

# CITY OF HAWTHORNE



## REQUEST FOR PROPOSALS

### LOCAL HAZARD MITIGATION PLAN UPDATE PREPARATION AND SUPPORT

**PROPOSALS DUE: May 27, 2025**

# LOCAL HAZARD MITIGATION PLAN UPDATE PREPARATION AND SUPPORT

## TABLE OF CONTENTS

	<u>Page</u>
• Proposal Submittal Information	3
• Section I – Request for Proposal (RFP) Instructions and Information	4
• Section II – Technical Requirements	7
• Section III – General Proposal Terms and Conditions	11
• Section IV – Proposal Form	15
• Attachment 1 – Proposer’s Affidavit	17
• Attachment 2 – Insurance Requirements	19
• Attachment 3 – Sample Agreement	22

**LOCAL HAZARD MITIGATION PLAN UPDATE  
PREPARATION AND SUPPORT**

**PROPOSAL SUBMITTAL INFORMATION**

PLACE: CITY OF HAWTHORNE  
CITY CLERK'S OFFICE  
ATTN: Samuel English  
4455 West 126<sup>th</sup> Street  
Hawthorne, CA 90250

DEADLINE: **Before 4:00 P.M. PST**

DATE: Tuesday, May 27, 2025

**ONE (1) ORIGINAL PLUS TWO (2) ADDITIONAL HARD  
COPIES AND AN ELECTRONIC COPY IN PDF FORMAT ON  
THUMB-DRIVE** of the proposal must be submitted in a sealed envelope and marked with the Request for Proposal Title: **Local Hazard Mitigation Plan Update Preparation and Support**

**PROPOSALS MAY BE MAILED OR HAND DELIVERED. NO  
EMAILED OR FAXED PROPOSALS WILL BE ACCEPTED. LATE  
PROPOSALS WILL NOT BE ACCEPTED.**

**All responses must include the following components:**

- Proposer's Response (Section IV of the document.) In addition to your proposal, you must submit your response on the forms provided. (If additional space is required, please attach additional pages.)
- Proposer's Affidavit (Attachment 1)
- Insurance Requirements (Attachment 2)

Any questions regarding this proposal should be directed to: Samuel English, Legal Risk Specialist via email at [senglish@cityofhawthorne.org](mailto:senglish@cityofhawthorne.org). No response shall be given to verbal questions. **Written questions are accepted before and until May 16, 2025**, any questions received after that date will not be accepted. Responses to the submitted written questions will be emailed to all proposers receiving the Request for Proposal (RFP).

# LOCAL HAZARD MITIGATION PLAN UPDATE PREPARATION AND SUPPORT

## SECTION I – REQUEST FOR PROPOSAL (RFP) INSTRUCTIONS AND INFORMATION

Notice is hereby given that sealed proposals will be received in the City of Hawthorne City Hall, City Clerk's Office, Attn: Samuel English, 4455 West 126<sup>th</sup> Street, Hawthorne, CA, before 4:00 P.M. PST on Tuesday, May 27, 2025. One (1) original plus two (2) additional copies of each proposal and an electronic copy in PDF format must be submitted in a sealed envelope and clearly marked: **Local Hazard Mitigation Plan Update Preparation and Support**. *Note: The PDF file must be delivered as an unlocked (Thumb-Drive) file.*

### **Proposal Form:**

The proposal must include the form provided in Section IV, with all attachments, enclosed in a sealed envelope, and addressed to City of Hawthorne, City Clerk's Office, Attn: Samuel English, 4455 West 126<sup>th</sup> Street, Hawthorne, CA 90250. If the proposal is made by an individual, it must be signed by that individual, and must be signed by the person(s) authorized to execute agreements and bind the entity to contracts. A full business address, telephone (and fax number if available) must be given. No telegraphic, fax or telephonic proposal will be considered.

Blank spaces in the proposal form must be filled in, using ink, indelible pencil, or typewriter, and the text of the proposal form must not be changed. No additions to the form may be made. Any unauthorized conditions, limitations, or provisos attached to a proposal will render it informal and may cause its rejection. Alterations by erasure or interlineations must be explained or noted in the proposal form over the signature of the Proposer.

### **Disadvantaged Business Enterprises**

This consulting services project has a participation of Disadvantaged Business Enterprise (DBE) participation. Consultants shall submit the required DBE information with their proposal.

### **Reservation:**

The City reserves the right to revise or amend these specifications prior to the date set for opening proposals. Revisions and amendments, if any, will be announced by addendum to this RFP. If the revisions require additional time to enable Proposers to respond, the City may postpone the opening date accordingly. In such case, the addendum will include an announcement of the new bid opening date.

All addenda must be attached to the proposal. Failure to attach any addendum may render the proposal non-responsive and cause it to be rejected by the City.

The City of Hawthorne reserves the right to reject any and all proposals received, to take all proposals under advisement for a period not to exceed ninety (90) days after the date of the

opening, to waive any informality on any proposal, to be the sole judge of the relative merits of the material and or service mentioned in the respective proposals received, and rejected, in its entirety, this request for proposals and restart the process again with a new proposal due date.

The City reserves the right to reject any proposal not accompanied with all data information required.

Once submitted, proposals, including the compositions of the consulting staff, cannot be changed without prior written consent of the City.

This Request for Proposal (RFP) does not commit the City to award a contract or to pay any cost incurred in the preparation proposal. All responses to this RFP document become the sole property of the City of Hawthorne.

**Affidavit:**

An affidavit form is enclosed. It must be completed signifying that the proposal is genuine and not collusive or made in the interest or on behalf of any person not named in the proposal, that the Proposer has not directly or indirectly induced or solicited any other Proposer to put in a sham proposal or any other person, firm, or corporation to refrain from proposing, and that the proposer has not in any manner sought by collusion to secure for itself an advantage over any other Proposer. Any proposal submitted without an affidavit or in violation of this requirement will be rejected.

**Schedule:**

The estimated schedule for this project:

<b>Key Milestone</b>	<b>Schedule</b>
<b>RFP Issued</b>	April 17, 2025
<b>Deadline to Submit Questions</b>	May 16, 2025, EOB
<b>Deadline to Submit Proposals</b>	May 27, 2025, before 4:00 PM PST
<b>Notice of Award</b>	June 3, 2025
<b>Tentative Project Start Date</b>	June 16, 2025

**Standards for Evaluation of Proposals:**

Proposal will be evaluated based on their responses to all provision of this RFP. The evaluation of proposals and recommendations of how to proceed with any contract award will be carried out by members of an evaluation team and may involve further discussions what the proposers to clarify items contained in the written proposal. The City must be the sole determiner of suitability to the City’s need.

Proposals will be rated according to their completeness and understanding of the City’s needs, based upon the following criteria:

- a. Project Approach – 20%

- b. Staffing and Project Organization – 20%
- c. Experience 20%
- d. Innovation and Relationships 20%
- e. Cost Effectiveness – 20%

The City reserves the right to interview any, and all respondents submitting a proposal. Although interviews may take place, the proposal should be comprehensive and complete when submitted. The City reserves the right to request clarifying information subsequent to submission of the proposal. The City is not liable for any damages or costs incurred by the Proposer in preparing the Proposal.

General Proposal Terms and Conditions are part of this RFP. Submittal of a proposal by the Proposer signifies that the Proposer understands, and will abide by, these Terms and Conditions.

## SECTION II - TECHNICAL REQUIREMENTS

### Introduction:

The City of Hawthorne hereinafter referred to as the (“City”) is seeking responses from qualified consultants, hereinafter referred to as (“Consultant”) regarding their qualifications to assist the City in the update of its existing Local Hazard Mitigation Plan (“LHMP”). The update will include all elements required by the Federal Emergency Management Agency (“FEMA”) and the California Governor’s Office of Emergency Services (“CalOES”). Completion of the LHMP update shall result in formal approval of the document by CalOES and FEMA.

This RFP is intended to be as descriptive as possible. However, the Proposers may not take advantage of omissions or oversights in the document. Proposers must provide services that meet or exceed the requirements of this RFP. In the event of a dispute over performance, the needs of the City of Hawthorne will govern.

### Scope of Work:

This proposal shall include preparation and support for the update of the existing Local Hazard Mitigation Plan for the City of Hawthorne. **It is the goal of the City to submit the completed LHMP to CalOES before December 2025.** The plan must be updated in accordance with federal, state and local guidelines. The City will be the lead author and procure a consultant to support the update of its Local Hazard Mitigation Plan (LHMP) to focus on natural and man-made hazards. The Consultant shall perform all necessary planning, administration, professional analysis, supporting documents, and work required for the preparation and adoption of the City of Hawthorne’s Local Hazard Mitigation Plane Update in full conformance with the requirements of the Disaster Mitigation Act of 200, 44 CFR 201 (Planning) and Part 206 (Projects), and in title 2 of the Code of Federal Regulations (2 CFR), Part 200.231, and the FEMA Local Mitigation Planning Policy Guide, April 2025 The City of Hawthorne will adopt the final LHMP into the Safety Element of the City’s General Plan to comply with AB 2140.

It is to be understood that City staff have begun the update process and consultant is to assist as needed with specific update tasks. These tasks include but are not limited to:

- Ensure the updated LHMP is in conformance with current FEMA-approved plans and standards for the region.
  - a. City will assemble planning team to work with consultant to update it identified hazards by conducting an evaluation of a full range of natural and man-made hazards and determining the subset of hazards that are significant for inclusion in the LHMP. Within the identification process of these hazards the City will prioritize the natural hazards that have occurred in the past such as flood, wind, earth movement, fires and other man-made hazards that contributes to natural disasters. The City will use GIS hazard mapping to create new maps and utilize the same mapping software from its prior plan as a basis for updating existing and new hazards.

- b. The Consultant and city planning team review the California State Hazard Mitigation Plan, the County Hazard Mitigation Plan, the State's CalOES, MyHazards tool and federal systems such as FEMA's National Risk Index for Natural Hazards and NOAA's National Centers for Environmental Information Storm Events Database as guidance for updating the City's LHMP.
- c. The City and Consultant will update its risk assessment from the prior plan. During the risk assessment phase, each identified hazard will be profiled to describe the hazard history, probability, vulnerability, and impacts. Each step of the risk assessment will be described as follows: the planning team will describe the vulnerability of each community asset, system, and population hazard. The planning team will assess the damage estimates for each hazard to assets in the hazard areas.
- d. The City and Consultant will rely on a full spectrum of possible Mitigation actions that will be evaluated and there will be a prioritization process for how the range will be narrowed to a final list of mitigation actions. The result of the risk assessment will be used to analyze the mitigation strategy development and the updated LHMP will include a review of previous mitigation actions and their status. The current mitigation action is improved by identified vulnerabilities in the risk assessment and will help us develop a thorough analysis of a range of actions and projects that would address these vulnerabilities.
- e. The general public and key stakeholders (i.e., neighboring communities, local and regional agencies involved in hazard mitigation activities and agencies that have the authority to regulate development, as well as businesses, academia and other private and non-profit interests as well as socially vulnerable communities) will be given opportunities to participate throughout the plan development timeline (during the drafting stage and prior to LHMP approval). The City's consultant will have the primary responsibility for documenting each step of the planning phase which includes, scheduling meeting, documenting discussion of action items that are needed and what approach need to resolve each item.
- f. The City and Consultant will conduct public outreach and conduct meetings to incorporate key stakeholders and community members feedback and comments which will document and incorporate into the LHMP.
- g. The City and consultant will coordinate to submit the LHMP to the California Office of Emergency Services, and FEMA for review.
- h. The final deliverable will be a final LHMP approved by CALOES and FEMA.

The Consultant is responsible for completing all revision and addressing all comments issued by CalOES, FEMA, and the AREA G Disaster Management Area Coordinator ("DMAC") until final approval is received from these agencies.

#### **A. Document Review**

The Consultant shall conduct a document review on the following City documents, including but not limited to:

- Prior LHMP (2014)
- Hawthorne General Plan, Safety Element

- Hawthorne Municipal Code and other relevant City documents

## **B. Meeting Attendance**

The Consultant shall include attendance at the following meetings, at a minimum, in their proposal. Should the proposer identify a meeting that they feel is necessary to achieve the results and is beyond the meetings described below, they shall describe them in their proposal.

- Kick-off meeting between consultant and City staff to review objectives of study, agree to methodology, and exchange information with City staff
- Review findings with City staff to provide information supporting findings to date and proposed fees
- City Council meeting to present a PowerPoint on the draft study report
- Final City Council meeting to follow up and present the final report

## **C. Additional Tasks**

If the Consultant feels that additional tasks or deliverables are warranted, they must be clearly identified in the proposal. The City reserves the right to modify the scope of work before the contract is awarded depending on cost and the City's confidence in the selected Consultant.

## **Proposal Requirements:**

The proposal shall clearly address all of the information requested herein. To achieve a uniform review process and obtain the maximum degree of comparability, it is required that proposed be typed, organized and concise, yet comprehensive. Expensive bindings, colored displays, promotional materials, etc. are neither necessary nor desired. Emphasis should be concentrated on conformance to the RFP instructions, responsiveness to the RFP requirements, defined scope of work, and on completeness and clarity of content.

### A. Table of Contents

1. Include a table of contents with identification of each section and page number.

### B. Cover Letter

1. Provide a cover letter with a maximum of one (1) page serving as an Executive Summary which shall include an understanding of the scope of services. The RFP shall be transmitted with a cover letter that must be signed by an official authorized to bind the proposer contractually. That letter accompanying the RFP shall also provide the name, title, address and telephone number of individuals with the authority to negotiate and contractually bind the proposer. The cover letter constitutes certification by the proposer, under penalty of perjury, that the proposer complies with nondiscrimination requirements of the State and Federal Government. An unsigned proposal or one signed by an individual unauthorized to bind the proposer may be rejected.
2. Provide an introduction of the service proposal, including a statement of understanding for the types of services contemplated. Provide a discussion on how the objectives of the scope of services will be accomplished. Provide the name of the firm submitting the proposal, its mailing address, telephone number, and the name of the individual to contact if further information is required. Any participating firms and proposed sub-consultants shall be identified and included in the proposal (all sub-consultants must be approved by the City prior to signing the agreement with the City).

### C. Key Project Staff and Qualifications

1. Identify company and staff qualifications and experience in providing and implementing Local Hazard Mitigation Plan Update studies.
2. Provide a project organization chart highlighting the key staff who will be assigned to prepare the work and any related information for the project manager and key personnel. Include each team member's availability, including all existing committed hours, and the ability of being able to complete the project on time and within budget.
3. Provide a project schedule that includes all tasks, deliverables, milestones, and resources required. Please indicate any lead time that is needed before work can begin on the stud.
4. Provide a description of the firm's approach to communicating effectively with City staff and officials, other jurisdictional stakeholders, and the public, to facilitate successful delivery of assigned tasks.

5. Any other information which should be considered, such as any special services or customer service philosophy which define your firm's practices.

D. References

Provide a minimum of three (3) references providing similar services being proposed from recent work (previous five years). The City prefers references from local government agencies with similar demographics. For each reference, provide the following information:

- Entity name
- Client contact information (name, title, email and telephone number)
- Scope of work identifying the services provided
- Project dates

E. Cost and Fee Schedule

1. Develop a cost and fee schedule for the services requested.
2. Submit itemized hourly fee schedule for additional services beyond the scope of work.
3. All costs incurred in the preparation of the proposal, or submission of additional information and/or in any other aspect of the proposal prior to award, will be borne by the proposer.

### SECTION III - GENERAL PROPOSAL TERMS AND CONDITIONS

**Modification or Withdrawal of Submittals** - Any proposal received prior to the date and time specified for receipt of proposals may be withdrawn or modified by written request of the Proposer. To be considered, however, the modified proposal must be received by the time and date specified for final submission of proposals.

**Property Rights** - Prior to award of the contract, all proposals will be designated confidential to the extent permitted by the California Public Records Act. After award of the contract, or if not awarded, after rejection of all proposals, all responses will be regarded as public records and will be subject to review by the public. Any language purported to render confidential all or portions of the proposals will be regarded as non-effective and will be disregarded.

**Amendments to Request for Proposals** - The City reserves the right to amend the Request for Proposals by addendum prior to the final proposal submittal date.

**The Contract** - The Proposer to whom the award is made will be required to enter into a written contract with the City of Hawthorne, in the form attached, within eight (8) calendar days after notice of the award has been sent by mail to the proposer at the address given in the proposal. The contract shall commence on June 2, 2025, and shall remain and continue in effect on an as needed basis unless sooner terminated pursuant to the provisions of the contract.

**Contract Assignment** - The Proposer shall not assign, transfer, convey or otherwise dispose of the contract, or its right, title or interest, or its power to execute such a contract to any individual or business entity of any kind without prior written consent of the City.

**Non-discrimination** - In the performance of the terms of this contract, the Proposer agrees that it will not engage in, nor permit such subcontractors as it may employ to engage in, discrimination in employment of person because of age, race, color, sex, national origin or ancestry, or religion of such person(s).

**Communications Regarding RFP** - If a proposer is in doubt as the true meaning or intent of any part of the Request for Proposals, or discovers discrepancies in, or omissions from, the Request for Proposals, he/she may submit to Dweejal (DJ) Torado, Assistant Engineer, a written request for an interpretation or a correction thereof. Interpretation or corrections of the Request for Proposals shall be made only by addendum duly issued by the Director of Public Works, and a copy of such addendum will be mailed or delivered to each person receiving the Request for Proposals, and such addendum shall be considered a part of, and incorporated in, the Request for Proposals. All timely requests for information submitted in writing will receive a written response from the City. Telephone communications with the City staff are encouraged in order to expedite the submittal process. However, any such oral communication shall not be binding on the City.

**Payment Terms** - The City's payment terms are thirty (30) days from the receipt of an original invoice and City's acceptance of the quantity and quality of the services being billed.

**Ownership of Reports and Data** - The originals of all studies, reports, exhibits, documents, data and/or other work/material(s) prepared and/or used to comply with any section/condition of this Request for Proposals plus any copies of same required by the agreement to be furnished to the City, shall be deemed to be public records, which shall be open to inspection by the public and, shall become and remain the property of the City.

**Non-Exclusive Contract** - The City reserve the right to contract with other firms during the contract term.

**Insurance** - The Proposer shall obtain and maintain at its expense, until completion of performance and acceptance by the City, the following insurance placed with an insurer admitted to write insurance in California or a non-admitted insurer on California's List of Eligible Surplus Lines Insurers (LESLI) and having a rating of or equivalent to A: VIII by A.M. Best Company.

### ***Commercial General Liability***

Commercial General Liability (equivalent in coverage scope to Insurance Services office, Inc. (ISO) form CG 00 01 11 85 or 11 88) an amount not less than \$2,000,000 per occurrence and \$4,000,000 general aggregate. Such insurance shall include products and completed operations liability, independent contractor's liability, broad from contractual liability, and cross liability protection. The "City of Hawthorne, its officials, employees, and agents" must be separately endorsed to the policy as additional insured's on an endorsement equivalent to the Insurance Services Office, Inc. (ISO forms CG20 10 11 85 of CG 20 26 1185).

### ***Automobile Liability***

Automobile Liability (equivalent in coverage scope to ISO form CA 00 01 06 92) in an amount not less than \$1,000,000 combined single limit per accident for bodily injury and property damage covering Auto Symbol 1 (Any Auto). If an automobile is not used in connection with the services provided by the consultant, the consultant should provide you with a written request for waiver of this requirement.

### ***Worker's Compensation and Employer's Liability***

Workers' Compensation as required by the California Labor Code and Employer's Liability in an amount not less than \$1,000,000 per accident.

## ***REQUIRED INSURANCE DOCUMENTATION***

### **a. Certificate of Insurance**

The contractor must provide you with a Certificate of Insurance evidencing the required insurance set forth above. The Certificate Holder must be the "City of Hawthorne", and the Certificate Holder's address must be the address of your department.

b. Endorsements

In addition to the Certificate of Insurance, the consultant must provide the following endorsements:

- 1) **Additional Insured endorsement to the general liability policy.** The “City of Hawthorne, its officials, employees, and agents” must be endorsed to the consultant’s general liability policy as additional insureds on an endorsement equivalent to ISO forms CG 20 10 11 85 or CG 20 26 11 85.
- 2) **Cancellation notice endorsements.** Each policy must be endorsed to provide that the policy shall not be cancelled or non-renewed by either party or reduced in coverage or limits (except by paid claims) unless the insurer has provided the city with thirty (30) days prior written notice of cancellation ten (10) days for cancellation due to nonpayment of premium is acceptable.
- 3) **Primary and noncontributory coverage endorsements.** The general liability and professional liability policies must be endorsed to provide that each policy shall apply on a primary and noncontributing basis in relation to any insurance or self-insurance, primary or excess, maintained by or available to the City or its officials, employees, and agents.
- 4) If the contractor maintains broader coverage and/or higher limits than the minimums shown above, the Entity requires and shall be entitled to the broader coverage and/or the higher limits maintained by the contractor. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the Entity.
- 5) **Self-Insured Retentions.** Self-insured retentions must be declared to and approved by the Entity. At the option of the Entity, the Contractor shall provide coverage to reduce or eliminate such self-insured retentions as respects the Entity, its officers, officials, employees, and volunteers; or the Contractor shall provide evidence satisfactory to the Entity guaranteeing payment of losses and related investigations, claim administration, and defense expenses. The policy language shall provide, or be endorsed to provide, that the self-insured retention may be satisfied by either the named insured or Entity.

**Non-Commitment of City** - This Request for Proposals does not commit the City to award a contract, to pay any costs incurred in the preparation of a Proposal for this request, or to procure or contract for services. The City reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with any qualified firm or to modify or cancel in part or in its entirety the Request for Proposals or the Sample Agreement, attached as Attachment 3, if it is in the best interest of the City to do so.

