



# TOWN OF EXETER, RI

**Lynn M. Hawkins, CMC**  
Town Clerk  
Council Clerk  
Probate Clerk

675 Ten Rod Road  
Exeter, RI 02822  
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clerk@exeterri.gov

## TOWN OF EXETER EMERGENCY MANAGEMENT

### REQUEST FOR PROPOSALS MULTI-JURISDICTIONAL HAZARD MITIGATION PLAN

Sealed bid proposals for the above will be accepted in the Office of the Town Clerk, 675 Ten Rod Road, Exeter, RI 02822, until 9:30 a.m. on Monday, April 29, 2024.

All bid proposals must be sealed and labeled, "Bid Proposal: Multi-Jurisdictional Hazard Mitigation Plan." Specifications can be found attached to this notice on the Town's Website or obtained by emailing the Town Clerk, [clerk@exeterri.gov](mailto:clerk@exeterri.gov), or phoning, (401) 294-3891, Ext. 9, or by emailing Exeter Emergency Management Director Dori Boardman, at [dori.boardman@exeterri.gov](mailto:dori.boardman@exeterri.gov), or phoning, (401) 360-4762.

Bids will be publicly opened and read aloud by the Town Clerk at 10:00 a.m., on Monday, April 29, 2024, in Council Chambers, Town Clerk's Office, 675 Ten Rod Road, Exeter, Rhode Island. Copies of the bids submitted will be made available for review.

The bids received will be considered during the Regular Meeting of the Exeter Town Council on Monday, May 6, 2024, at 7:00 p.m., in Council Chambers, at the address above.

The bid will be awarded on the basis of the lowest qualified bid price or the lowest evaluated or responsive bid price. The Town of Exeter reserves the right to reject any or all proposals or any parts thereof, to waive any informalities and/or technicalities in same, or to accept any proposal deemed to be in the best interest of the Town, whether or not it is the lowest bid.

**Lynn M. Hawkins, CMC**  
Exeter Town Clerk

POSTED: April 4, 2024 – May 6, 2024  
Town of Exeter Clerk's Office, Public Library, Post Office, and Website  
ADVERTISED: April 11, 2024, The Standard Times



## REQUEST FOR PROPOSALS SCOPE OF SERVICES/PROJECT SCHEDULE

Multi-Jurisdictional Hazard Mitigation Plan  
for: Exeter and West Greenwich

### Overview

Exeter and West Greenwich are developing a regional, multijurisdictional Hazard Mitigation Plan (MHMP) with Exeter Emergency Manager as the lead coordinator. The MHMP will address regional natural hazards and strategies for resilience in the face of natural disasters and climate change. The product will be a consolidated regional, multijurisdictional MHMP to be adopted by each municipality and approved by RIEMA and the Federal Emergency Management Agency (FEMA).

### PURPOSE

The purpose of this project is to update the individual municipal MHMPs and develop a consolidated multijurisdictional plan in compliance with FEMA standards and RIEMA requirements that will serve as the approved Multijurisdictional Natural Hazard Mitigation Plan for each municipality. Both plans have expired (2005). The Multijurisdictional Hazard Mitigation Plan and its additional components are anticipated to be completed and implemented within an 18-month period.

The MHMP will identify natural hazards and risks, existing capabilities, and activities that can be undertaken by the communities to prevent loss of life and reduce property damages associated with the identified hazards. Public safety and property loss reduction are the driving forces behind this plan. However, careful consideration also must be given to the preservation of history, culture and the natural environment of the region. The MHMP will also include the CRS Activity 510.

Each Town has formed a MHMP committee consisting of the Town Council President or Town Manager (WG) or their representatives, Emergency Management Director, Chief of Police or their representative, Public Works Directors, Town Planners, Building and Zoning Officials and the respective Fire Chiefs from each town's departments. Designees maybe appointed to these disciplines as needed.

The planning/consulting firm will be the principal group overseeing this project guiding the committees on work flows and process. New FIRM maps and other sources of information, such as the Hazus and Risk Map or similar systems will be used to determine an inventory of areas vulnerable to natural hazards. A risk/hazard matrix will be created to track these areas in the plan.

The bid documents and work specifications may be accessed on the Exeter Town website: [www.exeterri.gov](http://www.exeterri.gov) as of **March 19, 2024**.

### FUNDING

The Exeter West Greenwich Multijurisdictional Hazard Mitigation Plan will be funded through a FEMA Hazard Mitigation Grant Program (FEMA-4505-DR-RI Project #7P). FEMA grant totaling \$150,000 in grant funds, with \$15,000 match of in-kind staff time. This project must be conducted in compliance with all applicable Federal, State and local laws, and all applicable State of Rhode Island regulations and policies.



**Non-mandatory pre-bid meeting:** April 3, 2024, via Zoom (email Dori Boardman, Emergency Management Director, [dori.boardman@exeterri.gov](mailto:dori.boardman@exeterri.gov), for link)  
**Sealed bids will be accepted until:** 9:30 a.m. on April 29, 2024  
**Sealed bids will be opened at:** 10:00 a.m. on April 29, 2024

**Anticipated start date:** May 2024

**Anticipated end date:** November 2025

The Town of Exeter (Town), Exeter, RI, acting through its Town Clerk, is hereby soliciting sealed bids for the above referenced RFP and you are hereby invited to submit a Lump Sum Proposal for the Scope of Services described in this Request for Proposal, in strict accordance with the Bid Documents. The proposed project completion is expected to take approximately 12-18 months with plans to begin the plan development approximately thirty (30) days after the Town Council awards the bid.

**Action Request:** Please submit a proposal including qualifications, references, and pricing quote based on the scope of work outlined in the RFP and considering the available budget. Please adjust scope of services to fit budget as needed. Please submit a Master Copy of the proposal along with two (2) hard copies as well as an electronic copy (i.e. thumb drive) of the proposal.

#### **BIDDER'S QUESTIONS**

Questions regarding this solicitation must be emailed and received by the Exeter EMA Director at [dori.boardman@exeterri.gov](mailto:dori.boardman@exeterri.gov) no later than **April 3, 2024, 12:00 p.m.**, in a Microsoft Word attachment. Questions, if any, and responses will be posted on the Town of Exeter website at [www.Exeterri.gov](http://www.Exeterri.gov) on the Emergency Management page. **It is your responsibility to check the website for any addendums to this solicitation.**

**Selection process:** The Town of Exeter and West Greenwich will work together to make a joint decision based on responses. The Town of Exeter, as the lead for the FEMA MHMP award, will ultimately make a direct selection of a planning/consultant firm.

