



Agenda Report

Fullerton City Council

MEETING DATE: JUNE 17, 2025

TO: CITY COUNCIL / SUCCESSOR AGENCY

SUBMITTED BY: ADAM LOESER, FIRE CHIEF

PREPARED BY: ANDREW YANG, ADMINISTRATIVE ANALYST II

SUBJECT: \$107,000 PROFESSIONAL SERVICES AGREEMENT WITH
MICHAEL BAKER INTERNATIONAL, INC. FOR LOCAL
HAZARD MITIGATION PLAN UPDATE

SUMMARY

The Fire Department requests City Council approve a \$107,000 Professional Services Agreement with Michael Baker International, Inc. to update the City Local Hazard Mitigation Plan (LHMP).

PROPOSED MOTION

1. Authorize City Manager, or designee, to execute a \$107,000 Professional Services Agreement with Michael Baker International, Inc. to update the City Local Hazard Mitigation Plan, in a form approved by the City Attorney.
2. Authorize City Manager, or designee, to approve change orders and project-related expenditures within the \$190,500 Hazard Mitigation Grant Program (HMGP) award.

ALTERNATIVE OPTIONS

- Approve the Proposed Motion
- Do not approve the Proposed Motion
- Other options brought by City Council.

STAFF RECOMMENDATION

Staff recommends the Proposed Motion.

CITY MANAGER REMARKS

The City Manager recommends approval.

PRIORITY POLICY STATEMENT

This item matches the following Priority Policy Statements:

- Fiscal and Organizational Stability
- Public Safety.

FISCAL IMPACT

A \$198,068 Hazard Mitigation Grant Program award would fund the Agreement within Grants Fund (Fund 32). City Council accepted and appropriated the grant award on March 18, 2025. The award includes up to \$190,500 in total project costs, with federal funds covering 75% of actual expenditures on a reimbursement basis. The City must pay a 25% local match for all project costs. The grant also provides \$7,568 for grant management expenses which does not require a local match.

The proposed agreement totals \$107,000. Staff estimates approximately \$25,000 in personnel time dedicated to project coordination, bringing the total expected project cost to \$132,000. Federal grant funds would reimburse \$99,000 (75%) of project costs, leaving \$33,000.00 (25%) as the City cost-sharing obligation. *In-kind budgeted personnel salaries would satisfy most of the required local match.* The estimated City cash contribution totals \$8,000, which the Fire Department would absorb in the Emergency Management budget. This project would not require an additional General Fund appropriation.

BACKGROUND AND DISCUSSION

The Local Hazard Mitigation Plan (LHMP) identifies potential hazards, assesses vulnerabilities and implements strategies that reduce long-term risk to people, property and infrastructure. Regular LHMP updates ensure alignment with state and federal guidance, reflect changes in local conditions and support eligibility for future hazard mitigation funding.

City Council approved a \$198,068 Hazard Mitigation Grant Program (HMGP) award to support updating the City LHMP on March 18, 2025. The City initiated a Request for Proposals (RFP #2425-08) process to select a qualified project consultant following the HMGP award acceptance. The City received proposals from the following eight firms (listed in alphabetical order):

| | |
|---------------------------------|-----------------------------------|
| Chloeta Holdings, LLC | Michael Baker International, Inc. |
| Constant Associates, Inc. | Vision Planning and Consulting |
| IEM | WestNet, N.A. |
| Integrated Solutions Consulting | Witt O'Brien's, LLC |

A panel composed of the City Emergency Preparedness Coordinator and two external subject matter experts evaluated each proposal and interviewed the three highest-scoring firms.

The evaluation identified Michael Baker International, Inc. as the most qualified consultant. Their proposal and interview presented a detailed and comprehensive work plan, coupled with extensive experience in developing FEMA-compliant plans that

received timely approval from Cal OES and FEMA. Staff subsequently negotiated the scope of work and consulting fee, resulting in the proposed \$107,000 agreement.

The proposed scope of work encompasses the full process to develop and update the LHMP. Key tasks include robust community outreach through stakeholder meetings, public workshops and community surveys, updating hazard profiles and mapping hazard areas to conduct a comprehensive risk and vulnerability assessment and developing an updated mitigation strategy with actionable steps to reduce identified risks. The consultant would also draft the updated LHMP for public review before guiding it through the formal state and federal approval process. Michael Baker anticipates approximately 24 weeks for LHMP development, followed by another six months for Cal OES plan approval, FEMA APA (Approvable Pending Adoption) designation and City Council adoption. Staff would return to City Council with key updates as the project progresses prior to final plan adoption.

Attachments:

- Attachment 1 – Draft Professional Services Agreement
- Attachment 2 – Request for Proposal #2425-08 – Local Hazard Mitigation Plan
- Attachment 3 – Michael Baker International, Inc. RFP #2425-08 Proposal

cc: City Manager Eric J. Levitt