

Bryan C. Haughey

From: Diane Mas [DMas@fando.com]
Sent: Thursday, March 3, 2022 8:23
To: Bryan C. Haughey
Subject: RE: [External] Holland MA MVP FY22 Round 2 Planning Grant – Request for Quote to Procure Service Attached

Hi Chief Haughey,

We discussed the request internally and due to the project timeline and budget and our existing work load, we will not be submitting a proposal for the work. If you haven't already, you might try the Pioneer Valley Planning Commission to see if they would be interested and able to provide a quote.

We do appreciate you thinking of Fuss & O'Neill. Please feel free to reach out if you have further needs for engineering or planning services,

Best,
Diane

Diane Mas, PhD, REHS/RS, CC-P (she / her)

Vice President | Chief Resilience Officer

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From: Bryan C. Haughey <bhaughey@hollandma.org>

Sent: Tuesday, March 1, 2022 9:16 AM

To: Diane Mas <DMas@fando.com>

Subject: [External] Holland MA MVP FY22 Round 2 Planning Grant – Request for Quote to Procure Service Attached

Greetings Diane,

Fuss & O'Neill

Holland MA MVP FY22 Round 2 Planning Grant – Request for Quote to Procure Service Attached.

Respectfully,

Bryan C. Haughey
Chief of Police
Holland Police Department
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Holland, MA 01521

Email: bhaughey@hollandma.org

Voicemail: 413-245-0117 ext: 330

Dispatch: 413-245-7222

Fax: 413-245-4482



Bryan C. Haughey
Chief of Police



Voice: 413-245-0117 ext. 330

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Holland, MA 01521

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Webpage: <https://town.holland.ma.us/holland-police-department>

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Contact: Catherine Ratte
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Kimberly H. Robinson, MUP
Executive Director

Proposal: MVP/HMP Planning Grant for the Town of Holland

PVPC Qualifications

The Pioneer Valley Planning Commission (PVPC) is very pleased to have the opportunity to respond to the request for quotes to complete a joint Municipal Vulnerability Preparedness (MVP) & Hazard Mitigation Planning process for the Town of Holland. We are Holland's regional planning agency, and we exist to serve our cities and towns and have been doing so since 1962. We are extremely well qualified to support Holland in your Municipal Vulnerability Preparedness and Hazard Mitigation Plan work. We have worked extensively with Holland over the years, and are familiar with the many natural resources in the Town as well as the challenges you face from the impacts of natural hazards, climate change, and increased development. We would welcome the opportunity to assist Holland with this first phase of your multi-phase project to complete an environmental hazard vulnerability assessment and to implement mitigation strategies to increase the Town's health and resilience.

PVPC has facilitated the development of all our member municipalities hazard mitigation plans since the federal government started requiring hazard mitigation plans in the early 2000's. PVPC has excellent working relationships with the Massachusetts Emergency Management Agency (MEMA) and the Federal Emergency Management Agency (FEMA) and with our extensive experience we are very well qualified to update Hazard Mitigation Plans. We are also well equipped to facilitate Holland's MVP planning process. We have worked with 20 of our member cities and towns to facilitate their MVP planning processes, and we have assisted a number of our communities to secure MVP action grants.

The PVPC staff proposed to work on this project have over 50 years of experience working with communities in the Pioneer Valley to plan for, adapt, and mitigate natural hazards and build community resilience. We are extremely knowledgeable about the issues in the region and can build on our previous work achieving economies of scale that will benefit the Town.

PVPC has facilitated development of "Out Next Future: An Action Plan for Building a Smart, Sustainable and Resilient Pioneer Valley," which includes a regional climate vulnerability assessment and resilience action plan as well as the region's Green Infrastructure plan. PVPC has also worked with our member municipalities to prepare 32 community development plans, more than 20 open space and recreation plans, and more than 10 master plans. We have also collaborated with the Western Region Homeland Security Advisory Council (WRHSAC) on establishing shelter plans, sub-regional shelter agreements and locations, evacuation planning, and public information about emergency preparedness.

We propose to complete both the MVP Planning process and update Holland's Hazard Mitigation plan using the funding provided to the Town by the Massachusetts Executive Office of Energy and Environmental Affairs starting in April 2022 and completing the work by June 2023.

