



**CITY OF EAST PROVIDENCE
EMERGENCY MANAGEMENT AGENCY
REQUEST FOR QUALIFICATIONS
EP25/26-014
2027 LOCAL HAZARD MITIGATION PLAN UPDATE
BID OPENING WEDNESDAY, JULY 8, 2026, AT 11:00AM**

SPECIFICATIONS

I. INTRODUCTION

The City of East Providence is seeking qualified planning and environmental consulting firms with experience in Hazard Mitigation Planning within Federal Emergency Management Agency (FEMA) Region 1, and in particular Rhode Island, to develop a Local Hazard Mitigation Plan Update for the City. East Providence is a coastal city of about 47,000 persons with an area of just under 14 square miles, with 14 miles of tidal waterfront along the Providence, Seekonk and Runnins Rivers. The currently valid “2022 Local Hazard Mitigation Plan - A Multi-Hazard Mitigation Strategy” will expire on August 28, 2027, and must be updated in accordance with FEMA guidelines. Plan development is funded through a Rhode Island Emergency Management Agency grant of \$22,499.90 with a local share of \$7,500.10 (total project budget = \$30,000).

II. SCOPE OF SERVICES

This scope of services is general in nature. The consultant’s proposal should adjust the scope according to the expertise and recommendations of the consultant, so long as the specific needs of the Hazard Mitigation Plan are met. The scope of services will generally consist of the following:

- Review the current approved plan;
- Review the Local Mitigation Plan Review Tool within the current plan;
- Convene a Local Hazard Mitigation Planning Committee (hereafter, the Committee) to include the Mayor or designee, the Planning Director, the Emergency Management Director or Designee, and designated staff from Public Safety and other City departments as appropriate, to discuss Plan development updates and progress, and review changes in FEMA requirements since 2022;
- Work with the Planning Department to identify pertinent City geographic and demographic information and conditions that have changed in the past five years,
- Develop a work plan and timeline for completion of tasks along with the final product;
- Integrate hazard mitigation planning other City planning documents including the City’s newly completed Comprehensive Plan;
- Coordinate public participation in the planning process as required;

- Review identified hazards and along with emerging hazards and update hazard profiles;
- Update the list of hazard mitigations goals and objectives, and develop and priorities mitigation strategies;
- Ensure that the Plan Update supports the City’s enrollment in FEMA’s Community Rating System;
- Deliver a draft Plan for appropriate City departments to review;
- Incorporate recommended changes and deliver the revised Plan for RIEMA and FEMA review; and
- Incorporated recommended RIEMA/FEMA changes and submit to FEMA for final approval

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III. RESPONSE TO RFQ

Specifications may be downloaded from the City’s website <https://eastprovidenceri.gov/rfp>

One (1) original, two (2) copies and 1 Thumb Drive of the proposal shall be submitted in one (1) sealed envelope to East Providence City Hall, Controllers Office, Room 103, Attn: Jessica Lamprey, Procurement Specialist, 145 Taunton Ave., East Providence, RI 02914 no later than **WEDNESDAY, JULY 8, 2026, AT 11:00AM**. The bids will be publicly opened and recorded on the same day at East Providence City Hall in Conference Room A. Bids received with a time of 11:01 AM or later will be rejected. The outside envelope needs to be marked **RFP EP25/26-014 2027 Local Hazard Mitigation Plan Update**.

The City reserves the right to waive any informality in order to reject any or all bids if deemed to be in the best interest of the City.

Proposals shall contain the following as a minimum:

- A. Detailed proposal of the respondent’s approach and methodology to institute the project as outlined within this Request for Qualifications.
- B. The respondents shall provide a detailed schedule for each task proposed in order to satisfy each element of the project. Per FEMA requirements, the project must be fully completed by August 28, 2027.
- C. A description of the background and experience of the designated project manager and other personnel who will be assigned to this project; as well as a detailed description of the function of each designated participant and their projected individual time commitments with specific hours.
- D. References, especially for similar projects, and any other information the consultant deems pertinent are to be included.

IV. SELECTION PROCESS & CRITERIA

The qualifications of each firm will be reviewed by the City and responses will be evaluated on the basis of the relative merits of the experience of the firm and positive recommendations from references. The City reserves the right to schedule interviews following the submission of the proposals. The selected firm shall be chosen based on its qualifications and strength of its proposal. The following criteria will be used to evaluate the responses:

A. Company Qualifications and Experience

Specialized experience is required in a series of work areas. Proposals must clearly demonstrate full knowledge, understanding, and experience in the methods, techniques and guidelines required for the performance of the required work. All elements within this factor are of equal importance. The consultant must indicate specific experience in the required area.

B. Personnel Qualifications and Availability

Specialized experience is required of the project personnel proposed to undertake the work assignments. Proposal must clearly demonstrate the capability, academic background, training, certifications and experience of the proposed personnel. The availability of the proposed staff is also of critical importance and must be demonstrated. Specific project experience relevant to this scope of work must be demonstrated, as well as specific company experience with similar projects.

C. Performance Record of Firm

A list of references of at least three (3) recent contracting officers on projects of a similar magnitude and complexity; references must include telephone number, email address and affiliation.

D. Project Understanding and Approach

The consultant must demonstrate a comprehension of the role and function of this project in meeting the current and future needs of the City.

In addition to the understanding of the scope and approach, the consultant must demonstrate the following which will be considered in the selection:

1. Knowledge of current issues and state of the art in the field of hazard mitigation planning.
2. Experience demonstrated on similar projects.
3. Working knowledge of the geographic area as evidenced by prior work experience in the region.
4. A demonstrated expertise and ability for timely project completion.
5. An ability to integrate and utilize interdisciplinary study teams effectively on assignments requiring a variety of skills and expertise from in-house resources.
6. Methods for assuring product quality, cost control, delivery schedule and project oversight.
7. Experience in soliciting public input and communicating / presenting study findings to the public and/or municipal boards.

V. GENERAL CONDITIONS

- A. The City reserves the right to reject any and all proposals, to waive any informality, to request interviews of consultants prior to award, and to select and negotiate services in the best interest of the City;
- B. The City reserves the right to accept all or part of any proposal, and to negotiate a contract for services and cost with the selected consultant;
- C. The consultant will abide by all applicable Federal, State and City regulations in the performance of their redevelopment of this property;
- D. The consultant shall provide all necessary personnel, sub-contractors, materials and equipment to perform and complete all work under this proposal.
- E. All original plans, documents and drawings shall become the property of the City after completion of the consultant's work.

VI. RFQ SCHEDULE

- RFQ issued: Thursday, June 11, 2026
- Deadline to submit questions: Monday, June 29, 2026
- City posts answers to submitted questions: Wednesday, July 1, 2026
- Proposals due: Wednesday, July 8, 2026, at 11:00am.

VII. CITY CONTACTS

Any questions should be directed to Wayne Barnes, EMA Executive Project Manager at wbarnes@eastprovidenceri.gov and Jessica Lamprey, Procurement Specialist at jlamprey@eastprovidenceri.gov no later than **MONDAY, JUNE 29, 2026 AT 4:00PM.**