



## REQUEST FOR PROPOSALS

Notice is hereby given that **proposals** will be received by the City of Montpelier, Vermont, for furnishing the following services:

### DISASTER RECOVERY AND MITIGATION TECHNICAL ASSISTANCE

In accordance with Montpelier City Policy, the City of Montpelier Public Works Department is soliciting proposals from qualified firms to provide on-call disaster recovery, mitigation, and grant management technical assistance for current and future disasters. This Request for Proposals (RFP) seeks to establish a master services agreement with one qualified consultant or consultant team to support FEMA Public Assistance (PA), FEMA Hazard Mitigation Assistance (HMA), and related federal, state, and other recovery or resilience funding programs, as requested by the City. Services may include project formulation, eligibility strategy, damage and cost documentation, FEMA Grants Portal support, reimbursement support, procurement and compliance guidance, hazard mitigation application support, benefit-cost analysis support, appeals, closeout, and related task-order assignments. This RFP will result in a master services agreement between the selected Consultant and the City for an initial three-year term, with two optional one-year extensions.

Copies of Request for Proposal and attachments documents may be obtained from the Montpelier Public Works Office via email request to [jbenson@montpelier-vt.org](mailto:jbenson@montpelier-vt.org) and [kmotyka@montpelier-vt.org](mailto:kmotyka@montpelier-vt.org)

One electronic or a hardcopy of the proposal must be submitted to the Department of Public Works at **783 Dog River Road, Montpelier, Vermont, 05602** or emailed to [kmotyka@montpelier-vt.org](mailto:kmotyka@montpelier-vt.org) no later than **July 21, 2026, at 3pm**. Facsimile bids will not be accepted. Any proposer may withdraw their proposal, without obligation, at any time prior to the scheduled closing time for receipt of proposals. A withdrawal will not be effective unless made personally or by telephonic notification received prior to the closing date. Proposals may later be referred to the City Council for appropriate action. The City reserves the right to reject any or all proposals as the best interests of the City. Applicants shall be responsible for confirming receipt of electronic submissions.

By:   
Kurt Motyka, Director of Public Works