REQUEST FOR PROPOSALS:
NATURAL HAZARDS MITIGATION PLANNING SERVICES FOR THE CENTRAL CONNECTICUT REGION

Proposal Deadline

SUBMITTALS MUST BE RECEIVED BY:
Monday, March 2, 2015
2:00 p.m. EST

Submit Proposals to:
Capitol Region Council of Governments
241 Main Street, Fourth Floor
Hartford, CT 06106
I. INTENT
The Capitol Region Council of Governments (CRCOG) intends to hire a consultant to provide services to complete an update to the Central Connecticut Region’s Natural Hazards Mitigation Plan. Funding for this project is provided by the Connecticut Department of Emergency Services and Public Protection, Division of Emergency Management and Homeland Security (DEMHS) through a sub-grant from the Federal Emergency Management Agency’s (FEMA) Hazard Mitigation Grant Program (HMGP). The consultant will be utilized to provide technical services to CRCOG for the completion, submittal, and approval by FEMA of an updated Multi-jurisdictional Natural Hazards Mitigation Plan for the Central Connecticut Region. Consultant selection criteria will include, but is not limited to, the following:

- Hazard mitigation planning experience.
- Knowledge of current FEMA requirements for Multi-jurisdictional Natural Hazards Mitigation Plans.
- Experience in preparing FEMA-approved Natural Hazards Mitigation Plans.
- Technical expertise in preparing maps and performing GIS analysis.
- Experience in working with municipal staff to solicit potential projects for inclusion in a Natural Hazards Mitigation Plan.
- Experience in addressing comments regarding Natural Hazards Mitigation Plans.
- Demonstrated understanding of the project timeline and a proposed schedule that will result in on-time completion, approval, and adoption of the plan.

CRCOG will procure consultant services in accordance with the established policy of CRCOG and requirements of the DEMHS terms and conditions of the grant award. The project will commence upon selection of a consultant and issuance of a notice to proceed.

II. INTRODUCTION/BACKGROUND INFORMATION
The Capitol Region Council of Governments (CRCOG) is the largest of Connecticut’s nine regional planning organizations. We are established under the Connecticut General Statutes as a voluntary association of municipal governments serving the City of Hartford and 37 surrounding communities.

CRCOG recently took over management of a project to update the Natural Hazards Mitigation Plan for the former Central Connecticut Region. That region, which comprises the municipalities of Berlin, Bristol, Burlington, New Britain, Plainville, Plymouth, and Southington, was formerly served by the Central Connecticut Regional Planning Agency (CCRPA). CCRPA had received a grant from DEMHS to complete the update, but due to the recent reorganization of planning regions in Connecticut, CCRPA was unable to complete the plan. Four of the municipalities in the former CCRPA region have joined CRCOG and CRCOG has agreed to take over management of the update process for all seven municipalities. The grant period for the award extends to September 3, 2016 but the plan update is due in June, 2016. The previous plan was approved and adopted in 2011.

Before dissolving, CCRPA completed a partial draft of the plan update. The partial draft is available on CRCOG’s website (http://www.crcog.org/about/rfqs.html) and respondents are
The consultant will represent a firm, company, team, or individual possessing experience and expertise in preparing FEMA-approved Natural Hazards Mitigation Plans, assessing risk from natural hazards, conducting public outreach, working with municipal officials, and the professional standards thereof, to undertake and successfully complete the scope of work as outlined in this RFP. Respondents should be prepared to demonstrate a strong hazards mitigation planning background.

The following is a description of project tasks to be undertaken by the chosen planning consultant:

1. **Coordinate with CRCOG on community outreach and involvement.** CRCOG will take the lead on outreach and community involvement. CRCOG will schedule and run meetings in each of the seven towns to solicit input from the public and municipal officials. We expect that the consultant selected through this RFP will be present at the meetings to answer questions and take notes for the plan. The result of these meetings will be updated lists of projects, updates regarding completed projects from the 2011 plan, updated goals and objectives, and public input. The consultant will take the information obtained from these meetings and integrate into the plan document.

