



# Town of Fairhaven

## Department of Planning and Economic Development

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William D. Roth, Jr.  
Director

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

#### **Questions and Answers**

##### **Question #1**

*I'm writing in reference to the current Town of Fairhaven RFP for Consulting Services for the Development of a Local Hazards Mitigation Plan. Woods Hole Group has reviewed the RFP and are considering submitting a proposal. We did, however, have one question concerning the anticipated schedule of the project:*

*Page 14 of the RFP says the "final deliverable shall be completed and submitted by May 1, 2018." Page 18, which includes the Timeline and Project Schedule, states that the contract shall run from "end of September 2016 until April 1, 2019". But the associated figure on page 18 seems to indicate that, with the exception of plan acceptance, approval and adoption, all tasks should only take 8 months to complete (approximately May 2017, assuming the project is awarded and begins by the start of October 2016). Can you please clarify the expected timeline and final deliverable date?*

*Elise Leduc, Coastal Scientist, Woods Hole Group*

##### **Answer #1:**

The HMGP – Grant the Town was awarded has an expiration date of April 1, 2019, which is when all approvals need to be granted. The time line schedule on Page 18 was what was submitted as part of the original grant application. Since writing the grant application, the Town has been reviewing the schedule and anticipates that the process should take between 8 to 12 months at which time the plan should be submitted to MEMA and FEMA for their first review. Their review time is un-known and typically revisions are required, which are hard to factor into a timeline. Therefore, the Town encourages that an applicant submit their proposed schedule. If it is felt that the 8-12 month timeline to getting it to MEMA & FEMA for their first review is not reasonable, please indicate why and provide a detailed schedule with milestones. The May 1, 2018, date is the last Annual Town Meeting that would be available before the Grant expires in April of 2019. If Town Meeting adoption was needed, the Town wanted the consultant to be aware of that potential deadline. The goal of the Town is to get a Hazard Mitigation plan prepared and adopted within a reasonable time frame and within the allotted grant time limit.

##### **Question #2:**

*In regards to the Fairhaven RFP "Consulting Services for the Development of a Local Hazards Mitigation Plan", VHB would like to submit the following question: Section VII D. of the RFP states "Vendor includes a project manager who...is a registered professional engineer or planner." Will a project manager who is a CEM (Certified Emergency Manager) and CFM (Certified Floodplain*

*Manager) with 35 years of experience meet the minimum criteria for this rfp? Or do we need to have a professional engineer as the project manager for this effort? Brittany L. Diorio, Marketing Specialist, VHB*

**Answer #2:**

It is not mandatory that the project manager be an engineer, the RFP also allows a “Planner”, which is a broad professional category. The Town has reviewed the requirements to be a CEM (Certified Emergency Manager) and a CFM (Certified Floodplain Manager) and will accept either to be project manager.