CHITTENDEN COUNTY RPC
Communities Planning Together

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2027 Chittenden County Multi-Jurisdictional Hazard Mitigation Plan Update Request for Proposals (RFP)

Responses due by **Friday, December 4, 2026 at 5 PM**
Send responses to: Christine Forde, Senior Transportation Planner at cforde@ccrpcvt.org

1.0 Introduction

The Chittenden County Regional Planning Commission (CCRPC) invites qualified firms, or teams of firms, to submit written proposals for the development and FEMA approval of an updated Chittenden County Multi-Jurisdictional Hazard Mitigation Plan (Plan). The purpose of this project is to update the existing countywide mitigation planning framework and the individual municipal mitigation plans so that eighteen of the nineteen municipalities in Chittenden County have a current, FEMA-approved hazard mitigation plan that identifies risks, establishes locally appropriate mitigation priorities, and provides a practical strategy for reducing long-term risk to people, property, infrastructure, and community functions.

The 2022 Chittenden County Multi-Jurisdictional All-Hazards Mitigation Plan was developed through a collaborative countywide process and included 18 individual municipal annexes. Colchester did not participate in the 2022 update and will not be participating in this 2027 update.

This project is intended to provide a coordinated update for 18 Chittenden County municipalities and to incorporate changes in hazards, development, vulnerability, mitigation progress, community priorities, available data, and local capabilities since the previous planning cycle.

The current Chittenden County Multi-Jurisdictional All-Hazards Mitigation Plan expires on November 9, 2027. The CCRPC's goal is to complete the update and have the new plan adopted by the participating jurisdictions by that time, if practicable. Respondents should develop a schedule that strives to achieve adoption by the end of October 2027 while recognizing that the VEM/FEMA review and approval process, municipal review and adoption schedules, and other factors outside the consultant's control may affect the timeline. The proposed schedule should identify key milestones and dependencies and should allow sufficient time for VEM/FEMA review, revisions, and municipal adoption.

The plan shall be developed to satisfy the requirements of 44 CFR §201.6 and FEMA's Local Mitigation Planning Policy Guide (2022), as applicable to local multi-jurisdictional mitigation plans. The consultant shall use FEMA's current Local Mitigation Plan Review Tool and related guidance as the primary quality-control framework and shall be responsible for producing a plan that is approvable by Vermont Emergency Management (VEM) and FEMA.

This project is intentionally structured to recognize the limited staff capacity and resources of the participating municipalities. Municipal staff, elected officials, and volunteer officials will have limited capacity to perform project work. The selected consultant is therefore expected to perform almost all substantive work required to complete the Plan. Municipal participation will primarily consist of providing available local information, participating in focused meetings and reviews of plan content,

identifying or confirming local priorities, and completing formal adoption. The consultant shall not assume that municipalities will provide staff to conduct research, write plan sections, develop maps, organize public meetings, document participation, maintain action tables, or otherwise complete major portions of the work.

CCRPC will serve as the regional project manager and primary point of coordination. CCRPC will assist with regional coordination, provide available regional data and prior planning materials, facilitate access to municipal contacts, and coordinate the overall review and adoption process. The consultant will remain responsible for day-to-day project management, substantive technical work, meeting preparation and documentation, public engagement, plan drafting, quality control, and coordination with VEM.

The anticipated project budget is $130,000. Proposals should demonstrate how the consultant will provide the level of effort necessary to complete a FEMA-compliant multi-jurisdictional plan and individual municipal annexes within this budget. Respondents may recommend adjustments to the task structure if they can demonstrate that the proposed approach will provide equal or greater value and will satisfy all applicable FEMA requirements.

2.0 Submission Requirements

Please submit a technical proposal and a separate cost proposal via email to Christine Forde at cforde@ccrpcvt.org by **Friday, December 4, 2026 at 5 PM**. Proposals received after the deadline will not be accepted. The technical proposal is limited to 20 pages for project understanding, methodology, team experience, allocation of team member hours for each task, schedule, public and stakeholder engagement approach, and quality-control/FEMA approval approach; with an additional up to 10 pages allowed for resumes and relevant experience of key team members.

