
BIDDERS ARE REQUESTED TO RETAIN THIS SPECIFICATION
FOR FUTURE REFERENCE IN CONNECTION WITH ITEMS LISTED HEREIN

INVITATION TO BIDDERS

HAMILTON COUNTY EMERGENCY MANAGEMENT OFFICE

Lake Pleasant, New York 12108

Notice is hereby given that sealed proposals will be received by the undersigned to produce the:

HAMILTON COUNTY LOCAL MULTI JURISDICTIONAL HAZARD MITIGATION PLAN UPDATE

Specifications will be furnished at the office of the undersigned between the hours of 8:30 a.m. and 4:30 p.m.

All bids must be delivered to the **Clerk of the Board of Supervisors, Hamilton County Court House, 102 County View Dr., PO Box 205, Lake Pleasant, NY 12108, before 10:30 a.m. on June 23, 2026**, and will be opened and read in the Conference Room of the Hamilton County Board of Supervisors shortly thereafter.

The successful bidder will be required to execute a contract.

The Office reserves the right to reject any or all bids.

Timothy O'Neill, Manager
Hamilton County Emergency Management Office

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GENERAL INFORMATION

The Hamilton County Emergency Management Office is issuing a request for proposals from consultants to perform multiple aspects of the County Local Multijurisdictional Hazard Mitigation Plan Update that you believe to be in the best interest of the County. The current HMP is available at <https://hamilton.mitigateny.org/>. This Hazard Mitigation Plan (HMP) Update will utilize planning framework and tools developed by the New York State (NYS) Division of Homeland Security and Emergency Services (DHSES) to streamline and better integrate local hazard mitigation planning in NYS.

The MitigateNY planning framework will be utilized by both local planners and officials to complete well-organized HMPs and updates, while promoting collaboration, use of best available data, and the efficient use of resources. These planning tools will be used to guide and track planning processes, simplify efforts to meet and exceed state and federal regulations, and assist in state and federal plan review during this HMP Update. This approach will further optimize the multi-jurisdictional planning process by encouraging methodical, interactive planning tasks and outcomes, as outlined below. The outcome of this Scope of Work (SOW) will be an approvable multi-jurisdictional HMP Update that complies with the regulatory requirements under 44 CFR Part 201 and current NYS Mitigation Planning Standards.

The purpose of this HMP Update is to produce a comprehensive review of the existing Hamilton County Hazard Mitigation Plan in order to ensure that all components of the existing hazards, risks, objectives, capabilities, implementation, and responses are still applicable in Hamilton County. While the existing plan was developed and approved in compliance with the Federal Emergency Management Agency's (FEMA) 44 CFR Part 201.6.d.3 in October 2021, the plan expires in October 2026, and must be reviewed, revised as appropriate, and resubmitted for approval in order to remain eligible for benefits awarded under DMA 2000. It is anticipated that there will be deficiencies, updates, and a need to refine the existing plan to comply with the current FEMA approved requirements. Plan review may result in the need to update certain sections of the existing HMP. For example, the Proposed Actions table requires status updates to reflect projects that have been completed and new priorities resulting from recent hazard events. The Hamilton County HMP Steering Committee (SC) will utilize FEMA's *Local Mitigation Planning Handbook*, and the *New York State Hazard Mitigation Planning Standards Guide* in its comprehensive review and development of the HMP Update.

Please send your suggestions to this Office prior to the date of the bid opening indicated upon the proposal. In reply, kindly refer to this Item and the Date of Bid.

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If no suggestions are offered, we shall assume that the signing of the proposal is your acceptance of the terms provided herein.

ENVELOPES: Bid envelopes shall be so marked on the outside with the Specification No. and the Date of Bid.

INFORMATION TO BE FURNISHED WITH BID: The Proposer, in its proposal, shall, as a minimum include the following:

1. Overall qualifications and performance of the firm
2. Credentials of staff to be assigned to the HMP Update – provide brief resumes including educational and professional experience
3. Describe your firm in terms of the following:
 - Size and structure
 - Areas of practice
 - Office location(s)
4. Prior performance on these or similar plans and examples of HMPs
5. Prior experience with the MitigateNY.org platform
6. At least 1 reference from any county the firm has worked with to deliver a FEMA-approved HMP, preferably from Region 2
7. Information regarding the firm's ability to accomplish the project on time
8. Price*
9. Commitment to the schedule

