

Request for Proposal
Local Hazard Mitigation Planning Services
for the
Town of Waterford, Vermont

Date of Issue: July 12, 2021

Closing Date: July 30, 2021, at 3:30 p.m.

The Town of Waterford, Caledonia County, Vermont, is seeking the services of a qualified consultant to perform the five-year update the Local Hazard Mitigation Plan for the Town of Waterford, (2019 estimated pop. 1444). The plan was approved by FEMA on April 12, 2017, and the updated plan will be submitted to FEMA for review, comment, and approval.

The selected consultant shall 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 shall have experience related to hazard mitigation planning work.

Funding Source

This project is funded by a Pre-Disaster Hazard Mitigation Planning Grant from FEMA. The selected consultant must be available and willing to complete the required work within 6 months of the date of the award of a contract.

The Town of Waterford has not undergone significant change since the current Plan was approved. Two significant changes are:

- The Moore Dam, a high-risk dam that impounds Moor Reservoir was sold to Great River Hydro; the previous owner was TransCanada. The Town maintains a good relationship with the owner.
- In October 2017, a Land Use Permit was granted for a new quarry in Town. The quarry has not begun full operation.

It is anticipated that the FEMA grant funds will cover a portion of the consultant expense, which will account for 75% of the entire project cost. The Town of Waterford 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 Waterford 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).

Cost-effectiveness and efficiency will be given serious consideration. The selected consultant will be expected to propose a budget and timeline that makes the most cost-effective and expedient use of the Consultant's time and 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. 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 Waterford 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.

Step	Description
1.	Assemble planning team and meet with consultant(s) to review the planning process and confirm outreach strategy.
2.	Establish workplan with deliverables, timelines for completion and confirmed roles and responsibilities.
3.	Review information on natural hazards and on man-made 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 and Homeland Security and revise accordingly.
9.	Submit revised plan to FEMA, revise if necessary, and adopt plan.

Qualified, interested individuals should submit the following information no later than July 30, 2021 at 3:30 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 Waterford 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 Waterford reserves the right to reject any or all responses, or to make multiple awards.

Please deliver responses to:

Town of Waterford
Attn: Fred Saar
PO Box 56
532 Maple Street
Lower Waterford, VT 25848

and inquiries to:

Fred Saar
Waterford Selectboard
fasaar@outlook.com