

Request for Proposals (RFP)

Huntingdon County Multi-Jurisdictional Hazard Mitigation Plan Update

And

High Hazard Potential Dam Analysis and Actions

RFP NO. 1-2024

February 20, 2024

Prepared By:

**Huntingdon County Planning & Development Department
205 Penn Street
Huntingdon, PA 16652-1443**

For:

**Huntingdon County Commissioners
233 Penn Street
Huntingdon, PA 16652-**

REQUEST FOR PROPOSALS
CONSULTANT SERVICE TO DEVELOP THE HUNTINGDON COUNTY HAZARD MITIGATION PLAN
UPDATE AND HIGH HAZARD POTENTIAL DAM ANALYSIS AND ACTIONS

PART I - GENERAL

1. PURPOSE

Huntingdon County, Pennsylvania, seeks proposals from qualified consultants to provide assistance for development and completion of a FEMA-approved Hazard Mitigation Plan Update (HMP) to fulfill federal, state and local hazard mitigation planning responsibilities and the development and completion of FEMA approved Historic & Cultural Resources and Manmade/Technological Hazards Annexes.

2. DEFINITIONS

The following definitions will be used for identified terms throughout the specification and proposal document:

Agreement - A mutually binding legal document obligating the Consultant to furnish the goods, equipment or services and obligating the County to pay for it.

Consultant - (May also be referred to as Vendor) A person or business enterprise providing goods, equipment, labor and/or services to the County as fulfillment of obligations arising from an agreement.

County - Identifies the County of Huntingdon, Pennsylvania.

Deliverables - The goods, products, materials, and/or services to be provided to the County by Respondent if awarded the agreement.

Goods - Represent materials, supplies, commodities, intellectual property/work product and equipment.

Improvement - Describes any work or modification to County property that adds to the overall value of the property.

Proposal - Complete, properly signed response to a Solicitation that if accepted, would bind the Respondent to perform the resulting contract.

Proposer/Respondent - Identified persons and entities that submit a proposal.

Services - Work performed to meet a demand. The furnishing of labor, time, or effort by the Consultant and their ability to comply with promised delivery dates, specification and technical assistance specified.

Subcontractor - Any person or business enterprise providing goods, labor, and/or services to a Consultant if such goods, equipment, labor, and/or services are procured or used in fulfillment of the Consultant's obligations arising from a contract with the County.

3. CONFLICT OF INTEREST

Any vendor or person considering doing business with Huntingdon County Government will disclose the vendor or person's affiliation or business relationship that might cause a conflict of interest with County Government entity. Any attempt to intentionally or unintentionally conceal or obfuscate a conflict of interest may automatically result in the disqualification of the Respondent's proposal.

4. COUNTY CONTACTS

All questions, clarifications or requests for general information are to be directed to:

LAURIE J. NEARHOOD, PLANNING DIRECTOR
HUNTINGDON COUNTY PLANNING & DEVELOPMENT DEPARTMENT
205 PENN STREET, SUITE 3
HUNTINGDON, PA 16652
814-643-5091 or lnearhood@huntingdoncounty.net

And

KATIE UNGER, DIRECTOR
HUNTINGDON COUNTY EMERGENCY MANAGEMENT AGENCY
223 PENN STREET
HUNTINGDON, PA 16652
814-643-6613 or kunger@huntingdoncounty.net

The County Contacts may be contacted for clarification of the specifications of the Request for Proposals (RFP) only. No authority is intended or implied that specifications may be amended, or alternates accepted prior to closing date without written approval of the County. Under no circumstances will private meetings be scheduled between Respondents and County staff.

5. EX PARTE COMMUNICATION

To insure proper and fair evaluation of proposals, the County prohibits ex parte communication (i.e., unsolicited) initiated by the Respondent to the County Official or Employees evaluating or considering the proposals prior to the time a formal decision has been made. Questions and other communication from Respondents will be permissible until **4:00 PM on February 26, 2024**. Any communication between Respondent and the County after the deadline for questions will be initiated by the appropriate County Official or Employee to obtain information or clarification needed to develop a proper and accurate evaluation of the proposal. Ex parte communication may be grounds for disqualifying the offending Respondent from consideration of award of the solicitation or any future solicitations.

PART II - INSTRUCTIONS

1. PROPOSAL SCHEDULE

It is the County's intention to comply with the following proposal timeline:

Request For Proposals (RFP) Released:	February 20, 2024
Deadline For All RFP Questions By 4 PM:	February 26, 2024
County Responses To All Questions/Addendums:	February 29, 2024
Proposals Due By 4:00 PM:	March 5, 2024
Review Team Reviews Proposals:	March 6, 2024
Consultant Interview(s), (Time TBD):	March 11, 2024
Second Interview (If Needed):	March 13, 2024
Consultant Selection:	March 19 or 26, 2024

NOTE: These dates represent a tentative schedule of events. The County reserves the right to modify these dates at any time, with appropriate notice to prospective Respondents through notification by letter, email and/or posting on the County webpage.

2. PROPOSAL DUE DATE

Signed and sealed proposals are due no later than **4:00 PM on March 5, 2024**, to the Huntingdon County Planning & Development Department. Proposals received after this time and date will not be considered.

Mail or carry sealed proposals to:

LAURIE J. NEARHOOD, PLANNING DIRECTOR
HUNTINGDON COUNTY PLANNING & DEVELOPMENT DEPARTMENT
205 PENN STREET, SUITE 3
HUNTINGDON, PA 16652-1443

Sealed proposals should be clearly marked on the outside of packaging with the RFP title and due date. Facsimile or electronically transmitted proposals will not be accepted. Proposals received after the RFP deadline will not be accepted and will be returned to Respondent unopened if a return address is provided.

3. PROPOSAL SUBMISSION REQUIREMENTS

The Consultant must submit a definitive proposal for the end results that are set forth in this RFP. The proposal must describe the intended performance of the Consultant on the activities prescribed and the resources to perform the activities.