* All prices are to be lump sum and quoted firm against increase for the duration of the contract. Travel and incidental expenses will not be invoiced. Vendors should consider such potential costs when developing their lump sum proposal. Hamilton County shall not be responsible for any additional costs. Quotes in excess of \$100,000 shall be accompanied by a Vendor Responsibility Questionnaire (VRO) as required by the NYS Department of Homeland Security and Emergency Services (NYSDHSES) to be submitted for verification. To enroll in and use the New York State VendRep System, see the VendRep System Instructions available at http://osc.state.ny.us/vendrep/info_vrsystem.htm or go directly to the VendRep System online at <https://portal.osc.state.ny.us>. Vendors must provide their New

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York State Vendor Identification Number when enrolling. To request assignment of a Vendor ID or for VendRep System assistance, contact the Office of the State Comptroller’s Help Desk at 866-370-4672 or 518-408-4672 or email at ITServiceDesk@osc.state.ny.us.

If proposal offered differs from the provisions contained in this specification, such differences must be explained in detail and bid will receive careful consideration if such deviations do not depart from the intent of this specification and are in the best interests of the County Emergency Management Office as interpreted by the County Manager.

PRICE: Price quoted shall be for a final Hamilton County HMP Update prepared for review by NYS DHSES and FEMA, and this deliverable is contingent upon receiving a FEMA-approved plan update.

TAXES: Purchases by the County of Hamilton are not subject to any sales or Federal excise taxes. Exemption certificates are not required for municipalities. The County of Hamilton is also exempt from the transportation tax and no exemption certificates are required for this tax. There is no exemption, however, for Social Security, Unemployment Insurance, and like taxes.

AWARD: The Hamilton County Hazard Mitigation Plan Update must utilize planning framework and tools developed by NYS DHSES and MitigateNY, and must meet the requirements of NYS DHSES and FEMA. The contractor will submit the final plan update to NYSDHSES for review and submittal to FEMA on or before March 30, 2028. The consultant’s work will not be considered complete until the Hamilton County HMP Update is accepted by FEMA, each jurisdiction adopts the plan and notifies DHSES of the adoption for forwarding and approval by FEMA, and the contractor includes all required certified adoption resolutions in the HMP Update from each participating jurisdiction. Guaranteed date of delivery will be taken into consideration in making the award.

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INQUIRES: Direct inquires to Caitlin Stewart, Hamilton County Soil and Water Conservation District Manager, by June 16, 2026 via email: caitlin@hamcoswcd.org or phone: 518-548-3991

The End

SCOPE OF SERVICES:

The successful applicant will be readily available to meet with the Hamilton County HMP SC to review the project, and the existing data and resources related to it. Because this plan update will utilize the MitigateNY planning framework, a good amount of data is already available, allowing the consultant to work with existing data repositories instead of being required to invest time into duplicating risk assessments and hazard profiling. The consultant will take those resources and perform the work to accomplish the objectives of this HMP Update that is framed within eight major task areas. The following describes the nature of the activities and deliverables planned for each task.

Task Number	Task/Deliverable
1	Organize the Planning Effort
1.3	Establish and mobilize planning teams, including the Core Planning Group (Plan Managers), Steering Committee, Jurisdictional Teams, and Stakeholders. Stakeholders that must be offered an opportunity to participate are as follows: <ul style="list-style-type: none">• Local and regional agencies involved in hazard mitigation activities• Agencies that have the authority to regulate development• Neighboring communities• Representatives of businesses, academia, and other private organizations• Representatives of nonprofit organizations, including community-based organizations, that work directly with and/or provide support to underserved communities and socially vulnerable populations
1.4	Review feedback from FEMA and DHSES for current/previous/lapsed approved HMP (FEMA Review of the Hamilton County Multi-Jurisdictional Hazard Mitigation Plan Review Tool is attached).
1.5	Distribute federal and state hazard mitigation planning guidelines and resources to appropriate Planning Team partners.
1.6	Develop a planning process strategy to include a meeting schedule, meeting objectives, meeting deliverables and desired participants/roles/responsibilities.
1.7	Establish methods and schedule for soliciting and documenting input from the public, stakeholders and neighboring jurisdictions at various stages of the planning process. Such methods could include, but are not limited to, public meetings with

