

EXHIBIT (A)
SCOPE OF WORK FOR
LYCOMING COUNTY MULTI-JURISDICTIONAL MULTI-HAZARD
MITIGATION PLAN UPDATE

PURPOSE

The purpose of this Request for Proposal (RFP) is to solicit proposals from qualified firms for the update of Lycoming County's (County) Multi-Jurisdictional Multi-Hazard Mitigation Plan (Plan). This condensed Multi-Jurisdictional Multi-Hazard Mitigation Plan (HMP) update for Lycoming County will enable the County to continue to refine approaches and incorporate the new products from its Risk Map project to better pinpoint hazard mitigation efforts. Since the 2016 adoption of Lycoming County's Flood Insurance Rate Maps and the accompanying Risk Map non-regulatory products, the County has used this data to further enhance the All Hazard Mitigation Plan through a Pre-Disaster Mitigation (PDM) grant in 2014. Coupling depth data with pinpoint locations of structures and the County's Assessment property database, the County has been able to run enhanced HAZUS analysis for the County. Although the current HMP plan looks at hazards across the entire County, the plan does not have a regionalized community approach. In this HMP update, the County will work with municipalities at the watershed level with a final outcome of having a regionalized approach to hazard mitigation planning within the County. The plan update will be based on six-watersheds within the County that largely correspond to the County's Multi-Municipal Planning Areas for the County's recent Comprehensive Plan Update.

With a project deadline of April 8, 2021 for final plan adoption to FEMA, there are three main objectives of the Lycoming County Multi-Jurisdictional Multi-Hazard Mitigation Plan update. They are as follows:

1. To review, evaluate, and update the existing County Multi-Jurisdictional Multi-Hazard Mitigation Plan.
2. To develop a regionalized approach based on six-watersheds that also nearly mimics the County's Multi-Municipal Planning Areas for the County's recent Comprehensive Plan Update.
3. To incorporate the County Comprehensive Plan and Multi-Municipal Comprehensive Planning projects.

BACKGROUND

Lycoming County is located in northcentral Pennsylvania and has a total area of 1,246 square miles with 2,200 miles of waterways. As of the 2019 US Census American Community Survey, the population was approximately 113,299. Lycoming County is comprised of 52 municipalities, including 42 townships, 9 boroughs, and the City of Williamsport (the metropolitan center and County seat).

Lycoming County lies entirely within the Susquehanna River Basin, one of four major drainage basins in Pennsylvania. Lycoming County's most populated watershed is the West Branch of the Susquehanna River, which flows throughout the County for a distance of 38 miles. Major tributaries of the West Branch include Pine Creek, Little Pine Creek, Larry's Creek, Lycoming Creek, Loyalsock Creek, Muncy Creek, Little Muncy Creek, White Deer Hole Creek, and Antes Creek.

PROJECT DESCRIPTION

The Plan update must incorporate a regionalized approach to hazard mitigation planning based on six (6) watersheds that closely correspond to the County's Multi-Municipal Planning Areas in the County's Comprehensive Plan Update 2018. These watersheds include Susquehanna River Area, Pine Creek, Larrys Creek, Lycoming Creek, Loyalsock Creek, and Muncy Creek.

The selected firm (Consultant) will be required to facilitate the planning process, identify the data requirements, conduct research, develop and facilitate the public input process, document the planning process, produce the draft and final Plan document, and facilitate the Plan adoption process. The Consultant shall be required to complete the following work plan stages: 1. Organizing Resources, 2. Assessing Risks, 3. Developing a Mitigation Strategy, and 4. Plan Adoption, Monitoring & Evaluation to meet a Plan adoption deadline of April 8, 2021.

Following are stages of a Hazard Mitigation Plan as based upon the Pennsylvania Hazard Mitigation Plan Standard Operating Guide of 2013. All stages of the current plan will be reviewed and as needed updated with new data, material, and projects.