Scope of Work:

Task 0: Project management and Administration: Meet and communicate with EEA MVP regional coordinator and core team to ensure compliance with local, state, and federal requirements, stay up-to-date with EEA's MVP work; Prepare quarterly reports for submission by the Town to EEA.

Task 1: Core Team formation, Meetings, and Community Engagement: Facilitate meetings with core team; Prepare for and facilitate 8-hour community resilience building workshop.

Task 2: Hazard identification and vulnerability assessment: Identify and describe hazards impacting the town as well as MVP vulnerability assessment; Update the critical facilities inventory; Assess town mitigation capabilities and existing mitigation strategies; Deliverable: Map of hazards and critical facilities.

Task 3: MVP Risk Matrix and Final Report: Complete the risk matrix during the CRB workshop and follow up communication; Complete the final report, in combination with the Hazard Mitigation Plan update.

Task 4: Develop a Multiple Hazard Mitigation Strategy: Develop new mitigation strategies and complete the hazard mitigation strategy table utilizing input from the Core Team and from the CRB workshop and listening sessions.

Task 5: Hold Public Meetings: Hold a public meeting prior to the CRB workshop and a public listening session after the CRB workshop and once the Final Report is complete; Conduct outreach and publicity for the meetings, and complete PLS summary for the Final Report.

Task 6: Hazard Mitigation Plan Update/MVP Final Report Draft: Complete draft Hazard Mitigation Plan Update/ MVP Final Report to submit to core team for review and then to EEA and MEMA/FEMA for approval; Make any necessary revisions based on comments from MEMA and FEMA and resubmit.

Timeline

While the RFR issued by the Executive Office of Environmental Affairs (EEA) stipulated that grant funds must be expended by June 30, 2022, the Town can apply for an extension until June 30, 2023. PVPC is providing this proposal with the understanding that before May 2022, the Town will apply to EEA for a grant extension until June 2023 in order to allow for a more thorough and well-paced planning process. The MVP regional coordinator has indicated that EEA will grant such an extension.

Project Budget

Task	Cost
Task 0: Project Management & Administration Consultant staff meet with MVP team 2x to assure compliance with all local, state and federal requirements; stay up-to-date with EEA's MVP work and communicating with local MVP team Community Match--to prepare and submit invoices to EEA	
Subtotal Task 0	\$ 3,100
Task 1: Committee Formation, Mtgs, & Community Engagement	
<u>Subtask 1a Hazard Mitigation Plan Committee Meetings</u> Consultant staff (facilitate local hazard mitigation committees-that meet 5x)	
<u>Subtask 1b Municipal Vulnerability Preparedness Workshop</u> Preparation for MVP Workshop Conduct 8-hour MVP workshops (up to 4 consultant staff) Community match - MVP public engagement	
Subtotal Task 1	\$ 9,165
Task 2: Hazard Identification and Vulnerability Assessment	
<u>Subtask 2a Hazard identification</u>	
<u>Subtask 2b Critical Facilities Inventory and Database</u>	
<u>Subtask 2c MVP Vulnerability Assessment</u>	
<u>Subtask 2d Hazard Mapping, Vulnerability/Risk Assessment Map</u>	
<u>Subtask 2e Assessment of Protection Measures</u>	
Subtotal Task 2	\$ 6,545
Task 3: MVP Risk Matrix and Final Report	
<u>Subtask 3a Complete Risk Matrix</u>	
<u>Subtask 3b Complete Final Report</u>	
Subtotal Task 3	\$ 1,870
Task 4: Develop a Multiple Hazard Mitigation Strategy	
Subtotal Task 4	\$ 1,360
Task 5: Hold a Public Listening Session	
<u>Subtask 5a. Outreach and Publicizing Event</u>	
<u>Subtask 5b. Meeting prep and logistics</u>	
<u>Subtask 5c. Staff Support at Listening Session (2 staff)</u>	
<u>Subtask 5d. Complete PLS Summary for MVP Report</u>	
Subtotal Task 5	\$ 1,870
Task 6: Hazard Mitigation Plan Draft and Review	
<u>Subtask 6a. Complete draft Hazard Mitigation Plan and submit to local team for review</u>	
<u>Subtask 6b. Complete final Hazard Mitigation Plan</u>	
Subtotal Task 6	\$ 2,210
Task 7: Hazard Mitigation Plan Adoption and Approval	
<u>Subtask 7a. Local Adoption</u>	
<u>Subtask 7b. Plan Approval</u>	
Subtotal Task 7	\$ 680
PROJECT TOTAL COST	\$ 26,800

The cost estimated by task may vary slightly among and between tasks, but the total cost for all work will not exceed \$26,800. Direct costs are included in the cost estimate.



