

REQUEST FOR PROPOSALS FOR PROFESSIONAL SERVICES

**COUNTY OF LYCOMING, PENNSYLVANIA
GREATER MUNCY RESILIENCE PLAN**



Proposals Solicited by:

County of Lycoming
MAILING ADDRESS:
48 West Third St.
Williamsport, PA 17701
September 2017

Dates of Publication: September 29th & October 3rd
Contact: Mya Toon, mtoon@lyco.org

REQUEST FOR PROPOSALS

The County of Lycoming is requesting sealed proposals for the purchase of professional planning services for the Greater Muncy Resilience Plan. These services include all necessary planning and deliverables for the project as outlined in the Request for Proposals.

Proposals will be accepted until Friday, October 27, 2017, at 5:00 P.M. prevailing time. Proposals will be publicly opened on Tuesday, October 31, 2017, at 10:00 A.M. in the Commissioners' Meeting Room, Lycoming County Executive Plaza.

Proposals shall be on the forms required, sealed and clearly marked on the outside, "RFP for Greater Muncy Resilience Plan," and shall be hand-delivered to the Lycoming County Controller's Office, Lycoming County Executive Plaza Building, 330 Pine Street, 2nd Floor, Williamsport, PA 17701 or mailed to 48 W Third Street, Williamsport, PA 17701. Proposals that are faxed or e-mailed cannot be accepted.

A mandatory preproposal meeting will be held at 2:00 p.m. on Thursday, October 12, 2017 at the Lycoming County Commissioners' Board Room, Lycoming County Executive Plaza Building, 330 Pine Street, 1st Floor, Williamsport, PA 17701.

Questions regarding this Request for Proposals shall be directed to Mya Toon, Chief Procurement Officer, at mtoon@lyco.org. The proposal may be downloaded by going to www.lyco.org and clicking on Top 10 Links, Request for Bids/Proposals.

The Lycoming County Board of Commissioners reserve the right to accept or reject any or all proposals, or to accept any part of a proposal without accepting the whole thereof, or to accept such proposal as they deem to be in the best interest of the County.

COUNTY OF LYCOMING

R. Jack McKernan
Tony R. Mussare
Richard Mirabito

Attest: Matthew M. McDermott
Chief Clerk

**REQUEST FOR PROPOSALS
COUNTY OF LYCOMING, PENNSYLVANIA
GREATER MUNCY RESILIENCE PLAN**

Information and Instructions

The County of Lycoming proposes to use a recently approved Community Development Block Grant – Disaster Recovery funds for planning services for the Greater Muncy Resilience Plan, focused on the Muncy area of the County of Lycoming (hereinafter, "County"), Pennsylvania. The following narrative outlines the major responsibilities of the Proposers. These responsibilities include the entire project and all deliverables as outlined herein. It should be recognized by all Proposers that the Scope of Services included herewith might exclude some minor, incidental responsibilities not currently identifiable.

Proposals will be accepted until Friday, October 27, 2017, at 5:00 P.M. prevailing time. Proposals will be publicly opened on Tuesday, October 31, 2017, at 10:00 A.M. in the Commissioners' Meeting Room, Lycoming County Executive Plaza.

Proposals shall be on the forms required, sealed and clearly marked on the outside, "RFP for Greater Muncy Resilience Plan," and shall be hand-delivered to the Lycoming County Controller's Office, Lycoming County Executive Plaza Building, 330 Pine Street, 2nd Floor, Williamsport, PA 17701 or mailed to 48 W Third Street, Williamsport, PA 17701. Proposals that are faxed or e-mailed cannot be accepted.

A mandatory preproposal meeting will be held at 2:00 p.m. on Thursday, October 12, 2017 at the Lycoming County Commissioners' Board Room, Lycoming County Executive Plaza Building, 330 Pine Street, 1st Floor, Williamsport, PA 17701.

Questions regarding this Request for Proposals shall be directed to Mya Toon, Chief Procurement Officer, at mtoon@lyco.org.

1. PURPOSE AND INTENT OF PROPOSAL. This Request for Proposal (RFP) is issued by the Lycoming County Purchasing Department on behalf of the Lycoming County Board of Commissioners. It shall be the purpose and intent of this RFP to cover the terms and conditions under which a successful Proposer shall be responsible to provide planning services to the Lycoming County Planning and Community Development department (hereinafter "LCPCD") through sealed proposals.

The County is seeking to identify and select one (1) Consultant to perform the work as described herein. However, the County reserves the right to award multiple contracts in any combination that best serves the interests of the County.

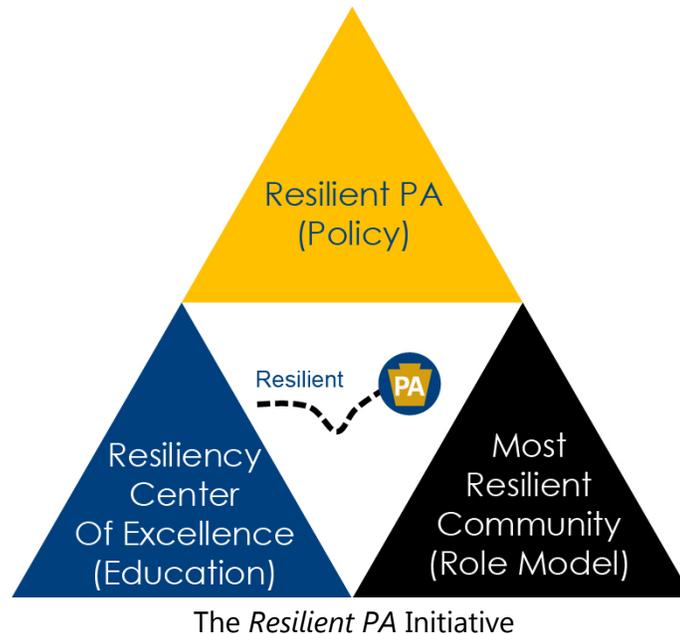
The Lycoming County Board of Commissioners reserves the right to accept or reject any or all proposals, or to accept any part of a proposal without accepting the whole thereof, or to accept such proposal as they deem to be in the best interest of the County.

2. **PROJECT BACKGROUND AND DESCRIPTION.** The following section describes the Greater Muncy Resilience Plan and its role in supporting the Resilient PA Initiative, detailed below.

Resilient PA Initiative

Resilient PA is a statewide initiative with the goal of enhancing the resiliency of Pennsylvania's communities by utilizing a three-pronged approach of policy, education, and best practices. In partnership with Pennsylvania's Department of Community and Economic Development and the Pennsylvania State University, the Resilient PA Initiative is a proposal for Pennsylvania to embrace the resiliency movement, which is broken into three elements:

- **Policy:** *Resilient PA* - this is the policy to support and guide the project. Current planning policy in Pennsylvania does not adequately address the shocks and stressors of its more vulnerable communities. *Resilient PA* helps implement a much-needed Resilience Planning Policy. This policy enables state agencies to educate, enhance, support, and revitalize vulnerable communities across Pennsylvania. It includes the creation of a Commonwealth Chief Resilience Officer and encourages greater interagency coordination and cooperation to foster a more resilient Commonwealth, community and citizenry.
- **Education:** A Pennsylvania Resiliency Center of Excellence will be developed in Muncy, PA, serving as a non-partisan center for research and leadership training on resiliency and related disaster prevention, recovery and mitigation issues in Pennsylvania. The Center will focus the diverse resources of higher education institutions, such as The Pennsylvania State University, and a network of state experts on issues related to resiliency planning, hazard mitigation, transportation, public health, housing and community development, and land development. The Center accomplishes this through independent, objective, interdisciplinary research, outreach and education. The Center will become a hub in a network that connects local and state government to non-profits and Non-Governmental Organizations (NGOs), higher education institutions, and the private sector in a collaborative effort to foster resiliency at the community level.
- **Best Practices:** The Greater Muncy Resilience Plan will showcase Muncy, PA as the role model community for resiliency planning across Pennsylvania. Muncy will serve as the "Most Resilient Community" with the purpose of providing efficient and effective ways to accomplish resiliency planning at the local level. Muncy was selected because the Borough best characterizes the economic stressors, population out-migration, natural hazard issues and transportation challenges that face hundreds of other rural communities across the state.