**All proposals are to be mailed to:**  
**ATTN: Town Clerk**  
**Town of Exeter**  
**675 Ten Rod Road**  
**Exeter, RI 02882**



BID SUMMARY

Bids Due By: April 29, 2024 at 9:30 a.m.  
Bid Opening Date: April 29, 2024 at 10:00 a.m.

**Late proposals will not be considered.**

BID RECEIPT LOCATION:

Exeter Clerk's Office  
Town of Exeter  
675 Ten Rod Road  
Exeter, RI 02822

BID OPENING LOCATION:

Town Council Chambers  
Exeter Clerk's Office  
675 Ten Rod Road  
Exeter, RI 02822

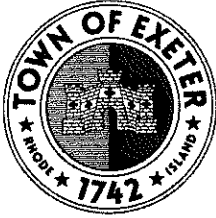
Sealed Envelopes Must Be Marked as Follows:

**"MULTIJURISDICTIONAL  
HAZARD MITIGATION PLAN"**

The effective date of AWARD shall be on or about **May 6, 2024**.

**Single Point of Contact:** All requests for information related to this bid package shall be directed to:

Dorian Boardman  
675 Ten Rod Road  
Exeter, RI 02822  
[dori.boardman@exeterri.gov](mailto:dori.boardman@exeterri.gov)  
401-360-4762



## SECTION 1 – SUBMITTAL REQUIREMENTS

### 1.1 Proposal Format Requirements

Bids must contain the name and proper address of the bidding firm and must be signed by a responsible member of the firm with his/her signature and official title. Proposals that are not complete, or contain any omissions, erasures, alterations, additions, or irregularities of any kind may be rejected.

- a. Envelopes containing bids must be sealed, submitted to the Town Clerk's Office, and marked "MULTIJURISDICTIONAL HAZARD MITIGATION PLAN"
- b. All bidders are required to complete an Experience Sheet which is included in this bid packet; Section 5, Form 5.1 *Experience of Contractor*. Any bid submitted without a fully completed Experience Sheet may be rejected. Bidders may substitute their own Experience Sheet with their bid documents.
- c. Bidders are required to submit two (2) hardcopies of their bids.
- d. A signed copy of the Bid Instructions shall be submitted to the Town Clerk's office at the time the bid is submitted, see Section 5, Form 5.2 *Bid Instructions*. Bids are to be submitted on or before the date and time due and signed by a person authorized to represent the bidder.
- f. Bids that do not meet minimum requirements may or may not be considered. All exceptions must be listed.

### 1.2 Statement of Qualifications

All work is to be performed by firms or individuals within firms having established experience in public emergency management planning, analysis, and design. Firms and/or individuals must have detailed and relevant experience with applicable Federal and State regulations and programs, as well as professional organization standards and criteria.

A Statement of Qualifications must be submitted as a part of the respondent's proposal, including a listing of key personnel to be assigned to this project (organizational chart and resumes), relevant experience of the firm, key personnel, and other pertinent information which identifies the respondent's ability to perform the work elements listed in the scope of work. A separate list of all intended sub-consultants must also be provided, identifying the tasks for the sub-consultant and the (proposed) relationship between the respondent and the sub-consultant (i.e. joint venture, straight sub-consultant basis, etc.) Similar qualifications information is to be supplied for each proposed sub-consultant.

### 1.3 Receipt, opening and withdrawal of bids

Bids will be accepted in the Exeter Town Hall until the time indicated on the advertisement for bids, for the commodities, equipment, or services designated in the specifications and will then be publicly opened and read.



The Town Clerk will decide when the specified time has arrived to open bids, and no bid received after the posted deadline will be considered.

Any bidder may withdraw his/her bid by written request at any time prior to the advertised time for bid opening. Telephonic bids, amendments, or withdrawals will not be accepted.

Unless otherwise specified, no bid may be withdrawn for a period of ninety (90) days after the date of bid opening.

Negligence on the part of the bidder in preparing the bid confers no rights for the withdrawal of the bid after it has been opened.

Bids received prior to the time of opening will be securely maintained by the Town Clerk. No responsibility will attach to an officer or person for the premature opening of a bid not properly addressed and identified.

#### **1.4 Town's Right to Reject**

The Town reserves the right to reject any and all proposals, to waive any informality in the proposals received, and to accept the proposal deemed to be most favorable, in the best interests of the Town. The Town reserves the right to terminate the Agreement. Failure of the Consultant to perform any work under this Agreement for a period of ten (10) days following its commencement, without the consent of the Town, shall constitute a breach of the Agreement and the Town may at its option, by written notice, terminate his/her obligations hereunder or otherwise effect the completion of the work uncompleted by the Consultant, and may offset against the contract price herein set forth, the cost and expense of completing such work, or in the event the Town has at the time of such breach and termination paid to the Consultant an amount in excess of the fair value of the work then completed, the Consultant shall refund to the Town promptly upon demand, an apportioned amount of the total sum thereto paid by the Town.

#### **1.5 General Requirements**

The successful bidder must comply with the following general requirements:

- a. General company information, including but not limited to company history, location of the office where the majority of the work would be performed, general staff size and make-up.
- b. General qualifications of the firm, indicating experience in the various types of work which are components of this project.
- c. Select experience with specific similar or relevant projects during the past five years. Describe the projects, indicate the nature of the firm's responsibility, status of the project and the name, address, and phone number of the project contact(s).
- d. Names and qualifications of the key members of the proposed project team, including assignment of the work and the designation of the proposed Project Manager.
- e. Technical proposal describing the approach to the project and how the requested project activities will be managed and accomplished. Address the proposed coordination with the towns, including meetings and review processes.
- f. Provide a proposed schedule of work.



- g. Provide five general references, names, positions, addresses and phone numbers.
- h. Identify subcontractors who may perform more than 10% of the work and provide experience and qualification information on them as well as identifying any who may be certified as minority-owned or woman-owned businesses by the State of Rhode Island's MBE/WBE Program in the Minority Business Enterprise Compliance Office.
- i. Proposed costs broken out as follows:
  - a. Project management/oversight, including internal meetings with Hazard Mitigation Technical committees.
  - b. Data collection and mapping.
  - c. Public meetings.
  - d. Preparation of draft plan and revisions to the draft plan.
  - e. Preparation of Final plan for FEMA approval.
- j. The successful bidder shall execute the Notice of Award and Notice to Proceed forms (Section 5 Forms 5.3 *Notice of Award* and 5.4 *Notice to Proceed*) within fifteen (15) days after Exeter Town Council Awards the bid.
- k. The successful bidder shall execute a Contractual Agreement within fifteen (15) days after the Exeter Town Council awards the bid, signing the Anti- Collusion Contract in Section 5, Form 5.5 *Anti-Collusion Certificate for Contract*.
- l. The plan shall begin no later than thirty (30) days after the Exeter Town Council awards the bid.

