



# OFFICE OF THE CITY ADMINISTRATOR



London N. Breed, Mayor  
Naomi M. Kelly, City Administrator

REVISED 5/10/19 – Note schedule changes in red

REVISED 5/22/19 – Note corrected email addresses and schedule changes in red

OFFICE OF RESILIENCE AND CAPITAL PLANNING (ORCP)

INFORMAL SOLICITATION # 2019 – 01

Disaster Recovery Framework and Downtown Recovery Plan Development

Date issued: **May 22, 2019**

Response due no later than: Noon PDT **Wednesday, May 29, 2019**

Estimated Contract Amount: NTE \$100,000. First contract period is anticipated to be July 1, 2019 to December 30, 2019. In addition, the City shall have three (3) options to extend the term for a period of up to one (1) year each, for a total of (4) years, totaling up to \$100,000, which the City may exercise in its sole, absolute discretion.

Part of the Office of the City Administrator, the Office of Resilience and Capital Planning (ORCP) oversees policies, interagency initiatives, and financial strategies that strengthen the integrity and resilience of San Francisco's infrastructure, neighborhoods, and residents. ORCP is responsible for the development of the City's biennial ten-year Capital Plan, annual Capital Budget, implementation of the initiatives of the Resilient SF strategic vision, including management of the City's Lifelines Council and coordination of the Earthquake Safety Implementation Program (ESIP).

The Office of Resilience and Capital Planning seeks a contractor to support development of the City's first Disaster Recovery Framework to guide citywide recovery planning efforts and facilitate post-disaster recovery decision making, and a Downtown Recovery Plan to show the level of immediate functional loss and the extent of reoccupancy and recovery over time for key downtown sectors and assess strategies to improve recovery time. The framework and plan will apply an equity lens to decrease inequities in disaster recovery. Services would include supporting city staff to:

- Convene a Disaster Recovery Taskforce with relevant city departments and stakeholders and develop objectives, agendas, and facilitation plans for Taskforce meetings.
- Plan for development of a pre-disaster recovery framework and Recovery Support Functions that aligns with FEMA's June 2016 National Disaster Recovery Framework, the May 2017 City of San Francisco Emergency Response Plan, forthcoming San Francisco Hazards and Climate Resilience Plan, and the forthcoming San Francisco Lifelines Restoration Performance Improvement Plan, the in-process California Recovery Support Function Project, and other local and regional initiatives, as appropriate.
- Develop a process for Taskforce to identify recovery vision, core values, key policy issues, recovery goals and measureable benchmarks.

- Draw on the findings of the January 2019 San Francisco Tall Buildings Study and the forthcoming San Francisco Lifelines Restoration Performance Project to consider the combined effects of tall buildings, non-tall buildings, and infrastructure, including liquefaction effects and develop the recovery curve for key downtown sectors in one or more scenario earthquakes.
- May make recommendations about appropriate types of pre- and post- event governance and coordinating structures and decision-making processes.
- May include additional data collection to expand the Tall Buildings inventory.
- May consider economic effects of downtown disruption, define key vulnerabilities and recovery challenges, risk of cordoning around damaged buildings, risk of business and resident displacement, costs and benefits of various strategies to improve the reoccupancy and functional recovery time of the financial district and adjacent neighborhoods.
- May include developing RSF action plans and additional components of the Framework.

Federal funds are the source of funds for this work. There is no Local Business Enterprise (LBE) goal, though LBEs are encouraged to apply.

Future contracts may build on this work to further enhance the Recovery Framework, RSFs and Downtown Recovery Plan.

San Francisco is seeking an experienced and knowledgeable consulting team that includes subject matter experts in a wide scope of disaster recovery issues. The successful consulting team includes personnel with proven facilitation, writing, research, policy development, analytical and/or modeling and project management skills that will produce high quality, well-coordinated deliverables within the budget and timeframe of this contract.

Required qualifications:

1. Demonstrated expertise in disaster recovery framework development and familiarity with the National Disaster Recovery Framework
2. Understanding of current disaster recovery and resilience concepts
3. Demonstrated deep understand of post disaster recovery issues and challenges for cities
4. Experience with plan development or assessments for a public or quasi-governmental entity or agency;
5. A thorough and current understanding of San Francisco's political landscape, demographics and key recovery stakeholder groups,
6. Strong ability to facilitate successful stakeholder input processes and develop consensus
7. Demonstrated analytical and/or modelling skills and expertise to analyze the effects of an earthquake on a community, including its people, buildings and infrastructure and the estimated recovery time.
8. Ability to perform complex cost/benefit analysis to evaluate strategies to improve reoccupancy and functional recovery of key functions downtown
9. Ability to write in a way that is understandable to both professionals in the field and lay people.
10. Availability of a project manager within driving distance of San Francisco.
11. It is desired that the successful responder be a certified supplier with the City at the time of application.

Interested parties are requested to provide the following information:

1. Letter of interest (optional).
2. Name of organization(s) responding.
3. Name and contact information (telephone, email, fax) for an individual who is an authorized representative of the organization(s).
4. Brief description of minimum qualifications and how you achieved those qualifications.
5. Description of experience working with communities in post-event disaster recovery and disaster recovery planning, including development of local Disaster Recovery Frameworks and governance structures.
6. Description of analytical and/or modeling skills and experience analyzing the effects of an earthquake on a community, including its people, buildings and infrastructure and the estimated recovery time.
7. Description of any skills and experience evaluating downtime, economic analysis, risk of displacement, risk of cordoning and/or performing complex cost/benefit analysis to evaluate strategies to improve reoccupancy and functional recovery of key functions downtown.

Respond as to how your organization meets the qualifications required, above.

Please respond via email to:

Office of Resilience and Capital Planning

[cpp@sfgov.org](mailto:cpp@sfgov.org)

Fax, mail or in-person responses will be not accepted.

Schedule:

**Thursday, May 22**, Noon 2019 PDT is the deadline to submit questions to [cpp@sfgov.org](mailto:cpp@sfgov.org)

**Friday, May 24**, Noon, 2019 responses will be posted no later than this time at <https://sfgsa.org/public-notices>

**Wednesday, May 29**, Noon PDT responses are due to [cpp@sfgov.org](mailto:cpp@sfgov.org)

Approximately July 1, 2019 beginning of contract

Responders are directed not to contact City employees or representatives other than [cpp@sfgov.org](mailto:cpp@sfgov.org) concerning this Solicitation.