The selected Consultant must have demonstrated experience in this type of hazard mitigation planning. The professional staff necessary to conduct the required study must be available for timely response in preparing the hazard mitigation plan. The Consultant should have available a project manager with demonstrated skill in managing an interdisciplinary team. Sub-consultants proposed by the Consultant shall be listed in the proposal.

In order to be considered for this project, each Consultant must provide four total copies of its proposal. All proposals must follow the provisions outlined in this RFP. An authorized officer of the firm must sign the proposal.

The Proposal shall include, as a minimum, the following items:

- An introductory letter with the name of the proposing firm and its principal business address and phone number where the relationship will be managed. The letter should address the firm's willingness and commitment, if selected, to provide the services offered and a description of why the Consultant believes it should be selected.
- The name of the person(s) authorized to represent the Consultant in negotiating and signing any contract that may result from this document.
- A description of the organization, size, and structure of the Consultant.
- A problem statement from the Consultant's viewpoint, the objectives of the proposed consultant work, the Consultant's proposed methodology, and a work plan for completing the work. If the Consultant chooses to modify the objectives section, those modifications shall be explained. The Consultant should clearly define the assumptions behind the Proposal.
- At least three (3) references of former clients with summaries or samples of previous work that demonstrate the Consultant's ability to prepare a hazard mitigation plan.
- The name of the Consultant's project manager and the names of professional persons who will perform the work, a current resume for each, including a description of qualifications, skills, responsibilities, and the special knowledge material to this project.
- A list of the tasks, responsibilities, and qualifications of any proposed sub-consultant(s).

4. PROPOSAL NARRATIVE

- **Previous Performance/Experience**

Provide detailed information on experience with previous Disaster Mitigation Plans and Plan updates including knowledge of current FEMA plan requirements.

Provide a representative list of projects of a scale and complexity similar to the project being considered by the County. The list should include the project location, client, services provided by your firm for the project, term of services and an owner contact name.

Provide at least three references for which your firm has provided the same or similar services. Include a point of contact, current telephone number and a brief description of the services provided. Any negative responses received may result in disqualification from consideration for award. **Failure to include references with submittal may result in disqualification from consideration for award.**

Identify key project staff, task leaders and sub-consultants along with their expected services for the scope of work on behalf of the firm. Resumes should be included for each of the individuals and sub-consultants referenced which demonstrate their qualifications to satisfy all the critical and service requirement areas. The County reserves the right to approve or disapprove all sub-consultants prior to any work being performed.

Provide information on size, resources, and business history of the firm. Provide information on personnel resources available to your firm, which indicates that you have access to the services necessary to perform the work in the time available and within the required standard. Describe the firm's location where the primary services are to be provided and the ability to meet in person with County personnel when required during the performance of the Contract.

- **Project Understanding and Methodology**

Consultant shall demonstrate a thorough knowledge and understanding of natural and manmade hazards, the Commonwealth of Pennsylvania, and FEMA's requirements for Hazard Mitigation Plans.

Submit one (1) original and three (3) copies of materials that demonstrate experience in performing services of this scale and complexity. Proposals should be prepared simply and economically, providing a straightforward, concise presentation of the information requested. Fancy bindings, colored displays, promotional materials may be included; however emphasis should be on completeness and clarity of content.

5. DISCLOSURE OF LITIGATION

Respondent shall include in its proposal a complete disclosure of any civil or criminal litigation or investigation pending which involves the Respondent or in which the Respondent has been judged guilty.

6. CONFIDENTIALITY OF CONTENT

All Proposals submitted in response to this RFP shall be held confidential until a contract is awarded. Following the contract award, proposals are subject to release as public information unless the proposal or specific parts of the proposal can be shown to be exempt from the

Pennsylvania Public Information Act. Respondents are advised to consult with their legal counsel regarding disclosure issues and take the appropriate precautions to safeguard trade secrets or any other proprietary information. The County assumes no obligation or responsibility for asserting legal arguments on behalf of potential Respondents.

If a Respondent believes that a proposal or parts of a proposal are confidential, then the Respondent shall so specify. The Respondent shall stamp in bold red letters the term “**CONFIDENTIAL**” on that part of the proposal, which the Respondent believes to be confidential. Vague and general claims as to confidentiality shall not be accepted. All proposals and parts of proposals that are not marked as confidential will be automatically considered public information after the contract is awarded.

7. CLARIFICATION OF PROPOSALS

The County reserves the right to request clarification or additional information specific to any proposal after all proposals have been received and the RFP close date has passed.

8. PROPOSAL PREPARATION COSTS

All costs directly or indirectly related to preparation of a response to this solicitation, or any oral presentation required to supplement and/or clarify a Proposal which may be required by the County shall be the sole responsibility of the Respondent.

9. EVALUATION CRITERIA

All proposals received shall be evaluated based on the following criteria:

- 35% Project Understanding And Methodology
- 30% Previous Experience And Past Performance Of Consultant
- 20% Relevant Experience And Expertise Of Project Team And Sub-Consultants
- 10% Cost
- 5% Available Resource And Consultant Location

10. EVALUATION PROCESS

The County Hazard Mitigation Steering Committee will review the responses to the RFP. Interviews and/or demonstrations may be conducted with any Respondent to discuss their qualifications, resources, and ability to provide the service identified. Upon completion of the evaluation, the Steering Committee will recommend a Respondent for award. An agreement with the recommended Respondent may then be negotiated. This process will be completed with the County Commissioners’ authorization. The County reserves the right to negotiate with any and all Respondents. The County also reserves the right to reject any or all proposals, or to accept any proposal deemed most advantageous, or to waive any irregularities or informalities in the proposal received and to revise the process as circumstances require.

