

REQUEST FOR PROPOSALS
TOWN OF ROCHESTER, MASSACHUSETTS

HAZARD MITIGATION PLAN



Proposals Due:
Thursday, December 8, 2022 at 1:00 p.m.

Planning Department
37 Marion Road
Rochester, MA 02770
November 16, 2022



Town of Rochester
Massachusetts

Request for Proposals
Local Hazard Mitigation Plan

The Town of Rochester in conjunction with the Planning Department is soliciting proposals from qualified consultants to complete a Hazard Mitigation Plan. The Town has been awarded a Hazard Mitigation Planning Grant for \$25,000, from the Massachusetts Emergency Management Agency (MEMA) for the preparation of a Local Hazard Mitigation Plan. 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 508-763-5421, Ext. 208, or ndurfee@townofrochester.com, on the Town's website: [Rochester, MA |\(townofrochestermass.com\)](http://Rochester, MA |(townofrochestermass.com)).

The Town of Rochester reserves the right to waive any informality in, or to reject, any or all proposals, if it deems such waiver or rejection to be in the best interest of the town.



I. BACKGROUND

The Town of Rochester in conjunction with the Planning Department is soliciting proposals from qualified consultants to complete a Hazard Mitigation Plan. The Town has been awarded a Hazard Mitigation Planning Grant from the Massachusetts Emergency Management Agency (MEMA) for the preparation of a Local Hazard Mitigation Plan. The Federal Emergency Management Agency (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 5,700 residents, land area of 36.4 square miles with a population density of 135.0 people per square mile. The community is governed by a three member Select Board, a Town Administrator and holds a Town Meeting form of government. The Town is located in Southeastern Massachusetts in Bristol County, and is approximately 50 miles south of Boston, and 35 miles east of Providence, Rhode Island. The Town uses the open town meeting form of government, led by the Select Board.

II. INSTRUCTION TO PROPOSERS

1. PROPOSALS

Sealed proposals herein specified as Consultant Services- Hazard Mitigation Plan will be received at the Planning Department on or before **Thursday, December 8, 2022 at 1:00 p.m.** E.S.T. As this is an RFP, the opening will not be public.

2. PRE-PROPOSAL CONFERENCE/BRIEFING

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

3. SUBMITTAL

Sealed proposals will be received by the Planning Department until **Thursday, December 8, 2022 at 1:00 p.m.** All proposals must be submitted via mail or in-person delivery to the Planning Department, 37 Marion Avenue, Rochester, MA 02770, during business hours (8:30 a.m. – 5:00 p.m.) until the above time and date. Proposers must email ndurfee@townofrochester.com to confirm they have submitted a proposal. Proposals received after the above time and date will be rejected and returned unopened. A Proposer may correct, modify, or withdraw a proposal by written notice received in the office of the Town Planner, Planning Department prior to the time and date set for the proposal opening. After proposal opening, a Proposer may not change the price or any other provision of the proposal in a manner prejudicial to the interests of the governmental body or fair competition. The Town shall waive minor informalities. If a mistake and the intended proposal are clearly evident on the face of the proposal document, the Town shall correct the mistake to reflect the intended correct proposal and so notify the Proposer in writing.

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.

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.

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 members 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 three 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.

Price Proposal: Four (4) copies of a complete and all-encompassing pricing proposal sheet not to exceed cost 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 hone 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 Rochester, through the Select Board, 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 Rochester's best interest to do so.

All sealed proposals must be received by the Planning Department by **December 8, 2022** at 1:00 pm. All outer envelopes must be labeled "Local Hazard Mitigation Plan" and "Price Proposal" and mailed or hand delivered to the following address:

Nancy Durfee,
Town Planner
Rochester Annex
37 Marion Road
Rochester, MA 02770

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

4. RFP QUESTIONS & ADDENDA

Questions concerning this specification must be submitted via email to ndurfee@townofrochester.com by **Monday, November 28, 2022 at 4:00 p.m.** E.S.T. Town responses will be posted on the Town's website. Failure of any Proposer to receive any such addendum or interpretation shall not relieve any Proposer from any obligation under this proposal as submitted. No oral interpretations will be made to any proposer as to the meaning of any provision of the Request for Proposals or other contract documents. Failure to acknowledge all addenda may result in your proposal being rejected as non-responsive.