**Public Domain** - All products used or developed in the execution of any contract resulting from this Request for Proposals will remain in the public domain at the completion of the contract.

**Conflicts of Interest** - Proposer agrees to promptly notify the City whenever a client or the Proposer has an interest in any project referred to the Proposer for professional services. In particular, the Proposer shall disclose any financial interest or relationship with any construction company that might submit a bid on the resulting construction project. The City may withdraw such project with no compensation due, if the Proposer has a conflicting interest.

**Conflict of Interest Disclosure** - In accordance with California Government Code Section 87606, the Proposer awarded a contract may be required to file a Conflict of Interest Statement, Form 730. If such a requirement is made, the filing must be no later than 30 days after the execution of the contract, and within 30 days of termination of the contract. Failure to file any required statements will result in withholding payment for services rendered.

**Termination** – This Agreement may be terminated by the City or its Consultant at any time upon thirty (30) days prior written notice. In the event of termination, the Consultant shall be entitled to compensation for services performed to the effective date of termination, provided, however, that the City may condition payment of such compensation upon delivery to the City by the Consultant of any and all documents and materials prepared pursuant to this Agreement.

**Failure to Perform** – The City of Hawthorne, upon written notice to the Consultant, may immediately terminate this Service agreement should the Consultant fail to perform properly any of its obligations hereunder. In the event of such termination, the City may proceed with the work in any reasonable manner it chooses.

**SECTION IV – PROPOSAL FORM**

FAILURE TO COMPLETE ALL ITEMS IN THIS SECTION MAY INVALIDATE PROPOSAL

In accordance with your “Request for Proposal,” the following proposal is submitted to the City of Hawthorne.

**Proposal Submitted By:**

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Address

\_\_\_\_\_  
City / State / Zip Code

\_\_\_\_\_  
Printed Name / Title

\_\_\_\_\_  
Telephone Number / Fax Number

\_\_\_\_\_  
Professional Engineering License #

**Form of Business Organization:**

Please indicate the following (check one):

Corporation\_\_\_ Partnership\_\_\_ Sole Proprietorship\_\_\_

Other: \_\_\_\_\_

**Business History:**

How long have you been in business under your current name and form of business organization?

\_\_\_\_\_ years

If less than three (3) years and your company was in business under a different name, what was that name?

\_\_\_\_\_  
\_\_\_\_\_

List any pending or previous litigation over the past five years related to your firm's work:

---

---

**Contact for Additional Information:**

Please provide the name of the individual at your company to contact for any additional information

---

Name

---

Title

---

Telephone Number/Fax Number

**Addenda Received:**

Please indicate addenda information you have received regarding this proposal:

Addendum No. \_\_\_\_\_ Date Received: \_\_\_\_\_  
Addendum No. \_\_\_\_\_ Date Received: \_\_\_\_\_  
Addendum No. \_\_\_\_\_ Date Received: \_\_\_\_\_  
Addendum No. \_\_\_\_\_ Date Received: \_\_\_\_\_

\_\_\_\_\_ No Addenda received regarding this proposal.

*Attachment 1*

**PROPOSER'S AFFIDAVIT**

STATE OF CALIFORNIA  
COUNTY OF LOS ANGELES

\_\_\_\_\_ being first duly sworn, deposes and says:

1. That he/she is the \_\_\_\_\_ of \_\_\_\_\_  
*(Title of Office)* *(Name of Company)*  
Hereinafter called the "Proposer," who has submitted to the City of Hawthorne a proposal for Local Hazard Mitigation Plan Update.
2. That the proposal is genuine; that all statements of fact in the proposal are true;
3. That the proposal was not made in the interest of behalf of any person, partnership, company, association, organization or corporation not named or disclosed;
4. That the Proposer did not, directly or indirectly, induce solicit or agree with anyone else to submit a false or sham proposal, to refrain from proposing, or to withdraw his proposal, to raise or fix the proposal price of the Proposer or of anyone else, or to raise or fix any overhead, profit or cost element of the Proposer's price or the price of anyone else; and did not attempt to induce action prejudicial to the interest of the City of Hawthorne, or of any other Proposer, or anyone else interested in the proposed contract;
5. That the Proposer has not in any other manner sought by collusion to secure for itself an advantage over the other Proposer or to induce action prejudicial to the interests of the City of Hawthorne. Or of any other Proposer or of anyone else interested in the proposed contract;
6. That the Proposer has not accepted any proposal from any subcontractor or materialman through any proposal depository, the bylaws, rules or regulations of which prohibit or prevent the Proposer from considering any proposal from any subcontractor or materialman, which is not processed through that proposal depository; or which prevent any subcontractor or materialman from proposing to any contractor who does not use the facilities of or accept proposals from or through such proposal depository;
7. That the Proposer did not, directly or indirectly, submit the Proposer's proposal price or any breakdown thereof, or the contents thereof, or divulge information or data relative thereto, to any corporation, partnership, company, association, organization, proposal depository, or to any member or agent thereof, or to any individual or group of individuals, except to the City of Hawthorne, or to any person or persons who have a partnership or other financial interest with said Proposer in its business.
8. That the Proposer has not been debarred from participation in any State or Federal works project.

Dated the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
*(Proposer's Signature)*

\_\_\_\_\_  
*(Title)*

*Attachment 2*

**INSURANCE REQUIREMENTS**

**Insurance Requirements:**

Below you will find the City of Hawthorne’s Insurance Requirements:

***1) Commercial General Liability***

Commercial General Liability (equivalent in coverage scope to Insurance Services office, Inc. (ISO) form CG 00 01 11 85 or 11 88) an amount not less than \$2,000,000 per occurrence and \$4,000,000 general aggregate. Such insurance shall include products and completed operations liability, independent contractor’s liability, broad from contractual liability, and cross liability protection. The “City of Hawthorne, its officials, employees, and agents” must be separately endorsed to the policy as additional insured’s on an endorsement equivalent to the Insurance Services Office, Inc. (ISO forms CG20 10 11 85 of CG 20 26 1185).

***2) Automobile Liability***

Automobile Liability (equivalent in coverage scope to ISO form CA 00 01 06 92) in an amount not less than \$1,000,000 combined single limit per accident for bodily injury and property damage covering Auto Symbol 1 (Any Auto). If an automobile is not used in connection with the services provided by the consultant, the consultant should provide you with a written request for waiver of this requirement.

***3) Worker’s Compensation and Employer’s Liability***

Workers’ Compensation as required by the California Labor Code and Employer’s Liability in an amount not less than \$1,000,000 per accident.

**SPECIAL INSURANCE REQUIREMENTS:**

1. City of Hawthorne named as additional insured.
2. 30-day non-equivocal clause stating the insurance will not be cancelled or materially changed prior to written notification to the City Clerk of the City of Hawthorne.
3. Strike the equivocal line of your cancellation clause which reads “... endeavor to ...” and “but failure to mail such notice shall impose no obligation or liability of any kind upon the company.”

**ENDORSEMENT:**

Notwithstanding any inconsistent expression in the policy to which this endorsement is attached, or any other endorsement now or hereafter attached thereto, or made a part thereof, the protection afforded by said policy shall:

1. Include the City of Hawthorne as an additional insured covering all operations of the insured or contractors and subcontractors or anyone acting on their behalf under the contract with the City for work in or about the said City, whether liability is attributable

to the insured or the City. (To include the elected officials, appointed officials, and employees.)

2. Not be cancelled or changed, except by written notice to the City Clerk and City Attorney of the City of Hawthorne at least thirty (30) days prior to the date of such cancellation.
3. No exclusion relating to the risks of underground hazard, collapse, or explosion shall act to the limit the benefits of coverage, as they shall apply to the City of Hawthorne as provided in this endorsement.
4. The insurance afforded the City, Boards, Officers, Agents, and Employees shall be primary insurance and not contributing with any other insurance of the City.

If you should have any questions, please contact Samuel English at 310-349-2965.

*Attachment 3*

**SAMPLE AGREEMENT**

## CITY OF HAWTHORNE

### AGREEMENT FOR LOCAL HAZARD MITIGATION PLAN UPDATE

**THIS AGREEMENT** is made and effective as of October , 2025 between the City of Hawthorne, a municipal corporation ("City") and \_\_\_\_\_ ("Consultant"). In consideration of the mutual covenants and conditions set forth herein, the parties agree as follows:

1. **TERM**

This Agreement shall commence on October , 2025, and shall remain and continue in effect on an as needed basis unless sooner terminated pursuant to the provisions of this Agreement.

2. **SERVICES**

The Consultant shall perform the tasks described and set forth in the Scope of Work, described herein as part of its services. The Consultant may be asked to provide additional services if necessary during the term of this Agreement.

3. **PERFORMANCE**

The Consultant shall at all times faithfully, competently and to the best of his/her ability, experience, and talent, perform all tasks described herein. The Consultant shall employ, at a minimum, generally accepted standards and practices utilized by persons engaged in providing similar services as are required of the Consultant hereunder in meeting its obligations under this Agreement.

4. **PAYMENT**

(a) The City agrees to pay the Consultant in accordance with the payment rates and terms and the schedule of payment as set forth in Exhibit A, attached hereto and incorporated herein by this reference as though set forth in full, based upon actual time spent on services indicated in Exhibit A of this Agreement unless additional payment is approved as provided in this Agreement.

(b) The Consultant shall not be compensated for any services rendered in connection with its performance of this Agreement which are in addition to those set forth herein, unless such additional services are authorized in advance and in writing by the City Manager or the Legal Risk Specialist. The Consultant shall be compensated for any additional services in the amounts and in the manner as agreed to by the City Manager or the Legal Risk Specialist and at the time the City's written authorization is given to the Servicer Provider for the performance of said services.

(c) The Consultant will submit invoices for actual services performed. Payment shall be made within thirty (30) days of receipt of each invoice as to all non-disputed fees. If the City disputes any of Consultant's fees it shall give written notice to the Consultant within thirty (30) days of receipt of an invoice of any disputed fees set forth on the invoice.

5. **SUSPENSION OR TERMINATION OF AGREEMENT WITHOUT CAUSE**

(a) The City may at any time, for any reason, with or without cause, suspend or terminate this Agreement, or any portion hereof, by serving upon the Consultant at least ten (10) days prior written notice. Upon receipt of said notice, the Consultant shall immediately cease all work under this Agreement, unless the notice provides otherwise. If the City suspends or terminates a portion of this Agreement such suspension or termination shall not make void or invalidate the remainder of this Agreement.

(b) In the event this Agreement is terminated pursuant to this Section, the City shall pay to the Consultant the actual value of the work performed up to the time of termination, provided that the work performed is of value to the City. Upon termination of the Agreement pursuant to this Section, the Consultant will submit an invoice to the City.

6. **DEFAULT OF CONSULTANT**

(a) The Consultant's failure to comply with the provisions of this Agreement shall constitute a default. In the event that the Consultant is in default for cause under the terms of this Agreement, City shall have no obligation or duty to continue compensating the Consultant for any work performed after the date of default and can terminate this Agreement immediately by written notice to the Consultant. If such failure by the Consultant to make progress in the performance of work hereunder arises out of causes beyond the Consultant's control, and without fault or negligence of the Consultant, it shall not be considered a default.

(b) If the Director of Public Works/City Engineer or his delegate determines that the Consultant is in default in the performance of any of the terms or conditions of this Agreement, he/she shall cause to be served upon the Consultant a written notice of the default. The Consultant shall have ten (10) days after service upon it of said notice in which to cure the default by rendering a satisfactory performance. In the event that the Consultant fails to cure its default within such period of time, the City shall have the right, notwithstanding any other provision of this Agreement, to terminate this Agreement without further notice and without prejudice to any other remedy to which it may be entitled at law, in equity or under this Agreement.

7. **OWNERSHIP OF DOCUMENTS**

(a) The Consultant shall maintain complete and accurate records with respect to sales, costs, expenses, receipts, and other such information required by City that relate to the performance of services under this Agreement. The Consultant shall maintain adequate records of services provided in sufficient detail to permit an evaluation of services. All

such records shall be maintained in accordance with generally accepted accounting principles and shall be clearly identified and readily accessible. The Consultant shall provide free access to the representatives of City or its designees at reasonable times to such books and records; shall give City the right to examine and audit said books and records; shall permit City to make transcripts therefrom as necessary; and shall allow inspection of all work, data, documents, proceedings, and activities related to this Agreement. Such records, together with supporting documents, shall be maintained for a period of three (3) years after receipt of final payment.

(b) Upon completion of, or in the event of termination or suspension of this Agreement, all original documents, designs, drawings, maps, models, computer files, surveys, notes, and other documents prepared in the course of providing the services to be performed pursuant to this Agreement shall become the sole property of the City and may be used, reused, or otherwise disposed of by the City without the permission of the Consultant.

8. **INDEMNIFICATION**

When the law establishes a professional standard of care for Consultant Services, to the fullest extent permitted by law, the Consultant shall indemnify, protect, defend and hold harmless the City, and all of its officials, employees and agents (“Indemnified Parties”) from and against any and all losses, liabilities, damages, costs and expenses, including attorney’s fees and costs to the extent same are caused in whole or in part by any negligent or wrongful act, error or omission of the Consultant, its officers, agents, employees or sub Consultant (or any entity or individual that Consultant shall bear the legal liability thereof) in the performance of professional services under this Agreement.

9. **INSURANCE**

**A) Commercial General Liability**

Commercial General Liability (equivalent in coverage scope to Insurance Services Office, Inc., (“ISO”) form CG 00 01 11 85 or 11 88) an amount not less than \$2,000,000 per occurrence and \$4,000,000 in the general aggregate. Such insurance shall include products and completed operations liability, independent contractor’s liability, broad form contractual liability, and cross-liability protection. The “City of Hawthorne, its officials, employees, and agents” must be separately endorsed to the policy as additional insured’s on an endorsement equivalent to the ISO forms CG20 10 11 85 or CG 20 26 11 85.

**B) Automobile Liability**

Automobile Liability (equivalent in coverage scope to ISO form CA 00 01 06 92) in an amount not less than \$1,000,000 combined single limit per accident for bodily injury and property damage covering Auto Symbol 1 (“Any Automobile”). If an automobile is not used in connection with the services provided by the Consultant, the

Consultant should provide the City with a written request for waiver of this requirement.

**C) Workers' Compensation and Employer's Liability**

The Consultant shall maintain in-force Workers' Compensation and Employer's Liability Insurance as required by the California Labor Code. Evidence of coverage shall take the form of a Certificate of Insurance or a California Certificate to Self-Insure. Acceptable minimum limits for this coverage are: Workers' Compensation; Statutory in California; Employer's Liability: \$1,000,000.

**D) Certificates of Insurance.**

The Consultant shall furnish to the City evidence of any insurance required by this Agreement. A Certificate of Insurance from an insurer admitted to do business in the State of California will be provided, indicating that the respective policy(s) meets the following requirements: (1) The City, its officers, and employees shall be named as additional insured on the General Liability Insurance; (2) Insurance shall not be canceled or terminated without 30 days written notice; (3) General Liability shall be primary and any insurance held by City for its own protection shall be excess and shall be effective only upon exhaustion of the Consultant's insurance; (4) Insurance shall be maintained for the duration of the Agreement, including any period extended beyond the expiration date of this Agreement required to complete performance as stipulated in this Agreement and all amendments thereto.

**10. INDEPENDENT CONSULTANT**

(a) The Consultant is and shall at all times remain as to the City a wholly independent Consultant. The personnel performing the services under this Agreement on behalf of the Consultant shall at all times be under the Consultant's exclusive direction and control. Neither City nor any of its officers, employees, or agents shall have control over the conduct of the Consultant or any of Consultant's officers, employees, or agents, except as set forth in this Agreement. The Consultant shall not at any time or in any manner represent that it or any of its officers, employees, or agents are in any manner officers, employees, or agents of the City. The City Provider shall not incur or have the power to incur any debt, obligation, or liability whatever against City, or bind City in any manner.

(b) No employee benefits shall be available to the Consultant in connection with the performance of this Agreement. Except for the fees paid to the Consultant as provided in the Agreement, City shall not pay salaries, wages, or other compensation to the Consultant for performing services hereunder for City. City shall not be liable for compensation or indemnification to the Consultant for injury or sickness arising out of performing services hereunder.

11. **LEGAL RESPONSIBILITIES**

The Consultant shall keep itself informed of State and Federal laws and regulations which in any manner affect those employed by it or in any way affect the performance of its service pursuant to this Agreement. The Consultant shall at all times observe and comply with all such laws and regulations. The City, and its officers and employees, shall not be liable at law or in equity occasioned by failure of the Consultant to comply with this Section.

12. **UNDUE INFLUENCE**

The Consultant declares and warrants that no undue influence or pressure is used against or in concert with any officer or employee of the City of Hawthorne in connection with the award, terms or implementation of this Agreement, including any method of coercion, confidential financial arrangement, or financial inducement. No officer or employee of the City of Hawthorne will receive compensation, directly or indirectly, from the Consultant, or from any officer, employee or agent of the Consultant, in connection with the award of this Agreement or any work to be conducted as a result of this Agreement. Violation of this Section shall be a material breach of this Agreement entitling the City to any and all remedies at law or in equity.

13. **NO BENEFIT TO ARISE TO LOCAL EMPLOYEES**

No member, officer, or employee of City, or their designees or agents, and no public official who exercises authority over or responsibilities with respect to the Project during his/her tenure or for one year thereafter, shall have any interest, direct or indirect, in any agreement or sub-agreement, or the proceeds thereof, for work to be performed in connection with the Project performed under this Agreement.

14. **RELEASE OF INFORMATION/CONFLICTS OF INTEREST**

(a) All information gained by the Consultant in performance of this Agreement shall be considered confidential and shall not be released by the Consultant without City's prior written authorization. The Consultant, its officers, employees, agents, or sub Consultants, shall not without written authorization from the City Manager or unless requested by the City Attorney, voluntarily provide declarations, letters of support, testimony at depositions, response to interrogatories, or other information concerning the work performed under this Agreement or relating to any project or property located within the City. Response to a subpoena or court order shall not be considered "voluntary" provided the Consultant gives City notice of such court order or subpoena.

(b) The Consultant shall promptly notify City should Consultant, its officers, employees, agents, or sub Consultants be served with any summons, complaint, subpoena, notice of deposition, request for documents, interrogatories, request for admissions, or other discovery request, court order, or subpoena from any person or party regarding this

Agreement and the work performed thereunder or with respect to any project or property located within the City. City retains the right, but has no obligation, to represent the Consultant and/or be present at any deposition, hearing, or similar proceeding. The Consultant agrees to cooperate fully with City and to provide the opportunity to review any response to discovery requests provided by the Consultant. However, City's right to review any such response does not imply or mean the right by City to control, direct, or rewrite said response.

15. **ASSIGNMENT**

The Consultant shall not assign the performance of this Agreement, nor any part thereof, nor any monies due hereunder, without prior written consent of the City because of the personal nature of the services to be rendered pursuant to this Agreement.

16. **LICENSES**

At all times during the term of this Agreement, the Consultant shall have in full force and effect, all licenses required of it by law for the performance of the services described in this Agreement.

17. **GOVERNING LAW**

The City and Consultant understand and agree that the laws of the State of California shall govern the rights, obligations, duties, and liabilities of the parties to this Agreement and also govern the interpretation of this Agreement. Any litigation concerning this Agreement shall take place in the municipal, superior, or federal district court with jurisdiction over the City of Hawthorne.

18. **ENTIRE AGREEMENT**

This Agreement contains the entire understanding between the parties relating to the obligations of the parties described in this Agreement. All prior or contemporaneous agreements, understandings, representations, and statements, oral or written, are merged into this Agreement and shall be of no further force or effect. Each party is entering into this Agreement based solely upon the representations set forth herein and upon each party's own independent investigation of any and all facts such party deems material.

19. **AUTHORITY TO EXECUTE THIS AGREEMENT**

The person or persons executing this Agreement on behalf of the Consultant warrants and represents that he/she has the authority to execute this Agreement on behalf of the Consultant and has the authority to bind the Consultant to the performance of its obligations hereunder.

///  
///

**IN WITNESS WHEREOF**, the parties hereto have caused this Agreement to be executed the day and year first above written.

CITY OF HAWTHORNE:

Consultant:

\_\_\_\_\_  
**VONTRAY NORRIS**

*City Manager*

City of Hawthorne

By: \_\_\_\_\_

Title:

APPROVED AS TO FORM:

\_\_\_\_\_  
NAME

TITLE

City of Hawthorne

**CONSTANT ASSOCIATES, INC.**

21250 Hawthorne Blvd., Suite 400, Torrance, CA 90503

1800 Diagonal Rd., Suite 600, Alexandria, VA 22314

[www.ConstantAssociates.com](http://www.ConstantAssociates.com)



**CITY OF HAWTHORNE  
LOCAL HAZARD MITIGATION PLAN  
UPDATE PREPARATION AND SUPPORT  
RESPONSE TO RFP**

Due by Tuesday, May 27 at 4:00pm PT

Resilience is CONSTANT™

# Proposal Form

## SECTION IV – PROPOSAL FORM

FAILURE TO COMPLETE ALL ITEMS IN THIS SECTION MAY INVALIDATE PROPOSAL

In accordance with your “Request for Proposal,” the following proposal is submitted to the City of Hawthorne.

**Proposal Submitted By:**

Constant and Associates, Inc.  
Name of Company

1800 Diagonal Road, Suite 600  
Address

Alexandria, VA 22314  
City / State / Zip Code

Michelle Constant, Chief Executive Officer  
Printed Name / Title

(424) 320-2580  
Telephone Number / Fax Number

N/A - a Professional Engineering License is not required for Local Hazard Mitigation Plan services  
Professional Engineering License #

**Form of Business Organization:**

Please indicate the following (check one):

Corporation  Partnership  Sole Proprietorship

Other: \_\_\_\_\_

**Business History:**

How long have you been in business under your current name and form of business organization?