2. **Assist municipal officials with required municipal updates.** As needed, the consultant will assist municipal staff and elected officials with preparing and understanding updates required for the plan. The consultant will meet with, and answer questions from, municipal officials and staff as needed. It is anticipated that at least one meeting per town will be necessary. CRCOG will assist with this task as well.

3. **Revise current partial draft plan.** The consultant will revise, as necessary, the current partial draft plan prepared by CCRPA. The consultant will ensure that the plan meets current FEMA requirements for Natural Hazards Mitigation Plans.

4. **Create maps and visual aids for the plan.** As needed, the consultant will prepare maps and other visual aids to be included in the updated plan document.

5. **Perform analysis of demographic, economic, and other data.** As needed, the consultant will gather and analyze data to support the updated plan document. Most data analysis has already been completed, but some of the analyses may need revision.

6. **Perform basic cost-benefit analysis and prioritization of municipal projects.** Following FEMA guidance, the consultant will prepare a basic cost-benefit analysis of each of the submitted projects. The benefit-cost analysis should be based on the STAPLEE evaluation process recommended in FEMA’s *Developing the Mitigation Plan: Identifying Mitigation Actions and Implementation Strategies* (April 2003).

7. **Drafting and layout of the updated plan document.** The consultant will revise text, integrate visual aids, integrate data analyses, and write new text where necessary.

8. **Prepare final document for submission.** The consultant will prepare a final document in
conformity with FEMA requirements. CRCOG anticipates a lengthy review process and encourages the consultant to consider this when drafting a proposed schedule. **CRCOG would prefer the draft be complete and ready to submit by July 2015.**

9. **Submit draft plan to the State for review.** The consultant will assist CRCOG with submitting the draft plan to the State for review.

10. **Submit draft plan to FEMA for review.** The consultant will assist CRCOG with submitting the draft plan to FEMA for review, following FEMA requirements.

11. **Revise the updated plan.** It is anticipated that at least one round of comments will be received from FEMA/DEMHS. The consultant will review feedback from FEMA and DEMHS and incorporate any required revisions into the plan.

12. **Resubmit the plan.** The consultant will assist CRCOG with submitting the revised plan to FEMA.

13. **Obtain municipal approval of the plan.** The consultant will assist CRCOG with drafting a resolution for each of the seven municipalities to pass, officially adopting the plan. Such resolution will be included with the draft plan sent to FEMA. CRCOG will attend municipal meetings to ensure passage. The consultant may be asked to answer questions from municipal officials prior to passage of the resolution.

14. **Preparation and submission of quarterly progress reports.** The consultant will assist CRCOG with the preparation and submission of quarterly progress reports to DEMHS. Such reports are a condition of the grant award.

### V. PROJECT SCHEDULE

The Consultant should be prepared to enter into a contract and begin work as directed by CRCOG in **late March, 2015.** It is anticipated that the contracted services as described in this RFP will be completed by **June, 30, 2016. All work must be completed by September, 2016.**

### VI. PROPOSAL REQUIREMENTS

#### A. Submission

Sealed proposals, in accordance with the format prescribed below, will be received at the Capitol Region Council of Governments, located at 241 Main Street, Hartford, CT 06106, **until 2:00 p.m. EST, Monday, March 2, 2015.** Any responses received after the advertised opening date and time shall be rejected. Respondents are required to provide one (1) signed original and six (6) copies of their response, including all supporting documentation, as well as a CD or flash drive containing an exact copy of all requested materials.

Note that the submission of any proposal indicates acceptance by the respondent of the terms and conditions contained herein, unless otherwise specifically noted in the proposal itself and confirmed in resulting contracts.

#### B. Questions

**General inquiries** concerning the Request for Proposals must be made to:

*Central Connecticut Region Natural Hazards Mitigation Plan RFP: Page 4*
William D. Perkins, III  
CRCOG  
241 Main Street, 4th floor  
Hartford, CT 06106  
860-522-2217, ext. 243

However, no oral interpretations shall be made to any respondent as to the meaning of any of the proposal documents. Every request for an interpretation shall be made in writing, addressed and forwarded either to the address above, faxed to (860) 724-1274 attention William Perkins, or emailed to wperkins@crcog.org. To receive consideration, such questions must be received by 3:00 p.m. on Thursday, February 19, 2015.

