



TOWN OF FAIRHAVEN, MASSACHUSETTS

Request for Proposals Consulting Services for the Development of a Local Hazards Mitigation Plan

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LEGAL NOTICE

Request for Proposals Consulting Services for the Development of a Local Hazards Mitigation Plan

The Town of Fairhaven has been awarded Hazard Mitigation Planning Grant from MEMA for the preparation of a Local Hazards Mitigation Plan, including integrating FEMA's Community Rating System (CRS) requirements for floodplain management planning. The Town seeks the services of a qualified professional engineering or planning firm to complete the task identified within the RFP. A copy of the RFP is available from the Planning Department at 508-979-4082, Ext. 9, broth@fairhaven-ma.gov, on the Town's Website: www.fairhaven-ma.gov under "Documents and Contracts" The Town must receive your proposal at the Planning Department's Office no later than Noon on September 14, 2016. Proposers must submit four (4) copies of their proposal and one digital copy. The Town reserves the right to reject any proposal deemed not to be in its best interest and waive minor technicalities. The budget for this project is \$55,000. Postmarks, faxes, and email proposals will not be considered.

I. Background

The Town of Fairhaven has received a FEMA Hazard Mitigation Planning Grant (HMGP) from MEMA to develop a new Local Hazards Mitigation Plan (Plan), including integrating FEMA's Community Rating System (CRS) requirements for floodplain management planning. FEMA requires the development of Local Hazard Mitigation Plans to become eligible as an applicant for FEMA mitigation grants.

The Town has a population of approximately 16,000, land area of 12 square miles, 29.4 of shore line and approximately 100 miles of roadways. It is governed by a three member Board of Selectmen, a Town Administrator and a Representative Town Meeting form of government. The Town is located in Southeastern Bristol County approximately 50 miles south of Boston, Massachusetts and 35 miles east of Providence, Rhode Island. The Town's annual operating budget is approximately \$55 million.

II. Pre-Proposal Conference/Briefing

There will be no pre-proposal submission conference/briefing for this project

III. Submission Deadline and Instructions

Submission of a technical and a price proposal is required. The price proposal must be sealed and submitted separately from the technical proposal. Qualified persons or firms are requested to submit proposals in a sealed envelope marked "Local Hazard Mitigation Plan" with the applicant's name and address on the front. Applicants shall provide one (1) signed original proposal, three (3) copies and one digital copy. Fax or electronic submissions will not be accepted.

1. Technical Proposal: Four (4) copies of the technical proposal must be submitted in a sealed envelope clearly marked:

PROPOSAL ENVELOPE A – TECHNICAL PROPOSAL
LOCAL HAZARD MITIGATION PLAN"

Consultant Name:_____.

The Technical proposal must contain the following information:

A. Cover Letter: A cover letter introducing the Consultant (firm) and the proposal Consultant team, including sub-consultants, and identifying the project manager and the name, title, address and telephone number of the person with authority to negotiate and contractually commit to all services. The cover letter shall be signed as follows:

- (1) if the respondent is an individual, by her/him personally;
- (2) if the respondent is a partnership, by the name of the partnership, followed by the signature of each general partner; and
- (3) if the respondent is a corporation, by the authorized officer, whose signature must be attested to by the Clerk/Secretary of the corporation and the corporate seal affixed.