The tasks identified within this RFP scope of work pertain to section two of the proposed Resilient PA Initiative. The selected planning firm will only be responsible for work conducted for the Greater Muncy Resilience Plan (Section 2: Best Practices/Role Model).

Greater Muncy Resilience Plan

The purpose of the Greater Muncy Resilience Plan (hereinafter, “the Plan”) is to make Muncy, PA “The Most Resilient Community” in the Commonwealth of Pennsylvania. The Plan will serve to support the best practices section of the Resilient PA Initiative, as defined above. The desired outcome of this plan is for Muncy to serve as the model for community resilience in Pennsylvania, to showcase how small-scale, rural communities, situated along rivers and creeks, can successfully leverage a whole community approach and incorporate best practices of resiliency in developing their long-term recovery plans.

The County is requesting proposals from qualified planning firms to execute two objectives as defined in this scope of work: (1) Develop the Greater Muncy Resilience Plan; and (2) Develop a Greater Muncy Resiliency Coalition.

The County considers the following to be applicable definitions of community resilience:

- “The ability to anticipate, prepare for, adapt to changing conditions; and withstand, respond to, and recover rapidly from disruptions.” (HUD NDRC NOFA definitions).
- “The capacity of individuals, communities, institutions, businesses and systems to survive, adapt, and thrive no matter what kinds of chronic stresses and acute shocks they experience.” (Rockefeller Foundation Working Definition).
- “Ability of individuals, communities, organizations and states to adapt to and recover from hazards, shocks or stressors without compromising long-term

prospects for development.” (Combaz, Emile. Topic Guide: Disaster Resilience. June 015).

3. **PROJECT AREA.** This scope of work is for the Greater Muncy Area of Lycoming County, Pennsylvania. The Greater Muncy Area is a six-mile stretch of land primarily comprised of the Borough of Muncy, as well as the Water Street/Route 405 corridor of Muncy Creek Township. Refer to Appendix for maps.
4. **NEED STATEMENT.** The Greater Muncy Area, like many of Pennsylvania’s established communities, meets most of the criteria of a livable community, i.e., pedestrian-friendly, higher density of housing, businesses, and institutional uses, identifiable community core, public spaces, sense of place, affordable housing, etc. Also, like many of these established communities, it is at a crossroads and its future resilience and sustainability is uncertain. The Greater Muncy Area is challenged by a number of issues, including a sizable number of properties being located within the 100-year floodplain and affected by spiking flood insurance premiums, threatened historic district, decreasing population, growing elderly population, lack of employment opportunities, aging housing stock, abandoned and environmentally-challenged properties, increased traffic volumes and congestion, and Marcellus Shale drilling impacts.

Flooding Impacts and Consequences

Flooding is the preeminent natural disaster threatening Pennsylvania’s rural communities. The harmful effects of flooding include destruction of property, economic loss, public safety concerns, and the erosion of a community’s sense of place. The Greater Muncy Area has experienced significant damages from flooding throughout the years. Settlement along the waterway was a critical factor for the success of Muncy’s development. The first residential lots were laid out in 1797 at the intersection of Water and Main streets along the West Branch of the Susquehanna River. Shipping and trading of goods along this waterway provided jobs and served as an important trade center during the lumber industry boom of the Nineteenth Century. However, the project area has experienced severe repetitive flooding due to its location at the convergence of Glade Run, Muncy Creek, and the West Branch of the Susquehanna River. Major floods have occurred in 1889, 1936, 1972, 1996, 2004, 2009, 2010, and most recently 2011’s Tropical Storm Lee. The extent of the flood-related damage to the area is also affected by three other contributing factors:

- 1,296 properties in Muncy Borough and Muncy Creek Township are located in within the 100-year floodplain. Additionally, 41% of all commercial and residential structures are in the 100-year floodplain within Muncy Borough.
- 90% of structures in the floodplain were built before 1980 and, therefore, do not meet current flood-proofing design guidelines and are more susceptible to flood damages.
- A large portion of Muncy Borough’s historic district and downtown are in the floodplain, including 13 historic sites.

Flooding has significant community and economic impacts as well. Since 1978, there have been \$8,944,470 in flood insurance claims in Muncy Borough and Muncy Creek Township.¹ Changes to the National Flood Insurance Program (NFIP) have increased the urgency to address mitigation and remediation in a more meaningful way. In the past, flood insurance was structured in a way that provided little incentives for property owners to remediate their homes to reduce damages to their property from future floods.

The passage of the Biggert-Waters National Flood Insurance Reform Act of 2012 and the Homeowners' Flood Insurance Affordability Act of 2014 will soon result in significant flood insurance premium increases. This will greatly impact property owners in the planning area. More property owners are now looking to their municipal leaders and elected officials for assistance. Resolving this issue has gained a new sense of urgency as area residents face continued flooding risk, increased financial burden of flood insurance, and deterred redevelopment and investment in the community.

- 5. CONSULTANT DELIVERABLES.** The following outlines the expected deliverables for this project.

5.1 DEVELOP THE GREATER MUNCY RESILIENCE PLAN

The Plan will develop a vision and establish a framework to implement projects, develop initiatives, and secure resources to make Muncy, PA, "The Most Resilient Community" in the Commonwealth of Pennsylvania. This is to be achieved by coordinating and utilizing every available federal, state, non-governmental, non-profit, volunteer organization and university asset feasible. The concept is to utilize a whole community approach to address the variety of issues facing Muncy so the area becomes a model for how other communities in Pennsylvania, and even the nation, can use resilience best practices as an example for how to respond, recover from and mitigate the effects of disaster.

Efforts on behalf of the plan's action partners will showcase how a compact and vital town like Muncy can bounce forward after shocks and stressors in a way that improves daily life, bolsters the economy, and lessens the impact for future flooding. In the long term, Muncy will become a hometown community that is economically secure, a sustainable community that works in unison with the natural environment, and a destination community that leverages its small-town assets.

In order to achieve these goals, the Plan must identify specific projects and initiatives, define the potential benefits, include a definition of the required steps for success, provide estimates for the project costs, and identify project timelines as well as regulatory requirements. The plan will provide opportunities to share new and innovative

¹ SOURCE: FEMA, Lycoming County-wide Statistics, as of 12/31/2016.
<https://bsa.nfipstat.fema.gov/reports/1040.htm> and Lycoming County Assessment Database 2017.
<https://www.fema.gov/policy-cliam-statistics-flood-insurance>.

resilience ideas and research, green building design best practices, examples of inter-agency cooperation among the various levels of government, and opportunities to build private/public partnerships for project implementation with other local governments across Pennsylvania.

The plan's foundation should draw heavily from the eight core capabilities of the Federal Emergency Management Agency's National Disaster Recovery Framework (NDRF). The NDRF provides context for how the entire community works together to restore, redevelop and revitalize the health, social, economic, natural and environmental fabric of the community. The NDRF outlines each of its eight core capabilities to include Planning, Public Information and Warning, Operational Coordination, Economic Recovery, Health and Social Services, Housing, Infrastructure Systems, and Natural and Cultural Resources.²

The Plan's funding approach should link applicable grant programs and funding streams with each of the recovery support functions from the NDRF. In particular, projects should fall under the NDRF's five core capabilities of Economic Resilience, Infrastructure System Resilience, Housing Resilience, Natural and Cultural Resource Resilience, and Health and Social Services Resilience.

