



Contents

Confidentiality ..... 3

Introduction and Purpose of the RFI ..... 3

Abbreviation and Terminology ..... 3

RFI Procedure ..... 6

Project Background & Scope of Work ..... 6

    Statement of need ..... 7

    Requirements ..... 7

    Qualifications ..... 8

RFI Form ..... 9

## Confidentiality

All information included in this RFI is confidential and is intended only for the knowledge of the recipient. No information included in this document or in discussions connected to it may be disclosed to any other party.

## Introduction and Purpose of the RFI

The purpose of this RFI is to evaluate the feasibility and scope of work required to update the Huntingdon County Multi-Jurisdictional Hazard Mitigation Plan. With this RFI, the Huntingdon County Commissioners request information regarding the products, services, experience, and qualifications of your firm as it relates to the below scope of work for the proposed project.

## Abbreviation and Terminology

- **HMP:** The Hazard Mitigation Plan, intended to update the Huntingdon County Multi-Jurisdictional Plan, last updated in March of 2015
- **County:** Huntingdon County, Pennsylvania, comprised of 48 municipalities: 18 Boroughs and 30 Townships
- **Commissioners:** The Board Huntingdon County Commissioners is an elected board that that constitute the chief governing body of the county. Statutory authority of the Commissioners is primarily of an administrative nature with legislative or policy-making powers. The County Commissioners are vested with selective policy-making authority to provide certian local services and facilities on a countywide basis. The Board meets weekly on the Tuesday at 9:30 a.m.
- **EMA:** The Emergency Management Agency is responsible for the mitigation of all types of emergencies and potential emergencies. Prior to and during a disaster, the Agency is responsible for organizing all locally available manpower, materials, supplies, equipment, and services necessary for disaster emergency readiness, response, and recovery. The Agency maintains its programs with the help of an active director, adequate resources, location, equipment, people, training exercises and updates; and an emergency management partnership with municipal, county, state and federal governments, volunteers and the private sector.
- **Multi-Jurisdictional:** Huntingdon County intends on taking the lead on updating the Hazard Mitigation Plan on behalf of the county and the 48 municipalities in the county, which is comprised of 18 Boroughs and 30 Townships
- **LEPC:** Local Emergency Planning Committee is a local organization that was established by a Federal law called the Emergency Planning and Community Right to

know act or EPCRA. It was passed by the United States Congress in November of 1986 to help communities deal safely and effectively with the many hazardous substances that are used throughout our country. The Superfund Amendment and Re-Authorization Act (SARA) passed in 1986 requires emergency response plans to be developed for responding to chemical emergencies which might happen in the United States. This responsibility was mandated to be handled on local levels through the establishment of LEPCs. The Huntingdon County LEPC meets monthly, third Thursday of the Month at 3 p.m.

- **Planning & Development:** The Huntingdon County Planning and Development Department is responsible for the administration of the County's planning and community development programs. The Department is responsible for preparation and maintenance of the Huntingdon County Comprehensive Plan. Staff is responsible for development of various functional plans in response to community needs
- **Hazard Mitigation:** Hazard mitigation is the effort to reduce loss of life and property by lessening the impact of disasters. It is most effective when implemented under a comprehensive, long-term mitigation plan. State, tribal, and local governments engage in hazard mitigation planning to identify risks and vulnerabilities associated with natural disasters, and develop long-term strategies for protecting people and property from future hazard events. Mitigation plans are key to breaking the cycle of disaster damage, reconstruction, and repeated damage.
- **Stafford Act:** The Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act), as amended by the Disaster Mitigation Act of 2000, provides the legal basis for state, tribal, and local governments to undertake risk-based approaches to reducing natural hazard risks through mitigation planning. Specifically, the Stafford Act requires state, tribal, and local governments to develop and adopt FEMA-approved hazard mitigation plans as a condition for receiving certain types of non-emergency disaster assistance.
- **Title 44, Chapter 1, Part 201:** (44 CFR Part 201) of the Code of Federal Regulations (CFR) contains requirements and procedures to implement the hazard mitigation planning provisions of the Stafford Act. The bullets below document the history of changes to the hazard mitigation planning regulations since 2002. The current regulations referenced above incorporate, or supersede, each of these rule changes.
  - October 2, 2015 Final Rule (80 FR 59549): Restored sentences requiring amendments to plans
  - December 19, 2014 Interim Final Rule (79 FR 76085): Updated references to "2 CFR parts 200 and 3002" and removed sentences requiring amendments to plans
  - April 25, 2014 Final Rule (79 FR 22873): Change in submission requirements for State Mitigation Plans