20 \_\_\_\_\_ years

If less than three (3) years and your company was in business under a different name, what was that name?

\_\_\_\_\_  
N/A

List any pending or previous litigation over the past five years related to your firm's work:

N/A

**Contact for Additional Information:**

Please provide the name of the individual at your company to contact for any additional information

Nicole Christensen

Name

Lead Proposal Writer

Title

(424) 320-2583

Telephone Number/Fax Number

**Addenda Received:**

Please indicate addenda information you have received regarding this proposal:

Addendum No. \_\_\_\_\_ Date Received: \_\_\_\_\_

Addendum No. \_\_\_\_\_ Date Received: \_\_\_\_\_

Addendum No. \_\_\_\_\_ Date Received: \_\_\_\_\_

Addendum No. \_\_\_\_\_ Date Received: \_\_\_\_\_

No Addenda received regarding this proposal.

# Table of Contents

<b>PROPOSAL FORM</b> .....	<b>2</b>
<b>COVER LETTER</b> .....	<b>5</b>
<b>KEY PROJECT STAFF AND QUALIFICATIONS</b> .....	<b>6</b>
Company and Staff Qualifications .....	6
Project Organization Chart .....	9
Project Schedule.....	13
<b>REFERENCES</b> .....	<b>35</b>
Reference 1 – City of Manhattan Beach.....	35
Reference 2 – City of Torrance.....	36
Reference 3 – San Bernardino County.....	37
<b>COST AND FEE SCHEDULE</b> .....	<b>38</b>
Assumptions.....	38
Cost and Fee Schedule.....	39
Itemized Hourly Fee Schedule .....	40
<b>ATTACHMENT 1 – PROPOSER’S AFFIDAVIT</b> .....	<b>41</b>
Attachment 1.....	41
<b>ATTACHMENT 2 – INSURANCE REQUIREMENTS</b> .....	<b>42</b>
Attachment 2.....	42
<b>DISADVANTAGED BUSINESS ENTERPRISE</b> .....	<b>43</b>
<b>APPENDIX</b> .....	<b>45</b>
Resumes.....	45



Virginia: 1800 Diagonal Rd.,  
Suite 600,  
Alexandria, VA 22314  
Los Angeles: 21250 Hawthorne Blvd.,  
Suite 400  
Torrance, CA 90503

Telephone: (800) 745-3057  
Facsimile: (310) 347-4389  
www.constantassociates.com/  
www.linkedin.com/company/constantassociates

# Cover Letter

May 27, 2025

Samuel English, Legal Risk Specialist  
City of Hawthorne City Clerk's Office  
4455 West 126<sup>th</sup> Street, Hawthorne, CA 90250.  
RE: Local Hazard Mitigation Plan (LHMP) Update Preparation and Support

Dear Samuel English and the City of Hawthorne Evaluation Team,

Constant Associates, Inc. ("CONSTANT") appreciates the opportunity to submit this proposal to update the City of Hawthorne's LHMP. CONSTANT is an award-winning and highly reputable emergency management consulting firm with an office in Torrance.

Our proposal further explains our **expertise in crafting Federal Emergency Management Agency (FEMA) and California Governor's Office of Emergency Services (Cal OES)-approved LHMPs**. Mitigation planning is a core service of our business, and we bring exceptional experience and qualifications.

FEMA's LHMP guidance, stipulated by the *Local Mitigation Planning Policy Guide* and *Local Mitigation Planning Handbook*, spotlights key factors for LHMPs. Since its update in 2022, implementation in 2023, and now most recent update on April 11, 2025, many contractors and jurisdictions have struggled to seamlessly integrate these requirements within the planning process. To proactively address and implement requirements, **CONSTANT has established key relationships with Cal OES and FEMA Region 9** contacts who we have continuous outreach to, including recent **attendance at both the 2024 and 2025 Cal OES Hazard Mitigation Training for Contractors and a follow up training this month at the California Emergency Services Association (CESA) Conference**. Additionally, we have built best practices for hazard analysis, mitigation strategies, and FEMA and Cal OES approval processes. Finally, we bring **expertise in California-specific legislation**, including Assembly Bill (AB) 2140 and Senate Bill (SB) 379. Collectively, these qualifications enable us to structure the City's LHMP update to align directly with the requirements for approved plans stipulated by the Plan Review Tool (PRT) and provide us with **first-hand knowledge of how to navigate the evolving changes to hazard mitigation programs**, such as the updated *Local Mitigation Planning Policy Guide* dated April 11, 2025.

Based on experience with similar projects, CONSTANT represents a low-risk, high-value solution. I am authorized to represent and bind CONSTANT to all commitments made in this proposal and attest that information submitted is true and correct. Please contact Nicole Christensen, Lead Proposal Writer, at [nicole@constantassociates.com](mailto:nicole@constantassociates.com) or (424) 320-2583 for questions during proposal evaluation. CONSTANT has not received addenda. We meet all eligibility requirements, and the proposal shall remain valid for a period of not less than 120 days. **We request that any notice of award information is sent via email as well as mail to ensure prompt receipt.**

Michelle Constant, MBA, Chief Executive Officer, **CONSTANT AND ASSOCIATES, INC.**  
D: (424) 320-2582 | E: michelle@constantassociates.com

# Key Project Staff and Qualifications

## Company and Staff Qualifications

### About CONSTANT



Figure 1. CONSTANT's logo.

CONSTANT is an award-winning emergency management consulting firm. Since our company's inception in 2004, our focus has remained steadfast: *make the world a safer place*. We are committed to providing superior customer service and outstanding quality to our clients. We have experienced year-over-year growth, which led us to being awarded multiple recognitions on the Inc. 5000 list of fastest growing private companies and being named as a Great Place to Work. We employ 39 team members and have an office in Torrance, California.

CONSTANT has worked with all levels of the government across California and beyond. This includes planning, training, and exercise work performed for leading entities like FEMA, Cal OES, the Los Angeles County Office of Emergency Management, and the City of Los Angeles Emergency Management Department.

CONSTANT has successfully delivered LHMPs and Multi-Jurisdictional Hazard Mitigation Plans (MJHMPs) with and for Beach Cities Health District, the cities of Hawthorne, Manhattan Beach, Hermosa Beach, Torrance, Lynwood, Victorville, and Artesia, San Bernardino County, Clark County, NV (Las Vegas), and Coconino County, AZ. We bring a demonstrated track record of completing LHMPs and MJHMPs on time and within budget, including expedited plan updates for entities like San Bernardino County.

In addition to our LHMP expertise, CONSTANT provides broader emergency management expertise, with plans, after action reports (AARs), training, and/or exercises. We are a trusted contractor to organizations across California and provide expertise in nuances like the Standardized Emergency Management System (SEMS).

### Experience with Similar Projects

CONSTANT provides thousands of hours of experience writing LHMPs or MJHMPs. A select list of our relevant experience is provided in the following table with detailed project descriptions provided in [References](#). Each of these projects involved collaborative efforts, bringing together multi-disciplinary stakeholders working together toward common goals. They also involved management of complex timelines and deliverables over the project's lifespan.

Each project listed aligns with similarities to the Hawthorne LHMP across several elements including plan writing, written for the public sector, written for emergency managers, developed with a multi-agency stakeholder group, and developed for a jurisdiction in the West. All projects incorporate **knowledge of the Stafford Act, the Code of Federal Regulations (CFR) 200, and CFR 44 and are LHMPs or MJHMPs that have been approved by FEMA.**

**Table 1.** CONSTANT has a significant portfolio of past and current MJHMP/LHMP performance.

Project	Client	Similarities to the City of Hawthorne LHMP				
		Plan Writing	Public Sector	EM	Stake-holders	West
LHMP	City of Hawthorne	✓	✓	✓	✓	✓
LHMP	City of Manhattan Beach	✓	✓	✓	✓	✓
LHMP	Beach Cities Health District*	✓	✓	✓	✓	✓
LHMP	City of Torrance	✓	✓	✓	✓	✓
LHMP	City of Hermosa Beach	✓	✓	✓	✓	✓
LHMP	City of Artesia	✓	✓	✓	✓	✓
LHMP	City of Palos Verdes Estates	✓	✓	✓	✓	✓
LHMP	City of Victorville	✓	✓	✓	✓	✓
MJHMP	San Bernardino County, CA	✓	✓	✓	✓	✓
MJHMP	Clark County, NV	✓	✓	✓	✓	✓
MJHMP	Coconino County, AZ	✓	✓	✓	✓	✓

\*Those marked with (\*) are in progress at time of writing.

We detail project descriptions for the Torrance and Manhattan Beach LHMPs and the San Bernardino MJHMP in [References](#). Below, we provide two (2) additional project descriptions.

### Clark County, NV MJHMP



**Figure 2.** CONSTANT supported a large MJHMP for Clark County, NV (home of Las Vegas).

CONSTANT led the Clark County, NV MJHMP project, collaborating with the Clark County Office of Emergency Management and Planning Team representatives from five (5) participating jurisdictions and two (2) tribal nations. This effort included the review and organization of County resources, coordination with a planning team, assessment of risks to the County, outreach to the community and solicitation of stakeholder involvement, development of mitigation strategies for risks, provision of training and technical assistance opportunities to ensure the mitigation project was up to date, creation of plan maintenance procedures, ensuring compliance with Disaster Mitigation Act (DMA) 2000 requirements, completion of a thorough capabilities assessment, and facilitation of plan reviews by the County and community stakeholders. The MJHMP was approved by FEMA and the Nevada Department of Emergency Management in alignment with FEMA’s updated guidelines for MJHMPs.

## Beach Cities Health District LHMP

CONSTANT is currently supporting a first-of-its-kind LHMP for the Beach Cities Health District. As part of this effort, CONSTANT is authoring a new LHMP and supporting the process necessary for a Special District's LHMP review by Cal OES and FEMA. CONSTANT's scope covers seven (7) tasks including the planning process, hazard identification and risk assessment, mitigation strategy, planning maintenance, plan update, plan adoption, and additional state requirements. At time of writing, CONSTANT is compiling information, including hazard profiles, the risk assessment, capability assessment, mitigation action plan, and more within the administrative draft. We have supported conduct of public and stakeholder outreach to meet FEMA planning requirements and position the Beach Cities Health District for implementation.

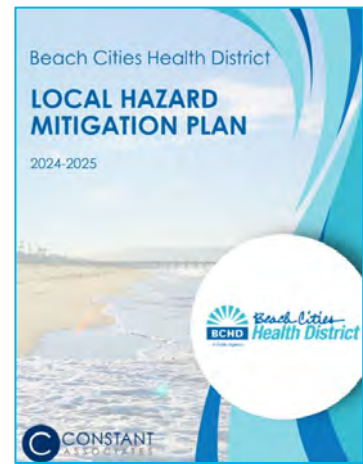


Figure 3. CONSTANT is currently authoring a first-of-its-kind LHMP for the Beach Cities Health District.

## Staff Qualifications

Our team members have worked together on Cal OES and FEMA approved LHMPs/MJHMPs. Key features of our team include:

- **A tailored team who will be dedicated to the City's LHMP update.** Unlike larger contractors who are working on dozens of LHMPs and MJHMPs simultaneously and proposing large teams to overly segment efforts, the CONSTANT team will provide efficiencies to the City as we excel in adaptability, communication, and engagement. The City will have direct communication lines with our key staff, receive support from highly engaged team members with key project roles, and experience the fruits of strong collaboration. The team members listed on this proposal are the exact team members who Hawthorne would work with, rather than a representation of resources that are usually concentrated toward larger MJHMPs, and they will provide personalized attention for Hawthorne.
- **Experience leading LHMP and MJHMP development/update processes in California, with numerous plans successfully approved under the latest FEMA and Cal OES guidelines.** Our team members bring expert understanding of the *Local Mitigation Planning Policy Guide* and *Local Mitigation Planning Handbook* and their potential evolutions from the federal perspective, coupled with knowledge of California-specific mandates like AB 2140 and SB 379, 747, and 100.
- **Established relationships with key Cal OES and FEMA Region 9 contacts.** This ensures the City benefits from best practices and means that we will have open dialogue with Cal OES and FEMA through both the plan development and plan review processes. When Cal OES receives the City's LHMP for review, this will not be the first time that the agency views plan elements as our team will remain in communication with Cal OES throughout to vet our approach.
- **Inclusion of California expert Mona Bontty as Executive Sponsor.** As a former Regional Administrator for Cal OES and as Course Manager for the California Specialized Training Institute's (CSTI) Mitigation for Emergency Managers course, she brings extensive expertise, relationships, and knowledge specific to California.

## Project Organization Chart

### Key Personnel

CONSTANT provides a highly qualified team to support the City of Hawthorne with developing its LHMP. Our proposed team members provide hands-on experience working on projects of similar scale. Our team members include Executive Sponsor/Subject Matter Expert (SME) Mona Bontty, MBA, MHRM (key personnel), Project Manager Dan Smith, MPS (key personnel), Deputy Project Manager Dylan Yates, and Project Support Nathan Carpenter, MEDM. Mr. Smith is the Project Manager who would provide day-to-day direction, managing the project and serving as Hawthorne’s primary contact person. We provide resumes for each team member in the [Appendix](#).

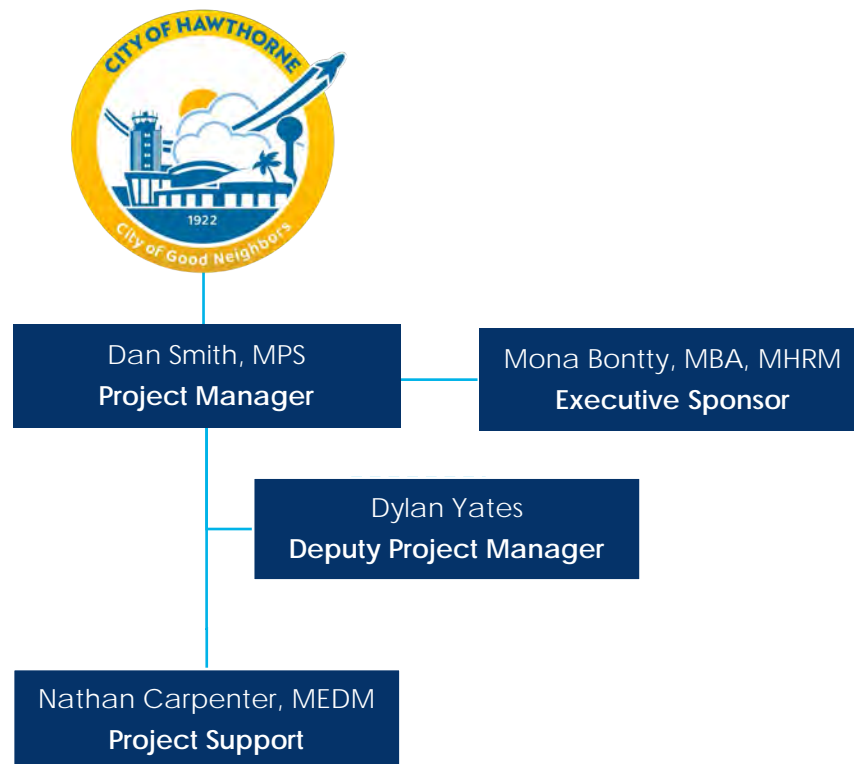


Figure 4. CONSTANT provides a comprehensive project team to update Hawthorne’s LHMP.

### Personnel Availability

Each team member proposed to support the City is available to support Hawthorne’s LHMP. Between the proposed period of performance of June 16, 2025 and March 16, 2026, our team members have the following availability at time of writing:

- **Mona Bontty** – 77% availability
- **Dan Smith** – 44% availability
- **Dylan Yates** – 73% availability
- **Nathan Carpenter** – 42% availability

## Timeline Management

CONSTANT's Project Management Plan (PMP) will detail the project timeline, including all key meeting and deliverable dates. Our [Project Schedule](#) is designed to integrate regular Project Team Meetings and iterative deliverables, which means that there are frequent checkpoints for monitoring project status and adherence to project timeline.

The expected timelines for the Cal OES and FEMA review processes are traditionally 45 days each, which is built into [Project Schedule](#). The evolving nature of hazard mitigation planning at time of writing, including the updated *Local Planning Policy Guide* (as of April 11) could cause anticipated delays that are outside of a contractor's direct control. To proactively mitigate risks, however, we implement the following strategies:

- We employ a strong planning process directly aligned with the *Local Planning Policy Guide* and the PRT, which results directly in a better LHMP that is easier to review and results in quicker approval. This includes developing the LHMP's first draft directly against the PRT and completing the PRT after development of the first draft to proactively identify if there are any gaps that require remediation before the Public Review and Agency Submission Drafts. Our existing outline and template has been previously used for LHMPs that have passed LHMP review, providing confidence in CONSTANT's ability to meet FEMA's criteria. This outline also provides a guide for the information that needs to be gathered from the City and is essential to planning for success from project start to finish.
- We proactively and consistently communicate with the Cal OES's Hazard Mitigation Planning Division, with whom we have a strong, pre-existing relationship. From the start of the project, we engage Cal OES, setting up a shared folder and frequently asking questions to learn more about evolving expectations as we begin the project. This sets us up for a successful review near the end of the project where we have already field tested/validated our approach during the planning process. This ensures there are no surprises when Cal OES receives the LHMP and gives us a benefit of getting our plan near the top of the review list.
- We record thorough documentation to substantiate how information and data tailored to the City of Hawthorne is incorporated in the plan and how decisions were made to inform hazard identification and profiling, the risk assessment, and mitigation action plan. These elements are key to FEMA approval.
- We incorporate internal Quality Assurance/Quality Control (QA/QC) reviews at critical milestones, particularly following the completion of the risk assessment and mitigation strategy sections, to ensure continued alignment with FEMA's Planning Review Tool and crosswalk criteria. This proactive review process allows us to identify and resolve any discrepancies or gaps early, reducing the likelihood of major revisions during formal review. Early coordination with the HMPC and stakeholders also supports timely data collection and input, helping ensure the plan reflects current local conditions and meets documentation standards. These practices lead to a more complete, internally validated LHMP that is easier for Cal OES and FEMA to review, facilitating a more efficient approval process.
- We provide structured support for developing tailored mitigation actions through collaborative working sessions with the City and the HMPC. These sessions focus

on crafting actions that are specific, measurable, achievable, relevant, and time-bound (SMART), while also incorporating cost-benefit considerations and alignment with potential funding sources. This results in a more actionable and fundable mitigation strategy that meets FEMA criteria and supports successful long-term implementation.

- We also recommend intermediate steps to gain efficiencies, such as the advanced adoption allowance described in [Element F: Plan Adoption](#).

## Personnel Management

The complexity and duration of this contract necessitates comprehensive workload distribution from the corporate level to individual tasks. To ensure a workload distribution that optimizes quality and efficiency, CONSTANT relies on our standardized project management procedures and tools outlined herein. Internally, CONSTANT’s Vice President of Operations, Jayson Kratoville, has visibility into company-wide workload and uses Unanet®, Work Breakdown Structures (WBSs), and regular check-ins with staff and management to anticipate bottlenecks across all company projects, to shift staff internally to support deadlines, and to hire proactively and bring in surge support to fill anticipated needs and allow personnel assigned to the City of Hawthorne to stay on the project for the contract duration.

During project initiation, CONSTANT’s Project Manager will study the proposal, budget, and the contract to perform a preliminary WBS, where the identified staff from CONSTANT are matched with project tasks and available allocated time. CONSTANT’s Project Manager will ensure that an adequate number of staff are assigned to support key team members with the completion of each task. The WBS will not be static – rather, additional qualified team members can be assigned to a task based on project needs and the Project Manager will ensure that there is coordination and synergy between and across staff working on various tasks for the duration of this project. Regular internal project meetings give our team an opportunity to ensure coordination of resources on deliverables and identify areas where additional surge support may be required. Our PMP will articulate how coordination will occur across deliverables, to include communication, best practice sharing, resource allocation, reporting to the City, and project dependencies.

CONSTANT’s anticipated roles and responsibilities for key team members include:

**Table 2.** CONSTANT’s key personnel responsibilities.

Key Personnel	Responsibilities for the Hawthorne LHMP
Mona Bontty, MBA, MHRM <b>Project Sponsor</b>	<ul style="list-style-type: none"> <li>• Ensure that the project remains on budget and on schedule.</li> <li>• Oversee quality control for deliverables.</li> <li>• Ensure that the LHMP meets CONSTANT’s standards of performance and the City’s expectations.</li> <li>• Serve as SME in informing the LHMP update.</li> <li>• Provide in-person support for project activities and local knowledge of hazards given locality to the City of Hawthorne.</li> </ul>

Key Personnel	Responsibilities for the Hawthorne LHMP
Dan Smith, MPS <b>Project Manager</b>	<ul style="list-style-type: none"> <li>• Coordinate communication with FEMA Region 9, Cal OES, and the Area G Disaster Management Area Coordinator.</li> <li>• Serve as primary point of contact for the Hawthorne Project Manager and the HMPC.</li> <li>• Play leading role in completing and reviewing all deliverables, facilitating HMPC Meetings, providing regular progress updates, and ensuring that the project remains on budget and on schedule.</li> <li>• Plan and facilitate community outreach with support of Executive Sponsor, Deputy Project Manager, and Project Support.</li> </ul>
Dylan Yates <b>Deputy Project Manager</b>	<ul style="list-style-type: none"> <li>• Responsible for maintaining documentation for HMPC Meetings and drafting facilitation materials.</li> <li>• Contribute to the LHMP through research, editing, and drafting.</li> <li>• Design and distribute materials such as the online survey and social media collateral as part of the public outreach strategy.</li> <li>• Lead development of hazard maps and Hazus analysis.</li> </ul>
Nathan Carpenter, MEDM <b>Project Support</b>	<ul style="list-style-type: none"> <li>• Provide technical assistance and support to the project team.</li> <li>• Participate in HMPC Meetings, review draft deliverables, and contribute to content development.</li> </ul>

## Budget Management

In addition to company-wide financial management procedures, the Project Manager for each project is responsible for ensuring that a project is completed within the negotiated budget. Project Manager Dan Smith would be responsible for cost control for the City’s LHMP. CONSTANT enacts project-specific controls such as:

- Data from the WBS described in [Personnel Management](#) is entered into Unanet® to streamline budget analysis.
- As the project progresses, the CONSTANT Project Manager can download time reports from Unanet® and track CONSTANT’s billed time against the WBS.
- Based on these reports, the CONSTANT Project Manager can complete several analyses including a variance analysis, which compares a budgeted amount for a task or deliverable versus the actual time spent.
- The variance analysis enables the CONSTANT Project Manager to continuously monitor project budget health, identify causes and opportunities for any discrepancies, and discuss any opportunities or challenges with the client.