STAGE 1 - ORGANIZATION OF RESOURCES

1. Work closely with the Project Management Team on all phases of the project. Ensure that representatives from participating jurisdictions, local elected officials, local agencies, other partner agencies, business, nonprofits, academia, neighboring counties or communities, and the public have an opportunity to be involved in the planning process. Document efforts to include these partners and their participation.
2. Develop an action plan for public involvement and comment during the Plan development stage and prior to Plan approval, and document the process and results. Coordinate public involvement through a variety of tools, such as surveys, educational briefings, press releases, informational postings on local websites and social media applications, and public hearings.
3. Establish minimum standards for participation in the Plan. Clearly identify continuing or newly participating jurisdictions and special districts, including documenting how they met the minimum standard for participation. At a minimum, the following cities, towns, and special districts are anticipated to be participating jurisdictions (as defined by FEMA and PEMA) in this Plan update:
4. Collect needed data to complete the Plan, which shall include, but is not limited to, the following:
 - Current land use and projected land use;
 - Zoning ordinances;
 - Comprehensive plans;
 - Emergency operations plans;
 - Relevant local GIS data
 - Local flood maps and flood history;
 - Risk MAP project
 - Census data, etc.
 - Additional Data Sources and Limitations in Pennsylvania Hazard Mitigation Plan Standard Operating Guide 2013

STAGE 2 - ASSESSING RISKS

Assessing Risks must follow the guidance in the Pennsylvania's Hazard Mitigation Plan Standard Operating Guide of 2013. All assessment must be separated out into each municipality and across Lycoming County's 6 primary watersheds. These all should be reviewed and updated as related to the current plan.

Hazard Identification

1. Provide updated or new descriptions of the natural and human-caused hazards affecting each participating jurisdiction, including epidemics and/or pandemics. Analyze how these hazards vary across jurisdictions and watersheds.
2. Provide a list of past presidential disaster declarations broken out into municipalities and watersheds, if applicable.

Profiling Hazards

1. Provide updated information on the location and the extent (severity) of each hazard affecting each jurisdiction, including updated information on previous occurrences.
2. Provide an update on any past hazard events that occurred including since the last plan date.
3. Provide updated information on the probability ranking of future hazard events.
4. Provide summary of repetitive loss properties for flood hazard only structures covered under the NFIP.
5. Provide an environmental impact analysis for each hazard event.

Assessing Vulnerability

1. Provide an overall summary for each jurisdiction's and watershed area vulnerability to each hazard. Rate the impact, for example high, medium, or low and explain the rating system used and the process followed to achieve the ranking.
2. For each jurisdiction, inventory and summarize each hazard's impact on buildings, infrastructure, critical facilities, utility systems, economic elements, special consideration areas, historic, cultural, and natural resource areas.
3. Provide FIRM map with critical facilities, structures, areas not mapped on the FIRM that have flooded in the past and any surface flooding identified in existing studies.
4. Review and update existing studies, reports and plans related to historical disasters, and document disaster declaration history.
5. Update estimate potential dollar loss for vulnerable structures, at a minimum, fair market and replacement value should be updated.
6. Utilize FEMA's HAZUS, Risk MAP products (and/or other appropriate resources) to generate vulnerability assessments.
7. Develop a parcel-level inventory of vulnerable structures.

8. Develop risk factor for profiled hazards by using PA's All-Hazard Mitigation Planning Standard Operating Guide's Summary of Risk Factor Approach.
9. Describe asset vulnerability of future development in growth areas as identified in the 2018 Comprehensive Plans and 2018 Multi-Municipal Comprehensive Planning Areas.
10. Include graphics and generate Geographic Information System (GIS) based maps that will illustrate the extent and location of each hazard, as well as other available information, within the defined planning area.
11. Identify and document any current authorities, programs, staffing, funding and other resources currently in place or available to accomplish mitigation and reduce vulnerability.