- September 16, 2009, Final Rule (74 FR 47471): Final Rule with technical corrections
  - October 31, 2007, Final Rule (72 FR 61552): Final Rule without change
  - October 31, 2007, Interim Final Rule (72 FR 61720): Local plan requirements for flood hazards and new Tribal Mitigation Plan type
  - September 13, 2004, Interim Final Rule (69 FR 55094): State and tribal extension option
  - October 28, 2003, Interim Final Rule (68 FR 208): Local plan requirement clarification
  - October 1, 2002, Interim Final Rule (67 FR 61512): Deadline extension
  - February 26, 2002, Interim Final Rule (67 FR 8844): State and local planning requirements, funding authorization and increases
- **Pennsylvania Emergency Management Agency (PEMA):** The Pennsylvania Emergency Management Agency (PEMA) helps communities and citizens mitigate against, prepare for, respond to, and recover from emergencies including natural disasters, acts of terrorism, or other human-made disasters. PEMA supports county emergency management agencies by coordinating and engaging the whole community
  - **Federal Emergency Management Agency (FEMA):** For 38 years, FEMA's mission remains: to lead America to prepare for, prevent, respond to and recover from disasters with a vision of "A Nation Prepared." On April 1, 1979, President Jimmy Carter signed the executive order that created the Federal Emergency Management Agency (FEMA). From day one, FEMA has remained committed to protecting and serving the American people. That commitment to the people we serve and the belief in our survivor centric mission will never change. The Federal Emergency Management Agency coordinates the federal government's role in preparing for, preventing, mitigating the effects of, responding to, and recovering from all domestic disasters, whether natural or man-made, including acts of terror.

## RFI Procedure

To respond to this RFI, please complete the form on Page 9 of this document. Respondents may attach additional documentation and supporting materials as necessary, however, all documentation must be properly emailed to the submission email listed in the contact information below in order to be considered for evaluation (see instructions for submission below). Responses to this RFI will be evaluated by Commissioners, LEPC, and Planning & Development and EMA staff from the County.

The timeframe for the RFI is as follows:

9/3/2019 – County Commissioners’ Public Meeting, RFI Authorized

9/4/2019 – RFI Officially Released

*9/20/2019 – Completed RFI Response Forms submitted by 4pm*

9/23/2019 – Review Team reviews RFI response(s)

10/2/2019 – RFI Respondent Interview(s) (Time TBD)

10/4/2019 – Second Interview (if needed)

10/8/2019 – County Commissioners’ Public Meeting: *possible* consultant selection

Completed RFI Response Forms and supporting materials/attachments must be submitted in electronic format via email to [planning@huntingdoncounty.net](mailto:planning@huntingdoncounty.net)

For questions regarding this RFI or the submission process, please contact:

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## Project Background & Scope of Work

The purpose of this plan update is to conduct pre-disaster hazard mitigation planning on behalf of residents, businesses, property owners, operators of critical infrastructure, and municipalities in the county less susceptible to the effects of future disasters by increasing the disaster resistance of the County and its Municipalities. The process should identify the hazards that affect Huntingdon County, and a prioritized mitigation strategy will need to be developed to reduce potential loss of life and property damage from those hazards. The Multi-Jurisdictional Hazard Mitigation Plan serves as a framework for saving lives, protecting assets, and preserving economic viability of the County’s 48 municipalities. The plan will then be sent to PEMA and FEMA for approval, which will allow projects identified in the plan to be funneled towards the Pre-Disaster Mitigation Grant Program.