Ultimately, CONSTANT can control project costs to ensure all project work is completed within the negotiated budget by continuously monitoring project budget health and making adjustments based on analyses and as mutually permissioned.

## Project Schedule

On the following pages, CONSTANT describes all tasks, deliverables, and resources required to update the City of Hawthorne’s LHMP along with key milestones. We begin with a description of the approach to provide context, followed by the [Project Timeline](#).

### Tasks and Deliverables

#### Understanding

Hawthorne, located in southwest Los Angeles County, covers 6 square miles and serves as home to slightly over 88,000 residents. The City has a heavy presence in the space industry, housing SpaceX’s former headquarters and a large number of aerospace companies. Hawthorne faces many natural hazards, including wildfires, earthquakes, flooding, drought, and landslides. Compared with both the broader U.S. and the State of California, Hawthorne faces a very high risk index according to the Federal Emergency Management Agency’s (FEMA) National Risk Index.

As such, the City cannot afford to adopt a “cookie-cutter” plan that merely ticks boxes. Rather, it requires an LHMP that truly identifies the City’s disaster risks and vulnerabilities, contains thoughtful long-term strategies to protect people, property, and the environment, and ultimately enables the City and its partners to strategically invest its resources toward implementing activities to mitigate hazard-related losses.

Hawthorne knows firsthand the importance of mitigation as an investment in risk reduction having developed a FEMA and Cal OES approved LHMP in 2019. The City now seeks support of a trusted contractor who will update the LHMP in a way that reflects changes in development, hazards, and regulatory requirements while also strengthening the community and building partnerships.

CONSTANT’s approach reflects FEMA and Cal OES requirements and prior experience updating LHMPs across California, includes hands-on dependable project management and consistent communication with City leadership, integrates our knowledge of the nuances of Hawthorne’s community, encourages community engagement strategies to support whole community resilience, and ultimately seeks to position the City with a realistic mitigation strategy. We remain committed to supporting Hawthorne as **hazard mitigation practices continue to evolve because of shifting federal guidelines, like FEMA’s advisory dated April 9, 2025 titled “FEMA Waiving Certain Requirements for LHMPs” and FEMA’s updated Local Mitigation Planning Policy Guide effective April 11, 2025.**

In [Work Plan](#), CONSTANT describes our approach to updating the City of Hawthorne’s LHMP in accordance with the eight (8) elements stipulated by *Local Mitigation Planning Policy Guide* and *Local Mitigation Planning Handbook*.



**CONSTANT DELIVERED  
SIMILAR WORK FOR  
CLARK COUNTY, NV**

CONSTANT recently supported Clark County, NV with its MJHMP update. The plan **straddled pre-2023 and post-2023 FEMA requirements**, and CONSTANT worked with Clark County to ensure FEMA and State approval.

### Summary of Approach

CONSTANT is adept at using FEMA’s *Local Mitigation Planning Guide* and the PRT to craft an updated LHMP that is compliant with the Stafford Act, the DMA, and the requirements under 44 CFR Part 201, §201.6, Part 60, 60.3, Part 77, and Part 206 Subpart N, and other applicable State (e.g., Government Code section 65302, AB 2140, SB 379, SB 1000, SB 1241, AB 162) and Federal requirements and guidance. Furthermore, CONSTANT has tenured relationships with Cal OES’s Hazard Mitigation Section and FEMA Region 9, allowing us to work with these entities throughout the planning process to both meet basic requirements and position the City for implementation. Our three (3) critical best practices for LHMP development include:



**Figure 5.** CONSTANT’s three (3) core best practices for LHMP development and implementation.

Below, we further detail our approach features and their benefits for the City of Hawthorne:

**Table 3.** Our approach provides benefits to Hawthorne whilst reducing risk of unsuccessful performance.

Features of CONSTANT’s Approach	Benefits to the City of Hawthorne
CONSTANT brings <b>expertise in public input processes</b> . Our Public Involvement Strategy is based on <b>Cal OES and FEMA feedback</b> , and includes public workshops, direct outreach strategies, accessible materials, public attendance at HMPC Meetings, surveys, and public review and presentation of the LHMP.	Hawthorne gets <b>engagement strategies</b> that reflect the specific needs of City leadership, stakeholders, and community, and go beyond baseline requirements. The strategy is a value-added deliverable that ensures <b>compliance with all public outreach requirements</b> and integration of meaningful feedback.
CONSTANT and its team members have current and past experience updating LHMPs and MJHMPs for local California governments, including <b>approved plans under the new FEMA HMP guidelines for Torrance and Manhattan Beach</b> by FEMA Region 9. Executive Sponsor Mona Bontty is a Los Angeles County resident.	Hawthorne gains a partner who ensures federal and California-specific regulatory compliance and brings expertise in Los Angeles County hazards and communities, <b>expediting plan development and approval</b> .
CONSTANT’s expansive corporate and staff experience developing other emergency management plans supports <b>holistic LHMP updates across community lifelines</b> .	Our depth of knowledge ensures that the LHMP incorporates related plans. <b>The LHMP will not operate in a vacuum</b> , as our staff will ensure planning for enhanced community resilience.
CONSTANT implements <b>consistent project communication and commitment to client</b>	We offer tailored attention to Hawthorne’s needs and concerns, which ensures our

Features of CONSTANT's Approach	Benefits to the City of Hawthorne
<p><b>satisfaction</b> through our project management process. Development of the updated LHMP will be <b>a priority project for CONSTANT</b>, and our team members will not be spread across multiple other LHMPs and MJHMPs.</p>	<p>unparalleled ability to pivot and <b>adjust to requirements stipulated by the City, Cal OES, or FEMA</b>. Our team members will be dedicated to Hawthorne's LHMP, shepherding it through the update process from start-to-finish.</p>
<p>CONSTANT provides rigorous QAQC practices for every deliverable at every stage of the project. We develop iterative drafts of LHMP content for continuous review by the City, the HMPC, the public, Cal OES, and FEMA. We work <b>with Cal OES</b> to vet planning concepts along the way to <b>expedite plan approval</b>.</p>	<p>CONSTANT ensures that the contents of the LHMP are expertly organized within the final plan and that the LHMP's structure is approved by Hawthorne and consistent with Cal OES and FEMA requirements prior to continued LHMP drafting. Hawthorne receives superior quality deliverables that require less time to review.</p>
<p>CONSTANT's relationship with Cal OES means that we stay consistently abreast of changes to the hazard mitigation program.</p>	<p>CONSTANT will <b>adjust our approach real-time</b> to be consistent with information such as the FEMA Advisory dated April 9, 2025 and the updated <i>Local Mitigation Planning Policy Guide</i>.</p>

### Work Plan Summary

CONSTANT will update Hawthorne's LHMP in accordance with the eight (8) elements stipulated by *Local Mitigation Planning Policy Guide*, including:

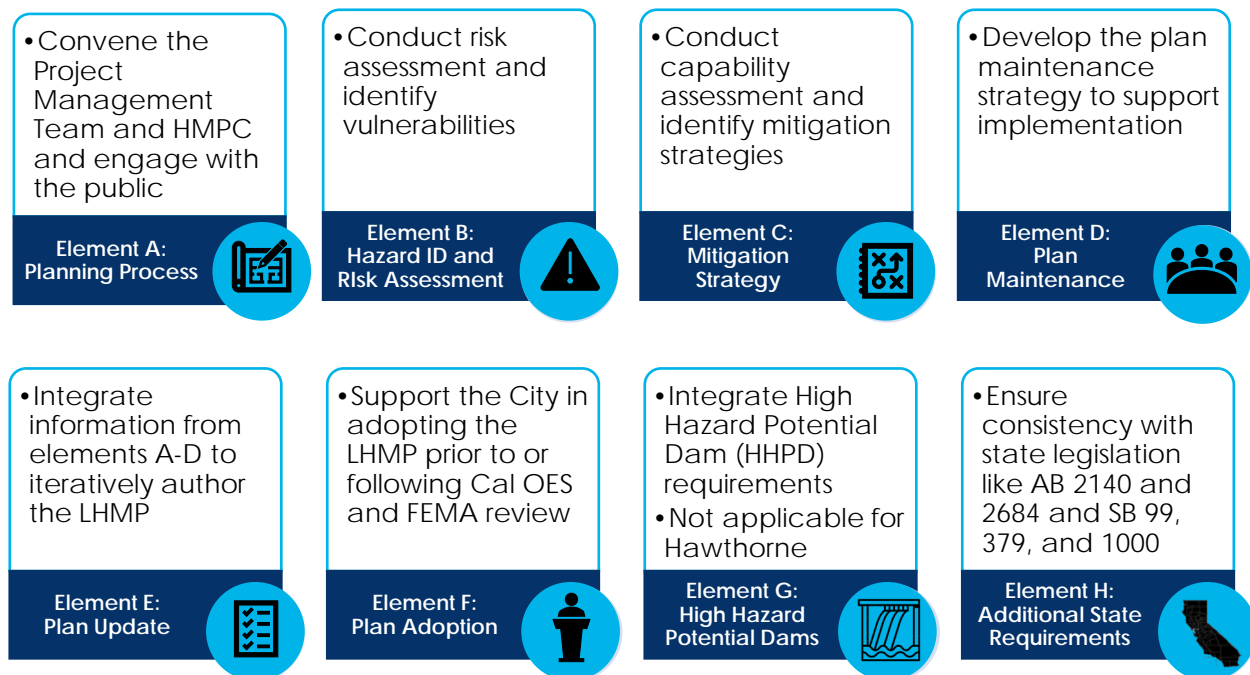


Figure 6. CONSTANT's LHMP update process is consistent with FEMA guidance.

This process, detailed on the following pages, will meet requirements for:

- CFR § 201.6
- DMA 2000
- Stafford Act
- National Flood Insurance Act
- FEMA's Hazard Mitigation Grant Program (HMGP)
- Flood Mitigation Assistance Program
- Severe Repetitive Loss Program
- Pre-Disaster Mitigation Grant Program
- Programs aligned with FEMA's 2023 guidance, including the Building Resilient Infrastructure and Communities (BRIC) Grant\*
  - \*At time of writing, the BRIC program has been halted and applications from FYs 20-23 have been cancelled.
- AB 2140, SB 379, 747, and 1000

### Project Management

CONSTANT is committed to providing the City of Hawthorne with a consistent, continuous, and coordinated team for this important project. Our staff will use a proven project management approach that emphasizes applying knowledge, skills, tools, and best practices to LHMP development to exceed customer needs and expectations.

Our project management processes provide a direct link **between the CONSTANT Project Manager and the City Project Manager** while maintaining strong and consistent lines of communication between other stakeholders. We believe that this partnership will ensure that the City of Hawthorne gets the most robust access to resources, while maintaining agility and efficiency. Our project management processes are inclusive of the following core elements, which will each be embedded in the PMP.



Figure 7. CONSTANT's project management process is inclusive of multiple elements.

### Project Management Plan

Through our 20 years of project management experience, CONSTANT has perfected our management approach, creating a strategy for success for each project – our PMP. As per our company's best practices and the Project Management Institute, the PMP will serve as our "road map" to carry out the effort, capturing the entire project end-to-end, covering all tasks. Our comprehensive PMP includes the Project Work Plan (i.e., schedule and approach), communication strategies, risk mitigation plan, and the like. Information from the PMP will also be available electronically via our online project management platform, SharePoint, to which the City Project Manager and other desired stakeholders will have 24/7 real-time access throughout the duration of the project.

Quality Assurance and Quality Control Plan

CONSTANT will ensure that all deliverables and services provided for this effort align with the City's standards and any quality assurance surveillance plans (QASPs). Our comprehensive QAQC Plan will be implemented at the deliverable level by our staff. QAQC efforts will address technical requirements (such as compliance with Federal and State mandates or guidance), project reporting channels, schedules and milestones, and other unique project requirements (e.g., grant requirements). Performance standards for timeliness, depth of content, professional quality, technical accuracy, data quality and accuracy, logistics (e.g., use of Microsoft Teams), and data and records management will be incorporated, and we will remain ready for Government inspection.



Figure 8. CONSTANT's Quality Management process.

This plan translates corporate-approved overarching quality assurance policies and procedures into specific guidance and procedures to enable the CONSTANT team project personnel to consistently deliver quality services and products.

As an ongoing part of our program management approach, we monitor specific metrics to support a commitment to total quality. The following are examples of key metrics that we monitor and track:

- **Timeliness** – Deliverables are submitted at the designated date and time.
- **Accuracy** – Deliverables comply with existing City plans, policy, and procedures.
- **Communication** – Project communications are conducted clearly and concisely.
- **Language** – Deliverables are consistent with spelling and grammatical standards.

Management Tools

CONSTANT proposes the following management tools for use throughout the project, however all elements of project management can be modified at the discretion and direction of the City of Hawthorne:

Table 4. CONSTANT will leverage the following project communication and management tools.

Tool/Method	Description
<b>Microsoft SharePoint and Teams</b>	<ul style="list-style-type: none"> <li>• SharePoint serves as a communications tool and document share to allow for efficient document management. The site provides access to document versions and allows visibility into project status at any time. We also use SharePoint as a project management system to track tasks, milestones, and risks.</li> <li>• CONSTANT traditionally uses Teams for virtual meetings but also has access to other systems such as Zoom or Google Meet.</li> </ul>

Tool/Method	Description
<b>Unanet</b>	<ul style="list-style-type: none"> <li>Unanet supports budget management and invoicing. The system tracks timekeeping, expenses, and budgets. All CONSTANT team members are required to complete daily timesheets coding their time to respective projects that are submitted bi-weekly for manager approval and processing.</li> </ul>
<b>Monthly Project Meetings</b>	<ul style="list-style-type: none"> <li>In addition to the HMPC Meetings, CONSTANT will meet bi-weekly (every other week) with the City of Hawthorne Project Manager to maintain open lines of communication and to ensure schedule, cost, and other program goals are achieved. CONSTANT will also be accessible Monday through Friday for meetings, phone calls, or emails.</li> </ul>
<b>Monthly Status Reports</b>	<ul style="list-style-type: none"> <li>Monthly, electronically delivered status reports will be crafted to accompany discussions during the monthly project meetings that provide a summary of accomplishments, risks, and needs.</li> </ul>
<b>Meeting Minutes</b>	<ul style="list-style-type: none"> <li>CONSTANT will distribute minutes within five (5) business days of each formal event. The meeting minutes will also include a list of action items as a result of the meeting.</li> </ul>
<b>Project Calendar</b>	<ul style="list-style-type: none"> <li>The calendar within the PMP will include all key meeting dates, deliverable due dates, target reviewers/contributors, and Hawthorne and CONSTANT primary points of contact.</li> </ul>
<b>Internal Meetings</b>	<ul style="list-style-type: none"> <li>CONSTANT's team will meet internally to track and manage deliverables.</li> </ul>
<b>Secure Client Approval</b>	<ul style="list-style-type: none"> <li>CONSTANT will ensure that the Hawthorne Project Manager reviews and approves all documentation prior to distribution and presentation.</li> </ul>
<b>Final Close-Out Report</b>	<ul style="list-style-type: none"> <li>A final close-out report to include a summary of the project and recommended next steps.</li> </ul>

**Element A: Planning Process**



Building from the implementation of project management, CONSTANT will identify activities that will be used throughout the planning effort. This task includes developing a process for updating the LHMP according to FEMA's *Local Mitigation Planning Policy Guide* and the PRT, establishing the Project Management Team and the HMPC, conducting HMPC meetings, documenting the planning process, and executing the Public Outreach Strategy. Activities within Element A, Planning Process, are segmented into: Organize Personnel Resources; Public Outreach Strategy; and Documenting the Planning Process. We understand that the City has begun the update process and that some of the below tasks may have been completed.

*Organize Personnel Resources*

The planning process requires consistent communication and coordination between the City and CONSTANT, oversight from the HMPC, and engagement with stakeholders and the public. Below, we identify how the Project Management Teams, HMPC, and community will participate in the LHMP update process.

Table 5. Our approach engages a diverse team of stakeholders as informed by FEMA guidelines.

Role of Hawthorne's LHMP Stakeholders	
<p style="text-align: center;"><b>CONSTANT/City Project Management Teams</b></p> <ul style="list-style-type: none"> <li>• <b>Composition:</b> CONSTANT's Executive Sponsor, Project Manager, and Deputy Project Manager and the City Project Manager</li> <li>• <b>Role:</b> Guide the planning, implementation, and tracking of the LHMP update process, including defining scope, determining resources, maintaining a project schedule, and serving as point of contacts</li> <li>• <b>Meetings:</b> Project Management Kickoff Meeting and Bi-Weekly Project Management Meetings</li> <li>• <b>Responsibilities:</b> Coordinate CONSTANT and Hawthorne engagement in the project, facilitate data collection and document review, and lead community engagement and LHMP adoption</li> </ul>	<p style="text-align: center;"><b>Hazard Mitigation Planning Committee</b></p> <ul style="list-style-type: none"> <li>• <b>Composition:</b> Participating City departments with review and approval responsibilities, stakeholders with assets in the area, private agencies, neighboring jurisdictions, community leaders, elected officials, etc.</li> <li>• <b>Role:</b> Provide guidance, feedback, and local insights on needs, structures, recent events, and relationships</li> <li>• <b>Meetings:</b> Series of HMPC Meetings</li> <li>• <b>Responsibilities:</b> Participate in the planning process, attend meetings, and provide data, solicit input from the community, provide input on how threats and risks differ across the planning area, identify new/proposed mitigation projects, and review LHMP drafts</li> </ul>
<p style="text-align: center;"><b>Hawthorne Community Members</b></p> <ul style="list-style-type: none"> <li>• <b>Role:</b> Provide insight and local perspective into community mitigation concerns and priorities, and knowledge of the local population</li> <li>• <b>Responsibilities:</b> Attend HMPC Meetings and public outreach meetings, respond to surveys, and review the LHMP draft prior to finalization</li> </ul>	<p style="text-align: center;"><b>Non-HMPC City Stakeholders</b></p> <ul style="list-style-type: none"> <li>• <b>Role:</b> Participate in the planning process across community lifelines as individuals or groups who can implement or be affected by mitigation strategies</li> <li>• <b>Responsibilities:</b> Remain apprised of LHMP update milestones and participate in the planning process as requested</li> </ul>

*Project Management Teams and Kickoff Meeting*

The City and CONSTANT Project Management Teams and the key staff from CONSTANT will conduct a virtual Project Kickoff Meeting to confirm that project is underway, seek concurrence on the scope of the Hawthorne LHMP, present a draft PMP and QA/QC Plan, identify key stakeholders for the HMPC, and review the proposed timeline for completing major deliverables.

*Establishing Necessary Personnel Resources and the HMPC*

A key outcome of the Project Management Kickoff Meeting will involve the identification of an LHMP HMPC that will provide guidance, feedback, and local insights on needs, structures, recent events, and relationships. CONSTANT will work with the Hawthorne Project Manager to identify the HMPC and solicit participation. Once all parties have responded to the invitation, CONSTANT will create a contact roster of HMPC members and other non-member stakeholders who will be engaged during the planning process. This broader list of stakeholders will be kept informed during the planning process and

offered the opportunity to provide input and could include external agencies and organizations who are necessary to ensure the accuracy and completeness of the LHMP.

Engaging the HMPC

The HMPC will drive the LHMP development through a series of facilitated meetings. The HMPC will participate in the planning process, provide data; solicit input from their community by preparing, publishing, and distributing public hearing notices; provide input on how threats and risks differ across the planning area; identify new/proposed mitigation projects; review LHMP drafts; coordinate formal adoption of the LHMP; and manage the implementation of mitigation projects.

Our approach emphasizes early, effective engagement with the HMPC to ensure compliance with FEMA regulations. Committing additional resources to organizing the HMPC and other required resources prevents challenges further in the process.

CONSTANT is prepared to provide the following deliverables for each HMPC Meeting to ensure we have the proper documentation for the planning process related to who led the development of the LHMP at the staff level, who provided information for the LHMP and reviewed drafts, and how LHMP sections were determined.

