

CITY OF BELFAST

City Hall
131 Church Street
Belfast, Maine 04915



CITY OF BELFAST REQUEST FOR PROPOSALS HAZARD MITIGATION PLAN DEADLINE 12:00 PM, JUNE 24TH, 2026

1. BACKGROUND

The City of Belfast (hereinafter “City”), acting as lead agency, seeks proposals from qualified individuals or firms (hereinafter “Consultant”) to provide professional consulting services for the development of a FEMA-compliant Hazard Mitigation Plan (“HMP”) for the City of Belfast.

The Consultant will work collaboratively with City staff, elected officials, committees, regional stakeholders, and state and federal partners throughout the planning process. Key participants may include, but are not limited to, the Mayor and City Council, the City Manager, Harbor Master, City Planner, Fire Chief/EMA Director, Police Chief, Deputy Economic Development Director, Harbor Advisory Committee, and the Climate, Energy and Utilities Committee (CEUC).

The City has undertaken several recent resilience and climate-related initiatives, including the adoption of the Climate Action Plan (2023) and Harbor Vulnerability Plan (2025). The city is currently working on a Strategic Energy Plan, which is expected to be completed by August 2026. The Hazard Mitigation Plan will build upon these efforts and integrate existing planning documents, hazard analyses, and resilience strategies into a comprehensive mitigation planning framework.

The Consultant will be responsible for conducting research, GIS mapping, data collection, hazard identification and risk assessment, capability assessment, mitigation strategy development, public engagement support, and preparation of all draft and final plan documents necessary for FEMA approval.

Work under this contract must begin no later than August 1, 2026, and be completed no later than December 31, 2027. The Consultant shall coordinate with the City, Maine Emergency Management Agency (MEMA), and FEMA to ensure the plan receives final approval and adoption. Funding for this effort has been provided by a FEMA Hazard Mitigation Grant Program (HMGP) subrecipient award. The total consultant proposal must not exceed \$40,000.

2. PROJECT GOALS

The primary goal of this project is to develop a Hazard Mitigation Plan that identifies natural hazards affecting the City of Belfast, assesses community vulnerabilities, and establishes strategies and actions to reduce long-term risks to people, property, infrastructure, the economy, and natural resources. The Consultant will identify and analyze a comprehensive range of specific mitigation actions and projects to reduce the effects of each hazard, with particular emphasis on new and existing buildings and infrastructure, as well as

newly identified hazards. The Consultant shall also identify best practices for the City to employ in mitigating each hazard.

The Hazard Mitigation Plan shall address existing and future hazard risks, including those associated with climate change and severe weather events. Hazards for consideration may include, but are not limited to:

- Coastal flooding and storm surge
- Sea level rise
- Severe storms and wind events
- Extreme precipitation, snow, and ice events
- Riverine flooding
- Erosion
- Extreme temperatures
- Drought
- Wildfire
- Infrastructure failure and utility disruptions

The planning process will result in:

1. Identification and assessment of hazards and vulnerabilities affecting the City;
2. Evaluation of community assets, infrastructure, and critical facilities at risk;
3. Review of existing plans, policies, programs, and local capabilities;
4. Development of mitigation goals, strategies, and prioritized actions to reduce hazard impacts;
5. Coordination with residents, stakeholders, and public officials to ensure community participation; and
6. Preparation and adoption of a FEMA-approved Hazard Mitigation Plan compliant with current FEMA and MEMA requirements.

Special attention should be given to vulnerable infrastructure, waterfront areas, critical facilities, transportation systems, utility systems, and populations susceptible to hazard impacts.

3. SCOPE OF SERVICES TO BE PERFORMED

The Consultant shall provide all professional services necessary to complete a FEMA-compliant Hazard Mitigation Plan for the City of Belfast.

Task 1 – Project Initiation and Public Engagement

Kick-Off Meeting

The Consultant shall conduct a project kick-off meeting with City staff and MEMA representatives to review project goals, planning requirements, available data, project schedule, stakeholder coordination, and public engagement strategies.

The Consultant shall facilitate coordination with the Hazard Mitigation Planning Committee and provide guidance throughout the planning process.

Public and Stakeholder Engagement

The Consultant shall support the City in engaging the public, local stakeholders, partner agencies, and community organizations throughout the planning process. Public engagement may include workshops, public meetings, surveys, interviews, informational materials, and presentations.

The Consultant shall document public participation efforts and incorporate public input into the draft and final plan.

Task 2 – Data Collection, Research, and Existing Conditions Analysis

The Consultant shall conduct all necessary research, data collection, GIS mapping, and analysis required to support development of the Hazard Mitigation Plan.

Tasks shall include:

- Collection and review of available hazard data and mapping;
- Identification of critical facilities and infrastructure;
- Review of existing plans, policies, ordinances, and studies;
- GIS mapping of hazard-prone areas and community assets;
- Analysis of demographic, environmental, and economic vulnerabilities; and
- Documentation of previous hazard events and impacts.

Relevant documents for review may include, but are not limited to:

- Comprehensive Plan (2023)
- Climate Action Plan (2023)
- Harbor Vulnerability Plan (2025)
- Strategic Energy Plan (2026)
- Municipal emergency management documents
- Previous hazard mitigation planning materials
- FEMA and MEMA guidance documents

Task 3 – Hazard Identification and Risk Assessment

Based on the information collected in Task 2, the Consultant shall complete a comprehensive hazard identification and risk assessment in accordance with FEMA's Local Mitigation Planning Handbook requirements.