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www.cmrpc.org

Date: March 11, 2022
To: Bryan C. Haughey, Holland Chief of Police bhaughey@hollandma.org
From: Trish Settles, CMRPC Deputy Director
Re: Scope of Service and Cost estimate for planning services

Central Massachusetts Regional Planning Commission - Who we are:

Founded by the Legislature in 1963, CMRPC provides a variety of services to its constituencies and brings a regional perspective to planning and development. One of 13 Regional Planning Agencies in Massachusetts, CMRPC serves the City of Worcester and 39 surrounding communities in the southern two-thirds of Worcester County. CMRPC's programs include Transportation, Geographic Information Systems (GIS), and Regional Collaboration and Community Planning.

Historically, CMRPC was comprised of two departments: Transportation and Land Use Planning. Transportation assists with multi-modal mobility of people and goods. The Transportation Department is staff to the Central Massachusetts Metropolitan Planning Organization (CMMPO) and helps organizations such as MassDOT, the Worcester Regional Transit Authority (WRTA), Federal Highway Administration (FHWA), and local governments implement crucial projects. The Community Development and Planning Department (formerly known as Land Use Planning) provides comprehensive planning services, technical planning services, and a variety of grant preparation and administration assistance to its 40-community region. In addition, the Department conducts studies on a broad range of regional growth issues and development trends.

Today, CMRPC includes robust GIS, Homeland Security, and Regional Services programs. For more than 15 years, CMRPC has provided comprehensive GIS services to its member communities and the region. Recently, CMRPC launched the Central Mass DataCommon and Indicators project - a free database and multifunction visualization tool. The Homeland Security program developed as CMRPC received fiduciary support and leadership endorsement by the Central Region Homeland Security Advisory Council. Finally, Regional Services involved in response to municipal fiscal constraints. CMRPC's staff continually searches for ways that its Member Communities can increase services while reducing costs.

[Map of communities served by CMRPC](#)

CMRPC has prepared Hazard Mitigation Plans for all 40 of our communities. CMRPC maintains a staff that is State certified to provide Municipal Vulnerability Preparedness (MVP) Planning. Our MVP work is broken into four (4) tasks:

1. **Workshop Preparation:**
 - Work with the core team to identify and engage stakeholders from the municipality, including but not limited to municipal officials, business, neighboring communities,

private non-profits, and community residents. Products from the Community Resilience Building workshop guide can be used: <https://www.communityresiliencebuilding.org/>

- Work with the municipality to hold one public meeting during the production of the plan for comments to be included in the planning process, to be completed before the draft plan. This public meeting is in addition to the public listening sessions listed below.
- Prepare materials for the workshop including:
 - Basemaps of the municipality with relevant layers identified including important town assets, past hazards, natural features, roadways and other infrastructure, and any other relevant data
 - Summary of climate data and impacts to present to the municipality to help frame the discussion
 - Risk matrices from the www.communityresiliencebuilding.com site
 - Background data sets and any information collected from the municipality or staff interviews relevant to the workshops
 - Existing local plans
 - Presentations to introduce the MVP program, climate change projections, local natural hazards, and survey results from Task 2
- Develop a plan for staffing the workshop to include table facilitators and scribes at each table (approx. 10 bodies based on facility configuration and participant list size), using local volunteers and Core Team members wherever possible.

