

**Request for Proposals
Local Hazard Mitigation Planning Services for the
Town of Granville, Vermont**

The Town of Granville, in Addison County, Vermont, is seeking the services of a qualified consultant to create a new Local Hazard Mitigation Plan for the Town of 301 (2020 population). 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.

This plan is funded through a FEMA planning grant under BRIC2022. The Period of Performance (POP) for the grant funding this work is through November 21, 2026, and no expenses related to this project can be charged beyond this date. In limited circumstances, grant extensions may be feasible through VEM and will require contract amendments.

Qualified, interested individuals should submit the following information no later than Monday, May 13, 2024 at 5:30 p.m.

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 Granville 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 of Granville reserves the right to reject any or all responses.

Please direct any questions to Cheryl L. Sargeant, Town Clerk. Please deliver responses and inquiries to:

Cheryl L. Sargeant, Town Clerk
Town of Granville
P O Box 88
Granville, VT 05747

granvilletown@gmavt.net