



TOWN OF WESTMINSTER

Russell R. Hodgkins – Town Manager

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Town of Westminister – Request for Proposal

The Town of Westminister, Vermont is seeking a qualified consultant to create a new “Local Hazard Mitigation Plan” which has a population of 3220 as per the 2010 census.

The selected consultant(s) shall:

- A. Demonstrate the ability to identify various hazard mitigation strategies that will eliminate or greatly reduce the impact of hazards that may affect the municipality.
- B. Have experience related to mitigation planning work.

The Town of Westminister has received a FEMA Grant that is capped at \$ 10,150.00. Cost-effectiveness and efficiency will be given very serious consideration when selecting the Consultant which will, in this RFP, 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. Further details of this request for service can be acquired by contacting the Town Manager at manager@westminstervt.org.

Proposals will be accepted until March 26, 2021 @ 4:00pm and proposed work must be completed by July 30, 2022 per the FEMA Grant guidelines. All proposals shall include:

- A. Consultant’s qualifications and resume. Please include references and contact information for similar emergency management or hazard mitigation planning projects.
- B. Description of experience with grant funded projects, especially FEMA or Vermont EM programs.
- C. Project and cost proposal should include all consultant hourly rates and any associated direct expenses.

All RFP’s can be emailed directly to the Town Manager @ the email address above on or before the date specified.