

TOWN OF HAWLEY MASSACHUSETTS
REQUEST FOR PROPOSALS FOR A JOINT HAZARD MITIGATION PLAN/MUNICIPAL
VULNERABILITY PLAN

**ALL PROPOSALS MUST BE MADE IN WRITING TO THE HAWLEY TOWN
OFFICE, ATTN: ADMINISTRATIVE ASSISTANT, AT 8 PUDDING HOLLOW ROAD,
HAWLEY MASSACHUSETTS 01339 AND MUST BE RECEIVED ON OR BEFORE
NOVEMBER 6, 2021 IN ORDER TO BE CONSIDERED**

Overview

The Town of Hawley is issuing this Request for Proposals to qualified vendors to assist with development of a joint Municipality Vulnerability Plan/Hazard Mitigation Plan. This is Hawley's first time participating in the Municipal Vulnerability Program. The Hazard Mitigation Plan has not been updated since 2014. Going forward, the Town is interested in approaching both these plans through a combined unified document.

Town Overview

Hawley is a rural community in the southwestern corner of Franklin County, MA. It also borders Hampshire and Berkshire counties. The geographic land area is 31 square miles, of which most is forested. The population is approximately 350 residents. The tax base is primarily residential and commercial enterprises inside Hawley are largely agricultural or forestry related. Most local government positions are volunteer or nominally compensated, assisted by some part time staff, the latter including an Administrative Assistant, Financial Administrator, and Tax Collector. The Highway Department is the only full time municipal entity with two full time employees. The Fire Department is call-volunteer. Geographically, the terrain is mountainous and heavily forested. There are a number of rivers and brooks, including the Chickley River, which runs along Rt. 8A in the western part of Hawley.

MVP and Hazard Mitigation Priorities

Major climate change related concerns, which are deeply relevant to any prospective MVP Plan and to any Hazard Mitigation Plan update, include flooding due to extreme weather (Hawley suffered heavy infrastructure damage due to flooding during Tropical Storm Irene in 2011); ice and wind damage (2008 ice storm); and the possible consequences of a prolonged period of hot dry weather, for example increased wildland fire risks.

Hawley has long placed, and still places, emphasis on mitigation and resiliency strategies, particularly including infrastructure resiliency. Among the possible projects we have been considering that would relate to both MVP and Hazard Mitigation considerations: (1) maintenance and replacement of culverts; (2) repairing retaining walls on road abutting embankments in west Hawley; (3) maintaining and establishing effective yet ecologically sound

storm-water drainage; (4) near-road tree trimming to protect power and phone lines; (5) establishment of dry hydrants and fire ponds to address both structure and wildland fires; (6) a potential relocation of the Town Garage, which is extremely close to the Chickley River, and was heavily damaged by flooding during TS Irene in 2011.

Scope of Work

The Town requires a qualified vendor to assist the Town in preparing a joint Municipal Vulnerability Plan/Hazard Mitigation Plan Update. Tasks will include:

1. Meeting with local officials and obtaining necessary information
2. Working with local officials to set up the required public meetings and attending those meetings
3. Integrating data and input from local officials and public meetings into a draft plan in alignment with the goals established by the Select Board and Town Department Heads.
4. Working with local officials to make any changes to the draft requested by local authority, MEMA, FEMA, and the Massachusetts Municipal Vulnerability Program.
5. Providing training to Town staff on required program reporting, including post-plan reporting associated with the MVP program.

Furthermore, preference will be given to a vendor that commits to working with the Town on required future updates and plan maintenance of both the Municipal Vulnerability and Hazard Mitigation aspects of the document.

Preference will also be given to a vendor with a demonstrated track record of working with rural communities with both the Hazard Mitigation planning process and the Municipal Vulnerability Program.

Oversight will be by the Board of Selectmen and those it has designated for this purpose.

Budget:

The Town has a grant in the amount of \$27,000 available for performing this work. Proposals are expected to be less than or equal to this sum and, assuming qualitatively equal proposals from equally qualified vendors, preference will be given to the lowest quote.

The Proposal should include:

1. Full vendor contact information, including a point person to get in touch with.
2. Proposed scope of services.

3. Proposed budget,

4. Proposed timetable—preference for completion by June 30, 2022.

A list of Towns vendor has assisted with MVP Plans, MVP Planning Grants, and/or Hazard Mitigation Plans (note all that apply with particularity as to what was done for whom and approximate dates).

At least three references from senior authorities/program coordinators in communities the vendor has assisted with MVP plans and/or Hazard Mitigation Plans. Three references is a minimum and the successful vendor will demonstrate competence with both Municipal Vulnerability Program and Hazard Mitigation planning.

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QUESTIONS:

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