

REQUEST FOR PROPOSALS
FOR
MULTI-JURISDICTIONAL HAZARD MITIGATION PLAN UPDATE

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<u>Issue Date</u>	Thursday, June 18 th , 2026
<u>Deadline for Questions</u>	Friday, July 10 th , 2026, at 12:00 PM
<u>Response Date/Time</u>	Thursday, July 30 th , 2026 at 12:00 PM

1.0 GENERAL INFORMATION

1.1 Introduction

The South Central Regional Council of Governments ("SCRCOG") is seeking proposals from a qualified consultant with expertise in Hazard Mitigation Planning to update the South Central Region: Multi-Jurisdiction Hazard Mitigation Plan ("HMP"). The HMP was previously adopted in April 2023 and includes 15 municipalities: Bethany, Branford, East Haven, Guilford, Hamden, Madison, Meriden, Milford, New Haven, North Branford, North Haven, Orange, Wallingford, West Haven, and Woodbridge. In order to obtain the necessary Local, State, and Federal approvals and comply with the requirements of the Federal Emergency Management Agency, the draft of the HMP Update must be completed by February 2028.

1.2 Issuing Organization

SCRCOG is a regional planning organization representing fifteen (15) municipalities in South Central Connecticut. The municipalities within the region are Bethany, Branford, East Haven, Guilford, Hamden, Madison, Meriden, Milford, New Haven, North Branford, North Haven, Orange, Wallingford, West Haven and Woodbridge. The primary focus of SCRCOG is to coordinate planning on a regional basis while fostering communication and collaboration among its member municipalities in identifying and addressing regional issues.

1.3 Information & Inquiries

Updates and addenda to this RFP will be posted at <https://scrcog.org/>

Inquiries regarding this RFP must be submitted in writing and sent by **Friday, July 10th, 2026, at 12:00 P.M. EDT** through email to:

Brendon Dukett, Director of Regional Planning & Municipal Services
South Central Regional Council of Governments
127 Washington Avenue, 4th Floor West, North Haven, CT 06473
purchasing@scrcog.org

SCRCOG will post written responses and/or any supplementary instructions in the form of written addenda at <https://scrcog.org> by **Friday, July 17th, 2026, at 12:00 P.M. EDT**

1.4 Response Deadline

Responses to this RFP must be received by **Thursday, July 30th, 2026, at 12:00 P.M. EDT** and be addressed to:

South Central Regional Council of Governments
Attn: Brendon Dukett, Director of Regional Planning & Municipal Services
127 Washington Avenue, 4th Floor West
North Haven, CT 06473

SCRCOG is requesting six (6) printed copies of the proposal. In addition, respondents must submit an electronic copy via email to purchasing@scrcog.org containing a single PDF file of the proposal, not to exceed thirty (30) total pages, and a PowerPoint presentation for the interview process not to exceed ten (10) slides. Both the required physical submission materials and electronic submission materials must be received for a proposal to be considered responsive to this RFP.

1.5 Submission of Responses

All physical submissions must include six (6) printed copies. In addition, respondents must submit an electronic copy via email to purchasing@scrcog.org containing a single PDF file of the proposal that is not to exceed 30 total pages, inclusive of all submission materials identified in Sections 3.0 & 4.0, including Letters of Interest, resumes, organizational charts, schedules, and additional materials, and the PowerPoint presentation for the interview (10 slides maximum):

South Central Regional Council of Governments
Attn: Brendon Dukett, Director of Regional Planning & Municipal Services
127 Washington Avenue, 4th Floor West
North Haven, CT 06473

All subsequent communications, including shortlist notifications and interview invitations, will be conducted via email.

The physical submission and electronic email subject must be clearly marked:
"RFP #027-01: Multi-Jurisdictional Hazard Mitigation Plan Update"

SCRCOG reserves the right to accept or reject, in whole or in part, any response and may waive any informality.

1.6 Cost of Response Preparation

No reimbursement will be made by SCRCOG for any costs incurred in the preparation of a response or during the selection process.

