

Request for Proposals
Local Hazard Mitigation Planning Services for the
Town of Hancock, Vermont

Date of Issue: 04/12/2021
Closing Date: 05/03/2021 , 4:00 p.m.

The Town of Hancock, in Addison County, Vermont, is seeking the services of a qualified consultant to update a Local Hazard Mitigation Plan for the Town of Hancock (2010 pop. 323). The plan will be submitted to FEMA for approval.

The selected consultant(s) shall 1) demonstrate the ability to identify various hazard mitigation strategies that will eliminate or greatly reduce the impact of hazards that may affect the municipality and 2) have experience related to mitigation planning work.

Funding Source:

This work is funded by a Hazard Mitigation Assistance grant from FEMA. The selected consultant must be available and willing to complete the required work within 18 months of the date of the award of this contract, including FEMA approval.

It is anticipated that the FEMA grant funds will cover all of the consultant expense, which will account for 75% of the entire project cost. The Town of Hancock will be responsible for the remaining 25% of project cost, through a combination cash and in-kind hours. Tasks that will be undertaken by the Town of Hancock staff and officials include:

- General printing, photocopying, and other direct meeting expenses such as public notices.
- Public outreach and publicity efforts.
- Research (e.g. listers' data, flood levels and loss data).

The consultant will assist the Town of Hancock in tracking and helping to maximize in-kind hours towards the required match.

The amount available for consultant expense is capped at \$ 8,612.50. **Cost-effectiveness and efficiency will be given very serious consideration.** The selected consultant will be expected to propose a budget and timeline that makes the most cost-effective and expedient use of all in-kind resources, as well as other cost-saving measures, such as teleconferencing.

Project Proposal

The project proposal should be organized along the following steps (some discretion is allowed as long as the proposal is in line with the requirements of the FEMA Review Tool). Each step should indicate the consultant's role and responsibility, proposed date for completion, number of consultant hours required for each step, hourly rates and any associated direct expense. The Town of Hancock brings to this project a willingness to align its resources in the most cost-effective manner possible, so consultants are strongly encouraged to suggest strategies for delegating responsibilities.

The scope of work must be described by each of the six (6) planning phases. The following elements must be included in the Activities Description:

Scope of Work Phases	Description
Planning Area	The narrative describes the planning area, including any non-contiguous and holdings or assets, and demographics.
Planning Process	The narrative includes a description of the proposed planning process to engage stakeholders and the public, including the anticipated number of meetings for the planning team, identifies stakeholders and public outreach.
Previous Mitigation Planning	The narrative includes a description of previous mitigation planning efforts, including an evaluation of the past plan as a basis to identify priorities for plan updates.
Available Data and Risk Assessment Process	The narrative identifies the process the planning team will use to research, collect, analyze, and summarize hazard and risk data.
Development of Mitigation Strategy	The narrative describes the proposed process to develop a mitigation strategy for each participating jurisdiction based on the risk assessment completed for the plan.
Plan Adoption	The narrative describes the plan drafting process, including State and FEMA reviews (i.e., approval pending adoption), adoption by participating jurisdictions, and final approval by FEMA.

The final plan document developed by the consultant will be available to the Town of Hancock in an accessible format (e.g. Word) to be used in future plan updates.

Qualified, interested individuals should submit the following information no later than _____, 4:00 p.m.:

1. Consultant’s qualifications and resume. Please include references and contact information for similar emergency management or hazard mitigation planning projects.
2. Description of experience with grant-funded projects, especially FEMA or Vermont Emergency Management programs.
3. Project and cost proposal, itemized by project steps as identified above. Proposal should include all consultant hourly rates and any associated direct expenses.

Evaluation of Proposals:

Selection of a consultant(s) will be based on the proposal and:

- Documented experience in mitigation planning
- Technical staff capability to assess risks based on identified hazards
- Experience working with local, state, and/or federal government
- Ability to recommend viable mitigation actions
- References of past work in mitigation planning
- Cost
- Timeliness

The Town of Hancock encourages responses from disadvantaged, women-owned, minority-owned and small local firms. Selected candidates should be prepared to execute a contract that contains pass-through provisions regarding Federal programs and assurance related to this grant-funded work, including policies regarding conflicts of interest, equal opportunity, non-discrimination, retention of and access to records, and audit requirements, when applicable. The Town of Hancock reserves the right to reject any or all responses.

Please deliver responses and inquiries via email to:

Monica Collins, Select Board Chair – Collins.monica@gmail.com