CRCOG’s staff/consultants will arrange as addenda, which shall be made a part of this RFP and any resulting contracts, all questions received following the above procedure and the decisions regarding each. By Monday February 23, 2015, CRCOG will post a copy of any addenda to CRCOG’s website, located at www.crcog.org. It shall be the responsibility of each respondent to determine whether any addenda have been issued and if so, to download copies directly from the agency’s website.

A VOLUNTARY pre-proposal conference will be held on Tuesday February 17, 2015 at 2:00 p.m. E.T. The conference will be held in CRCOG’s offices at 241 Main Street, 4th Floor, Hartford CT.

C. Proposal Format
Respondents must submit complete responses to all of the information requested. Respondents who do not respond to the entire content of the RFP may be disqualified. Proposals should identify the Consultant’s hazard mitigation planning approach, tasks, types and sources of information to be collected, and staff expected to be involved in the work. The proposal should also note how the plan and supporting information will be presented to CRCOG, municipal officials, and state and federal agencies.

Written proposals should include, at a minimum, the following information in the order requested:

1. **Cover Letter.** A letter signed by an officer of the firm or individual, binding the respondent to all of the commitments made in the proposal. The cover letter should be addressed to William Perkins, Capitol Region Council of Governments, 241 Main Street, Hartford, CT 06106.

2. **Contact Information.** The name, address and contact person of the respondent submitting the proposal. Please include telephone and fax numbers, as well as email and website addresses.

3. **Statement of Qualifications and Experience.** Additional information can be in narrative form.
   a. Give the respondent’s professional history, background and relevant experience.
b. The name(s), business address, phone number, e-mail address of firms and individuals proposed to participate in all tasks identified in the scope of work.

c. The background, education and relevant experience of all team members proposed to participate in all tasks identified in the scope of work. The principal in charge and project manager shall be identified along with the roles of other significant project participants.

d. Experience with natural hazards mitigation planning. Please provide a minimum of three references, giving the name of the project, description of project, project period, and project cost. (Include the names of clients, primary contact person and phone number). The references should include FEMA-approved Natural Hazards Mitigation Plans completed in the last 5 years, which demonstrate the respondent’s ability to prepare a plan that meets current FEMA requirements.

4. **Scope of Work.** Proposed approach to the scope of work including an assessment of what needs to be done to complete the partial draft plan. The statement of approach should also include a discussion of quality control for each phase of work outlined in this RFP (See Section IV, Consultant Scope of Work).

5. **Project Schedule.** Proposed project schedule in accordance with basic requirements of this RFP. Please include major tasks and approximate timeline required to get the draft plan ready for submission to FEMA.

6. **Fee Proposal.** The fee proposal shall include costs associated with the delivery and provision of finished product(s), and costs associated with carrying out all tasks specified in Section IV Consultant Scope of Work, contained in this RFP. The fee proposal should include:
   a. A complete rate schedule and pricing for staff and equipment to be utilized for this project.

7. **Proposed Subcontractors.** The successful respondent will assume sole responsibility for the complete project as required in this RFP. CRCOG will consider only one individual/firm/company as the sole point of contact with regard to contract matters, whether or not subcontractors are used for one or more parts of this project. Respondents who intend to subcontract one or more elements of this project to other firms/individuals shall identify those work elements to be subcontracted and the firm/individual subcontractor. All subcontractors shall be included in the respondent’s statement of qualifications. Subcontractors may not be substituted, nor any portions of the contract assigned to other parties, after contract award without the written consent of CRCOG.

The successful respondent may utilize the services of specialty subcontractors on those portions of the work that under normal contracting practices are performed by specialty subcontractors. The successful respondent shall be fully responsible to the Capitol Region Council of Governments for the performance, finished products, acts, and omissions of its subcontractors and persons directly or indirectly employed thereby. CRCOG will not pay an administration fee to the prime contractor for any subcontracted work.
8. **Insurance Documents.** Documentation of insurance coverage required under Section X of this Request for Proposals.