**Table 6.** CONSTANT provides materials for each HMPC Meeting.

HMPC Meeting Support		
<i>Before the Meeting</i>	<i>During the Meeting</i>	<i>After the Meeting</i>
<ul style="list-style-type: none"> <li>• Read ahead materials</li> <li>• Video call coordination</li> <li>• RSVP management</li> <li>• Brief of new members</li> <li>• Materials for comment</li> </ul>	<ul style="list-style-type: none"> <li>• Agenda</li> <li>• Attendee tracking</li> <li>• Facilitation notes</li> <li>• Materials for review</li> <li>• Reference documents</li> </ul>	<ul style="list-style-type: none"> <li>• Meeting minutes</li> <li>• Timely completion and follow-up of action items</li> <li>• Host offline conversations to forward deliverables</li> </ul>

HMPC Meetings

Following solidification of HMPC membership and organization of non-member stakeholders, we will organize and conduct a series of meetings for the HMPC, which will formally begin the LHMP update process. We recommend the following meetings, and will work with the Hawthorne Project Manager to solidify this schedule and format:

**Table 7.** CONSTANT provides materials for each HMPC Meeting.

HMPC Meeting Schedule		
<i>Meeting</i>	<i>Purpose</i>	<i>Format</i>
HMPC Kickoff Meeting / Meeting #1	<ul style="list-style-type: none"> <li>• Formally begin the LHMP update process and provide introductions to CONSTANT</li> <li>• Establish clear expectations, ensure that HMPC members understand an LHMP’s scope, and discuss the project schedule</li> <li>• Request current City guidance, reference documents, planning efforts, and points of contact to inform the LHMP. The result of the review will be a crosswalk detailing plan contents,</li> </ul>	In-Person/ Hybrid

HMPC Meeting Schedule		
<i>Meeting</i>	<i>Purpose</i>	<i>Format</i>
	regulatory guidance, plan ownership, plan date, and plan commonalities and divergences <ul style="list-style-type: none"> <li>• Review a template for the LHMP aligned with FEMA and Cal OES guidance</li> <li>• Socialize understanding of FEMA's requirements for public outreach</li> <li>• Identify potential natural hazards to be assessed by the LHMP and solicit hazard information from HMPC stakeholders</li> <li>• Review and update mitigation goals from the prior LHMP</li> </ul>	
HMPC Meeting #2	<ul style="list-style-type: none"> <li>• Solidify and present hazards of prime concern</li> <li>• Self-evaluate how stakeholders implemented mitigation projects and reduced risks during the prior LHMP process, distinguishing between preparedness and mitigation projects</li> <li>• Describe a risk assessment for each hazard of prime concern</li> <li>• Define critical facilities and infrastructure for the City of Hawthorne</li> </ul>	Virtual
HMPC Meeting #3	<ul style="list-style-type: none"> <li>• Approve risk assessment findings</li> <li>• Complete capability assessments for hazards of prime concern</li> <li>• Identify potential mitigation goals, actions, and action plan</li> <li>• Brief HMA grant program eligibility</li> </ul>	Virtual
HMPC Meeting #4	<ul style="list-style-type: none"> <li>• Complete project prioritization and risk analysis</li> <li>• Solidify holistic mitigation strategy</li> <li>• Confirm a plan maintenance strategy</li> <li>• Discuss next steps, including the public review period, plan adoption, and submission to Cal OES and FEMA Region 9</li> </ul>	Virtual

CONSTANT will continue to engage the HMPC beyond the HMPC meetings to review sections and drafts of the LHMP and solicit any data or information gaps.

Public Outreach Strategy

Involving the public and the communities that reside in the cities is a substantial and required component of the LHMP planning process per 44 CFR 201.6. The increase in public involvement for the LHMP is a critical reason FEMA and Cal OES have requested revisions for HMPs under the new guidelines. **We note that guidance is evolving real-time, including issuance of a FEMA Advisory dated April 9, 2025 and update to the Local Mitigation Policy Guide dated April 11, 2025 waiving certain requirements for plan approval. Our approach will be adjusted as required to align with the most up-to-date information during project conduct.**

CONSTANT has developed Public Outreach Strategy Checklists to expedite and simplify the public involvement process and ensure compliance, minimizing revisions needed from FEMA and Cal OES. Our approach of developing an in-depth Public Outreach Strategy ensures that the City appropriately engages the public a minimum of two (2) weeks prior to the first HMPC Meeting. Due to the significant resources needed to conduct successful public outreach and the need to distribute materials a minimum of two (2) weeks prior to the first HMPC Meeting, **we recommend that outreach begin as soon as possible.**

Successful engagement achieves multiple objectives for FEMA, including discerning the public's perception of risk and vulnerability associated with natural hazards and identifying mitigation actions that would be championed and supported by the community. CONSTANT proposes a collaborative engagement approach, working with the HMPC to develop a Public Outreach Strategy that both informs and provides platforms for input:

- **Public participation in HMPC Meetings:** Per the Ralph M. Brown Act, the public must be invited to attend HMPC Meetings. Virtual attendance options will be provided via publicly available links, and we will work with the City to notify area community centers to allow them to facilitate virtual participation for those who lack internet access.
- **Public outreach meetings:** CONSTANT will host two (2) hybrid outreach meetings. The first meeting will be used to introduce the public to the LHMP, educate the public on the LHMP process, and identify community concerns and the final meeting to review the draft LHMP. If possible, the public outreach meetings can also be scheduled alongside other community events.
- **Community survey:** The survey will provide an opportunity for the community to participate in the planning process. It will be posted on Hawthorne's websites and social media to elicit participation and be designed so that we can better understand the public's hazard concerns and integrate them within mitigation activities. The survey will be conducted using SurveyMonkey®, and will include multiple-choice questions, ranking/rating scales, and open-ended questions.
- **Social media and web content:** CONSTANT suggests that the City sponsors a specific webpage to centralize LHMP information. We will develop web content for the website and social media that will include fact sheets, digital forms, public notices, and press releases and links to the survey and public review LHMP.
- **Print assets:** CONSTANT recommends that collateral is printed by the City to promote additional public participation by those who lack traditional internet access. These materials should be posted in high traffic locations to meet a larger

**CONSTANT DELIVERED  
SIMILAR WORK FOR  
MANHATTAN BEACH**



CONSTANT worked with Manhattan Beach to update its LHMP. CONSTANT supported the City for the update by executing a robust public outreach strategy to guide effective outreach efforts to engage the community, raise hazard awareness, and foster a culture of preparedness. The City aims to ensure that the LHMP reflects the needs and concerns of its diverse community.

audience. Additionally, we recommend that the HMPC works with community-based organizations and neighborhood groups to support material distribution.

- **Engaging the Whole Community:** CONSTANT will define Whole Community targets within the planning area, along with identifying traits that render individuals more susceptible to both natural and human-caused factors. We will use open-source tools, like the Centers for Disease Control and Prevention’s (CDC) Social Vulnerability Index (SVI), and data collected from the HMPC to inform Whole Community profiles to identify potential barriers to public outreach and ways to overcome these. This will include using strategies implemented by the City such as providing outreach materials in Spanish to address language barriers, engaging neighborhood groups to share information, including LHMP information in inserts delivered to homebound individuals, using water bill inserts, displaying information on billboards or bulletin boards, conducting local events, etc. to support outreach.

### Documenting the Planning Process

The Hawthorne LHMP will thoroughly document the update process. Our [project management](#) approach will ensure that we comprehensively capture the steps taken to craft the LHMP throughout the update process. Included in the LHMP will be a narrative of the actions taken to prepare the plan, an outline of the HMPC meetings, including attendees, agendas, and minutes, a public outreach log, a delineation of participants involved in plan development, the strategies undertaken to coordinate the LHMP with existing planning mechanisms, and a summary of the public involvement strategy. Our staff are well-versed in what documentation Cal OES and FEMA expect to see and have internal processes in place to develop them.

### Element B: Risk Assessment



Following the coordination of the LHMP planning and development process, the establishment of the HMPC, and initiation of public outreach, CONSTANT will produce a detailed risk assessment. The risk assessment serves as a foundational requirement of the LHMP and includes identifying and developing concise profiles of potential hazards, analyzing each hazard with respect to community assets and potential impacts, and crafting a vulnerability assessment.



Figure 9. CONSTANT’s Risk Assessment process is inclusive of several elements.

### Hazard Identification and Profiles

Following review of the prior Hawthorne LHMP, General Plan, and Municipal Code, the California State HMP, the Los Angeles County HMP, open-source data, and receipt of completed data collection tool worksheets provided during the HMPC Kickoff Meeting, CONSTANT will identify relevant natural hazards to address in the LHMP. We will use information available from government agencies such as the National Weather Service (NWS), the U.S. Geological Survey (USGS), the National Weather Service Drought Monitor,

the National Oceanic and Atmospheric Administration (NOAA) Areal Locations of Hazardous Atmospheres, NOAA Sea Level Rise and Coastal Flooding Viewer, U.S. Army Corps of Engineers (USACE), FEMA, Cal OES, and Cal Fire. FEMA's *Local Mitigation Planning Policy Guide* requires considering the probability of future hazard events and plan impacts to reflect changes in development, and changes in extreme weather are currently facilitating strengthened frequency and extremity of several hazards. The plan must include data validation for each hazard, which means that the data collection requirements for hazard identification and profiling are a significant effort for HMPC members and CONSTANT.

Hazards that are identified may include those originating from potential natural disasters, climate change, and geologic hazards. This task will also include developing concise profiles of these potential hazards, noting their type, location, extent, previous occurrences, future probability, community vulnerability/impact, regulatory environment and other factors as required by the DMA 2000. We will also include analysis of how the hazards will impact members of the community with access and functional needs (AFN).

CONSTANT will collaborate with the HMPC to finalize its hazard list, conduct preliminary hazard prioritization, and begin development of the risk assessment. CONSTANT will use current or recent risk assessments as the baselines to describe each hazard. This includes:

- Considering concise descriptions of natural hazards, including their location, extent, previous occurrence, and probability of future events.
- Ensuring impacts from climate change are adequately represented. This includes describing the impact of natural hazards on the community and critical facilities due to climate change and integrating climate change considerations into each identified natural hazard. This is a requirement of California SB 379. **We are currently working with Cal OES to discern how changes at the federal level per FEMA's Advisory dated April 9, 2025 and the update to the *Local Planning Policy Guide* impact this requirement.**
- Leveraging the National Risk Index to construct a risk prioritization matrix to evaluate and rank risks. The National Risk Index provides a composite score for

**CONSTANT DELIVERED  
SIMILAR WORK FOR  
ARTESIA**



CONSTANT developed an LHMP for the City of Artesia. This effort included the review and organization of City resources, coordination with a multi-discipline planning team, identification and assessment of risks to the City, outreach to the community and solicitation of stakeholder involvement, development of mitigation strategies for risks, creation of plan maintenance procedures, ensuring compliance with DMA 2000 requirements, completion of a thorough capabilities assessment, and facilitation of plan reviews by the City and community stakeholders. CONSTANT provides experience supporting LHMP and MJHMP updates for jurisdictions of various sizes across California, providing an understanding of hazards, resources, regulatory requirements, and more.

hazard types and individual scores per hazard based on Expected Annual Loss, Social Vulnerability, and Community Resilience.

### Asset Inventory

The asset inventory will describe updates to types and numbers of critical facilities, people, structures, systems, natural, historic, and cultural resources, and activities that have value to the community within the identified hazard areas. Changes in land use, types of development, and population growth and their subsequent implications for vulnerable areas and high-risk populations will also be updated as available.

The result will be a parcel-level inventory of vulnerable structures and asset components. CONSTANT will reference Hawthorne's General Plan, census data, existing reports, comprehensive plans, local flood maps, and GIS data to gather an inventory of the types and numbers of buildings, infrastructure, and critical facilities, inclusive of comprehensive information such as the allowable occupancy, earthquake building type, square footage, and more. We will also conduct up to 10 individual or small group interviews to ensure that this inventory is accurate and up to date. The asset inventory will be leveraged in the Vulnerability Assessment to identify assets that are at risk from hazards.

### Hazard Mapping

Preparation of the hazard profiles and asset inventory will support Geographic Information System (GIS) maps of relevant hazards provided by the contractor and analysis to determine areas of potential vulnerability as further described in the Vulnerability Assessment. CONSTANT's GIS team will create a base map and a set of hazard maps based on available hazard data and infrastructure inventories from Los Angeles County, the City General Plans, FEMA, USGS, local organizations, conservancies, the Red Cross, the Salvation Army, and other sources to display hazard identification data and assets (i.e., structures, critical facilities and infrastructure, Community Lifeline elements, land use, populations, etc.). A composite map of all hazards will allow for identification of areas vulnerable to multiple hazards, which will inform mitigation action plans. All maps will be created using the latest version of FEMA's newest ArcGIS software so they will be accessible to City staff and GIS staff for future visualizations. CONSTANT will provide electronic copies of the maps as well as the data layer and metadata files.

### Vulnerability Assessment

The Vulnerability Assessment includes analyzing each hazard with respect to the potential location of impact, magnitude/extent, previous occurrences, future probability, vulnerability of parts of the community, and potential consequences. CONSTANT will use an HMPC Meeting to present the findings from the assessment and commence the hazard mitigation goals and mitigation strategy processes.

Working with the HMPC to obtain data, CONSTANT will develop a Vulnerability Assessment for each of the hazards identified, depending on the availability of supporting data. CONSTANT will utilize structure, land, population, residential building, critical facilities, infrastructure, and scientific data previously gathered during the Asset Inventory to assess and summarize Hawthorne's vulnerability to hazards including:

- Updates to types and numbers of critical facilities and infrastructure within the identified hazard areas that are subject to potential losses or damage. Changes

in land use, types of development, and population growth and their subsequent implications on the Whole Community will also be updated as available.

- Inventory of repetitive flood loss structures, if applicable, including information on past insurance claims and descriptions of repetitive loss neighborhoods as informed by FEMA.
- Updated estimates of potential dollar losses from hazards based upon analysis of County/City assessor’s data and other sources with hazard locations and any changes to approach that were utilized to determine these losses.
- Potential impacts on planned future development based on land use patterns.

Mitigation actions from the previous LHMP that have been completed will also be factored into the vulnerability assessment.

The final goal of the Vulnerability Assessment is to develop an overall summary of the City’s vulnerability to each hazard, the potential impacts of each hazard, and capabilities for mitigating the impacts of each hazard. CONSTANT will use structure, land, population, residential building, critical facilities, infrastructure, and scientific data to assess each City’s vulnerability to hazards. The data required to validate hazard impacts and community capabilities is a significant effort for HMPC members and CONSTANT. As such, this task is estimated to take the most time for the HMPC and CONSTANT.

In absence of a formal Hazus analysis, CONSTANT has leveraged alternative strategies for LHMPs conducted in Los Angeles County. External resources like FEMA’s Risk MAP and Cal OES’s MyHazards can be leveraged alternatively alongside other existing, publicly available datasets, County and City Assessor datasets, and HMPC provided information to quantify risk information such as economic loss.

### Element C: Mitigation Strategy



As part of Element C, Mitigation Strategy, CONSTANT will craft a blueprint that details hazard mitigation actions, goals, and strategies. The Mitigation Strategy will directly seek to reduce the risks and vulnerabilities detailed by the Vulnerability Assessment in [Element B](#). As Hawthorne invests in this plan update, we will use the current conditions analyzed in Elements A and B to reaffirm or update mitigation goals and actions and set the pathway for implementation. The Element C consists of the Capability Assessment, Hazard Mitigation Goals, Mitigation Actions, and Mitigation Strategy/Action Plan.

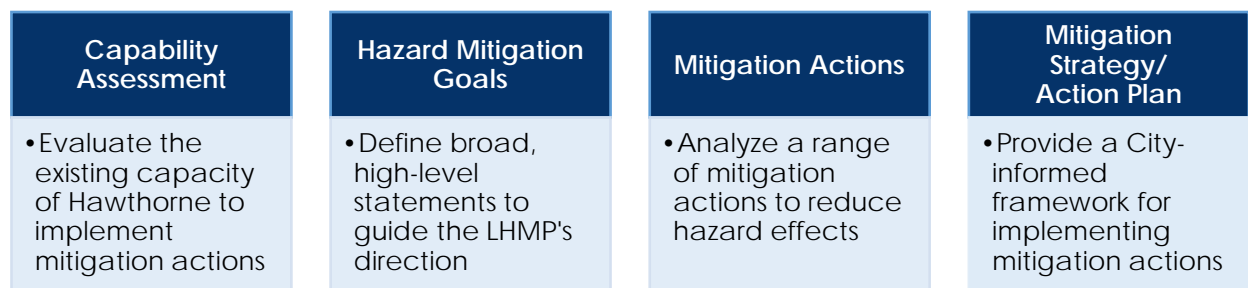


Figure 10. CONSTANT conducts multiple steps to inform the Mitigation Strategy/Action Plan.

### Capability Assessment

CONSTANT will conduct a capability assessment of the City's authorities, policies, programs, and resources. This assessment will lay the foundation for the development of goals and mitigation actions and will measure the City's capabilities to implement solutions that contribute to the reduction of long-term vulnerabilities to hazards.

We will organize these capabilities into local legal and regulatory capabilities, administrative and technical capabilities, financial resources, and education and outreach resources, and we will connect these resources/capabilities to hazard mitigation and the appropriate managing or administrative parties.

Capabilities or resources that will be assessed will include protective measures under the National Flood Insurance Program (NFIP), building codes, zoning ordinances, completed or ongoing mitigation projects, and mitigation policies. CONSTANT staff have developed a Capabilities Assessment Worksheet that will be distributed to the HMPC to collect updated information during the HMPC Kickoff Meeting.

### Establish Hazard Mitigation Goals

CONSTANT proposes to present the final findings from the risk, vulnerability, and capabilities assessments and kick-start the hazard mitigation goal selection and mitigation strategy processes during an HMPC Meeting.

Prior to this meeting, we will also distribute a request for any known prior hazard mitigation activities to each participating City department or partner and ask that they update the status of the mitigation activities, whether completed, ongoing, removed, or deferred. This is a critical step, required by FEMA, to consider continuing incomplete mitigation activities and updating new strategies.

CONSTANT understands that mitigation goals are broad, high-level statements that define the direction of the LHMP. During the HMPC Meetings, the HMPC should reevaluate and reaffirm or change the goals in the previous Hawthorne LHMP based on current conditions and priorities and recent disasters and exercises. This approach will support seamless transitioning into meetings where mitigation strategies and concrete mitigation activities will be developed.

### Identify and Analyze Mitigation Measures

DMA 2000 requires that hazard mitigation strategies include a section that identifies and analyzes a comprehensive range of mitigation actions and projects being considered to reduce the effects of each hazard, with emphasis on new and existing buildings and infrastructure. This step is the core to updating the LHMP as it sets a roadmap for future implementation. CONSTANT proposes to develop mitigation activities that fall into four (4) broad categories:

- Local plans and regulations
- Structure and infrastructure projects
- Systems protection
- Education, awareness, and outreach programs

CONSTANT proposes to use HMPC Meetings to develop and refine the Mitigation Action Plan and Strategy. We understand that there must be a mitigation action for each hazard and will coordinate with participants, individually, if necessary, to develop appropriate

mitigation actions. For actions that remain unchanged from the previous LHMP, the LHMP will indicate why changes are not necessary at this juncture.

Mitigation Action Plan

The Mitigation Plan or “Action Plan” lays the groundwork for implementation by describing how the mitigation activities outlined in the LHMP will be incorporated into existing planning mechanisms and how the mitigation actions will be prioritized, implemented, funded, and administered. Prioritization must include an emphasis on the extent to which benefits are maximized according to a cost-benefit review of the projects including their associated costs and resources required.

CONSTANT recommends using a method such as the Social, Technical, Administrative, Political, Legal, Economic, and Environmental (STAPLE-E) matrix to evaluate and prioritize mitigation actions as outlined below.



**Figure 11.** CONSTANT will leverage a STAPLE-E Matrix to evaluate and prioritize mitigation actions.

The Mitigation Action Plan will be prepared as a matrix with a mitigation action for each hazard. We will coordinate with participants to develop appropriate mitigation actions that identify how each action will be implemented, who is responsible for various actions, funding mechanisms, timeframe for implementation, and implementation priorities. Cost estimates will be produced to define comparative cost scales and accordingly prioritize/compare mitigation actions. Mitigation actions that do not currently have funding will be highlighted for attention by the City. The LHMP will also include mitigation actions that benefit the Whole Community in accordance with the **latest FEMA and Cal OES guidance at time of project conduct.**

Where possible, the LHMP should implement mitigation actions through existing plans and policies that already have support from the community and policy makers. Capital Improvement and General Plans are examples of plans that can be enhanced by input from the LHMP. The Implementation Plan should also consider and document responsible parties and required resources, provide a timeframe for each mitigation activity, and include material on plan maintenance and continued public engagement.

Evaluating Funding Sources

To support maximum opportunities for mitigation project funding, CONSTANT will identify available grant funding to include in the LHMP alongside expected time frames for availability. **We note that, at time of writing, grant funding sources are evolving, and we will tailor our approach to funding available at time of project conduct.**

In addition to HMPG, FMA Program, HMGP Post Fire Grant Program, Pre-Disaster Mitigation Grant Program (PDM), the Safeguarding Tomorrow Revolving Loan Fund (RLF), etc., the recent Inflation Reduction Act provides hundreds of grant programs available

to jurisdictions with approved LHMPs. **California is expecting foreseeable funding for mitigation measures and issued a Notice of Funding Opportunity (NOFO) DR-4856 on April 2, expiring on May 29, 2025, in anticipation of future funding.**

### Element D: Plan Maintenance



As mitigation actions are accomplished, hazards evolve, and priorities change, the LHMP must be maintained. FEMA guidance requires that LHMPs contain detailed processes for making the plan an actionable, living, document. Our process for monitoring, evaluating, and updating the LHMP includes the following steps:

- Within the LHMP, we will describe how the City will monitor, evaluate, implement, and update the LHMP. In addition to revising, updating, and readopting the LHMP every five years, we recommend an annual review by the HMPC with incremental progress reporting and updates of completed mitigation measures and the addition of new measures, if applicable.
- We propose to include a checklist for all mitigation measures. The checklist will describe the following: steps to implement the measure, lead and supporting departments, potential funding sources, and timeline.
- The plan will include processes for the public to review the plan on a regular basis and make recommendations that the HMPC can incorporate during annual reviews to ensure public involvement in the LHMP maintenance process.
- The LHMP will identify any triggers that could constitute a holistic plan update.