B. Table of Contents

- C. Statement of Project Understanding and Approach:** A statement, not exceeding three pages, that describes the Consultant's understanding of the project, the Consultant's approach, and key considerations and guideposts that, in the Consultant's view, are essential to project success.
 - D. Scope of Services:** A proposed scope of services that is detailed and responsive to the project as outlined in this RFP.
 - The scope should be detailed by tasks (and subtasks if appropriate).
 - It should be organized chronologically in clearly defined phases, milestones, or elements with proposed completion dates for each. Tasks may overlap or run simultaneously.
 - Include an estimated schedule of hours which the Consultant expects to spend on the various project tasks and sub-tasks, broken down by project team member.
 - The Scope of Services must be consistent with the HMGP Grant requirements.
 - The scope shall specify the methodologies the consultant proposes to use for community outreach.
 - Regular meetings with the Town are to be included in the scope.
 - The Town's staffing resources are limited. The proposed scope should, to the extent necessary, define what organizational support would be needed from the Town.
 - The Hazard Mitigation Plan work is funded through a HMGP Grant. Overall funds available for the work outlined in this RFP are capped at \$55,000. Responders should be mindful of the funding limit. The Town reserves the right during the selection process and when negotiating a final contract with the selected consultant to discuss the costs of various project components, and to modify the proposed scope of services for instance by shifting emphasis, or by deleting or adding items.
 - E. Consultant's Relevant Experience and Prior Performance.** Provide details of relevant experience and prior performance of the consultant on similar projects.
 - F. Project Team:** Provide the names and specific educational backgrounds, qualifications and expertise of all professional members of the Consultant's and sub-consultant's (if any) project team who will perform the work related to some or all of the project tasks. Identify the person who will be the project manager with ultimate responsibility for the work.
 - G. Team member's Relevant Experience:** Provide details of relevant experience for all the members of the Consultant team, including the sub-consultant's team members if any.
 - H. References:** Respondents shall provide at least four references.
 - I. Competing Commitments:** Respondents shall disclose any commitments that they may have that may compete or interfere with the respondent's ability to perform the Project in an expedient manner.
 - J. Certificates:** signed certificates of non-collusion and tax compliance attached to this RFP.
2. **Price Proposal:** Four (4) copies of a complete and all-encompassing pricing proposal sheet is to be submitted. The price proposals must be submitted separately from the technical proposal, and sealed in a separate envelope marked:

PROPOSAL ENVELOPE B – PRICE PROPOSAL
HAZARD MITIGATION PLAN
Consultant Name:_____.

The price proposal must contain:

- A. Fee:** The proposed fee for the entirety of all services proposed in the technical proposal, including but not limited to travel, meetings, telephone, postage, and reproduction.
- B. Fee Breakdown:** A breakdown of the professional service fees by each task and sub- task as shown in the Technical Proposal.
- C. Hourly Rates:** The hourly rates to be charged by the Consultant for services performed by each team member.
- D. Allowances:** Allowances for work elements such as additional meetings or surveys that the Town may also want to include shall be itemized separately. These optional work elements are to be broken out separately and not included in their proposed fee.
- E. Price Assurance:** Consultants must agree to honor price quotes for 60 days.

Applicants must also execute and include in the sealed submission the Certificate of Non-Collusion and the Certificate of Tax Compliance. The Town of Fairhaven, through the Board of Selectmen, is the awarding authority and reserves the right to reject any and all proposals or parts of proposals; to waive any defects, information, and minor irregularities; to accept exceptions to these specifications; and to award contracts or to cancel this Invitation for Bids if it is in the Town of Fairhaven's best interest to do so.

All sealed proposals must be received and registered by the Planning and Economic Development Department by September 14, 2016. at Noon. All outer envelopes must be labeled "Local Hazard Mitigation Plan" and "Price Proposal" and mailed or hand delivered to the following address:

William D. Roth, Jr., Planning Director
Fairhaven Town Hall
40 Center Street
Fairhaven, MA 02719

No proposals will be accepted after the time and date noted. Late delivery of materials due to any type of delivery system shall be cause for rejection. If on the date and time of the submittal deadline the Town Hall is closed due to an uncontrolled event such as fire, snow, ice, wind or building evacuation, the submittal deadline will be postponed until 2:00 p.m. on the next normal business day.

All bidders must submit a list of a minimum of three references, with contact information, where they are performing or have, in the last three years, performed similar services.

IV. Questions or Addendum

Questions concerning this RFP must be submitted in writing to: William D. Roth, Jr., Planning

Director, Fairhaven Town Hall, 40 Center Street, Fairhaven, MA 02719 or they may be emailed to Mr. Roth at broth@fairhaven-ma.gov. Questions/ inquiries must be received by Noon on August 29, 2016 to be considered. Questions/inquiries may be delivered, mailed, emailed or faxed. Written responses will be posted on the Town's website (www.fairhaven-ma.gov) in "Documents and Contracts " by close of business on September 1, 2016.

If any changes are made to this RFP, an addendum will be posted on the Town's website in "Documents and Contracts ". It is the sole responsibility of the bidder to ascertain the existence of any addenda and/or modifications issued by the Town. As this RFP has been published on the Town's website (www.fairhaven-ma.gov) all bidders are responsible for checking the website for any addenda and /or modifications that are subsequently made to this RFP.