9. **Response Page.** See ATTACHMENT A.

10. **Non-Collusion Statement.** See ATTACHMENT B.

11. **Equal Employment Opportunity and Minority/Female Business Enterprise Certification Form.** See ATTACHMENT C.

### VIII. SELECTION CRITERIA

CRCOG desires to award a contract to the respondent who demonstrates the ability to provide the highest quality service at the most reasonable cost. To accomplish this goal, CRCOG’s criteria for selection will include, but not be limited to:

1. Natural Hazards Mitigation Planning Experience
2. Work Management Team
3. Fee(s)
4. Proposed schedule

Additional criteria to be considered include the following:

- Staff qualifications, respondent’s experience with FEMA’s requirements for Natural Hazards Mitigation Plans.
- Previous experience of the respondent and proposed staff, including experience with similar projects.
- Overall cost of services and the cost effectiveness of the proposal.
- The respondent’s incorporation of relevant deadlines and estimated governmental review times into the proposed schedule for each task.
- Other relevant factors that would have an effect on the respondent’s ability to satisfactorily complete the work within the stipulated time period.
- Quality of responses from relevant references and past performance in terms of quality of work and the timeliness of the accomplishment.

Based upon the evaluation of proposals submitted, CRCOG intends to select finalists who may be required to make formal presentations before a review committee regarding their qualifications, project approach, and ability to provide the required services to best serve the needs of CRCOG.

CRCOG and the review committee may elect to negotiate with the top ranked respondents and to accept modifications to the proposed scope of services and/or price when such action is in the best interest of the participants to do so. Additional clarifying information may be requested to aid in the decision-making process.

### IX. PROCUREMENT SCHEDULE: SUMMARY OF KEY DATES

The following schedule has been prepared for this RFP process. Note that project constraints may cause the evaluation and selection related dates noted below to change.

RFP Release Date: Monday, February 9, 2015
Pre-proposal Conference (optional): Tuesday, February 17, 2015 at 2:00pm
RFP Questions Due to CRCOG: Thursday, February 19, 2015 by 3:00 pm
Answers/Addendum Posted: Monday, February 23, 2015
Proposals Due: Monday, March 2, 2015 at 2:00 pm
Proposal Evaluations: Week of March 2, 2015
Interviews: Week of March 9, 2015
Notification of Successful Respondent: Late March 2015

X. ADDITIONAL TERMS AND CONDITIONS

Compliance with Applicable Laws
The successful consultant shall comply with all applicable federal, state and local laws and regulations as may be applicable. Funding for this project is provided by the Connecticut Department of Emergency Services and Public Protection, Division of Emergency Management and Homeland Security through a sub-grant from the Federal Emergency Management Agency’s (FEMA) Hazard Mitigation Grant Program (HMGP). The project will result in a FEMA-approved Multi-jurisdictional Natural Hazards Mitigation Plan. The consultant must take into account compliance with all regulations applicable to such plans, and will also be subject to the Terms and Conditions of the HMGP grant. Respondents are advised to review all applicable federal and state regulations prior to submitting a proposal.

Grant Funding
Work performed as part of this contract may be funded a grant from the Connecticut Department of Emergency Services and Public Protection, Division of Emergency Management and Homeland Security (DEMHS) through a sub-grant from the Federal Emergency Management Agency’s (FEMA) Hazard Mitigation Grant Program (HMGP). All work is contingent on adequate funding from DEMHS.

The consultant further agrees to all conditions contained within the grant contract between CRCOG and the Connecticut DESPP/DEMHS (available at: http://www.crcog.org/about/rfqs.html) as well as FEMA’s requirements for Multi-jurisdictional Natural Hazards Mitigation Plans.

Freedom of Information
Respondents are advised that any and all materials submitted in response to this RFP shall become the sole property of the Capitol Region Council of Governments and shall be subject to the provisions of Section 1-210 of the Connecticut General Statutes (re: Freedom of Information).