## 1.6 Oversight

The Exeter Emergency Management Director will be the lead/core team member of the Hazard Mitigation Plan (MHMP) and will oversee the planning process. The planning/consultant firm will foster inter-agency cooperation between Exeter and West Greenwich, state and federal agencies, residents, and other stakeholders to ensure that a coordinated and efficient hazard mitigation planning process is developed.

The hired planning/planning/consultant firm will work with the Exeter Emergency Management Director, the two municipal Planning Departments, other members of town staff and other stakeholders to develop the MHMP for review and approval by RIEMA and FEMA. Once approved by FEMA, the planning/consultant firm will guide the adoption of the plan. The plan development process and plan content shall align with the Scope of Services outlined below, and with all terms and conditions associated with the FEMA grant award.

The Towns of Exeter and West Greenwich, Rhode Island are soliciting proposals from qualified firms or individuals with expertise in hazard mitigation planning in accordance with current Federal Emergency Management Agency (FEMA) standards to prepare a comprehensive update of the Multijurisdictional Hazard Mitigation Plan (MMHMP). The 2005 MHMP is available for review on the respective towns' website: Town of Exeter website at [Emergency Management | Exeter \(exeterri.gov\)](#) and Town of West Greenwich [west\\_greenwich\\_hazard\\_mitigation\\_plan.pdf \(wgtownri.org\)](#). The Towns are seeking to combine and update the plan in early 2025, prior to or as close to the expiration date as possible.

The purpose of this process is to meet the requirements of the Mitigation Planning regulations under the Stafford Act and 44 CFR Part 201. The Towns are interested in participating in the Community Rating System (CRS) Program, with the final deliverable meeting FEMA/CRS approvals. The Plan shall include all elements necessary to maximize CRS Program credits to the extent feasible. Since the approval of the



2005 Plans, several guidance documents have been created and/or updated and will need to be incorporated in the research and preparation of the updated Multicommunity Hazard Mitigation Plan. Such documents include, the 2020-2040 Town of Exeter and West Greenwich Comprehensive Community Plans, and FEMA's Local Mitigation Planning Policy Guide updated in April 2022 and effective April 2023. FEMA Flood Insurance Rate Maps (FIRMs) were also updated in April 2020 and shall be reflected in the Plan.





## SECTION 2 – Selection Criteria

This will be a “Qualifications Based Selection (QBS)” process. Proposals will be examined and technically evaluated based on the categories listed below. 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. The Town will select the top ranked firm based on the criteria herein as it may apply to the specific Scope of Services.

### 2.1 Technical Elements

#### A. Company Qualifications and Experience (Maximum 25 points)

Specialized planning experience is required of the company in a series of work areas - proposals must clearly demonstrate full knowledge, understanding, and experience in the methods, techniques, and guidelines required for the performance of the required work:

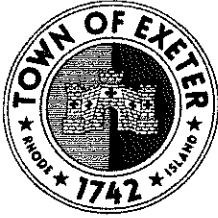
1. Experience demonstrated on similar projects.
2. Knowledge of current issues and state of the art techniques in the relevant technical areas.
3. The ability to provide the necessary skills and expertise from in-house resources.
4. Methods for assuring product quality, cost control, delivery schedule, and project oversight (a narrative description of the CONSULTANT’s quality control plan must be included).
5. The CONSULTANT should address the proposed level of effort by task for each employee category.

All preceding elements are of equal importance.

#### B. Personnel Qualifications and Availability (Maximum 20 points)

Specialized experience is required of the project personnel proposed to undertake the work assignments - proposal must clearly demonstrate the capability, academic background, training, certifications and experience of the proposed personnel:

- Availability of the proposed staff must be demonstrated.
- A demonstrated expertise and ability for rapid turn-around and flexibility on short-term projects.
- Project Manager(s) must have the ability to effectively direct multiple simultaneous work assignments.



- C. Project Manager(s) must have the ability to integrate and utilize interdisciplinary teams effectively on assignments requiring a variety of skills and expertise from in-house resources. Performance Record A list of references of at least three (3) recent contracting officers on projects of a similar magnitude and complexity; references must include telephone number and affiliation.
- D. Project Understanding (Maximum 15 points)  
The CONSULTANT must demonstrate a comprehension of the role and function of this contract in meeting the needs of the Town. In addition CONSULTANT shall have a working knowledge of the geographic area as evidenced by prior work experience in the region.
- E. Project Timeline (maximum 10 points)  
The CONSULTANT must provide a schedule of tasks they will undertake to complete the project, providing milestone dates for major elements.

## **2.2 EVALUATION PROCEDURE**

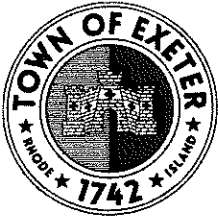
A review team consisting of Town of Narragansett senior staff members (including the Narragansett Hazard Mitigation Plan Update Guidance Committee, Director of Community Development, and Town Manager) will review and rank all proposals that are received. A recommendation will then be made to the Purchasing Manager to proceed with negotiations pursuant to R.I.G.L 45-55-8.1 prior to making a recommendation to the Town Council for an award.

The evaluation process will include a point scoring scheme as follows:

## **2.3 PROPOSAL EVALUATION**

### **1. Technical Evaluation**

- A) Company Qualifications and Experience (Maximum 25 points)
- B) Personnel Qualifications and Availability (Maximum 20 points)
- C) Performance Record (Maximum 20 points)
- D) Project Understanding (Maximum 20 points)
- E) Project Timeline (Maximum 15 points)



## **SECTION 3 – SCOPE OF SERVICES**

### **Task 1. Project Initiation and Data Collection**

#### **1.1 Kick-Off Meetings**

- 1.1a Kick-Off Meeting: The Exeter Emergency Management Director and planning/consultant firm will attend a meeting to present the purpose of the project and describe the scope and planning tasks. The meeting will formulate a project plan and identify municipal resources and stakeholders for subsequent coordination.
- 1.1 b Kick-Off Meeting: Hazard Mitigation Committees and planning/consultant firm will attend a meeting with the planners, DPW directors, engineers, fire chiefs, EMA directors, highway superintendents, police chiefs, etc., to lay out a project plan. Municipal resources and stakeholders will be identified during the meeting.