The assessment shall include:

- Identification and profiling of hazards affecting the community;
- Analysis of hazard frequency, extent, probability, and potential impacts;
- Assessment of vulnerability to identified hazards;
- Analysis of impacts to people, buildings, infrastructure, critical facilities, natural resources, and the local economy;
- Evaluation of development trends in hazard-prone areas;

- Review of repetitive loss properties and National Flood Insurance Program (NFIP) participation; and
- Assessment of future vulnerabilities associated with climate trends and changing conditions.

The Consultant shall also conduct a capability assessment evaluating existing plans, policies, regulations, staffing, programs, and resources available to support hazard mitigation activities.

Task 4 – Mitigation Strategy Development

Using findings from previous tasks, the Consultant shall develop a comprehensive mitigation strategy for the City.

The mitigation strategy shall include:

- Updated mitigation goals and objectives;
- Identification and prioritization of mitigation actions and projects;
- Evaluation of feasible mitigation alternatives;
- Recommendations for policy, regulatory, and operational improvements;
- Strategies to protect critical infrastructure and public facilities;
- Recommendations to improve community resilience and emergency preparedness; and
- Documentation of continued compliance with the National Flood Insurance Program (NFIP).

The Consultant shall work with City staff, stakeholders, and the Hazard Mitigation Planning Committee to prioritize mitigation actions based on risk-reduction potential, cost-effectiveness, technical feasibility, environmental considerations, and implementation capacity.

Task 5 – Plan Preparation, Review, and Adoption

The Consultant shall prepare all draft and final plan documents required for FEMA and MEMA review and approval.

Responsibilities shall include:

- Preparation of administrative drafts and public review drafts;
- Incorporation of City, MEMA, FEMA, and public comments;
- Preparation of final plan maps, graphics, and appendices;
- Submission of the draft plan to MEMA and FEMA;
- Assistance with revisions required for approval;
- Support for City Council review and formal plan adoption; and
- Delivery of final digital plan files and supporting materials.

The final Hazard Mitigation Plan shall meet all applicable FEMA and MEMA requirements for local hazard mitigation planning.

4. QUALIFICATION STATEMENT

Interested individuals or firms are instructed to follow the format by providing a cover letter and responses to each of the three numbered (Sections 2-6) evaluation factors listed below. The cover letter

will not be scored, and the percentage weight for each evaluation factor follows each required response. Statements that do not follow this format, or do not contain the requested information, may be considered unresponsive statements and not be considered by the City.

There is a maximum limit of twenty (20) pages; this limit applies to the entirety of the qualification statement, whether it is the cover letter, insurance documentation, responses to the evaluation factors, appendices, tables, resumes, or any other supporting documentation. While we do not require any minimum or maximum font size, spacing, or margins, we strongly encourage you to consider readability when preparing your qualification statement.

Section 1 – Cover Letter and Contact Information

Include:

- a. A cover letter identifying the Consultant team, describing interest in the project, and summarizing qualifications and approach;
- b. Identification of the primary contact person authorized to communicate and make decisions on behalf of the Consultant, including contact information.

Percentage Weight: 5%

Section 2 – Project Approach

Include:

- a. A summary of the proposed project approach demonstrating understanding of FEMA hazard mitigation planning requirements and project objectives;
- b. Methodology and strategies for completing the scope of work;
- c. Proposed public engagement and stakeholder coordination approach; and
- d. Description of how the Consultant will coordinate with MEMA and FEMA throughout the planning process.

Percentage Weight: 35%

Section 3 – Local Knowledge

Demonstrate familiarity with:

- The City of Belfast;
- Local hazards and vulnerabilities;
- Coastal and waterfront resilience issues;
- Existing City plans and initiatives; and
- Regional climate and hazard mitigation challenges.

Percentage Weight: 10%

Section 4 – Firm Qualifications and Experience

Include:

- a. Firm background and experience with FEMA-approved Hazard Mitigation Plans, risk assessments, resilience planning, and community engagement;
- b. Up to three (3) similar projects demonstrating relevant experience, including client contact information, project dates, and scope of services provided;
- c. Resumes and qualifications of project personnel; and
- d. Identification of any subconsultants, including roles and qualifications.

The proposed Project Manager may not be replaced without approval from the City.

Percentage Weight: 30%

Section 5 – Project Timeline

Provide a proposed project schedule demonstrating the Consultant’s ability to complete the Hazard Mitigation Plan within the grant performance period and project deadlines.

Percentage Weight: 15%

Section 6 – Cost Proposal

Provide a detailed cost proposal for all tasks identified in the scope of services, including hours, labor rates, direct expenses, and total project cost.

The total proposal amount shall not exceed \$40,000.

Percentage Weight: 5%

5. QUESTIONS

Questions regarding this Request for Proposals must be submitted by email no later than 4:00 PM on June 15, 2026, to:

Deputy Economic Development Director
deputyecondev@cityofbelfast.org

Responses to submitted questions will be posted on the City’s website by June 17, 2026.

6. SUBMISSION DEADLINE

A. Consultants shall submit proposals electronically in a single PDF file to:

deputyecondev@cityofbelfast.org

Subject Line:

“Hazard Mitigation Plan Proposal – [Firm Name]”

B. Proposals must be received no later than 12:00 PM on Wednesday, June 24, 2026.

C. Incomplete or non-responsive proposals may be rejected.

D. Proposals may be withdrawn or resubmitted prior to the submission deadline but may not be withdrawn afterward.

E. All submitted materials become the property of the City of Belfast.

F. The City reserves the right to reject any or all proposals and to waive minor irregularities when deemed in the best interest of the City.

7. SELECTION PROCESS

Following receipt of proposals, a review committee comprised of City staff and committee representatives will evaluate submissions based on the criteria identified in this Request for Proposals.

The City may elect to interview one or more Consultants prior to making a final selection.

Final selection and contract award shall be subject to approval by the Belfast City Council.