

**WEST VIRGINIA DIVISION OF HOMELAND SECURITY
AND EMERGENCY MANAGEMENT
EXPRESSION OF INTEREST
STATEWIDE STANDARD ALL-HAZARD MITIGATION PLAN UPDATE
HSE09051**

Submitted To:

West Virginia Division of Homeland Security and Emergency Management
Building 1, Room EB-80
Capitol Complex
1900 Kanawha Boulevard, East
Charleston, West Virginia 25305

Submitted By:

Stantec Consulting Services Inc.
1 Moore Avenue
Buckhannon, West Virginia 26201

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PURCHASING DIVISION
STATE OF WV

July 22, 2009



Stantec



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**WEST VIRGINIA DIVISION OF HOMELAND SECURITY & EMERGENCY MANAGEMENT
EXPRESSION OF INTEREST
STATEWIDE STANDARD ALL-HAZARD MITIGATION PLAN UPDATE**



SECTION I
Letter of Interest

**WEST VIRGINIA DIVISION OF HOMELAND SECURITY & EMERGENCY MANAGEMENT
EXPRESSION OF INTEREST
STATEWIDE STANDARD ALL-HAZARD MITIGATION PLAN UPDATE**



Stantec

July 22, 2009

West Virginia Division of Homeland Security & Emergency Management
Building 1, Room EB-80
Capitol Complex
1900 Kanawha Boulevard, East
Charleston, West Virginia 25305

**RE: West Virginia Division of Homeland Security & Emergency Management
Expression of Interest
Engineering Services
Statewide Standard All-Hazard Mitigation Plan Update**

Dear Sir(s),

Please accept the following Expression of Interest (EOI) outlining the services that Stantec Consulting Services Inc. (**Stantec**) feels necessary to provide the State of West Virginia (State) and the West Virginia Division of Homeland Security & Emergency Management (WVDHSEM) with a Statewide Standard All-Hazard Mitigation Plan (HMP) Update that contains all of the elements required by the Federal Emergency Management Agency (FEMA), including the elements of the Standard Plan (44 CFR §201.4) and compliance of the Disaster Mitigation Act of 2000 and the National Flood Insurance Program (NFIP).

As you well know, the Code of Federal Regulations Title 44 (44 CFR) – Emergency Management, Section 201.4 (Standard Mitigation Plans) and Sections 78 & 79 (Flood Mitigation Assistance & Programs) states that the State must have a Statewide Standard All-Hazard Mitigation Plan in effect and that the State must review and revise its HMP to reflect changes in development, progress in mitigation efforts, and changes in priorities, and resubmit it for approval within five (5) years in order to continue to be eligible for mitigation project grant funding. With that time frame quickly approaching, we at **Stantec** would like to outline the services that are necessary to provide the State with the aforementioned Statewide Standard All-Hazard Mitigation Plan Update to ensure that the State remains eligible for federal funding. With our knowledge of the requirements of HMPs and the Mitigation Plan Review Crosswalk, as well as what is required to successfully update an existing HMP, we would like to offer our assistance to the State and the WVDHSEM in completing this project. We have completed numerous Mitigation Plan Updates thus far, all of which have been approved at both the State and Federal levels for both 322 and Flood Mitigation Assistance (FMA) requirements. We would also like to point out that **Stantec** has completed 54 plans to date and has never had either an original plan or plan update not be approved.

Stantec has a broad palette of local and national resources that can address your emergency planning issues associated with this project. A firm overview has been included in Section II of this submission that provides greater detail regarding **Stantec's** full range of services.

Founded in 1954, **Stantec** provides these complementing services to a variety of public and private clients and has been doing so consistently ranked among the nation's top engineering firms by *Engineering News Record*. In fact, **Stantec** is now ranked as the 28th top design firm in the United States. **Stantec** handles assignments ranging from small to very large emergency planning projects. The firm's ability to compete on such an extensive range of projects is directly related to the firm ability to effectively share resources and expertise from its highly qualified and diverse staff. **Stantec** employs over 8,000 employees located in 100 offices across North America and nearly 128 offices worldwide.

**WEST VIRGINIA DIVISION OF HOMELAND SECURITY & EMERGENCY MANAGEMENT
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Stantec has the local and national resources and expertise to provide the WVDHSEM with comprehensive professional emergency planning services and has done so for a number of state and local authorities. In fact, **Stantec** has completed nearly 200 emergency planning-associated projects in West Virginia, Ohio, Pennsylvania, Maryland, Kentucky, Illinois, and Michigan. Please refer to **Stantec's** relevant project experience in Section III of this qualifications package.

Extensive Public Sector Experience – We have comprehensive experience working for and coordinating with numerous state, county, and city agencies to complete projects, obtain all of the necessary information, prepare the necessary reports and plans that translate into “usable” product.

On-Time/On-Budget Performance – The firm's management is committed to a consistency of approach and a rigidly monitored Quality Assurance/Quality Control Program for all projects. The commitment to these two important items ensures that projects stay on budget and are completed within the project schedule.