1.7 Proposal to be in Effect

The proposal shall state that it is valid for a period of not less than ninety (90) days from the date of receipt by SCRCOG. No changes or additions to the original response will be allowed after the final deadline for submission.

1.8 Primary Project Responsibility

The Respondent responding to this RFP will be considered the lead party. It must be clearly understood that the lead party will enter a contract with SCRCOG. All other parties will be considered sub-consultants to the lead party. The lead party is ultimately responsible for the performance of all contract work.

1.9 Ownership Information

All responses submitted will be the property of SCRCOG and its member municipalities. All confidential business information protected from disclosure under the State of Connecticut Freedom of Information Act must be clearly identified as such.

1.10 Equal Opportunity Requirements

Respondents must meet all Municipal, State and Federal affirmative action and equal employment opportunity practices. This includes compliance with E.O. 11246, "Equal Employment Opportunity," as amended by E.O. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and as supplemented by regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

2.0 SCOPE OF SERVICES

2.1 Project Summary

SCRCOG is proposing to update the South Central Region: Multi-Jurisdictional Hazard Mitigation Plan (HMP), consistent with all the applicable FEMA requirements, the Connecticut State Hazard Mitigation Plan, and relevant State and Federal resilience and climate adaptation initiatives. The current HMP oversees all fifteen jurisdictions in the South Central Region. The Regional Approach to Hazard Mitigation planning ensures collaboration between the jurisdictions, and allows for the participating stakeholders and jurisdictions to achieve economies of scale while maintaining jurisdiction-specific mitigation strategies and actions through individual municipal annexes.

SCRCOG intends for the update process to allow for a robust stakeholder and public engagement process and to advancing a planning framework that supports hazard mitigation and long-term community resilience and sustainability. The review and update of the mitigation strategies will be determined through the lens of risk reduction and cost benefits that can help achieve multiple municipal objectives. The feedback provided by the State and FEMA in the Local Mitigation Plan Review Tool will be incorporated in the HMP Update. The HMP Update will be consistent with the State of Connecticut Hazard Mitigation Plan and continue to evaluate natural hazards and update the jurisdictional mitigation strategies and actions as appropriate, including further incorporating the data pertaining to sea level rise.

2.2 Project Scope

The Consultant shall prepare a comprehensive update to the South Central Region Multi-Jurisdictional Hazard Mitigation Plan (HMP) for all fifteen SCRCOG municipalities in accordance with:

- FEMA's Local Mitigation Planning requirements under 44 CFR Part 201;
- FEMA's current Hazard Mitigation Assistance guidance;
- Applicable Building Resilient Infrastructure and Communities (BRIC), Flood Mitigation Assistance (FMA), and Hazard Mitigation Grant Program (HMGP) guidance;
- The Connecticut State Hazard Mitigation Plan; and
- Relevant State and Federal resilience, climate adaptation, and flood mitigation guidance or legislation

The updated HMP shall emphasize implementation-oriented mitigation planning, regional coordination, resilience-based decision making, and the advancement of actionable projects that reduce long-term vulnerability to natural hazards while supporting broader community planning objectives. The HMP Update should also support consistency with applicable National Flood Insurance Program (NFIP) Community Rating System (CRS) objectives and opportunities, where appropriate.

The Consultant shall facilitate a planning process that moves beyond minimum regulatory compliance and supports long-term municipal and regional hazard resilience. The process shall include the identification of mitigation actions, funding strategies, and opportunities to integrate hazard mitigation into local planning, infrastructure investment, land use regulation, housing, transportation, economic development, public health, and capital improvement planning efforts.

The Consultant shall coordinate closely with SCRCOG staff, municipal representatives, Connecticut Agencies, FEMA Region 1, CIRCA, utility providers, other regional organizations, and other relevant stakeholders throughout the planning process.

The Consultant shall provide all draft and final deliverables necessary to support municipal, SCRCOG, DEMHS, and FEMA review and final plan adoption, including associated mapping, technical documentation, public engagement materials, meeting summaries, digital files, a regional plan document, and individual municipal annexes for each participating municipality. Municipal annexes shall include updated hazard assessments, vulnerability analyses, capability assessments, and mitigation strategies consistent with FEMA requirements.