Incurred Costs
This request for proposals does not commit the Capitol Region Council of Governments to award a contract or to pay any costs incurred in the preparation of a response to this request. The Capitol Region Council of Governments will not be liable in any way for any costs incurred by respondents in replying to this RFP.

Severability
If any terms or provisions of this Request for Proposal shall be found to be illegal or unenforceable, then such term or provision shall be deemed stricken and the remaining portions of this document shall remain in full force and effect.

**Oral Presentation**
Respondents who submit a proposal in response to this RFP may be required to give an oral presentation of their proposal to the Capitol Region Council of Governments. This provides an opportunity for the respondent to clarify or elaborate on the proposal. These are fact-finding and explanation sessions only and do not include negotiation. The Capitol Region Council of Governments will schedule the time and location of these presentations. Oral presentations are an option of the Capitol Region Council of Governments and may or may not be conducted.

**Subcontracting**
The successful respondent may utilize the services of specialty subcontractors on those portions of the work that under normal contracting practices are performed by specialty subcontractors. The successful respondent shall not award any portion of the work to a subcontractor without prior written approval of the Capitol Region Council of Governments. The acceptance of any and all subcontractors shall reside with the Capitol Region Council of Governments, and the Capitol Region Council of Governments decision shall be final. The successful respondent shall be fully responsible to the Capitol Region Council of Governments for the performance, finished products, acts, and omissions of his subcontractors and persons directly or indirectly employed thereby.

**Assigning/Transferring of Agreement**
Any successful respondent is prohibited from assigning, transferring, conveying, subletting or otherwise disposing of the resulting agreement or its rights, title, or interest therein or its power to execute such an agreement to any other person, company or corporation without prior consent and approval in writing from the Capitol Region Council of Governments.

**Acceptance or Rejection by the Capitol Region Council of Governments**
CRCOG reserves the right to accept and or reject any or all proposals submitted for consideration or to negotiate separately in any manner necessary to serve the best interests of the CRCOG. Respondents whose proposals are not accepted shall be notified in writing.

**Amending or Canceling Request**
CRCOG reserves the right to amend or cancel this RFP, prior to the due date and time, if it is deemed to be in its best interest to do so.

**Waiver of Informalities**
The Capitol Region Council of Governments reserves the right to accept or reject any and all responses to this Request for Proposals, or any part thereof, and to waive any informalities and/or technicalities that are deemed to be in its best interest.

**Collusion**
By submitting a proposal, the respondent implicitly states: that his/her proposal has not been made in connection with any other competing respondent submitting a separate response to this RFP; is in all respects fair; and has been submitted without collusion or fraud. It is further implied that the respondent did not participate in the RFP development process, had no knowledge of the specific contents of the RFP before its issuance, and that no employee of CRCOG either directly or indirectly assisted in the vendor’s proposal preparation.

**Termination**
CRCOG may terminate any contract(s) or any part of any contracts resulting from this process at any time for: cause, default or negligence on the part of the selected respondent; or if the selected respondent fails, in the opinion of CRCOG, to meet the general terms and conditions of any resulting contract or to provide a level of service that is deemed to be in the best interest of CRCOG.

**Ethics**
The conduct of any contracted consultant shall be subject to the CRCOG Ethics Policy (found online at: http://www.crcog.org/about/ rfqs.html).

**Affirmative Action**
CRCOG is an equal opportunity employer and require an affirmative action policy from all contractors and vendors as a condition of doing business with CRCOG, as per Federal Order 11246. By signing the proposal sheet for this bid, all vendors and contractor agree to this condition of doing business with CRCOG and should CRCOG choose to audit their compliance, the respondent agrees to cooperate fully.

