



# Town of Foster

Est. 1781

## TOWN OF FOSTER RI REQUEST FOR PROPOSAL

---

### PLANNING CONSULTANT SERVICES: NATURAL HAZARD MITIGATION PLAN UPDATE

#### 1. PURPOSE

The Town of Foster is soliciting Proposals from qualified consultants interested in providing Consultant Services to assist the Town with the completion of tasks as part of the development of a FEMA-approved municipal Natural Hazard Mitigation Plan update (hereafter “Plan”) in accordance with the latest FEMA requirements.

#### 2. SCOPE OF SERVICES

The Consultant shall assist the Town Planner in the completion of the update to the Town's 2005 Plan to maintain a FEMA-approved plan; FEMA approval of the current Plan expired in 2010, at which time an effort commenced to begin an update.

The Town Planner will be the project manager for Foster. The Consultant also will be meeting with the Town’s Natural Hazard Mitigation Committee (hereafter “Committee”) consisting of representatives from Town staff and resident/business stakeholders, and soliciting input from Town Departments and Boards including Public Works, Building, EMS, Police, Fire, Assessing, Finance, Senior Services, Planning Board, Zoning Board of Review, Land Trust, Conservation Commission, and Engineering Board.

##### A. Bid Tasks

The Consultant will assess the expired 2005 Plan as well as the 2010 effort to begin an update, including addressing gaps such as:

- Identify types and numbers of existing and future structures that could be affected by a hazard event.
- An estimate of potential dollar losses for each hazard’s effect on vulnerable structures, including methodology.

The Consultant will also review the Town’s Comprehensive Community Plan, the state’s 2014 Hazard Mitigation Plan, and the state’s Guide Plans for conformance and compliance.

Further, the Consultant shall complete a risk and vulnerability assessment and develop mitigation actions, as follows:

- Identify the historic and potential natural hazards and associated infrastructure/buildings/population vulnerabilities through loss estimates/data collection/appropriate and accepted analysis methodologies.
  - Types and numbers of structures and critical facilities located in the hazard areas.

- Existing hazard protection measures (description, responsible entity, past performance, improvements needed).
- Land use and development trends to inform future land use decisions.
- Address all pertinent hazards; specifically: drought, severe winter weather, severe wind, flooding, and wildfire.
- Maps will show inventory of, relative to the hazard areas:
  - Police/Fire/EMS stations
  - Emergency shelter
  - Special population centers
  - Evacuation routes
  - Location of structures (delineated by use) as well as land use and population
- Revise/develop local natural hazard mitigation strategies, and with the Committee and stakeholders:
  - List mitigation goal and objective statements that focus on reducing risks from the identified natural hazards.
  - Identify and analyze a comprehensive range of specific mitigation actions and projects being considered to reduce the effects of each hazard, with particular emphasis on new and existing structures and critical facilities.
  - List and prioritize hazard mitigation projects that best meet Foster's needs for damage reduction.

The Consultant will also assist in allowing for the Plan's maintenance process:

- Describe method of monitoring, evaluating, and updating the Plan within a five-year cycle.
- Include process by which the Town will incorporate requirements of the Plan into other planning mechanisms such as capital improvement plans, Comprehensive Community Plan, and zoning ordinance.
- Include an implementation schedule with additional procedures outlined for periodic updating/revision.
- Include process for continued public comment.

Finally, the Consultant shall:

- Incorporate staff and public input into drafts.
- Complete the "Local Plan Review Crosswalk" to verify compliance with FEMA/RIEMA requirements.
- Address comments by RIEMA and any other recommended agency in a final draft to be submitted to RIEMA for FEMA final review and approval.

### Meetings

The Consultant will be expected to attend at least five meetings to receive input from the Committee, stakeholders, and public in completion of the Plan. Meetings include:

- Meetings/workshops with the Committee and with other pertinent Town staff.

- Community outreach meetings in coordination with the Town to receive input from the public.
  - Planning Board meetings (evening) – to receive input on drafts.
  - Town Council meeting/Public Hearing (evening) – to present final Plan.

### **3. RESPONSIBILITIES OF TOWN**

As the Plan’s point of contact, the Town Planner will request and authorize tasks to be completed by the Consultant, and coordinate with the Consultant on scheduling meetings and other tasks to keep the project on schedule. The Town Planner will also process requests for payment.

### **4. SCHEDULE**

The Town anticipates awarding the RFP on December 8, 2016, and entering into the contract and holding a kick-off meeting with the Committee in December 2016 – January 2017. It is the intent of the Town to submit a complete draft of the Plan for RIEMA review by mid-2018.

### **5. BUDGET**

The FEMA funding available for the tasks described in this RFP is \$15,000.00, with an additional \$5,000.00 local share consisting of in-kind staff time including supplies and advertisement costs, grant administration, and mapping assistance.