If the respondent does not receive an acknowledgement email from CCRPC of the submittal, it is the respondent's responsibility to verify receipt with the CCRPC Project Manager.

Please indicate if you are licensed to do business in the State of Vermont. Consultants are not required to be licensed to respond to this RFP, but they will be required to obtain any required license prior to being awarded a contract.

2.1 Questions and Contact

Please email Christine Forde at cforde@ccrpcvt.org if you have questions about this request for proposals. CCRPC will maintain a list of questions and answers and will post responses on the CCRPC RFP website. Questions will be accepted until Wednesday, November 15, with responses posted by Friday, November 20, to ensure all parties have adequate time to review the answers.

2.2 Technical Proposal

The Technical Proposal should demonstrate that the consultant understands the intent and scope of the project; the character of the deliverables required for completion; the FEMA requirements applicable to a local multi-jurisdictional mitigation plan; and the specific tasks that must be performed to supply these services. The proposal should also demonstrate how the consultant will manage a project involving 18 jurisdictions with varying levels of staff capacity and planning experience.

Please include the following information in the technical proposal.

Cover Letter & Project Abstract

This section should introduce the consulting firm and summarize the consultant's overall understanding of the project. It should describe the proposed approach to completing a FEMA-compliant multi-jurisdictional plan while minimizing the amount of work required from municipal staff.

Methodology

Describe the proposed approach for each task in the Scope of Work. Identify deliverables, milestones, assumptions, required municipal participation, and quality-control procedures. The proposal should specifically identify how the consultant will track compliance with each applicable FEMA requirement and how the team will respond to VEM and FEMA comments.

Role of Key Staff, Qualifications & Timeline

Identify key individuals assigned to this project and describe their roles and responsibilities. Clearly identify the Project Manager and FEMA mitigation planning lead. Resumes should be provided for only those individuals who will participate in the proposed project. Include estimated labor hours by task and by key staff member. Include a Gantt chart showing the project timetable and major milestones, including municipal meetings, public engagement, draft plan review, VEM/FEMA review, revisions, and adoption.

References

Provide names and contact information for three references who can speak to the firm's qualifications, including at least two references for FEMA-approved local hazard mitigation plans or comparable multi-jurisdictional mitigation planning projects completed within the last five years.

2.3 Cost Proposal

The cost proposal should be submitted as a separate attachment and list the prime consultant and any subconsultants separately and include the items below. The total proposed cost, based on the proposed hours, rates, and estimated direct expenses, shall not exceed $130,000.

- All hourly labor rates must be fully loaded or inclusive. Rates shall include all direct planning and technical labor costs, including base wages, corporate overhead, General and Administrative (G&A) expenses, insurance, fringe benefits, and contractor profit. No separate billing for corporate overhead, multipliers, or administrative fees will be permitted under the resulting contract.
- The resulting contract shall be a Fixed-Price Task-Order contract with an absolute Maximum Limiting Amount (Not-to-Exceed Cap) of $130,000. The Contractor shall perform all planning services, risk assessments, public outreach coordination, and final plan drafting outlined in the Scope of Work within this maximum ceiling. The Contractor absorbs the risk of any cost overruns exceeding this maximum cap.
- Respondents must break down the estimated number of hours and the specific loaded labor categories required to complete each designated Task (e.g., Community Profile, Hazard Identification and Risk Assessment, Mitigation Strategy, Public Participation, Plan Maintenance, and FEMA/State Review Coordination).

- Payment will be made monthly based on the actual hours worked by labor category to complete specific plan milestones, multiplied by the fixed, loaded hourly rates established in the contract, up to the maximum limiting amount designated for each planning task. Invoices must be accompanied by detailed progress reports correlating hours spent to specific chapter or deliverable progression.
- Detailed costs for any proposed subconsultants, including proposed hours, rates, and other applicable costs.
- A clear identification of all anticipated direct expenses.
- A description of any assumptions regarding services to be provided by CCRPC or municipalities. Respondents should assume limited municipal staff support and should price the proposal accordingly.
- A proposed distribution of the $130,000 budget by task and major deliverable.