The resilience plan may include strategies for:

- Capturing economic development/redevelopment potential, particularly in the downtown area;
- Repairing, enhancing and hardening infrastructure through investments;
- Installing green infrastructure;
- Strengthening the housing stock and expanding housing options;
- Flood-proofing structures and other flood mitigation activities;
- Incorporating energy-efficiency options into existing and new buildings;
- Offering education and technical assistance to the local officials and general public;
- Recommendations for innovative land-use strategies; and
- Offering redevelopment incentives that will increase the tax base.

The Consultant is expected to bring creativity to the framework of the plan. The breakdown and overall approach, such as the number and focus of each section is left to the Consultant to present to the County. The plan does not need to address each aspect of resiliency equally, but it should identify specific projects or resiliency initiatives that improve all aspects of the Muncy community.

² <https://www.fema.gov/national-disaster-recovery-framework-0>

At minimum, the plan must provide solutions to address the issues facing Muncy as they relate to the selected five core capabilities of the NDRF. This will result in a functional plan that includes concrete funding sources, assigns responsibility, coordinates the efforts of all partners and establishes timelines for completion of projects. The plan will also indicate where projects will be implemented within the project area.

The Consultant will develop a funding strategy (federal, state, nonprofit, private and institutional sources) that includes the types of funds, the eligible activities for each program, the requirements for submission of an application and applicable special conditions. (Please note: the consultant will not be expected to conduct grant writing on behalf of the county for funding currently allocated).

The plan must also include an action matrix that summarizes each project per section, linking them to funding options. Each initiative should detail a description of key activities, required resources, key partners, timeline of implementation, and measures of success. A physical representation of each vision is strongly encouraged.

Finally, the plan should also reference and utilize the most current concepts of resiliency in place at the time, and include such sources as the Rockefeller Foundation, Smart Growth America, and the Oklahoma University Resilience Development Institute.

PUBLIC ENGAGEMENT AND COMMUNITY OUTREACH

For the plan to become effective and relevant, the County realizes that local concerns and goals must guide this resilience effort. It is critical that local representatives from businesses and industry, community leaders, and public safety officials all have opportunity to provide input to the plan. As a result, a Great Muncy Area Resiliency Local Advisory Committee has been developed by the County. The committee is composed of 15 stakeholders, in the Muncy area. The committee has met one time, as organized by County staff to understand the Project vision, and will continue to meet as needed by the Consultant. The Consultant should meet with this committee at least three times during the plan's formation. These meetings should include briefing the committee of the concepts and the goals of their plan and allow for comment throughout the planning process.

Additionally, the Consultant is expected to engage the larger community through a series of at least two town hall meetings. These meetings should include briefing the community of the concepts and the goals, and allow for the citizens to comment. The Consultant should utilize techniques that engage the community, such as providing a means for citizens to actively be involved in the process.

THE PENNSYLVANIA RESILIENCY CENTER OF EXCELLENCE

The Pennsylvania Resiliency Center of Excellence will be formed in Muncy to serve as the capstone project. The mission of the Center is to bring the diverse resources of multiple research institutions and a network of national experts to bear on issues related to resiliency planning, hazard mitigation, transportation, public health, housing and community development and urban development. The Center accomplishes this through independent, objective, interdisciplinary research, outreach and education.

The Center will serve as a:

- Repository for knowledge on resilience, smart growth, hazard mitigation, floodplain management, and green infrastructure;
- Learning laboratory for undergraduate and graduate students;
- Resource for local leaders and planners;
- Meeting facility;
- Model for historic structure preservation; and
- Continuing education/job training facility.

The Consultant should include the Pennsylvania Resiliency Center of Excellence as a project in the plan. The plan should examine the Center's importance for the entire resilience initiative. The Consultant will not be asked to work directly on the formation of the Center of Excellence. A cost-estimate should not include the formation of the Pennsylvania Resiliency Center of Excellence in the RFP response as its own task. However, it is important that the Consultant understand the project as it relates to the Greater Muncy Resilience Plan. County Planning will provide more information on this project during the pre-bid meeting.

5.2 DEVELOP A GREATER MUNCY RESILIENCY COALITION

In addition to developing the Resilience Plan, the Consultant is expected to design, develop, and create a core, strategic resilience coalition of governmental entities (federal, state and local), non-profits, corporations, volunteer organizations and universities dedicated to the project. This becomes the most comprehensive way for Muncy to showcase best practices and become the model for community resilience in Pennsylvania. The Resiliency Coalition will provide technical assistance and subject matter expertise to contribute to the Plan and assist in the execution of the final plan.

Each agency/organization serving on the Resiliency Coalition should be able to provide funding streams and/or technical assistance to implement various aspects of resilience as defined in the Plan. Lycoming County Planning or the Borough of Muncy would then apply to that agency (or take its suggestions) for how to secure grant funds to implement projects identified in the Plan. Please note that the Resiliency Coalition serves a different role than the Local Advisory Committee, as it can prioritize and authorize funding to implement projects in this plan.

On March 30, 2016, the project team hosted the Muncy Resilience Workshop in Muncy, PA. The workshop, attended by over 50 representatives from federal, state, and local agencies, as well as non-profit organizations and universities, served as the kick-off to the Muncy Resilience Plan Project. Currently, the County has developed an extensive list of agencies interested and aware of the planning project, but not enough official commitments. The Coalition must meet regularly and be well attended to be successful. Therefore, it is imperative that the Consultant identify agencies that are interested in the project and have the financial power to support projects identified in the plan. The Consultant must be willing and able to engage agencies and successfully secure their participation on the Coalition.

The Resiliency Coalition should adhere to the following attributes:

- **Loyal and engaged members**
 - Diverse committees and accountable agency partners. Cooperation begins with the selection of people who have experience dealing with the issue, understand the common goal, and have a vested interest in the outcome. They have the authority and power to influence change and the energy and enthusiasm for keeping the momentum alive.
- **Clear and strong identity**
 - Clearly defined mission, common vision, values and goals.
 - Understanding of challenges and barriers.
- **Capacity to achieve goals**
 - Designated leaders
 - Well-defined organizational structure
 - Identification and coordination of resources
 - Established planning process
 - Coordination with partners.

The Consultant will be expected to complete the following activities for this task:

- Identify working groups related to the selected five core capabilities of the NDRF, assign leaders and members. Coordinate their efforts and the efforts of the County, as needed.
- Identify and engage agency champions for the projects. Determine who should ultimately oversee the efforts for each aspect of resiliency.
- Develop a structure to facilitate coordination and cooperation
- Develop a frequency of meetings and type (in-person, virtual, webinar, calls, etc.)
- Develop partnerships with governmental (federal, state, and local) entities, non-profits, corporations, volunteer organizations and universities.
- The Resiliency Coalition must meet regularly and be well attended to be successful. Therefore, it is imperative that the Consultant identify agencies that are interested in the project and have the financial power/technical capacity to

support projects identified in the plan. The Consultant must be willing and able to engage agencies and successfully secure their participation on the Resiliency Coalition.

6. CURRENT STATUS OF PLANNING AND IMPLEMENTATION. The Greater Muncy Resilience Plan will serve to support the larger Resilient PA Initiative, as described in Section 1. As previously noted, on March 30, 2016, the project team hosted the Muncy Resilience Workshop. The workshop served as the kick-off to the Muncy Resilience Project and Resilient PA Initiative.

