



Town of Harvard
Request for Response for Planning Services
Local Hazard Mitigation Plan (HMP) and Massachusetts Vulnerability
Preparedness (MVP) Hazard and Preparedness Element

Summary

Solicitation: The Town of Harvard seeks proposals from qualified firms to prepare a Hazard Mitigation Plan (HMP) Update in accordance with FEMA/MEMA Hazard Mitigation Planning guidelines and requirements. This HMP will also integrate all applicable Municipal Vulnerability Preparedness (MVP) materials developed over the course of the multiple MVP projects undertaken by Harvard and develop a hybrid plan. A more descriptive scope of work and tasks is included in this RFP. It should be noted that this plan is to be an update, not a new plan, and that all of the required MVP Prioritization Plan requirements have been met in full and that Harvard is seeking an update and integration of this material in a HMP, not a new process.

Deadline: Responses are due to Marie Sobalvarro by Monday, October 18, 2021 at 2:00 pm. Responses shall conform with the formal requirements of this RFP.

Questions: Questions concerning the RFP must be submitted in writing and be received via email to cryan@harvard-ma.gov on or before 4:30 pm on Monday, October 11, 2021. Written responses/addenda will be uploaded to a web page on or before Wednesday, October 13, 2021, to those recorded by the Town as having received the RFQ. No oral responses will be provided, and no oral responses may be relied upon.

Form of Submittal: Responders to this RFP shall include five (5) bound copies as part of their submittal. Additional submittal requirements are indicated below.

Procurement: The selection of a consultant will be made based on the criteria set forth in this RFP, and will conform with any applicable procurement requirements as set forth in M.G.L. c.30B. After Responses are ranked, the Town reserves the right to conduct interviews with selected finalists, or to directly select the top ranked Respondent for fee negotiation. If mutual agreement is not realized with the top ranked Respondent, the Town reserves the option to cease negotiations with the top ranked Respondent and commence fee negotiations with the next ranked Respondent. This process will continue until an agreement for services is reached.

Award: Contract for Services will be awarded by the Harvard Town Administrator in consultation with the Director of Community and Economic Development and the Fire Chief. The Town reserves the right to cancel this RFP, to reject in whole or in part any and all Responses, to seek further information from any and all proposers, to negotiate terms and price with the selected firm, or waive informalities on the process, as deemed to be in the best interest of the Town.

The Town of Harvard, Massachusetts, acting through its Assistant Town Administrator, is soliciting responses from qualified planners and pre-qualified consultants for a Hazard Mitigation Plan Update with a climate impact element in alignment with the state's Municipal Vulnerability Preparedness (MVP) program. Therefore, the objective of this project is to have a plan that:

1. Meets all requirements by FEMA/MEMA for a certifiable Hazard Mitigation Plan, and
2. Meets best practices for hazard identification and mitigation related to climate action plan development and aligned with any Municipal Vulnerability Preparedness guidelines. The Contractor does not need to be a certified MVP provider but proposals will score higher in this category if they are.

Five (5) paper copies and an electronic copy of your response must be received at the Assistant Town Administrator's Office, 13 Ayer Road, Harvard, MA 01451, by **noon, Monday, October 18, 2021** to be considered. Notice to proceed is anticipated to be issued the week of October 24th.

Instructions to Bidders

The Town of Harvard seeks professional services to perform the following in parallel:

1. Prepare a local Hazard Mitigation Plan in accordance with FEMA guidelines for Hazard Mitigation Planning. Note that Harvard has an existing Hazard Mitigation Plan that was completed in 2016 and adopted in 2017 and thus a complete new plan is not required, only an update based on changing conditions and program requirements. For more information on the Hazard Mitigation Planning requirements, see:
 - <https://www.mass.gov/service-details/local-hazard-mitigation-planning>
 - <https://www.fema.gov/media-library/assets/documents/23194>
2. Include a climate-related lens to hazard mitigation in alignment with the Harvard Municipal Vulnerability Preparedness (MVP) program goals and criteria. This element also does not need to be developed from scratch. Harvard had a complete Prioritization Plan for MVP eligibility completed in 2019. Therefore, this plan shall be mined and the information added and updated to this proposed plan, maintaining and enhancing the required elements of the MVP product. Harvard also has two additional documents and related data sets that may be valuable in developing this combined plan. One is a complete GHG inventory and an Agricultural Climate Action component conducted by KLA. The second is a report on nature-based solutions conducted by BSC Group.