PART III - SPECIFICATIONS FOR HAZARD MITIGATION PLAN UPDATE

1. SCOPE OF WORK

The County of Huntingdon, Pennsylvania, intends to contract with a qualified consultant to assist with the developing a Hazard Mitigation Plan to promote pre and post disaster mitigation measures, short/long rang strategies that minimize suffering, loss of life and damage to property resulting from hazardous and potentially hazardous conditions to which citizens and institutions within the County are exposed; and to eliminate or minimize conditions which would have an undesirable impact on our citizens, the economy, environment and well-being of the County.

2. CRITICAL REQUIREMENTS

- The County HMP shall meet or exceed requirements in the FEMA Local Mitigation Local Mitigation Planning Policy Guide FP 206-21-0002, Released April 19, 2022, Effective April 19, 2023. OMB Collection #1660-0062, and the Code of Federal Regulations, Title 44. Emergency Management and Assistance. Section 201.6 (44 CFR 201.6). The plan will include additional analysis of the High Hazard Potential Dam risk present in the community. This analysis will meet FEMA standards as laid out in questions HHPD 1 through HHPD 4 of the FEMA Local Mitigation Policy Guide, and FEMA Region III HHPD 'Level of Effort' requirements articulated at end of this SOW.
- The County HMP shall use the model plan outline in Appendix 1 of the Pennsylvania's All-Hazard Mitigation Planning Standard Operating Guide (SOG) dated 2020.
- The Vendor shall revise the HMP as required by PEMA and FEMA until FEMA provides Approval Pending Adoption.
- HMP update will use hazard definitions from the PEMA SOG.
- The County HMP will be submitted to the State no later than ten (10) weeks prior to the end of the original performance period, which is **AUGUST 5, 2025**.
- The Project shall be completed including FEMA Approval Pending Adoption (APA), no later than **JULY 5, 2025**.
- The Project shall be completed including at least one municipal adoption, and FEMA approval no later than **AUGUST 5, 2025**.
- A complete and accurate Plan Review Checklist from the FEMA Local Mitigation Local Mitigation Planning Policy Guide FP 206-21-0002, Released April 19, 2022, Effective April 19, 2023, will be submitted to the State and FEMA when review is requested.
- The Consultant shall invoice according to the payment policy identified on page 22 in this RFP.

3. PLANNING PROCESS

1. The County will Build the Planning Team

The County Hazard Mitigation Steering Committee working with the County Emergency Management Agency and the County Planning and Development Department has primary responsibility for creation and updates of the County Hazard Mitigation Plan. As the plan **Owner**, they will appoint a single person as project coordinator. The **Project Coordinator** will serve as the County's designated agent for administering the grant with PEMA/FEMA, and as the primary point of contact for the plan developer. The **Plan Developer** for the County HMP update will be a private Planning Consultant. The Plan Developer will have the technical capability and organizational capacity to complete the plan update to FEMA standards.

The County HMP update **Planning Team** will consist of the Project Coordinator, the Plan Developer and representatives from key County Departments and local agencies to include Emergency Management, Public Safety, Roads & Bridges, Transportation, Planning, Economic Development, County Conservation Districts, GIS, Health Care, and Education. The County Plan Developer will review the existing HMP to gather former Planning Team information, contact Planning Team members and other stakeholders as needed, in writing, to re-establish the Planning Team. The Planning Team will meet no less than monthly during the plan update.

The Planning Team will identify required **Participants** in the HMP update process. At a minimum County HMP update Participants will include Planning Team members plus representatives from all municipalities in the county to include the municipal Flood Plain Managers. Participants will contribute to each of the four major phases of the plan (Risk Assessment, Capability Assessment, Mitigation Strategy Development, and Draft Plan Review). Contributions will be via attendance at physical and virtual meetings, and submission of required data and analysis via paper, electronic or voice communications.

The County will seek to include all potential **Stakeholders** in the update process. Stakeholders are every organization or person that has assets in the county, passes through the county or could be affected by hazards in the county. Stakeholders include the public. The Plan Developer will document the invitation process, responses to invitations and participation. Stakeholders will be encouraged, but not required to contribute to all phases of the plan.

Intended Stakeholder invites include, but are not limited to:

- Fire Departments, Ambulance Companies, Police Departments
- Hospitals and other congregate care facilities to include elder care facilities
- Organizations that care for, or advocate for, persons with disabilities
- School districts, any other educational institution – particularly higher education – do they have an environmental or planning department that can provide expertise or labor?

- State agencies that work in or have facilities in the county, especially PennDOT, PSP, DCNR, DEP, DCED, and PHMC. County will focus the invitation to the state facility in the county vs the agency as a whole, for example: Department of Transportation (Penn DOT) District Office or PA State Police (PSP) Troop vs the main office in Harrisburg.
- Adjacent counties to include bordering/contiguous state counties.
- Up and down stream counties of larger rivers
- Railroads, pipelines, power lines or other utilities that pass-through county
- Chambers of Commerce and large businesses
- Businesses with high hazard potential such as SARA facilities
- Representatives from federal facilities in the county
- Public, Private, Cyber K-12 Schools, Community Colleges, Colleges, Universities, Day Care Centers, Pre-Schools
- Commanders of local National Guard Armories or Military Reserve Centers, U.S. Army Corps of Engineers District
- County Conservation District and private conservation organizations
- Chambers of Commerce and Economic Development Agencies
- Volunteer Organizations Active in Disaster (VOAD), disaster relief organizations such as the Red Cross and Non-Governmental Organizations
- Neighborhood groups and housing organizations
- Historical Commissions/Districts (state, federal) and Historical Preservation associations
- PEMA Area Office (E/A Hamburg, C/A Harrisburg, W/A Indiana)
- FEMA Region III Community Planners and HAZUS experts, particularly if they can participate virtually

2. The County will build planning venue and gather planning tools

The County will primarily use the county website and GIS based maps vs paper documents. The process and final product will be digitized to facilitate public access as well as future updates and integration with other plans.

The County will begin by ensuring the existing plan with all appendices and annexes, is in digital format.