The following developments have occurred since the project launch:

- The *Resilient PA* guiding document has been forwarded through the Department of Community and Economic Development (DCED) Policy Office to the Governor's Policy Office. PA DCED has fully supported the project and labeled Muncy as a priority Community.
- Lycoming County has secured CDBG-Disaster Recovery funding to develop the Greater Muncy Resiliency Plan.
- A Muncy Resilience Advisory Committee has been developed to guide the project at the local level. This committee includes 15 individuals from the Greater Muncy Area. Each individual represents a specific set of interests, skills, and levels of concern within the community.
- The County has entered into an agreement with the U.S. Army Corps of Engineers (USACE) to begin work on a study for non-structural flooding solutions for the Greater Muncy Area (July 2016). The estimated cost of the study is \$500,000 with a 50/50 match requirement. The USACE study will:
 - Develop a plan for watershed, floodplain, and riparian zone restoration.
 - Analyze and develop recommendations for Muncy Borough's storm water system.
 - Develop planning-level solutions to reduce the risk of both riverine and storm water related flooding within the study area.
- The County has partnered with faculty and nearly 50 students from the Pennsylvania State University's Department of Architecture to develop concepts for the proposed Resiliency Center of Excellence (COE) in Muncy, PA.
- A public kick-off meeting for the resiliency project was held on November 17, 2016, in Muncy. Residents provided a shared vision for the project moving forward.
- The County has secured an EPA Brownfields Grant to identify brownfield sites.
- PennDOT grant to look for safe and efficient solutions to the main intersection of Muncy Borough.
- A Heritage Plan Update to identify area historic resources.
- The County is in the process of updating both the long-term County Comprehensive Plan, as well as its Multi-Municipal Comprehensive Plans. The

Muncy Borough/Muncy Creek Multi-Municipal Plan Update has included the resilience effort as a strategic goal.

- West Branch Regional Authority has voted to take ownership of the Mozely Opera House (COE site) for the purposes of revitalization and bridge ownership.
- Floodplain Remediation
 - In 2017, Lycoming County launched the *Floodplain Housing Remediation Program*, acquiring a total of \$2.6 million in federal and state grants. The program will conduct floodplain rehabilitation projects such as basement evacuations and structural elevations. Phase I will prioritize the Greater Muncy Area. The goal is to mitigate properties by either rehabilitating or elevating them to withstand a 100-year flood, and in addition, promote a county-wide flood mitigation technical assistance program by offering technical assistance to commercial and residential properties including flood proofing standards, floodplain regulations and financial/funding options.
 - In 2016, the County updated the Flood Insurance Rate Maps (FIRM) through the Risk Map Project, which directly addressed the issue raised in the 2004 All-Hazards Plan. This update reviewed the flood maps throughout the County, and in the Muncy Borough/Muncy Creek area the boundaries were redrawn and the base flood elevation was reduced by two feet, from 504 to 502 feet. (Elevation Datum NAV 1988.) The outcome of the project was a more refined flood boundary and better understanding of flooding effects at individual properties.
 - Since 2005, both Muncy Creek Township and Muncy Borough have participated in the Hazard Mitigation Grant Program (HMGP) on an as available basis. These programs have been prioritized by the Pennsylvania Emergency Management Agency (PEMA) to focus primarily on acquisitions of properties that have been repeatedly damaged by flooding. Muncy Borough has acquired seven properties in the severe repetitive loss area of the Borough and Muncy Creek Township has acquired two. Due to the multiple flooding sources, (Glade Run, Muncy Creek, and the West Branch of the Susquehanna River) this area experiences a damage-causing flood about every five to seven years.
 - Additional initiatives discussed by officials include:
 - Revising local ordinance to regulate new or expanded floodplain development;
 - Flood-proofing commercial structures in Muncy’s historic district;
 - Conducting stream restoration of Glade Run and Muncy Creek;

7. FUNDING ALLOCATED. Funding has been secured to hire a Consultant to conduct the objectives in this RFP through a Community Development Block Grant (CDBG) – Disaster Recovery via the Pennsylvania Department of Community and Economic Development. The full amount the Consultant should budget for in response to deliverables identified in this RFP is \$243,750. No additional funding will be available.

8. SUMMARY OF DELIVERABLES

- 8.1** Develop, organize, design and write the Greater Muncy Area Resilience Plan
- Conduct community outreach during the planning process to include meeting with the Local Advisory Committee and conduct at least two “town hall” public meetings;
 - Provide physical representations for visions identified in the plan;
 - Include an Action Matrix;
 - At a minimum, develop projects that adhere to the selected five core capabilities of the National Disaster Recovery Framework.
- 8.2** Develop a core, strategic Greater Muncy Resiliency Coalition of state, regional and federal funding agencies dedicated to the project.

- 9. PROJECT MANAGEMENT.** County planning and Community Development staff will facilitate and manage this project. County planning staff will also provide Geographic Information Systems (GIS) parcel information and mapping services, historic resource database management, administrative support, and coordination with local historical societies, municipal partners, and other stakeholders.

Lycoming County is currently in partnership with Muncy Borough, the Pennsylvania Department of Community Economic Development, U.S. Army Corps of Engineers, and faculty of the Pennsylvania State University. County staff will provide the Consultant all necessary background information and supporting documentation, as well as an extensive list of current agency partners who have expressed an interest in the project.

The County will also convene and manage the Local Advisory Group. The working group will assist staff and the Consultant in guiding the development of the plan. The purpose of the Local Advisory Committee will meet to assist the Consultant in developing the plan.

The County will chair the Resiliency Coalition. The Consultant is expected to facilitate the initial meetings along with the County.

The County will also advertise for the town hall meetings. The Consultant is expected to facilitate these public meetings; however, the County will send out the public notice and flyers.

The County will facilitate all electronic messaging through County website/social media.

- 10. SCHEDULE.** The County is expecting to award the contract for this work by Fall 2017 and begin project delivery in the final quarter of 2017 through Fall 2018. The County would like all activities associated with this project to be completed by December 31, 2018. If additional time should be required, the County can submit an extension request to the funding agency.

11. ADDITIONAL SERVICES OF CONSULTANT. Where participating state and/or federal agencies require reports relating to project activities, the Consultant shall assist the County in preparing and submitting such reports and shall assist in any negotiations with these or other agencies as is necessary for final approval.

12. TERMS OF PAYMENT. The Consultant will be required to enter into a written Professional Services Agreement with the County, which will incorporate the information contained in this Request for Proposals. The Consultant will agree to a lump sum fee, which shall include all costs associated with the services outlined herein. Costs sometimes separately billed as reimbursable costs shall be declared and included in the costs associated with this proposal. Payment shall be made to the Consultant monthly. Due to the source of funds, the net term of payment may be up to 60 days from the County's approval of the invoice.

Invoices shall be provided setting forth the percentage of work completed to date, establishing the amount due based on the percentage completed, less any previous amounts. Payments are expressly contingent upon receipt of funds from the Department of Community and Economic Development.

13. SUBCONTRACTING. No portion of this work or obligations under this contract may be subcontracted without the County's written consent. In the event the County does consent in writing to a subcontracting arrangement, the selected Consultant shall be the prime Consultant and shall remain fully responsible for the performance of all obligations which it is required to perform under this contract.

14. MBE/WBE GOALS. It is the public policy of the County of Lycoming, to promote the opportunity for full participation by minority and women's business enterprises ("MBE's" and "WBE's") and Section 3 business concerns in all projects receiving federal funds from the United States Department of Housing and Urban Development which are administered by the Pennsylvania Department of Community and Economic Development.

The County of Lycoming has established a Minimum Participation Level (MPL) of five percent (5%) for Minority Business Enterprises and three percent (3%) for Women Business Enterprises participation on projects with CDBG, ESG, and/or HOME funding.