### Element E: Plan Update



As the LHMP is compiled with materials including hazard analysis, capabilities, documentation of the planning process, maps, risk assessment, and mitigation goals, we will draft the LHMP to meet all requirements of DMA 2000 and adhere to FEMA's *Local Mitigation Planning Policy Guide* and the PRT. The plan will include changes in development, priorities and progress in local mitigation efforts, and all required components developed in previous tasks. We will provide iterative versions of the LHMP for review, including a draft that will be reviewed by the public. During this task, we will also integrate the LHMP into other existing City plans.

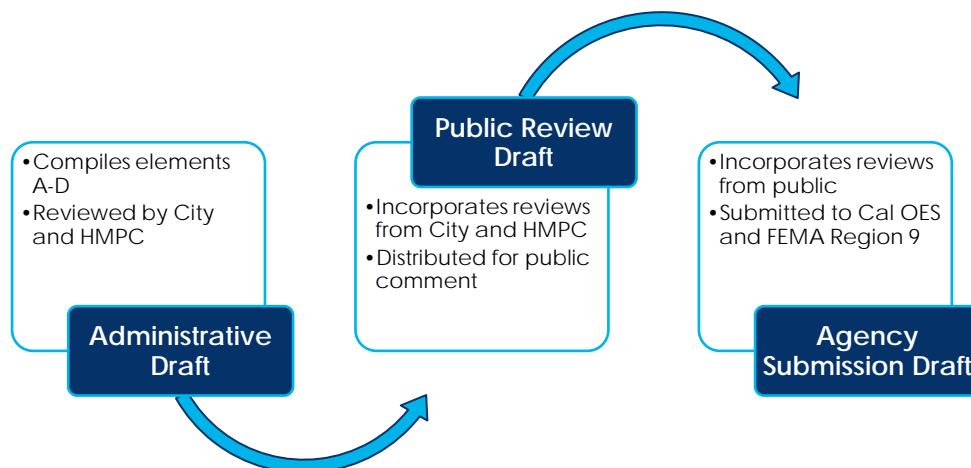


Figure 12. CONSTANT uses an iterative process to authorize the LHMP.

### Integrate Plan Requirements into Existing Planning Mechanisms

As mentioned in the [HMPC Kickoff Meeting](#), we will start a matrix crosswalk that details planning mechanism contents, regulatory guidance, plan ownership, plan date, and plan commonalities and divergences between the LHMP and other planning mechanisms. As we draft the LHMP, we will work with the HMPC to identify the process for incorporating the plan's requirements into other planning mechanisms, cross integrating components to ensure full compliance. We further describe General Plan Safety Element updates in [Element H](#). As part of this task in Element E, we will ensure the LHMP complies with concepts in local emergency response and recovery plans and regional and state-level hazard mitigation frameworks.

### Administrative Draft

CONSTANT's initial draft of the LHMP will be available for review by the HMPC and the Area G Disaster Management Area Coordinator. We propose at least a two-week review period and will provide a comment matrix to each stakeholder to ensure comments are addressed. The draft will include an Executive Summary of the update process that will continue to be edited through adoption and final plan approval. Following review of the Administrative Draft, CONSTANT will incorporate comments from the HMPC and prepare a Public Review Draft.

### Public Review Draft

CONSTANT will incorporate and respond to suggested changes to the Administrative Draft while our support staff develop high-quality maps, diagrams, tables, and narrative content. Once this Public Review Draft of the LHMP is finalized, formatted for aesthetics, style, and quality, and approved by the HMPC, CONSTANT will work with the HMPC to facilitate a public review and comment period. This will consist of the additional hybrid public outreach meeting described in [Element A](#) to provide an opportunity for participation and comment. The Public Review Draft should also be circulated during a City Council Meeting for review and comment alongside a PowerPoint presentation to summarize the LHMP's development process and current plan elements.

CONSTANT will also facilitate public feedback on the draft LHMP through the City website. Examples of how this can be accomplished include designing a feedback form or accepting email feedback through a designated inbox. This is an important step to ensure community stakeholder involvement in the process and afford residents, business owners, elected officials, and others a chance to review the LHMP. Comments by the public will be addressed and adjudicated in a revised draft LHMP and included as an appendix of the final LHMP, as described in Final Draft Plan.

#### **CONSTANT DELIVERED SIMILAR WORK FOR SAN BERNARDINO COUNTY**



CONSTANT recently completed a quick-turn MJHMP update for San Bernardino County. Our team's commitment to completing the project on time and familiarity with FEMA and Cal OES approval requirements allowed us to deliver the project in record time. Hawthorne will get the same commitment to a quality plan update and a partner to support the City during Cal OES and FEMA review processes.

### Agency Submission Draft

After the public comment period, CONSTANT will perform additional reviews and make any required changes based on public feedback. CONSTANT will also re-complete the PRT, which will confirm that all requirements stipulated by FEMA and Cal OES have been completed prior to submission. This draft will first be submitted to Cal OES's State Hazard Mitigation Officer (SHMO). Once Cal OES's review is complete, the LHMP will be shepherded to FEMA Region 9 for their review and approval. While the goal is to create a final LHMP that proceeds through the review process with no comments, it is possible that Cal OES and FEMA will provide observations that require modifications to the draft. CONSTANT will address concerns as necessary to advance the LHMP through the process until FEMA approves the plan. We will review all FEMA "Required Revisions" comments and perform associated "Required" tasks to finalize the LHMP for approval.

### Plan Review Tool Completion

Supporting documentation for the LHMP will include FEMA's PRT. The PRT crosswalks the location of documentation in the LHMP that meets requirements in 44 CFR §201.6. This four-part tool includes a cover page, summary sheet, plan review checklist, and plan assessment. CONSTANT will complete the tool to submit to Cal OES/FEMA alongside the LHMP, using it to address revisions if needed.

### Element F: Plan Adoption



Hawthorne's City Council must adopt the final LHMP before FEMA considers it to be an approved plan. After adjudicating comments from the public review period, CONSTANT will develop a Final Draft Plan for the HMPC to outline the LHMP and present for adoption. There are two (2) options that can be leveraged for adoption depending on City preferences. Regardless of methodology, CONSTANT will assist the City Project Manager and/or HMPC with a presentation to the City Council and provide a Frequently Asked Questions (FAQ) sheet, offering in-person support. This meeting will be public in accordance with Government Code 65353(a) and 65355. The adoption resolution will be collected as it is completed and compiled into the LHMP.

Below, we further explain the two (2) options for adoption:

- **Early Adoption:** Cal OES recommends that jurisdictions calendar the LHMP adoption as a board item once they approve the LHMP and send it for approval to FEMA Region 9. Cal OES has a 99% approval rate by FEMA Region 9 once it leaves their hands. This does carry risk, however, if FEMA Region 9 finds that major modifications are required to the LHMP that would trigger re-adoption. However, CONSTANT has employed this methodology successfully by working proactively with Cal OES and FEMA Region 9 while authoring the LHMP to vet concepts and mitigate any discrepancies well before the plan progresses to the review and approval stage.
- **Adoption following FEMA Review:** Once FEMA Region 9 issues an "approval pending adoption" notice following its review, CONSTANT will assist Hawthorne in shepherding the adoption of the plan by the City Council.

Once the complete LHMP is adopted, CONSTANT will provide digital/editable and printed copies of the LHMP for Hawthorne.

### Element G: High Hazard Potential Dams

Hawthorne does not have HHPDs, so this element is not applicable.

### Element H: Additional State Requirements



California-specific requirements like Government Code section 65302, AB 2140, SB 379, SB 1000, SB 1241, AB 747, and AB 162 are incorporated throughout the LHMP update process. **CONSTANT is working with Cal OES to determine how the requirements of SB 379 will apply given FEMA’s Advisory dated April 9, 2025 titled “FEMA Waiving Certain Requirements for LHMPs” and the update to the *Local Mitigation Policy Guide* dated April 11, 2025.**

As noted, California AB 2140 and AB 747 require that jurisdictions adopt the LHMP as part of their General Plan Health and Safety Element (if applicable) to be fully eligible for enhanced reimbursement from the State. CONSTANT will provide guidance to Hawthorne on how to gain compliance under AB 2140.

### Project Timeline and Key Milestones

CONSTANT provides a nine (9) month timeline for developing the LHMP, inclusive of Cal OES and FEMA review timelines, which assumes a project schedule between June 16, 2025 and March 16, 2026. Final dates for all deliverables will be solidified within the [PMP](#) and we will adjust dates in accordance with formal contract execution to accommodate the FEMA submission deadline. **The below project timeline accounts for submission of the completed LHMP to Cal OES before December 2025.**

LHMP tasks are interdependent and follow a logical sequence that aligns with FEMA’s *Local Mitigation Planning Policy Guide*. The following table provides the tentative project schedule with time estimates by week. The timeline assumes a 39-week timeline in alignment with the nine (9)-month period of performance. Key milestones are described following the table.

**Table 8.** CONSTANT provides a nine (9) month / 39-week schedule of services.

Deliverable or Meeting	Start Date	End Date
<b>Project Management</b>		
PMP and QAQC Plan	Week 1	Week 2
Project Management Meetings and Status Reports	Ongoing	Ongoing
Final Closeout Report	Week 38	Week 39
<b>Element A: Planning Process</b>		
Project Management Kickoff Meeting	Week 2	Week 3
Organize HMPC	Week 3	Week 4
HMPC Kickoff Meeting	Week 5	Week 5
HMPC Meeting #1	Week 9	Week 9
HMPC Meeting #2	Week 13	Week 13
HMPC Meeting #3	Week 18	Week 18
Public Outreach Strategy	Week 1	Week 3

Deliverable or Meeting	Start Date	End Date
Public Outreach Meeting (Initial)	Week 10	Week 10
Survey	Week 8	Week 10
Website, Social Media, and Print Materials	Week 5	Week 10
Documentation of Planning Process	Week 1	Week 24
<b>Element B: Risk Assessment</b>		
Hazard Identification and Profiles	Week 2	Week 8
Hazard Mapping	Week 6	Week 10
Asset Inventory	Week 6	Week 12
Vulnerability Assessment	Week 10	Week 14
<b>Element C: Mitigation Strategy</b>		
Capability Assessment	Week 12	Week 16
Establish Hazard Mitigation Goals	Week 14	Week 16
Identify and Analyze Mitigation Measures	Week 14	Week 18
Mitigation Action Plan	Week 14	Week 18
<b>Element D: Plan Maintenance</b>		
Plan Maintenance	Week 14	Week 18
<b>Element E: Plan Update</b>		
Integrate Plan Requirements	Week 14	Week 18
Administrative Draft	Week 12	Week 18
Public Review Draft	Week 20	Week 22
Public Review Meeting and Comment Period City Council Presentation	Week 22	Week 23
Agency Submission Draft	Week 23	Week 24
PRT Completion	Week 23	Week 24
Cal OES Review	Week 25	Week 32
<b>Element F: Plan Adoption</b>		
City Council Meeting	Week 32	Week 34
FEMA Review	Week 32	Week 38
Final Distribution of Electronic LHMP	Week 38	Week 39
<b>Element H: Additional State Requirements</b>		
Provide Guidance on State Requirements	Week 38	Week 39

Key milestones include the following:

- Conducting initial public outreach at least two (2) weeks prior to the first HMPC Meeting.
- Submitting the Agency Submission Draft to Cal OES by December 1, 2025.
- As explained in [Element F](#), potentially facilitating plan adoption by the City Council once notification is received that Cal OES is submitting the LHMP to FEMA Region 9.

## Effective Communication

CONSTANT describes our strategy for communicating effectively with City staff and officials and other jurisdictional stakeholders in [Engaging the HMPC](#). CONSTANT also describes our methodology for engaging the community through [Public Outreach Strategy](#). Our overall approach for facilitating the successful delivery of assigned tasks includes the following:

- We emphasize that the LHMP process is not about checking a box but rather maximizing the output of the process for meaningful impact. This means ensuring that plan stakeholders and the community alike understand local hazards and steps to be undertaken to become more resilient.
- We underscore the value of relationship building as part of the LHMP process. The relationships that City staff are able to build and strengthen through HMPC Meetings can translate across ongoing emergency management initiatives.
- We note that engaging stakeholders early and often helps afford a strategy that is both broad and deep enough to cover a range of partners. Outreach and engagement should be assessed not as a short-term task but an opportunity to engage in a longer-term strategy.
- We spotlight that the LHMP is a living, breathing document. Thus, in addition to the planning process itself, we set the City up for implementation and plan maintenance.

## Additional Information

CONSTANT spotlighted our key benefits to the City of Hawthorne in [Summary of Approach](#), including our close working relationships with Cal OES and FEMA Region 9, our local presence, our focus on and priority of Hawthorne's LHMP, and our mission driven approach to *make the world a safer place*.

Additionally, we recommend the following information for consideration. CONSTANT provides comprehensive emergency management planning, training, exercise, outreach, and staffing services. Examples of additional services that we offer that could be beneficial to the City include development or update of Emergency Operations Plan (EOP) and hazard-specific or functional annexes, provision of Emergency Operations Center (EOC) training and exercises, execution of community engagement campaigns, and more. We are happy to schedule time to speak with the City to evaluate its emergency management posture and determine what solutions we can offer to bridge identified needs and provide holistic support.

# References

## Reference 1 – City of Manhattan Beach



**Table 9.** CONSTANT updated the City of Manhattan Beach’s LHMP and received Cal OES and FEMA approval in record time under the new requirements.

<u>Prime</u>	<u>Client Reference</u>	<u>Project Relevancy</u>
Constant Associates <u>Project Dates</u> 09/2023-04/2024	Amanda MacLennan Emergency Preparedness Administrator City of Manhattan Beach Fire Department 1400 Highland Avenue Manhattan Beach, CA 90266 (310) 802-5231 amaclennan@manhattanbeach.gov	<ul style="list-style-type: none"> <li>• Los Angeles County</li> <li>• Alignment to new FEMA Mitigation Policy Guide</li> <li>• Robust Stakeholder Engagement Approach</li> <li>• FEMA and Cal OES approved HMP</li> </ul>

### Project Description/Scope of Work

CONSTANT updated the City of Manhattan Beach’s LHMP to align with the latest FEMA and Cal OES requirements. This project included establishing a Hazard Mitigation Planning Committee, crafting a jurisdictional questionnaire, creating stakeholder engagement materials, use of the risk analysis tool, and iteratively crafting the LHMP. CONSTANT also supported Manhattan Beach’s execution of a robust public outreach strategy to engage the community, raise awareness about hazards, and foster a culture of preparedness. By meticulously documenting outreach endeavors and targeting both socially vulnerable populations and the general public, the City ensured that the LHMP reflected the needs and concerns of its diverse community. **The LHMP was approved by Cal OES in a five (5)-day timeline** and recently received FEMA approval.

## Reference 2 – City of Torrance



**Table 10.** CONSTANT updated Torrance’s LHMP in alignment with FEMA/Cal OES updated standards.

<b>Prime</b>	<b>Client Reference</b>	<b>Project Relevancy</b>
Constant Associates <b>Project Dates</b> 09/2022-08/2024	Jason Nishiyama Interim OES Lead City of Torrance Office of Emergency Services 3031 Torrance Blvd Torrance, CA 90503 (310) 618-2950 jnishiyama@torranceca.gov	<ul style="list-style-type: none"> <li>• Los Angeles County</li> <li>• Alignment to new FEMA Mitigation Policy Guide</li> <li>• Robust Stakeholder Engagement Approach</li> <li>• FEMA and Cal OES approved HMP</li> </ul>

### Project Description/Scope of Work

Torrance, California prepared the 2023 LHMP in coordination with CONSTANT to guide hazard mitigation planning to better protect the people and property of the City from the effects of natural hazard events. The purpose of this LHMP is to identify policies, actions and strategies that will help reduce risk and prevent future losses. This plan demonstrates the City’s commitment to reducing risks from hazards and serves as a tool to help decision makers direct mitigation and resources. This plan was also developed to make the City eligible for certain disaster assistance grants. The Planning Group coordinated the LHMP in cooperation with the State, city departments, partner agencies, and the public. This LHMP was approved by Cal OES and FEMA.

## Reference 3 – San Bernardino County



**Table 11.** CONSTANT completed a quick-turn MJHMP update for San Bernardino County, CA.

Prime	Client Reference	Project Relevancy
Constant Associates	David Davis Emergency Services Officer	<ul style="list-style-type: none"> <li>• Southern California HMP</li> <li>• Robust Stakeholder Engagement Approach</li> <li>• FEMA and Cal OES Approved MJHMP</li> <li>• Navigating Changing Guidelines</li> </ul>
<b>Project Dates</b> 08/2022-05/2023	San Bernardino County Office of Emergency Services 598 S Tippecanoe Ave San Bernardino, CA 92408 (909) 356-3836 David.davis@oes.sbcounty.gov	

### Project Description/Scope of Work

CONSTANT updated San Bernardino County’s MJHMP over an extremely truncated timeline, helping the County to gain Cal OES and FEMA approval and County adoption in the span of three (3) months. The MJHMP was updated on a truncated timeline to enable the County to meet the five (5) year lifecycle for HMPs as stipulated by FEMA to continue eligibility for mitigation project funding. The updated MJHMP included newly refined Jurisdictional Annexes, an updated Risk Assessment, new County maps and hazard data, key mitigation success stories of the County and participating jurisdictions since the previous update, and more. To update the MJHMP, CONSTANT conducted a thorough review and revision of the 2017 MJHMP to ensure that the plan reflected community conditions and priorities to realign the overall mitigation strategy for the next five-year planning period.

# Cost and Fee Schedule

## Assumptions

---

CONSTANT provides a cost breakdown for each major phase in the scope of work to update the City of Hawthorne's LHMP. We are confident that our pricing structure reflects both the scale of work involved and the value of our expertise in ensuring a successful outcome. Below, CONSTANT includes assumptions that have contributed to the fee proposal.

- CONSTANT provides the City of Hawthorne with an experienced team of qualified staff who bring a vast library of resources, tools, and insights that will make for a collaborative process and result in a well-organized, compliant, usable, and community informed LHMP. The level of complexity involved in LHMP development under FEMA's guidance and evolving requirements makes a low budget contractor a risk to the City of Hawthorne.
- At time of writing, FEMA is implementing real-time changes to its *Local Mitigation Planning Policy Guide*, which has included issuance of a FEMA Advisory dated April 9, 2025 titled "FEMA Waiving Certain Requirements for LHMPs" and update to the guide on April 11, 2025. CONSTANT is consistently communicating with Cal OES to determine how federal and state adjustments may pose impacts to the LHMP approach and has reflected this in our work plan.
- Payment for this work shall be on a Firm Fixed Price (FFP) basis with a fixed contract cost. Staffing levels (e.g., hours per person and/or rate) and personnel may be adjusted within the scope of the contracted amount to best accommodate the project as mutually permitted by the City of Hawthorne.
- CONSTANT will begin work after the contract has been executed. The approximate start date for the period of performance is June 16, 2025. CONSTANT's schedule aligns with the desire to submit the draft LHMP to FEMA by December 1, 2025.
- CONSTANT's Executive Sponsor, Mona Bontty, resides in Los Angeles County. CONSTANT has budgeted for her in-person attendance at one (1) HMPC Meeting, the two (2) public meetings, and the two (2) City Council meetings. Additionally, CONSTANT will provide a second staff member in-person at the two (2) public meetings. CONSTANT will provide printed materials for in-person meetings and assumes that we will be provided with venues at no cost.
  - All check-in meetings with the Hawthorne Project Manager will be conducted virtually, as will the remaining HMPC Meetings. CONSTANT will provide meeting materials electronically for virtual meetings.
  - The public will be invited to participate in the four (4) HMPC Meetings.
  - Any materials or events requiring translation or interpretation are at no cost and will be coordinated by the City of Hawthorne. If required, we can provide a quote for these services to be coordinated by CONSTANT.
  - The City will support distribution of printed assets to support public engagement as is required.

- Hazards that are identified will include those originating from potential natural disasters, climate change, and geologic hazards. In alignment with SB 379, climate change will currently be assessed within each identified hazard. We are monitoring how the FEMA's adjusted guidance is implemented at the state level given the requirements of SB 379 and will adjust accordingly.
- CONSTANT will conduct up to 10 individual or small group virtual interviews to glean further information on identified assets.
- CONSTANT will create a set of hazard maps for inclusion using ArcGIS software.
- Pricing does not currently include Hazus analysis. An additional quote can be provided if this is desired by the City.
- CONSTANT will provide iterative drafts of the LHMP, including an Administrative Draft and a Public Review Draft.
- CONSTANT will create a final Agency Submission LHMP draft following the public comment review and complete FEMA's PRT to ensure alignment.
- CONSTANT will work with the HMPC to facilitate plan adoption, providing an adoption resolution template and supporting materials. CONSTANT will also provide in-person support at a City Council Meeting.
- CONSTANT will address any required revisions to achieve approval pending adoption status by FEMA.
- The final FEMA approved LHMP will incorporate the approval letters and the City's adoption proceedings and be provided in PDF and Word format.