3.0 Scope of Work

The Scope of Work has been developed to provide the information necessary to prepare an approvable countywide multi-jurisdictional hazard mitigation plan for Chittenden County and local annexes for 18 of the 19 municipalities. Respondents are invited to recommend refinements or additional tasks that would improve the project, provided that the proposal continues to meet all FEMA requirements and remains within the available budget.

The consultant shall be responsible for the substantive completion of the work. Municipalities and CCRPC will provide information and participate in decision-making and review at key milestones, but the consultant shall prepare meeting materials, agendas, presentations, surveys, interview questions, data requests, maps, draft text, action tables, meeting summaries, and other materials needed to advance the project.

The Plan shall clearly distinguish between countywide/regional mitigation strategies endorsed in the Multi-Jurisdictional AHMP and the mitigation strategy of each participating jurisdiction detailed in the annexed LHMPs. The consultant shall work closely with CCRPC staff on refining and updating these strategies. Each jurisdiction must have a meaningful, community-specific mitigation strategy and must be able to adopt the Plan in accordance with FEMA requirements.

3.1 PHASE 1 – PROJECT INITIATION, DATA COLLECTION & PLANNING PROCESS

Task 1: Project Management and FEMA Compliance Framework

The consultant shall establish the project management structure, detailed schedule, communication procedures, document management system, and quality-control process. The consultant shall develop a FEMA compliance matrix based on 44 CFR §201.6 and FEMA's current Local Mitigation Plan Review Tool. The compliance matrix shall identify where each requirement will be addressed in the Plan and shall be maintained throughout the project.

- Kickoff meeting with CCRPC and key regional partners.
- Detailed project schedule and milestone plan.

- FEMA compliance matrix and document outline.
- Municipal participation and information-request schedule.
- Regular status reports documenting progress, upcoming activities, issues, decisions, and needed actions.
- Coordination with VEM as appropriate during plan development and review.

Anticipated Deliverables – to be produced by consultant:

- Project Management Plan and detailed schedule.
- FEMA Compliance Matrix.
- Meeting agendas, presentations, attendance documentation, and meeting summaries for consultant-led meetings.

Task 2: Existing Plan Review and Data Collection

The consultant shall review the 2017 and 2022 Chittenden County Multi-Jurisdictional All-Hazards Mitigation Plans, all available municipal annexes, relevant prior plans, mitigation action status, applicable state and federal plans, and other available studies and datasets. The consultant shall identify what information can be carried forward, what must be updated, and what additional information is needed to satisfy current FEMA requirements.

- Review the 2017 and 2022 countywide plans and each available municipal annex to identify useful descriptive text and tables that could be updated and used for the 2027 plan and annexes.
- Review municipal comprehensive plans, capital improvement plans, emergency management plans, floodplain regulations, stormwater plans, transportation plans, and other relevant planning mechanisms, as available.
- Review the Vermont State Hazard Mitigation Plan and relevant state guidance.
- Compile available demographic, development, infrastructure, critical facility, environmental, and hazard data.
- Develop targeted municipal data requests rather than relying on municipalities to assemble large datasets.
- Identify data gaps and propose reasonable methods for addressing them.

Anticipated Deliverables – to be produced by consultant:

- Existing Plan and Data Review Memorandum.
- Municipal data inventory and data-gap summary.
- Updated mitigation-action status database.

3.2 PHASE 2 – PLANNING PROCESS, STAKEHOLDER & PUBLIC ENGAGEMENT

Task 3: Planning Team and Stakeholder Coordination

The consultant shall design and manage a planning process that provides each jurisdiction with an opportunity to participate while minimizing demands on municipal staff. CCRPC will assist with regional coordination and municipal contacts. The consultant shall develop the meeting schedule, prepare materials, facilitate meetings, document participation, and follow up on outstanding information.

- CCRPC staff will provide overall project coordination through monthly check-in meetings.
- The Chittenden County Hazards Mitigation Plan Committee will act as the project steering committee. CCRPC staff will confirm representation from all participating jurisdictions. CCRPC will also assist in identifying key regional, state, and federal partners.
- Identify additional agencies and organizations with hazard mitigation responsibilities, regulatory authority, infrastructure responsibilities, emergency management roles, and relevant technical expertise to participate in plan development
- Provide opportunities for neighboring jurisdictions and other interested stakeholders to participate, as appropriate.
- Conduct targeted interviews with municipal officials and staff to understand local capabilities, vulnerabilities, priorities, and implementation constraints.
- Maintain a participation log documenting involvement by each jurisdiction.