15. SECTION 3 GOALS. The County of Lycoming has adopted a Section 3 Action Plan in accordance with Title 24 Part 135 Code of Federal Regulations. As such, at least three percent (3%) of the total dollar amount of all non-construction Section 3 covered contracts shall, to the greatest extent feasible, be awarded to Section 3 business concerns.

The purpose of Section 3 of the Housing and Urban Development (HUD) Act of 1968, as amended, is to ensure that employment and other economic opportunities generated by certain HUD financial assistance shall, to the greatest extent feasible, and consistent with existing federal, state, and local laws and regulations, be directed to low- and very low-income persons, particularly those who are recipients of government assistance for housing;

and to business concerns which provide employment opportunities to low- and very low-income persons, as summarized in the "Section 3 Clause", herein incorporated. The "Section 3 Clause", in its entirety, can be located in the Federal Code of Regulations 24 CFR Part 135.

The parties, if awarded this contract, agree to comply with HUD's regulations in 24 CFR Part 135, which implement Section 3. The parties certify that they are under no contractual or other impediment that would prevent them from complying with the Part 135 regulations.

If awarded the contract, the Proposer, agrees to include this Section 3 clause in every subcontract subject to compliance with regulations in 24 CFR Part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this Section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR Part 135. The Proposer will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR Part 135.

The Proposer will certify that any vacant employment positions, including training positions, that are filled were not filled to circumvent the contractor's obligations under 24 CFR Part 135.

Noncompliance with HUD's regulations in 24 CFR Part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.

16. PROPOSAL SUBMISSION AND EVALUATION

16.1. Examination of Proposal. Proposers shall carefully examine all documents in the solicitation to obtain knowledge of existing conditions, limitations, and requirements. Failure to examine the documents will not relieve the Proposer of responsibility for same, nor will extra payment or change order requests be considered for conditions which could have been determined by examining the solicitation. Proposals will be considered as conclusive evidence of complete examination and understanding of the terms and conditions of the RFP including the specifications and all requirements thereof. It is understood that submission of a Proposal includes full acceptance of the same by the parties submitting the proposal. Further, by submitting a proposal, the Proposer waives the right to claims for additional time or monetary compensation for all work without limit required to complete the contract which could have been obtained by the Proposer through examination of all documents or raising a question regarding requirements prior to submitting a proposal.

16.2. Preparation of Proposal. The County shall not be responsible for any costs associated with the preparation or submittal of any Proposal. All costs are entirely the responsibility of the Proposer.

- 16.3. Communications.** All questions regarding this RFP shall be submitted in writing to Mya Toon, Lycoming County Chief Procurement Officer, at mtoon@lyco.org. Questions which require more detailed or complex reply, or require an answer that may affect responses to this RFP or may be prejudicial to other prospective Proposers, will be answered by issuing an addendum. Questions must be received by the Chief Procurement Officer no later than Thursday, October 19, 2017, at 5:00 P.M. prevailing time.
- 16.4. Addenda/Amendments to Proposal.** All changes in connection with this RFP will be issued by the Purchasing Department in the form of a written addendum. All addenda will be posted to the County Purchasing Department's page on the County website (www.lyco.org) at least seven (7) days prior to the deadline for RFP submissions. It is the Proposer's responsibility to check the website and ensure they have all applicable addenda prior to submission. Signed acknowledgement of receipt of an addendum must be submitted with the proposal.
- 16.5. Deadline and Opening of Proposals.** Proposals must be received no later than 5:00 P.M., prevailing time, Friday, October 27, 2017. Proposals will be opened publicly at 10:00 A.M., prevailing time, on Tuesday, October 31, 2017, in the Commissioners' Board Room located on the 1st floor of the Lycoming County Executive Plaza Building. A summary of proposals received, including company name and costs, will be posted on the Purchasing Department's page on the County's website (www.lyco.org) within 48 hours after of the Proposal opening. The Proposer warrants the proposed costs and other information stated in his/her proposal shall be firm for a period of 60 days from the date of the proposal opening.
- 16.6. Submission of Proposal.** An original and five (5) complete copies must be enclosed in a sealed envelope or package. The outside of the envelope or package shall be clearly marked, "RFP for Greater Muncy Resilience Project." Proposals shall be hand-delivered or mailed to the Lycoming County Controller's Office, Lycoming County Executive Plaza Building, 330 Pine Street, 2nd Floor, Williamsport, PA 17701. Late proposals shall not be accepted. Proposals must be mailed or hand-delivered; proposals that are faxed or submitted electronically are not acceptable and will not be considered. All proposals must be submitted on the forms provided by the County and in accordance with the requirements and instructions contained in the RFP package. The County may waive minor informalities and irregularities in the proposals received where such is merely a matter of form and not substance, and the correction or waiver of which is not prejudicial to other Proposers. Minor irregularities are defined as those that will not have an adverse effect on the County's interest and will not affect the cost proposal by giving a Proposer an advantage of benefits not enjoyed by other Proposers.
- 16.7. Public Disclosure.** All Proposers should be aware that the County is an agency subject to the Right-to-Know Law. Any documents submitted should be considered

as subject to potential public disclosure once the contract for services is awarded. A summary of proposals received, including company name and costs, will be posted on the Purchasing Department's page on the County's website (www.lyco.org) within 48 hours after of the Proposal opening.

16.8. Modifications/Withdrawal of Proposal. Proposals may be modified or withdrawn prior to the submittal deadline. Requests for withdrawals or modifications of proposals after the submittal deadline will not be considered, except as otherwise provided herein. Proposers desiring to modify or withdraw his/her proposal must submit the purpose for the request in writing to the County Chief Procurement Officer prior to the submittal deadline. Proposers may resubmit proposals provided it is prior to the scheduled submittal deadline. After the opening, the Chief Procurement Officer may allow a Proposer to modify or withdraw his/her proposal without prejudice if clear and convincing evidence supports the existence of a material and substantial error, an unintentional arithmetical error or an unintentional omission of a substantial quantity of work, labor, material, or services made directly in the compilation of the proposal. Requests to modify or withdraw the proposal must be made in writing to the Chief Procurement Officer within two (2) business days after opening the proposals.

16.9. Evaluation of Proposals. Proposals will be evaluated in accordance with the required scope of work as listed in this RFP. At the County's discretion, a Proposal may be eliminated from consideration for failure to comply with any required specification, depending on the nature and extent of non-compliance. In addition to meeting mandated specifications, proposals will be evaluated for the ability of the Proposer to provide, in the County's opinion, the best overall solution to meet the County's objectives. Accepted proposals will be reviewed by an evaluation team based on the stated criteria. If the team determines that it is in the best interest of the County to require oral presentations and/or interviews, the Proposers will be invited to make such presentations and/or demonstrations.

16.10. Rejection or Disqualification of Proposals. A proposal that is incomplete, obscure, conditioned or contains additions not called for or irregularities of any kind, including alterations or erasures, which are not initialed, may be rejected as non-conforming. The County reserves the right to waive a proposal's minor irregularities, as well as disqualify proposals, before or after opening, upon evidence of collusion with the intent to defraud or other illegal practices upon the part of the Proposer.

Issuance of this RFP in no way constitutes a commitment by the County to award a contract. The County reserves the right to accept or reject, in whole or part, any or all proposals submitted, and/or cancel this solicitation if it is determined to be in the best interest of the County.

Any Proposer who has demonstrated poor performance during a current or

previous agreement with the County may be considered non-responsible and their proposal may be rejected. The County reserves the right to exercise this option as is deemed proper and/or necessary.