**Local Advisory Committee Meetings:** Within four weeks of the kick-off meetings, planning/consultant firm will meet with municipal staff in each municipality to describe the purpose and need for hazard mitigation Plan, the planning process, potential outcomes and mitigation grant opportunities, and the types of information to be gathered. Note that the CRS Activity 510 requires a Floodplain Management Plan (FMP) committee (must meet 5 times).

#### **1.2 Potential members of these local advisory committees include:**

- Chief Elected Officials or their designees
- Emergency Management Directors
- Members of Local Emergency Planning Commissions (LEPCs)
- Staff from Public Works or Highway Departments
- Building Officials or Staff from Building Departments
- Municipal Engineer
- GIS
- Fire Chiefs
- Staff from Municipal Planning and Zoning/Land Use Departments
- Local stakeholders from the academic, environmental, and business communities, if applicable
- RI State Hazard Mitigation Officer

- 1.3 Hazard Mitigation Workshops: Planning/consultant firm in coordination with the Exeter Emergency Management Director will hold a series of hazard vulnerability and mitigation workshops to identify vulnerable areas, locate critical facilities, and discuss the effects and



responses to past and recent natural events. Planning/consultant firm will provide technical information and facilitate the workshops. Two types of workshops are proposed: workshops with the towns and their invited guests, and public workshops. The public workshops will serve as the primary public meetings to review and identify potential projects and receive comments about hazard effects and/or areas that should be included in the planning process.

- 1.3a Vulnerability and Risk Assessment Workshop for Towns: Planning/consultant firm will prepare for and facilitate a meeting of the towns and invited guests to discuss the hazard profiles, vulnerability assessments, risk assessments including socio-economic and demographic factors, loss estimates, critical facilities, historic resources, and other components of the planning process aligned with Task 2. The purpose of the workshop will be to obtain input from the towns. A central location will be selected for the workshop.
- 1.3b Vulnerability and Risk Assessment Workshop for Public: Planning/consultant firm will prepare for and facilitate a public meeting to discuss the hazard profiles, vulnerability assessment, risk assessment, loss estimates, critical facilities, historic resources, and other components of the planning process aligned with Task 2. The purpose of the workshop will be to obtain input from the public. A central location will be selected for the workshop.
- 1.3c Mitigation Strategy Workshop for Towns: Planning/consultant firm will prepare for and facilitate a meeting of the towns and invited guests to discuss mitigation goals, objectives, strategies, and actions aligned with Task 3. Statewide mitigation initiatives will be included. The purpose of the workshop will be to obtain input from the towns. A central location will be selected for the workshop.
- 1.3 d Mitigation Strategy Workshop for Public: Planning/consultant firm will prepare for and facilitate a public meeting to discuss mitigation goals, objectives, strategies, and actions aligned with Task 3. Statewide mitigation initiatives will be included. The purpose of the workshop will be to obtain input from the public. A central location will be selected for the workshop.
- 1.4 Data Collection: Planning/consultant firm will gather available data, mapping, information, and reports from relevant state and federal agencies, utility companies, municipal agencies, available news articles, and non-government organizations. The following is a preliminary list:
  - Existing Hazard Mitigation Plans from nearby communities
  - Local, Regional, and State plans of conservation and development
  - Municipal codes
  - Zoning Regulations
  - Subdivision Regulations



- Local Comprehensive Plans
  - Inland Wetlands and Watercourses Regulations
  - Other regulations or ordinances that may be related to hazard mitigation
  - Building department records
  - Local Emergency Operations Plans (LEOPs)
  - Dam safety files and dam failure inundation mapping
  - Dam inspection reports and Emergency Action Plans (EAPs)
  - Flood Insurance Rate Maps (FIRMs)
  - Flood Insurance Studies (FIS)
  - Hurricane surge mapping
  - Evacuation routes and critical facilities
  - American Red Cross sheltering plans
  - Repetitive Loss Property lists
  - Public Works complaint logs and files
  - Snowplow routing and priorities
  - Snow and ice management policies
  - Lists of floods, earthquakes, tornadoes, downbursts, hurricanes, tropical storms, nor'easters, hailstorms, blizzards, and other severe events
  - National Climate Data Center (NCDC) storm event data from the National Centers for Environmental Information (NCEI)
  - Publicly available information regarding losses for Washington County region from the disaster declarations that have occurred since prior plans were adopted
  - Copies of mitigation grant applications submitted for consideration under the HMGP, PDM, and FMA programs in the last five years
  - The Rhode Island Hazard Mitigation Plan
  - Water Quality 2035 (RI Water Quality Management Plan)
  - Comprehensive Economic Development Strategy (CEDs)
  - Guidance Handbook #12: Planning for Natural Hazards & Climate Change
- 1.5 Public Outreach and Engagement: Planning/consultant firm will engage the public through public meetings, a survey, and story map to provide information to the public and solicit input and comments from the public.
- 1.5a Public Meetings: Planning/consultant firm will prepare for and lead up to 3 public informational meetings in the region that will be additional to the two public workshops



described in Task 1.3. These public meetings will be tailored to the overall planning phase and scope occurring at the time of the meeting, but they can at a minimum present the history and purpose of hazard mitigation planning, the FEMA mitigation funding programs, and the project scope of work; and be used to receive comments about hazard effects and/or areas that should be included in the planning process. The Exeter Emergency Management Director will be responsible for posting of public notices to the constituents in both towns. Public comments will be assembled by the Planning/consultant firm, and meeting minutes will be appended to the Plan.

- 1.5b Internet-Based Public Survey: Planning/consultant firm will prepare, deploy, and maintain a SurveyMonkey-based survey to gather comments for the hazard mitigation plan update process. Availability of the survey will be publicized simultaneously with the public meetings of Task 1.3 and 1.5, and through various internet-based news services.
- 1.5c Story Map: Planning/consultant firm will prepare an ESRI Story Map to augment public engagement tasks listed above and enhance public participation.
- 1.6 Administration and Reporting: Planning/consultant firm will provide progress reports and updates to the Exeter Emergency Management Director as needed.
- 1.6a Administration: Planning/consultant firm will participate in biweekly calls to discuss project status and any problems, issues, or challenges. The intent of the calls is to maintain the schedule. Planning/consultant firm will also provide progress reports with invoices.
- 1.6b Project Updates and Quarterly Reporting: Planning/consultant firm will contribute narratives to the Exeter Emergency Management Director for quarterly reporting to FEMA and for other purposes that may be required.
- 1.7 Project Webpage: Planning/consultant firm will provide content to the project web page. This may include maps, graphics, tables, copies of presentations, links to the survey, etc.