The Consultant shall prepare updated GIS-based hazard and vulnerability mapping utilizing the best available federal, state, regional, and municipal datasets.

The Consultant's scope of work shall include, but not be limited to, the following tasks:

Task 1 – Planning Process and Coordination

The Consultant shall conduct and document a comprehensive planning process consistent with FEMA requirements, including project initiation, stakeholder coordination, municipal engagement, public outreach, interagency coordination, and ongoing communication with SCRCOG staff, participating municipalities, DEMHS, FEMA, and other relevant stakeholders. The Consultant shall develop and maintain a detailed project schedule and facilitate coordination among municipal departments, emergency management personnel, infrastructure and utility providers, health officials, planners, and other partners necessary to support a robust and collaborative regional planning effort.

Task 2 – Risk Assessment and Existing Conditions Analysis

The Consultant shall update and expand the regional hazard risk assessment and existing conditions analysis for the SCRCOG region utilizing the best available data, mapping, and methodologies. The assessment shall evaluate regional geographic, environmental, infrastructure, demographic, land use, and development characteristics relevant to hazard vulnerability and resilience planning, as well as natural hazards affecting the SCRCOG region, including flooding, coastal storms, sea level rise, extreme precipitation, extreme heat, drought, wildfire, severe winter storms, wind events, dam failure, and other applicable hazards. The Consultant shall evaluate vulnerability related to critical facilities, infrastructure systems, transportation networks, utility systems, environmental resources, development patterns, housing, economic assets, and socially vulnerable populations, while incorporating updated climate, sea level rise, and future conditions data where appropriate. The assessment shall identify projected climate-related risks and adaptation considerations associated with flooding, sea level rise, extreme heat, precipitation changes, and other climate stressors affecting the SCRCOG region and member municipalities.

Task 3 – Capability Assessment and Mitigation Strategy Development

The Consultant shall conduct a regional and municipal capability assessment evaluating existing plans, policies, regulations, staffing, fiscal capacity, programs, and institutional coordination mechanisms related to hazard mitigation and resilience. The Consultant shall facilitate the development of updated mitigation goals, objectives, and actions that emphasize risk reduction, resilience, sustainability, implementation feasibility, and alignment with applicable federal and state funding opportunities. Mitigation actions shall consider life safety, infrastructure protection, environmental impacts, social vulnerability, municipal capacity, cost effectiveness, and opportunities for co-benefits, while identifying opportunities for nature-based solutions, policy and regulatory improvements, stormwater management enhancements, infrastructure resilience, continuity planning, and climate adaptation measures.

Task 4 – Plan Integration, Maintenance Plan, and Adoption

The Consultant shall identify opportunities to integrate hazard mitigation principles into local and regional planning efforts, including plans of conservation and development, zoning, subdivision regulations, capital improvement planning, transportation planning, housing initiatives, and economic development strategies. The Consultant shall develop an updated plan maintenance framework that establishes procedures for implementation tracking, monitoring, evaluation, future updates, and continued municipal coordination. The Consultant shall prepare all draft and

final plan documents, coordinate municipal and public review processes, incorporate comments from SCRCOG, DEMHS, and FEMA, and assist participating municipalities in obtaining FEMA Approval Pending Adoption (APA) status and final plan adoption. The Consultant shall evaluate opportunities to incorporate resilience planning and climate adaptation strategies within the HMP and identify recommendations that support future municipal and regional initiatives.

2.3 Project Budget

The total budget for this project shall not exceed \$160,000.00 inclusive of all labor and incidental expenses.

Respondents must provide a detailed cost proposal that is broken out by task. SCRCOG anticipates entering into a lump-sum agreement with the Selected Consultant.

2.4 Project Timeline

This project will start when a contract between SCRCOG and the Consultant is executed, with a final completion date by June 30th, 2028.

