

SCOPE OF WORK

Planning Process – an open public involvement process is essential to the development of an effective plan. In order to develop a more comprehensive approach to reducing the effects of natural disasters, the planning process shall include:

1. An opportunity for the public to comment on the plan previous to and during the drafting stage and prior to plan approval;
2. An opportunity for neighboring communities, local and regional agencies involved in hazard mitigation activities, and agencies that have the authority to regulate development, as well as businesses, academia and other private and non-profit interests to be involved in the planning process; and
3. Review and incorporation of existing plans, studies, reports, and technical information

TASK 1 Organize Resources

Contractor will assist the Emergency Management Coordinator with pre-planning steps including locating know hazard information and records, organizing staff to assist contractor, acquiring support from local officials, agencies, and key staff to support the planning process, and capturing local match.

TASK 2 Form Local Planning Committee

Contractor will assist the Emergency Management Coordinator to create a diverse membership on the county Mitigation Planning Committee. Members should include locally elected and appointed officials, Local Emergency Planning Committee (LEPC), local, state, and federal agencies, planning & zoning, building services, public works, law enforcement, fire districts, medical staff, business, insurance, construction, residents, civic groups, special interest groups, private citizens, etc.

The Contractor will develop an All Hazard Mitigation Plan (AHMP) work plan and schedule for approval from the Emergency Management Coordinator. This schedule will detail all local assistance needed and project completion dates for all items identified in TASK 4 and Exhibit A and B.

TASK 3 Develop Public Outreach Plan

Contractor will assist the local Mitigation Planning Committee to develop and effective public outreach plan. The Contractor will implement the public input process including facilitating public meetings, documenting public input, developing surveys, conduct interviews, develop news releases, etc.

TASK 4 Required Components of County All Hazard Mitigation Plans

Contractor will be responsible for the preparation of all items contained in this section. The County All Hazard Mitigation Plan shall include:

4.1 Documentation of the planning process used to develop the plan, including how it was prepared, who was involved in the process, and how the public was involved.

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4.2 A risk assessment that provides the factual basis for activities proposed in the strategy to reduce losses from identified hazards. Local risk assessments **must** provide sufficient information to enable the jurisdiction to identify and prioritize appropriate mitigation actions to reduce losses from identified hazards. The risk assessment **shall** include:

(i) A description of the type, location, and extent of all natural hazards that can affect the local jurisdiction. The plan **shall** include information on previous occurrences of hazard events and on the probability of future hazard events.

(ii) A description of the jurisdiction's vulnerability to the hazards identified in paragraph (4.2) (i) of this section. The description **shall** include an overall summary of each hazard and its impact on the community. The plan **shall** describe vulnerability in terms of:

- a) The types and numbers of existing and future buildings, infrastructure, and critical facilities located in the identified hazard areas;
- b) An estimate of the potential dollar losses to vulnerable structures and a description of the methodology used to prepare the estimate;
- c) Providing a general description of land uses and development trends within the County so that mitigation options can be considered in future land use decisions.

4.3 A mitigation strategy that provides the jurisdiction's blueprint for reducing the potential losses identified in the risk assessment, based on existing authorities, policies, programs and resources, and its ability to expand on and improve these existing tools. This section **shall** include:

(i) A description of the mitigation goals to reduce or avoid long-term vulnerabilities to the identified hazards.

(ii) A section that identifies and analyzes a comprehensive range of specific mitigation actions and projects being considered to reduce the effects of each hazard, with particular emphasis on new and existing buildings and infrastructure.

(iii) An action plan describing how the actions identified in paragraph (4.3) (ii) of this section will be prioritized, implemented, and administered by the local jurisdiction. Prioritization **shall** include a special emphasis on the extent to which benefits are maximized according to a cost benefit review of the proposed projects and their associated costs. The Plan will document potential funding sources.

(iv) Identifiable action items specific to the jurisdiction requesting FEMA approval of the plan.

4.4 A plan maintenance process that includes:

(i) A section describing the method and schedule of monitoring, evaluating, and updating the mitigation plan within a five-year cycle.

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(ii) A process by which local governments incorporate the elements of the mitigation plan into other planning mechanisms such as comprehensive or capital improvement plans, when appropriate.

(iii) Discussion on how the community will continue public participation in the plan maintenance process.

4.5 Documentation that the plan has been formally adopted by the Fremont Board of County Commissioners. Each jurisdiction requesting approval of the plan must document that it has been formally adopted. The contract will not be completed until the plan is approved and adopted.

TASK 5 Draft Plans, Reviews, and Final Plan

Contractor will develop a *draft* All Hazard Mitigation Plan for the County. Draft plans will go through a multistage review process. As the contractor/firm team is ready to submit the first full draft to the County, the following review process should be anticipated:

5.1 Contractor submits five (5) bound copies of an “administrative draft”.

5.2 County Mitigation Planning Committee and staff review the “administrative draft”.

5.3 Contractor revises the “administrative draft” after the County Mitigation Planning Committee and staff review and resubmits five (5) bound copies as “second administrative draft”.

5.4 Contractor reviews the “second administrative draft” to ensure that all comments have been adequately addresses.

5.5 If all comments have not been addressed, the contractor will be required to refine and submit a “third administrative draft”. When all comments have been addressed, the contractor will submit five (5) bound copies and CD-ROM copies of the product as a “public draft”.

5.6 The contractor will revise the “public draft” document from the input received during the Fremont County Board of County Commissioner’s public hearing on the recommendations received from staff.

5.7 All draft plans MUST also be submitted to the State Hazard Mitigation Officer for technical review and comment. Deficiencies identified during the state review will be addressed by the contractor.

Local/State/Federal Plan Review and Adoption/Project Completion

When all comments have been addressed, contractor will submit fifteen (15) bound copies and fifteen (15) CD-ROMS of the “final” Fremont County AHMP. The plan will go through a sequential review and adoption process with the County Commissioners, Idaho Bureau of Homeland Security, and Region 10 FEMA. The project is considered completed and the contractor/firm obligation is met only when Region 10 FEMA office approves the plan.