**Insurance Requirements**
The consultant (CONSULTANT) shall be required to furnish a Certificate of Insurance evidencing the following insurance coverage prior to the execution of this Agreement. Failure to maintain insurance coverage as required and to name the Capitol Region Council of Governments and CRCOG member municipalities as the Additional Insured will be grounds for termination of the contract. In addition:

A. The insurance requirements shall apply to all subcontractors and/or consultants.
B. All policy forms shall be on the occurrence form. Exceptions must be authorized by CRCOG unless the coverage is for Professional Liability where the common form is claims made.
C. Acceptable evidence of coverage will be on the ACORD form or a form with the same format.
D. All renewal certificates shall be furnished at least 10 days prior to policy expiration.
E. Each certificate shall contain a 30 day notice of cancellation.
F. Insurance shall be issued by an insurance company licensed to conduct business in the State of Connecticut which has at least an “A-” policy holders rating according to Best Publications latest edition Key Rating Guide.

Required insurance coverage:
A. **Professional Liability Insurance** with limits up to $2,000,000 aggregate limit issued on claims made basis for the term of the contract and continuing for two years following the completion of the contract at the CONSULTANT's cost.

B. **Comprehensive General Liability, including Contractual Liability, Products/Completed Operations Insurance**, as applicable, with limits not less than $2,000,000 for all damages because of bodily injury sustained by each person as the result of any occurrence and $1,000,000 bodily injury aggregate per policy year and limits of $1,000,000 for all property damage sustained by each person as a result of any one occurrence and $1,000,000 property damage aggregate per policy year or a combined single limit of $1,000,000. All, if any, deductibles are the sole responsibility of the CONSULTANT to pay and/or indemnify.

C. **Automobile Liability Insurance** including non-owned and hired vehicles in the same limits as indicated above.

D. **Workers' Compensation Insurance** at the Connecticut statutory limit including Employers' Liability with limits of $100,000 each accident, $500,000 for each disease/policy limit, and $100,000 for disease for each employee.

E. **Excess Liability Umbrella Form** over sections B, C, and D-Employers' Liability with limits up to $4,000,000.

**Hold Harmless and Indemnification**

In addition to its obligation to provide insurance as specified above, the CONSULTANT, its subcontractors, agents and assigns shall indemnify and hold harmless the Capitol Region Council of Governments and its member municipalities, including but not limited to, its elected officials, and its officers, from any and all claims made against the CRCOG, including but not limited to, damages, awards, costs and reasonable attorney’s fees, to the extent any such claim directly and proximately results from the negligent acts, errors, or omissions in performance of services by the CONSULTANT during the CONSULTANT's performance of this Agreement or any other Agreements of the CONSULTANT entered into by reason thereof. CRCOG agrees to give the CONSULTANT prompt notice of any such claim and absent a conflict of interest, an opportunity to control the defense thereof.
Capitol Region Council of Governments
REQUEST FOR PROPOSALS

DATE ADVERTISED: February 6, 2015
DATE / TIME DUE: Monday March 2, 2015
                2:00 p.m. EST

NAME OF PROPOSAL: Natural Hazards Mitigation Planning Services
                  For The Central Connecticut Region

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ATTACHMENT B

CAPITOL REGION COUNCIL OF GOVERNMENTS

NON-COLLUSION STATEMENT

The company responding to this Request for Proposals certifies that it is being submitted without any collusion, communication or agreement as to any matter relating to it with any other respondent or competitor. We understand that this response must be signed by an authorized agent of our company to constitute a valid response.

Date: ________________________________

Name of Company: ________________________________

Name and Title of Agent: ________________________________

By (SIGNATURE): ________________________________

Address: ________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

Telephone Number: ________________________________
ATTACHMENT C

CAPITOL REGION COUNCIL OF GOVERNMENTS
EQUAL EMPLOYMENT OPPORTUNITY AND MINORITY/FEMALE
BUSINESS ENTERPRISE CERTIFICATION FORM

The undersigned certifies that ____________________________ is an
(Name of Company)
Equal Opportunity Employer and is in compliance with federal and State rules and regulations
pertaining to Equal Employment Opportunity and Affirmative Action.

_____________________________________
(Respondent's Signature)

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IF APPLICABLE:
The undersigned also certifies that ____________________________
(Name of Company)
is a Minority/Female Business Enterprise and is in compliance with federal and state rules and
regulations pertaining to Minority/Female Business Enterprise designations.

_____________________________________
(Respondent's Signature)

_______________________________ (Today’s Date)