The Town accepts no liability for and will provide no accommodations to bidders who fail to check for amendments and/or modifications to this RFP and subsequently submit inadequate or incorrect responses. Bidders may not alter (manually or electronically) the RFP language or any RFP component files. Modifications to the body of the RFP, Scope of Work, terms and conditions, or which change the intent of this RFP are prohibited and may disqualify a response.

All proposals submitted in response to this RFP shall remain firm for sixty (60) days following the submittal deadline. It is anticipated that the contract will be awarded within thirty (30) days after the submittal deadline.

Bidders are not to communicate directly with any employee of the Town of Fairhaven, except as specified in this RFP, and no other individual employee or representative is authorized to provide any information or respond to any question or inquiry concerning this RFP.

Bidders may contact the Contact Person for this RFP in the event this RFP is incomplete or the bidder is having trouble obtaining any part of the RFP electronically through the Town website (www.fairhaven-ma.gov), including, and without limitation the form and attachments.

Bidder with disabilities or hardships that seek reasonable accommodations, which may include the receipt of RFP information and/or addenda and/or modifications in an alternative format, must communicate such requests in writing to the contact person, and reasonable accommodation will be made by agreement with the contact person on behalf of the Town of Fairhaven.

V. Modifications to Proposal

A vendor may correct, modify, or withdraw a proposal by written notice received by the Town prior to the time and date set for the proposal opening. Proposal modifications must be submitted in a sealed envelope clearly labeled "Modification No. _." Each modification must be numbered in sequence, and must reference the original RFP.

VI. Scope of Work and Task

The proposed planning project will consist of developing a Local Natural Hazards Mitigation Plan encompassing the entire Town of Fairhaven. The development of a Local Natural Hazards Mitigation Plan is essential to the Town's efforts towards improving the overall emergency

preparedness and identifying ways to mitigate the impacts of future natural hazards.

The following scope of work provides details on all proposed tasks associated with the development of a new local hazard mitigation plan for the Town of Fairhaven.

The plan shall be developed in full compliance with current FEMA planning requirements per the following rules, regulations and guidance:

- Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 93-288), as amended by the Disaster Mitigation Act of 2000
- Code of Federal Regulations – Title 44, Chapter 1, Part 201 (§201.6: Local Mitigation Plans)
- FEMA’s *Local Mitigation Planning Handbook* (March 2013)
- FEMA’s *Local Mitigation Plan Review Guide* (October 1, 2011)

The plan will also integrate FEMA’s Community Rating System (CRS) requirements for floodplain management planning (CRS Activity 510) in order to maximize potential future credit points for the Town of Fairhaven, per the 2013 *CRS Coordinator’s Manual*.

The consultant shall be responsible for developing the Plan. The Plan shall incorporate input from the public and stakeholders, including the Local Planning Team (LPT) that the Town will formulate at the beginning of the project, collected during public outreach conducted by the Town in collaboration with the consultant. The expected scope of work task involved with the development of the Plan is as follows:

TASK 1. PLANNING PROCESS

1.1 Project Initiation

The Town of Fairhaven will complete project initiation procedures, including: contracting with an outside consultant for planning assistance; the completion of an internal project team kickoff meeting between the Town’s key staff and consultant; the identification and organization of data and resources to support plan development; and the formal establishment of a LPT for the Town of Fairhaven. The LPT will be convened and led by the Town’s Planning & Economic Development Director and will include representation from Town Departments and key community stakeholders as identified during the internal project kickoff meeting.

1.2 Develop Public Outreach Strategy

The consultant will assist the Town with the development of a strategy to generate public interest, solicit citizen input, and engage additional partners in the plan development process. The strategy will identify specific opportunities and methods for citizens and targeted stakeholders to participate at various points in the planning process, possibly including but not limited to in-person meetings, a project website, web-based surveys, and the use of social media.

1.3 Planning Committee (LPT) Meetings

The consultant will assist the Town in preparing for and facilitating a series of at least five (5) LPT meetings. The meetings will be strategically held throughout the duration of the project to gain valuable input from committee members and to keep them apprised of project progress. The proposed meeting schedule will cover the following key agenda items.