Anticipated Deliverables – to be produced by consultant:

- Planning team roster including the CCRPC Hazard Mitigation Plan Committee and other stakeholders identified in consultation with CCRPC.
- Planning process and engagement plan.
- Meeting materials and documented summaries.
- Participation matrix demonstrating each jurisdiction's involvement.

Task 4: Public Engagement

The consultant shall develop and implement a practical public engagement strategy that meets FEMA requirements and document how public input is incorporated into the Plan. Given the number of jurisdictions and limited municipal capacity, the consultant should use a combination of countywide engagement, online engagement, and targeted municipal opportunities rather than expecting each municipality to independently conduct a full public engagement process.

- The consultant will provide public-facing text and digital assets that summarize the plan development process for CCRPC's website. This includes:
  - Meeting Summaries: Clear summaries of project meetings and workshops.
  - Outreach Documentation: Descriptions of community engagement efforts and public feedback.

  - Project Artifacts: Accompanying digital materials in standard formats, such as PowerPoint presentations, flyers, or maps.
  - Project Deliverables as they are developed.
- Develop an online public survey or equivalent engagement tool.
- Conduct countywide and/or geographically distributed public meetings, workshops, or listening sessions.
- Provide accessible opportunities for residents who may not participate in traditional public meetings.
- Prepare public notices, presentations, handouts, surveys, and other engagement materials.
- Document comments received and explain how public input affected hazard priorities and mitigation strategies.
- Provide municipalities with ready-to-use materials if a municipality wishes to conduct an additional local meeting.

Anticipated Deliverables – to be produced by consultant:

- Public Engagement Plan.
- Public engagement materials and online engagement tools.
- Public Engagement Summary documenting opportunities, participation, comments, and incorporation of feedback.

3.3 PHASE 3 – HAZARD IDENTIFICATION & RISK ASSESSMENT

Task 5: Hazard Identification, Profiles and Risk Assessment

The consultant shall conduct a countywide hazard identification and risk assessment that satisfies FEMA requirements and provides sufficient jurisdiction-specific information to support mitigation actions. The assessment shall use the best available current data and shall update the 2022 assessment rather than simply reproducing prior text.

- Identify natural hazards that can affect participating jurisdictions and document the rationale for hazards included or not included.
- Describe each hazard's location, extent, previous occurrences, probability/future occurrence, and potential impacts.
- Assess vulnerability for each jurisdiction, including people, buildings, infrastructure, critical facilities, natural resources, and community functions as appropriate.
- Incorporate current flood hazard and fluvial erosion river corridor information, including NFIP-related information and repetitive loss information where available.
- Incorporate information on prior Public Assistance project locations and Individual Assistance claims triggered by previous FEMA-declared disasters.

- Assess impacts associated with climate trends and changing hazard conditions where supported by available data and applicable guidance.
- Identify areas of concentrated risk and populations or facilities that may experience disproportionate impacts.
- Use GIS to develop clear, usable maps that support the risk assessment and mitigation strategy.
- Use quantitative loss estimates where data and methodology are sufficiently reliable and useful for mitigation planning.
- Coordinate with VEM, CCRPC, and relevant technical agencies on hazard data and methodology.

The consultant shall not expect individual municipalities to perform hazard analysis or GIS work. Where municipal-specific information is necessary, the consultant shall conduct interviews or targeted requests and complete the analysis.

Anticipated Deliverables – to be produced by consultant:

- Countywide Hazard Identification and Risk Assessment.
- Municipal-specific risk summaries for all 18 jurisdictions.
- Hazard maps and GIS data layers in an agreed-upon format.
- Updated hazard ranking/prioritization methodology and results.

3.4 PHASE 4 – CAPABILITY ASSESSMENT & MITIGATION STRATEGY

Task 6: Municipal Capability Assessment

The consultant shall conduct a capability assessment for each participating jurisdiction. The assessment shall document existing authorities, policies, programs, plans, staffing, technical resources, fiscal resources, and other capabilities relevant to mitigation. The consultant shall recognize that municipal resources vary substantially and shall avoid recommending actions that are unrealistic given local capacity.

