

Environmental Hazard Mitigation Project [Town of Holland Massachusetts]

Phase 1:

REV:

Joint MVP/HMP Planning Project

1 JUN 2022, 19 AUG 2022

Bryan Haughey, Emergency Management Director, Chief of Police, was designated as the original Project Manager for the [Environmental Hazard Mitigation Project](#)¹, and as such, was also selected as the Phase 1 Grant and Funding Administrator, and Project Procurement Officer.

Phase 1 required furnishing an application to the Commonwealth of Massachusetts Executive Office of Energy and Environmental Affairs, EEA, to be considered for the FY22 Round 2 Municipal Vulnerability Preparedness MVP Planning Grant. The MVP Planning Grant offers funding to municipalities that wish to assess their vulnerability, prepare for climate change impacts, and build community resilience. The Project Manager completed and submitted the application on November 5, 2021, which included a statement of municipal commitment, a statement of municipal support, and a statement of needs to address climate change². We received and submitted letters of support from the Town of Holland Conservation Commission, Finance Board, Lake Oversight Committee, and Highway Superintendent, as well as the Friends of Hamilton Reservoir Association Inc, and The Last Green Valley, Inc³.

On January 24, 2022, we received notice from the EEA that the Town had been awarded \$27,000 from the MVP Planning Grant to complete a joint MVP - Hazard Mitigation Plan HMP Project⁴. This program allows municipalities to engage with a state-certified provider to assist in identifying infrastructural, societal, and environmental vulnerabilities. Additionally, upon completion of the planning phase, the municipality becomes certified as an MVP community allowing access to MVP Action Grant funding opportunities. The Action Grant program provides assistance in the way of funding and technical support to invest in priorities that build resilience by physically implementing the priority actions identified during the planning process. By evaluating strengths that help make the community more resilient to natural hazards we can explore nature-based solutions to address identified vulnerabilities, develop and prioritize actions, and delineate subsequent steps for the protection of our environment.

On February 8, 2022, the Project Manager submitted the signed contract and the Contractor Authorized Signatory Listing CASL Form to the EEA. These documents were required to be signed by the Chair of the Board of Selectmen and the deadline for submission was February 10, 2022. On February 16, 2022, we received the countersigned contract via email from our MVP Regional Coordinator, Andrew Smith, which allowed us to begin negotiations with a provider to complete the Project. After reviewing the document it appears the countersignature was completed on February 10, 2022.

One of the requirements of the Planning Grant is that the Town establishes a (Core Team) of individuals to work with the provider. The Town is required to provide sufficient staff time (estimated at 120-200 hours) to assure completion of planning and community engagement. On February 18, 2022, the Project Manager distributed an email to town boards, committees, and departments asking for a commitment of personnel to staff a Core Team.

¹ [Town of Holland Environmental Hazard Mitigation Project](#)- Submitted to Board of Selectmen (October 19, 2021)

² [MVP FY22 Round 2 Planning Grant Application Completed](#)- Attachment A&B Submitted to EEA-MVP (November 5, 2021)

³ [Letters of Support](#)- Conservation Commission, Finance Board, Lake Oversight Committee, Highway Superintendent, Friends of Hamilton Reservoir Association Inc, The Last Green Valley, Inc

⁴ [Municipal Vulnerability Preparedness Program – Planning Grant Award](#) (January 27, 2022, Letter from GOV January 24, 2022)

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The first step in the process was choosing a provider from a list of over 400 state-certified vendors. This required soliciting 3 written quotations from the state-certified provider list and was done so in accordance with M.G.L. c. 30b. The EEA recommends seeking 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.

To select 3 providers, the Project Manager examined other MVP-certified municipalities within an approximate 30-mile radius that have comparable populations and similar ecological systems and narrowed the selection to the 3 most utilized providers in those communities. Findings showed that 10 of the municipalities observed partnered with the Central Massachusetts Regional Planning Commission CMRPC to complete their Planning Grant, including Barre, Brookfield, Douglas, Dudley, New Braintree, North Brookfield, West Brookfield, and Sturbridge, 6 partnered with the Fuss & O'Neill Engineering Firm, including Belchertown, Charlton, Paxton, and Shutesbury, and 6 partnered with the Pioneer Valley Planning Commission PVPC, including Granby, Monson, Palmer, and Pelham. Taking into consideration the criteria and reviewing past planning reports from the municipalities the vendors worked with, it is clear that any of the 3 providers would be suitable for our needs. The planning reports for these towns can be viewed online on the [EEA website](#)⁵.

