



TOWN OF HOLLAND
Police Department
27 Sturbridge Road Holland, MA 01521
Bryan C. Haughey
Chief of Police

March 1, 2022

Fuss & O'Neill Engineering Firm
Attn: Diane Mas, Vice President
146 Hartford Road
Manchester, CT 06040

Subj: Holland MA MVP FY22 Round 2 Planning Grant – Request for Quote to Procure Service

Greetings,

The intent of this letter is to solicit from your agency a written quotation for services. On November 5, 2021, the Town of Holland applied for funding through the Executive Office of Energy and Environmental Affairs, EEA, MVP Planning Grant. On January 24, 2022, we were notified that we received the grant in the amount of \$27,000 to complete a joint MVP/Hazard Mitigation Plan Project. I have attached the official grant award letter herein.

We have been presented with a list of over 400 state-certified providers who we are authorized to engage with to complete the MVP/Hazard Mitigation Planning process. In accordance with M.G.L. c. 30b, the Uniform Procurement Act, and as the Project Manager/Grant and Funding Administrator for this project with delegated authority from the Municipal Chief Procurement Officer CPO to solicit bids, I am seeking written quotations from no fewer than 3 state-certified providers to complete the planning process in its entirety. I have attached an MVP Provider Commitment document that was provided to us by EEA and ask that you accept the same as a written description of the supply or service we require. Please note that Holland is part of the Greater Connecticut River Valley MVP Region.

On October 19, 2021, the Town of Holland Board of Selectmen voted to accept and approve an Environmental Hazard Mitigation Project proposal that was submitted to them by this office. The purpose of the proposal is to establish a multi-phase project consisting of an environmental hazard vulnerability assessment followed by implementing mitigation strategies and physical protective measures that will protect the health and safety of persons and property in our community. The joint MVP/Hazard Mitigation Plan is the first phase of the overall project. The most recent update to our Hazard Mitigation Plan took place in (2016).

[I am providing you with this link to a publicly accessible document that is the most updated version of the Environmental Hazard Mitigation Project.](#) I encourage you to review this document so you have a comprehensive understanding of the basic principles of the project. As you will see, our overall goal is to adopt procedures that center on the protection, restoration, and management of our ecological systems. With the focal point of our Town being the Hamilton Reservoir and with the vast amount of ponds, rivers, streams, trails, and other unique

27 Sturbridge Rd - Holland Massachusetts 01521

Station: (413) 245-0117

Dispatch: (413) 245-7222

Fax: (413) 245-4482

Email: police@hollandma.org

ecological systems within our community, we must take a proactive approach in prioritizing the preservation of our environment.

As a trained and state-approved MVP Planning Grant provider you may be aware that our first step is to review the list of authorized vendors, choose candidates, and ultimately procure a provider. Ideally, we seek to procure a provider who has experience working with municipalities in Massachusetts, strong facilitation and community planning experience, experience with climate change vulnerability assessments, hazard mitigation planning, and/or other risk assessments, and the ability to perform GIS analysis.

Unfortunately, we are under time constraints to achieve the first steps so I am asking for your written quote to be submitted for consideration no later than Tuesday, March 8, 2022. During this time we will also be working to establish our core team of individuals to work with you to satisfy the municipal staff commitment requirements of the grant.

The most timely manner in which to submit your quotation is electronic via email but it will also be accepted by fax or postal mail if needed. You may send all correspondence to my attention.

I would like to thank you in advance and please do not hesitate to contact me directly if you have any questions. I can be reached via email at bhaughey@hollandma.org or via voicemail at (413) 245-0117 ext: 330.

Respectfully,



Bryan C. Haughey
Chief of Police

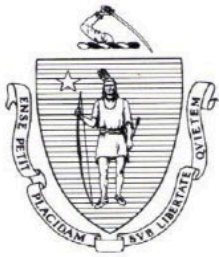
27 Sturbridge Rd - Holland Massachusetts 01521

Station: (413) 245-0117

Dispatch: (413) 245-7222

Fax: (413) 245-4482

Email: police@hollandma.org



CHARLES D. BAKER
GOVERNOR

OFFICE OF THE GOVERNOR
COMMONWEALTH OF MASSACHUSETTS
STATE HOUSE • BOSTON, MA 02133
(617) 725-4000

KARYN E. POLITO
LIEUTENANT GOVERNOR

January 24, 2022

Brian Haughey
27 Sturbridge Road
Holland, MA 01521

Dear Brian Haughey:

Congratulations! I am pleased to notify you that the Town of Holland has been awarded a Municipal Vulnerability Preparedness (MVP) program grant in the amount of \$27,000 to complete a community resiliency planning process that will examine the community's vulnerabilities and strengths and identify priority actions to build resilience as the climate changes. I want to thank you for your commitment to building capacity in your community and working to ensure residents have the resources they need to deal with the challenges ahead. We look forward to partnering with you on this important issue.