- Meeting #1: Assemble LPT for introduction and overview of the plan development process, including descriptions of individual roles and responsibilities of committee members. Facilitate initial hazard identification, needs assessments, and other data collection efforts to capture early input and ideas on all aspects of the plan development process. Solicit input on the draft public outreach strategy prepared under Task 1.2.
- Meeting #2: Present and discuss public outreach and data collection and analysis efforts completed to date. Review and confirm the current inventory of best available data and information to support the hazard analysis and risk assessment (Task 2) and share initial hazard identification findings to date. Begin to solicit input from applicable committee members on the capability assessment (Task 3).
- Meeting #3: Review and discuss final risk assessment results, including hazard profiles, map figures, and vulnerability analyses. Share results of the capability assessment and capture additional input or make adjustments as required. Establish draft vision and goal statements for the plan based on the results of the risk and capability assessments and the public input received to date. Begin to review and discuss specific hazard mitigation actions for the Town to consider as part of its overall mitigation strategy.
- Meeting #4: Present initial draft plan. Review and discuss initial listing possible mitigation actions, assuring that specific hazard vulnerabilities or other hazard-related problems identified in the risk assessment are addressed. Review updated summary of public input received to date, particularly as related to hazard risks or mitigation needs/activities. Begin drafting mitigation action plans that align with established goal statements and specify required implementation procedures that include prioritizing, scheduling, and assigning resources and responsibilities for carrying each identified action out. Solicit initial input on plan maintenance procedures.
- Meeting #5: Present and discuss final draft plan document. Review and make final updates or revisions as required for committee approval and submission of final plan to MEMA and FEMA for their review.

1.4 Conduct Public Outreach

The consultant will assist the Town to engage the media, general public, and targeted stakeholders as identified in the Public Outreach Strategy developed under Task 1.2. At a minimum this includes (1) the posting of a web-based public opinion survey, and (2) hosting three public outreach meetings scheduled to generally coincide with LPT meetings #1, #3, and #5. Depending on the level of interest, the Town may also establish a separate, citizen-led advisory committee of stakeholders to augment the Town's LPT.

This task also includes coordinating with local and regional agencies involved in hazard mitigation activities or that have the authority to regulate development, neighboring communities, businesses, academia, and other private and non-profit interests identified as stakeholders or desired planning partners for this project. Targeted representatives from each of these sectors will be provided opportunities to participate in the planning process through invitations to attend LPT meetings, respond to web-based surveys, and through formal requests to review draft deliverables.

1.5 Document Planning Process

This task includes preparing all plan sections and deliverables for review by the LPT, including documentation of the overall process used to prepare the plan as required by MEMA and FEMA, including a description of the steps taken and who was involved in the process.

TASK 2. HAZARD ANALYSIS AND RISK ASSESSMENT

The purpose of this section is to provide a basis for hazard mitigation planning and will include:

2.1 Data Collection and Analysis

This task includes all the research, literature review, data collection and analysis to support a comprehensive multi-hazard risk assessment for the Town of Fairhaven. The Consultant will work closely with the Town to collect and incorporate all critical data and relevant information that to identify, assess, communicate, and mitigate the natural hazards of concern for the entire planning area. This includes leveraging existing GIS data sources as appropriate for Fairhaven in combination with other reliable sources of information, and to conduct more specific vulnerability analyses for priority hazards and/or community assets deemed at-risk. This also includes any downscaled data or information that can be used to assess the anticipated effects of climate change on natural hazards.

2.2 Hazard Identification

The Consultant will work closely with the Town to conduct an evaluation and screening of all potential natural hazards for the Town of Fairhaven. This includes all those identified in the Massachusetts State Hazard Mitigation Plan and others identified by the LPT during initial meetings. This will also include more site-specific hazards or problems of local concern (e.g., undersized culverts, areas of critical erosion, etc.) in addition to future climate-related hazard conditions (sea level rise/coastal flooding, extreme heat, etc.). The hazard identification process will ensure the rationale for including or excluding potential hazards from further study is fully documented within the plan.

2.3 Hazard Profiles and Mapping

The Consultant will develop Hazard profiles to include narrative descriptions on the nature, history, location, extent, potential impact and probability of future events, and when necessary and possible, map figures will be developed to illustrate known hazard areas and locations of previous hazard occurrences. Hazard profiles will also incorporate a summary assessment of the potential or anticipated long-term effects of climate change on the frequency, intensity, duration, and impact of each identified hazard according to the best

available and reliable sources or scientific studies.