The County will encourage stakeholder and public participation by augmenting physical meetings with virtual meetings such as teleconferences, web site bulletin boards, and social media. The county will ensure that all municipalities have multiple opportunities to participate physically and virtually in the plan. The county will counsel municipalities on the consequences of not participating in the county plan process.

The County will use the current DFIRMs (Digital Flood Insurance Rate Maps). If preliminary DFIRMs are available, the County will use those assuming that any changes will be minimal.

The County will integrate RISKMAP products from FEMA with the goal of developing an enhanced HAZUS analysis, which will go beyond the census data and flood area provided by basic HAZUS. The County will attempt to include the following key features in the enhanced flood risk analysis:

- Flood depth data along with flooding extent
- Building attribute data for as many structures as possible (in order) critical facilities, congregate care facilities, residences, other inhabited buildings
- First floor elevation
- Construction – envelope, foundation
- Utilities and capacity to serve as shelter, resilience
- Residents with functional or mental disabilities
- Access for first responders during hazard event

The County will obtain digital copies of the other county plans to include comprehensive, flood plain and zoning, economic, development, and emergency operations plan, State HM plan, and copies of county HM Plans from adjacent, up, and downstream counties. The County will review these plans in depth and integrate them into the HMP update.

Since this is an update of an existing, approved plan, the County will use the FEMA Plan Review Tool from the current plan as a point of departure for enhancing the HMP update. What suggestions did FEMA make in their “Recommendations for Improvement” annex to the LMPRG provided at last HMP review?

3. Plan format and phases

The plan will be formatted in accordance with the PEMA Standard Operating Guide date July 2020 Appendix 1, Model Plan Outline. A detailed format with integrated FEMA LMPRG checklist follows in section 7.

The planning process will have four major phases which correspond to the four major portions of the HMP according to the PEMA SOG; Community Profile, Risk Assessment, Capability Assessment, Mitigation Strategy.

Each phase will begin with a review of that section from the current HMP and a discussion of how to improve it. The goal is not simply an HMP update that meets minimum FEMA and PEMA requirements, but a plan that is better than before and is more appropriate to our County. The planning team will address the following questions for each section:

- What has changed since the last plan?
- Has the population and the demographics changed since the last plan?
- What new development has occurred?
- Have new hazards appeared? Have old ones lessened?
- Is there new or better data available?
- Can we develop deeper, more detailed data?

- Is the current analysis valid, or should it be reviewed?
- Is there additional analysis required?
- Can the data or analysis be better presented to make it more accessible to stakeholders?
- What is the “so what” factor? The impact upon our community?

The planning team will next develop questionnaires and other forms of gathering stakeholder input and make these available virtually to the public and through smaller, physical meetings and or teleconferences with municipalities and select key stakeholders.

The planning team will gather and analyze the data and prepare a draft of the updated HMP section.

The planning team will post the draft section on the website for stakeholder comment and schedule a public meeting to review the sections.

At the physical public meeting, the planning team will present their findings, gather additional stakeholder input, and answer questions.

After the public meeting, the planning team will record their findings and update the draft section. After the draft review (final public) meeting, the Planning Team will integrate stakeholder input into a final plan and submit to PEMA along with a filled out LMPRG checklist, no later than 3 months prior to the current plan’s expiration.

The County will revise the HMP Update based on PEMA and FEMA requirements until FEMA grants APA status.

The County will distribute the FEMA APA version of the plan to the municipalities and facilitate their adoption.

The County will track municipal adoptions and FEMA approvals.

The County will complete all reimbursement requests with PEMA; and will close out the project by the end of the grant period of performance, identified as August 5, 2025.

4. Public Outreach/Planning meetings

The County will encourage stakeholders to virtually log in and contribute to any portion of the HMP update at any time. The planning team will schedule physical meetings as needed with the municipalities and other key stakeholders. The data gained will be analyzed and presented at a series of four events. These events will not be a single physical meeting, but a combination of live and virtual meetings, web logs, and email exchanges to include at least one meeting in each phase for the public. These four meetings/events will support the main phases of the plan. The 24-month planning timeline is the ideal. Some phases and meetings may need to be compressed based upon funding availability and ongoing disasters.

a. Initial Kickoff Meeting

At the kickoff meeting, the Planning Team will provide:

- A description of the expectations for plan participants in each phase of the update, to include the FEMA requirements.
- The number of meetings, the delivery method of those meetings, who will be at those meetings (multi-jurisdictional, single jurisdictional).
- How and when Plan Participant input and data requests will be made.

At the kickoff meeting the Planning Team will request:

- One Municipal Assessment survey form from each municipality that lists the most significant changes to their community since the last plan; Demographic changes, hazard events, mitigation successes, major concerns.
- Are there events coming up that can be leveraged for engaging other plan participants or engaging the public?

b. Risk Assessment and Capability Assessment Meeting

At the Risk and Capability event the Planning Team will ask Plan Participants and Stakeholders to provide:

- Risk Assessment forms which will evaluate their perspective on the impact of each hazard profiled in the plan update.
- Capability Assessment forms which detail the new and existing hazard mitigation capabilities within the county with emphasis on the National Flood Insurance Program.

c. Mitigation Strategy Meeting

At the Mitigation Strategy event the Planning Team will ask Plan Participants and Stakeholders to provide:

- Comments on the Mitigation Goals and Objectives.
- Comments on the progress of all mitigation actions for that municipality from the prior plan.
- At least one new mitigation action for each municipality.
- Mitigation actions from other Stakeholders.

d. Draft Plan review Meeting

At the Draft Plan Review, the Planning Team will explain the FEMA review, adoption and approval process and ask the Plan Participants and other Stakeholders for their review of the draft and final comments.

5. Plan technical requirements

The plan will be prepared in accordance with 44 CFR201.6, FEMA LMPRG, and the PEMA SOG. The format will be IAW the PEMA SOG Appendix 1. In addition, the County will ensure the following features not spelled out in those documents will be part of the HMP Update.