## Cost and Fee Schedule

<b>City of Hawthorne</b> <b>Local Hazard Mitigation Plan Update Preparation and Support</b> May 27, 2025							
TASKS		Executive Sponsor	Project Manager	Deputy Project Manager	Project Support	TOTAL HOURS	TOTAL COST
No.	Description	Mona Bontty	Dan Smith	Dylan Yates	Nathan Carpenter		
		\$222.81	\$133.26	\$133.26	\$107.81		
1	Element A: Planning Process	33	155	155	88	<b>431</b>	\$58,150.61
2	Element B: Hazard Identification and Risk Assessment	50	50	50	50	<b>200</b>	\$29,857.00
3	Element C: Mitigation Strategy	20	60	60	28	<b>168</b>	\$23,466.08
4	Element D: Plan Maintenance	2	4	2	2	<b>10</b>	\$1,460.80
5	Element E: Plan Update	40	70	70	64	<b>244</b>	\$34,468.64
6	Element F: Plan Adoption	25	10	10	10	<b>55</b>	\$9,313.55
8	Element H: Additional State Requirements	5	10	5	0	<b>20</b>	\$3,112.95
<b>Total Labor:</b>		<b>175</b>	<b>359</b>	<b>352</b>	<b>242</b>	<b>1128</b>	<b>\$159,829.63</b>
<b>Other Direct Costs</b>							
	Travel						\$3,600.00
	Printing						\$800.00
<b>Total Other Direct Costs:</b>							<b>\$4,400.00</b>
<b>TOTAL PRICE</b>							<b>\$164,229.63</b>

Figure 13. CONSTANT provides our cost and fee proposal by project phase.

## Itemized Hourly Fee Schedule

CONSTANT provides hourly rates for each team member for additional services beyond the scope of work.

**Table 12.** CONSTANT's key personnel hourly rates.

Key Personnel	Hourly Rate
Mona Bontty, MBA, MHRM <b>Project Sponsor</b>	\$222.81
Dan Smith, MPS <b>Project Manager</b>	\$133.26
Dylan Yates <b>Deputy Project Manager</b>	\$133.26
Nathan Carpenter, MEDM <b>Project Support</b>	\$107.81

# Attachment 1 – Proposer’s Affidavit

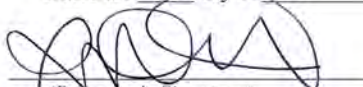
## Attachment 1

STATE OF CALIFORNIA  
COUNTY OF LOS ANGELES

Michelle Constant being first duly sworn, deposes and says:

1. That he/she is the CEO of Constant and Associates, Inc.  
*(Title of Office)* *(Name of Company)*  
Hereinafter called the “Proposer,” who has submitted to the City of Hawthorne a proposal for Local Hazard Mitigation Plan Update.
2. That the proposal is genuine; that all statements of fact in the proposal are true;
3. That the proposal was not made in the interest of behalf of any person, partnership, company, association, organization or corporation not named or disclosed;
4. That the Proposer did not, directly or indirectly, induce solicit or agree with anyone else to submit a false or sham proposal, to refrain from proposing, or to withdraw his proposal, to raise or fix the proposal price of the Proposer or of anyone else, or to raise or fix any overhead, profit or cost element of the Proposer’s price or the price of anyone else; and did not attempt to induce action prejudicial to the interest of the City of Hawthorne, or of any other Proposer, or anyone else interested in the proposed contract;
5. That the Proposer has not in any other manner sought by collusion to secure for itself an advantage over the other Proposer or to induce action prejudicial to the interests of the City of Hawthorne. Or of any other Proposer or of anyone else interested in the proposed contract;
6. That the Proposer has not accepted any proposal from any subcontractor or materialman through any proposal depository, the bylaws, rules or regulations of which prohibit or prevent the Proposer from considering any proposal from any subcontractor or materialman, which is not processed through that proposal depository; or which prevent any subcontractor or materialman from proposing to any contractor who does not use the facilities of or accept proposals from or through such proposal depository;
7. That the Proposer did not, directly or indirectly, submit the Proposer’s proposal price or any breakdown thereof, or the contents thereof, or divulge information or data relative thereto, to any corporation, partnership, company, association, organization, proposal depository, or to any member or agent thereof, or to any individual or group of individuals, except to the City of Hawthorne, or to any person or persons who have a partnership or other financial interest with said Proposer in its business.
8. That the Proposer has not been debarred from participation in any State or Federal works project.

Dated the 27 day of May, 2025.



*(Proposer’s Signature)*

Chief Executive Officer  
*(Title)*

# Attachment 2 – Insurance Requirements

## Attachment 2

CONSTANT's coverage is consistent with that sought by the City of Hawthorne. Below, we provide a sample Certificate of Insurance (COI) showing evidence of coverage.

ACORD		CERTIFICATE OF LIABILITY INSURANCE			DATE (MM/DD/YYYY)		
		9/23/2025			10/4/2024		
<p><b>THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.</b></p> <p><b>IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. IF SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).</b></p>							
<b>PRODUCER</b> Luckton Companies, LLC 1185 Avenue of the Americas, Suite 2010 New York NY 10036 646-572-7300		<b>CONTACT</b> NAME: PHONE (City, St., P.O.): FAX: E-MAIL: LEGAL MAIL: ADDRESS:		<b>INSURERS PROVIDING COVERAGE</b>			
<b>INSURED</b> 1495719 Constant Associates, Inc DBA Constant Associates 1800 Diagonal Road, Suite 600 Alexandria, VA 22314		<b>INSURER A:</b> ACE Property and Casualty Insurance Company <b>INSURER B:</b> Pacific Employers Insurance Company <b>INSURER C:</b> Chubb Indemnity Insurance Company <b>INSURER D:</b> Condition Insurance Solutions, Inc. <b>INSURER E:</b> Hartford Fire Insurance Company <b>INSURER F:</b> Federal Insurance Company		<b>NAIC #</b> 20699 22748 12777 25038 19682 20281			
<b>COVERAGES</b>		<b>CERTIFICATE NUMBER:</b> 17703068		<b>REVISION NUMBER:</b> XXXXXXXX			
<p>THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.</p>							
FORM	TYPE OF INSURANCE	ADDITIONAL	POLICY NUMBER	POLICY EFF.	POLICY EXP.	LIMITS	
LTR		INSR	AVD	(MM/DD/YYYY)	(MM/DD/YYYY)		
A	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GENL. AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PER <input type="checkbox"/> LOC OTHER:	N	N	D95519751	9/24/2024	9/24/2025	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO PROPERTY \$ 1,000,000 PRODUCTS (BEFORE/BEHIND) \$ 5,000 MED EXP. (Any one person) \$ 1,000,000 PERSONAL & AUTO INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMBOP AGG \$ 2,000,000
F	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> OTHER:	N	N	75645557	9/24/2024	9/24/2025	COVERED BODILY INJURY \$ 1,000,000 BODILY INJURY (Per person) \$ XXXXXXXX BODILY INJURY (Per accident) \$ XXXXXXXX PROPERTY DAMAGE (Per occurrence) \$ XXXXXXXX PRODUCTS \$ XXXXXXXX
B	<input checked="" type="checkbox"/> UMBRELLA LMR <input type="checkbox"/> EXCESS LMR CLAIMS-MADE	N	N	D95528912	9/24/2024	9/24/2025	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000 OTHER:
C	WORKERS COMPENSATION AND EMPLOYERS LIABILITY ANY PROFESSIONAL SERVICES EXCLUDED? (Mandatory in MA) If yes, describe under DESCRIPTION OF OPERATIONS below	N	N/A	71788920	9/24/2024	9/24/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER #1. RATCHA/CEMENT \$ 1,000,000 #1. DEGREE - FA EMPLOYER \$ 1,000,000 #1. DEGREE - POLICY LIMIT \$ 1,000,000
D	Cyber	N	N	C-4LRK-6499912-CYBER-2024	9/25/2024	9/25/2025	Limit \$1,000,000 Retention \$10,000
E	BRO	N	N	42 OH 0423306-24	9/24/2024	9/24/2025	Limit \$3,000,000 Retention \$10,000
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACCORD TO ADDRESS AND/OR LOCATION, only to be checked if more space is required)							
<b>CERTIFICATE HOLDER</b>				<b>CANCELLATION</b> See Attachment			
17703068 Evidence of Insurance				SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE:			
© 1988-2015 ACORD CORPORATION. All rights reserved.							

# Disadvantaged Business Enterprise

CONSTANT is certified as an 8(a) and economically disadvantaged women owned small business by the U.S. Small Business Administration (SBA). On the following page, we provide a screenshot from the SBA's Dynamic Small Business Search (DSBS).

6/21/25, 9:46 AM SBA - SBA Profile

SBA Profile

[Privacy Statement](#)  
 (Back to Profile List, or use Back button)

**Identification, Location & Contacts**

This profile was last updated: 04/30/2025  
 Status: Active

User ID: P0815216  
 Name of Firm: CONSTANT AND ASSOCIATES, INC.  
 Capabilities Statement Link: <https://constantassociates.com/capability-statements/>  
 Trade Name ("Doing Business As ..."): CONSTANT AND ASSOCIATES, INC  
 UEI: N8MXEQYM6H84  
 Address, line 1: 21250 HAWTHORNE BLVD  
 Address, line 2: STE 400  
 City: TORRANCE  
 State: CA  
 Zip: 90503-5515  
 Phone Number: 310-621-3193 x  
 Fax Number: 424-320-2581  
 E-mail Address: [michelle@constantassociates.com](mailto:michelle@constantassociates.com)  
 WWW Page: <http://www.constantassociates.com>  
 E-Commerce Website: <https://constantassociates.com/>  
 Contact Person: MICHELLE CONSTANT  
 County Code (3 digit): 037  
 Congressional District: 43  
 Metropolitan Statistical Area: 4480  
 CAGE Code: 4KQJ6  
 Year Established: 2004  
 Accepts Government Credit Card?:  Yes  No  
 GSA Advantage Contract(s): [Check for Buy GSA Contracts](#)

(Note: Size Information is now under "NAICS Codes with Size Determinations by NAICS", below.)

**Organization, Ownership & Certifications**

Legal Structure: Subchapter S Corporation  
 Ownership and Self-Certifications: Self-Certified Small Disadvantaged Business, Economically Disadvantaged Women-Owned Small Business, Women-Owned Small Business, Woman Owned

**Current Principals**

1. Michelle Constant, CEO

**"Business Development Servicing Office" (for certifications)**

LOS ANGELES DISTRICT OFFICE (SBA office code 0914)

**SBA Federal Certifications**

**SBA has verified the following certifications in DSBS: 8(a), HZ, WOSB, EDWOSB, VOSB, SDVOSS. Any other certification presented in DSBS is self-certified by a firm and not verified by SBA. Contracting officers should diligently review a bidder's small business self-certifications before awarding a contract.**

**8(a) Certification:**

SBA 8(a) Case Number: C00ekA  
 SBA 8(a) Entrance Date: 11/29/2019  
 SBA 8(a) Exit Date: 11/28/2029

**HUBZone Certification:**

HUBZone Certified?:  Yes  No  
 HUBZone Certification Date:

**8(a) Joint Venture - SBA Certified:**  
**NOTE: Notify your servicing SBA Business Opportunity Specialist to have your 8(a) joint venture approval date reflected in DSBS.**

8(a) JV Entrance Date:  
 8(a) JV Exit Date:

**Women Owned - SBA Certified:**

WOSB Certified?:  Yes  No  
 WOSB Certification Date: 02/07/2024  
 WOSB Pending?:  Yes  No

**Economically Disadvantaged Women Owned - SBA Certified:**

EDWOSB Certified?:  Yes  No  
 EDWOSB Certification Date: 02/07/2024

[https://dsbs.sba.gov/search/step\\_profile.cfm?SAM\\_UF=N8MXEQYM6H84](https://dsbs.sba.gov/search/step_profile.cfm?SAM_UF=N8MXEQYM6H84) 1/3

# Appendix

## Resumes

### Mona Bontty, MBA, MHRM – Executive Sponsor

#### PROFESSIONAL BACKGROUND & EXPERIENCE

Mona Bontty is an emergency management professional who currently serves as a Portfolio Manager with Constant Associates. Ms. Bontty brings experience from over a decade of service with Cal OES, engaged in emergency management response efforts, operations, exercises, training development, and whole community planning. Ms. Bontty directed a Region Emergency Management Program for one of the nation’s largest populated areas of Southern California, complicated by urban development, catastrophic hazards, and wide- reaching economic impacts. She supported response and recovery related missions and deployed to disasters throughout California.

Ms. Bontty is also an accomplished trainer and facilitator, having served during her tenure at the California Specialized Training Institute (CSTI), as a subject matter expert in the instructional design and delivery of emergency management courses. Ms. Bontty specializes in community outreach, crisis communication, and engagement of vulnerable populations. Her past leadership roles also include environmental mitigation and remediation of hazardous cleanup sites, tribal government consultation, public participation/small business outreach, and strategic planning for operational initiatives.

#### RELEVANT PROJECT EXPERIENCE

##### Disaster Response Management, Cal OES Southern Region.

Ms. Bontty served as the Southern Regional Administrator for Cal OES and was responsible for a regional emergency management program. During her appointment as Regional Administrator, Ms. Bontty directed the Cal OES Southern Region Emergency Operations Center (SREOC) and managed the response to 55+ real-world disasters, including Presidentially declared disasters. She was responsible for the management of administrative and emergency management functions of the Cal OES SREOC and developed multi-year strategic planning initiatives. She developed and executed an Emergency Services Coordinator Training Program and provided oversight to the Southern Region Duty Officer Program. She served as leadership support to recovery operations in which she provided leadership and technical expertise for the incidents. She also supported the development of Hazard Mitigation Grant fund applications, worked with the Post Incident Watershed Task Force to obtain erosion modeling, worked with the Debris Flows Task Force, and collaborated with State and local agencies.



CONSTANT  
ASSOCIATES

MONA BONTTY, MBA,  
MHRM

- 32 years of experience in the public sector
- Former Cal OES Southern Regional Administrator
- Mitigation expert; has developed several LHMPs/MJHMPs and was Course Manager for CSTI’s Mitigation for Emergency Managers course
- Expertise in community outreach, engagement and public participation

**LHMP Update, City of Torrance.** Ms. Bontty provided oversight and subject matter expertise in the renewal of the City of Torrance LHMP. She was engaged in stakeholder outreach to identify mitigation projects to be included in the Plan update and ensuring the Plan is compliant with the Stafford Act, the DMA of 2000, and meets applicable Federal and State requirements. Ms. Bontty also provided support in coordination with the State Hazard Mitigation Officer.

**LHMP Update, City of Manhattan Beach.** Ms. Bontty provided oversight support and subject matter expertise in the renewal of the City of Manhattan Beach LHMP. She was engaged in stakeholder outreach to identify mitigation projects to be included in the Plan update and ensuring the Plan is compliant with the Stafford Act, the DMA of 2000, and meets applicable Federal and State requirements. Ms. Bontty also provided support in coordination with the State Hazard Mitigation Officer.

**MJHMP Update, Clark County, NV.** Ms. Bontty served as the Project Manager for the development of the Clark County MJHMP. She developed materials and facilitated client and planning committee meetings. Ms. Bontty was responsible for the data collection process, supporting plan section development, editing, and formatting of the 1000+ page document. She was engaged in stakeholder outreach to identify mitigation projects to be included in the Plan update and ensuring the Plan is compliant with the Stafford Act, the DMA of 2000, and meets applicable Federal and State requirements for both local and tribal governments. Ms. Bontty also led the coordination and communication with the State of Nevada Hazard Mitigation Officer and local tribes.

**MJHMP Update, San Bernardino County.** Ms. Bontty provided technical support in the development of the San Bernardino County MJHMP. Ms. Bontty participated in planning meetings, reviewed draft plans, provided technical editing, formatting feedback, and subject matter expertise to the project. Ms. Bontty utilized her background on the hazards and community demographics of San Bernardino to contribute to the expedited timeline of the development of the MJHMP.

**Mitigation for Emergency Managers (G393) Training Course, CSTI.** Ms. Bontty served as the Course Manager in the update and curriculum redesign of the CSTI Disaster Mitigation course. This course presented mitigation fundamentals for reducing and/or eliminating long-term risk to human life and property from hazards. Ms. Bontty developed training materials that included tools, resources, and techniques used to help create safer, more disaster-resilient communities. As the primary instructor, she served as a SME to statewide jurisdictions facilitating curriculum that presented the steps in a comprehensive all hazards mitigation planning process, how to develop a mitigation plan, identifying mitigation actions and the availability and application of HMA grants.

#### **EDUCATION AND TRAINING (SELECT)**

Master of Arts, Human Resources, Keller Graduate School  
Master of Business Administration, Concentration in Marketing, Keller Graduate School  
Certified Emergency Manager, CSTI  
G393 Disaster Mitigation, CSTI  
Cal OES Mitigation Training for Contractors (2024 & 2025)  
CESA Mitigation Training for Contractors

## Dan Smith, MPS – Project Manager

### PROFESSIONAL BACKGROUND & EXPERIENCE

Daniel “Dan” Smith is an experienced and educated professional with knowledge and skills in the fields of Emergency Management and Homeland Security. He brings military experience specializing in planning, training, operations, and intelligence management coupled with managerial experience within the field of Emergency Management. His qualifications include serving in incident management positions for the City of Pittsburgh, Pennsylvania and the County of Horry, South Carolina’s Offices of Emergency Management. Mr. Smith’s background in meteorology and climatology gives him particular insight into integrating climate change resilience into mitigation, emergency preparedness, and response, including planning for flooding, winter storms, hurricanes, wildfire, severe thunderstorms, and tornadic events.

Mr. Smith has a bachelor’s degree in Operational Meteorology and Climatology and a master’s degree in Homeland Security, and he has completed over 50 FEMA/Emergency Management Institute training courses. He also currently serves as an Adjunct Professor/Lecturer for Pennsylvania State University World Campus, instructing Introduction to Crisis and Emergency Management.



**DAN SMITH, MPS**

- 10+ years of experience spanning Emergency Management and Homeland Security
- Experience leading MJHMP/LHMP updates in California
- 8+ years of service to emergency management agencies in Pennsylvania and South Carolina
- Expertise in Climatology
- Master’s degree

### RELEVANT PROJECT EXPERIENCE

**MJHMP Update, San Bernardino County.** Mr. Smith served as Deputy Project Manager for the update of the County of San Bernardino’s MJHMP. Mr. Smith was responsible for the project’s timeline development, development of multiple draft documents, and updating information in reference to Hazard Identification, Hazard Profiles, the County’s Mitigation Strategy and the update of the County’s existing plans, policies, and programs.

**LHMP Update, City of Torrance.** Mr. Smith served as Project Manager for the update of the City of Torrance’s LHMP. In his role, Mr. Smith developed and facilitated all planning team meetings. He also created and disseminated various data collection worksheets and surveys to obtain hazard analysis/prioritization, and information on jurisdictional mitigation action projects. He served as a Lead Writer in the update to the City’s LMHP, developing a more robust and informative hazard mitigation plan from the previously adopted version. Mr. Smith successfully completed the HMP process by submitting and receiving approval of the updated LHMP by Cal OES and FEMA before City adoption.

**LHMP Update, Beach Cities Health District.** Mr. Smith currently serves as Project Manager to develop the Beach Cities Health District LHMP, the first of its kind LHMP for a health district in California. As part of this effort, CONSTANT will draft a new LHMP and closely support the review and revision processes necessary for a Special District’s LHMP review

by Cal OES and approval by FEMA. As Project Manager, Mr. Smith is currently leading the development of initial project management deliverables, organization of the Planning Committee and Initial Planning Meeting, and public engagement and data collection. He is also leading primary data collection and risk analysis to identify local hazards and complete hazard profiles and conduct accompanying hazard vulnerability analyses and impact mapping.

**LHMP Update, City of Manhattan Beach.** Mr. Smith supported the Manhattan Beach LHMP team as a subject matter expert and hazard writer. Mr. Smith provided lessons learned and professional expertise on the recently updated FEMA hazard mitigation guidelines and implemented changes to the plan's organizational structure and targeted informational data to meet the new requirements. Mr. Smith also served as a writer on the plan focused primarily on the overall risk environment and the specific hazards that impact the City of Manhattan Beach.

**MJHMP Update, Clark County, NV.** Mr. Smith served as Deputy Project Manager for the update of the Clark County MJHMP. Mr. Smith was responsible for the project's timeline development, project status reporting, scheduling and facilitation of local jurisdictional hazard action mitigation interviews, updating information in reference to Hazard Identification, Hazard Profiles, County's Mitigation Strategy and the update of the County's existing plans, policies, and programs. Mr. Smith also helped the Project Manager in the facilitation of progress report meetings and steering committee meetings.

**MJHMP Update, Allegheny County, PA.** Mr. Smith supported the Allegheny County Hazard Mitigation Plan Update by serving as the primary point of contact and contributor for the City of Pittsburgh in the update process. Mr. Smith's role as Pittsburgh's point of contact gives him experience on both sides of the HMP update process, especially in driving jurisdiction participation and engagement. Mr. Smith reviewed Pittsburgh's mitigation actions and updated them according to the updated hazard and vulnerability assessment and provided insight into climate change-related sub-regulatory policy.

**Community Emergency Access Assessment, Ventura County.** Mr. Smith served as Deputy Project Manager on a project for Ventura County's Human Services Agency focused on emergency access for AFN populations. This project required the development of an Equity and Gap Analysis based on community outreach and analysis of previously completed County data collection. This deliverable included facilitation of Listening Sessions and Town Hall Meetings. The final deliverable included the development of an assessment focused on County Emergency Access.

## **EDUCATION AND TRAINING (SELECT)**

Master of Professional Studies, Homeland Security, Pennsylvania State University  
Bachelor of Science, Geography, Meteorology, Minor in Emergency Management and Homeland Security, Ball State University

## Dylan Yates – Deputy Project Manager

---

### PROFESSIONAL BACKGROUND & EXPERIENCE

Dylan Yates is an experienced emergency management professional who has worked with clients such as the State of California, the State of Hawaii, San Luis Obispo County, San Mateo County, the Bay Area UASI, and more. He served as CONSTANT's Project Manager to update the City of Manhattan Beach's LHMP and Deputy Project Manager for the Beach Cities Health District. He is currently providing comprehensive support to the U.S. Small Business Administration (SBA) Office of Disaster Recovery and Resilience (ODR&R), which included a deployment to communities impacted by Hurricanes Milton and Helene to provide subject matter expertise on hazard-specific mitigation strategies for homeowners and business owners.