On March 1, 2022, the Project Manager distributed a Request for Quotation RFQ via email to all 3 vendors⁶. On March 3, 2022, the Fuss & O'Neill Engineering Firm provided an email stating that due to the project timeline, budget, and existing workload, they will not be submitting a proposal. On March 8, 2022, we received a proposal from PVPC, and on March 11, 2022, we received a proposal from CMRPC⁷.

On March 14, 2022, the Project Manager submitted a letter to the Board of Selectmen as well as the members of the municipal core team seeking input on provider selection. The letter included the RFQ responses from PVPC and CMRPC⁸. On March 16, 2022, it was decided that the Town would engage with CMRPC to complete the project. A letter was sent to CMRPC on March 17, 2022, notifying them of the same⁹.

PHASE 1- Core Team Members			
<i>Name</i>	<i>Position- Agency</i>	<i>Email</i>	<i>Join Date</i>
Bryan Haughey	Chief of Police, EMD	bhaughey@hollandma.org	01/24/2022
Clelland Johnson	Member- Select Board	-	01/24/2022
Stacy Stout	Town Administrator, CPO	townadmin@hollandma.org	01/24/2022
Ernest Fancy	Vice Chair- Finance Board	RESIGNED 06/23/2022	03/04/2022
Richard Haller	Chair- Trails Committee	Req for Updates Only	03/07/2022
Robert Parron	Member- Planning Board	-	04/13/2022
Peter Frei	Member- Planning Board	-	04/13/2022
Samuel Spratlin	Member- Con Com, LOC	-	04/20/2022
Andrew Harhay	Chair- Finance Board	-	06/23/2022
Karen Peret	Member- Finance Board	-	08/02/2022

⁵ [Municipal Vulnerability Preparedness MVP Program Planning Reports](#)- sorted by municipality- EEA

⁶ [Request for Quotation RFQ Letters](#), Fuss & O'Neill Engineering Firm, PVPC, CMRPC

⁷ [Responses to Request for Quotation RFQ Letters & Quotes](#)

⁸ [MVP Planning Grant - Environmental Hazard Mitigation Project Update - Provider Procurement Letter to BOS](#) (March 14, 2022)

⁹ [MVP Planning Grant - Procurement of Services Letter to CMRPC](#) (March 17, 2022)

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Permitting and Compliance:

Some projects may require approval or permits to be obtained from one or more levels of government, to include federal, state, and local agencies. It is recommended that the Operations Manager or Construction Superintendent obtain all permits necessary for the purpose of construction. Specific plans may be required to be submitted as part of the permitting process.

Additionally, in certain circumstances, such as construction on private land, approval will be required from the property owner. In private property situations, consideration should be given to conferring with legal counsel.

PHASE 1- Permitting and Compliance Standards				
<i>Agency</i>	<i>Requirement</i>	<i>Approval</i>	<i>Permit</i>	<i>Status</i>
FEDERAL	Not Required	-	-	
1. -	-	-	-	-
2. -	-	-	-	-
STATE	Not Required	-	-	-
1. -	-	-	-	-
2. -	-	-	-	-
LOCAL	Required	-	-	-
1. Select Board	Required	X	-	APPROVED 10/19/2021
2. -	-	-	-	-
PRIVATE	Not Required	-	-	-
1. -	-	-	-	-
2. -	-	-	-	-

Agreements:

1. It shall be agreed upon that the provisions promulgated by a provider funds associated with this proposal will be followed.

Funding and Procurement:

Financial opportunities should be explored and approved during the planning phase of a project. Funds may originate from several different sources to include grants or donations, or by way of other forms of federal, state, and local appropriations.

It is expected that the project Finance and Purchasing Manager and Procurement Officer work closely with the municipal Chief Procurement Officer [CPO], Chief Financial Officer [CFO], and other funding administrators, such as, but not limited to, grant administrators and accountants.