Multidisciplinary Approach – Emergency Planners and Engineers work together to take a project from conceptual planning through preliminary & final reports to incorporation of the plan. This approach is one of our strongest assets, allowing us to provide comprehensive planning solutions for projects that are prepared with the client's needs and expectations in mind.

Stantec proposes to staff this assignment from our Buckhannon, West Virginia office and is ready to provide the WVDHSEM with top quality service. An organizational chart has been provided in Section IV of this submission that illustrates staff assignments and reporting relationships.

Stantec assigns to all of its projects a Practice Leader for the purposes of ensuring the staff resources and work quality is achieved and consistent with **Stantec's** reputation of quality services. Additionally, the Practice Leader will maintain contact with the client to ensure client satisfaction. **Dennis E. Miller, PS** has been assigned to this role, as he is responsible for all of the West Virginia offices operations.

Stantec has assigned **James S. Hollen, III, PE** as the Project Manager. Mr. Hollen will be the single point of contact and will work closely with WVDHSEM personnel throughout all stages of this project.

In summary, **Stantec** will utilize resources for this project that bring a wealth of planning experience to the State of West Virginia and the West Virginia Division of Homeland Security & Emergency Management and will provide single-source consulting and planning services that will support the State and the WVDHSEM in their goal of successfully completing a Statewide Standard All-Hazard Mitigation Plan Update.

Sincerely,

STANTEC CONSULTING SERVICES INC.

A handwritten signature in black ink, appearing to read "James S. Hollen, III". The signature is fluid and cursive, with a large initial "J" and "S".

James S. "Jay" Hollen, III, PE
Project Manager
Tel: (304) 472-7140, Extension 108
Fax: (304) 472-6239



State of West Virginia
 Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

Request for Quotation

RFQ NUMBER:
HSE09051

PAGE:
1

ADDRESS CORRESPONDENCE TO ATTENTION OF:
**JOHN ABBOTT
 304-558-2544**

VENDOR

RFQ COPY
TYPE NAME/ADDRESS HERE
 Stantec Consulting Services Inc.
 1 Moore Avenue
 Buckhannon, WV 26201

SHIP TO

**HOMELAND SECURITY & EMERGENCY
 MANAGEMENT, DIVISION OF
 BUILDING 1, ROOM EB80
 1900 KANAWHA BOULEVARD, EAST
 CHARLESTON, WV
 25305-0360 304-558-5380**

DATE PRINTED 07/06/2009	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
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BID OPENING DATE: **07/22/2009** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	LS		906-07		
<p>ARCHITECT SERVICES, PROFESSIONAL</p> <p>EXPRESSION OF INTEREST (EOI)</p> <p>CONTRACT TO PROVIDE ARCHITECT AND ENGINEERING SERVICES FOR THE WEST VIRGINIA DIVISION OF HOMELAND SECURITY AND EMERGENCY MANAGEMENT, PER THE ATTACHED DOCUMENTATION.</p> <p>NOTICE</p> <p>A SIGNED BID MUST BE SUBMITTED TO:</p> <p>DEPARTMENT OF ADMINISTRATION PURCHASING DIVISION BUILDING 15 2019 WASHINGTON STREET, EAST CHARLESTON, WV 25305-0130</p> <p>THE BID SHOULD CONTAIN THIS INFORMATION ON THE FACE OF THE ENVELOPE OR THE BID MAY NOT BE CONSIDERED:</p> <p>SEALED BID</p> <p>BUYER: JOHN ABBOTT (32)</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS			
SIGNATURE Dennis E. Miller	TELEPHONE (304) 472-7140	DATE 7/22/2009	
TITLE Principal	FEIN 11-2167170	ADDRESS CHANGES TO BE NOTED ABOVE	

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'



State of West Virginia
 Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

Request for Quotation

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HSE09051

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JOHN ABBOTT
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Stantec Consulting Services Inc.
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SHIP TO

**HOMELAND SECURITY & EMERGENCY
 MANAGEMENT, DIVISION OF
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 1900 KANAWHA BOULEVARD, EAST
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 25305-0360 304-558-5380**

DATE PRINTED 07/06/2009	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
BID OPENING DATE: 07/22/2009		BID OPENING TIME 01:30PM		

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
				HSE09051-----		
				BID OPENING DATE:	07/22/2009-----	
				BID OPENING TIME:	1:30 PM-----	
PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID: (304) 472-6239						
CONTACT PERSON (PLEASE PRINT CLEARLY): Jay Hollen, PE, Project Manager						
***** THIS IS THE END OF RFQ HSE09051 ***** TOTAL: _____						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE **Dennis E. Miller** TELEPHONE (304) 472-7140 DATE 7/22/2009

TITLE **Principal** FEIN 11-2167170 ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

**WEST VIRGINIA DIVISION OF HOMELAND SECURITY & EMERGENCY MANAGEMENT
EXPRESSION OF INTEREST
STATEWIDE STANDARD ALL-HAZARD MITIGATION PLAN UPDATE**



SECTION II
Firm Overview



STANTEC = SUSTAINABLE SOLUTIONS

Stantec, founded in 1954, provides professional design and consulting services in emergency planning, engineering, architecture, interior design, landscape architecture, surveying, and project management. Continually striving to balance economic, environmental, and social responsibilities, we are recognized as a world-class leader and innovator in the delivery of sustainable solutions. With a roster of comprehensive services, our Company supports clients at every state, from initial concept and financial feasibility to project completion and beyond. Our multidisciplinary practice areas serve public and private sector clients in a diverse range of markets.