- Prepare a concise capability questionnaire and interview protocol.
- Conduct targeted interviews with each municipality or its designated representative.
- Review relevant ordinances, plans, policies, programs, and funding mechanisms.
- Identify opportunities to strengthen existing capabilities and integrate mitigation into other planning mechanisms.
- Identify regional resources that municipalities can use to implement mitigation actions.

Anticipated Deliverables – to be produced by consultant:

- Capability assessment for each jurisdiction.
- Countywide summary of regional capabilities and capacity gaps.
- Integration opportunities and recommendations.

Task 7: Mitigation Goals, Actions and Implementation Strategy

The consultant shall lead the development and prioritization of mitigation goals and actions for the county and for each participating jurisdiction. The consultant shall use the risk assessment, capability assessment, prior mitigation actions, public input, municipal priorities, and available funding opportunities to develop realistic actions.

- In close coordination with the CCRPC, develop countywide mitigation goals and regional mitigation strategies.
- Review every mitigation action from the prior plan and document its status, including completed, ongoing, deferred, no longer relevant, or revised actions.
- Develop a jurisdiction-specific mitigation action plan for every participating municipality.
- Ensure each jurisdiction has actions addressing its highest-priority risks and vulnerabilities.
- Identify actions for existing development and infrastructure as well as actions that reduce risk associated with future development, as appropriate.
- Prioritize actions using transparent criteria, including risk reduction, feasibility, cost, funding potential, technical capacity, equity/community benefit, and readiness.
- Consider costs and benefits qualitatively and quantitatively where appropriate.
- Identify responsible parties, potential funding sources, anticipated timeframe, and implementation steps for each action.
- Identify opportunities for FEMA Hazard Mitigation Assistance and other state, federal, and local funding programs.
- Identify actions that can be implemented through existing municipal planning, regulatory, capital improvement, budgeting, and operational processes.

The consultant shall prepare draft mitigation actions for municipal review. Municipal staff should not be expected to write their own action plans. Municipal officials will review, revise as needed, and confirm which actions the jurisdiction intends to adopt.

Anticipated Deliverables – to be produced by consultant:

- Draft countywide mitigation strategy.
- Individual mitigation action plans for all 18 jurisdictions.
- Prioritized mitigation action database/spreadsheet.
- Implementation and funding matrix.

3.5 PHASE 5 – DRAFT PLAN DEVELOPMENT & REVIEW

Task 8: Draft Multi-Jurisdictional Hazard Mitigation Plan

The consultant shall prepare the complete draft Plan, including a countywide component and a separate municipal section or annex for each of the 18 participating jurisdictions. The Plan shall be organized so that FEMA reviewers can readily locate and verify compliance with each requirement.

CCRPC will provide the Consultant with formatting and style guidelines for preparing the report. The Consultant shall apply these guidelines consistently throughout all draft and final deliverables.

All electronic versions of the report shall comply with applicable federal, state, and local accessibility requirements, including Section 508 of the Rehabilitation Act where applicable, and conform at a minimum to the Web Content Accessibility Guidelines (WCAG) 2.1, AA standards, or any successor standard required by applicable law or regulation at the time of submission. Final deliverables shall be provided as accessible Microsoft Word documents and tagged, accessible PDFs. The Consultant shall test the final files for accessibility, using the State of Vermont's applicable accessibility Checklists or similar. Any accessibility deficiencies identified by the Consultant or CCRPC shall be corrected by the Consultant before final acceptance.At a minimum, the Plan shall address, as applicable, the FEMA requirements for planning process; hazard identification and risk assessment; mitigation strategy; plan review, evaluation, and implementation; plan adoption; and any additional state requirements. The Plan shall include a clear explanation of the planning process, stakeholder and public participation, data sources, hazard methodology, jurisdiction-specific vulnerabilities, capabilities, mitigation actions, integration with other planning mechanisms, plan maintenance, and adoption.