2.4 Inventory of Community Assets

The Consultant will work closely with the Town to collect and use best available data on community assets (people, buildings, critical facilities, and infrastructure) for the purpose of describing the entire planning area and in completing vulnerability assessment tasks as described in Task 2.5. This includes gathering information on population projections, land uses, and future development trends with regard to new buildings, critical facilities, and infrastructure so that mitigation options may be considered to reduce the vulnerability of new development in addition to existing structures.

2.5 Vulnerability Assessment

The Consultant will work closely with the Town to conduct geospatial analyses as required to complete a detailed vulnerability assessment for the Town of Fairhaven. This may include but is not limited to an exposure analysis and loss estimation modeling for identified hazards using readily useable data as collected in Tasks 2.1 and 2.4. The main focus of this task will be to assess hazard problems and describe their potential impacts on public health and safety, buildings, critical facilities and infrastructure, and the community's economy and tax base. The assessment will also incorporate a summary of the number of properties in Fairhaven that are insured through the National Flood Insurance Program (NFIP), the number of those that have received flood insurance claims, and the total value of recorded losses. It also includes the compilation of information on types and numbers of repetitive loss properties located in Fairhaven as identified through current FEMA flood insurance records.

2.6 Summarize Findings and Conclusions

The Consultant will develop all narrative summaries of the Town's vulnerability to natural hazards as required based on assessment results. It will also include the development of problem statements for the LPT to consider during the development of goals and potential mitigation actions for the new plan. The vulnerability assessment section of the plan will describe all data sources and methods used to complete the risk assessment, including any clarifications, disclaimers, assumptions or limitations confronted in the analysis.

TASK 3. CAPABILITY ASSESSMENT

3.1 Review Existing Capabilities

The Consultant will work closely with the Town to prepare robust assessment of local capabilities and resources for mitigation implementation. The completion of this assessment will be facilitated through discussion at LPT meetings and the use of capability assessment questionnaires. This task also includes gathering and reviewing existing studies, plans, reports, and additional technical information as needed to finalize the assessment of local capabilities in advance of mitigation strategy development tasks. The consultant will also incorporate relevant capability information into the plan that addresses the Town's current participation in the NFIP, including but not limited to existing floodplain management activities, mapping updates, higher regulatory standards, and current policy statistics.

3.2 Summarize Findings and Conclusions

The Consultant will prepare the narrative and tabular summaries of capability for the Town of Fairhaven for inclusion in the plan to meet current FEMA mitigation planning requirements. This section of the plan will also include a summary of current federal, state and local programs and policies that address the identified risks and/or can support the implementation of local mitigation action plans.

TASK 4. MITIGATION STRATEGY

4.1 Develop Goals and Objectives

The Consultant will work closely with the Town to coordinate with the LPT to establish a vision, goals, and objectives for the plan based on the outcomes and results of the risk and capability assessments, as well as the input received through the public outreach strategy. The development of these guiding principles for the plan will also take into account a review of the Massachusetts State Hazard Mitigation Plan and example best practices from around the United States which have resulted in effective and meaningful local hazard mitigation plans.

4.2 Analyze Mitigation Actions and Projects

The Consultant will work closely with the Town to coordinate with the LPT on the identification and analysis of potential mitigation actions and projects, with particular emphasis on addressing specific hazard vulnerabilities or gaps in local mitigation capability as identified in Tasks 2 and 3. This also includes evaluating a range of mitigation actions and projects that may address problem statements developed under Task 2.6.

The Consultant will aim to identify and recommend a mix of structural and non-structural mitigation measures for further consideration by the LPT, including an emphasis on the integration of hazard mitigation and climate change adaptation policies into other local planning mechanisms. The consultant will provide technical guidance and useful planning resources to the LPT to enhance their understanding and ability to assist in the analysis of such measures. This includes a special emphasis on informing the planning committee on those specific activities that can help the Town increase opportunities to secure outside grant funding, as well as maximize the number of credit points under FEMA's Community Rating System (CRS) so the Town can join the program.

4.3 Prepare Mitigation Action Plan

The Consultant will work closely with the Town to coordinate with the LPT to develop a comprehensive mitigation action plan for the Town of Fairhaven. The plan will identify new mitigations actions based on the completion and results of Task 4.2. New actions will be specific and appropriate based on the Town's unique risks and capabilities, and will be measurable in terms of monitoring progress and implementation through plan maintenance. The consultant will also help address the Town's participation and continued compliance with NFIP requirements through the development of mitigation actions that support and enhance such compliance. This includes potential mitigation actions to reduce or eliminate future losses to repetitive loss properties and other vulnerable community assets as identified

in the hazard analysis and risk assessment.

