

CITY OF RUTLAND
CITY HALL, 1 STRONGS AVENUE
POST OFFICE BOX 969
RUTLAND, VERMONT 05702

REQUEST FOR PROPOSAL

Local Hazard Mitigation Planning Services

DEADLINE: 4:00 p.m., Friday, May 28, 2024

NOTE: IT IS A STRICT POLICY OF THIS OFFICE THAT PROPOSALS RECEIVED LATER THAN THE TIME AND DATE SPECIFIED SHALL NOT BE OPENED.

Questions concerning this request for proposal should be directed to:

Chief William Lovett, Fire Department
104 Center Street
Rutland, Vermont 05702
(802) 773-1812

Proposals may be submitted on-line at www.rutlandcity.org, mailed or hand delivered to:

Sara Magro, Purchasing
City Hall, 1 Strongs Avenue
Post Office Box 969
Rutland, Vermont 05702

REQUEST FOR PROPOSALS (RFP)
Local Hazard Mitigation Planning Services for the
City of Rutland, Vermont

Date of Issue: May 06, 2024

Closing Date: May 28, 2024, 4:00 p.m.

The City of Rutland, in Rutland County, Vermont, is seeking the services of a qualified consultant to create a new Local Hazard Mitigation Plan for the City of Rutland (16,000 pop). 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 City of Rutland 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 City of Rutland 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 City of Rutland in tracking and helping to maximize in-kind hours towards the required match.

The amount available for consultant expense is capped at \$13,000. **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 effective in 2023). 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 City of Rutland 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 work plan with deliverables, timelines for completion and confirmed roles and responsibilities.
3.	Review information on hazard history and future conditions utilizing best available data to determine priorities based on risk.
4.	Design and initiate a public participation strategy for the jurisdiction to maximize meaningful public participation from stakeholder groups identified in the FEMA Local Mitigation Planning Policy Guidance. Request for public input is to occur during drafting stages of the plan, and when a draft is available, and may include outreach to local newspapers, surveys, meetings open to the public, posted fliers, or other alternatives.
5.	Complete hazard assessment to determine vulnerability to each hazard and quantify the extent of each hazard.
6.	Identify mitigation strategies to address vulnerabilities to each hazard.
7.	Draft and submit plan to Vermont Emergency Management (VEM) and revise accordingly.
8.	Submit plan to Vermont Emergency Management (VEM) and revise accordingly.
9.	Adopt plan and return the final plan to VEM and FEMA.

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

This plan is funded through a FEMA planning grant under **Building Resilient Infrastructure and Communities 2022**. The Period of Performance (POP) for the grant funding this work is through **November 21, 2026**, 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.

Qualified, interested individuals should submit the following information no later than May 28, 2024, 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 City of Rutland 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 City of Rutland reserves the right to reject any or all responses or to cancel this RFP in its entirety if it is in the best interests of the City of Rutland. This RFP in no way obliges the City of Rutland to award a contract.

All proposals become the property of the City of Rutland upon submission. The cost of preparing, submitting and presenting a proposal is at the sole expense of the bidder.

Proof of insurance coverage is required prior to entry onto any property of the City of Rutland. The certificate of insurance shall be documented on forms acceptable to the City of Rutland.

All questions related to this RFP shall be directed to:

**City of Rutland c/o Chief William Lovett
104 Center Street
Rutland, VT 05701
(802) 773-1812**

Proposals can be submitted on-line at www.rutlandcity.org, mailed or hand-delivered by May 28, 2024, 4:00 p.m. Proposals received after the deadline will not be accepted.

Proposals with the project name “Rutland City Local Hazard Mitigation Plan” shall be submitted to:

**Sara Magro, Purchasing Agent
City Clerk’s Office
52 E. Washington Street
PO Box 969
Rutland, VT 05702**

Proposals will be opened at City Hall on May 29, 2024.