- Prepare complete draft plan text and graphics.
- Prepare all maps, figures, tables, and action matrices.
- Prepare a FEMA Plan Review Tool crosswalk identifying the location of each requirement in the draft.
- Provide a municipal review package for each jurisdiction, including its jurisdiction-specific section and action plan.
- Facilitate countywide and municipal review meetings as necessary.
- Track and resolve comments in a comment-response matrix.

Anticipated Deliverables – to be produced by consultant:

- Complete Draft Chittenden County Multi-Jurisdictional Hazard Mitigation Plan.
- 18 municipal sections/annexes.
- FEMA Plan Review Tool crosswalk.
- Maps, figures, tables, and GIS data.
- Comment-response matrix.

Task 9: VEM/FEMA Review, Revision and Finalization

The consultant shall manage the state and federal review process through final FEMA approval. CCRPC will submit materials as appropriate, but the consultant shall prepare and coordinate responses to technical comments and required revisions.

- Prepare materials for VEM review.
- Respond to VEM comments and required revisions.
- Revise the Plan and FEMA compliance crosswalk as needed.
- Participate in review calls or meetings with VEM/FEMA when requested.
- Continue revisions until the Plan receives approval or Approvable Pending Adoption status, as applicable.
- Prepare a final adoption package for each jurisdiction.

Anticipated Deliverables – to be produced by consultant:

- Revised Plan responding to VEM comments.
- Updated FEMA Plan Review Tool/crosswalk.
- Final Plan and adoption package.

3.6 PHASE 6 – ADOPTION & PLAN MAINTENANCE

Task 10: Municipal Adoption and Plan Maintenance

The consultant shall support CCRPC and all participating jurisdictions through the adoption process. FEMA requires each participating jurisdiction in a multi-jurisdictional plan to adopt the plan. The consultant shall prepare jurisdiction-specific adoption materials and provide concise presentations or briefing materials so that governing bodies can understand the Plan and the actions assigned to their jurisdiction.

- Prepare model adoption resolutions or other appropriate adoption documentation for each jurisdiction, tailored as necessary.
- Provide governing-body presentation materials and talking points.
- Attend selected municipal meetings when requested and feasible within the budget.
- Track adoption status for every jurisdiction.
- Assist with resolution of adoption-related questions.
- Document adoption and incorporate final adoption documentation into the Plan record.
- Develop a five-year plan maintenance process that identifies who will monitor implementation, how progress will be tracked, when the Plan will be evaluated, how continued public participation will occur, and how the next update will be initiated.

Anticipated Deliverables – to be produced by consultant:

- Municipal adoption package for all 18 jurisdictions.
- Adoption tracking matrix.
- Final Plan maintenance and monitoring strategy.
- Final administrative record documenting the planning process, review, and adoption.

3.7 Consultant Responsibilities and Limited Municipal Capacity

The consultant shall plan and budget for a high level of consultant responsibility. The following tasks shall be considered consultant responsibilities unless specifically identified otherwise in the final contract:

- Project scheduling and day-to-day project management.
- Preparation of agendas, presentations, meeting notices/materials, surveys, interview protocols, and data requests.
- Facilitation of planning team, stakeholder, public, and municipal meetings.
- Meeting documentation, attendance records, comment tracking, and follow-up.
- Collection, organization, analysis, and interpretation of data.
- GIS analysis, mapping, graphics, tables, and data management.
- Drafting and editing of all Plan text and municipal sections.
- Development and prioritization of mitigation actions.
- Preparation and maintenance of the FEMA compliance crosswalk.
- Coordination of VEM/FEMA review comments and revisions.
- Preparation of adoption materials and tracking of adoption.

Municipal responsibilities are expected to be limited to providing available information; identifying a municipal point of contact; participating in focused interviews and review meetings; reviewing and confirming jurisdiction-specific information and actions; and obtaining formal adoption. Municipalities will not be expected to provide significant staff time, extensive data analysis, GIS services, plan writing, public meeting administration, or other major consultant-level services.

Proposers shall explicitly identify any tasks they expect CCRPC or municipalities to perform. Proposals that rely on substantial municipal staff effort should explain why that effort is necessary and how the consultant will reduce that burden.