4.4 Complete Mitigation Action Prioritization

The Consultant will work closely with the Town to coordinate with the LPT in evaluating and prioritizing all mitigation actions for the plan according to a range of factors, including but not limited to the scope of benefits, project costs, technical feasibility, and funding availability. The consultant will help guide the Town through the initial screening, secondary evaluation and final prioritization of mitigation actions included in the plan.

TASK 5. PLAN MAINTENANCE PROCESS

The consultant will prepare the Draft Plan based on the work completed in Tasks 1-4 including the hazard maps, vulnerability assessment, and the multi-hazard mitigation strategy. The consultant will also include a plan maintenance process as a final section in the plan that will include the following:

5.1 Develop Procedures for Monitoring, Evaluating, and Updating the Plan

This task includes the development of a method and schedule to be used over the next five years by the Town of Fairhaven to effectively monitor, evaluate, and update the new plan. It will be based heavily on feedback from the LPT and the review and consideration of available guidance and best practices from FEMA, MEMA, and other sources. A key objective for this task is to ensure the plan remains a relevant and effective tool within the Town's existing planning and decision-making framework.

5.2 Develop Process for Implementation through Existing Planning Mechanisms

This task includes the development of a process to integrate and implement the plan through existing planning mechanisms such as the Town's Master Plan, Open Space and Recreation Plan, zoning bylaws, subdivision regulations, capital improvement plans, etc.

5.3 Develop Procedures for Continued Public Involvement

This task includes the development of procedures for how the Town will continue to engage and involve the public and any targeted stakeholders after the new plan has been adopted. These procedures will build off the lessons learned during public outreach effort conducted as part of the planning process, and will be linked to the method and schedule for monitoring, evaluating, and updating the plan in the future.

TASK 6. PLAN APPROVAL AND ADOPTION

The consultant will prepare revisions to the Plan based on feedback provided by the Massachusetts Emergency Management Agency and FEMA to the Town after submission of the Final Plan for official reviews. These revisions will involve making changes to the plan content to make the Final Revised Plan compliant for re-submission to MEMA and FEMA as applicable and involves the following task:

6.1 Acceptance of Planning Committee

This task includes completing any final plan updates or revisions as required following the

completion of Task 1.3 (Meeting #5) to gain acceptance and approval to submit the document to MEMA and FEMA for their review. The plan shall be deemed accepted by the LPT when a simple majority of members present for a meeting called for this purpose vote in favor of acceptance.

6.2 Assist Town with Plan Approval

This task is for the consultant to remain available to support the Town in addressing any recommended or required revisions to the final plan deliverable as provided through the MEMA and FEMA plan review process. This includes providing a completed Local Mitigation Plan Review Tool and any additional supporting documentation required by plan reviewers.

6.3 Assist Town with Plan Adoption

This task is for the consultant to provide support to the Town of Fairhaven on local plan adoption procedures as required, including but not limited to the formal adoption resolution, PowerPoint slides and/or key talking points, or answering questions during the process as required.

Final Deliverables

Final deliverable shall be completed and submitted by May 1, 2018 to enable to the Town to submit the Plan to FEMA with a timeframe for the HMGP schedule. Final deliverables include:

1. Attendance at and co-facilitation of five (5) meetings with the LPT to collect input for the Plan.
2. Teleconferences as may be necessary to complete project tasks.
3. Coordination with local, county, state, and federal officials as may be necessary to complete project tasks.
4. Digital copy of presentations, and the Draft, and Final Plan documents.
5. Copy of the GIS shape files and databases developed for the Plan in ESRI ARCInfo format.

Town Support

The Town will provide:

- Asset Inventory
 - List of critical facilities
 - Summary of overall population
 - Community profile
 - Updates of any new development
- Vulnerability Assessment
 - List of Critical facilities in Flood Zones
 - Summary of vulnerable populations
 - Summary of vulnerable infrastructure
- Catalog of existing hazard mitigation efforts

- Existing studies, plans, reports, and additional technical information as needed to finalize the assessment of local capabilities in advance of mitigation strategy development tasks.
- Review and catalog of existing floodplain management activities, mapping updates, higher regulatory standards, etc.
- The Town's GIS data.
- List of Repetitive Loss Properties.
- Support for LPT meetings, including participant identification, invitations, materials and facilities
- Host a project webpage on the Town Website.
- Coordinate and assist the consultant in conducting outreach to community stakeholders.
- All subsequent public meetings and requirements for plan adoption, including various Town Boards and Board of Selectmen review and approval and submission to MEMA/FEMA.
- Necessary assembly, printing and reproduction of final plan documents.