Mr. Yates has a bachelor's degree in emergency Preparedness from the University at Albany and has completed more than 20 FEMA training courses. Mr. Yates' skills include technical writing, data analysis, GIS and data management, and facilitation.

### RELEVANT PROJECT EXPERIENCE

**LHMP Update, City of Manhattan Beach.** As the Project Manager for the City of Manhattan Beach LHMP, Mr. Yates oversaw the planning process aimed at reducing the community's risk from natural and human-made hazards.

He facilitated hazard mitigation planning committee meetings, involving key stakeholders from critical industries, community representatives, and organizations supporting vulnerable populations. These meetings provided a platform for discussing risks and developing strategies to address gaps in existing mitigation efforts, all while adhering to FEMA guidelines. Mr. Yates also led a comprehensive risk assessment and guided the prioritization of mitigation actions aimed at protecting infrastructure, reducing economic losses, and enhancing safety for all residents. He coordinated with local, state, and federal agencies to ensure the plan aligned with broader mitigation goals and was eligible for FEMA funding, helping to strengthen Manhattan Beach's resilience to potential disasters. The LHMP received Cal OES and FEMA approval on the first round of review for each agency.

**LHMP Update, Beach Cities Health District.** Mr. Yates currently serves as Deputy Project Manager to develop the Beach Cities Health District LHMP, the first of its kind LHMP for a health district in California. As part of this effort, CONSTANT will draft a new LHMP and closely support the review and revision processes necessary for a Special District's LHMP review by Cal OES and approval by FEMA. As Deputy Project Manager, a key aspect of his role is facilitating Planning Committee meetings. He works closely with representatives from various Health District departments and community stakeholders, guiding discussions on hazard identification, risk assessments, and mitigation strategies. His



**DYLAN YATES**

- Led update of Manhattan Beach's LHMP
- Extensive support to jurisdictions across California
- Bachelor's degree in Emergency Preparedness
- Skills include technical writing, data analysis, GIS, data management, and facilitation

facilitation ensures that diverse viewpoints are incorporated, and the planning process remains on track, ultimately enhancing the district's preparedness and resilience efforts of the health district. He is also supporting primary data collection and risk analysis to identify local hazards and complete hazard profiles and conduct accompanying hazard vulnerability analyses and impact mapping. As the writing process continues, Mr. Yates supports the drafting of the LHMP.

**Hazard Mitigation Training, Education, and Engagement, SBA ODR&R.** Mr. Yates was deployed to support communities impacted by Hurricanes Milton and Helene, providing subject matter expertise on hazard-specific mitigation strategies for both homeowners and business owners. Through a series of 21 in-person training sessions and two webinars across Florida, Mr. Yates directly engaged with over 600 disaster survivors, offering tailored guidance on structural mitigation options such as flood vents, home elevation, impact-resistant windows, FORTIFIED roofing, and fire-resistant landscaping. His role emphasized simplifying complex SBA mitigation loan eligibility requirements and helping applicants understand how to incorporate these mitigation measures into their recovery plans. Mr. Yates addressed common challenges around insurance claim denials, contractor vetting, and funding gaps, ensuring survivors were equipped with actionable strategies to strengthen their homes and businesses against future disasters. Additionally, Mr. Yates developed GIS mapping products to analyze disaster impacts and identify areas of highest need. These spatial analyses allowed the SBA to prioritize community outreach and resource deployment in the hardest-hit regions, ensuring equitable access to recovery and mitigation funding. By combining data-driven decision-making with on-the-ground engagement, he helped focus mitigation efforts where they would provide the greatest benefit, supporting long-term resilience for vulnerable communities recovering from Hurricanes Milton and Helene.

**Measure K Community Engagement, San Mateo County.** As the Deputy Project Manager for the San Mateo County Department of Emergency Management's Measure K initiative, Mr. Yates oversees key aspects of the emergency preparedness projects funded by Measure K. His responsibilities include conducting technical and style/format reviews of deliverables, coordinating bi-weekly project check-in meetings, and maintaining a centralized project library. Mr. Yates also ensures project tasks such as the development of the PMP, stakeholder engagement strategies, and performance evaluations are executed according to schedule. He plays a crucial role in aligning project milestones with county standards and FEMA guidelines to enhance community resilience. Mr. Yates also leads critical tasks like the review and update of the County's EOP, the development of community engagement campaigns, and the creation of emergency preparedness toolkits for community partners.

#### **EDUCATION AND TRAINING (SELECT)**

Bachelor of Science, Emergency Preparedness, University at Albany  
Cal OES Mitigation Training for Contractors (2024 & 2025)

## Nathan Carpenter, MDEM – Project Support

### PROFESSIONAL BACKGROUND & EXPERIENCE

Nathan Carpenter is currently a Consultant at CONSTANT where he provides support on several projects in the Emergency Management field, including LHMPs and MJHMPs. He leverages his master's degree in Emergency and Disaster Management coupled with 20 years of experience in the U.S. Military and 10 years of experience in Fire Prevention, Protection, and Response to support initiatives in the emergency management field.

Mr. Carpenter is an avid volunteer in disaster services. He spent 10 years as a volunteer firefighter in Georgia and North Carolina, reaching the rank of Lieutenant. He also responded to several severe weather events, including Hurricane Ida and numerous tornados, assisting in evacuations and hazard mitigation. Mr. Carpenter is also a volunteer leader with Team Rubicon, providing logistical coordination for the State of Alabama for disaster response activities.


### RELEVANT PROJECT EXPERIENCE

**MJHMP Update, Clark County, NV.** Mr. Carpenter supported the development of the Clark County MJHMP. This plan will aid in the reduction of loss of life and property by minimizing the impact that disasters will have in Clark County. As project support, he revised multiple sections of the MJHMP for technical and grammatical errors while also writing individual hazard mitigation plans for Boulder City, Henderson, Las Vegas, North Las Vegas, and Mesquite.

**LHMP Update, City of Torrance.** Mr. Carpenter supported the development of the LHMP for the City of Torrance. As Project Support, he conducted research and led the development of hazard biographies based on input from key stakeholders.

**Emergency Operations Plan (EOP) and Continuity of Operations Plan (COOP) Update, City of Victorville.** Mr. Carpenter provided technical edits to the Victorville EOP and COOP Plan. The EOP will be used as a road map for the City's planned response to extraordinary emergency situations associated with natural disasters, technological incidents, and national security emergencies that may affect the city. The COOP Plan encompasses a comprehensive framework that not only provides a high-level overview of how the city of Victorville responds to various disruptions, but also outlines the operational details required to support such disruptions.

**Natural Hazard Tabletop Exercise (TTX) Series, San Mateo County.** Mr. Carpenter supported the development and delivery of a three-tiered TTX series for San Mateo Department of Emergency Management: a wildfire, a tsunami, and a catastrophic flood. This provided the client with the ability to assess their evacuation procedures utilizing the



**NATHAN CARPENTER,  
MDEM**

- 20+ years of experience inclusive of service in the U.S. military, fire prevention, and emergency services
- Response to several severe weather events, assisting in evacuations and logistical coordination
- Hazard mitigation experience with CONSTANT for Clark County, NV and Torrance, CA

Zonehaven/Genesys messaging application based on each scenario. As project support, he developed deliverables for the flood TTX including the Situation Manual, the Exercise Evaluation Guide. Mr. Carpenter also served as a key notetaker who supported the development of three separate AARs.

**Recovery Operations Plan, Sonoma County.** Mr. Carpenter currently supports the development of a County Recovery Operations Plan for Sonoma County Department of Emergency Management. Prior to development of the Plan, the Project Team will conduct a thorough gap analysis of response and recovery and identify viable solutions with a cost-benefit analysis for the County. Once the gap analysis and solution identification are completed, the Project Team will develop the Recovery Operations Plan in alignment with the County's existing Emergency Operations Plan. The project includes the creation of a planning team, surveys, eight community workshops, two Recovery Support Function (RSF) meetings, Spanish translation, and 508-compliance.

**Tornado Response, Selma, AL.** Mr. Carpenter coordinated the response of resources from Team Rubicon, Alabama Emergency Management Agency, and the American Red Cross to establish a forward operating base for 30 Team Rubicon disaster response volunteers. He served as the Logistics Section Chief, establishing the initial disaster response wave three days after the storm devastated the city.

**Hurricane Ida Response, LaPlace, LA.** Mr. Carpenter coordinated the response of resources across four southern states in response to the devastation caused by Hurricane Ida in LaPlace, Louisiana. Assets arrived three days after landfall and a forward operating base was established which could support 50 volunteers from Team Rubicon.

**Special Event Coordination Plan, Los Angeles County.** Mr. Carpenter supported the development of a Special Event Emergency Management Gap Analysis and Coordination Plan. Because the Los Angeles County Operational Area is set to host some of the most recognizable special events in the world in the latter half of this decade, OEM determined that it was of the utmost importance to have a thorough understanding of the region's/Operational Area's approach to the emergency management coordination of large/significant special events. As Project Support, Mr. Carpenter collected, analyzed, and supported the Gap Assessment Report. Furthermore, Mr. Carpenter developed the pre- and post-meeting materials used to guide the project towards its final goal.

#### **EDUCATION AND TRAINING (SELECT)**

Master of Arts, Emergency and Disaster Management, American Military University  
Bachelor of Science, Fire Science Administration, American Military University  
Associates of Applied Sciences, Munitions Systems Technology, Community College of the Air Force  
ICS 300 and 400, FEMA  
IS 100, 200, 700, 800, FEMA

## CITY OF HAWTHORNE

### AGREEMENT FOR LOCAL HAZARD MITIGATION PLAN UPDATE

**THIS AGREEMENT** is made and effective as of October 14, 2025, between the City of Hawthorne, a municipal corporation ("City") and Constant and Associates, Inc. ("Consultant"). In consideration of the mutual covenants and conditions set forth herein, the parties agree as follows:

1. **TERM**

This Agreement shall commence on October 14, 2025, and shall remain and continue in effect until October 7, 2027.

2. **SERVICES**

The Consultant shall perform the tasks described and set forth in the Scope of Work, described in the Request for Proposal and Consultant's proposal submitted herein as part of its services. The Consultant may be asked to provide additional services if necessary during the term of this Agreement.

3. **PERFORMANCE**

The Consultant shall at all times faithfully, competently and to the best of his/her ability, experience, and talent, perform all tasks described herein. The Consultant shall employ, at a minimum, generally accepted standards and practices utilized by persons engaged in providing similar services as are required of the Consultant hereunder in meeting its obligations under this Agreement.

4. **PAYMENT**

(a) The Consultant shall not be compensated for any services rendered in connection with its performance of this Agreement which are in addition to those set forth herein, unless such additional services are authorized in advance and in writing by the City Manager or the Legal Risk Specialist. The Consultant shall be compensated for any additional services in the amounts and in the manner as agreed to by the City Manager or the Legal Risk Specialist and at the time the City's written authorization is given to the Servicer Provider for the performance of said services.

(b) The Consultant will submit invoices for actual services performed based on the established deliverable-based invoice schedule. Payment shall be made within thirty (30) days of receipt of each invoice as to all non-disputed fees. If the City disputes any of Consultant's fees it shall give written notice to the Consultant within thirty (30) days of receipt of an invoice of any disputed fees set forth on the invoice.

5. **SUSPENSION OR TERMINATION OF AGREEMENT WITHOUT CAUSE**

(a) The City may at any time, for any reason, with or without cause, suspend or terminate this Agreement, or any portion hereof, by serving upon the Consultant at least ten (10) days prior written notice. Upon receipt of said notice, the Consultant shall immediately cease all work under this Agreement, unless the notice provides otherwise. If the City suspends or terminates a portion of this Agreement such suspension or termination shall not make void or invalidate the remainder of this Agreement.

(b) In the event this Agreement is terminated pursuant to this Section, the City shall pay to the Consultant the actual value of the work performed up to the time of termination, provided that the work performed is of value to the City. Upon termination of the Agreement pursuant to this Section, the Consultant will submit an invoice to the City.

6. **DEFAULT OF CONSULTANT**

(a) The Consultant's failure to comply with the provisions of this Agreement shall constitute a default. In the event that the Consultant is in default for cause under the terms of this Agreement, City shall have no obligation or duty to continue compensating the Consultant for any work performed after the date of default and can terminate this Agreement immediately by written notice to the Consultant. If such failure by the Consultant to make progress in the performance of work hereunder arises out of causes beyond the Consultant's control, and without fault or negligence of the Consultant, it shall not be considered a default.

(b) If the Director of Public Works/City Engineer or his delegate determines that the Consultant is in default in the performance of any of the terms or conditions of this Agreement, he/she shall cause to be served upon the Consultant a written notice of the default. The Consultant shall have ten (10) days after service upon it of said notice in which to cure the default by rendering a satisfactory performance. In the event that the Consultant fails to cure its default within such period of time, the City shall have the right, notwithstanding any other provision of this Agreement, to terminate this Agreement without further notice and without prejudice to any other remedy to which it may be entitled at law, in equity or under this Agreement.

7. **OWNERSHIP OF DOCUMENTS**

(a) The Consultant shall maintain complete and accurate records with respect to sales, costs, expenses, receipts, and other such information required by City that relate to the performance of services under this Agreement. The Consultant shall maintain adequate records of services provided in sufficient detail to permit an evaluation of services. All such records shall be maintained in accordance with generally accepted accounting principles and shall be clearly identified and readily accessible. The Consultant shall provide free access to the representatives of City or its designees at reasonable times to such books and records; shall give City the right to examine and audit said books and

records; shall permit City to make transcripts therefrom as necessary; and shall allow inspection of all work, data, documents, proceedings, and activities related to this Agreement. Such records, together with supporting documents, shall be maintained for a period of three (3) years after receipt of final payment.

(b) Upon completion of, or in the event of termination or suspension of this Agreement, all original documents, designs, drawings, maps, models, computer files, surveys, notes, and other documents prepared in the course of providing the services to be performed pursuant to this Agreement shall become the sole property of the City and may be used, reused, or otherwise disposed of by the City without the permission of the Consultant.

8. **INDEMNIFICATION**

When the law establishes a professional standard of care for Consultant Services, to the fullest extent permitted by law, the Consultant shall indemnify, protect, defend and hold harmless the City, and all of its officials, employees and agents (“Indemnified Parties”) from and against any and all losses, liabilities, damages, costs and expenses, including attorney’s fees and costs to the extent same are caused in whole or in part by any negligent or wrongful act, error or omission of the Consultant, its officers, agents, employees or sub Consultant (or any entity or individual that Consultant shall bear the legal liability thereof) in the performance of professional services under this Agreement.

9. **INSURANCE**

**A) Commercial General Liability**

Commercial General Liability (equivalent in coverage scope to Insurance Services Office, Inc., (“ISO”) form CG 00 01 11 85 or 11 88) an amount not less than \$2,000,000 per occurrence and \$4,000,000 in the general aggregate. Such insurance shall include products and completed operations liability, independent contractor’s liability, broad form contractual liability, and cross-liability protection. The “City of Hawthorne, its officials, employees, and agents” must be separately endorsed to the policy as additional insured’s on an endorsement equivalent to the ISO forms CG20 10 11 85 or CG 20 26 11 85.

**B) Automobile Liability**

Automobile Liability (equivalent in coverage scope to ISO form CA 00 01 06 92) in an amount not less than \$1,000,000 combined single limit per accident for bodily injury and property damage covering Auto Symbol 1 (“Any Automobile”). If an automobile is not used in connection with the services provided by the Consultant, the Consultant should provide the City with a written request for waiver of this requirement.

///

**C) Workers' Compensation and Employer's Liability**

The Consultant shall maintain in-force Workers' Compensation and Employer's Liability Insurance as required by the California Labor Code. Evidence of coverage shall take the form of a Certificate of Insurance or a California Certificate to Self-Insure. Acceptable minimum limits for this coverage are: Workers' Compensation; Statutory in California; Employer's Liability: \$1,000,000.

**D) Certificates of Insurance.**

The Consultant shall furnish to the City evidence of any insurance required by this Agreement. A Certificate of Insurance from an insurer admitted to do business in the State of California will be provided, indicating that the respective policy(s) meets the following requirements: (1) The City, its officers, and employees shall be named as additional insured on the General Liability Insurance; (2) Insurance shall not be canceled or terminated without 30 days written notice; (3) General Liability shall be primary and any insurance held by City for its own protection shall be excess and shall be effective only upon exhaustion of the Consultant's insurance; (4) Insurance shall be maintained for the duration of the Agreement, including any period extended beyond the expiration date of this Agreement required to complete performance as stipulated in this Agreement and all amendments thereto.

**10. INDEPENDENT CONSULTANT**

(a) The Consultant is and shall at all times remain as to the City a wholly independent Consultant. The personnel performing the services under this Agreement on behalf of the Consultant shall at all times be under the Consultant's exclusive direction and control. Neither City nor any of its officers, employees, or agents shall have control over the conduct of the Consultant or any of Consultant's officers, employees, or agents, except as set forth in this Agreement. The Consultant shall not at any time or in any manner represent that it or any of its officers, employees, or agents are in any manner officers, employees, or agents of the City. The City Provider shall not incur or have the power to incur any debt, obligation, or liability whatever against City, or bind City in any manner.

(b) No employee benefits shall be available to the Consultant in connection with the performance of this Agreement. Except for the fees paid to the Consultant as provided in the Agreement, City shall not pay salaries, wages, or other compensation to the Consultant for performing services hereunder for City. City shall not be liable for compensation or indemnification to the Consultant for injury or sickness arising out of performing services hereunder.

///

11. **LEGAL RESPONSIBILITIES**

The Consultant shall keep itself informed of State and Federal laws and regulations which in any manner affect those employed by it or in any way affect the performance of its service pursuant to this Agreement. The Consultant shall at all times observe and comply with all such laws and regulations. The City, and its officers and employees, shall not be liable at law or in equity occasioned by failure of the Consultant to comply with this Section.

12. **UNDUE INFLUENCE**

The Consultant declares and warrants that no undue influence or pressure is used against or in concert with any officer or employee of the City of Hawthorne in connection with the award, terms or implementation of this Agreement, including any method of coercion, confidential financial arrangement, or financial inducement. No officer or employee of the City of Hawthorne will receive compensation, directly or indirectly, from the Consultant, or from any officer, employee or agent of the Consultant, in connection with the award of this Agreement or any work to be conducted as a result of this Agreement. Violation of this Section shall be a material breach of this Agreement entitling the City to any and all remedies at law or in equity.

13. **NO BENEFIT TO ARISE TO LOCAL EMPLOYEES**

No member, officer, or employee of City, or their designees or agents, and no public official who exercises authority over or responsibilities with respect to the Project during his/her tenure or for one year thereafter, shall have any interest, direct or indirect, in any agreement or sub-agreement, or the proceeds thereof, for work to be performed in connection with the Project performed under this Agreement.

14. **RELEASE OF INFORMATION/CONFLICTS OF INTEREST**

(a) All information gained by the Consultant in performance of this Agreement shall be considered confidential and shall not be released by the Consultant without City's prior written authorization. The Consultant, its officers, employees, agents, or sub Consultants, shall not without written authorization from the City Manager or unless requested by the City Attorney, voluntarily provide declarations, letters of support, testimony at depositions, response to interrogatories, or other information concerning the work performed under this Agreement or relating to any project or property located within the City. Response to a subpoena or court order shall not be considered "voluntary" provided the Consultant gives City notice of such court order or subpoena.

(b) The Consultant shall promptly notify City should Consultant, its officers, employees, agents, or sub Consultants be served with any summons, complaint, subpoena, notice of deposition, request for documents, interrogatories, request for admissions, or other discovery request, court order, or subpoena from any person or party regarding this Agreement and the work performed thereunder or with respect to any project or property

located within the City. City retains the right, but has no obligation, to represent the Consultant and/or be present at any deposition, hearing, or similar proceeding. The Consultant agrees to cooperate fully with City and to provide the opportunity to review any response to discovery requests provided by the Consultant. However, City's right to review any such response does not imply or mean the right by City to control, direct, or rewrite said response.

15. **ASSIGNMENT**

The Consultant shall not assign the performance of this Agreement, nor any part thereof, nor any monies due hereunder, without prior written consent of the City because of the personal nature of the services to be rendered pursuant to this Agreement.

16. **LICENSES**

At all times during the term of this Agreement, the Consultant shall have in full force and effect, all licenses required of it by law for the performance of the services described in this Agreement.

17. **GOVERNING LAW**

The City and Consultant understand and agree that the laws of the State of California shall govern the rights, obligations, duties, and liabilities of the parties to this Agreement and also govern the interpretation of this Agreement. Any litigation concerning this Agreement shall take place in the municipal, superior, or federal district court with jurisdiction over the City of Hawthorne.

18. **ENTIRE AGREEMENT**

This Agreement contains the entire understanding between the parties relating to the obligations of the parties described in this Agreement. All prior or contemporaneous agreements, understandings, representations, and statements, oral or written, are merged into this Agreement and shall be of no further force or effect. Each party is entering into this Agreement based solely upon the representations set forth herein and upon each party's own independent investigation of any and all facts such party deems material.

19. **AUTHORITY TO EXECUTE THIS AGREEMENT**

The person or persons executing this Agreement on behalf of the Consultant warrants and represents that he/she has the authority to execute this Agreement on behalf of the Consultant and has the authority to bind the Consultant to the performance of its obligations hereunder.


///  
///

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed the day and year first above written.

CITY OF HAWTHORNE:

Consultant:

\_\_\_\_\_  
**VONTRAY NORRIS**  
*City Manager*  
City of Hawthorne

By:   
\_\_\_\_\_  
**Michelle Constant**

Title: Chief Executive Officer

APPROVED AS TO FORM:

\_\_\_\_\_  
**ROBERT KIM**  
*City Attorney*  
City of Hawthorne