3.8 Anticipated Schedule

The anticipated project duration is approximately 12 months from notice to proceed, subject to the timing of VEMA review and municipal adoption. Respondents may propose an alternative schedule if it is demonstrably achievable and provides sufficient time for meaningful participation, technical analysis, review, revision, and adoption.

- Notice to Proceed / Kickoff – Month 1

- Project Management Plan and Data Collection – Months 1–2
- Planning Process and Engagement – Months 2–5
- Draft template for annexed municipal mitigation plans and initial review – Months 3-5
- Hazard Identification and Risk Assessment – Months 3–6
- Capability Assessment and Mitigation Strategy – Months 4–8
- Draft Multijurisdictional County Plan – Months 7-9
- Draft of 18 municipal mitigation plans – Months 5–9
- County and Municipal Review and Revision – Months 9–12
- VEM Review and Revision – Months 8–12, or as required
- Municipal Adoption and Finalization – Months 9–12, subject to FEMA review status

The selected consultant shall provide a detailed schedule at contract execution and update the schedule throughout the project.

3.9 Data, GIS and File Requirements

CCRPC will provide the Consultant with formatting and style guidelines for preparing the report. The Consultant shall apply these guidelines consistently throughout all draft and final deliverables.

All electronic versions of the report shall comply with applicable federal, state, and local accessibility requirements, including Section 508 of the Rehabilitation Act where applicable, and conform at a minimum to the Web Content Accessibility Guidelines (WCAG) 2.1, AA standards, or any successor standard required by applicable law or regulation at the time of submission. Final deliverables shall be provided as accessible Microsoft Word documents and tagged, accessible PDFs. The Consultant shall test the final files for accessibility, using the State of Vermont's applicable accessibility Checklists or similar. Any accessibility deficiencies identified by the Consultant or CCRPC shall be corrected by the Consultant before final acceptance.Final tabular/action-plan data shall be provided in Microsoft Excel or another agreed-upon format; and GIS data shall be provided in formats compatible with CCRPC's GIS environment. The consultant shall provide high-resolution source graphics and map files where appropriate.

The consultant shall maintain an organized project file structure and provide all source data, calculations, GIS layers, maps, graphics, meeting records, survey results, comment logs, and other supporting materials necessary for CCRPC to maintain the Plan.

4.0 Proposal Evaluation and Consultant Selection

Responses to this request will be evaluated by a selection committee consisting of CCRPC staff and representatives of participating municipalities and/or relevant regional partners, as determined by CCRPC.

4.1 Evaluation Criteria

Responses will be scored using a predetermined point methodology for each of the factors below for a total of 100 points.

- Demonstrated understanding of the project, approach, methodology, and responsiveness to the scope – 40 points
- Experience developing FEMA-compliant local hazard mitigation plans, particularly multi-jurisdictional plans – 25 points
- Qualifications and experience of key staff, including demonstrated FEMA mitigation planning expertise, GIS/risk assessment capability, and project management – 15 points
- Quality and feasibility of the proposed schedule, staffing level, municipal workload assumptions, and approach to completing the project within the $130,000 budget – 10 points
- Information provided by references – 10 points

Specific attention will be given to the consultant's demonstrated ability to complete nearly all substantive work with limited municipal staff support; experience obtaining FEMA approval; quality of the proposed risk assessment and mitigation strategy; and the level of effort committed by key staff.

Once the technical proposal is reviewed and scored, the cost proposal information will be reviewed for consistency with the technical proposal. Project cost will be considered in the selection but is not the deciding factor. A low-cost proposal that does not provide sufficient labor to complete the required work will not be considered favorably.

4.2 Interviews and Presentations

CCRPC reserves the right to invite top-ranked consultants for interviews prior to awarding the contract. The review committee may ask respondents to give an oral presentation of their proposals. The purpose of the presentation is to provide an in-depth analysis of qualifications, experience performing similar services, proposed approach, and the consultant's ability to manage the project with limited municipal staff participation. The optional interview/presentation is not intended to negotiate terms or the selection process. If held, consultants will be notified of the day and time at least two weeks prior to the meeting.