You will be receiving further instructions from the Executive Office of Energy and Environmental Affairs MVP program in the coming days. In the meantime, please feel free to contact Kara Runsten (kara.runsten@mass.gov) if you have any questions.

Governor Charles D. Baker

Lt. Governor Karyn E. Polito

A handwritten signature in blue ink that reads "Charles Baker".

A handwritten signature in blue ink that reads "Karyn Polito".

MUNICIPAL STAFF COMMITMENT

The municipality must provide sufficient staff time (estimated at 120-200 hours) to assure completion of this planning exercise and community engagement:

- Paperwork; selecting and contracting vendor
- Help establish a core team within the town or region to steer the project
- Help identify and complete outreach to critical stakeholders, partners and town officials for workshop(s) and public listening session(s)
- Help coordinate, schedule, send invitations and attend planning meetings and workshop(s) and listening session(s)
- Find sufficient volunteers to serve as scribes during the workshop(s)
- Help coordinate staff interviews with key experts to collect information prior to the workshop(s)
- Provide MVP provider access to relevant planning documents, budget information, and other information on as needed useful to conducting the planning exercise, including access to;
- With MVP Provider, complete and send 3 progress reports to EEA with information on progress and spending to date, and submit final deliverables and invoice
- With consultant support as budget allows, complete at least one public listening session to engage the broader public in a discussion of the workshop results and completed report
- Continue municipal outreach and engagement, using the completed report to inform existing planning and project activities

MVP PROVIDER COMMITMENT

The MVP state certified provider must provide sufficient time (estimated at 120-240 hours) to complete the following tasks:

- Meet with Municipal Project Manager to set out project scope, timeline, and compile list of data needs; help with stakeholder mapping; and, set schedule for workshop(s)
- Meet with Community Core team 2-3x to help plan for workshop(s) and collect information
- Conduct several interviews with key municipal staff
- Prepare materials for workshop including:
 - Basemaps of town with critical layers
 - Climate change data relevant to the town and summary of potential impacts
 - Relevant planning documents and other existing town information about current hazards
 - Risk matrix
- Serve as the lead facilitator during workshop(s) and bring 4-5 facilitators (or as many breakout groups planned) to assist as table facilitators.
- Designate town leads or skilled volunteers to be scribes at each table
- Document all workshop outcomes and prepare final risk matrix and summary reports
- Work with town to submit all materials to Commonwealth





TOWN OF HOLLAND
Police Department
27 Sturbridge Road Holland, MA 01521
Bryan C. Haughey
Chief of Police

March 1, 2022

Pioneer Valley Planning Commission
Attn: Catherine Ratte, Principal Planner
60 Congress Street
Springfield, MA 01104

Subj: Holland MA MVP FY22 Round 2 Planning Grant – Request for Quote to Procure Service

Greetings,

The intent of this letter is to solicit from your agency a written quotation for services. On November 5, 2021, the Town of Holland applied for funding through the Executive Office of Energy and Environmental Affairs, EEA, MVP Planning Grant. On January 24, 2022, we were notified that we received the grant in the amount of \$27,000 to complete a joint MVP/Hazard Mitigation Plan Project. I have attached the official grant award letter herein.

We have been presented with a list of over 400 state-certified providers who we are authorized to engage with to complete the MVP/Hazard Mitigation Planning process. In accordance with M.G.L. c. 30b, the Uniform Procurement Act, and as the Project Manager/Grant and Funding Administrator for this project with delegated authority from the Municipal Chief Procurement Officer CPO to solicit bids, I am seeking written quotations from no fewer than 3 state-certified providers to complete the planning process in its entirety. I have attached an MVP Provider Commitment document that was provided to us by EEA and ask that you accept the same as a written description of the supply or service we require. Please note that Holland is part of the Greater Connecticut River Valley MVP Region.