VII. Minimum Criteria/Qualifications

Each applicant must demonstrate that it meets the following minimum qualifications:

- A. Vendor shall have a minimum of three (3) years of experience in performing the work described in this RFP.
- B. Vendor shall submit a complete list of all contracts performed in the past five (5) years that are similar in scope to this project with contact names and telephone numbers.
- C. Vendor shall submit a minimum of three (3) references of contracts performed that are similar in scope to this project with contact names and telephone numbers.
- D. Vendor includes a project manager who has a minimum of five (5) years of experience in performing the work described in this RFP and is a registered professional engineer or planner (AICP preferred). Include resume for the Project Manager and all key person who will be assigned to work on the project.
- E. Submission of separate and sealed proposal and pricing sheet.
- F. Submission of required statements and forms.

VIII. COMPARATIVE EVALUATION CRITERIA

All proposals meeting the minimum criteria/qualifications will then be evaluated based upon the following specific comparative evaluation criteria.

- 1. Methodology.** Desirability of methodology and approach to be used in gathering public input and developing the Hazard Mitigation Plan, as well as a demonstrated understanding of all project components and public outreach needs. Fairhaven places a premium on the applicant's approach to the project and the ability to present a program of services, which complies with the required Project Scope in a manner which is clear, concise and complete with respect to required activities and

task.

Highly Advantageous: The plan of services proposes a detailed, logical, innovative, and comprehensive methodology for producing a complete project that addresses all of the required issues and project objectives stated in the RFP.

Advantageous: The plan of services proposes a credible scheme with multiple positive attributes for producing a complete project that addresses most if not all of the required issues and project objectives stated in the RFP.

Not Advantageous: The proposed plan of services is not sufficiently detailed to fully evaluate, or the plan does not adequately address all the components necessary to produce a complete project that addresses all of the required issues and project objectives stated in the RFP.

Unacceptable: The proposed plan of services is lacking in multiple aspects and thus does not adequately address the project objectives stated in the RFP.

- 2. Staffing Plan.** Staffing Plan, including the professional qualifications of all project personnel with particular attention to training, educational background, and relevant professional experience. Demonstrated expertise and experience of the Principal in-Charge, Project Manager, and other key personnel, and any Consultants to be assigned to the Project, including relevant professional registration of the Consultants and their qualifications:

Highly Advantageous: The staffing plan is comprised of highly qualified individuals with significant relevant experience in most if not all disciplines significantly above and beyond the minimum applicant qualifications. The Consultant has an established track record working with their proposed team members.

Advantageous: The staffing plan is comprised of qualified individuals with relevant experience by at least the key personnel above and beyond the minimum applicant qualifications. The Consultant has worked with most of the proposed team members previously.

Not Advantageous: The staffing plan is comprised of minimally qualified individuals for some of the key personnel and/or is not sufficiently detailed to fully evaluate.

Unacceptable: The proposed staffing does not meet all the minimum applicant qualifications.

- 3. Depth of experience:** Experience with similar projects, and prior experience with public contracts and relevant codes, laws, and regulations:

Highly Advantageous: The Consultant has at least five (5) years of experience consulting with municipalities on projects of similar size and scope to this project.

Advantageous: The Consultant has at least three (3) years of experience consulting with municipalities on projects of similar size and scope to this project.

Not Advantageous: The Consultant has less than three (3) years of experience but more than one (1) year consulting with municipalities on projects of similar size and scope to this project.

Unacceptable: The Consultant has less than one (1) year of experience consulting with municipalities on projects of similar size and

- 4. References:** Strength and credibility of client references. Prior client satisfaction with working relationship, project management capabilities, and technical expertise in developing similar projects:

Highly Advantageous: More than three clients who consider your services satisfactory or better.

Advantageous: Three clients who consider your services satisfactory or better.

Not Advantageous: Three or more clients not all of whom consider your services satisfactory or better.

