

TOWN OF WAITSFIELD
4144 Main Street
Waitsfield, Vermont 05673
REQUEST FOR PROPOSALS
LOCAL HAZARD MITIGATION PLAN UPDATE

Date of Issue: August 30, 2023

Closing Date: September 30, 2023, 4 p.m.

The Town of Waitsfield, in Washington County, Vermont, is seeking the services of a qualified consultant to develop a new Local Hazard Mitigation Plan (LHMP) for the Town of Waitsfield, population 1844 (2020) . The plan will be submitted to Vermont Emergency Management (VEM) and to the Federal Emergency Management Agency (FEMA).

Project Scope

- Identify hazards that could adversely affect and cause damage within the Town. This includes but may not be limited to the Special Flood Hazard Zone, flooding along the Mad River, damage caused by natural events (e.g. rain storms, hurricanes), trees and forest fire mitigation strategies, and hazards from improper storage of flammable or toxic chemicals, and any other concerns that are found during the project.
- Demonstrate the ability to present mitigation strategies that will eliminate or mitigate the impact of identified hazards that could affect the municipality.
- Have experience related to mitigation planning work.
- Work with Town LHMP Committee

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 12-18 months of the date of the award of this contract, including VEM and FEMA approvals. It is anticipated that the FEMA grant funds will cover all of the consultant expenses.

The selected consultant will be expected to propose a budget and timeline with cost-effective use of resources, as well as other cost-saving measures, such as meetings via remote software, e.g., Zoom, Microsoft Teams, Google.

This project is funded through a FEMA planning grant under Building Resilient Infrastructure and Communities 2021. The Period of Performance (POP) for the grant funding this work is through 9/22/2025, and no expenses related to this project can be charged beyond this date. In limited circumstances, grant extensions may be feasible through VEM and will require contract amendments.

Project Proposal

The project proposal should be organized with the following required 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 Waitsfield will contribute its resources in a cost-effective manner. The Town will cover printing, copying, notices, data and maps needed by the consultant, etc. The Consultant is encouraged to suggest strategies for delegating responsibilities.

Step	Description
1.	The Town will organize a planning team that will meet with selected consultant(s) to review the planning process and confirm outreach strategy.
2.	Establish a 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 a public meeting with a Q&A session.
5.	Complete vulnerability assessment to quantify the extent of each hazard.
6.	Identify mitigation strategies.
7.	Review mitigation strategies and Project Draft in a public meeting.
8.	Submit plan to Vermont Emergency Management (VEM) for comment, make any needed revisions.
9.	Submit revised plan to FEMA, revise if necessary, and adopt plan.

The final plan document developed by the consultant(s) will be delivered to the Town of Waitsfield in an accessible format (e.g., Microsoft Word) available for use in future plan updates.

The Request for Proposal requirements:

1. Consultant’s qualifications. 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
- Reasonable Project Timeline

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 Waitsfield reserves the right to reject any or all responses.

The Town of Waitsfield encourages responses from disadvantaged, women-owned, minority-owned, and small local firms.

Proposals are due: September 30, 2023, 4 p.m.

Please deliver responses and inquiries to:
Annie Decker-Dell'Isola, Waitsfield Town Administrator
townadmin@gmavt.net. 802-496-2218