16.11. Award. Award of any contract is contingent on the approval of the County of Lycoming Board of Commissioners. The County will award the contract(s) to the best responsible, responsive Proposer who meets all terms, conditions, and specifications of the RFP, within 60 days of the opening of the proposals. Submitted proposals shall remain valid during this 60-day period. An official letter of acceptance will be forwarded to the successful Proposer after selection and prior to contract award.

16.12. Certification. By submitting a proposal, the Proposer is certifying that it and its principals and/or subcontractors are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by the State of Pennsylvania or any Federal department or agency.

16.13. Non-Collusion Affidavit. The County requires that a Non-Collusion Affidavit be submitted with all proposals pursuant to its authority according to the Pennsylvania Antbid-Rigging Act, 62 Pa. C.S.A. §4501 et seq.

This Non-Collusion Affidavit must be executed by the member, officer, or employee of the Proposer who makes the final decision on prices and the amount quoted in the proposal.

Proposal rigging and other efforts to constrain competition and the making of false sworn statements in connection with the submission of proposals are unlawful and may be subject to criminal prosecution. The person who assigns the Affidavit should examine it carefully before signing and assure himself or herself that each statement is true and accurate, making diligent inquiry, as necessary, of all other persons employed by or associated with the Proposer with responsibilities for the preparation, approval or submission of the proposal.

If a proposal is submitted by a joint venture, each party to the venture must be identified in the proposal, and a Non-Collusion Affidavit must be submitted separately on behalf of each party. The term "complimentary proposal" as used in the Affidavit has meaning commonly associated with that term in the proposal process, and includes the knowing submission of costs higher than that of another firm, any intentionally high or non-competitive proposal, and any form of proposal or bid submitted for the purpose of giving false appearance of competition.

Failure to file a Non-Collusion Affidavit in compliance with these instructions may result in the disqualification of the proposal.

PROPOSAL SUBMISSION AND EVALUATION

Five (5) copies of the proposal must be hand-delivered or mailed to the Lycoming County Controller's Office, Lycoming County Executive Plaza Building, 330 Pine Street, 2nd Floor, Williamsport, PA 17701.

Proposals must be received no later than 5:00 p.m. on Friday, October 27, 2017. **Proposals that are faxed or e-mailed cannot be accepted.**

A pre-proposal meeting will be held at 2:00 p.m. on Thursday, October 12, 2017 at the Lycoming County Commissioners' Board Room, Lycoming County Executive Plaza Building, 330 Pine Street, 1st Floor, Williamsport, PA 17701.

Proposals will be reviewed and evaluated by the County of Lycoming. The evaluation will include the following areas in order of relative importance:

- Adequacy of proposal in the terms of addressing the needs that are set forth in the Request for Proposals.
- Relevant experience and past performance.
- Quality of previous work.
- Adequacy of resources/record of completing projects on time.
- Cost.
- Proposer's commitment to the obligations of Lycoming County's Minority Owned Business Enterprises and Women Owned Business Enterprises Action Plan.
- Proposer's commitment to the obligations of Lycoming County's Section 3 Business Action Plan.
- Attendance at the pre-proposal meeting.

The County will rank each consultant's written response to this RFP. The review team will then select those most qualified consultants to present for approximately an hour and a half interview. Those consultants selected for an interview will be expected to provide an innovative vision for both the Resilience Plan and Resiliency Coalition. A more detailed evaluation procedure will be forwarded to those interviewees selected for an interview.

REQUIRED INFORMATION

Each Proposer shall provide all information herein requested. Further, no proposal will be considered unless the attached Standard Form is completed in its entirety.

Proposers should directly address the Firm's qualifications and technical expertise including overall capabilities to perform this work and past performance on similar projects. In addition, the proposal must identify how available funds will be allocated to accomplish the tasks to be completed.

Each Proposer shall provide a minimum of three references where similar planning services have been performed during the past three years. These projects should be similar in design and scope. If the Proposer is an MBE/WBE or Section 3 business concern, a certification form shall be submitted with the proposal attesting to the firms' status as such. Firms may be requested to sit for interviews and/or negotiation of contract terms and fees prior to contract award.

If any part of the project is subcontracted, requires purchases for services, or requires hiring of additional employees, the Proposers must submit documentary evidence of MBE/WBE and Section 3 business concerns who have been contacted and/or to whom commitments have been made. If no solicitation was made to MBE/WBE's or Section 3 business concerns or residents, please indicate the reason(s). If there is no need for additional employees or trainees, or no need to contract for work, then the Section 3 and MBE/WBE requirements are not triggered.

Professional Liability Insurance is required to be carried and maintained in full force at all times during the term of the contract, resulting from this RFP, in the amounts as follows:

COVERAGE	LIMITS OF LIABILITY
Workmen's Compensation	Statutory
General Liability/Property Damage	\$500,000 each occurrence \$1,000,000 aggregate
Personal Injury	\$500,000 each occurrence \$1,000,000 aggregate
Automobile Liability/Property Damage	\$500,000 each occurrence
Bodily Injury	\$500,000 each occurrence \$1,000,000 aggregate

Prior to commencement of performance of this Agreement, Consultant shall furnish to the County a Certificate of Insurance evidencing all required coverage in at least the limits required herein, naming the County of Lycoming, its elected officials, agents, and employees as additional insured under the Comprehensive General Liability coverage, and providing that no policies may be cancelled without ten (10) days advance written notice to the County. Such certificate shall be issued to: County of Lycoming, ATTN: Mya Toon, 48 West Third Street, Williamsport, PA

17701. Said policy shall remain in full force and effect until completion of all duties to be performed hereunder by the Consultant.

STANDARD ESTIMATE

FIRM NAME: _____

ADDRESS: _____

TELEPHONE: _____

REPRESENTATIVE: _____

I. Project design, specification, required meetings, bidding, and other planning services \$_____

II. Cost of Deliverable 1: GREATER MUNCY RESILIENCE PLAN \$_____

III. Cost of Deliverable 2: GREATER MUNCY RESILIENCY COALITION \$_____

IV. Indicate project duration and frequency of visits/meetings below. _____

TOTAL LUMP SUM ESTIMATE: \$_____

Additional Meetings:

Lump sum cost for additional meetings if requested by _____ \$_____

The undersigned represents that he/she is in receipt of the following number of Addenda. (If no Addenda are issued, insert the word "none" in the following space.): _____.

I, _____, an authorized representative of the above-indicated firm, have reviewed and understand the Greater Muncy Resilience Plan Request for Proposals, and I/we am/are prepared to provide the required services for the above costs.

(SEAL) _____

**MBE/WBE CONTRACT SOLICITATION AND COMMITMENT STATEMENT
TO BE SUBMITTED WITH THE PROPOSAL**

Goals of **5%** for minority business enterprise and **3%** for women business enterprise participation have been established.

Name of Proposer:	Project Name: County of Lycoming Greater Muncy Resilience Plan
Address:	Proposal Opening Date: October 31, 2017
Email Address:	
Telephone Number:	Contact Person:

List those minority/women owned businesses from which you solicited quotes and/or received quotes in regard to this Request for Proposals.

Company Name & Telephone Number	MBE* (enter code from below)	WBE (X)	Type of Construction, Equipment, Services, and/or Supplies to be provided to the Project	Total Dollar Amount of Quote Received <small>(Please mark NR If no response was received)</small>	Total Dollar Amount Awarded <small>(If not awarded indicate reason)</small>
Prepared By:			Title:		

*Ethnic Code: A- Asian-Pacific Americans; B-African Americans; H-Hispanic Americans; N- Native Americans

MINORITY AND WOMEN BUSINESS ENTERPRISE PROPOSER CERTIFICATION

The submittals of each Proposer are subject to review to determine whether the Proposer has discriminated in the selection of manufacturers, subcontractors and suppliers. If a Proposer has met the goals for MBE/WBE participation, the Proposer will be presumed not to have discriminated in their selections.