Unacceptable: Fewer than three clients who consider your services satisfactory or better, or three or more clients who consider your services unsatisfactory.

- 5. Budget and Schedule:** Demonstrated ability to meet project budget and project schedule.

Highly Advantageous: All of the Consultant's references indicate that the projects were completed within budget and on schedule or with minimal, insignificant delays.

Advantageous: One of the Consultant's references indicates that the project was not completed within budget attributable to the Consultant or with substantial delays attributable to the Consultant, and no current project or project completed in the last three years experienced substantial delays attributable to the Consultant.

Not Advantageous: Two of the Consultant's references indicate that the project was not completed within budget attributable to the Consultant or was completed with substantial delays attributable to the Consultant, and no current project or project completed in the last year experienced substantial delays attributable to the Consultant.

Unacceptable: More than two of the Consultant's references indicate that the project was not completed within budget attributable to the Consultant or was completed with substantial delays attributable to the Consultant

- 6. Fairhaven:** Familiarity with the Town of Fairhaven:

Highly Advantageous: Very familiar with the Town of Fairhaven.

Advantageous: Some familiarity with the Town of Fairhaven.

Not Advantageous: Little familiarity with the Town of Fairhaven.

Unacceptable: Unfamiliar with the Town of Fairhaven.

IX. Method for Award

The contract will be awarded to the responsible and responsive vendor submitting the most advantageous proposal taking into consideration all evaluation criteria as well as price. The fee for the work will be negotiated with the highest ranked firm, however not to exceed \$55,000

X. Timeline and Project Schedule

The consultant will be expected to commence activities immediately upon award of the contract, which is anticipated to be by the end of September 2016. The contract period shall be from about End of September 2016 until April 1, 2019. The following is the anticipated project schedule.

PROJECT TASKS	MONTH											
	1	2	3	4	5	6	7	8	9	10	11	12
Task 1. Planning Process												
1.1 Project Initiation												
1.2 Develop Public Outreach Strategy												
1.3 Planning Committee Meetings		Mtg 1		Mtg 2	Mtg 3		Mtg 4	Mtg 5				
1.4 Conduct Public Outreach												
1.5 Document Planning Process												
Task 2. Hazard Analysis and Risk Assessment												
2.1 Data Collection and Analysis												
2.2 Hazard Identification												
2.3 Hazard Profiles and Mapping												
2.4 Inventory of Community Assets												
2.5 Vulnerability Assessment												
2.6 Summarize Findings and Conclusions												
Task 3. Capability Assessment												
3.1 Review Existing Capabilities												
3.2 Summarize Findings and Conclusions												
Task 4. Mitigation Strategy												
4.1 Develop Goals and Objectives												
4.2 Analyze Mitigation Actions and Projects												
4.3 Prepare Mitigation Action Plan												
4.4 Complete Mitigation Action Prioritization												
Task 5. Plan Maintenance Process												
5.1 Develop Procedures for Monitoring/Evaluating/Updating												
5.2 Develop Process for Implementation/Integration												
5.3 Develop Procedures for Continued Public Involvement												
Task 6. Plan Approval and Adoption												
6.1 Acceptance of Planning Committee												
6.2 Assist Town with Plan Approval												
6.3 Assist Town with Plan Adoption												

MILESTONE / DELIVERABLE	MONTH											
	1	2	3	4	5	6	7	8	9	10	11	12
Monthly Project Progress Reports	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Submit Draft Plan to Planning Committee							✓					
Submit Final Plan to Planning Committee								✓				
Submit Final Plan to MEMA and FEMA									✓			
Submit Final Plan to Town Council for Adoption											✓	
Submit Final Plan to MEMA and FEMA												✓

ATTACHMENT A

CERTIFICATE OF NON-COLLUSION

The undersigned certifies under the penalties of perjury that this bid or bid has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word “person” shall mean any natural person, business partnership, corporation, union, committee, club or other organization, entity or group of individuals.

Signature of person submitting contract/bid

Date

Name of Business

ATTACHMENT B

STATEMENT OF TAX COMPLIANCE

Pursuant to M.G.L. c. 62C, §49A, I certify under the penalties of perjury that, to the best of my knowledge and belief, I am in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

*Social Security Number or
Federal Identification Number*

*Signature of Individual or
Corporate Name*

*Corporate Officer
(if applicable)*