

AGENDA NOTE – HRPDC EXECUTIVE COMMITTEE MEETING

ITEM #11: HAZARD MITIGATION PLANNING CONTRACT

SUBJECT:

The HRPDC staff will use a consultant to assist the localities in updating the Southside Hazard Mitigation Plan, the City of Franklin All-Hazards Mitigation Plan and the Southampton County All-Hazards Mitigation Plan.

BACKGROUND:

The HRPDC staff in coordination with the Southside/Southampton/Franklin (SS/SH/FR) Hazard Mitigation Planning Committee (HMPC) which is representative of staff from the Cities of Franklin, Portsmouth, Norfolk, Suffolk, and Virginia Beach along with the Counties of Isle of Wight and Southampton, completed a RFP process to select a vendor/consultant for updated hazard mitigation plans.

The HMPC met to discuss revisions to the Southside Hazard Mitigation Plan, City of Franklin All-Hazards Mitigation Plan, and Southampton County All-Hazards Mitigation Plan. As part of the meeting, the HMPC agreed to use one RFP for all three plan updates. The HRPDC released EM-RFP-2011-01 following the approval of the HMPC with announcements appearing in the Virginian Pilot, Daily Press, Smithfield Times, Tidewater News, Suffolk News-Herald, the New Journal and Guide and HRPDC website. A pre-proposal conference was held as specified in the RFP with an addendum published. Proposals were received by the RFP deadline by seven vendors. The HMPC was provided with one hard copy of each proposal received to review and evaluate against the evaluation criteria specified in the RFP. The HMPC met to discuss and evaluate each proposal and opted to invite three of the seven proposers for an interview. The HMPC met to hear presentations from the three designated proposers and ask additional and/or clarifying questions. Following all interviews the HMPC ranked the top three proposers in order and recommended the HRPDC move forward with contract negotiations.

FEMA awarded the HRPDC Hazard Mitigation Grant Funds to update the Southside Hampton Roads Hazard Mitigation Plan, City of Franklin All-Hazards Mitigation Plan, and Southampton County All-Hazard Mitigation Plan.

RECOMMENDED ACTION:

Authorize the Executive Director to execute a contract with Satters Creds Consulting, Inc. to update the Southside Hampton Roads Hazard Mitigation Plan, City of Franklin All-Hazards Mitigation Plan, and Southampton County All-Hazard Mitigation Plan.