



## **Request for Proposals**

### **Local Hazard Mitigation Planning Services for the Town of Norwich, Vermont**

**Date of Issue: Monday, January 27, 2020**

**Closing Date: No later than Friday, February 21, 2020, 4:30 pm**

The Town of Norwich, in Windsor County, Vermont, seeks services of a qualified consultant to create a Local Hazard Mitigation Plan for the Town of Norwich, VT (2010 pop. 3,414). 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. It is anticipated that the FEMA grant will cover all of the consultant expense, which will account for 75% of the entire project cost. The Town of Norwich will be responsible for the remaining 25% of project cost, through combination of cash and in-kind hours. Tasks that will be undertaken by the Town of Norwich 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 Norwich in tracking and helping to maximize in-kind hours towards the required match.

The amount available for consultant expense is capped at \$10,150.00. **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.

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**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, such as the individual overhead rate.

The Town of Norwich 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.

<b>Step</b>	<b>Description</b>
1.	Assemble planning team and meet with consultant(s) to review the planning process and confirm outreach strategy.
2.	Establish work plan with deliverables, timelines for completion and confirmed roles and responsibilities.
3.	Review information on hazards based on best available data.
4.	Review hazard data in one public meeting.
5.	Complete vulnerability assessment to quantify the extent of each hazard.
6.	Identify mitigation strategies.
7.	Review mitigation strategies in a public meeting.
8.	Submit plan to Vermont Emergency Management (VEM) and revise accordingly.
9.	Submit revised plan to FEMA, revise if necessary, and adopt plan.

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

**Qualified, interested individuals shall submit the following information no later than Friday, February 21, 2020, 4:30 pm:**

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, including any hazard mitigation planning projects.
3. Identification of deliverables and proposal on benchmarking those deliverables.

**Evaluation of Technical Proposals:**

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

- Documented experience in mitigation planning.
- Previous work samples, specifically hazard mapping, vulnerability assessments and approved Hazard Mitigation Plans.
- Technical staff capability to assess risks based on identified hazards.
- Experience working with local, state, and/or federal government.

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- Ability to recommend viable mitigation actions.
- References of past work in mitigation planning.
- Delivery or completion date, and required deliverables specific to each milestone date and completion date.

**Evaluation of Cost Proposals:**

- Project and cost proposal, itemized by project steps as identified above. Proposals shall include all consultant hourly rates and any associated direct expenses.
- The Town requires disclosure of the bidder's indirect overhead rate.
- Sealed cost estimates provided will only be reviewed once the evaluation of the Technical Proposal has been completed.
- List any use of sub-contractors and the applicable rate.

**Proposal Submission:**

- a. All bids must be submitted in sealed envelopes, addressed to the Town in care of the Town Manager, and plainly marked with **Local Hazard Mitigation Planning Services**. Proposals will be date stamped on the outside of the envelope immediately upon receipt by the Town. Any proposal may be withdrawn in writing prior to the scheduled time for the opening of the proposals. Any proposals received after the time and date specified may not be considered and, if not considered, shall be returned to the proposer unopened.

The technical proposal shall be submitted in a separately sealed envelope from the sealed cost proposal. The technical proposal will be reviewed and ranked according to the criteria for proposal selection, regardless of cost, before opening the cost proposals.

- b. Proposers shall respond to the specifications contained in the proposal and any exceptions must be noted by the proposer. A proposer submitting a proposal thereby certifies that the bid was made in good faith without fraud, collusion, or connection of any kind with any other proposer for the same work, and that the proposer is competing solely on his/her behalf without connection with or obligation to any undisclosed person or firm.
- c. Proposals will be opened no earlier than Monday, January 24 in the Town Manager's Office. Technical proposals will be evaluated by the Town Manager, Deputy Emergency Management Director, Director of Planning & Zoning, and possibly an emergency management planner from the Two Rivers-Ottawaquechee Regional Commission. Only after reviewing and ranking the technical proposals will the cost proposals be opened. Based on the bid opening/review process, a bid tabulation table will be prepared and a preferred consultant recommendation (essentially the most responsive/qualified, least cost firm) will be provided to the Norwich Selectboard for the board to act upon.

The Town of Norwich 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-

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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 reserves the right at its sole discretion to reject any and all proposal, wholly or in part, to waive any informalities or any irregularities therein, to accept any proposal even though it may not be the lowest bid, to call for re-proposals, to negotiate with any proposer, and to make an award that in its sole and absolute judgement will best serve the Town's interest. The Town reserves the right to investigate the financial condition of any bidder to determine his/her ability to assure service throughout the term of the contract.

**The selected consultant must be available and willing to complete and deliver all of the required work by June 18, 2020, including FEMA approval.**

Please deliver responses and inquiries to:  
Local Hazard Mitigation Services  
Attn: Herbert Durfee, III, Town Manager  
300 Main Street  
PO Box 376  
Norwich, VT 05055  
802/649/1419  
[hdurfee@norwich.vt.us](mailto:hdurfee@norwich.vt.us)