The dual HMP/climate action planning process optimizes everyone's time and energy to execute the planning processes and documentation to achieve Town of Harvard eligibility for additional hazard mitigation and MVP implementation grants.

This procurement seeks to *encourage* collaboration within the state certified HMP and MVP Provider lists to deliver a community planning process with a clear timeline and actionable deliverables. The Town of Harvard welcomes consultant teams of more than one firm to submit a project proposal. Consultants should have direct experience with HMP plan development for municipalities as well as strong climate change planning in line with MVP program requirements. The scope of work requires both excellent technical and public engagement skills to meet the goals.

Instructions for Responses

Statement of Project Understanding and Approach: Respondents shall provide a statement, not exceeding 2 pages, that describes the Consultant's understanding of and approach to the technical aspects of the requested work and the various goals that must be addressed and achieved.

Respondents must also submit a suggested work schedule with realistic dates for key events, submissions, and for the completion of interim project milestones.

Respondent shall identify any sub-contractors used for any part of the project, including tasks they will be responsible for, price for those components, name and contact information for principal supervisor of work.

Respondent shall provide the names and the specific educational background, qualifications, and expertise of all professional members of the Consultant and sub-consultant (if any) project team who will actually perform the work related to some or all of the project tasks. Include resumes of all personnel who will be preparing work under the response.

Respondent shall provide details of relevant experience and prior performance of all the members of the Consultant team, including any sub-contractors, if any.

Respondent shall include three (3) references for the firm(s) that are part of the project team including any subcontractors. References shall specifically relate to comparable projects

The consultant team's product deliverables shall meet the Massachusetts and Federal Plan requirements for HMP (and MVP as applicable). The project proposal/bid must provide a detailed schedule/work flow showing how to accomplish the planning process, with meetings and requirements for the HMP planning process.

Budget

The project is grant funded and the total contract amount shall not exceed \$22,000. The Contractor will be responsible for tracking tasks and hours associated with the budget.

Relevant Materials Available for Review and Use

The Town's previous HMP and climate action work including identified MVP hazards and priorities and GHG numbers will be made available as a set of links and Dropbox folders within three (3) days of the issuance of this bid offering.

Scope of Work

Note that this project is intended to be a single, integrated plan meeting the FEMA/MEMA requirements of Hazard Mitigation Plans and also seamlessly integrating the materials from the Harvard MVP Prioritization Plan process and other related MVP project deliverables. However, because HMP and MVP are separate programs, the tasks have been broken out by each area. But, the expectation is that at the end of the process, Harvard will come away with a single integrated plan document that functions as a working blueprint for implementation of the actions applicable for all hazards and vulnerabilities.

1. Hazard Mitigation Plan (HMP) Requirements & Tasks:

The Town of Harvard, MA seeks professional services to prepare a Hazard Mitigation Plan in accordance with FEMA/MEMA guidelines for Hazard Mitigation Planning in Massachusetts. The Town of Harvard's plan shall address mitigation of multiple natural hazards that may affect the community, including flood hazards, winter storm hazards, wind hazards, wild fire hazards, geologic hazards, and hazards associated with pestilence, disease, and similar threats. The HMP planning process shall include the following actions and elements:

HMP Task 1: Consultant to Coordinate with The Town of Harvard and the Town's HM Planning Committee to Establish a Framework for Planning Process:

The Town of Harvard will establish an ad-hoc committee that include a cross-section of the community, such as residents, government officials, community leaders, and business owners. This will be known as the local Hazard Mitigation Planning Committee (HMPC).

