



Town of Coventry
Town Clerk's Department
1670 Flat River Rd
Coventry, Rhode Island 02816 Tel (401)822-9173

The following notice is to appear on the Town of Coventry's website [10/27/23].
The website address is <https://coventryri.gov/>

TOWN OF COVENTRY
REQUEST FOR PROPOSALS
Hazard Mitigation Plan Update

Submissions

Separately sealed technical proposals and cost bids must be received by the Office of the Town Clerk no later than 10 AM, 11/16/23 when the technical proposals will be opened.

Delivery

All bids must be sealed. Technical proposals must be separately sealed from the sealed cost bids. If delivering in person, USPS or sent by delivery service (e.g., FedEx, UPS, DHL, etc.) use the physical address of: Coventry Town Clerk, 1670 Flat River Road, Coventry, RI, 02816. No bids will be accepted via e-mail or facsimile.

Awards

Bids will be evaluated and ranked by the Proposal Review Committee first on the basis of their technical merit. Once the technical proposals are ranked, the cost bids will be opened. Thereafter, a recommendation of award with a preferred consultant will be made to the Coventry Town Council for their approval. Recommendation for award will be made on the basis of the lowest evaluated or responsive bid price juxtaposed with the ranked technical proposals.

Consultant Start Date

It is anticipated that the consultant's project start date would be on or about Jan 2, 2024.

PLEASE COMPLETE THIS PAGE & SUBMIT WITH YOUR PROPOSAL

Acknowledgement of Addendum (if applicable)

Addendum Number

Signature of Bidder

COMPANY NAME:

COMPANY ADDRESS:

COMPANY ADDRESS:

BIDDER'S SIGNATURE:

CONTACT NAME (PRINT):

CONTACT TITLE:

TELEPHONE:

*EMAIL ADDRESS:

*Please include your email address. Future proposals will be emailed, unless otherwise noted.

II. AWARD AND CONTRACT:

The Town of Coventry, acting as duly authorized through its Town Manager, accepts the above proposal and hereby enters into a contract with the above party to pay the proposal price upon completion of the project or receipt of the goods unless another payment schedule is contained in the specifications. All terms of the specifications, both substantive and procedural, are made terms of this contract.

DATE: _____

Town Manager

PLEASE COMPLETE THIS PAGE & SUBMIT WITH YOUR PROPOSAL

CERTIFICATION & WARRANT FORM*

**This form must be completed and submitted with sealed bid.
Failure to do so will result in automatic rejection.**

Any and all bids shall contain a certification and warrant that they comply with all relevant and pertinent statutes, laws, ordinances and regulations. Any proven violation of this warranty and representation by a bidder at the time of the bid or during the course of the contract, included, but not limited to negligent acts, either directly or indirectly through agents and/or sub-contractors, shall render the bidder's contract terminated and the bidder shall be required to reimburse the Town for any and all costs incurred by the Town, including reasonable attorney fees, to prosecute and/or enforce this provision.

Signature

Date

Company Name

Address

Address

***This form cannot be altered in any way**

TOWN OF COVENTRY NOTICE TO BIDDERS
RFP Hazard Mitigation Plan Update

If you received this document from our homepage or from a source other than the Town of Coventry directly, please check with our office prior to submitting your proposal to ensure you have a complete package. The Town cannot be responsible to provide addenda if we do not have you on record as a plan holder.

Proposals received prior to the time of the opening will be securely kept, unopened. No responsibility will be attached to an officer or person for the premature opening of a proposal not properly addressed and identified. No proposals will be accepted via facsimile or email.

Once an item has been reached and any proposals on that item has been opened, no other proposals on that item will be accepted and any such proposal will be deemed late.

The contractor will not discriminate against any employee or applicant for employment because of physical or mental handicap/disability for any position for which the employee or applicant is qualified and that in the event of non-compliance the Town may declare the contractor in breach and take any necessary legal recourse including termination or cancellation of the contract.