### **6. SUBMITTAL REQUIREMENTS**

In total, three (3) bound copies of the Proposals, including attachments, are required. The envelope in which the Proposals are delivered must be clearly labeled on the outside with the Respondent's name and the project identification, “Town of Foster: Natural Hazard Mitigation Plan Update.”

The following items must be included in all proposals (with page guidance):

1. Cover letter (1 to 2 pages).
2. Scope of Work Narrative: Bid Tasks (4 to 6 pages). Respondents shall include a detailed narrative regarding specific approaches to complete the Bid Tasks (Item 2A above) tasks as outlined in this RFP. The scope should be consistent with, but not necessarily identical to, the scope of services described above. Explain analysis to be used to assess vulnerability of critical assets, including determination of recommended projects and cost/prioritization.
3. Deliverables: Bid Tasks (1 to 2 pages). Propose deliverables for the Scope of Work – Bid Tasks (Item 2A above)

4. Schedule: Bid Tasks (1 page). Propose schedule for completing Bid Tasks, including Meetings.
5. Fee Proposal: Bid Tasks (1 page). Provide a detailed Fee Proposal to complete the Bid Tasks scope of work and deliverables, including estimated hours of personnel to be assigned to complete each task with hourly rates.
6. Qualifications (2 to 4 pages). Proposals shall indicate general qualifications of the respondent(s) to include specific prior experience and qualifications applicable to this project. Proposals should also include the following:
  - a. Resumes of key personnel to be assigned to the project
  - b. Description of similar projects (provide at least three)
  - c. References (should be from similar projects)

## 7. SELECTION CRITERIA

Selection criteria include:

- A. Quality of proposed scope of work – Bid Tasks:
  - Respondent's proposed methodology and approach
  - General organization and clarity of the proposal
  - Demonstration of creativity and problem-solving
  - Budget
  - Schedule
- B. Specialized experience and technical competence of the Consultant and assigned staff relative to the task requirements outlined in this RFP.
- C. Assignment of sufficient staff to assure timely and satisfactory completion of the project.
- D. References reflecting the previous work experience of the project team and satisfactory accomplishment of contract responsibility.
  - Quality of final products
  - Ability to meet work schedules

## 8. INSURANCE

Each respondent shall submit with the Proposal proof of ability to provide the insurance coverage indicated below, if awarded the contract. The successful respondent shall furnish certificate of insurance to the Town of Foster within seven (7) days of Notice of Award and prior to the start of any work.

Bidders shall provide a valid certificate of insurance naming **The Town of Foster as additional insured**. All coverage shall be on an "Occurrence" form with minimum acceptable coverage as follows:

Commercial General Liability  
\$1,000,000 Each Occurrence  
2,000,000 General Aggregate  
1,000,000 Products and Completed Operations Aggregate

Foster Town Hall, 181 Howard Hill Road, Foster, RI 02825  
(Tel) 401-392-9200 (Fax) 401-702-5010

1,000,000 Personal & Advertising Injury  
Business Automobile Insurance  
\$ 500,000 Combined single Limit Liability Insurance

The company providing insurance and bonds shall be a duly authorized insurance company with a rating of or greater than "A-" as rated by the A. M. Best Co., must be listed on Department of Treasury Circular #570, and which is satisfactory to the Owner and authorized to do business in the State of Rhode Island.

The Contractor shall be responsible for this and every part thereof, and for all materials, tools, appliances, and property of every description used in connection therewith. The Contractor shall indemnify the Town of Foster and hold harmless for any loss or expense by reason of liability imposed by law upon the Contractor, all sub-contractors, or the Town for any damage because of bodily injury, including death incurred by its company and employees associated with the activities in performing the functions and duties necessary to complete the scope of work identified in these specifications.

## **9. SUBMITTAL DEADLINE**

**Submittals shall be delivered to the location below at or before 4 p.m. Monday, November 28, 2016, and will be opened there at 4:30 p.m.. Late submittals will not be accepted.**

Town Planner's Office  
Foster Town Hall  
181 Howard Hill Road  
Foster, RI 02825

## **10. RESERVATION OF RIGHTS**

The Town reserves the right to reject all firms, decline to proceed with selection of any candidates, to request additional information, and to make inquiries as may be necessary to verify qualifications. Nothing in this document shall require the Town to proceed with consultant services.

## **11. QUESTIONS**

Questions shall be submitted via e-mail no later than 4 p.m. Tuesday, November 15, 2016 to: Town Planner Juliana King. E-Mail: [jking@townoffoster.com](mailto:jking@townoffoster.com).

Responses will be posted on the Town's web page no later than 4 p.m. on Monday, November 21, 2016.