3.0 REQUIRED INFORMATION

Respondents are asked to submit responses in three parts and in this order: (1) Letter of Interest, (2) Technical Response, (3) Budget/Fee Proposal, and (4) Additional Materials

3.1 Letter of Interest

The Letter of interest must specify the following:

- The name and address of the lead firm
- Names and addresses of any proposed sub-consultants
- Name, title, telephone number, and email address of the individuals within the firm authorized to commit to a contract;
- Name, title, telephone number, and email address of the individual SCRCOG should contact regarding questions and clarifications;
- A statement that the Respondent's proposal will remain in effect for ninety (90) days after the Respondent's proposal is received by SCRCOG.

3.2 Technical Response

The Technical Response must contain a detailed work program, and include the following:

- Project understanding and proposed approach to items identified in Section 2.0 Scope of Services
- Name and required services of any sub-consultants
- Project schedule
- Resumes of key personnel proposed to work on the assignment with emphasis on relevant experience
- A detailed organizational chart
- A description and status of comparable work experience

3.3 Price Proposal

The price proposal shall be a lump sum proposal with a breakdown of costs by tasks (each element provided in Section 2.0 Scope of Services).

The total anticipated budget is outlined in Section 2.3 Project Budget. Proposals should contain sufficient detail regarding proposed budgets for this project.

3.4 Additional Materials

Organizational Conflict of Interest Disclosure

Respondents must complete and submit the Organizational Conflict of Interest Disclosure Form as part of their proposal submission. The disclosure shall identify any real or apparent organizational conflicts of interest, including circumstances involved impaired objectivity, unequal access to information, or biased ground rules related to proposed services. Failure to disclose relevant conflicts may result in disqualification or termination of the contract award.

4.0 SUBMISSION OF RESPONSES

Submissions must include six (6) printed copies of the proposal. In addition, respondents must submit an electronic copy via email to purchasing@scrcog.org containing a single PDF of the full proposal, not to exceed 30 pages. The physical proposals must be mailed to:

South Central Regional Council of Governments
Attn: Brendon Dukett, Director of Regional Planning & Municipal Services
127 Washington Avenue, 4th Floor West
North Haven, CT 06473

Submission must be received no later than **Thursday, July 30th, 2026, at 12:00 P.M. EDT**. Late submissions will not be considered.

The physical submissions must include:

- The Respondent's name and mailing address
- Primary contact name, title, phone number, and email address
- A clear attachment of all required materials

The email submission to purchasing@scrcog.org must include:

- A single PDF of the full proposal
- A PowerPoint presentation for the interview process, not to exceed ten (10) slides

The outer packing of the physical submission and email subject of the submission must be clearly labeled:

"RFP #027-01: Multi-Jurisdictional Hazard Mitigation Plan Update"

SCRCOG reserves the right to reject or accept, in whole or in part, any response and may waive any informalities or minor technical deficiencies in a submission.

5.0 EVALUATION AND SELECTION

5.1 Evaluation Criteria

The Selection Panel will evaluate all proposals using the following core criteria, which will inform necessary evaluation decisions of the review process. The criteria are below:

- Project understanding of the work to be performed
- Project organization and staff commitment
- Professional experience of the team
- Prior related project expertise
- Completeness, feasibility, and quality of response to Section 2.0 Scope of Services
- Experience with FEMA-approved Hazard Mitigation Plans, resilience planning, climate adaptation, and public engagement processes
- Project budget/fee proposal

5.2 Selection Process

A selection panel shall assist SCRCOG in choosing the successful firm for this contract.

Respondents submitting the most responsive proposals may be invited to an interview with the selection committee. Respondents are not guaranteed an interview. It is anticipated that interviews will be conducted for approximately 30 minutes; however, this is not guaranteed and may be subject to change. As part of the interview process, respondents shall submit a PowerPoint presentation, not to exceed ten (10) slides. There are no required elements for the PowerPoint presentation, what is included is within full discretion of the Respondent.

Responses to this RFP will be reviewed against criteria listed above in Section 5.1. SCRCOG anticipates conducting interviews in August 2026 and executing a contract shortly thereafter; however, the schedule is subject to change at SCRCOG's discretion.