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	<p>both virtual and in-person options to attend, and surveys. Meetings will be organized, advertised, and held, and notes/minutes will be taken and attendance members tracked, as applicable. Stakeholder engagement and participation opportunities must be offered. Stakeholders that must be offered an opportunity to participate are as follows:</p> <ul style="list-style-type: none"> • Local and regional agencies involved in hazard mitigation activities • Agencies that have the authority to regulate development • Neighboring communities • Representatives of businesses, academia, and other private organizations • Representatives of nonprofit organizations, including community-based organizations that work directly with and/or provide support to underserved communities and socially vulnerable populations
1.8	Identify technical data needs, and request and collect data from local, state and federal planning partners. It is recommended that National Flood Insurance Program data is requested as early as possible from FEMA.
1.9	Request, collect, and inventory existing resources (plans, studies, ordinances, policies, programs, local media accounts, etc.) from local, state, and federal planning partners.
1.10	Update status of actions included in previous HMP.

Task Number	Task/Deliverable
2	Profile the Community and Existing Conditions. Because this plan update will utilize the MitigateNY planning framework, a good amount of data is already available, allowing the consultant to work with existing data repositories instead of being required to invest time into duplicating risk assessments and hazard profiling.
2.1	Profile the social environment. Evaluate and document: <ul style="list-style-type: none"> • Demographic data • At-risk populations (including underserved communities and socially vulnerable populations) • Relevant governmental operations and structures • The local economy
2.2	Profile the built environment. Evaluate and document: <ul style="list-style-type: none"> • Land-use and zoning • Development since the last plan • Anticipated future development • Transportation networks and services • Historic site, structure, and districts

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2.3	Profile critical infrastructure. Evaluate and document: <ul style="list-style-type: none"> • Critical facilities • Critical infrastructure • Critical community assets • Lifelines
2.4	Profile the natural environment. Evaluate and document: <ul style="list-style-type: none"> • Waterbodies • Coastal and/or wetland areas • Restricted and/or protected areas • Protected species • Cultural resources
2.5	Profile systems. Evaluate and document: <ul style="list-style-type: none"> • Critical networks • Capabilities • Activities that have value to the community • Other elements of the social, built and/or natural environment, as applicable
2.6	Solicit and document input from the public, stakeholders, and neighboring jurisdictions related to this Planning Phase, as applicable. Meetings will be organized, advertised, and held, and notes/minutes will be taken and attendance members tracked, as applicable. Stakeholders that must be offered an opportunity to participate are as follows: <ul style="list-style-type: none"> • Local and regional agencies involved in hazard mitigation activities • Agencies that have the authority to regulate development • Neighboring communities • Representatives of businesses, academia, and other private organizations • Representatives of nonprofit organizations, including community-based organizations, that work directly with and/or provide support to underserved communities and socially vulnerable populations

Task Number	Task/Deliverable
3	Select, Profile, and Evaluate Impacts of Hazards of Concern. Because this plan update will utilize the MitigateNY planning framework, a good amount of data is already available, allowing the consultant to work with existing data repositories instead of being required to invest time into duplicating risk assessments and hazard profiling.
3.1	Review all hazards included in the last plan, review NYSHMP hazards and consider alignment, and select/confirm hazards of concern for update (and document

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	justification for selection).
3.2	<p>Profile hazards of concern. For each hazard of concern:</p> <ul style="list-style-type: none"> • Update location, or confirm previous • Update hazard characteristics, or confirm previous • Update potential extent (magnitude), or confirm previous • Update significant hazard events since last plan using best available data AND community input • Update future probability estimate, or confirm previous • Document cascading impacts • Document impact of climate change to hazard
3.3	<p>For each jurisdiction, describe changes in development that have occurred in hazard prone areas that increased or decreased the vulnerability of each jurisdiction since the last plan was approved. If no changes in development have impacted risk/vulnerability, please state this clearly.</p>
3.4	<p>For each jurisdiction, document the impacts of each hazard of concern to the social, built, and natural environment, and to critical infrastructure evaluated and documented in Task 2. If no risk exists, state this clearly.</p>
3.5	<p>Solicit and document input from the public, stakeholders, and neighboring jurisdictions related to this Planning Phase, as applicable. Meetings will be organized, advertised, and held, and notes/minutes will be taken and attendance members tracked, as applicable. Stakeholders that must be offered an opportunity to participate are as follows:</p> <ul style="list-style-type: none"> • Local and regional agencies involved in hazard mitigation activities • Agencies that have the authority to regulate development • Neighboring communities • Representatives of businesses, academia, and other private organizations • Representatives of nonprofit organizations, including community-based organizations, that work directly with and/or provide support to underserved communities and socially vulnerable populations

