



TOWN OF RANDOLPH, VERMONT

Office of the Town Manager

Request for Proposals Local Hazard Mitigation Planning Services

The Town of Randolph, in Orange County, Vermont, seeks the services of a qualified consultant to create a new Local Hazard Mitigation Plan for the Town of Randolph (2010 pop. 4,778). A final draft is to be completed no later than August 10, 2020. The plan approved by the Randolph Selectboard will be submitted to the Federal Emergency Management Agency (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 by August 10, 2020. An extension of time beyond August 10, 2020 may be possible, but would require approval from the Randolph Selectboard.

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 Town of Randolph will be responsible for the remaining 25% of project cost, through a combination of cash and in-kind hours. Tasks that will be undertaken by Town of Randolph 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).
- Review and assessment of data sets.

The consultant will assist the Town of Randolph in tracking and helping to maximize in-kind hours towards the required match.

The amount available for consultant expense is capped at \$8,500. 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 Guide). 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 Randolph 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 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 will be available to the Town of Randolph in an accessible format (e.g. Word) to be used in future plan updates.

Submission Requirements:

Qualified, interested individuals should submit two paper copies of a proposal in a **sealed** envelope **no later than February 3, 4:00 p.m.** that includes the following information:

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 Randolph 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 Randolph reserves the right to reject any or all responses.

Please contact Adolfo Bailon, Town Manager, with any questions regarding this request for proposals. Inquiries may be made through email at abailon@randolphvt.org. Please include "LHMP RFP" in the Subject line. **Please note that questions submitted after January 24th at 4:00 p.m. will not be answered.**

Please deliver responses and inquiries to: Adolfo Bailon, Town Manager
Town of Randolph
7 Summer Street, Drawer B
Randolph, VT 05060