A bidder filing a proposal thereby certifies that no officer, agent, or employee of the Town has a pecuniary interest in the proposal or has participated in contract negotiations on the part of the Town, that the proposal is made in good faith without fraud, collusion, or connection of any kind with any other bidder for the same call for proposals, and that the bidder is competing solely in their own behalf without connection with, or obligation to, any undisclosed person or firm.

All proposals submitted become the property of the Town and will not be returned. If the company intends to submit confidential or proprietary information as part of the proposal, any limits on the use or distribution of that material should be clearly delineated in writing. This information should be submitted in a sealed envelope, clearly labeled confidential and where it should be submitted in the response. Please be advised of the Freedom of Information Act as it may pertain to your submittal.

No later than 10 AM on Thursday 11/16/2023, **TECHNICAL** proposals shall be submitted in a sealed envelope with one (1) original, one (1) copy, and one (1) electronic PDF on a flash drive inside. Also, **COST** proposals shall be submitted in a separately sealed envelope with one (1) original. The outside of each envelope shall read: "[YOUR COMPANY NAME]" plainly marked and "*RFP Hazard Mitigation Plan Update*". Failure to properly maintain separation between the sealed technical and sealed cost proposals will result in proposal rejection.

Any questions on the RFP should be directed to Chief Heise via e-mail: fheise@coventrypd.org.

Negligence on the part of the bidder in preparing the proposal confers no rights for the

withdrawal of the proposal after it is open.

Any deviation from the specifications must be noted in writing and attached as part of the bid proposal. The bidder must indicate the item or part with the deviation and indicate how the proposal will deviate from specifications.

The successful bidder, as applicable, will be required to complete and submit an IRS Form W-9 available from the Town Finance Department.

The successful bidder must provide the Town of Coventry with an original Certificate of Insurance for Professional Liability in a minimum amount of \$1 million. It is the vendor's responsibility to provide the Town of Coventry with an updated certificate of insurance upon expiration of the original certificate.

For a bid to be awarded to a corporation, limited liability company or other legal entity, prior to commencing work under the awarded bid, that corporation, company or legal entity may be required to provide to the Town a Certificate of Good Standing from The Rhode Island Secretary of State dated no more than thirty (30) days prior to the date upon which the bid approval was made. Please note that no other State's Certificate of Good Standing will be accepted.

The successful bidder will provide said Certificate of Insurance and State of Rhode Island's Certificate of Good Standing (if required) within ten (10) calendar days after notification of award. The Town reserves the right to rescind said award should the successful bidder fail to provide such documentation within the prescribed time.

Cost(s) shall be provided in a "not to exceed" format, and related prices shall be held for the entire term of any executed contract with the Town. An executed contract term may be extended upon mutual agreement between the Town and the successful bidder, but subject to any terms required of any particular funding source (e.g., FEMA grant funding, state emergency management funding, etc.) the Town may obtain non-Town funding (e.g., grant) to help pay for the successful bidder's contracted scope of work.

The contractor must carry sufficient liability insurance and agree to indemnify the Town against all claims of any nature that might arise as a result of the contractor's operations or conduct of work.

The Town is exempt from the payment of the Rhode Island Sales Tax under the 1956 General Laws of the State of Rhode Island, 44-18-30, Paragraph I, as amended.

The Town reserves the right to reject any and all proposals, to waive any minor deviations or informalities in the proposals received, and to accept the proposal deemed most favorable to the interest of the Town.

The successful bidder must comply with all applicable local, state, and federal laws.

The Town reserves the right to terminate the contract or any part of the contract in the best interests of the Town, upon 30 day's written notice to the contractor. The Town will

incur no liability for materials or services not yet ordered if it terminates in the best interests of the Town. If the Town terminates in the best interests of the Town after an order for materials or services have been placed, the contractor will be entitled to compensation upon submission of invoices and proper proof of claim, in that proportion which its services and products were satisfactorily rendered or provided, as well as expenses necessarily incurred in the performance of work up to time of termination.