## **Task 2. Vulnerability and Risk Assessment**

- 2.1 **Mapping of Land Use and Zoning:** Planning/consultant firm will work with the Planning Departments to review existing zoning and development trends and develop GIS-based land use and zoning maps. Future potential areas of development will be identified and mapped by planning/consultant firm, including developments under review by local planning boards and others that have been speculated.
- 2.2 **Historical Summary of Recent Hazard Events:** Planning/consultant firm will summarize recent natural events that have occurred in the region and describe the extent to damage caused and the response to the events.
- 2.3 **Flood Hazard Areas:** FEMA-designated floodplains and floodways will be reviewed and mapped by planning/consultant firm. Areas of potential flooding and vulnerable land/structures will be identified/reviewed by planning/consultant firm and municipalities. Land use and zoning mapped as part of Task 2.1 will be overlaid onto these layers as well. Drainage basins within the study area will be evaluated via GIS and described in narrative form. Planning/consultant firm will integrate FEMA's Community Rating System (CRS) requirements for floodplain planning/management (CRS Activity 510) into the final product for both towns.
- 2.4 **Historical Flooding:** A history of flooding problems will be compiled by planning/consultant firm from available information and interviews with municipal staff and others. Known flood-prone areas (referenced relative to streets, neighborhoods, and/or drainage basins) will be identified and described, including areas affected by nuisance flooding and other flood-related issues. Critical and known problem areas will be visually surveyed and photographed by the planning/consultant firm as part of this effort (and as part of Tasks 1.2 and 1.4 above).
- 2.5 **Facilities and Historic Resources**
  - 2.5a **Critical Facilities -** Critical facilities will be identified, described, and mapped by Planning/consultant firm. Critical facilities will include municipal offices; designated primary and backup shelters; other places where people may congregate (i.e. schools); facilities that cannot be easily evacuated such as assisted-living homes; power generation, communication, and transmission facilities; and some infrastructure such as roads, and water system components. Critical facilities will be counted and assessed values will be tabulated in each hazard risk area as an exposure analysis.
  - 2.5b **Historic Resources:** Historic resources will be identified, described, and mapped by planning/consultant firm.



- 2.5 Dams: An inventory of high and significant hazard dams will be conducted based upon data and information on file at the RIDEM, as well as municipal files. The locations of moderate, high, and significant hazard dams will be mapped along with conditions and failure inundation areas if this information is available.
- 2.6 Vulnerabilities to Flooding: Planning/consultant firm will describe, evaluate, and map existing structures and infrastructure (including roads) vulnerable to flooding, as well as potential areas of development vulnerable to flooding; and organize structures and properties by type (residential, commercial, etc.) and characteristics (areas, locations). Potential flooding problems from upstream communities, and Repetitive Loss Properties and Severe Repetitive Loss Properties will be tabulated. Future climate impacts will also be evaluated. Buildings, critical facilities, and historic resources will be counted and assessed values will be tabulated in each flood risk area as an exposure analysis. Loss estimates will be prepared for flood-related hazards using the State Hazard Mitigation Plan, Public Assistance (PA) reimbursements, and National Flood Insurance Program (NFIP) statistics for each municipality.
- 2.7 Existing Capabilities and Mitigation: Planning/consultant firm will describe existing flood loss reduction and mitigation capabilities, inclusive of all six standards categories (prevention, property protection, structural projects, public education and awareness, natural resource protection, and emergency services). Regulations will be included as well. These measures will be evaluated along with the capabilities and resources to implement such measures. Existing flood management capabilities will be identified. These may include education, "Reverse 911"- type warning systems such as Code Red, community notification systems, flood insurance, Community Rating System (CRS) participation, detention/retention, stream channel modifications, bridge and culvert replacement, wet and dry floodproofing, regulation revisions or amendments, structure relocation or elevation, etc. Capabilities related to other hazards will be similarly described.
- 2.8 Wind Hazards: The wind hazards events (winter storms, summer storms and tornadoes, hurricanes, and tropical storms) and hazard effects will be described. Vulnerabilities will be evaluated based upon historic climatological data, as well as written and verbal documentation of past occurrences and responses to such events. Loss estimates will be prepared for wind-related hazards using the State Hazard Mitigation Plan. Buildings, critical facilities, and historic resources will be counted and assessed values will be tabulated as an exposure analysis. Similar to flooding, the history, future climate impacts, existing mitigation capabilities, and objectives and actions will be developed.
- 2.9 Wildfire Hazards: Wildfires and their effects (fire, heat, and smoke) will be described. Vulnerabilities will be evaluated based upon historic records, as well as written and verbal documentation of past occurrences and responses to such events. Potential risks due to capabilities in neighboring communities will be tabulated. Loss estimates will be prepared using the State Hazard Mitigation Plan. Buildings, critical facilities, and historic resources will be counted and assessed values will be tabulated in each risk area as an exposure analysis. History, future climate impacts, existing mitigation measures, and objectives and actions will be developed.





- 2.10 **Earthquake Hazards:** Earthquakes and their effects (shaking and liquefaction) will be described. Vulnerabilities will be evaluated based upon historic records, as well as written and verbal documentation of past occurrences and responses to such events. Loss estimates will be prepared using the RI State Hazard Mitigation Plan. Buildings, critical facilities, and historic resources will be counted and assessed values will be tabulated as an exposure analysis. History, existing mitigation measures, and objectives and actions will be developed.
- 2.11 **Hazard Vulnerability Assessment:** Planning/consultant firm will perform a hazard vulnerability assessment to update all assets including existing and future buildings, infrastructure, and critical facilities located in hazard areas (also identifying the population in high-risk areas), to determine if chances of future events have changed, and to estimate losses (repetitive loss properties) that may have occurred over time.
- 2.12 **HAZUS Flood:** The latest version HAZUS-MH model will be run for calculation of flood event losses and damage estimates for each community. The analysis area will include those floodplains for the 1% annual chance flood event where elevations are mapped by FEMA.
- 2.13 **HAZUS Wind:** The HAZUS-MH model will be run for calculation of hurricane wind event losses and damage estimates for each community. Actual hurricane data and probable wind events will be included.
- 2.14 **HAZUS Earthquakes:** The HAZUS-MH model will be run for calculation of earthquake losses and damage estimates. Four potential earthquakes will be modeled based on the four potential scenarios presented in the State Hazard Mitigation Plan.
- 2.15 **Hazard Rankings:** The planning/consultant firm will rank all hazard events and hazard effects using a standardized quantitative system like the methods used for other hazard mitigation plans.
- 2.16 **Project Meeting:** Planning/consultant firm will attend quarterly meetings with the Exeter Emergency Management Director to provide updates on the project status. One such meeting is likely to occur as part of the Vulnerability and Risk Assessment (Task 2).



