



59 Torrington Road, Suite A-1, Goshen, CT 06756

Phone: 860-491-9884

Request for Proposals (RFP): Natural Hazard Mitigation Plan Update for 9 Rural Towns

Issue Date: February 26, 2020

Response Date/Time: March 25, 2020

Response Location: NHCOCG Office, 59 Torrington Road, Goshen CT 06756

Introduction

The Northwest Hills Council of Governments (NHCOCG) seeks a qualified planning/engineering/GIS consultant to assist in the preparation of a multi-jurisdictional natural hazard mitigation plan update for nine (9) of its member towns. The towns include Canaan, Cornwall, Kent, North Canaan, Roxbury, Salisbury, Sharon, Warren, and Washington.

This work is being funded by a Federal Emergency Management Agency (FEMA) Pre-Disaster Mitigation grant administered by the CT Department of Emergency Services and Public Protection (DESPP)/Division of Emergency Management and Homeland Security (DEMHS). The NHCOCG is the sub-grantee for this project.

FEMA requires local governments to develop and adopt Hazard Mitigation plans as a condition for receiving certain types of non-emergency disaster assistance in accordance with the Stafford Act and Title 44 Code of Federal Regulations Part 201. Jurisdictions must update their plans and re-submit them for FEMA approval every five (5) years.

Interested firms must demonstrate experience in undertaking and completing FEMA approved local hazard mitigation plans and developing hazard mitigation implementation strategies.

Inquiries:

General questions regarding this RFP should be directed to Janell Mullen, NHCOCG Regional Planner in writing at the address noted above, or via e-mail at jmullen@northwesthillscog.org no later than 2:00 pm on Wednesday, March 11, 2020. Inquiries and responses will be posted on northwesthillscog.org by Wednesday, March 18, 2020.

Please note that it is NHCOCG's policy to respond only to technical questions. Under no circumstances will NHCOCG provide interpretive guidance. No oral interpretations shall be made to any respondent as to the meaning of any of the documents, and phone calls will not be accepted pertaining to this RFP. It is the responsibility of interested firms to periodically check the NHCOCG website for amendments to this RFP and responses to inquiries.

Submission Requirements:

Prospective consultants are asked to submit responses in two parts: Letter of Interest and Technical Response.

The Letter of Interest must specify the following:

- The name and address of the Firm.
- General Information on the company.
- Name, title, e-mail and telephone number of the individuals within the firm authorized to commit the company to this contract.
- The name, title, e-mail and telephone number of the individual NHCOC should contact regarding questions and clarifications.
- A statement that the company's offer will remain in effect for ninety (90) days after acceptance of the company's proposal by NHCOC.

The Technical Response must contain a description of the firm's proposed approach to the project with specific reference to:

- Project understanding and approach to scope of work (Attachment A).
- Description of any special services required.
- Project schedule.
- Resumes of key personnel proposed to work on the assignment with emphasis on relevant experience.
- A description and status of comparable project experience.
- Three references from comparable types of projects completed over the last five years. Include project names and locations, name of primary client contacts and their contact information including e-mail addresses and telephone numbers. Indicate the role of your firm in each project and each project's cost and date of completion.
- Pertinent examples of related work prepared and designed by the firm.
- A cost proposal.

Each firm must submit **ten (10) paper** copies and one **(1) digital** copy of their proposal in a sealed envelope bearing on the outside the name of each firm, full address, name of the project for which the proposal is submitted, and the date and time the proposal is due. If forwarded by mail, the sealed envelope containing the proposal must be enclosed in another envelope addressed to the following:

Janell Mullen, Regional Planner
Northwest Hills Council of Governments
59 Torrington Road, Suite A-1
Goshen, CT 06756

The NHCOC must receive the proposal no later than 2:00 pm on Wednesday, March 25, 2020. Proposals received after the date and time prescribed shall not be considered for contract award and shall be returned to the submitter. No partial submittals will be accepted.