The consultant team will provide facilitation and technical assistance, to establish the framework for the HMP Plan:

- Develop a mission statement and review goals and roles for the planning process
- Assign roles and responsibilities
- Develop a detailed schedule, timeline and set of milestones to achieve the HMP within the timeframe
- Hold a total of two (2) public meetings: one (1) community public meeting/workshop during the planning process and one (1) public meeting during the review of the draft HMP plan
- Establish and assist the Town in implementing a local outreach communication strategy to get input from the community including: including businesses, non-profit community

groups/associations, local or regional institutions, schools, residents, and neighboring communities. Outreach plan should include but not be limited to local media and/or Town's local access cable or online surveys/polls.

- Identify and provide input/recommendations regarding the feasibility and prioritization of mitigation measures
- Prepare the draft HMP plan update. It will be structured to clearly communicate the plan's goals and proposed actions and mitigation projects
- Oversee sharing the draft plan for comments including implementation, maintenance and updating of the plan as it is reviewed.

HMP Task 2: Update Hazard Profiles for each Hazard that impacts or may impact The Town of Harvard:

- Using the best available existing data, the consultant will create a map of areas affected by multiple natural and other hazards for The Town of Harvard. A set of hazard maps will be included within the Hazard Mitigation plan, and GIS files will be made available to The Town of Harvard for integration with their other community plans. These maps will be the basis for the communities known hazards. The hazard identification will include an assessment of the Harvard's risks that summarize the vulnerability of each hazard based on the location, extent, probability, and severity of the hazards. A vulnerability analysis will be conducted, Respondent may consider using FEMA's HAZUS-MH, as well as a GIS map analysis to delineate those critical facilities that are located within mapped hazard areas.
- The consultant team will develop an updated description and prioritization of the hazards that have occurred within the community, and that are expected to occur, for consideration by The Town of Harvard HMPC.

HMP Task 3: Critical Facility Inventory:

The consultant team shall prepare an updated inventory of critical facilities (excel and GIS format) in collaboration with The Town of Harvard HMPC and explain how these facilities intersect with the known hazards for the community. This task will be based on input from the community and the best available state and local information. The data may be used to develop updated GIS maps of the following items:

- Critical facilities, including the following if they exist in The Town of Harvard:
 - Emergency operations center(s)
 - Town of Harvard offices
 - Water and wastewater treatment plants
 - Sewage pumping stations
 - Police or fire stations
 - Schools
 - Day-care facilities
 - Public works facilities
 - Senior housing and COA facility

- Emergency shelters
- Clinics and other medical facilities and offices
- Other critical facilities, as applicable
- Economic Drivers:
 - Businesses and farms
 - Large employers
 - Historical or cultural sites
- All repetitive flood loss structures and structures which have incurred substantial damage, if they exist, as defined by FEMA. These buildings(s) must be analyzed by type, number, and general location as it relates to the known hazard areas or updated information provided as may be applicable. The addresses and associated data will be provided upon request to the community by the State NFIP Coordinator.
- Updated land use maps that depict the location of developed land uses, delineated by categories based on use (e.g., residential, commercial, institutional, other public use, etc.) and how it intersects with known hazards.
- Anticipated future land use areas and how they intersect with known hazards.

HMP Task 4: Vulnerability:

Based on the previous information, the consultant shall develop an updated overview of each of the specific hazards and the community's vulnerability to those specific hazards for review with The Town of Harvard HMPC. This vulnerability assessment shall include:

- Types and numbers of buildings, infrastructure, and critical facilities located in the hazard areas
- All existing multiple hazard protection measures within the community, including protective measures under the National Flood Insurance Program (NFIP)
- A description of each measure, the method of enforcement, and/or the point of contact responsible for implementation of each measure
- Historical performance of each measure and a description of improvements or changes needed
- General description of land uses and development trends to incorporate future land use decisions

HMP Task 5: Mitigation Goals:

The Town, with Consultant support, will develop new or revised mitigation strategies specific to each community exposure to and impacts from identified natural hazards. The strategy will include:

- Create, edit, or delete goals as needed;

- Obtain public input
- Analyze existing capabilities;
- Review mitigation actions in the previous plan and identify progress implementing those actions (include current status along with reasons why there may have been little or no progress).
- Describe how the community's priorities have changed since the previous Hazard Mitigation Plan
Include a description of the NFIP and how the community will continue compliance over the next five years
- Update a list of mitigation goal statements that focus on reducing the risks from the identified natural hazards. The goal development and project prioritization will be conducted by the hazard mitigation planning team.