## Need:

- Promote, protect and facilitate the public health, safety and general welfare of the residents of Huntingdon Counties.
- Decrease the risk of loss of life and property, both real and realized by hazards
- Promote a prioritized mitigation strategy for all municipalities of the County
- Identify projects eligible for Pre-Disaster Mitigation Grant Program
- Meet the requirements of The Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act), as amended by the Disaster Mitigation Act of 2000
- Develop a plan that engages and is ultimately approved by PEMA and FEMA

## Requirements:

The Plan will need to meet the Hazard Mitigation Planning needs of the county and its' municipalities, including developing guidelines, a prioritized mitigation strategy, and projects to decrease the loss of life and property. As mentioned above, the Plan will also need to satisfy all requirements of The Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act), as amended by the Disaster Mitigation Act of 2000. The plan will need to address the following issues, but not limited to:

- I. The Plan
  - i. Outline actions designed to address and reduce the impact of a full range of natural hazards facing Huntingdon County
- II. A Hazard Vulnerability Analysis
  - i. The critical first step in the mitigation process, with the key component to reducing future losses by understanding what the current risks are and what steps may be taken to lessen their threat
- III. Hazard Identification
  - i. A comprehensive "all hazards" list of disasters that have or could occur in Huntingdon County
- IV. Risk Assessment
  - i. The risk associated with each hazard will need to be calculated by a comprehensive Risk Assessment matrix, which provides a systematic method for assigning a risk factor to each hazard event based on impact and frequency
- V. Capability Assessment
  - i. A matrix and/or questionnaire will be provided to the County's municipalities to seek input from key stakeholders to guide the implementation of mitigation projects aimed at helping evaluate the effectiveness of existing mitigation measures, policies, plans, practices, and programs

- VI. Mitigation Strategy Development
  - i. Identify and prioritize planning goals following the completion of the Hazard Vulnerability Analysis to identify and prioritize planning goals
  
- VII. *Hazard Mitigation Plan Goals*
  - i. Identify goal statements with long-term objectives to reduce or avoid vulnerabilities of identified hazards
  
- VIII. *Plan Review and Adoption*
  - i. In accordance with Federal and State requirements, each governing body of each participating jurisdiction must review and adopt by resolution the Huntingdon County Multi-Jurisdictional Hazard Mitigation Plan. The plan will need to be submitted to PEMA and FEMA for review and approval

### Qualifications:

To achieve the objectives outlined in the proposed scope of work, the County is seeking a qualified and innovative firm or collaborative team of firms with a demonstrated ability to perform the necessary planning activities. The selected firms must possess a demonstrated understanding of strategic and action-oriented planning concepts and elements. Background experience in Hazard Mitigation planning is mandatory for completing this project. Legal experience in Hazard Mitigation Law is urged to be a component of using innovating planning approaches. Familiarity with the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act), FEMA's State Mitigation Plan Review Guide, and other applicable Hazard Mitigation Planning Techniques is required. Experience developing rural plans is recommended. Applicants will benefit by the ability to demonstrate former clients' success in achieving funding to implement their action plan.

## RFI Response Form

Company name:	
Company address:	
Company website:	
Primary type of products/services offered:	
Contact person responsible for responding to this RFI:	
Telephone:	
Email:	
Description of products and services that are offered and comparable to what is requested in this RFI:	
Relevant work examples or experience (attach separate document(s) if necessary):	
Proposed scope of work for achieving the identified project objectives (attach separate document to this form if necessary):	
Conditions listed in the RFI that cannot be met:	
<p>Total cost estimate for completing proposed scope of work, broken down by the following tasks and activities:</p> <ul style="list-style-type: none"> <li>• Pre-planning assessment: <ul style="list-style-type: none"> <li>○ Implementation team assembled</li> <li>○ Identification of priority issues</li> </ul> </li> <li>• Review of existing plans:</li> <li>• Background studies conducted at regional and county levels:</li> <li>• Public/Municipal outreach process:</li> <li>• Creation of final action plan:</li> </ul>	