

## **Staff Report**

**Subject:** Approval of Agreement 23-RFQ-010 with Weston and Sampson Engineers for the Hazard Mitigation Plan Update

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**Department:** EEMA

**Meeting Date:** October 18, 2022

**Item Description:** Agreement 23-RFQ-010 with Weston and Sampson Engineers for the Hazard Mitigation Plan Update

**Summary Recommendation:** Staff recommends approval of Agreement 23-RFQ-010 with Weston and Sampson Engineers for the Hazard Mitigation Plan Update

### **Executive Summary/Background:**

- Staff published an RFQ in June requesting quotes for a Hazard Mitigation Plan update. Four submittals were received, but upon review it was determined that none sufficiently met the scope/expectations. Staff then reviewed the RFQ scope, made changes, and published the project again in September.
- Three proposals were received from the second RFQ and the pricing is as follows:
  - Weston & Sampson Engineers - \$19,500.00
  - Pond & Company - \$24,850.00
  - Insight Planning and Development - \$58,800.00
- Chief Hodges has reviewed the proposals and recommends award to Weston & Sampson Engineers.

### **Alternatives for Commission to Consider**

1. Approval of Agreement 23-RFQ-010 with Weston and Sampson Engineers for the Hazard Mitigation Plan Update in the amount of \$19,500.00
2. Take no action.

**Recommended Alternative:** 1

**Other Alternatives:** 2

**Department Review:** EEMA, Fire Department, Purchasing, Finance

**Funding Source:** Budget Amendment will be necessary

### **Attachments:**

- Services Agreement with Weston & Sampson Engineers
- Proposal Submitted by Weston & Sampson Engineers