Selection Process:

The NHCOCG will follow an open and competitive process for selecting the preferred consultant. Applicants will be asked to demonstrate expertise and experience in all skill areas that may be appropriate to the work anticipated by this project. All RFPs received by the NHCOCG will be reviewed and evaluated by a selection committee comprised of representatives of the NHCOCG. Up to three prospective firms will be selected for a short list and each will be requested to participate in an interview and presentation to the selection committee. A recommendation of the preferred consultant's proposal will be made by the selection committee to the NHCOCG and the NHCOCG shall formally act on that recommendation and communicate to the selected firm.

The proposals and firms will be evaluated based on the following criteria:

- Corporate experience and capacity.
- Understanding of the project as detailed in the scope of services.
- Project organization, methodology, and staff commitment.
- Professional expertise relative to preparing Hazard Mitigation Plans that have been approved by FEMA.
- Completeness, feasibility and quality of scope of services and project schedule.
- Reasonable proximity to the Northwest Hills Region to avoid undue travel costs.
- Fee proposal including fee proposal breakdown by task.

The selected consultant will be required to enter into a contract with the NHCOCG to undertake the work.

The firm awarded the contract must meet all Municipal, State and Federal affirmative action and equal employment opportunity practices.

The selected consultant will be required to prepare project documents in a timely manner and submit monthly status reports indicating work completed to date and any problems that have affected the project schedule. To this end, the consultant will be expected to assign sufficient administrative, technical, and support staff to complete the scope of work within the established and agreed to schedule.

Other Requirements:**Insurance**

The NHCOCG requires Consultants provide and maintain adequate professional liability insurance for errors and omissions in the minimum amount of Two Million Dollars (\$2,000,000) and automobile liability insurance in the minimum amount of One Million Dollars (\$1,000,000). The Consultant(s) and subcontractors shall carry workman's compensation insurance. Proof of adequate insurance must be included in the submitted proposal.

Personnel

The Contractor shall provide the professional services identified in this scope of services and requested by the NHCOCG. The proposal must identify the person or persons who will be

responsible for conducting the work as listed in this scope of work, and include a copy of each person's resume, experiences with municipal/government clients and listing of references. The NHCOCG is requesting that a senior experienced person be the primary representative for your firm in actually performing the services.

Length of Service

It is expected and required that the work covered by this scope of services be completed in an expeditious manner. The proposal should indicate an approximate date for completion of the work and anticipated length of time needed to complete the project.

Contract/ Agreement

The successful bidder shall enter into a contract with the NHCOCG and agree to abide by all state and federal contractual requirements. By signing the agreement with the NHCOCG, the Consultant agrees to perform work as specified in the scope of work and accepts the terms and conditions set forth in the contract.

Terms & Conditions:

Funding for this project is dependent on funding by the State through the Federal Emergency Management Agency grant administered by DEMHS. All work referenced in this RFP is contingent on adequate funding for the project.

Freedom of Information

Respondents are advised that any and all materials submitted in response to this RFP shall become the sole property of NHCOCG and shall be subject to the provisions of Section 1-210 of the Connecticut General Statutes (re: Freedom of Information).

Incurred Costs

This request for proposals does not commit NHCOCG to award a contract or to pay any costs incurred in the preparation of a response to this request. NHCOCG will not be liable in any way for any costs incurred by respondents in replying to this RFP.

Severability

If any terms or provisions of this Request for Proposals shall be found to be illegal or unenforceable, then such term or provision shall be deemed stricken and the remaining portions of this document shall remain in full force and effect.

Acceptance or Rejection by the NHCOCG

NHCOCG reserves the right to accept and or reject any or all responses submitted for consideration or to negotiate separately in any manner necessary to serve the best interests of the NHCOCG. Respondents whose responses are not accepted shall be notified in writing.

Amending or Canceling Request

NHCOCG reserves the right to amend or cancel this RFP, prior to the due date and time, if it is deemed to be in its best interest to do so.

Waiver of Informalities

NHCOCG reserves the right to accept or reject any and all responses to this RFP, or any part thereof, and to waive any informalities and/or technicalities that are deemed to be in its best interest.