Task Number	Task/Deliverable
4	Capability Assessment and Resource Integration
4.1	Review existing resources (Phase 1) and identify resources available to support the mitigation strategy and incorporate this information into the HMP Update.
4.2	Identify and describe opportunities by which local governments can expand on and improve identified capabilities.
4.3	<p>Assess and document NFIP participation data including:</p> <ul style="list-style-type: none"> • Adoption of minimum floodplain management criteria

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	<ul style="list-style-type: none"> • Current FIRM adoption • Local floodplain regulation enforcement • NFIP administrator or designee • Substantial improvement/substantial damage provisions
4.4	Assess and document NFIP data and local floodplain management activities including RL and SRL property number and type.
4.5	Describe commitment to maintaining NFIP compliance. Simply stating, “The community will continue to comply with the NFIP” is not sufficient to meet this requirement.
4.6	Document a comprehensive list of strategic funding sources for implementation.
4.7	<p>Solicit and document input from the public, stakeholders, and neighboring jurisdictions related to this Planning Phase, as applicable. Meetings will be organized, advertised, and held, and notes/minutes will be taken and attendance members tracked, as applicable. Stakeholders that must be offered an opportunity to participate are as follows:</p> <ul style="list-style-type: none"> • Local and regional agencies involved in hazard mitigation activities • Agencies that have the authority to regulate development • Neighboring communities • Representatives of businesses, academia, and other private organizations • Representatives of nonprofit organizations, including community-based organizations, that work directly with and/or provide support to underserved communities and socially vulnerable populations

Task Number	Task/Deliverable
5	Mitigation Strategy, Actions, and Plan Integration
5.1	Consider new priorities and describe any shifts in priorities since last HMP. If none, state this clearly.
5.2	Confirm/update goals consistent with identified hazards and describe strategies for achieving goals (objectives).
5.3	Based on Tasks 2, 3, and 4, decide which vulnerabilities present an unacceptable risk and for which capabilities are lacking, and summarize those risks and vulnerabilities as problem statements.
5.4	For each problem statement, identify a range of solutions/actions.
5.5	Establish action prioritization criteria.
5.6	Select, describe, and prioritize mitigation actions.
5.7	For each action, identify lead department, timeframe, and potential funding sources for implementation.
5.8	Complete a minimum of 1 unique action per hazard of concern per jurisdiction

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	using the DHSES mitigation action table. The plan must include a minimum of two (2) new or carryover (not started) proposed mitigation actions. For jurisdictions containing an SFHA, one (1) of these actions must be for a project that addresses flooding.
5.9	<p>Solicit and document input from the public, stakeholders and neighboring jurisdictions related to this Planning Phase, as applicable. Meetings will be organized, advertised, and held, and notes/minutes will be taken and attendance members tracked, as applicable. Stakeholders that must be offered an opportunity to participate are as follows:</p> <ul style="list-style-type: none"> • Local and regional agencies involved in hazard mitigation activities • Agencies that have the authority to regulate development • Neighboring communities • Representatives of businesses, academia, and other private organizations • Representatives of nonprofit organizations, including community-based organizations, that work directly with and/or provide support to underserved communities and socially vulnerable populations

Task Number	Task/Deliverable
6	Implementation and Plan Maintenance
6.1	Describe the method and schedule for continuing public engagement throughout the five-year lifecycle of the plan.
6.2	Describe the method and schedule for monitoring and evaluating progress throughout the five-year lifecycle of the plan.
6.3	Describe the method and schedule for updating the mitigation plan before it expires.
6.4	<p>Solicit and document input from the public, stakeholders and neighboring jurisdictions related to this Planning Phase, as applicable. Meetings will be organized, advertised, and held, and notes/minutes will be taken and attendance members tracked, as applicable. Stakeholders that must be offered an opportunity to participate are as follows:</p> <ul style="list-style-type: none"> • Local and regional agencies involved in hazard mitigation activities • Agencies that have the authority to regulate development • Neighboring communities • Representatives of businesses, academia, and other private organizations • Representatives of nonprofit organizations, including community-based organizations, that work directly with and/or provide support to

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	underserved communities and socially vulnerable populations
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Task Number	Task/Deliverable
7	Draft Plan
7.1	Write and assemble draft HMP Update: <ul style="list-style-type: none"> • Make sure there is an annex for each jurisdiction • Make sure the plan includes a table in the introduction section clearly identifying all jurisdictions
7.2	Publish and distribute draft HMP Update and solicit review and comments by planning teams and the public.
7.3	Document comments in the HMP and revise plan, as applicable.
7.4	Complete the ‘Location in Plan’ section of FEMA’s Local Mitigation Plan Review Tool and the DHSES mitigation action spreadsheet. Be as Specific as possible when completing the ‘Location in Plan’ section.
7.5	Submit plan to NYSDHSES for review.
7.6	Document comments and revise plan, if applicable.
7.7	Submit final plan to NYSDHSES for review and submittal to FEMA.

