



Town of Bristol

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REQUEST FOR PROPOSALS
For
Local Hazard Mitigation Planning Services for the Town of Bristol

Date of Issue: Wednesday, August 23, 2023

Closing Date: Wednesday, September 20, 2023, 4:00pm

The Town of Bristol in Addison County, Vermont, is seeking the services of a qualified consultant to update a Local Hazard Mitigation Plan for the Town of Bristol (2020 pop. 3,782). The plan will be submitted to FEMA for approval. Bristol's current [Local Hazard Mitigation Plan](#) expires in January 2024.

The selected consultant(s) will be expected to (1) demonstrate the ability to identify various hazard mitigation strategies that will eliminate or greatly reduce the impact of hazards that may affect Bristol and (2) have experience related to mitigation planning work.

Funding Source

This work is funded in part by a Hazard Mitigation Assistance grant from FEMA. It is anticipated that the FEMA grant funds will cover all of the consultant expense, which will account for 75% of the entire project cost. The Town of Bristol will be responsible for the remaining 25% of project cost, through a combination cash and in-kind hours. Tasks that will be undertaken by the Town staff and officials include:

- General printing, photocopying, and other direct meeting expenses such as public notices.
- Public outreach and publicity efforts.
- Research (e.g. listers' data, flood levels and loss data).

The consultant will be asked to assist the Town staff and officials in tracking and helping to maximize in-kind hours towards the required match.

The amount available for consultant expenses is capped at \$10,000. Cost-effectiveness and efficiency will be given very serious consideration. The selected consultant will be expected to propose a budget and timeline that makes the most cost-effective and expedient use of all in-kind resources, as well as other cost-saving measures, such as teleconferencing.

Schedule

As noted, Bristol’s current [Local Hazard Mitigation Plan](#) expires in January 2024. We recognize the update process is likely to take longer than three months to complete. It is in the Town’s interest to have an updated plan in place as soon as possible while not jeopardizing the process of gathering information, engaging the public, and having meaningful consideration of mitigation strategies. Please provide an estimated timeline for when an updated draft plan can be expected to be provided to FEMA to begin their review.

Project Proposal

The project proposal should be organized along the following steps (some discretion is allowed as long as the proposal is in line with the requirements of the [FEMA Review Tool](#)). Each step should indicate the consultant’s role and responsibility, proposed date for completion, number of consultant hours required for each step, hourly rates and any associated direct expense. The Town of Bristol brings to this project a willingness to align its resources in the most cost-effective manner possible, so consultants are strongly encouraged to suggest strategies for delegating responsibilities.

Step	Description
1.	Assemble planning team and meet with consultant(s) to review the planning process and confirm outreach strategy.
2.	Establish work plan with deliverables, timelines for completion and confirmed roles and responsibilities.
3.	Review information on natural hazards and on man-made hazards based on best available data.
4.	Review hazard data in one public meeting.
5.	Complete vulnerability assessment to quantify the extent of each hazard.
6.	Identify mitigation strategies.
7.	Review mitigation strategies in a public meeting.
8.	Submit plan to Vermont Emergency Management (VEM) and revise accordingly.
9.	Submit revised plan to FEMA, revise if necessary, and adopt plan.

The final plan document developed by the consultant will be expected to be provided to the Town of Bristol in an accessible format (e.g. Word) that can be used in future plan updates.

Qualified, interested individuals should submit the following information no later than Wednesday, September 20, 2023, 4:00pm:

1. Consultant’s qualifications and resume. Please include references and contact information for similar emergency management or hazard mitigation planning projects.
2. Description of experience with grant-funded projects, especially FEMA or Vermont Emergency Management programs.

3. Project and cost proposal, itemized by project steps as identified above. Proposal should include all consultant hourly rates and any associated direct expenses.

Evaluation of Proposals

Selection of a consultant(s) will be based on the proposal and:

- Documented experience in mitigation planning
- Technical staff capability to assess risks based on identified hazards
- Experience working with local, state, and/or federal government
- Ability to recommend viable mitigation actions
- References of past work in mitigation planning
- Cost
- Timeliness

The Town of Bristol encourages responses from disadvantaged, women-owned, minority-owned and small local firms. Selected candidates should be prepared to execute a contract that contains pass-through provisions regarding Federal programs and assurance related to this grant-funded work, including policies regarding conflicts of interest, equal opportunity, non-discrimination, retention of and access to records, and audit requirements, when applicable. The Town reserves the right to reject any or all responses.

Proposals will be accepted until **4:00pm, Wednesday, September 20, 2023** by e-mail to townadmin@bristolvt.org with “Hazard Mitigation Plan Update” in the subject line or by mail or hand delivery with “Hazard Mitigation Plan Update” on the envelope to Town of Bristol, P.O. Box 249, 1 South Street, Bristol, VT 05443.

Questions? Contact Town Administrator Valerie Capels at (802) 453-2410 ext. 1 or townadmin@bristolvt.org.

The Town of Bristol is an equal opportunity provider and employer and does not discriminate on the basis of race, color, national origin, age, disability, religion, gender, or familial status.