A list of mitigation goal statements that focus on reducing the risks from the identified natural hazards. An example of a goal statement and an objective would be:

GOAL: Increase coordination between Federal, state, municipal, and private resources in pre-disaster planning, post-disaster recovery, and continuous hazard mitigation implementation.

OBJECTIVE: Identify the availability of additional private and public sector financial incentives for homeowners, businesses and municipalities that will allow the development and implementation of cost-effective hazard mitigation measures in high-risk areas.

HMP Task 6: Actions:

Update the section that identifies and analyzes a comprehensive range of specific mitigation actions and projects being considered to reduce the effects of each hazard, with particular emphasis on new and existing buildings and infrastructure. This section will include a list of prioritized hazard mitigation projects that best meet The Town of Harvard's needs for multiple hazard damage reduction:

- These projects may be non-structural (e.g., planning, regulatory measures, property acquisition, retrofitting, and elevation) or structural (e.g., dams, dikes) solutions.
- At a minimum, this list of prioritized projects will be based on a process that results in identification of cost-effective hazard mitigation projects with public input, including:
 - An analysis of proposed mitigation projects focused on several key areas, including but not limited to: economic (including benefits and costs), engineering, technical, legal, environmental, social, and political feasibility. Selected options will best fit The Town of Harvard's needs and meet most or all aspects of the feasibility analysis.
 - Coordination with relevant Federal and state agencies for input and technical assistance.

HMP Task 7. Maintenance:

- The consultant will provide short term and long-term recommendations to The Town of Harvard HMP Committee as part of the plan to ensure it remains a ‘living document’ and becomes embedded into Town procedure/processes and policies. It should be developed in such a way that internal updates can be successfully achieved so that the work will not require external assistance at each 5-year cycle.
- The completed HMP will include an implementation schedule with procedures for ensuring the plan’s implementation, updating, and revising every five years.

HMP Task 8. Public Review of Draft HMP Plan:

- The consultant will work with The Town of Harvard HMPC to post online the Draft HMP Plan for public comment.
- After the comment period, the consultant shall work with The Town of Harvard HMPC to finalize the plan before submission to MEMA/FEMA for review.

HMP Task 9. Review and Approval:

- The Consultant will work with The Town of Harvard to submit the plan to MEMA/FEMA for review; revised based on MEMA/FEMA comments; submit revised plan for approval pending adoption.
- When APA is received, the consultant and The Town of Harvard HMP Committee will present the plan for adoption.
- The Consultant and The Town of Harvard will send the final adopted plan for FEMA Approval by FEMA.

2. Climate Action Goals and Requirements:

The Town of Harvard, MA also requires the HMP to include an integration of previously developed MVP hazard identification and mitigation, updated for this process, by preferably a state certified MVP Provider Consultant as part of the consultant team, to integrate the existing comprehensive, baseline climate change and natural hazard vulnerability assessment and prioritized actions for dealing with priority hazards. This data must be incorporated into the planning process and the MVP Provider is expected to incorporate this data into any planning sessions on Hazard Mitigation Planning.

Responsibilities of the Consultant:

The Consultant, in collaboration with The Town of Harvard HMP Committee and the public, to:

1. Assemble and update available background information on hazards, vulnerabilities, and strengths.
 2. Conduct interviews with staff and volunteers, and
 3. Include climate-based hazards, vulnerabilities, and mitigation measures when holding public meetings or workshops. Separate climate-related outreach will not be required as Harvard has already accomplished these steps during the Prioritization Plan process. Additionally, any public outreach shall make sure to incorporate the climate-related framework of hazard mitigation planning including:
 - Illustrating connections between ongoing community issues, hazards, and local planning and actions.
 - Illustrating how climate change will exacerbate or lead to new community issues, hazards, and other challenges.
 - Note how the identification and mapping of vulnerabilities and strengths to develop infrastructure, societal, and natural resource risk profiles is important to the planning process.
 - Integrating previously developed nature-based solutions intended to build resiliency.
 - Develop and prioritize a set of updated actions and clearly delineated next steps for Harvard, local organizations, businesses, private citizens, neighborhoods, and community groups. Actions that are climate-related shall be specifically identified as such.
- Update opportunities to advance actions that further reduce the impact of hazards and increase resilience.