PHASE 1- Funding Sources		
<i>Source</i>	<i>Program</i>	<i>Percent or Amount</i>
1. EEA	FY 22 MVP Planning Grant Round 2	100% - \$27,000
	Reference: Regional Coordinator- Smith, Andrew B (ENV)- andrew.b.smith@state.ma.us	

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Procurement Requirements:

1. The process for procuring bids, proposals, and contracts for services, supplies, and other professional services shall follow the [Uniform Procurement Act](#) as outlined in G.L. c. 30b.
2. Pursuant to [§ 4](#), for the procurement of a supply or service in the amount of \$10,000 or greater, but not more than \$50,000, the procurement officer shall seek written quotations from no fewer than 3 persons customarily providing the supply or service. The procurement officer shall record:
 - the names and addresses of all persons from whom quotations were sought
 - the purchase description used for the procurement
 - the names of the persons submitting quotations and
 - the date and amount of each quotation

Such information shall be retained in the file required pursuant to this section.

3. A governmental body may require that any procurement in an amount of not more than \$50,000 be subject to [§ 5](#). The procurement officer shall award the contract to the responsible person offering the needed quality of supply or service at the lowest quotation.
4. Procurement in the amount of less than \$10,000 shall be obtained through the exercise of sound business practices.

If labor is to be completed at the local level by qualified municipal employees, procurement does not require construction subcontractors to be solicited for the project.

PHASE 1- Procurement Sources				
<i>1. Vendor</i>	<i>Description</i>	<i>Name</i>	<i>Date</i>	<i>Amount</i>
CMRPC	MVP Provider	Trish Settles	03/11/2022	\$27,000
	Address:	One Mercantile Street, Suite 520 Worcester, MA 01608		
	Website:	cmrpc.org - tsettles@cmrpc.org (508) 459-3320		
<i>2. Vendor</i>	<i>Description</i>	<i>Name</i>	<i>Date</i>	<i>Amount</i>
PVPC	MVP Provider	Catherine Ratte	03/08/2022	\$26,800
	Address:	60 Congress Street Springfield, MA 01104		
	Website:	pvpc.org - cratte@pvpc.org (413) 781-6045		
<i>3. Vendor</i>	<i>Description</i>	<i>Name</i>	<i>Date</i>	<i>Amount</i>
Fuss & O'Neill	MVP Provider	Diane Mas	03/03/2022	Declined RFQ
	Address:	146 Hartford Road Manchester, CT 06040		
	Website:	fando.com - dmas@fando.com (413) 452-0445 ext:4406		

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Project Timeline:

Please note that some timeline dates are official project deadlines in accordance with program and funding regulations. If no **hard** deadline is in place the date should be considered an anticipated result.

PHASE 1- Deadlines	
<i>Date</i>	<i>Project</i>
1. 2021 NOV 10	Submit MVP planning grant application
2. 2022 JAN 07 (hard)	Deadline to submit MVP planning grant application
3. 2022 FEB 08	Submit signed contract and CASL form to EEA
4. 2022 FEB 10 (hard)	Deadline to submit signed contract and CASL form to EEA
5. 2022 FEB 25 (hard)	Submit quarterly report to MVP Regional Coordinator (via email)
6. 2022 MAR 25 (hard)	Submit quarterly report to MVP Regional Coordinator (via email)
7. 2022 APR 29 (hard)	Submit quarterly report to MVP Regional Coordinator (via email)
8. 2022 JUN 30 (hard)	Submit final deliverables (see MVP email dated February 03, 2022)
9. 2023 JUN 30 (hard)	Submit final deliverables (contract extended on 4/27/2022)
10. -	-

Attachments:

- [MVP Program Progress Report](#) (August 19, 2022)
- [Municipal Staff Commitment Requirements](#) – (MVP Provider Commitment Requirements)
- [Contractor Authorized Signatory Listing CASL – Standard Contract Form](#) (Signed)
- [Scope of Services and Additional Terms and Conditions](#)
- [MVP Quarterly Progress Report Template](#)
- [Community Resilience Building CRB Risk Matrix Template](#)
- [MVP Planning Grant Award Letter to Board of Selectmen](#) (January 27, 2022)
- [Planning Board Proposal](#) (March 6, 2022)
- [Contract Extension to June 30, 2023](#) (April 27, 2022)
- [Lake Oversight Committee Proposal](#) (May 3, 2022)

Important Links:

[Resilient MA Climate Change Clearinghouse for the Commonwealth \(resilientma.org\)](https://resilientma.org)

[Climate Resilience Design Standards Tool](#)