SCRCOG reserves the right to: (1) reject any or all responses, or parts thereof, for any reason, (2) negotiate changes to proposal terms, and (3) waive minor inconsistencies within the RFP.

SCRCOG reserves the right to make selections based on qualifications, experience in providing similar services, and the Respondent's responsiveness to the RFP requirements.

6.0 GENERAL PROVISIONS

- A. All work shall be performed in accordance with all Federal, State, and Municipal laws and regulations
- B. The Selected Consultant shall uphold the highest professional standards in all dealings with elected officials, public officials, SCRCOG employees, municipal volunteers, contractors, vendors, and all others when representing SCRCOG.
- C. The selected Consultant shall be responsible for identifying, certifying, and adhering to any changes in Federal, State, and Municipal laws and/or provisions that occur throughout the term of the Contract issued pursuant to this RFP and the performance of the work.
- D. The selected Consultant shall provide all necessary office space, office supplies, copy and fax machines, communication devices, computer software, hardware and equipment, vehicles, and all other items necessary to successfully complete the work contemplated in this RFP.

6.1 Amending or Canceling Request

The Selection Panel will evaluate all proposals using the following core criteria, which will inform necessary evaluation decisions of the review process.

6.2 Insurance Requirements

The respondent shall, at its own expense and cost, obtain and keep in force during the entire transition and contract period the following insurance coverages covering the respondent and all of its agents, employees and sub-contractors and other providers of services. The Consultant shall maintain and produce evidence throughout the term of this Agreement of required insurance coverage not less than the following:

- 1) Commercial General Liability Insurance written on an ISO Occurrence Form or its equivalent relating to work performed under the Agreement providing a limit of not less than \$1,000,000 in the aggregate and not less than \$1,000,000 per occurrence for the bodily injury, personal injury and property damage and \$1,000,000 products/completed operations and contractual coverage which will remain in effect for the period of this agreement;
- 2) SCRCOG must be named as additional insured on all policies listed in the foregoing subparagraph (A) pursuant to endorsements to each of such policies and the

Consultant must be named as additional insured on all such policies obtained by its subcontractors;

- 3) Consultant will also maintain Statutory Workers' Compensation and Employer's Liability Insurance covering all the Contractor's employees engaged in the work performed under this Agreement; and,
- 4) Certificates of insurance in ISO Occurrence Form must be supplied for review and approval prior to the Consultant's commencement of work under this Agreement. The Contractor shall release and waive all rights of subrogation against SCRCOG possessed by the Consultant's insurers with respect to the assumption and discharge of the obligations of the Consultant pursuant to this paragraph, and the Consultant represents and warrants that it is authorized to make such release and waiver under its policies of insurance. Each issuer of each insurance policy required to be maintained under this Agreement shall evidence its agreement that each such policy shall not be cancelled without not less than 30 days prior notice to SCRCOG.

6.3 Independent Contractor Status

The Consultant shall perform all services under the contract as an independent contractor and not as an agent, employee, or partner of SCRCOG. Nothing in this agreement shall be construed to establish a joint venture, agency, or employment relationship.

6.4 Ownership of Work Product

All data collected, materials prepared, and other deliverables produced under the agreement shall become the sole and exclusive property of SCRCOG. No materials may be copied, disclosed, or used by the Consultant for any purpose other than fulfilling obligations without express written permission from SCRCOG.

6.5 Records and Audit Rights

The Consultant shall maintain complete and accurate records related to performance and costs for a period of six (6) years following final payment. SCRCOG reserves the right to audit, examine, and make copies of such records at any time.

6.6 No Equipment Purchases Without Approval

No equipment purchases shall be made using project funds without the prior written consent of SCRCOG.