No extra charges for delivery, handling or other services will be honored. All claims for damage in transit will be the responsibility of the successful bidder. Deliveries must be made during normal working hours unless otherwise agreed upon.

All costs directly or indirectly related to the preparation of a response to this solicitation, or any presentation or communication to supplement and/or clarify any response to this solicitation that may be required or requested by the Town of Coventry is the sole responsibility of and will be borne by the respondent.

If the respondent is awarded a contract in accordance with this solicitation and if the respondent fails or refuses to satisfy fully all of the respondent's obligations thereunder, the Town of Coventry will be entitled to recover from the respondent any losses, damages or costs incurred by the Town as a result of such failure or refusal.

The Town reserves the right to award in part or full and to increase or decrease quantities in the best interest of the Town.

The Town reserves the right to rescind award for non-compliance to proposal specifications.

REQUEST FOR PROPOSALS

Town of Coventry HAZARD MITIGATION PLAN UPDATE

BACKGROUND

The Town of Coventry Emergency Management Office seeks proposals from qualified consultants to draft and coordinate the five-year update of the Hazard Mitigation Plan in accordance with FEMA requirements.

INTENT

The Town of Coventry intends to hire a consultant to provide services to complete an update, including the related public participation process, to the *Town of Coventry Hazard Mitigation Plan*. Also, the consultant will provide services to the Town of Coventry related to the submittal and approval of the plan by FEMA. Consultant selection will include, but is not necessarily limited to, the following criteria:

- Hazard mitigation planning experience.
- Knowledge of current FEMA requirements for Hazard Mitigation Plans.
- Experience in preparing FEMA-approved Hazard Mitigation Plans.
- Technical expertise in preparing GIS-based data layers and maps.
- Experience working with municipal staff to identify potential projects for inclusion in a Hazard Mitigation Plan.
- Public outreach experience, including addressing public comments regarding Hazard 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.
- Qualified consultants that are women and/or minority-owned.
- Qualified consultants whose business is headquartered in the Town of Coventry.

The Town of Coventry will procure consultant services in accordance with the established policies of the Town and the requirements of any terms and conditions of any grant award the Town may secure in the effort to update its Hazard Mitigation Plan. The project will commence upon selection of a consultant and execution of a contract for the consulting services in the request for proposals contained herein.

SCOPE OF WORK

Respondents will represent a firm, company, team, or individual possessing experience and expertise in preparing FEMA-approved Hazard Mitigation Plans, assessing risk from various 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 hazard mitigation planning background.

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

1. Coordinate with the Town of Coventry on community outreach and involvement. The Town of Coventry will provide and schedule public meeting space. The Consultant shall work with the Coventry Emergency Management Agency (CEMA), or its designee (e.g., a Hazard Mitigation Subcommittee) to schedule and run meetings and solicit input from the public and municipal officials, including based on any grant requirements. The Town of Coventry expects that the consultant selected through this RFP will coordinate, manage, and run all meetings, including the preparation of meeting minutes/notes and, as applicable, in adherence with the state's Open Meetings Act. The consultant shall, in consultation with the CEMA, compile the information obtained from these meetings and integrate them, as applicable, 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 the CEMA, as necessary. Also, the consultant will solicit information and projects from relevant Town and Regional officials/entities (e.g., police, fire, rescue, DPW, Planning & Development, sewer, water, etc.)
3. Prepare revisions to plan. The consultant will revise, as necessary, the 2018 plan prepared in accordance with the Local Mitigation Plan Review Tool (or its successor) used for Hazard Mitigation Plans to help ensure the plan's approval by the state EMA and FEMA. Also, it's expected the consultant will use the Local Mitigation Policy Guide (LMPP), especially pertaining to climate change and equity and underserved communities. (Note, overall, that the revisions need to be prepared so they can easily be incorporated into the Town's Comprehensive Plan – e.g., preparation of a brief general description of the Town's mitigation capabilities and on how the key elements should be included in eventual update to the Comprehensive Plan.)
4. Coordinate no fewer than six (6) hazard mitigation meetings with the CEMA's designee that will be publicly advertised locally in/on mediums identified by the Town and on the Secretary of State's Open Meetings website, and according to any other applicable requirements of the Open Meetings Act. To the greatest extent possible, these meetings shall include public input and solicitation according to the approval requirements of FEMA for local hazard mitigation plans.
5. Create maps and visual aids for the plan. As needed, the consultant will prepare and update thematic maps and other visual aids for inclusion in the updated plan. All GIS files created as part of this project shall be provided to the Town of Coventry as a shape file or geodatabase compatible with the Town's GIS (preferably in ArcGIS format).
6. Update Plan demographics, economics, and other data, as necessary.
7. Perform basic cost-benefit analysis and prioritization of municipal projects. Following FEMA guidance, and in consultation with the CEMA, the consultant shall prepare cost-benefit analysis for each of the submitted projects. Such analysis shall be in accordance with the STAPLEE evaluation process recommended in FEMA's Developing the Mitigation Plan: Identifying Mitigation Actions and Implementation Strategies (April 2003) (or its