Task Number	Task/Deliverable
8	Plan Adoption
8.1	Each jurisdiction must adopt the plan and notify DHSES of the adoption for forwarding and approval by FEMA. Once approved, include certified adoption resolutions in the HMP Update from each participating jurisdiction.

HHPD	High Hazard Potential Dam
HHPD 1	Does the planning process describe how the local government coordinated with local dam owners and/or the state dam safety agency and the incorporation of existing plans, studies, reports, and technical information for high hazard potential dams?
HHPD 2	Did the risk assessment describe the risks and vulnerabilities to and from HHPDs? Did it document the limitations and describe the approach for addressing deficiencies?
HHPD 3	Does the plan include mitigation goals to reduce long-term vulnerabilities to and from high hazard potential dams that pose an unacceptable risk to the public? Does the plan link proposed actions to reducing long-term vulnerabilities consistent with the goals?
HHPD 4	Does the plan include a range of specific actions to reduce vulnerabilities from high hazard potential dams that pose an unacceptable risk to the public? Make

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	sure to describe the criteria used for prioritizing actions related to HHPDs and to identify the position, office, department or agency responsible for implementing and administering each action.
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DELIVERABLES:

A final Hamilton County HMP Update will be prepared for review by NYS DHSES and FEMA, and this deliverable is contingent upon receiving a FEMA-approved plan update. A 20% retainage fee will be held by Hamilton County until the plan update is approved by FEMA. The plan update will be made utilizing the MitigateNY.org platform.

The contractor will submit the final plan update to NYSDHSES for review and submittal to FEMA on or before March 30, 2028. The consultant’s work will not be considered complete until the Hamilton County HMP Update is accepted by FEMA, each jurisdiction adopts the plan and notifies DHSES of the adoption for forwarding and approval by FEMA, and the contractor includes all required certified adoption resolutions in the HMP Update from each participating jurisdiction.

BID OPENING:

All bids must be delivered to the **Clerk of the Board of Supervisors, Hamilton County Court House, 102 County View Dr., PO Box 205, Lake Pleasant, NY 12108, before 10:30 a.m. on June 23, 2026, and will be opened and read in the Conference Room of the Hamilton County Board of Supervisors shortly thereafter.**

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PROPOSAL

BIDDER
NAME _____

ADDRESS _____

SIGNATURE _____ TITLE _____

PRINTED COPY OF ABOVE SIGNATURE _____

EMAIL ADDRESS: _____

TELEPHONE:(_____) _____ FAX:(_____) _____

This Office would appreciate your cooperation in making careful study of the specifications and proposal for the purpose of offering suggestions as to contract period, quantities, purchasing terms, detailed specifications, trade customs etc., which you believe to be in the best interest of the County.

By having our forms reviewed, the Office is of the opinion that closer cooperation will be developed between prospective bidders and this office.

We would like to have your suggestions prior to the date of the bid opening indicated in the proposal. In reply, kindly refer to this Item and the Date of Bid Opening.

If no suggestions are offered, we shall assume that the signing of the proposal is your acceptance of the terms provided herein.

QUOTATION

HAMILTON COUNTY HAZARD MITIGATION PLAN UPDATE \$ _____

GUARANTEED COMPLETION DATE: _____

PRICE GUARANTEED UNTIL (DATE): _____

Signature above guarantees that the item delivered at this bid price meets all specifications herein described with any differences explained in detail. Payment will be made within 45 days following completion of surveys and properly executed invoice.

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NON-COLLUSIVE BIDDING CERTIFICATION

By Submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under the penalty of perjury, that to the best of knowledge and belief:

1. The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor:
2. Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and
3. No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

Date _____

Signature

Printed copy of above signature

Title

Firm Name

Address

City State Zip

Telephone Fax

E mail Address