4.3 Contract Award

The contract will be awarded based on a competitive selection and scoring process. The technical proposal evaluation, cost proposal review, and interviews and presentations, if held, will be taken into account in making a final decision. The consultant with the lowest cost proposal will not necessarily be awarded the contract.

5.0 General Terms and Conditions

5.1 Contract Requirements

This project will use federal funds. The awarded contractor will be subject to all applicable federal, state, and local contracting requirements, including applicable provisions of 2 CFR Part 200. Consultants may have standard terms and conditions that are required to be submitted with the proposal; however, CCRPC reserves the right to negotiate such terms and conditions and will not accept a Consultant's standard form in lieu of required federal, state, or CCRPC provisions.

CCRPC will enter into a contract with the selected consultant that will pay for approved services necessary to achieve the deliverables articulated in the Scope of Work, as well as approved expenses and materials used during the period of the agreement.

5.2 Confidentiality

The successful response/proposal will become part of the contract file and will become a matter of public record, as will other responses received, subject to applicable Vermont public records requirements. If a proposer includes material that is considered proprietary and confidential under applicable law, the proposer shall clearly designate the material as such and explain why it should be considered confidential. Under no circumstances may the entire response or cost proposal be marked confidential.

5.3 Public Participation

CCRPC adheres to its applicable Public Participation Plan, and all outreach activities should be consistent with the principles and goals of that plan. The consultant shall coordinate public participation activities with CCRPC and shall design engagement opportunities that are accessible and practical for residents throughout Chittenden County.

5.4 Non-Discrimination and Title VI

CCRPC and the consultant shall comply with the provisions of Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, and subsequent related acts, and all other federal statutory laws which provide in whole or in part that no person or entity on the grounds of race, color, national origin, sex, disability, or veteran status be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under State, federal, and USDOT-assisted contracts, programs, and activities.

5.5 Proposal Conditions

CCRPC may issue addenda or amendments to this RFP. Addenda will be made available through the CCRPC RFP website. It is the proposer's responsibility to check for updated information and submit all amendments as part of its proposal.

All proposals shall be submitted in accordance with the requirements set forth in this RFP. It is the consultant's responsibility to ensure timely submission on or before the due date and time.

CCRPC is not responsible, in whole or in part, for costs incurred in preparing a proposal in response to this RFP. The cost of preparing, submitting, and presenting the proposal is solely the responsibility of the consultant. All proposals become the property of CCRPC upon submission. CCRPC reserves the right to seek clarification of any proposal submitted and to select the proposal that best promotes the public interest.

CCRPC reserves the right to reject any and all proposals received as a result of this solicitation, to negotiate with any qualified source, to waive any formality or technicality, or to cancel the RFP in part or in its entirety. This solicitation in no way obligates CCRPC to award a contract.

5.6 FEMA Planning Requirements and Reference Materials

The selected consultant shall use the current versions of applicable federal and state requirements and guidance at the time of plan development and review. At a minimum, the consultant shall be familiar with and apply:

- 44 CFR §201.6, Local Mitigation Plans.
- FEMA, Local Mitigation Planning Policy Guide (2022).
- FEMA, Local Mitigation Plan Review Tool and related review guidance.
- Applicable Vermont Emergency Management mitigation planning guidance and requirements.
- The current Chittenden County Multi-Jurisdictional All-Hazards Mitigation Plan and municipal annexes.

If federal or state requirements change during the project, the consultant shall identify the change and recommend appropriate modifications to the work plan so that the final Plan remains eligible for FEMA approval.

5.7 Summary of Major Deliverables

- Project Management Plan, detailed schedule, and FEMA compliance matrix.
- Existing Plan/Data Review Memorandum and municipal data inventory.
- Planning and public engagement plan, materials, participation documentation, and engagement summary.
- Countywide and municipal hazard identification and risk assessment, including maps and GIS data.
- Municipal capability assessments.
- Countywide mitigation strategy and jurisdiction-specific mitigation action plans for all 18 jurisdictions.
- Draft multi-jurisdictional hazard mitigation plan with 18 municipal sections/annexes.
- FEMA Plan Review Tool crosswalk and comment-response matrix.
- VEM/FEMA review responses and revised/final plan.
- Municipal adoption packages, adoption tracking, and final plan maintenance strategy.