5. AWARDS



The contract will be awarded to the responsible and responsive Proposer offering the most advantageous proposal meeting the specifications within this RFP. One contract will be awarded to the one responsive and responsible Proposer whom the Town of Rochester determines offers the most advantageous proposal, taking into consideration all required qualifications, submission requirements and selection criteria set forth in the RFP, including price. Emphasis in selecting a firm shall be placed on the chosen firm's experience on similar past projects and overall experience within this category of work. It is understood that the Town may use all means at their disposal to evaluate the proposals received on these criteria, and the final decision as to the best overall offer, both as to price and to suitability of the services offered to fit the needs of the Town. No proposal will be accepted from or contract awarded to any person, firm, or corporation that is in arrears or is in default to any Massachusetts municipality or had failed previously to perform faithfully any previous contract with a municipality.

6. CONTRACT

This RFP, the technical proposal and price proposal shall not exceed cost and be submitted by the Successful proposer, and Addenda (as applicable), shall form a part of this contract, and the provisions thereof shall be binding upon the parties thereto. The term "Contract Documents" shall include all of the aforesaid, provisions for non-federal entity contracts under federal awards, together with the contract itself.

7. PROPOSAL REQUIREMENTS

The Successful Proposer must meet all specifications. Any bid, which does not meet these requirements, is nonresponsive, incomplete, conditional, and/or obscure, will be rejected. Any bid, which contains additions not called for, and/or irregularities of any kind, is non-responsive and will be rejected. The attention of all Proposers is called to General Laws Chapter 156D, which requires in part that, not later than 10 days after it commences transacting business in the commonwealth, a foreign corporation deliver a certificate to the secretary of state for filing. Proposers required to be registered with the Secretary of State in the Massachusetts Corporate Database must use the same business name in their bidding documents as is listed in the Database for that business. All Proposers must use the same business name throughout all bidding documents, and for the Successful Proposer, throughout all contract documents. Examples of these documents include the technical proposal, price proposal, vote of corporation, W-9, and certificate of insurance. Any Proposer with multiple and/or inconsistent business names for one business may be rejected by the Town.

8. SPECIFICATION INTENT

It is the intention of this RFP to establish and define the services that are to be provided and to determine the capability and experience of the proposers desiring to provide such services.

9. TAXES

No charge will be allowed for federal, state, or municipal sales and excise taxes since the Town is exempt from such taxes. The price proposal shall be net and shall not include the amount of any such tax.



10. SIGNED PROPOSAL

A proposal must be signed as follows: (1) if the proposer is an individual, by her/him personally; (2) if the proposer is a partnership, by the name of the partnership, followed by the signature of each general partner; and (3) if the proposer 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. If the proposal is being submitted by an entity other than an individual, partnership or corporation, the proposal must include written evidence of the proposer's authority from the entity to submit the proposal in the form of legally binding documentation.

11. LICENSING

Proposers must be properly licensed and registered in the Commonwealth of Massachusetts to perform the work identified in this specification.

12. NON-PERFORMANCE

In the event that the Successful Proposer does not fulfill its obligations under the terms and conditions of this contract, the Town shall notify the Successful Proposer in writing. If the Successful Proposer continues to neglect the terms and conditions of the contract, the Town may elect to terminate the contract. Under no circumstances shall monies be due to the Successful Proposer in the event that the contract is terminated under non-performance.

END OF SECTION- INSTRUCTION TO PROPOSER



SCOPE OF WORK

The Town of Rochester has been awarded Hazard Mitigation Planning Grant from the Massachusetts Emergency Management Agency (MEMA), for the preparation of a Local Hazard Mitigation Plan, including integrating the communities Municipal Vulnerability Plan, which was completed in 2019, to build resiliency and preparing for the future. Rochester is considered an MVP Community through the Massachusetts Executive Office of Energy and Environmental Affairs (EEA). The Town is required to prepare a Hazard Mitigation Plan in accordance with FEMA guidelines for Hazard Mitigation Planning. A consultant for this scope of work will assist the Town of Rochester. The Town's updated plan will address mitigation of multiple natural hazards that may affect the community, including flood hazards, winter storm hazards, wind hazards, wildfire hazards and geologic hazards.

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 Rochester.

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 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 Town of Rochester 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; and the identification and organization of data and resources to support plan development.

The expect scope of work task involved with the development of the Plan is as follows:

1. PLANNING PROCESS

- a) The Town of Rochester with assistance from consultant to document the hazard mitigation planning process, including but not limited to:
 - How the public will be involved (i.e. workshops, community outreach)



- b) As part of the public involvement process, the Town will appoint a Local Planning Team (LPT). Members should include a cross-section of the community, such as residents, government officials, community leaders, and business owners. The LPT will:
- Hold two public hearings, meetings, and/or workshops during the plan development period.
 - Solicit input from citizens and professionals with knowledge of applicable hazards.
 - Solicit input regarding the feasibility of potential mitigation measures for each hazard and the prioritization of mitigation projects.
 - Review the final draft of the plan and the plan's goals and proposed mitigation projects.
 - Be involved in the implementation as well as the updating of the plan's goals and proposed mitigation projects.
- 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 or a variety strategic engagement tools.
 - 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