The Consultant shall define or update extreme weather and natural and climate-related hazards, update existing and future vulnerabilities and strengths, Update and prioritize actions for Harvard and broader stakeholder networks, and identify relevant existing and new opportunities for Harvard to advance actions to reduce risks and build resilience.

Climate Action Tasks

Task 1. Update summary of Relevant Hazards and Priorities from Prioritization Plans:

- Work with The Town of Harvard HMPC to summarize (and update as necessary) the relevant hazards and threats established by the workshops during the MVP Prioritization Plan phase.

- Work with The Town of Harvard HMPC to update the relevant priorities established by the workshops during the MVP Prioritization Plan phase and integrate them in to the HMP framework seamlessly.
- Consultant shall, based on professional assessment of the community's vulnerabilities and characteristics, and based on what other communities of similar size, character, and composition have done, develop any additional hazards, threats, and priorities to add to the inventories.
- Prepare necessary background climate hazard and vulnerability materials for the overall public meeting and workshop including:
 - Update of existing basemaps of Harvard with relevant layers identified including important Town assets, past hazards, natural features, roadways and other infrastructure, and any other relevant data
 - Updated summary of climate data and impacts to present to the community to help frame the discussion
 - Updated risk matrices from the www.communityresiliencebuilding.com site
 - Background data sets and any information collected from The Town of Harvard Departments including GIS or staff interviews relevant to the workshops
 - Existing Harvard plans
 - ***Provide adequate consultant staffing for the meetings and review with Town of Harvard core team. Consultant team facilitators shall be familiar with the workshop process and able to explain any mapping products or handouts provided to breakout groups.***

MVP Task 2. Integrate climate-related hazards and vulnerabilities into the meeting and workshop including:

- Characterize hazards
- Identify past, current, and future impacts using the best available data including newly developed climate projections from EEA,
- Determine the highest priority climate-related hazards.
- Identify Community Vulnerabilities and Strengths related to climate change
- Identify infrastructural vulnerabilities and strengths
- Identify societal vulnerabilities and strengths
- Identify environmental vulnerabilities and strengths
- Identify vulnerabilities in other sectors as chosen by the community
- Identify and Prioritize Community Actions
- Infrastructure actions
- Societal actions
- Environmental actions
- Other actions
- Determine the Overall Priority Actions
- Identify highest-priority actions

- Further define urgency and timing

MVP Task 3. Integrate Meeting and Workshop Outcomes related to climate into plan and Final Deliverables:

- Finalize risk assessment and prepare it for integration into combined matrix.
- All climate-related workshop outputs and background materials must be seamlessly integrated into the plan document.

3. Other Optional Tasks

Task 1E: Harvard Expanded Scope: Review policies and regulations in Harvard to promote climate mitigation and adaptation

- Consultant will evaluate opportunities and make recommendations on policy and regulatory changes that will have positive outcomes on community resiliency.
- The Town and Consultant will review policies and regulations in Harvard and identify opportunities to implement changes to policies and regulations that promote climate mitigation and adaptation for community resiliency. The Town will evaluate current policies and develop recommendations for potential modifications.
- Such policy evaluation could consider, but not be limited to the following:
 - Identify opportunities to reduce vehicle trips through zoning that encourages more compact, walkable developments
 - Explore model zoning to reduce parking requirements and promote reductions in impervious surfaces
 - Further discourage new development in floodplain areas and incentivize adaptation of existing flood prone developments
 - Explore model water conservation policies
 - Explore opportunities to increase tree preservation and limit areas of disturbance, and incentivize a more robust tree replanting program.
- The scope of this policy and recommendation effort will be refined during the CRB workshop (and pre-workshop preparation). Prior to the CRB workshop, the MVP core team will identify the priority policy initiatives that will be explored during the workshop.
- Once the policy and regulatory evaluation is complete, the MVP core team will hold three additional workshops with relevant boards and committees will be held to identify the potential changes of highest interest and develop possible bylaw and/or regulatory language.
- Timeline: Priority policy initiatives will be identified prior to the workshop.