STAGE 3 - DEVELOP A MITIGATION STRATEGY

1. Review current and identify new Mitigation Goals that define what long-term outcomes the County wants to achieve with the Plan based upon regional watershed approach.
2. Review the existing mitigation action plan. Identify additional specific mitigation actions, projects, activities, policies & processes, or programs recommended to reduce or eliminate the impacts of the hazards identified in the updated risk assessment task element. Specific additional mitigation action planning includes pandemic/epidemic mitigation strategies.
3. Identify how each mitigation action will be implemented, including community, project category, hazard being addressed, lead agency/department, implementation schedule and funding source.
4. Identify those mitigation actions for which there is no current or planned funding mechanism.
5. Describe the status of any mitigation actions defined in the County's current Plan as "completed" or "not completed". For "not completed" actions, indicate if those are included in the new updated Plan.
6. Prepare a matrix that summarizes mitigation actions priorities (i.e. high, medium, or low) based upon project effectiveness, efficiency, multi-hazard mitigation, addresses high risk hazard, and addresses critical communications/infrastructure.

STAGE 4 - PLAN ADOPTION, MONITORING AND EVALUATION

1. Describe the method and schedule for monitoring the Plan, including progress on action items and the responsible department.
2. Develop and describe a strategy for continued public participation.
3. Deliver the County a rough draft of a plan by January 15, 2021 to begin a review process with Pennsylvania Emergency Management Agency and with Federal Emergency Management Agency. Modify draft based upon County's comments.
4. Assist County in the delivery of the second draft to PEMA by February 2, 2021. Modify draft based upon PEMA's comments.

5. Assist County in the delivery of the third draft to FEMA by February 15, 2021. Modify draft based upon FEMA's comments. Continue to work with PEMA and FEMA until both agencies are content with the final plan draft.
6. Assist the County to secure a final approval letter and plan review tool from FEMA. Under this task, the Consultant is responsible to insure the plan and the planning process is completed to the satisfaction of, and in accordance with the criteria establish by FEMA. Should the updated Plan not receive approval FEMA review, the Consultant is responsible to review "required revision" comments provided and perform all necessary follow-on tasks to finalize the updated Plan to the satisfaction of FEMA (APA).
7. Collaborate and incorporate comments from PEMA and FEMA.
8. Prepare a final updated Plan for adoption by the County and at least one municipality at the latest by April 1, 2021. Deliver adopted plan and receive FEMA approval (APA) to April 8, 2021.
9. Provide the County with a digital copy of the final Plan draft and completed FEMA Local Mitigation Plan Review Tool to submit to the U.S. Department of Homeland Security & Emergency Management Mitigation Division prior to the end of the County's grant performance period end date.

PROJECT MANAGEMENT

The Consultant shall be required to work in cooperation with the County's Project Management Team. The Consultant, with assistance from the County, shall work with all participating local governments, and with other organizations and entities relevant to the preparation, completion, adoption, and approval of this Plan. The Plan update will be managed and overseen by a Project Management Team (Team) consisting of representatives from the Lycoming County Planning and Community Development Department.

This Team will work closely with the Consultant and provide the best available data to support the planning process, timely feedback on draft documents at various stages in the planning process, guidance for the development of mitigation strategies, and assistance in facilitating the review and adoption of the final FEMA-approved Plan. This support shall include, but not limited to, providing Geographic Information Systems (GIS) parcel information and mapping services; administrative support; communication with municipal partners, community partners, and other stakeholders; coordinating public and community outreach; gathering necessary information; and completing FEMA/PEMA reporting requirements.

The Consultant shall provide the following specific Project Management Tasks:

- Assist the Team with setting a plan development timeline and related planning goals, providing planning guidance, and providing information that may be used with the public.
- Develop and maintain a critical path method schedule for the project. Update project schedule at least monthly.
- Prepare monthly progress reports to be submitted with payment invoices describing work progress and indicating the percentage of work completed, and percentage of budget expended by task element.
- Participate in teleconferences with PEMA, FEMA, and the Team to resolve any outstanding issues or answer questions.
- Anticipate planning and facilitating the following meetings:
 - Kick Off meeting
 - Monthly project management team meetings – on site or via phone

- Public workshop meetings
- County Adoption – 2 regular meetings at minimum (may require Planning Commission Meeting as well)
- Project management closeout meeting
- Prepare agendas and reference information, and keep/prepare minutes for all conference calls or meetings. Conference notes shall be prepared in typed form and furnished electronically to the Team within five (5) days after date of conference/meeting.