On October 19, 2021, the Town of Holland Board of Selectmen voted to accept and approve an Environmental Hazard Mitigation Project proposal that was submitted to them by this office. The purpose of the proposal is to establish a multi-phase project consisting of an environmental hazard vulnerability assessment followed by implementing mitigation strategies and physical protective measures that will protect the health and safety of persons and property in our community. The joint MVP/Hazard Mitigation Plan is the first phase of the overall project. The most recent update to our Hazard Mitigation Plan took place in (2016).

[I am providing you with this link to a publicly accessible document that is the most updated version of the Environmental Hazard Mitigation Project.](#) I encourage you to review this document so you have a comprehensive understanding of the basic principles of the project. As you will see, our overall goal is to adopt procedures that center on the protection, restoration, and management of our ecological systems. With the focal point of our Town being the Hamilton Reservoir and with the vast amount of ponds, rivers, streams, trails, and other unique

27 Sturbridge Rd - Holland Massachusetts 01521

Station: (413) 245-0117

Dispatch: (413) 245-7222

Fax: (413) 245-4482

Email: police@hollandma.org

ecological systems within our community, we must take a proactive approach in prioritizing the preservation of our environment.

As a trained and state-approved MVP Planning Grant provider you may be aware that our first step is to review the list of authorized vendors, choose candidates, and ultimately procure a provider. Ideally, we seek to procure a provider who has experience working with municipalities in Massachusetts, strong facilitation and community planning experience, experience with climate change vulnerability assessments, hazard mitigation planning, and/or other risk assessments, and the ability to perform GIS analysis.

Unfortunately, we are under time constraints to achieve the first steps so I am asking for your written quote to be submitted for consideration no later than Tuesday, March 8, 2022. During this time we will also be working to establish our core team of individuals to work with you to satisfy the municipal staff commitment requirements of the grant.

The most timely manner in which to submit your quotation is electronic via email but it will also be accepted by fax or postal mail if needed. You may send all correspondence to my attention.

I would like to thank you in advance and please do not hesitate to contact me directly if you have any questions. I can be reached via email at bhaughey@hollandma.org or via voicemail at (413) 245-0117 ext: 330.

Respectfully,



Bryan C. Haughey
Chief of Police

27 Sturbridge Rd - Holland Massachusetts 01521

Station: (413) 245-0117

Dispatch: (413) 245-7222

Fax: (413) 245-4482

Email: police@hollandma.org



OFFICE OF THE GOVERNOR
COMMONWEALTH OF MASSACHUSETTS
STATE HOUSE • BOSTON, MA 02133
(617) 725-4000

CHARLES D. BAKER
GOVERNOR

KARYN E. POLITO
LIEUTENANT GOVERNOR

January 24, 2022

Brian Haughey
27 Sturbridge Road
Holland, MA 01521

Dear Brian Haughey:

Congratulations! I am pleased to notify you that the Town of Holland has been awarded a Municipal Vulnerability Preparedness (MVP) program grant in the amount of \$27,000 to complete a community resiliency planning process that will examine the community's vulnerabilities and strengths and identify priority actions to build resilience as the climate changes. I want to thank you for your commitment to building capacity in your community and working to ensure residents have the resources they need to deal with the challenges ahead. We look forward to partnering with you on this important issue.

You will be receiving further instructions from the Executive Office of Energy and Environmental Affairs MVP program in the coming days. In the meantime, please feel free to contact Kara Runsten (kara.runsten@mass.gov) if you have any questions.

Governor Charles D. Baker

Lt. Governor Karyn E. Polito

A handwritten signature in blue ink that reads "Charles Baker".

A handwritten signature in blue ink that reads "Karyn Polito".