2. RISK ASSESSMENT (HAZARD IDENTIFICATION AND VULNERABILITY)

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

a) **HAZARD IDENTIFICATION:** The consultant with assistance from the community will develop a description and prioritization of the natural hazards that have occurred within the community. For this plan, the risk assessment section will assess each community's risks including description and prioritization of the natural hazards that have occurred within the community. The natural hazards categories should be consistent with the State Hazard Mitigation Plan including, but are not limited to:

- Flood-Related Hazards (river flooding, coastal flooding, erosion, and dam failures as the result of coastal storms, winter storms and hurricanes) that include, at a minimum, flood hazard areas as defined by FEMA in the Flood Insurance Rate Maps (FIRMs) for the jurisdiction as well as local historical data.
- Wind-Related Hazards (hurricanes, coastal storms, winter storms, tornadoes) based on information provided by the National Weather Service and/or State Hazard Mitigation Plan.
- Fire-Related Hazards (drought, wildfires) based on local historical data, the National Weather Service, State Hazard Mitigation Plan, and/or other applicable plans/sources.
- Geologic Hazards (earthquakes, landslides, sinkholes) based on local historical information, State Hazard Mitigation Plan, and/or other applicable plans/sources.



- Other Hazards not listed above as determined by local history and experience. Consideration may also be given to man-made hazards (i.e. chemical spills and/or fires).

b) **HAZARD MAPPING:** Using the best available, the consultant will develop a base map of areas affected by multiple natural hazards. FEMA's HAZUS-MH, as well as a GIS map analysis to delineate those critical facilities that are located within mapped hazard areas. In conjunction with mapping, the following items relative to the multiple hazard area shall be included:

- i.) Critical facilities, including, but not limited to the following:
 - a) emergency operations center, police/fire stations
 - b) hospitals and emergency shelters
 - c) water and wastewater treatment plants and associated pumping stations
 - d) power generation, transmission, and delivery facilities.
 - e) special population centers, such as day-care facilities, schools, nursing homes/elderly housing, correctional facilities
 - f) hazardous material facilities
 - g) evacuation routes
- ii.) Economic drivers
 - a.) Large Businesses
 - b.) Large Employers
 - c.) Historic or cultural sites of significance
- iii.) All repetitive flood loss and substantial damage structures, as defined by FEMA, if applicable. These buildings(s) must be analyzed by type (Commercial / Residential), number, and general location as it relates to the known hazard areas. The addresses and associated data will be provided upon request to the community by the State NFIP Coordinator.
- iv.) Maps that depict the location of structures, land use, and population and how that intersects with hazards.
- v.) Anticipated future land use areas and how they intersect with known hazards.

c) **VULNERABILITY ASSESSMENT:** Based on the previous information, the consultant will develop an overview of each community's vulnerability to specific hazards. This vulnerability assessment, if possible, will include:

- **Problem Statements:** These will summarize the biggest issues for the community in terms of; types and numbers of buildings, infrastructure, and critical facilities located in the identified hazard areas.
- All existing multiple hazard protection measures within the jurisdiction, including protective measures under the National Flood Insurance Program (NFIP).
- A description of each measure and the method of enforcement and/or the point of contact responsible for implementation of each measure.
- Historical performance of each measure and a description of improvements or changes needed.
- General description of land uses and development trends to incorporate future land use decisions.



3. MULTIPLE HAZARD MITIGATION STRATEGY

The Town of Rochester with the consultant assistance will update the mitigation strategies specific to the community's exposure and impacts by identified natural hazards. The strategy will include:

- a) **Mitigation Goals:** The Town with the consultant's assistance will update the mitigation strategies specific to the communities' exposure to and impacts from identified natural hazards.
 - A section that identifies
 - Create, edit, or delete goals as needed.
 - Obtain public input.
 - Analyze existing capabilities.
 - Review previous plans and identify progress implementing those actions. Include a description of the NFIP program and how the community will continue compliance over the next five years.
 - Describe how the community has changed since the previous Regional HMP was completed.
 - Update a list of mitigation goal statements that focus on reducing the risks from identified natural hazards. The goal development and project prioritization will be assisted by the LPT.

An example of a goal statement and objection would be:

a. **GOAL:** Increase coordination between Federal, State, municipal, and private resources in pre-disaster planning, post-disaster recovery, and continuous hazard mitigation implementation.

b. **OBJECTIVE:** Identify the availability of additional private and public sector financial incentives for homeowners, businesses and municipalities that will allow the development and implementation of cost-effective hazard mitigation measures in high-risk areas.