- Introduction – Executive summary – 1-2 pages of ‘what’s new’ in this update.
- Community Profile – How our County is different; how it is changing; what makes it unique in PA.
- Planning Process – How greater stakeholder participation was achieved through use of virtual planning, social media, and other innovations.
- Risk assessment

Hazard Identification - Any hazard that was profiled in old/current HMP but any not profiled in County HMP Update will be briefly discussed and a rationale for their exclusion will be included. The county plan will not necessarily profile all 34 hazards profiled in the State HMP, but the county plan will discuss why those profiled in the State Plan were not included.

Planners will use the FEMA Community Lifelines (Safety and Security, Food, Water, Shelter, Health and Medical, Energy, Communications, Transportation, Hazardous Materials, Water Systems) to understand how the hazard will affect the Community and how they might interact to amplify damage during an event.

Source: <https://www.fema.gov/emergency-managers/practitioners/lifelines>

Hazard Profiles - The risk analysis for each profiled hazard will be updated. Any hazard occurrences since last plan and any new/better data since last plan will be identified. The County will consult with the Mapping Department and/or consultant to develop additional data layers in GIS maps to better understand who will be affected by hazards such as historical and environmental assets, persons with disabilities or other vulnerable populations. The County will work to integrate these additional layers to the county property mapper so that residents and potential residents can know their risk. The County will review the methodologies available to conduct the risk assessment (it may differ from hazard to hazard) and will utilize the best one that meets their analysis needs.

The County will integrate RISKMAP products from FEMA with the goal of developing an enhanced flood risk analysis, which will go beyond the census data and flood area provided by basic HAZUS. The County will attempt to include the following key features as GIS layers in the enhanced flood risk analysis:

- Flood depth data along with flooding extent
- Building attribute data for as many structures as possible (in order) critical facilities, congregate care facilities, residences, other inhabited buildings
- First floor elevation

- Construction – envelope, foundation
- Utilities location and vulnerability
- Capacity to serve as shelter, structural and habitation resilience
- Residents with functional or mental disabilities
- Access for first responders during hazard event

These products will be provided to municipalities during the HMP update process to assist their appreciation of risk in their community and develop mitigation strategies. These products will also be integrated as additional GIS map layers with the HMP webpage on the County web site so that residents and other stakeholders can readily access hazard information focused on their community.

Adaptation to Climate Change will be a core theme throughout the document. The risk assessment will look at Future Conditions and their impact upon hazards. Current and historical hazard assessments may not adequately predict the impact of these hazards going forward. The county planners will work with FEMA Region III Community Planners to access the most current models that anticipate the conditions likely to occur.

- Capability Assessment –

Plan integration will not just be addressed in section 5.2.5, but throughout the entire plan to better understand how the County can use its limited resources to achieve community resiliency across multiple plans and jurisdictions. The plan will leverage the work of other partners to achieve greater mitigation at lower cost than stand-alone projects.

The plan will use the FEMA Region III Community Capability Assessment Worksheet to ensure a comprehensive analysis of existing capacities and what the county and municipalities are already doing for Hazard Mitigation. The plan will be integrated geographically with neighboring counties. It will be integrated vertically with the State and FEMA plans. It will be integrated functionally into other county plans and the plans of state agencies working in the county.

The Integration of hazard mitigation principles into other local planning mechanisms (comprehensive plans, transportation plans, floodplain ordinances, etc.) and vice versa is vital to build a safer, more resilient community. This two-way exchange of information supports community-wide risk reduction, both before and after disasters occur. Not only will the community's planning efforts be better integrated, but by going through this process there is a higher level of interagency coordination, which is just as important as the planning mechanisms themselves.

- Mitigation Strategy

The PEMA SOG requires Mitigation Objectives as an intermediate step between mitigation goals and mitigation actions. The mitigation strategy will be updated to prioritize the following concepts:

- Future Conditions – Mitigation actions must protect to the expected future hazard conditions vs historical risk patterns, e.g., climate adaptation, Utility Disruption, climate change.
- Resiliency – Mitigation actions should allow the community to weather hazards without significant damage or need for recovery actions.
- Building Codes, Ordinances, Enforcement Activities – Mitigation actions will address the adoption and enforcement of enhanced building codes and/or ordinances that go beyond the minimum industry standards and allow for future hazard conditions.
- Community Lifelines – Mitigation actions will address the seven community lifelines and attempt to address multiple lines.
- Nature-Based Solutions – A preference will be made for nature-based solutions that provide long term mitigation with lower costs or second order hazards.
- Leveraging Partner Activities and Funding – Mitigation actions will be integrated with other plans and organizations such as water quality efforts to save funds and build support.

6. PLANNING DOCUMENT

The finished plan will follow the exact detailed format from PEMA Standard Operating Guide July 2020. The format below has been integrated with requirements from FEMA Local Mitigation Plan Review Guide Oct 2011.

1 Introduction

- 1.1. Background
- 1.2. Purpose
- 1.3. Scope
- 1.4. Authority and Reference

2 Community Profile

- 2.1. Geography and Environment
- 2.2. Community Facts
- 2.3. Population and Demographics
- 2.4. Land Use and Development

D1. Was the plan revised to reflect changes in development? 44 CFR 201.6(d)(3)

- 2.5. Data Sources and Limitations

3 Planning Process

- 3.1. Update Process and Participation Summary

A.1a. Does the plan document how the plan was prepared, including the schedule or time frame and activities that made up the plan's development, as well as who was involved?. 44 CFR 201.6(c)(1)

- 3.2. The Planning Team

3.3. Meetings and Documentation

A.2. The County will document the planning process by recording who was invited, their response, and how they participated (person, agency, parts/meetings) in the HMP update 44 CFR 201.6(b)(2). The County will fill out and attached the Multi-Jurisdiction Summary Sheet from page 49 of the FEMA LMPPG Checklist April 2023.

