

TOWN OF LUDLOW
REQUEST FOR BID/PROPOSAL
LOCAL HAZARD MITIGATION PLANNING SERVICES

The Town & Village of Ludlow, Vermont is seeking the services of a qualified consultant to create a Local Hazard Mitigation Plan for the Town & Village of Ludlow. The plan will be submitted to FEMA for approval.

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

Funding Source:

This work is funded by a Hazard Mitigation Planning Grant from FEMA. Tasks that will be undertaken by the Town & Village of Ludlow staff and officials include general printing, photocopying, and other direct meeting expenses such as public notices, public outreach and publicity efforts and research (e.g. listers' data, flood levels and loss data).

The amount available for consultant expense is **capped at \$12,510**. 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.

Sealed bids must be delivered to the Ludlow Municipal Office no later than 10:00 am on July 26, 2017. The bids will be opened and read at a Bid Committee meeting at 10:30 am on July 26th and awarded at the Village Trustee Meeting on August 1, 2017 and the Select Board meeting on August 7, 2017. Please contact Frank Heald at 802-228-2841 for information.

Project Proposal:

The project proposal should be organized along the following steps. 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.

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 the Vermont Division of Emergency Management and Homeland Security (DEMHS) and revise accordingly.
9. Submit revised plan to FEMA, revise if necessary, and adopt plan.

The Town & Village of Ludlow 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 & Village of Ludlow reserves the right to accept and/or reject any or all bids.

Please deliver RFP to:

Town & Village of Ludlow
PO Box 359
37 Depot Street
Ludlow, VT 05149

Please note: Sealed bids must be delivered to the Ludlow Municipal Office no later than 10:00 am on Wednesday, July 26, 2017.