Where the goals are not met, the below statements, if accurate, shall be certified by the Proposer:

1. The limited number or no commitment to MBEs/WBEs was not motivated by consideration of race or gender.
2. MBEs/WBEs were not treated less favorably than other businesses in the contract solicitation and commitment process.
3. Solicitation and commitment decisions were not based upon policies which disparately affect MBEs/WBEs.

By signing below, I certify that the above statements are true and accurate.

Company Name

Signature

Date

**SECTION 3 CONTRACT SOLICITATION AND COMMITMENT STATEMENT
TO BE SUBMITTED WITH THE PROPOSAL**

Minimum Participation Levels (MPL): Section 3 - 10% construction & 3% non-construction
Section 3 - 30% aggregate new hires

Name of Proposer:	Project Name: County of Lycoming Greater Muncy Resilience Plan
Address:	Proposal Opening Date: October 31, 2017
Email Address:	
Telephone Number:	Contact Person:

List those Section 3 business concerns from which you solicited quotes or which contacted you and gave you quotes in regard to this Request for Proposals.

Company Name & Telephone Number	Type of Construction, Equipment, Services, and/or Supplies to be provided to the Project	Total Dollar Amount of Quote Received <small>(Please mark NR if no response was received)</small>	Total Dollar Amount Awarded <small>(If not awarded indicate the reason)</small>	IF NO COMMITMENT WAS MADE TO A SECTION 3 BUSINESS- EXPLAIN
Preparers Signature:			Title	

- (1) Indicate whether Section 3 Business Concerns were solicited for each type of work the Proposer expects to subcontract for and for all materials which the Proposer expects to procure and, if not, the reason(s) why no such solicitation was made;
- (2) Indicate the reason why a Section 3 Business Concern has not been committed to for a type of subcontract work or materials in any area where a quote was received from a Section 3 Business Concern, and;
- (3) In any case where no quotations are received or commitments made to a Section 3 Business Concern, indicate that no quotes were received, and if there is another reason for no commitments being made, the reason for the lack of commitments.

SECTION 3 BUSINESS CERTIFICATION

As principal owner of _____, I certify that this
(Section 3 Business Concern Name)

firm is a bona fide Section 3 owned business.

I further certify that this firm was subcontracted by _____
for work on the _____ Project in the amount of \$_____.

Date

Signature/Title

NON-COLLUSION AFFIDAVIT

State of _____)

County of _____)

_____, being first duly sworn, deposes and says that:

- 1) He/She is (Owner, Partner, Officer, Representative or Agent) of _____, the Proposer that has submitted the attached proposal;
- 2) He/She is fully informed respecting the preparation and contents of the attached proposal and of all pertinent circumstances respecting such proposal;
- 3) Such proposal is genuine and is not a collusive or sham proposal;
- 4) Neither the said Proposer nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, has in any way colluded, conspired, connived, or agreed, directly or indirectly, with any other firm or person to submit a collusive or sham proposal in connection with the Contract for which the attached proposal has been submitted, or to refrain from proposing in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other firm or person to fix the price or prices in the attached proposal or of any other Proposer, or to fix any overhead, profit, or cost element for the proposal prices or the proposal price of any other Proposer, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the _____ or any person interested in the proposed Contract; and
- 5) The price or prices quoted in the attached proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Proposer or any of its officers, partners, agents, representatives, owners, employees, or parties in interest, including this affiant.