### **Task 3. Mitigation Strategies and Plan Development**

#### **3.1 Progress and Strategies**

- 3.1a Document Progress of Prior Actions:** Progress toward previous mitigation actions will be described. Prior actions will be removed, de-listed due to completion, migrated to the capability narratives, or carried forward as needed.
- 3.1b Formulate Strategies and Actions:** Under this phase of work, mitigation strategies and actions will be developed for each hazard and area of vulnerability identified under Task 2. The anticipated effectiveness of such measures will be provided and recommendations for future evaluation, assessment, and action will be offered.

Strategies to be evaluated will be grouped into the categories: prevention, protection of property, protection of natural resources, emergency services, structural projects, and public information/education efforts. All mitigation actions will be assigned to fiscal year or calendar year timeframes over the lifespan (look-ahead) of the hazard mitigation plan update.

- 3.2 STAPLEE and Basic BCA -** Although formal benefit-cost analysis (BCA) will not be completed for each mitigation action proposed, planning/consultant firm will utilize its experience with FEMA's BCA toolkit and process to estimate the likelihood of a project being cost-effective with regards to a formal BCA. The BCA must also consider the effects of climate change. Cost effectiveness will be incorporated into the STAPLEE analysis.
- 3.3 Ranking of Actions:** The planning/consultant firm will then rank recommendations using STAPLEE in combination with the likelihood of qualifying for federal funding. Recommendations that could be easily fit into the three mitigation funding programs (HMGP, PDM, and FMA) will be noted and those that are most easily processed for funding applications will be additionally tagged for ease of Hazard Mitigation Plan use. Staff from each municipality will provide input to this task. Funding sources will be identified for those actions that do not fit into the mitigation funding programs.
- 3.4 Produce Draft Plan:** The methods, analysis, and mitigation strategies and actions from previous tasks will be assembled into a multi-jurisdiction plan organized as follows (alternate organizational structures are permissible and can be worked out with the Exeter Emergency Management Director):
- Introduction (Purpose, Authority, Description of Funding Programs, Scope, Documentation of Planning Process, and Identification of Hazards)
  - Community Profiles (Geographical, Historical, Cultural, Development Trends)
  - Climate Trends and Climate Vulnerability Assessment
  - Critical Facilities, Historic Resources, and Other Areas of Concern

- Flooding (Setting; Hazard Assessment; Historic Record; Future Climate Impact; and Potential Mitigation Strategies and Actions) inclusive of Ice Jams
- CRS Activity 510 Application
- Hurricanes and Tropical Storms (Setting; Hazard Assessment; Historic Record; Future Climate Impact; and Potential Mitigation Strategies and Actions)
- Summer Storms and Tornados (Setting; Hazard Assessment; Historic Record; Future Climate Impact; and Potential Mitigation Strategies and Actions)
- Winter Storms (Setting; Hazard Assessment; Historic Record; Future Climate Impact; and Potential Mitigation Strategies and Actions)
- Earthquakes (Setting; Hazard Assessment; Historic Record; and Potential Mitigation Strategies and Actions)
- Dams (Setting; Hazard Assessment; Historic Record; and Potential Mitigation Strategies and Actions)
- Wildfires (Setting; Hazard Assessment; Historic Record; Future Climate Impact; and Potential Mitigation Strategies and Actions)
- Proposed Mitigation Strategies and Actions
  - By Municipality
  - For the combination of towns (if applicable)
- Implementation Table and Schedule (Proponent Agency or Department, Priority Mitigation Strategies, Monitoring, Evaluating and Updating the Plan, Plan for Continued Public Involvement)
  - Review of Exeter and West Greenwich Programs that Support Mitigation
- Technical and Financial Resources
- Appendices including Documentation of the planning process (meeting minutes, public meeting announcements, copies of power point presentations, surveys, etc.), FEMA plan maintenance worksheets, HAZUS-MH documentation, and Records of Adoption.



#### **Task 4. Design and Establishment of Resilience Guidelines**

- 4.1 As an addition to this MHMP, the Exeter Emergency Management Director will be working with planning/consultant firm to develop and include Resilience Guideline addendums to the RMHMP document. These addendums will provide guidance on 1. Development guidelines to create resilient communities before disaster strikes, 2. Coordinated, county-wide emergency management strategies to be implemented in the face of a disaster, and 3. Post-disaster rebuild guidelines, to ensure that damaged structures or areas be reconstructed in more resilient locations with designs that incorporate resiliency. In addition to being informed through the expertise of the municipal planning staff and the hired planning/consultant firm, these guidelines will be supported by the research and recommendations of local and statewide partners with expertise in the area of resilience. The developed guidelines, being incorporated into the MHMP, will seek consensus, support, and commitment from municipal leadership.

#### **Task 5. Final Preparation, RIEMA and FEMA Review and Approval**

- 5.1 **Draft Plan Review:** Planning/consultant firm will provide electronic copies (via email or ftp site) to the Exeter and West Greenwich Emergency Management Directors, Planning Staff and HMC for review by staff and other interested parties as described above. A completed draft of the updated plan will be submitted to the appropriate partnering agencies, RIEMA and FEMA for review and comment. The draft plan update, including revisions from this process will be presented to the Exeter and West Greenwich Town Councils by the consultant, and discussed in a workshop format.
- Draft Plan Meeting:** Planning/consultant firm will attend quarterly meetings with Exeter Emergency Management Director and HMC team to provide updates on the project status. One such meeting is included as part of the plan review. Comments will be described, and remaining conflicts will be addressed.
- 5.2 **Final Draft Plan:** Upon receipt of comments, the draft plan will be revised per each municipality's input and a "final draft plan" will be produced. The final draft plan will be posted to the applicable municipal websites to allow for public comments, including any additional comments by the local review team. The Exeter Emergency Management Director will be responsible for public notification of the availability of the plan.
- 5.3 **Public Discussion:** Public comments will be sent to the Exeter and West Greenwich Emergency Management Directors in each of the municipalities in written or electronic format and then forwarded to planning/consultant firm for processing and documentation.



