

EXHIBIT A **SCOPE OF WORK**

HIDALGO COUNTY

PROFESSIONAL CONSULTING SERVICES HAZARD MITIGATION ACTION PLAN

RFP NO: 2013-073-
(NIGP Commodity Code: 918)

SCOPE OF SERVICES:

Hidalgo County is seeking to contract with experienced, qualified consultants in order to establish **Professional Consulting Services** to provide to assist in the development of an updated/New Hazard Mitigation Action Plan. The plan will set the stage for long-term disaster resistance through the identification of actions. The Plan will focus on mitigation strategies and measure, and establish a coordinated process for implementation in conjunction with the Hidalgo County Emergency Management Office.

The proposed Hidalgo County Hazard Mitigation Action Plan will cover the unincorporated areas of the County and any participating cities, including but not limited to:

The scope of work will encompass all project-related services to the County of Hidalgo including, but not limited to, the following:

1. Organize to prepare the plan

- a. Coordinate planning effort with Hidalgo County staff and participating Jurisdictions
- b. Mitigation Planning kickoff meeting. [t](#)

2. Plan to Involve the Public

- a. Documents prepared to brief the public at Commissioners Court Meetings, as well as information to be included on the County website and social media channels
- b. Prepare Mitigation Plan Questionnaire to be distributed to the public and determine method of distribution
- c. Take advantage of routine meetings of other agencies to use as an opportunity to involve the public
- d. Issue public notices and hold first public meeting to formally initiate the planning process

Comment [dhb1]: Hidalgo County will coordinate with HC Public Affairs Dept to publish content to County Website and social channels.

Comment [dhb2]: Three (3) meetings to be held.

Comment [dhb3]: Hidalgo County will release the information to all interested parties. No additional advertisement fees will be required.

3. Coordinate with Other Agencies

- a. Submit statements and information to other agencies to include as topics on their routine agendas
- b. The Draft Mitigation Plan will be submitted to TDEM and other agencies for review and comment
- c. Hold a second Mitigation Planning meeting

Comment [dhb4]: No customization required.

4. Assess the Hazards

- a. Review the Risk Assessment from the current Cover the Boarder Hazard Mitigation Plan
- b. Evaluate each hazard and potential impact to areas within the County to include all participating Jurisdictions. Utilize TDEM and FEMA hazard evaluation protocol to document the process
- c. Incorporate previous Cover The Border Hazard Mitigation Plans, Floodplain Management Program Activities, Plans, Emergency Management Plan Risk Assessments, and other hazards information that is available
- d. Prepare GIS Base Maps to locate hazard areas in Hidalgo County and surrounding jurisdictions
- e. Research existing studies, reports and documentation pertaining to natural disasters that have impacted the County, such as Hurricane Dolly and Hurricane Alex
- f. Identify river and storm drainage issues that impact the County
- g. Obtain and evaluate the FEMA/NFIP Repetitive Loss List
- h. Coordinate with Hidalgo County and others to identify floodplain mapping and drainage improvement needs
- i. Coordinate with state and federal agencies such as the, Texas General Land Office, Texas Department of Transportation, Governor's Division of Emergency Management, Texas Water Development Board, National Marine Fisheries and Texas Parks and Wildlife Department
- j. Coordinate with FEMA to obtain technical information related to any ongoing effort that includes the County
- k. Coordinate with FEMA, TxDOT, NGS and others to obtain NAVD 88 Benchmarks within the County that can be referenced for new construction within the areas subject to flooding.

Comment [dhb5]: Outside development will not be required to develop GIS base map. Instead coordination with local GIS Administrators to collect and include GIS data into plan.

Comment [dhb6]: These will be identified in terms 6a of this Scope of Work –“Establish Mitigation Plan Goals”. Jurisdiction are aware of their respective flood prone areas. Jurisdictions should identify any possible river and storm drainage issues and include projects to mitigate them

Comment [dhb7]: No additional meetings will be required outside original proposal

Comment [dhb8]: Remove

Comment [dhb9]: Remove

5. Assess the Problem

- a. Review the vulnerability assessment for the current Cover the Board Hazard Mitigation Plan prepared by the Rio Grande Institute and Texas A&M International University
- b. Utilize TDEM hazard evaluation protocol and evaluate the potential impact of each hazard for unincorporated areas in the County as well as adjacent areas.
- c. Hold Mitigation Planning Meeting #3

6. Mitigation Plan Goals

- a. Identify goals and mitigation action items that can be incorporated into the Mitigation Plan and Capital Improvement Plan of the County and all participating Jurisdictions
- b. Evaluate goals and action items and establish ranking of priorities
- c. Finalize the Mitigation Goals and CIP action items for the County and all participating Jurisdictions.