3.4. Public & Stakeholder Participation

A.3. The County will document how the public was invited to participate in the HMP update process and their participation by venue (physical meetings, teleconferences, web blogs, social media, email, etc.) 44 CFR 201.6(b)(1) and 201.6(c)(1)

3.5. Multi-Jurisdictional Planning

A.2. The plan must identify all stakeholders involved or given an opportunity to be involved in the planning process. At a minimum, stakeholders must include: 1) Local and regional agencies involved in hazard mitigation activities; 2) Agencies that have the authority to regulate development; and 3) Neighboring communities. 44 CFR 201.6(b)(2)

4 Risk Assessment

4.1. Update Process Summary

4.2. Hazard Identification

4.2.1. Table of Presidential Disaster Declarations

4.2.2. Summary of Hazards

4.3. Hazard Profiles

4.3.1. Hazard 1

4.3.1.1. Location and Extent

B.1. Does the Plan include a description of the type, location, and extent of all natural hazards that can affect each jurisdiction? 44 CFR 201.6(c)(2)(i) and 44 CFR 201.6(c)(2)(iii)

4.3.1.2. Range of Magnitude

4.3.1.3. Past Occurrence

4.3.1.4. Future Occurrence

B1-d. Does the Plan include information on previous occurrences of hazard events and on the probability of future hazard events for each jurisdiction? 44 CFR 201.6(c)(2)(i)

4.3.1.5. Vulnerability Assessment

B2-b. Is there a description of each identified hazard's impact on the community as well as an overall summary of the community's vulnerability for each jurisdiction? 44 CFR 201.6(c)(2)(ii)

4.3.2. Hazard 2

4.3.2.1. Location and Extent

4.3.2.2. Range of Magnitude

4.3.2.3. Past Occurrence

4.3.2.4. Future Occurrence

4.3.2.5. Vulnerability Assessment (Flood Hazard Only)

B2-c. Does the Plan address NFIP insured structures within each jurisdiction that have been repetitively damaged by floods? 44 CFR 201.6(c)(2)(ii)

4.4. Hazard Vulnerability Summary

4.4.1. Methodology

4.4.2. Ranking Results

4.4.3. Potential Loss Estimates

4.4.4. Future Development and Vulnerability

5 Capability Assessment

5.1. Update Process Summary

5.2. Capability Assessment Findings

5.2.1. Planning and Regulatory Capability

C1. Does the plan document each jurisdiction's existing authorities, policies, programs and resources, and its ability to expand on and improve these existing policies and programs? 44 CFR 201.6(c)(3)

C2. Does the Plan address each jurisdiction's participation in the NFIP and continued compliance with NFIP requirements, as appropriate? 44 CFR 201.6(c)(3)(ii)

5.2.2. Administrative and Technical Capability

5.2.3. Financial Capability

5.2.4. Education and Outreach

5.2.5. Plan Integration

A4. The plan must document what existing plans, studies, reports, and technical information were reviewed. Examples of the types of existing sources reviewed include, but are not limited to, the state hazard mitigation plan, local comprehensive plans, hazard specific reports, and flood insurance studies. The plan must document how relevant information was incorporated into the mitigation plan. Incorporate means to reference or include information from other existing sources to form the content of the mitigation plan. 44 CFR 201.6(b)(3)

C6. Does the Plan describe a process by which local governments will integrate the requirements of the mitigation plan into other planning mechanisms, such as comprehensive or capital improvement plans, when appropriate? 44 CFR 201.6(c)(4)(ii)

6 Mitigation Strategy

6.1. Update Process Summary

D2. Was the plan revised to reflect progress in local mitigation efforts? 44 CFR 201.6(d)(3)

6.2. Mitigation Goals and Objectives

C3. Does the Plan include goals to reduce/avoid long-term vulnerabilities to the identified hazards? 44 CFR 201.6(c)(3)(i)

6.3. Identification and Analysis of Mitigation Techniques

D3. Was the plan revised to reflect changes in priorities? 44 CFR 201.6(d)(3)

6.4. Mitigation Action Plan

C4. Does the Plan identify and analyze a comprehensive range of specific mitigation actions and projects for each jurisdiction being considered to reduce the effects of hazards, with emphasis on new and existing buildings and infrastructure? 44 CFR 201.6(c)(3)(ii) and 44 CFR 201.6(c)(3)(iv)

C5. Does the Plan contain an action plan that describes how the actions identified will be prioritized (including cost benefit review), implemented, and administered by each jurisdiction? 44 CFR 201.6(c)(3)(iii) and 44 CFR (c)(3)(iv)

C6. Does the Plan describe a process by which local governments will integrate the requirements of the mitigation plan into other planning mechanisms, such as comprehensive or capital improvement plans, when appropriate? 44 CFR 201.6(c)(4)(ii)

7 Plan Maintenance

7.1. Update Process Summary

7.2. Monitoring, Evaluating and Updating the Plan

D.2. Is there a description of the method and schedule for keeping the plan current (monitoring, evaluating and updating the mitigation plan within a 5-year cycle)? A.6. 44 CFR 201.6(c)(4)(i)

7.3. Continued Public Involvement

The plan must describe how the jurisdiction(s) will continue to seek public participation after the plan has been approved and during the plan's implementation, monitoring and evaluation. 44 CFR 201.6(c)(4)(iii)

8 Plan Adoption

9 Appendices

A. Bibliography

B. Local Mitigation Plan Review Tool

C. Meeting and Other Participation Documentation

D. Local Municipality Flood Vulnerability Maps

E. Critical Facilities

7. HIGH HAZARD DAM EXPECTATIONS

To meet this requirement, the HMP will address the following:

- o Potential cascading impacts of storms, seismic events, landslides, wildfires, etc. on dams that might affect flooding potential.
- o Potential significant economic, environmental, or social impacts and multi-jurisdictional impacts from a dam incident.
- o Location and size of the PAR from HHPDs.
- o Potential impacts to institutions and critical infrastructure/facilities/lifelines.
- o Methods and/or assumptions for risk data and inundation analyses.
- o Documentation of limitations and the approach to address deficiencies.