MUNICIPAL STAFF COMMITMENT

The municipality must provide sufficient staff time (estimated at 120-200 hours) to assure completion of this planning exercise and community engagement:

- Paperwork; selecting and contracting vendor
- Help establish a core team within the town or region to steer the project
- Help identify and complete outreach to critical stakeholders, partners and town officials for workshop(s) and public listening session(s)
- Help coordinate, schedule, send invitations and attend planning meetings and workshop(s) and listening session(s)
- Find sufficient volunteers to serve as scribes during the workshop(s)
- Help coordinate staff interviews with key experts to collect information prior to the workshop(s)
- Provide MVP provider access to relevant planning documents, budget information, and other information on as needed useful to conducting the planning exercise, including access to;
- With MVP Provider, complete and send 3 progress reports to EEA with information on progress and spending to date, and submit final deliverables and invoice
- With consultant support as budget allows, complete at least one public listening session to engage the broader public in a discussion of the workshop results and completed report
- Continue municipal outreach and engagement, using the completed report to inform existing planning and project activities

MVP PROVIDER COMMITMENT

The MVP state certified provider must provide sufficient time (estimated at 120-240 hours) to complete the following tasks:

- Meet with Municipal Project Manager to set out project scope, timeline, and compile list of data needs; help with stakeholder mapping; and, set schedule for workshop(s)
- Meet with Community Core team 2-3x to help plan for workshop(s) and collect information
- Conduct several interviews with key municipal staff
- Prepare materials for workshop including:
 - Basemaps of town with critical layers
 - Climate change data relevant to the town and summary of potential impacts
 - Relevant planning documents and other existing town information about current hazards
 - Risk matrix
- Serve as the lead facilitator during workshop(s) and bring 4-5 facilitators (or as many breakout groups planned) to assist as table facilitators.
- Designate town leads or skilled volunteers to be scribes at each table
- Document all workshop outcomes and prepare final risk matrix and summary reports
- Work with town to submit all materials to Commonwealth





TOWN OF HOLLAND
Police Department
27 Sturbridge Road Holland, MA 01521
Bryan C. Haughey
Chief of Police

March 1, 2022

Central Massachusetts Regional Planning Commission
Attn: Trish Settles, AICP, Deputy Director
One Mercantile Street, Suite 520
Worcester, MA 01608

Subj: Holland MA MVP FY22 Round 2 Planning Grant – Request for Quote to Procure Service

Greetings,

The intent of this letter is to solicit from your agency a written quotation for services. On November 5, 2021, the Town of Holland applied for funding through the Executive Office of Energy and Environmental Affairs, EEA, MVP Planning Grant. On January 24, 2022, we were notified that we received the grant in the amount of \$27,000 to complete a joint MVP/Hazard Mitigation Plan Project. I have attached the official grant award letter herein.

We have been presented with a list of over 400 state-certified providers who we are authorized to engage with to complete the MVP/Hazard Mitigation Planning process. In accordance with M.G.L. c. 30b, the Uniform Procurement Act, and as the Project Manager/Grant and Funding Administrator for this project with delegated authority from the Municipal Chief Procurement Officer CPO to solicit bids, I am seeking written quotations from no fewer than 3 state-certified providers to complete the planning process in its entirety. I have attached an MVP Provider Commitment document that was provided to us by EEA and ask that you accept the same as a written description of the supply or service we require. Please note that Holland is part of the Greater Connecticut River Valley MVP Region.

On October 19, 2021, the Town of Holland Board of Selectmen voted to accept and approve an Environmental Hazard Mitigation Project proposal that was submitted to them by this office. The purpose of the proposal is to establish a multi-phase project consisting of an environmental hazard vulnerability assessment followed by implementing mitigation strategies and physical protective measures that will protect the health and safety of persons and property in our community. The joint MVP/Hazard Mitigation Plan is the first phase of the overall project. The most recent update to our Hazard Mitigation Plan took place in (2016).

[I am providing you with this link to a publicly accessible document that is the most updated version of the Environmental Hazard Mitigation Project.](#) I encourage you to review this document so you have a comprehensive understanding of the basic principles of the project. As you will see, our overall goal is to adopt procedures that center on the protection, restoration, and management of our ecological systems. With the focal point of our Town being the Hamilton Reservoir and with the vast amount of ponds, rivers, streams, trails, and other unique

27 Sturbridge Rd - Holland Massachusetts 01521

Station: (413) 245-0117

Dispatch: (413) 245-7222

Fax: (413) 245-4482

Email: police@hollandma.org

ecological systems within our community, we must take a proactive approach in prioritizing the preservation of our environment.

As a trained and state-approved MVP Planning Grant provider you may be aware that our first step is to review the list of authorized vendors, choose candidates, and ultimately procure a provider. Ideally, we seek to procure a provider who has experience working with municipalities in Massachusetts, strong facilitation and community planning experience, experience with climate change vulnerability assessments, hazard mitigation planning, and/or other risk assessments, and the ability to perform GIS analysis.

