

NORTHEASTERN VERMONT DEVELOPMENT ASSOCIATION
All-Hazard Mitigation Plan Update Project

REQUEST FOR PROPOSALS

- DATE ISSUED:** Friday, April 2nd, 2010
- DUE BY:** 4:00 PM on Friday, April 9th, 2010
- SUBMIT TO:** Northeastern Vermont Development Association
36 Eastern Avenue, Suite 1
P.O. Box 630
St. Johnsbury, VT 05819
laurie@nvda.net
- SUBMITTALS:** 1 copy, 3 page maximum, both electronic and/or hard copies will be accepted.

The Northeastern Vermont Development Association (NVDA) is seeking a qualified consultant to update the All-Hazard Mitigation Plans (AHMPs) for 15 towns within the Northeast Kingdom. Twelve (12) of the towns have draft AHMPs already prepared and three (3) of the towns have fully adopted and FEMA approved AHMPs. Both the draft plans and fully approved plans were developed in 2005 and all of the documents need to be updated to meet FEMA's new crosswalk criteria. The towns with draft plans prepared include Bloomfield, Brunswick, Danville, Holland, Jay, Lemington, Newport City, Newport Town, Peacham, Ryegate, St. Johnsbury, and Stannard. The towns with fully approved FEMA AHMPs include Hardwick, Lyndon/Lyndonville, and Barnet. Copies of the existing plan documents are available from NVDA for review.

SCOPE OF WORK

It is NVDA's intent to hire consultant services to complete the update of the 15 All-Hazard Mitigation Plans to meet FEMA's new crosswalk criteria (attached) and to seek the initial "conditional approval" from FEMA. The follow-up local adoption and full final approval from FEMA will be NVDA's responsibility. NVDA staff will also be responsible for updating the maps included with the AHMPs. Potential consultants should have their own mode of transportation as travel for meetings with local municipal officials is expected.

PROJECT TIMEFRAMES

Project work is expected to begin as soon as possible and the work must be completed no later than September 1, 2010, with the final invoice received by NVDA no later than September 10, 2010.

PROJECT BUDGET

This project is funded by a Pre-Disaster Mitigation Grant and the total funding available for the consultant services is \$14,000.00. Proposals exceeding the budgeted amount will not be considered.

CONTACT

Questions or comments can be submitted to **Laurie Stillwell** at NVDA via phone (802) 748-5181 or email laurie@nvda.net.