PEMA's HHPD Classification System: Dam Risk Prioritization Methodology document will be used to evaluate dams within the planning area. The updated HHPD analysis requirement's effect on Level of Effort and needed funding will be acknowledged.

A clear explanation/discussion is to be developed, including funding documentation that is commensurate with the approach.

8. CONSULTANT SERVICE REQUIREMENTS

Interested Proposers shall have extensive knowledge and expertise and be able to demonstrate their proven ability to coordinate, evaluate and develop a FEMA approved HMP. Consulting service shall include, but not be limited to:

- Meeting the critical requirements above.
- Reviewing and analyzing existing natural and manmade hazards in all areas of the County.
- Becoming knowledgeable of existing hazards and how these hazards may impact existing and future development, property, and lives in the County.
- Hosting a series of County interactive workshops, to include, but not limited to mitigation strategy and capability and risk assessment workshops, which shall involve the identification and review of relevant plans, policies, and programs already in place, such as land use plans, flood control programs, natural resource studies, zoning ordinances, building codes, subdivision regulations, post-disaster public assistance grants and capital improvements plans.

9. DATA COLLECTION AND ANALYSIS

The consultant shall collect the necessary data to evaluate the potential for natural and manmade disasters in the County. Information shall also be obtained on area history, property status, infrastructure, land use and other relevant subjects in order to comprehensively analyze all aspects of the County. This shall include utilizing all current plans associated with disaster and emergency response efforts.

10. UPDATES AND REPORTS

The consultant shall submit quarterly progress reports and a final progress report documenting overall progress made throughout the project term. Reports should be submitted to the Huntingdon County Project Coordinator by the deadlines determined. The quarterly reports and final report must include the following:

- Name of the project
- Name of county
- Period of report (i.e., 2nd Quarter) and report deadline date
- Consultant contact person, firm name, and contact telephone number
- Work accomplishments during the quarter
- Difficulties encountered and reasons for delay
- Next Steps

Invoices for work completed quarterly should accompany each progress report. The final quarterly progress report is due at the conclusion of the project and must be submitted after approval of all deliverables. At this point, the County reserves the right to request any additional documents and/or information collected or derived throughout the planning process.

The County Project Coordinator reserves the right to request clarification from the Consultant of information contained in quarterly progress reports and all other deliverables. It is expected that the project Consultant and the Huntingdon County Project Coordinator will hold regular meetings or teleconferences, as well as schedule site visits and request project updates, as necessary, throughout the project term.

11. COST PROPOSAL

Material and labor cost shall be specific and considered reasonable. "Cost plus" type proposals will not be accepted.

Funding for this project is through a U.S. Department of Homeland Security Federal Fiscal Year 2019 Hazard Mitigation Grant Program Agreement entered by and between the Commonwealth of Pennsylvania, acting through the Pennsylvania Emergency Management Agency (PEMA) and Huntingdon County. **Project funding is not to exceed \$100,000.00.**

12. DELIVERABLES

The Consultant shall provide, but not be limited to, each item listed in the RFP. Additionally, the Consultant shall provide:

- Two printed and bound copies of the final Hazard Mitigation Plan;
- Ten electronic copies of the final Hazard Mitigation Plan on flash drives in PDF format;
- A written summary of the process by which the final plan was developed for the County, including meeting schedules, agendas, notes, rosters of attendees and soft match contributions made by the County to meet the requirements of the FEMA Disaster Mitigation Planning Grant Award.

13. INVOICING

Vendor shall submit invoices to the following address:

LAURIE J. NEARHOOD, PLANNING DIRECTOR
HUNTINGDON COUNTY PLANNING & DEVELOPMENT DEPARTMENT
205 PENN STREET, SUITE 3
HUNTINGDON, PA 16652-1443

14. PAYMENT POLICY

The County shall compensate the Consultant for the services to be performed under this Agreement on a lump sum basis, which includes labor plus reasonable and ordinary expenses. Reasonable and ordinary expenses are those related specifically to the services performed and not those incidental to the conduct of general business.

The County will be billed the lump sum amount on a milestone basis as outlined below. The Consultant reserves the right to suspend work should any invoice remain unpaid beyond sixty (60) days after the date of the invoice.

- Invoice 1 will be issued upon the completion of the Risk Assessment and Mitigation Solutions Workshop, for 25% of the lump sum amount.
- Invoice 2 will be issued upon the submittal of the Draft HMP to PEMA, for 50% of the lump sum amount.
- Invoice 3 will be issued upon FEMA's issuance of Approval Pending Adoption, for 25% of the lump sum amount.

The County may, at any time prior to the completion of the Work, direct, in writing, any changes to the Work, including but not limited to the revision of the Work's scope, time period, or schedule of performance. The Consultant shall perform such changes to the Work as directed by the County in writing and shall be paid for such Work as agreed to between the County and the Consultant.

This policy does not apply to payment made by the County in the event:

- There is a bona fide dispute between the County and Contractor concerning the supplies, materials, services, or equipment delivered or the services performed that causes the payment to be late; or The terms of a federal contract, grant, regulation, or statute prevent the County from making a timely payment with Federal Funds; or
- There is a bona fide dispute between the Contractor and a subcontractor or between a subcontractor and its suppliers concerning supplies, material, or equipment delivered or the services performed which caused the payment to be late; or
- The invoice is not mailed to the County in strict accordance with instructions, if any, on the contract or other such contractual agreement.

15. OVERCHARGES

Consultant hereby assigns to purchaser any and all claims for overcharges associated with this purchase which arise under the antitrust laws of the United States, 15 USGA Section 1 et seq., and which arise under the antitrust laws of the State of Pennsylvania.