- The deliverable shall be recommendations and any draft language to Town bylaws and/or regulatory changes will be included as an appendix to the CRB Summary of Findings report. The final CRB report submitted by the town in fulfillment of the MVP program will include a summary of outcomes from the three additional workshops, as well as lists of attendees.
- All expanded scope activities will be completed by the end of February 2022.

STATEMENT OF QUALIFICATIONS

Contents of the Qualifications Submission must include written responses to the requirements of this RFP in the order of the headings listed below.

Letter Of Transmittal

The Letter of Transmittal shall contain a statement that the Respondent has read, understands, and will comply with the requirements and conditions contained in this RFP. The Letter will affirm that the Respondent meets the Minimum Evaluative Criteria as described below. The Letter shall be signed by a representative for the firm, who is authorized to act as a contact person during the selection, negotiation, and contracting process, and is authorized to bind the Consultant in contract.

Statement Of Project Understanding

The Respondent shall state its understanding of the Project in clear and succinct terms. The Statement of Project Understanding shall demonstrate the Consultant's familiarity with Hazard Mitigation Planning, as well as an understanding of relevant environmental regulations and reporting requirements.

Plan of Work

The Respondent should provide a detailed description of the firm's approach to meeting the technical and scheduling requirements described in this RFP, including project management, communication with the Town and relevant regulatory agencies, and proposed deliverables. The Plan of Work shall include a project timeline

Project Team

This section should include a description of the firm as well as anticipated subconsultants, if any. The Respondent's Project Manager shall be identified. The roles of subconsultants should be clearly stated. Respondent should describe its overall capability and confirm its

commitment to successfully perform services within the described budget and schedule. The names and resumes of key members of the Respondent's Team, including subconsultants, shall be presented along with their respective roles and related experiences.

Relevant Project Experience

This section should highlight at least five (5) projects that reflect working relationships among key members of the Respondent's project team and provide details on experience and past performance on projects of similar type, scale, or complexity. For the purposes of this RFP, the following is defined as "Relevant Project Experience":

1. Experience in Massachusetts
2. Experience with Hazard Mitigation Planning (with added value for MVP programmatic experience)
3. Successful submittal of at least one (1) Hazard Mitigation Plan or Update within the prior 24 months.
4. Experience with municipal clients
5. Experience working jointly with municipal committees (as opposed to working only with municipal staff).

References

The Respondent shall provide the name, title, telephone number, and email address of a minimum of five (5) persons who can speak to the Respondent's performance on previous projects. Reference contact information shall be current. Municipal client contacts are preferred.

Other Requirements

1. Non-Collusion Certification pursuant to Massachusetts General Laws, Chapter 30, Section 39M.
2. Tax Compliance Certification pursuant to Massachusetts General Laws, Chapter 62C,

SELECTION CRITERIA

Review of Responses to this RFP will be based on the following criteria

MINIMUM EVALUATIVE CRITERIA

Statements of Proposals must be well-prepared and responsive to the RFP format requirements. Additionally, the following shall be considered minimum requirements for submittal of a Response to this RFP. Acceptable evidence or certification must be provided to demonstrate the minimum requirements are being met. Failure to meet the minimum standards as described in this Section shall result in a proposal's rejection.

1. A statement indicating the firm's ability to provide the insurance coverage in at least the amounts listed below. If selected, the firm must provide certificate(s) of insurance to indemnify and defend the Town of Harvard and its designees from any and all claims and damages of whatever nature arising from the services provided.
 - a. Worker's Compensation and Disability: Statutory requirements
 - b. Commercial General Liability-General Aggregate: \$2,000,000 (\$1,000,000 per occurrence)
 - c. Comprehensive Automobile: \$1,000,000

COMPARATIVE EVALUATIVE CRITERIA

If the Statement of Qualification submitted by the Consultant firm meets Minimum Criteria, it will then be evaluated based on the following, with fee negotiations to be undertaken with the top-ranked Consultant firm:

1. STATEMENT OF PROJECT UNDERSTANDING & SCOPE OF WORK

Highly Advantageous: Response is exceptionally well articulated, clear and thorough, focused and specific to the Project. Demonstrates a clear understanding of the project, of the regulatory environment, innovative, and of best practices. Project timeline is responsive to proposed schedule.