successor).

SCOPE OF WORK – FURTHER PROJECT GUIDANCE

1) PLANNING PROCESS

- a) The Town of Coventry will begin the hazard mitigation planning update process by using members of its Coventry Emergency Management Agency (CEMA) a committee composed of primarily Town officials from various departments (Police, Fire, Engineering, Planning & Development, Sewer, Schools, Housing, etc.) to form the Hazard Mitigation Committee to develop the plan. Also, the Town will seek to add residents, representatives of local non-profits, environmental groups, and the business community to the Committee, at least on an ad-hoc basis during the term of the plan update. It is the Town's intent to contract with a consultant via a competitive procurement process to complete the hazard mitigation plan including involvement of the CEMA and associated ad-hoc members. The consultant will meet with the committee as a whole, or with its individual members to obtain information required to update the plan and the hazards contained within.

2) RISK ASSESSMENT UPDATE (HAZARD IDENTIFICATION AND VULNERABILITY)

- a) **HAZARD IDENTIFICATION:** The consultant will work with CEMA and the Rhode Island Emergency Management Agency to update the description and prioritization of the hazards that have occurred within the Town and at the state level affecting the Town. For this plan, the risk assessment section will assess risks individually and as a whole in topical groupings.

The hazards categories to be considered, consistent with the existing local plan and the State Hazard Mitigation Plan includes, but is not limited to:

- i) Flood-Related Hazards (river flooding, coastal flooding, erosion, dam failures as the result of coastal storms, winter storms and hurricanes) that include, at a minimum, flood hazard areas as defined by FEMA in the Flood Insurance Rate Maps (FIRMs) for the jurisdiction as well as local historical data.
- ii) Wind-Related Hazards (hurricanes, coastal storms, winter storms, tornadoes) based on information provided by the National Weather Service and/or State Hazard Mitigation Plan.
- iii) Geologic Hazards (earthquakes, landslides, sink holes) based on local historical information, State Hazard Mitigation Plan, and/or other applicable plans/sources such as the University of Rhode Island.
- iv) Winter Related Hazards (snow, ice, extreme cold).
- v) Other Hazards (natural, human caused, and technological) including climate change, pandemic, cybersecurity, active shooter, acts of terrorism, chemical incident, biological incident, radiological incident, civil unrest, infrastructure failure/terrorism, etc. and/or other hazards inclusive of situations affecting equity and underserved communities.

b) **HAZARD MAPPING:** Using the best available information and if necessary, developing new information/data, the consultant will update the base map of areas affected by multiple hazards. In conjunction with mapping, the consultant will update the inventory (database) for use in developing map data layers, of the following items relative to the multiple hazard area:

- i) Critical facilities, including, but not limited to the following:
 - (1) Emergency operations center, police/fire stations
 - (2) Hospitals and emergency shelters
 - (3) Water and wastewater treatment plants and associated pumping stations power generation, transmission, and delivery facilities.
 - (4) Special population centers, e.g., day-care facilities, nursing homes/elderly housing, etc.
 - (5) Hazardous material facilities
 - (6) Evacuation routes
- ii) Critical utilities:
 - (1) All repetitive flood loss and substantial damage structures, as defined by FEMA.
 - (2) Maps that depict the location of major structures, land use, and population densities.
 - (3) Structures will be delineated by use (e.g. residential, commercial, industrial, institutional, other).

Depending on the nature of the data, the Town will consider sharing newly created databases with the State of Rhode Island Geographic Information System (RIGIS) to ensure wider distribution. In addition, the Town intends to benefit from advanced mapping capabilities by including repetitive loss mapping areas (not properties); at risk population areas (by density) and at risk property (using assessment data) and, considering different sea level rise (climate change) scenarios for longer-term mitigation measures.

c) **VULNERABILITY ASSESSMENT:** The consultant will update the Town's vulnerability to each specific hazard. The vulnerability assessment, if possible, will include:

- i) Types and numbers of buildings, infrastructure, and critical facilities located in the identified hazard areas.
- ii) All existing, multiple hazard protection measures within the jurisdiction, including protective measures under the National Flood Insurance Program (NFIP).
- iii) A description of each measure and the method of enforcement and/or the point of contact responsible for implementation of each measure.
- iv) Historical performance of each measure and a description of improvements or changes needed.
- v) General description of land uses and development trends to incorporate future land use decisions.

3) MULTIPLE HAZARD MITIGATION STRATEGY

The Consultant will update and develop new mitigation strategies specific to the Town's exposure and impacts by the identified hazards.

The strategy will include:

- a) A list of mitigation goal statements that focus on reducing the risks from the identified natural hazards.
- b) A section that identifies and analyzes a comprehensive range of specific mitigation actions and projects under consideration to reduce the effect of each hazard, with particular emphasis on new and existing buildings and infrastructure. This section will include a list of prioritized hazard mitigation projects that best meet the Town's need for multiple hazard damage reduction.
 - i) These project solutions may be non-structural (e.g., planning, regulatory measures, property acquisition, retrofitting, and elevation) or structural (e.g., seawalls, dams, and dikes).
 - ii) At a minimum, the list of prioritized projects will be based on a process resulting in identification of cost effective hazard mitigation projects, including:
 - (1) An analysis of proposed mitigation projects focused on several key areas, including but not limited to: economic (including benefits and cost), engineering, technical, legal, environmental, and conformance with the local comprehensive community plan. Selected options will best fit the community's needs and meet most or all aspects of the feasibility analysis.
 - (2) Coordination with relevant federal and state agencies for input and technical assistance.

4) HAZARD MITIGATION PLAN MAINTENANCE PROCESS

MONITORING, EVALUATING, AND UPDATING: The Coventry Emergency Management Coordinator will monitor, evaluate, and update local plans, as required.

INCORPORATION INTO EXISTING PLANNING MECHANISMS: The Town will implement and incorporate the plans' (when practical) goals into the Comprehensive Community Plan and other applicable local plans when local update is implemented or other local by-laws and ordinances, so required. The Plan will also generally address the capability of different Town departments to integrate, promote, and implement the identified mitigation actions.

5) PLAN HAZARD MITIGATION PLAN ADOPTION AND APPROVAL

LOCAL ADOPTION: As soon as reasonably possible, the Town of Coventry intends to adopt a FEMA approved plan and submit said plan to the State Emergency Management Agency for review and forwarding to FEMA/Region for final review and approval, with Final Approval to be through the Coventry Town Council.