2. Workshop Facilitation:

Facilitate one 8-hour workshop, or two 4-hour workshops, or remote workshop to equal 8-hours with approval or agreement of both EOEEA and the Town per MVP program guidance, including the following topics:

- Characterize hazards:
 - Describe the past, current and future hazards in terms of impact location within the jurisdiction, using best available data including resilientMA Climate Change Clearinghouse, the State Hazard Mitigation and Climate Adaptation Plan, and other best available data, reports, and technical documents. Each hazard will need to document the likely extent (a scale or measure of magnitude) and probability of future occurrence
 - The MVP Provider will create a map of areas affected by multiple natural hazards for the Town/City. This map will be used at the workshops and incorporated into the final deliverables. Providers may choose to create a series of maps showing each hazard or impact separately. A set of hazard maps will be included within the HMP, and GIS files will be made available to the Town/City for integration with their other community plans.
- Identify Community vulnerabilities and strengths:
 - Identify critical facilities vulnerabilities and strengths
 1. Critical facilities could include but are not limited to:
 - Roads, bridges, and dams
 - City or town owned buildings or offices

- Water and wastewater treatment plants
 - Sewage pumping stations
 - Schools and emergency shelters
 - Major employers, primary economic centers
 - Hospitals and critical care facilities
 - Identify societal vulnerabilities and strengths
 1. Societal vulnerabilities and strengths could include but are not limited to:
 - Youth or elderly populations
 - Low to no income populations
 - Communities of color
 - Communities with limited English proficiency
 - People with disabilities
 - Cases of medical illness
 - Identify land use and environmental vulnerabilities and strengths
 1. Land use and environmental vulnerabilities and strengths could include but are not limited to:
 - Land use maps that depict the location of developed land uses, delineated by categories based on use (e.g. residential, commercial, industrial, institutional, other public use, etc.) and intersections with known hazards.
 - Anticipated future land use areas and intersections with known hazards.
 - Natural resources areas
 - Development trends
 - Repetitive flood loss structures and structures which have incurred substantial damage, if they exist, as defined by FEMA (the community will need to request this data from DCR's Flood Hazard Management Program on letterhead)
 - Identify vulnerabilities in other sectors as chosen by the community
- Assess and summarize vulnerabilities:
 - The MVP provider will take all the hazards identified in Section 2 and complete a vulnerability assessment that includes:
 - The risk assessment should include a description of each identified hazard's impact on the community as well as an overall summary of the community's vulnerability for each jurisdiction
 - The types and numbers of buildings (including NFIP losses), infrastructure, and critical facilities located in the hazard areas

- Documentation of the communities' current capabilities to mitigate and adapt to the identified vulnerabilities; providers are recommended to use the FEMA Capability Assessment Worksheet (attached).
- Evaluation of the capabilities and if any need improvements, development of recommended actions
- A review and documentation of the communities' continued compliance with the NFIP.
- Determine the highest priority hazards within the municipality
- Identify and Prioritize Community Actions
- Determine the Overall Priority Actions
 - Identify actions and how they will be administered (including responsible party, time frame for completion, possible funding source, etc.
 - Use a prioritization process that will define urgency, cost and benefit and timing of the action
 - Identify process for monitoring, updating, and evaluating the plan/final report, including the process for continued public engagement
 - Description of the method and schedule for keeping the plan current (monitoring, evaluating and updating the mitigation plan within a 5-year cycle)

3. Summary of Findings Report:

- If this is an update to a previously approved HMP, document any changes in priorities, development, and local progress of mitigation actions taken place in the community, if applicable.
- Finalize risk matrix and prepare it for submission
- Generate final workshop report using the mandated EEA format. Report shall follow this template at a minimum, though it can include additional sections and materials as appropriate.

4. Follow-up Steps:

- Support Core Team's (1) public listening session during the plan development and (1) public listening session after the CRB workshop, to be held no later than May 30, 2021, through preparation of publicity and presentation materials and by participation at session.
- As time allows, make a presentation summarizing the MVP process and possible next steps to the HollandBoard of Selectmen (can be conducted in tandem with listening session)
- Aid the municipality in submitting the plan to MEMA via mitigation@mass.gov
- Aid the municipality in submitting the plan to their MVP Regional Coordinator.
- Once approved by FEMA, send a final version of the approved report to the MVP regional coordinator and MVP manager

Past Experience

In addition to performing MVP planning and action activities for many of our CMRPC region's

communities, of relevance, we are currently providing very similar services to the Town of Millville – simultaneously performing MVP Planning and HMP development.

Estimated Cost Proposal:

We estimate the value of our services at \$27,000.