

TO: CRCOG POLICY BOARD

FROM: MARY ELLEN KOWALEWSKI
DIRECTOR OF POLICY AND PLANNING

SUBJECT: RESOLUTION AUTHORIZING PLANNING SERVICES CONTRACT FOR THE UPDATE
OF THE CAPITOL REGION NATURAL HAZARDS MITIGATION PLAN

DATE: SEPTEMBER 14, 2017

CRCOG staff has completed a competitive solicitation for a consulting firm to carry out professional planning services required to update the Capitol Region Natural Hazards Mitigation Plan. The purpose of this plan is to set forth mitigation strategies that will reduce the loss of life and property, economic disruptions, and the cost of post-disaster recovery for the thirty-eight Capitol Region communities. Based on its evaluation, the Consultant Review and Selection Committee recommends that the CRCOG Policy Board authorize a contract between CRCOG and Milone & MacBroom, Inc. to provide professional planning services for the update of the Capitol Region Natural Hazards Mitigation Plan for a September 2017 through August 2019 contract period. A resolution authorizing Lyle D. Wray, CRCOG Executive Director, to negotiate and enter into a contract follows this memo.

BACKGROUND INFORMATION ON CONSULTANT SELECTION PROCESS.

In the spring of 2017, CRCOG was successful in obtaining \$300,000.00 in FEMA grant funding through CT DEHMS which will enable us to undertake this plan update on behalf of our member municipalities. The FEMA funding requires matching funds of \$100,000.00. CRCOG was also recently awarded a \$50,000.00 grant from UConn's Connecticut Institute for Resilience & Climate Adaptation (CIRCA) to provide a portion of the required match. CRCOG intends to use the majority of the FEMA and CIRCA grant funds to hire professional planning consulting services to assist with this planning effort and was required to conduct a competitive solicitation for such services. Milone & MacBroom, Inc. submitted a proposal in response to the Request for Proposals (RFP), and was evaluated along with the three other firms that responded to the RFP. Based on evaluation by the Consultant Review and Selection Committee, Milone & MacBroom, Inc. was determined to be the preferred consultant to provide the necessary planning services to undertake the plan update process. The maximum amount available for consultant services is \$330,000.00.

We ask your favorable consideration of the following resolution.

**RESOLUTION AUTHORIZING PLANNING SERVICES CONTRACT FOR THE
UPDATE OF THE CAPITOL REGION NATURAL HAZARDS MITIGATION PLAN**

WHEREAS, the U.S. Federal Emergency Management Agency (FEMA) through the Connecticut Department of Emergency Management and Homeland Security (CT DEMHS) and the University of Connecticut's Connecticut Institute for Resilience & Climate Adaptation (CIRCA) provide grant funds to support planning for mitigation of natural hazards and disasters; and

WHEREAS, the Capitol Region Council of Governments has received a \$300,000.00 FEMA Pre-Disaster Mitigation Subgrant administered through the CT DEMHS and a \$50,000.00 CIRCA Matching Funds Grant to undertake the 2019-2024 Capitol Region Natural Hazards Mitigation Plan Update; and

WHEREAS, CRCOG conducted a competitive solicitation to select the firm best suited to provide consulting services to assist CRCOG in undertaking the 2019-2024 Capitol Region Natural Hazards Mitigation Plan Update;

NOW THEREFORE BE IT RESOLVED, that the CRCOG Policy Board authorizes Lyle D. Wray, its Executive Director, to act on behalf of the Capitol Region Council of Governments in negotiating, entering into, and amending as may be necessary, a contract agreement with the consulting firm of Milone & MacBroom, Inc. to carry out the professional services required to undertake the 2019-2024 Capitol Region Natural Hazards Mitigation Plan Update under the DEMHS Grant #PDMC-PL-01-CT-2016-001, executed April 26, 2017, and the CIRCA Research Subaward Agreement, which is anticipated to be executed in September 2017.

I certify that the above is a true copy of the resolution adopted by the CRCOG Policy Board at its meeting on September 27, 2017. I further hereby certify that the above resolution has not been in any way altered, amended, or repealed, and is now in full force and effect.

Lisa Heavner, Secretary
Capitol Region Council of Governments

Date