Unfortunately, we are under time constraints to achieve the first steps so I am asking for your written quote to be submitted for consideration no later than Tuesday, March 8, 2022. During this time we will also be working to establish our core team of individuals to work with you to satisfy the municipal staff commitment requirements of the grant.

The most timely manner in which to submit your quotation is electronic via email but it will also be accepted by fax or postal mail if needed. You may send all correspondence to my attention.

I would like to thank you in advance and please do not hesitate to contact me directly if you have any questions. I can be reached via email at bhaughey@hollandma.org or via voicemail at (413) 245-0117 ext: 330.

Respectfully,



Bryan C. Haughey
Chief of Police

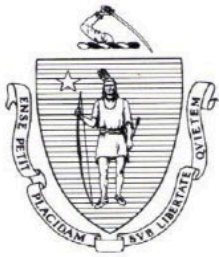
27 Sturbridge Rd - Holland Massachusetts 01521

Station: (413) 245-0117

Dispatch: (413) 245-7222

Fax: (413) 245-4482

Email: police@hollandma.org



OFFICE OF THE GOVERNOR
COMMONWEALTH OF MASSACHUSETTS
STATE HOUSE • BOSTON, MA 02133
(617) 725-4000

CHARLES D. BAKER
GOVERNOR

KARYN E. POLITO
LIEUTENANT GOVERNOR

January 24, 2022

Brian Haughey
27 Sturbridge Road
Holland, MA 01521

Dear Brian Haughey:

Congratulations! I am pleased to notify you that the Town of Holland has been awarded a Municipal Vulnerability Preparedness (MVP) program grant in the amount of \$27,000 to complete a community resiliency planning process that will examine the community's vulnerabilities and strengths and identify priority actions to build resilience as the climate changes. I want to thank you for your commitment to building capacity in your community and working to ensure residents have the resources they need to deal with the challenges ahead. We look forward to partnering with you on this important issue.

You will be receiving further instructions from the Executive Office of Energy and Environmental Affairs MVP program in the coming days. In the meantime, please feel free to contact Kara Runsten (kara.runsten@mass.gov) if you have any questions.

Governor Charles D. Baker

Lt. Governor Karyn E. Polito

A handwritten signature in blue ink that reads "Charles Baker".

A handwritten signature in blue ink that reads "Karyn Polito".

MUNICIPAL STAFF COMMITMENT

The municipality must provide sufficient staff time (estimated at 120-200 hours) to assure completion of this planning exercise and community engagement:

- Paperwork; selecting and contracting vendor
- Help establish a core team within the town or region to steer the project
- Help identify and complete outreach to critical stakeholders, partners and town officials for workshop(s) and public listening session(s)
- Help coordinate, schedule, send invitations and attend planning meetings and workshop(s) and listening session(s)
- Find sufficient volunteers to serve as scribes during the workshop(s)
- Help coordinate staff interviews with key experts to collect information prior to the workshop(s)
- Provide MVP provider access to relevant planning documents, budget information, and other information on as needed useful to conducting the planning exercise, including access to;
- With MVP Provider, complete and send 3 progress reports to EEA with information on progress and spending to date, and submit final deliverables and invoice
- With consultant support as budget allows, complete at least one public listening session to engage the broader public in a discussion of the workshop results and completed report
- Continue municipal outreach and engagement, using the completed report to inform existing planning and project activities

MVP PROVIDER COMMITMENT

The MVP state certified provider must provide sufficient time (estimated at 120-240 hours) to complete the following tasks:

- Meet with Municipal Project Manager to set out project scope, timeline, and compile list of data needs; help with stakeholder mapping; and, set schedule for workshop(s)
- Meet with Community Core team 2-3x to help plan for workshop(s) and collect information
- Conduct several interviews with key municipal staff
- Prepare materials for workshop including:
 - Basemaps of town with critical layers
 - Climate change data relevant to the town and summary of potential impacts
 - Relevant planning documents and other existing town information about current hazards
 - Risk matrix
- Serve as the lead facilitator during workshop(s) and bring 4-5 facilitators (or as many breakout groups planned) to assist as table facilitators.
- Designate town leads or skilled volunteers to be scribes at each table
- Document all workshop outcomes and prepare final risk matrix and summary reports
- Work with town to submit all materials to Commonwealth