PART V - TERMS AND CONDITIONS

1. LABOR

The Consultant shall provide all labor and goods necessary to perform the project. The Consultant shall employ all personnel for work in accordance with the requirements set forth by the United States Department of Labor.

2. EXCEPTIONS

Any variation from this specification shall be indicated on the response or on a separate attachment to the response. The sheet shall be labeled as such.

3. ENVIRONMENT

It is the intent of the County to purchase goods and equipment having the least adverse environmental impact, within the constraints of statutory purchasing requirements, departmental needs, availability, and sound economic considerations. Suggested changes and environmental enhancements for possible inclusion in future revisions of this specification are encouraged.

4. DAMAGE

The Consultant shall be responsible for damage to the County's equipment and/or property, the workplace and its contents by its work, negligence in work, its personnel and equipment. The Consultant shall be responsible and liable for the safety, injury and health of its working personnel while its employees are performing service work.

5. WORKPLACE

The County is committed to maintaining an alcohol and drug free workplace. Possession, use or being under the influence of alcohol or controlled substances by Consultant, Consultant's employees, subcontractor(s) or subcontractor(s') employees while in the performance of the service is prohibited. Violation of this requirement shall constitute grounds for termination of the service.

6. NON-APPROPRIATION

The resulting Agreement is a commitment of the County's current revenues only. It is understood and agreed the County shall have the right to terminate the Agreement at the end of any County fiscal year if the governing body of the County does not appropriate funds sufficient to purchase the estimated yearly quantities, as determined by the County's budget for the fiscal year in question. The County may effect such termination by giving Consultant a written notice of termination at the end of its then current fiscal year.

7. SELLING, TRANSFERRING OR ASSIGNING RESPONSIBILITIES

The Consultant shall not sell, transfer, or assign the service required by this agreement without the prior written consent of the County. The agreement and the monies which may become due are not assignable, except with the prior written approval of the County.

8. INTERLOCAL COOPERATIVE CONTRACTING

Other governmental entities may be extended the opportunity to purchase off the County of Huntingdon's solicitation, with the consent and agreement of the successful Consultant(s) and Huntingdon County. Such consent and agreement shall be conclusively inferred from lack of

exception to this clause in Consultant's response. However, all parties indicate their understanding, and all parties hereby expressly agree that the County of Huntingdon is not an agent or, partner to, or representative of those outside agencies or entities and that the County of Huntingdon is not obligated or liable for any action or debts that may arise out of such independently negotiated "piggyback" procurements.

9. ABANDONMENT OR DEFAULT

The Consultant who abandons or defaults the work on the contract and causes the County to purchase the services elsewhere may be charged the difference in service if any and shall not be considered in the re- advertisement of the service and may not be considered in future solicitations for the same type of work unless the scope of work is significantly changed.

10. RIGHT TO REPRODUCE DOCUMENTATION AND OTHER INFORMATION

The County shall have the right to reproduce any and all manuals, documentation, software or other information stored on electronic media supplied pursuant to the agreement at no additional cost to the County, regardless of whether the same be copyrighted or otherwise restricted as proprietary information; provided, however, that such reproductions shall be subject to the same restrictions on use and disclosure as are set forth in the agreement.

11. COMPLIANCE WITH LAWS

The Consultant shall comply with all federal, state, and local laws, statutes, ordinances, rules and regulations, and the orders and decrees of any court or administrative bodies or tribunals in any matter affecting the performance of the resulting agreement, including without limitation, workers' compensation laws, minimum and maximum salary and wage statutes and regulations, ad licensing laws and regulations. When requested, the Consultant shall furnish the County with satisfactory proof of its compliance.

12. CODES, PERMITS AND LICENSES

The Consultant shall comply with all National, State and Local standards, codes and ordinances and the terms and conditions of the services of the County of Huntingdon, Pennsylvania, as well as other authorities that have jurisdiction pertaining to equipment and materials used and their application. None of the terms or provisions of the specification shall be construed as waiving any rules, regulations, or requirements of these authorities. The Consultant shall be responsible for obtaining all necessary permits, certificates and/or licenses to fulfill contractual obligations (County of Huntingdon fees and costs will be waived).

13. INDEMNIFICATION

The Consultant shall indemnify, save harmless and exempt the County of Huntingdon, its officers, agents, servants, and employees from and against any and all suits, actions, legal proceedings, claims, demands, damages, costs, expenses, attorney fees and any and all other costs or fees incident to any work done as a result of this quote and arising out of a willful or negligent act or omission of the successful Respondent, its officers, agents, servants, and employees; provided, however, that the successful Respondent shall not be liable for any suits, actions, legal proceedings, claims, demands, damages, costs, expenses and attorney fees arising out of a willful or negligent act or omission of the County, its officers, agents, servants and employees, or third parties.

14. INSURANCE

The Consultant shall meet or exceed ALL insurance requirements set forth by the County. Any additional insurance requirements of participating or cooperative parties will be included as subsequent Attachments and shall require mandatory compliance.

15. GOVERNING LAW

Any resulting agreement shall be governed by and construed in accordance with the Laws of the State of Pennsylvania.

16. LIENS

The Consultant agrees to and shall indemnify and save harmless the County against any and all liens and encumbrances for all labor, goods and services which may be provided under the resulting agreement. At the County's request the Consultant or subcontractors shall provide a proper release of all liens or satisfactory evidence of freedom from liens shall be delivered to the County.

17. VENUE

Both the County and the Consultant agree that venue for any litigation arising from a resulting agreement shall lie in Huntingdon County, Pennsylvania.

18. INDEPENDENT CONTRACTOR

It is understood and agreed that the Consultant shall not be considered an employee of Huntingdon County. The Consultant shall not be within protection or coverage of the County's Worker' Compensation insurance, Health Insurance, Liability Insurance, or any other insurance that the County from time to time may have in force and effect.