7. Prepare the County's Draft Mitigation Plan

- a. Research existing benchmarks in the County available from FEMA, TxDOT, NGS and others. Create a benchmark database, including and new BM's that have been established by the County to assist in administering NFIP requirements
- b. Prepare the Draft Mitigation Plan for review prior to Public Meeting #2 and submittal to TDEM Hold Public Meeting # 2 on the draft plan

Comment [dhb10]: Remove

8. Submit draft Plan to TDEM

- a. Submit the Draft Plan and Crosswalk Checklist to TDEM for review
- b. Revise the Draft Plan based upon review comments from other agencies. Impromptu committee will consist of participating Cities during planning meetings and TDEM

9. Finalize the Plan for adoption

- a. Conduct Public Meeting #3 to formally present the Plan and allow public input in the plan
- b. Respond to review comments received from the public, FEMA, TDEM and other agencies and revise the Draft Plan as required.
- c. Upon receipt of Plan acceptance notice from TDEM, present to Commissioners Court to review draft plan before final adoption
- d. Hidalgo County's Commissioners Court formal adoption of the Plan
- e. Participating Jurisdictions formal adoption of the plan
- f. Mitigation Planning Meeting #4
- g. Final Plan must be completed by no later than, September 15, 2013

Comment [dhb11]: Physical presence at HC Commissioners' Court will not be required by Contractor.

Comment [dhb12]: Physical presence at HC Commissioners' Court will not be required by contractor.

Comment [dhb13]: This meeting will not be required.

10. Establish procedures to implement, evaluate and revise the plan

- a. Develop procedures to implement, evaluate, monitor and revise the plan on an annual basis for the initial five year period.
- b. Distribute ten (10) printed and bound final plans, to include ten (10) electronic copies of the plan on CD in Microsoft Word and Pdf format to County staff and other agencies
- c. Prepare Project Close Out documentation and report to be submitted to TDEM
- d. Submit the Mitigation Actions from the approved Mitigation Plan to Hidalgo County to be incorporated into the Hidalgo County all-hazards Mitigation Plan
- e. Mitigation Plan Meeting #5 – Wrap Up

Comment [dhb14]: Only two (2) printed originals with electronic media to distribute to all jurisdictions.

Comment [dhb15]: Hidalgo County will prepare necessary document needed to close out project to TDEM.

FIRM QUALIFICATIONS

This section should include a description of the firm's project personnel and their most recent similar projects. For each project, a client contract name and phone number should be included for reference purposes. Additionally, the names of the personnel proposed for this project who participated in the listed projects should be provided. This project list is limited to 5 pages. Additionally all interested participants shall comply with the following;

- a. Interested firm's shall meet or exceed Final Rule of Local Mitigation Planning 44 CFR 201-6 in order to be FEMA approved.
- b. Minimum of three (3) years experience in preparing similar Hazard Mitigation Plans for governmental entities.
- c. Demonstrate thorough knowledge and understanding of natural and manmade hazards, State of Texas HMAP and FEMA's requirements for Hazard Mitigation Plans.
- d. Provide detailed information on experience with previous Hazard Mitigation Plans and plan updates including knowledge of current FEMA plan requirements.
- e. Provide a representative list of projects of a scale and complexity similar to the project being requested by the County. The list should include the project location, client, services provided by your firm for the project, term of services and owner contact information.
- f. Provide at least three (3) references for which your firm has provided the same or similar services. Failure to submit references may result in the disqualification for award.
- g. The firm should provide an organizational chart for the project and a summary paragraph of the project work to be performed by each proposed staff member. Biographic summaries that highlight the experience relevant to the specific project responsibilities should be provided for all proposed personnel. Identify project staff, task leaders and sub-consultants whom will be working alongside key County staff.