PROJECT MILESTONES & DELIVERABLES

The preferred consultant needs to adhere to the following milestones and provide the related project deliverables:

1. **Drafting and layout of the updated plan document.** The consultant will revise text, update charts, graphs, photographs, tables, etc., as needed, and integrate visual aids, integrate data analyses, and write new text, as applicable. This stage will include a "kick-off" meeting [ESTIMATED NO LATER THAN JANUARY 9, 2024] with CEMA and the Town

Manager. The consultant will provide the Town Manager with a written technical brief for delivery to the Town Council [ESTIMATED NO LATER THAN JANUARY 19, 2024] that outlines the forthcoming plan, its purpose, and the anticipated schedule leading up to the Town Council's adoption of the plan once FEMA approval is obtained. Also, this stage will include no fewer than six (6) publicly noticed CEMA designee meetings to include the FEMA mandatory public participation effort. **ON-GOING THROUGH THE CONSULTANT'S REQUIRED SCOPE OF WORK; DRAFT FOR REVIEW BY CEMA/TOWN MANAGER NO LATER THAN [ESTIMATED, JUNE 30, 2024].**

2. **Prepare final document for submission.** The consultant will prepare a final document in conformity with FEMA requirements. Also, the consultant will help the CEMA in obtaining the "go ahead" from the Coventry Town Manager to initiate the submittal process to the state and FEMA. This step will include one meeting with the Town Council to inform the Town Council of the draft plan, the approval process, and for the Town Manager to receive the authorization to proceed with submittal of the plan to the state and, thereafter, FEMA. **NO LATER THAN [ESTIMATED JULY 31, 2024].**
3. **Submit draft plan to the State for review.** The consultant will assist the Town of Coventry with submitting the draft plan to the state for review. Also, the consultant will make any necessary changes to the draft plan, should the state make recommendation for plan changes. **NO LATER THAN ONE WEEK AFTER RECEIVING THE TM'S "GO AHEAD" TO SUBMIT THE PLAN TO THE STATE.**
4. **Submit draft plan to FEMA for review.** The consultant will complete the necessary application and documents for submitting the draft plan to FEMA for review, in accordance with FEMA requirements. Also, the consultant will make any necessary changes to the draft plan, based upon FEMA's review and comment. The consultant will help the Town of Coventry with submitting any revised plan to FEMA for its approval. **NO LATER THAN TWO WEEKS AFTER THE STATE'S REVIEW PROCESS IS COMPLETE.** (Note: anticipating that the state has 60 days to conduct its review.)
5. **Obtain municipal approval of the plan.** Upon receiving FEMA approval, the consultant will assist the Town of Coventry with presenting the Plan to the Town Council for adoption. Town staff will attend the respective Town Council meeting with the consultant. The consultant may be asked to provide a brief project presentation and answer questions from Town Council members and the public at-large prior to the Council's adoption of the plan. **NO LATER THAN ONE MONTH AFTER THE DATE OF FEMA'S APPROVAL LETTER.** (Note: anticipating that FEMA has 45 days to conduct its review.) The consultant will remain in its project management role until final approval by FEMA.
6. **Preparation and submission of quarterly and/or other timely progress reports.** The consultant will keep a record of all meetings, progress, and milestones achieved for use in the submission of quarterly (or other timely) progress reports, as consistent with FEMA requirements. **AS NECESSARY AND BY DEADLINES REQUIRED BY FEMA.**

PROPOSAL CONTENT

Each proposal response must include the below information, and failure to provide the required information and in the format outlined below will result in proposal rejection:

- a) **Firm Background** – Provide background of the proposing firm and any applicable sub-consultants, including experience relative to hazard mitigation plans, public engagement processes, and the management of multi-faceted projects. Background information should include any hazard mitigation plan work local to the Town and elsewhere in Rhode Island, including the firm’s ability to complete that referenced work on time and within budget.
- b) **Project Manager and relevant staff background and experience** – Provide information about the personnel assigned to the project including experience on hazard mitigation plans, public engagement processes, and in managing multi-faceted projects. Provide assurance that the assigned personnel, including any sub-consultants, will remain assigned to the project throughout its duration or provide assurance that, in the event of unforeseen circumstances requiring replacement of any assigned personnel and/or sub-consultant, the Town will maintain approval authority of the replacement personnel/sub-consultant. The proposing firm will include resumes/professional qualifications of relevant personnel/sub-consultants assigned to the project.
- c) **Technical Proposal** – Provide a technical proposal separate and apart from the sealed cost proposal. This aspect of the proposal shall address how the proposer technically intends to carry out the scope of work. The proposal shall include an estimate of the total labor hours necessary to complete the scope of work and the related milestones and deliverables outlined in the request for proposals herein. Additionally, the estimate of total labor hours shall be broken down by task and by each team member involved with the project and overlaid on a project timeline (e.g., Gantt chart).
- d) **Cost Proposal** – Include a separately sealed cost proposal from the technical proposal. The cost proposal shall include an overall, not-to-exceed price to complete the required scope of work, including the various milestones and deliverables, for the request for proposals contained herein. In addition, the cost proposal shall provide the hourly rates for each member of the team contributing to the technical proposal, a detailed breakdown of cost by the matching tasks in the technical proposal, and the firm’s indirect overhead hourly rate. Since the preferred consultant will be working under a “not to exceed” contract, open ended proposals or hourly only proposals will not be considered by the Town.
- e) **References** – Provide at least three pertinent, professional references (preferably local to Rhode Island) for similar projects/services, including name, agency, project, brief summary of the project scope of work, phone number, and email address.

SELECTION OF CONSULTANT

Technical proposals first will be examined, evaluated, and ranked based on the factors presented below. Once the technical proposals are ranked, only then will the cost proposals be opened. The preferred consultant will be the “best value proposal”.

It is the responsibility of the consultant to provide information, evidence or exhibits which clearly demonstrate the ability to satisfactorily respond to the project requirements and the factors listed below.

A. Qualifications and Experience (25 points)

Specialized experience is preferred of the company and/or the responsible personnel. Proposals must demonstrate full knowledge, understanding, and experience in the methods, techniques, and guidelines required for the performance of the required work, including the bidder's ability to complete the project.

B. Project Understanding (15 points)

The bidder must demonstrate a comprehension of the role and function of this contract in meeting the needs of the Town:

- Response to all elements requested in the RFP.
- Clarity of the submittal.
- Understanding of the project scope of work.

C. Project Management and Public Presentations and Outreach (30 points)

Demonstrated ability to effectively manage multi-faceted projects. Examples from other projects must be provided. Demonstrated ability to make effective public presentations and conduct successful community education and outreach. Examples from other projects must be provided.

D. Qualified Disadvantaged Business Enterprise (DBE) (e.g., minority and women-owned businesses) (10 points) or its equivalent

E. Cost Evaluation (20 points)

Cost will be considered as an independent factor from the above evaluation factors. The cost proposal will be evaluated to aid in determining the "best value" correlated with the technical proposal rankings.

PLEASE COMPLETE THIS PAGE & SUBMIT WITH YOUR SEPARATELY SEALED COST BID

(PRICING SHEET MAY NOT BE CONFIDENTIAL)

TOWN OF COVENTRY – PROPOSAL & CONTRACT FORM

TITLE OF SPECIFICATION: RFP Hazard Mitigation Plan Update

PROPOSAL:

WHEREAS, the TOWN OF COVENTRY has duly asked for proposals for performance of services and/or supply of goods in accordance with the above-indicated specifications.

The person or entity does irrevocably offer to perform the services and/or furnish the goods in accordance with the specifications that are hereby incorporated by reference in exchange for the proposal price.

This offer will remain open and irrevocable until the TOWN OF COVENTRY has accepted this proposal or another proposal on the specifications or abandoned the project.

The successful bidder agrees that after acceptance by the TOWN OF COVENTRY, they will transform the proposal into a contract. This proposal and contract will be secured by Bonds, if required by the specifications.