6.7 Disclaimer

SCRCOG makes no representation or warranty and assumes no responsibility for the accuracy of the information set forth in this RFP. Further, SCRCOG does not warrant nor make any representations as to the quality, content, accuracy or completeness of the information, text, graphics, links or other facets of this RFP once it has been downloaded or printed from this or any server, and hereby disclaims any liability for technical errors or difficulties of any nature that may arise in connection with the website on which this RFP is posted, or in connection with any other electronic medium utilized by Respondents or potential Respondents in connection with or otherwise related to the RFP.

SCRCOG - Organizational Procurement Conflict of Interest Statement

Each entity that enters into a contract with the South Central Regional Council of Governments (SCRCOG) is required, prior to entering into such contract, to inform SCRCOG of any real or apparent Organizational Conflict of Interest (OCI). An OCI exists when any of the following circumstances arise:

1. **Lack of Impartiality or Impaired Objectivity.** When the CONSULTANT (proposer, etc.) is unable, or potentially unable, to provide impartial or objective assistance or advice to SCRCOG due to outside activities, relationships, circumstances, contracts, etc.
2. **Unequal Access to Information.** The CONSULTANT has an unfair advantage through obtaining access to nonpublic information during the performance of an earlier contract.
3. **Biased Ground Rules.** During the conduct of an earlier procurement, the CONSULTANT has established ground rules for future procurement by developing specifications, evaluation factors, or similar documents.

Organizational Conflict of Interest Prohibition and Non-Conflict Certification

The CONSULTANT warrants that, to the best of his/her knowledge and belief, and except as otherwise disclosed, there are no relevant facts or circumstances which could give rise to organizational conflicts of interest. The proposer agrees that, if after award, an organizational conflict of interest is discovered, an immediate and full disclosure in writing must be made to SCRCOG, which must include a description of the action, which the CONSULTANT has taken or proposes to take to avoid or mitigate such conflicts. If an organizational conflict of interest is determined to exist, SCRCOG may, at its discretion, cancel the contract award. In the event the CONSULTANT was aware of an organizational conflict of interest prior to the award of the contract and did not disclose the conflict to SCRCOG, SCRCOG may terminate the contract for default. The provisions of this clause must be included in all subcontracts for work to be performed similar to the service provided by the prime consultant, and the terms "contract" and "CONSULTANT" modified appropriately to preserve SCRCOG's rights.

To comply with this requirement, all proposers must complete and submit the following Conflict of Interest Disclosure Form as part of their proposal.

Consultant Conflict of Interest Disclosure Form

(MUST BE COMPLETED AND SUBMITTED WITH PROPOSAL)

Consultant Information

RFP Title _____

RFP No: _____

Consultant/Firm Name: _____

Statement of Understanding

By signing below, the Consultant certifies that, to the best of their knowledge and belief, there are no conflicts of interest (actual, potential, or apparent) that would compromise the integrity or objectivity of the services proposed under this solicitation, or that all such conflicts are fully disclosed herein.

The Consultant further acknowledges its obligations to provide immediate written notice to SCRCOG if a conflict of interest is identified at any time prior to or after contract of award.

Disclosure of Conflicts

No Conflicts to Report

Conflicts Exist (if checked, complete the below sections)

Types of Conflict (check all that apply)

Organizational – Financial or contractual relationships that may impair objectivity

Personal – Relationships of key personnel that reasonably could be seen to influence judgement

Apparent/Perceived – Situations that a reasonable person would view as comprising impartiality

Unequal Access to Information

Biased Ground Rules

Not Applicable

Description of Conflict(s) and Proposed Mitigation

For each conflict identified, provide the following information:

Conflict: _____

Nature of the Conflict: _____

Parties Involved: _____

How it would affect work: _____

Proposed mitigation action: _____

(Copy this section if additional conflicts need to be disclosed)

Certification

I certify that I have read and understand SCRCOG’s Organizational Procurement Conflict of Interest requirements and that the information provided in this Disclosure and Certification form is accurate, complete, and current to the best of my knowledge.

I further acknowledge that failure to disclose a known conflict of interest may result in disqualification of my proposal, cancellation of contract award, or termination of an executed contract.

Signature _____

Printed Name _____

Title _____

Company _____

Company Address _____

Date _____