COUNTY, STATE AND FEDERAL REQUIREMENTS AND REGULATIONS

The Consultant shall create a Plan update that will satisfy the requirements and adhere to all federal and state mitigation planning requirements, which shall include, but is not limited to the following:

- Review and evaluate the existing County Multi-Jurisdictional Multi-Hazard Mitigation Plan. Visit Lycoming County 2015 Hazard Plan Update website <https://www.lyco.org/Departments/Planning-and-Community-Development/Hazard-Mitigation>.
- Develop a regionalized approach based on six-watersheds that also nearly mimics the County's Multi-Municipal Planning Areas for the County's recent Comprehensive Plan Update. See Appendix A for County Watersheds Map.
- Incorporate the County Comprehensive Plan and Multi-Municipal Comprehensive Planning projects. Visit Lycoming County Comprehensive Plan Update 2017 website <https://www.lyco.org/Departments/Planning-and-Community-Development/Comprehensive-Plans>.
- The Plan shall meet or exceed requirements in the FEMA Local Mitigation Plan Review Guide dated October, 2011, and 44 CFR 201.6.
- The Plan shall use the model plan outline in Appendix 1 of the Pennsylvania's All-Hazard Mitigation Planning Standard Operating Guide dated October 2013. <https://www.pema.pa.gov/Mitigation/Planning/Documents/All-Hazard-Mitigation-Planning-Standard-Operating-Guide.pdf>
- The Plan shall use the standard hazard descriptions in Appendix 7 of the Pennsylvania's All-Hazard Mitigation Planning Standard Operating Guide dated October 2013. <https://www.pema.pa.gov/Mitigation/Planning/Documents/All-Hazard-Mitigation-Planning-Standard-Operating-Guide.pdf>
- Compliance with the National Flood Insurance Program (NFIP) programming requirements.
- Compliance with the PEMA PDM Planning Grant. See Appendix B for PEMA PDM planning grant requirements.
- The Consultant shall revise the Plan as required by PEMA and FEMA until Approval Pending Adoption by FEMA.
- Natural hazards assessed by this Plan shall be coordinated (at a minimum) with the current FEMA approved version of the State Hazard Mitigation Plan.

- A complete and accurate FEMA Local Mitigation Plan Review Guide dated October, 2011 crosswalk will be submitted to the State and FEMA when review is requested.
<http://www.fema.gov/media-library/assets/documents/23194?id=4859>
- The Consultant shall not be debarred, suspended, or otherwise prohibited from providing services by the State or Federal Government.
- Invoice the County using the PEMA Budget Line Items from the County HM Planning Grant Application.

MONITORING & PERFORMANCE MEASURES

This project will be managed by the County, FEMA, and PEMA and monitored based upon the performance measures and project management tasks identified within this RFP. These performance measures will be put in place to ensure the timeliness and thoroughness of the work in accordance with grant funds.

- Monthly invoices
- Monthly status reports
- Data delivery
- Public outreach surveys
- Preliminary drafts and final Plans
- Meeting completion dates
- Weekly check-ins with the Team

PROPOSED PLAN DEADLINES

- Rough draft and all developed data to County: January 15, 2020
- Rough draft with corrections to PEMA: February 2, 2021
- Final draft with corrections to FEMA: February 15, 2021
- Final Plan adoption date by County and one municipality: April 1, 2021
- Final Adopted Plan and receive FEMA (APA) approval deadline: April 8, 2021

PROPOSED PROCUREMENT SCHEDULE

- Release Date: May 29, 2020
- Pre-Bid Meeting: June 4, 2020 at 2 PM EST
 - This meeting will be held virtually and handouts will be provided.
- Submission Date: June 19, 2020 at 5 PM EST
- Open Proposals: June 23, 2020 at 10 AM EST
- Interviews: July 7 – 9, 2020
 - The top five (5) highest ranked consultants will be selected for interviews.
- Award: July 23, 2020 at 10 AM EST

PROPOSAL PREPARATION AND SUBMISSION REQUIREMENTS

Interested consultants are to provide the County with a thorough proposal with the following sections included in the Bidder's response:

A. Table of Contents

Bidder's shall clearly identify the materials by Section and Page Number.