- 5.4 Final Draft for RIEMA Review: Planning/consultant firm will incorporate applicable edits and additions to the document based on public comments. At this point, the hazard mitigation plan will be considered a “final draft” for State review.
- 5.5 RIEMA Review: One electronic (PDF) copy of the final draft plan will be submitted to RIEMA for review. Planning/consultant firm will fill out the Local Plan Review Tool (which is used for single and multi-jurisdiction hazard mitigation plans) and provide it to RIEMA for its use.
- 5.6 Incorporate Comments/Edits: Upon receipt of comments from RIEMA (if any), the final draft plan will be revised (if necessary) and sent back to RIEMA to forward to FEMA. The Local Plan Review Tool will be revised if needed and included with the plan.
- 5.7 FEMA Review: RIEMA will provide a PDF of the plan to FEMA as noted above. Upon receipt of comments from FEMA (if any), the final draft plan will be revised (if necessary) and sent back to RIEMA to forward to FEMA.
- 5.8 Conditional Approval: Planning/consultant firm will secure the “Approval Pending Adoption” (APA) from FEMA. At this time, the plan will be ready for adoption by each legislative body of the respective municipality.
- 5.9 Local Adoptions: Planning/consultant firm and the respective EMA Director will attend one public hearing in each municipality to adopt the plan with the Town Council. During these meetings, the planning/consultant firm will briefly present the planning process and explain the need for adopting and maintaining the plan. Signed resolutions will be provided by the municipal clerks who will forward to the respective EMA Directors and planning/consultant firm.
- 5.10 Final Approval: Planning/consultant firm will insert copies of the signed resolutions into the plan document and provide it to RIEMA for FEMA. Planning/consultant firm will secure final approval letters from FEMA.
- 5.11 Hard Copies of Plan: Upon municipal approval, two (2) hard copies of the plan will be provided to each respective municipality for in-house filing, as well as an electronic copy of the final plan (included with each plan on CD or thumb drive). Like FEMA, the Exeter West Greenwich communities are committed to making hazard mitigation plan filing process as “paperless” as possible. To reduce the volumes produced, certain appendices (such as HAZUS output) may be placed on CDs or thumb drives.



## **SECTION 4 – DELIVERABLES**

The final deliverable will be an updated Multicommunity Hazard Mitigation Plan for the Towns of Exeter and West Greenwich that has met State and FEMA approval, qualifies for maximum credits for the CRS Program, and is consistent with the 2020-2040 Comprehensive Plans, and positions Exeter and West Greenwich for grant funding of resiliency projects in the future.

The consultant shall produce the following deliverables in sequence:

- First draft of the updated Multicommunity Hazard Mitigation Plan and annotated “Plan Review Checklist”
- Data, maps and similar materials generated for the update of the Multicommunity Hazard Mitigation Plan
- First submittal of the updated Multicommunity Hazard Mitigation Plan to RIEMA including FEMA plan review tool for ease of determining compliance review
- If needed, incorporate revisions and/or other requirements into subsequent submittals
- Presentation of plan determined “Approvable Pending Adoption” for Town Council
- Final plan document as approved by FEMA

Deliverables shall be required electronically and in a manner suitable for posting to the Town website. All digital files shall be compatible with Microsoft Windows, ESRI, Arc GIS and the Town’s GIS and web application capabilities. Hard copies will be requested as needed. Deliverables shall be the property of the Town of Exeter and West Greenwich.



## SECTION 5 - LIST OF EXHIBITS AND FORMS

### Section 5.1 Experience of Contractor

The following experience sheet shall be completed by bidders or they may substitute their own Experience Sheet with their bid documents. Any bid submitted without a fully completed Experience Sheet will be rejected.

Have you ever failed to complete any work awarded to you? \_\_\_\_\_  
Yes/No

If so, please explain the reasons:

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What three (3) similar projects has your company completed within the last five (5) years?

<u>Class of Work</u>	<u>Contract Amount</u>	<u>When Completed</u>	<u>Name &amp; Address of Engineer/ Owner</u>
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1.

2.

3.



## Section 5.2 Bid Instructions Signature Page

I hereby certify that I have read and agree to these Bid Instructions.

A signed copy of the Bid Instructions shall be submitted to the Town Clerk's Office at the time the bid is submitted.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Company Street Address

\_\_\_\_\_  
City/Town/State

\_\_\_\_\_  
\_\_\_\_\_  
Section 5.3 Notice of Award





TO: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

MULTIJURISDICTIONAL HAZARD MITIGATION PLAN

The Town has considered the bid submitted by you, dated \_\_\_\_\_,  
for the above-referenced purchase in response to its Request for Proposals (RFP).

You are hereby notified that your bid has been accepted in the amount(s) shown on the Bid Sheet.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2024

TOWN OF EXETER, RHODE ISLAND

BY: \_\_\_\_\_  
Daniel W. Patterson  
Town Council President

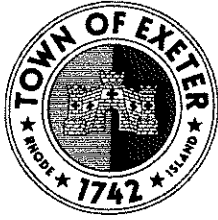
ACCEPTANCE OF NOTICE

Receipt of the above NOTICE OF AWARD is hereby acknowledged on this \_\_\_\_\_ day of  
\_\_\_\_\_, 2024.

BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_



Section 5.4 Notice to Proceed

TO:- \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DATE: \_\_\_\_\_

MULTIJURISDICTIONAL HAZARD MITIGATION PLAN

You are hereby notified to commence WORK on or after \_\_\_\_\_.

TOWN OF EXETER, RHODE ISLAND

BY: \_\_\_\_\_  
Daniel W. Patterson  
Town Council President

ACCEPTANCE OF NOTICE

Receipt of the above NOTICE TO PROCEED is hereby acknowledged on this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_



## Section 5.5 - Anti-Collusion Certificate for Contract

(Sworn Affidavit)

The successful bidder shall complete an Anti-Collusion Certificate within fifteen (15) days after the Exeter Town Council awards the bid.