Advantageous: Response is reasonably well articulated, clear, thorough, and focused. Response is not specific to the Project. Project timeline is not responsive to the proposed schedule.

Not Advantageous: Response is not well articulated, clear or thorough. Response is not specific to the Project. Project timeline is not responsive to the proposed schedule.

2. PROJECT TEAM

Highly Advantageous: Response clearly identifies that Project Team possesses requisite expertise and commits Team members to this Project. Project Manager has at least 15 years of experience in the creation of municipal plans and/or hazard mitigation.

Advantageous: Response clearly identifies that Project Team possesses requisite expertise and commits Team members to this Project. Project Manager has at least 10 years of experience in the creation of municipal plans and/or hazard mitigation.

Not Advantageous: Response does not clearly identify that Project Team possesses requisite expertise and/or does not commit Team members to this Project. Project Manager has less than 10 years of experience in the creation of municipal plans and/or hazard mitigation.

3. RELEVANT PROJECT EXPERIENCE

Highly Advantageous: Response clearly identifies experience with more than five (5) projects of similar type and complexity. More than five projects demonstrate “Relevant Project Experience”, aligning with at least four (4) or the criteria indicated above.

Advantageous: Response clearly identifies experience with more than three (3) projects of similar type, and complexity. More than three projects demonstrate “Relevant Project Experience” aligning with at least three (3) of the criteria indicated above.

Not Advantageous: Response identifies experience with fewer than three (3) projects of similar scale, type, and complexity. Fewer than three projects demonstrate “Relevant Project Experience” aligning with at least three (3) of the criteria indicated above.

4. QUALITY OF REFERENCES

Highly Advantageous: References indicate the firm is responsive and meets project requirements and the client’s expectations.

Advantageous: References indicate that the firm is reasonably responsive and meets project requirements.

Not Advantageous: References indicate the firm was not responsive and/or did not meet project requirements.

General Provisions

Correspondence Prior or During Proposal Submission Period

Any information released by the Town either verbally or in writing prior to the issuance of responses shall be deemed preliminary and bind neither the Town nor the Consultant.

The Town will not accept oral supplements, revisions, or changes to the responses. Written supplements, revisions, or changes will be accepted before the response deadline only.

The Town of Harvard Community and Economic Development Office will be co-coordinators of the project. Assistant Town Administrator will serve as the Chief Procurement Officer for this offering.

All administrative inquiries and communication concerning this document are to be directed to Marie Sobalvarro, 13 Ayer Road, MA 01451, msobalvarro@harvard-ma.gov or 978.456.4100 x.330.

All technical inquiries and communication concerning this offering are to be directed to Christopher Ryan, 13 Ayer Road, Harvard, MA 01451, cryan@harvard-ma.gov or 978.456.4100 x.323.

Consultants must respond in writing in the form of email to all follow-up questions by the Town concerning their proposal.

Contract Award

It is the Town's goal to have a Consultant selected and contract awarded by the week of October 31, 2021. Responses shall be valid and may not be withdrawn for a period of thirty calendar days after the deadline.

Award of the contract will be conditioned upon successful negotiation of revisions to the Scope of Services as identified during the Consultant review process.

The consultant selected for the work will need to provide certification of insurance coverage and will be required to execute the Town of Harvard Standard Agreement for Technical Services.

The Town reserves the right at any time to accept any proposal in whole or in any part, and to reject any or all proposals.

Other Provisions

Those who enter into contractual obligations with the Town of Harvard must not discriminate against qualified individuals in their employment decisions.

Material submitted in response to this document shall not be considered confidential under the terms of the Massachusetts Public Records Law.