B. Cover Letter

Proposals must be accompanied by a cover letter, signed by an individual authorized to bind

the proposing entity. The cover letter should include an introduction of the firm and a summary statement of professional qualifications.

C. Company Overview

In this section, the Bidder shall include information of interest to the County in assessing the Bidder's stability, reliability, and integrity. Such information shall include:

- Official company name and address
- Contact information for the Bidder's primary point of contact.
- Number of years the company has been in business under the present business name.
- Number of years of experience the company has in providing the required, equivalent, or related services.

D. References

Proposer must provide three (3) references for whom Proposer has provided similar services to in Pennsylvania of the nature and scope as set forth in the RFP within the last 5 years. Include name of Agency, name of contact person, and description of services provided.

E. Overview and Approach

In this section, the Bidder shall demonstrate their understanding of scope and goals of the project and the tasks that support those goals. The County is interested in the extent to which are not readily apparent to the County. The Bidder's approach to meeting the requirements shall be comprehensive, flexible, and able to achieve the desired result.

- Approach to preparation and adoption of the Plan.
- Strategy for managing invoices billed against the grant monies approved by FEMA.
- List any resources, County assistance, or other items expected to be provided by the County.
- Itemize additional services that are further required in the servicing of the project but not noted in the aforementioned paragraphs as requirements and title as **ADDITIONAL SERVICES**.
- Describe the firm's ability to control costs and provide accurate and timely invoices through internal control measures; to monitor and stay within project budget; to monitor and review schedule and describe strategies used to complete the project on schedule.
- Describe the firm's QA/QC (Quality Control/Quality Assurance) processes that will be followed during the term of this agreement. Describe the method of ensuring high quality product.

F. Past Performance

In this section, the Bidder shall include examples of past projects of similar size and scope.

- Names, addresses and telephone numbers of client for whom the Bidder has performed other Hazard Mitigation Plans of similar or related size and type within the past five (5) years must be supplied.
 - Year contract started and completed
 - Type of contract
 - Contracting agency/client
 - Project description
 - Project manager

- Links to or examples of past performance should be included. These example projects shall include the names of the current employees who worked on the project.

G. Project Management Plan

In this section, the Bidder shall describe the planning and control techniques the Bidder proposes to apply to ensure the project remains on track and the desired outcomes are achieved.

- Project Schedule: The Bidder shall describe in graphical format their proposal detailed implementation of the tentative schedule. This shall include high-level tasks and sub-tasks to be performed, milestones to be achieved, and types of resources to be utilized. Include the task name, start date, finish date, and type(s) of resources assigned. The County is interested in a breakdown of tasks and sub-tasks, and completion dates for milestones and deliverables. The timeline must correspond with the proposed Plan schedule deadline(s).
- Assessment of Risks and Issues: The Bidder shall identify any risks and/or issues that would impede the successful achievement of the project objectives. Include the proposed approach to mitigating those risks and managing and/or resolving the identified issues.

H. Staff Qualifications and Experience

In this section, the Bidder shall provide background information on the staff proposed for this project. This shall include examples of similar projects, research experience, and the staff member's resume. The Bidder shall furnish sufficient information for judging the quality and competence of the staff that would be utilized to perform services under the proposed scope of work. PLEASE NOTE: The substitution or addition of key personnel/individuals shall be allowed only with prior written approval of the County. If sub-contractors are to be used as part of this proposal, qualifications of the sub-contractor and relevant experience must be included as outlined above. The County reserves the right to approve or disapprove all sub-consultants.

I. Organization Chart

Proposer shall include an organization chart that reflects titles of key staff and management contacts of each individual assigned to provide services under this proposal. Include in the organization chart a list of all sub-contracted work to individuals/firms. It is County's preference to have key personnel identified in the Organizational Chart to remain on this project during the term of the agreement. The County shall note concurrence on this restriction to change in key personnel. A transition plan process shall be presented in this section in the event there are proposed changes in key personnel during the term of the agreement that are outside the consulting firms control or if the County requests such a change.