Signed

Title

Subscribed and sworn to before me this _____ day of _____, 20__

Title _____

My commission expires _____

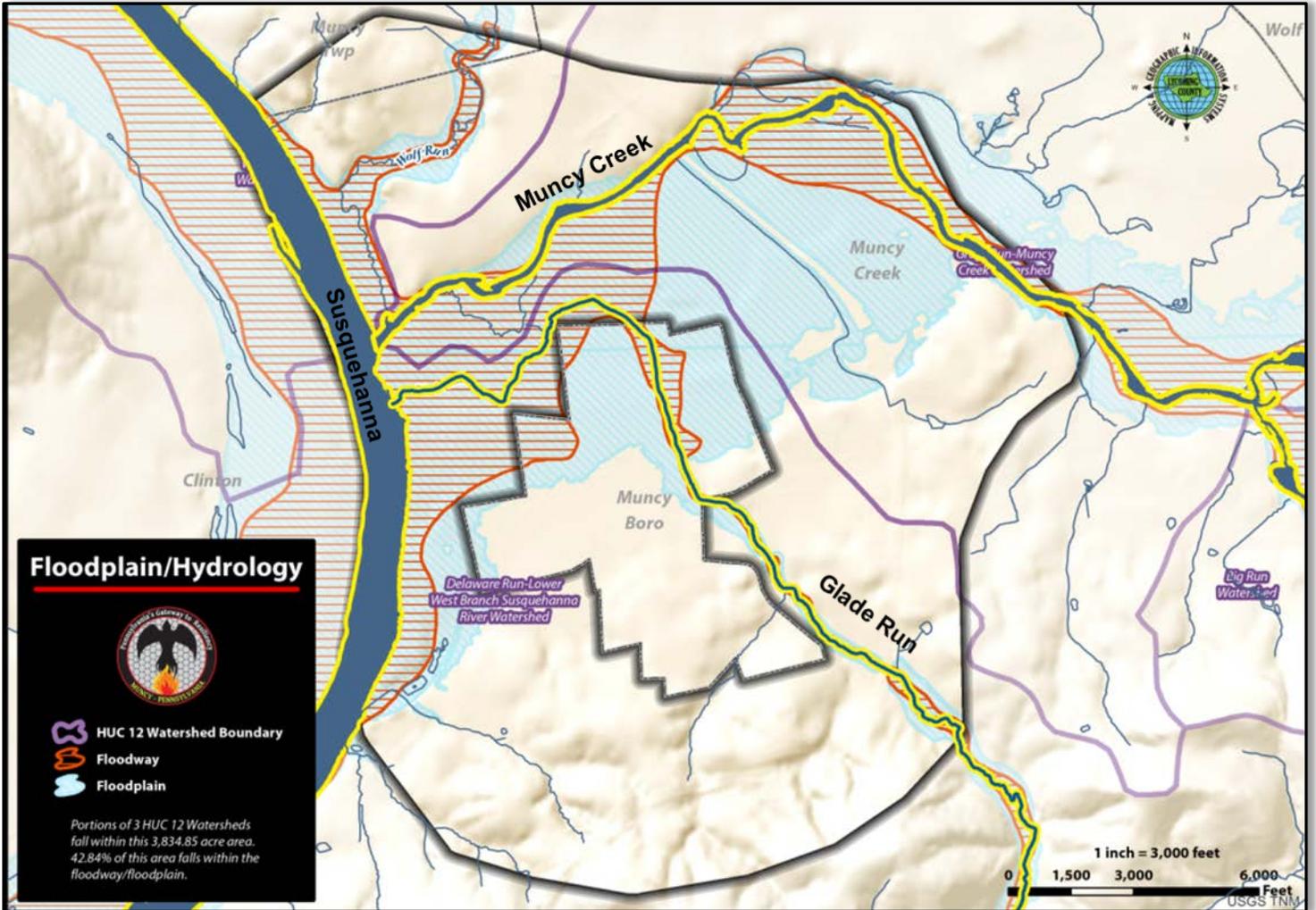
Greater Muncy Project Area



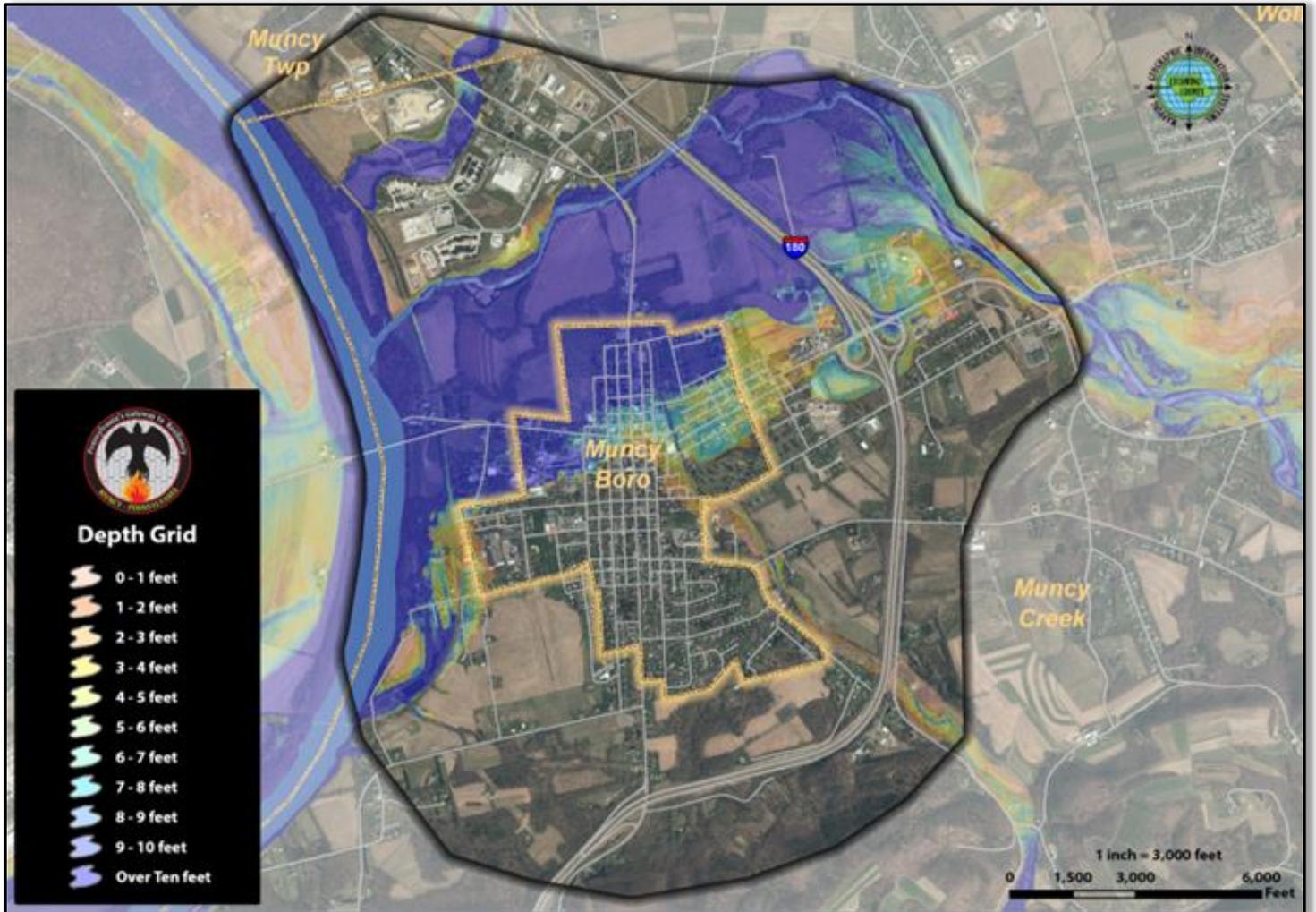
Greater Muncy Project Area



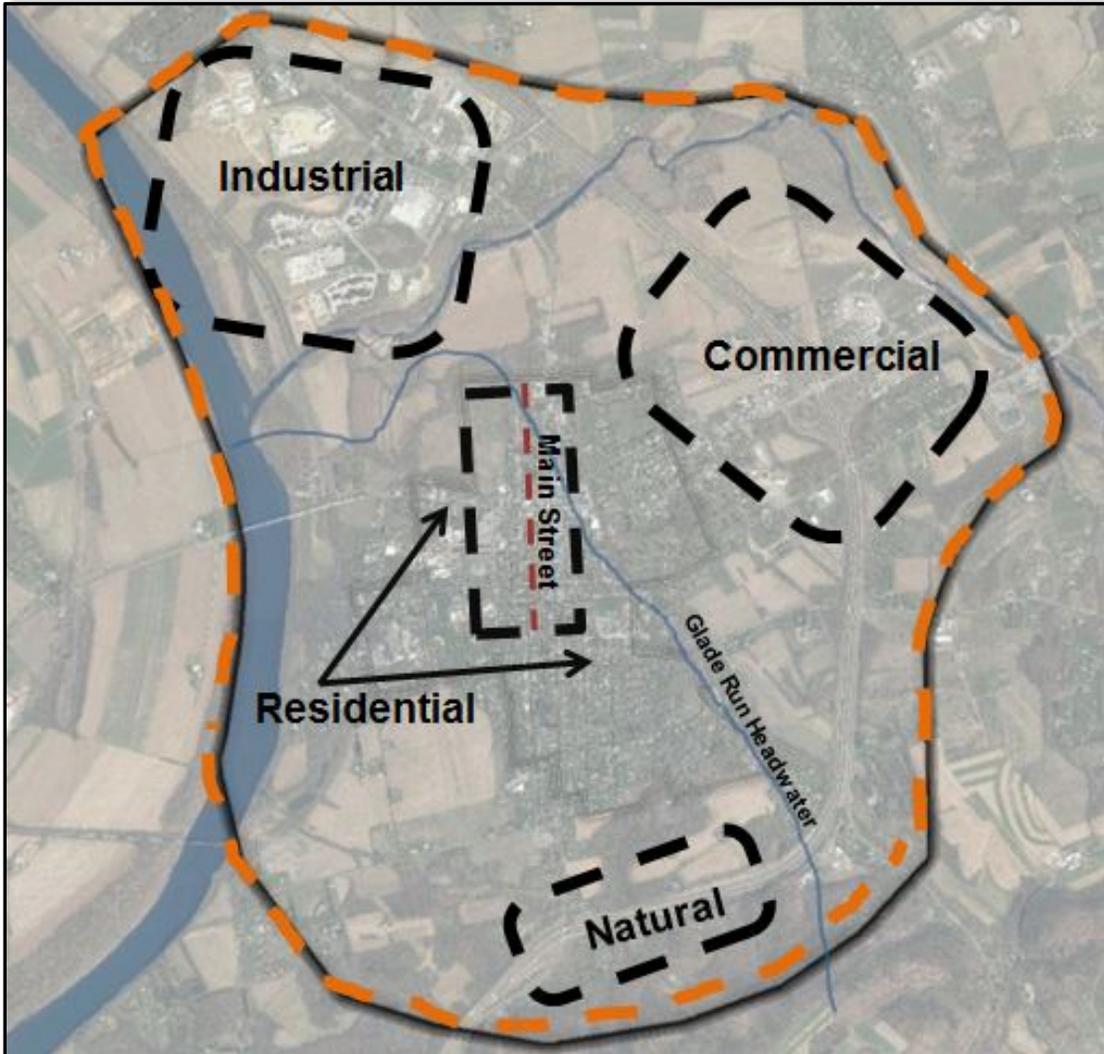
Muncy Area Floodplain and Waterway



Muncy Area Flood Depth Grid



Muncy Area Land Use



Muncy Area Historic District