Work Products

All data and other documents prepared by the consultant shall be submitted to NHCOCG for review and approval. Resulting work products of the consultant pursuant to this solicitation shall be provided in digital format and shall become the property of the entity in which the consultant is contracted with.

No such approval shall in any way be construed to relieve the consultant of responsibility for technical adequacy or operate as a waiver of any of Municipality or NHCOC's rights. The consultant shall remain liable according to applicable laws and practices for all damages to the Municipality or NHCOC caused by the Consultants negligent performance of any of the services furnished relative to any agreements resulting from this solicitation.

Assigning/Transferring of Agreement

Any successful firm is prohibited from assigning, transferring, conveying, subletting or otherwise disposing of the resulting agreement or its rights, title, or interest therein or its power to execute such an agreement to any other person, company or corporation without prior consent and approval in writing from NHCOC.

Termination

NHCOC may terminate the consultant's resulting contract at any time due to cause, default or negligence on the part of the consultant; or if the consultant fails, in the opinion of NHCOC or its member municipalities, to meet the general terms and conditions of any resulting contract or to provide a level of service that is deemed to be in the best interest of the NHCOC or its member municipalities.

Attachment A

Scope of Services

Natural Hazard Mitigation Plan Update

1. Overview

The intention of this project is to update Natural Hazard Mitigation Plans (NHMPs) for nine (9) of the Northwest Hills Council of Governments member-towns. The towns include: Canaan, Cornwall, Kent, North Canaan, Roxbury, Salisbury, Sharon, Warren, and Washington. As stated within Title 44 CFR Part 201, “Mitigation plans identify the natural hazards that impact communities, identify actions to reduce losses from those hazards, and establish a coordinated process to implement the plan.”

The most recent hazard mitigation plans for the nine subject towns were approved by FEMA in November 2014. The nine (9) plans can be viewed on the [Northwest Hills Council of Governments website](#) under the Reports & Documents Section for reference.

The updated Natural Hazard Mitigation Plan for the towns of Canaan, Cornwall, Kent, North Canaan, Roxbury, Salisbury, Sharon, Warren, and Washington will be need to satisfy the Local Mitigation Plan requirements, and subsequently be approved by FEMA as a multi-jurisdictional plan.

2. Project Tasks

FEMA identifies four (4) core steps in completing a hazard mitigation plan or plan update as further outlined in the [Local Mitigation Planning Handbook](#).

1. Develop a Planning Process

NHCOG staff will assist the selected consultant with project facilitation and coordination with local stakeholders. The planning process must include opportunities for the public to comment on the development of the plan.

2. Hazard Identification and Risk Assessment

This assessment shall include a description of the type, location, and extent of all natural hazards that can affect the jurisdiction. During a plan update, local jurisdictions assess current and expected future vulnerabilities and the hazard mitigation actions.

3. Develop a Mitigation Strategy

In a plan update, goals and actions are either reaffirmed or updated based on current conditions, including the completion of hazard mitigation initiatives, an updated or new risk assessment, or changes in the local priorities.

4. Plan Review, Evaluation, Adoption, and Implementation

NHCOG staff will facilitate the town adoption process for the hazard mitigation plan. Per the [Local Mitigation Plan Review Guide](#), “the plan update is an opportunity for the jurisdiction to assess its previous goals and action plan, evaluate programs in implementing hazard mitigation actions, and adjust its actions to address the current realities.”

3. Project Timeline

Federal funds are available until 1/30/2022, but since the existing plans for the nine subject towns recently expired, timely implementation of the project is requested.

4. Project Budget

The Northwest Hills Council of Governments has a total budget of \$87,972 allotted for preparation of this updated plan.

NHCOG staff can assist in selected project tasks to keep the scope of services within budget. Suggestions of possible staff involvement may be included as appropriate in the submitted proposal.

5. Work Products

A written multi-jurisdictional Natural Hazard Mitigation Plan, with an Appendix for each town, that is approved by NHCOG, DEMHS, and FEMA in accordance with current regulations and requirements for such plans. [The Hazard Mitigation Assistance Guidance](#) and the [Local Mitigation Plan Review Guide](#) provides more detailed requirements.