J. Proposed Costs

In this section, the Bidder's cost proposal shall be presented. The Bidder shall describe all proposed costs, include cost breakdowns by task, include hourly rates and the estimated hours per labor category. Services not specifically mentioned in this RFP, but are necessary to provide the functional capabilities described, shall be included as part of the cost elements.

K. Exceptions to Terms and Conditions

In this section, the Bidder shall identify any exceptions to the County's General Terms and Conditions, including any proposed revision(s), and an explanation of why any such revision is needed.

L. Submittal Documents

The County is requesting seven (7) hardcopies of the proposal and one (1) electronic version (i.e. CDs/USB). Proposals should not be submitted in ringed binders or metal spirals. Proposals must be enclosed in a sealed envelope or package. The outside of the envelope or package shall be clearly marked, "RFP for Lycoming County Multi-Jurisdictional Multi-Hazard Mitigation Plan Update."

Proposals shall be submitted to the Lycoming County Controller's Office, Executive Plaza Building, 330 Pine Street, 2nd Floor, Williamsport, PA 17701. Late proposals shall not be accepted. Proposals must be mailed or hand-delivered. Proposals delivered by fax or electronic mean are not acceptable and will not be considered.

EVALUTION CRITERIA

Proposals will be evaluated based upon the criteria identified below. However, other criteria may be added to support the evaluation process whenever such additional criteria are deemed appropriate in considering the nature of the services being solicited, including interviews.

1. **Understanding the Scope of Work / Project Approach:** Includes evaluation of the Consultants understanding of what the County has requested in the Scope of Work as well as their input with regard to added or modified scope based on their experience and knowledge of the overall FEMA and PEMA process and specific requirements for such plans. Rate the consultant on their technical approach to the Plan, and the level to which it meets the project objective. This section also includes evaluation of the Consultants approach to how it meets the County's requirements and demonstration that they have the ability to successfully meet the proposed schedule.
2. **Recent Experience of Similar Scope:** Includes evaluation of the firm's experience working with local agencies, PEMA and FEMA on Hazard Mitigation Plans for agencies of similar size, geography, and hazard threat level as the County. Evaluate the firms' ability to meet the timeline for successful delivery of the project. In the case of a joint partnership, rate the teams combined experience, and what the partnership brings to the project.
3. **Quality / Qualification of Staff Proposed for Project:** Includes evaluation of the quality and specific qualifications that the proposed project team possesses, and how their experience will benefit the preparation of this Plan. Evaluate the availability of project staff to complete the project.
4. **General Conformance to RFP and Overall Value of Proposal:** Includes evaluation of the Consultants overall value to the County. The County will consider all aspects of the proposal, and rate the Consultant on how well they have conveyed that they understand the County's needs and how the Consultant's technical approach, experience and staff provide the best opportunity to achieve the County's objective. Furthermore, the County will consider any value added in the form of recommendations, suggested approach strategies, etc. in the Consultant's proposal, and how that might benefit this project.

5. Project Mangement Plan: The proposed timetable must be realistic and include sufficient time for the Plan approval process with the proposed Plan schedule deadlines. The task and sub task breakdwon must demonstrate a clear understanding of the steps necessary to completing a Plan update.
6. Proposed Cost: The County will look at the cost of the Consultant’s approach and weigh it against the budget to determine value and compliance with the proposed budget. County has a limited budget for the condensed update.
7. Extent to which the Bidder has any exceptions to the County’s general terms and conditions.

CRITERIA	SCORE
Understanding the Scope of Work / Project Approach	10
Recent Experience of Similar Scope	20
Quality / Qualification of Staff Proposed for Project	15
General Conformance to RFP and Overall Value of Proposal	10
Project Mangement Plan	15
Proposed Cost	30
TOTAL POINTS	100

Appendix A: Location and Watershed Map, Lycoming County, PA