- b) **Actions:** A section that identifies and analyzes 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 buildings and infrastructure. This section will include a list of prioritized hazard mitigation projects that best meet the communities' needs for multiple hazard damage reduction.
 - a. These projects may be non-structural (e.g.: planning, regulatory measures, property acquisition, retrofitting, elevation) or structural (e.g.: culverts, dams, dikes) solutions.
 - b. At a minimum, this list of prioritized projects will be based on a process that results in identification of cost effective hazard mitigation projects with public input, including:
 - i. An analysis of proposed mitigation projects focused on several key areas, including but not limited to: economic (including benefits and cost), engineering, technical, legal, environmental, social, and political feasibility. Selected options will best fit the community's needs and meet most or all aspects of the feasibility analysis.



- ii. Coordination with relevant Federal and State agencies for input and technical assistance.
- iii. An example of Action: Work with the Building Department and Fire Department to waive permit fees for mechanical elevations in the business along the Mattapoissett River.
- iv. Revise and update the mitigation action plan
- v. Identify integration opportunities throughout the community as well as how the data and information from the previous plan was integrated into other mechanisms.

4. HAZARD MITIGATION PLAN MAINTENANCE PROCESS a) PLAN REVIEW, EVALUATING, AND IMPLEMENTATION

In order to continue to be an effective representation of the jurisdiction's overall strategy for reducing its risks from natural hazards, the mitigation plan must reflect current conditions. This will require an assessment of the current development patterns and development pressures as well as an evaluation of any new hazard or risk information.

- The plan must describe changes in development that have occurred in the hazard prone areas and increased or decreased the vulnerability of each jurisdiction since the last plan was approved.
- The plan must describe the status of the hazard mitigation actions in the previous plan by identifying those that have been completed or not completed. For actions that have not been completed, the plan must either describe whether the action is no longer relevant or be included as part of the new plan.
- The plan must describe if and how any priorities changed since the plan was previously approved. If no changes in priorities are necessary, plan updates may validate the information in the previously approved plan.

5. MAINTENANCE

Rochester will assist the communities in conjunction with the LPTs, for the monitoring, evaluating and updating the plan.

- a) The Town of Rochester will assist the communities in the implementation and incorporation of the plans' goals into other local planning processes, such as a Comprehensive Plan, or other local by-laws and ordinances.
- b) The completed plan will include an implementation schedule with procedures for ensuring the plans' implementation, updating and revision every 5 years.
- c) Rochester will work with the communities for continued public involvement.

6. PLAN HAZARD MITIGATION PLAN ADOPTION AND APPROVAL

- a) The consultant will submit the plan update to MEMA/FEMA for review,
- b) Revise based on comments received by MEMA/FEMA;
- c) Submit revised for approval pending adoption.

7. LOCAL ADOPTION



Once the LPT has received, the plan update, the plan will be brought before the Select Board in Rochester for community adoption.

8. PLAN APPROVAL

The adopted plan will be submitted to the State Emergency Management Agency on or before the termination date for initial review and forwarding to FEMA/Region for final review and approval.

FINAL DELIVERABLES

Final deliverable shall be completed and submitted by **February 1, 2024**, to enable 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
 - o List of critical facilities
 - o Summary of overall population
 - o Community profile
 - o Updates of any new development
- Vulnerability Assessment
 - o List of Critical facilities in Flood Zones
 - o Summary of vulnerable populations
 - o Summary of vulnerable infrastructure
- Catalog of existing hazard mitigation efforts
 - o Existing studies, plans, reports, and additional technical information as needed to finalize the assessment of local capabilities in advance of mitigation strategy development tasks.
 - o 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.



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. Rochester 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. Rochester:

Familiarity with the Town of Rochester:

Highly Advantageous: Very familiar with the Town of Rochester

Advantageous: Some familiarity with the Town of Rochester.

Not Advantageous: Little familiarity with the Town of Rochester.

Unacceptable: Unfamiliar with the Town of Rochester.

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 cost.

TIMELINE AND PROJECT SCHEDULE

The consultant will be expected to commence activities immediately upon award of the contract. The contract period shall be from execution of the contract to **June 1, 2024**.



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/Firm



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 Office



ATTACHMENT E
STANDARD HOLD HARMLESS AND INDEMNIFICATION AGREEMENT

_____, its officers and members all through the signing of signing of this document by an authorized party or agent, indemnify, hold harmless and defend the Town of Rochester and its agents and employees from all suits and actions, including attorneys' fees and all costs of litigations and judgment of every name and description brought against the Town as a result of loss, damage or injury to person or property by reason of any act by its agents, servants or employees.

Authorized Signature

Name and Title (Print or Type)

Date