables.
  - The Hazard Mitigation Planning Committee (HMPC) was not as forthcoming with required data and input into the LHMP as anticipated in the initial scope.

- **Duplication of Analysis.** Many areas of the LHMP required information and data to be analyzed more than once resulting in an increase in effort. Much of this was a result of the expanded project schedule as well as data not coming in as anticipated from the HMPC. For example, updated housing elements were finalized for several communities after the analysis of this data for the plan had been completed. This required the information be reworked. Other examples included changes to numerous maps and tables based on changes in data requested by jurisdictions.

**Final Project Steps**

The steps outlined below are those remaining for completion of the LHMP project as outlined in the original contract in 2007:

1. Prepare documents and presentation for the Public Meetings on LHMP
2. Conduct the public meetings, week of June 8<sup>th</sup>
3. Incorporate additional HMPC and public comments and data into the LHMP
4. Produce 3<sup>rd</sup> Draft of the LHMP and complete FEMA crosswalk for submittal to Cal EMA and FEMA
5. Respond to Cal EMA and FEMA comments for LHMP approval
6. Finalize LHMP and deliver final electronic copy to county
7. Complete Benefit-Cost Analysis Task as previously described in contract

**Budget Status and Cost to Complete**

<b>Original Budget</b>	<b>Additional Costs Requested</b>	<b>New Budget</b>
\$116,160	\$47,440	\$163,600