Title 23, United States Code, Section 112 requires, as a condition precedent to approval by the Town Manager, that there shall be filed a sworn statement executed by, on behalf of the person, firm, association or corporation that they have not, either directly or indirectly, entered into any agreement, participated in any collusion or otherwise taken any action in restraint of free competitive bidding in connection with such contract. This sworn statement shall be in the form of an affidavit executed and sworn to by the successful bidder before a person who is authorized by the laws of this state to administer oaths.

### THE SUCCESSFUL BIDDER MUST COMPLETE THIS CERTIFICATION STATEMENT

County of \_\_\_\_\_,

I, \_\_\_\_\_ (name of party signing affidavit) \_\_\_\_\_ (title),

being duly sworn, do depose and say : On behalf of \_\_\_\_\_ (name of contractor),

of \_\_\_\_\_ (address)

that said contractor has not, either directly or indirectly, entered into agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding.

Printed Name of Contractor: \_\_\_\_\_

Signature of Contractor: \_\_\_\_\_

Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

Signature and Seal of Notary Public \_\_\_\_\_

My commission expires: \_\_\_\_\_



## Official RFP Posting

The Town of Exeter, RI is currently seeking sealed bids for:

### Multijurisdictional Hazard Mitigation Plan

A complete document package containing bid information, instructions, requirements, and specifications may be obtained at the Exeter Town Clerk's Office. 675 Ten Rod Road, Exeter, RI 02822 from 9:00-4:00 p.m. M-F and is available on the Town's website.

Sealed bids will be accepted at the Clerk's Office until 9:30 a.m. on Monday, April 29, 2024 and opened on Monday, April 29, 2024, at 10:00 a.m.

Daniel W. Patterson

Town Council President  
675 Ten Rod Road  
Exeter, RI 02822



## **M/WBE CLAUSE CERTIFICATION** (Minority/Women Business Enterprises)

To be eligible for award of contract for above project(s), the bidders must execute and submit as a part of his/her bid, the following M/WBE Clause Certification which will be deemed a part of the resulting contract.

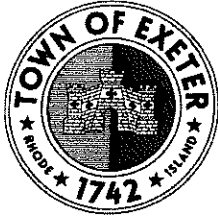
Warning: This certification is vital and if not submitted, the Consultant's bid will be considered to be nonresponsive. Similarly, if a false certification is submitted, the Consultant's bid will be considered to be non-responsive.

The Consultant agrees to use his/her good faith efforts as outlined in this certification to utilize M/WBE firms in the award of his/her subcontracts to the fullest extent with the suggested goals for this project. Under this M/WBE Clause Certification, the bidder agrees to maintain records to document contracts and specific efforts made to seek out and identify potential M/WBE Contractors. The bidder agrees to make good faith effort to replace an M/WBE subcontractor who is unable to perform successfully with another M/WBE.

### **DEFINITIONS**

For the purposes of this certification, the following terms are defined:

1. Minority : A person who is a citizen or lawful permanent resident of the United States and who is:
  - a. Black (a person having origins in any of the black racial groups of Africa)
  - b. Hispanic (a person of Spanish or Portuguese culture with origins in Mexico, South, or Central America or the Caribbean Islands, regardless of race)
  - c. Asian American (a person having origins in any of the original peoples of the Far East, Southeast, Asia, the India Subcontinent, or the Pacific Islands)
  - d. American Indian and Alaskan Native (a person having origin in any of the original peoples of North America)
  - e. Members of other groups or other individuals found to be socially disadvantaged by the Small Business Administration under Section 8(a) of the Small Business Act as amended (15 U.S.C. 637(a)).
  
2. M/WBE: A small business concern which is owned and controlled by one or more minorities and/or women.
  - a. Which is at least 51 per centum owned by one or more minorities and/or women or in the case of publicly owned business, at least 50 per centum of the stock of which is owned by one or more minorities and/or women
  - b. Whose management and daily business operations are controlled by one or more such individuals.
  - c. In the case of a joint venture between a minority- or women-controlled enterprise meeting the requirements (1) above and a non-minority/women-controlled enterprise, the



joint venture shall be found to be a M/WBE Contractor if the enterprise meeting the requirements of (1) above shall have more than one-half control over management of the project bid upon and shall have the right to receive more than one-half of the profit deriving from the project.

The Towns of Exeter/West Greenwich contract goal for M/WBE utilization on this contract is 10%.

These goals are established in accordance with 2 CFR 200.321 and Executive Orders 11625 (26 FR 1976), and 12432. On all contracts, the bidder agrees to take affirmative actions to seek out and utilize M/WBE firms.

On contracts with suggested goals, the bidder must complete the "Schedule of Intended Participation by Minority/Women Business Enterprise." If the M/WBE participation submitted on the form does not meet the contract goals, the bidder must complete the "Certification of Good Faith Efforts" form.

Name of Firm or Individual (Type or Print)

Corporate Seal

Business Address

Authorized Agent (Signature)

Title

Dated: At \_\_\_\_\_, this \_\_\_\_\_ day of 2024.



### CERTIFICATE OF GOOD FAITH EFFORTS

Bidder has used his/her good faith efforts to use M/WBE firms as evidenced by the following actions taken.

Check those which have been done:

Bidder has advertised in general circulation, trade association of minority- or women-focused media concerning subcontracting opportunities.

Bidder has provided written notice to specific M/WBE firms that their interest in the contract was being solicited in sufficient time to allow M/WBE's to participate.

Bidder has contacted M/WBE firms who expressed interest to determine with certainty whether they were in fact interested.

Bidder has selected specific portions of the work to be performed for solicitation of M/WBE participation.

Bidder has provided interested M/WBE firms with information about the plans, specifications, and requirements of the project.

Bidder has negotiated in good faith with interested M/WBE firms for specific portions of the work to be performed on this project.

Bidder has made efforts to assist interested M/WBE firms in obtaining bonding, lines of credit, or insurance required in order to perform work on this project.

Bidder has used the services of minority and women community organizations, minority and women contractor groups, or governmental minority and women business assistance offices.

Please describe any additional or other efforts bidder has taken which were used to obtain M/WBE participation in this contract.



## INSURANCE REQUIREMENTS

The CONSULTANT shall maintain the following insurance coverages during the entire period of this Agreement.

<u>Type</u>	<u>Amount</u>
Worker's Compensation	\$ Per Statute
Employer's Liability	\$ 100,000.00
Comprehensive General Liability and Property Damage Liability	\$ 1,000,000.00
Automobile Liability and Property Damage Liability	\$ 500,000.00
Valuable Papers	\$ 150,000.00
Professional Liability	\$ 1,000,000.00