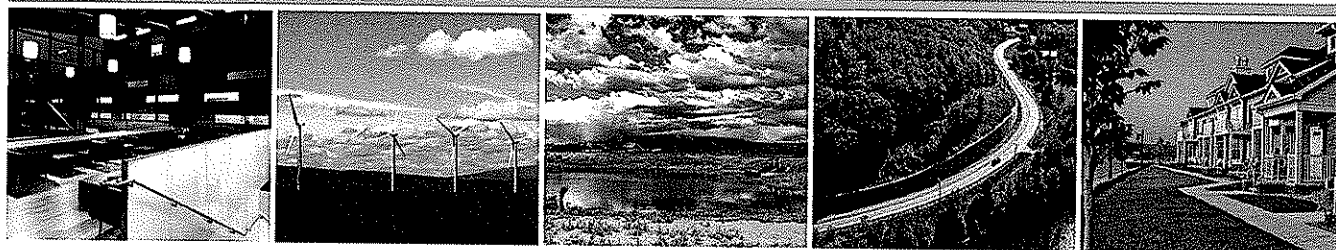
Local Presence. Global Expertise.

At **Stantec** we provide an expansive portfolio of combined knowledge and expertise to our clients in the delivery of professional consulting services. Key to our success is a focus on local presence, with the ability to bring global expertise to the geographic areas we serve. The closer we are to our clients, the more successful we are at building strong working relationships. Through technology and effective communication, our teams are able to provide services from different geographic locations across the Company coordinated through a local office. Our combined knowledge forms the basis of the solutions we deliver to clients. Because of our teamwork, we are a recognized, award-winning, industry leader.

Stantec's Services Include:

- Emergency Planning
- Strategic Management
- Urban Land Engineering
- Planning and Landscape Architecture
- Environmental Management
- Energy and Resources
- Quality Control / Assurance
- Buildings Engineering
- Surveys / Geomatics
- Environmental Infrastructure
- Transportation
- Infrastructure Management and Pavement Engineering
- Bio/ Pharmaceuticals
- Manufacturing / Industrial
- Architecture, Interior Design, and Facilities Planning and Operations
- Program and Project Management

Top Stantec Rankings



Stantec is consistently ranked amongst leading national and internationally recognized firms, as described by various publications, and professional/peer organizations. The following rankings denote our position nationally, internationally, and globally for the year 2008:

Engineering News Record

- No. 35 Top 150 Global Design Firms (July 2008)
- No. 37 Top 500 Design Firms (April 2008)
- No. 32 Top 200 International Design Firms (July 2008)
- No. 33 Top 200 Environmental Firms (June 2008)
- No. 85 Top 100 Green Designers (June 2008)
- No. 16 Top 100 'Pure' Designers (April 2008)
- No. 13 Top 25 Highways Firms (June 2008)
- No. 22 Top 25 Industrial Process Firms (June 2008)
- No. 8 Top 15 Pharmaceuticals Firms (June 2008)
- No. 6 Top 15 Sanitary and Storm Sewers Firms (June 2008)
- No. 16 Top 20 Sewer Waste Firms (April 2008)
- No. 6 Top 15 Transmission Lines and Aquaducts Firms (June 2008)
- No. 17 Top 20 Transportation Firms (April 2008)
- No. 15 Top 20 Water Firms (April 2008)
- No. 6 Top 10 (Sewer/Waste) International Design Firms By Market (July 2008)
- No. 7 Top 10 (Water) International Design Firms By Market (July 2008)
- No. 5 Top 10 (United States) International Design Firms By Market (July 2008)

Building Design + Construction

- No. 6 Top 50 Engineer/Architects (July 2008)
- No. 5 Top 50 LEED® APs (July 2008)
- No. 21 Top 100 Commercial Design Firms (July 2008)
- No. 50 Top 100 Government Design Firms (July 2008)
- No. 7 Top 20 Healthcare Design Firms (July 2008)
- No. 53 Top 100 Hotel Design Firms (July 2008)
- No. 8 Top 100 Industrial Design Firms (July 2008)
- No. 11 Top 100 Institutional Design Firms (July 2008)
- No. 5 Top 100 International Design Firms (July 2008)
- No. 25 Top 100 K-12 School Design Firms (July 2008)
- No. 18 Top 100 Mixed-Use Design Firms (July 2008)
- No. 59 Top 100 Multifamily Design Firms (July 2008)
- No. 11 Top 100 Office Design Firms (July 2008)
- No. 26 Top 100 Reconstruction Design Firms (July 2008)
- No. 11 Top 100 University Design Firms (July 2008)

Sources:

Engineering News Record (ENR): <http://enr.com>, April, June, July 2008

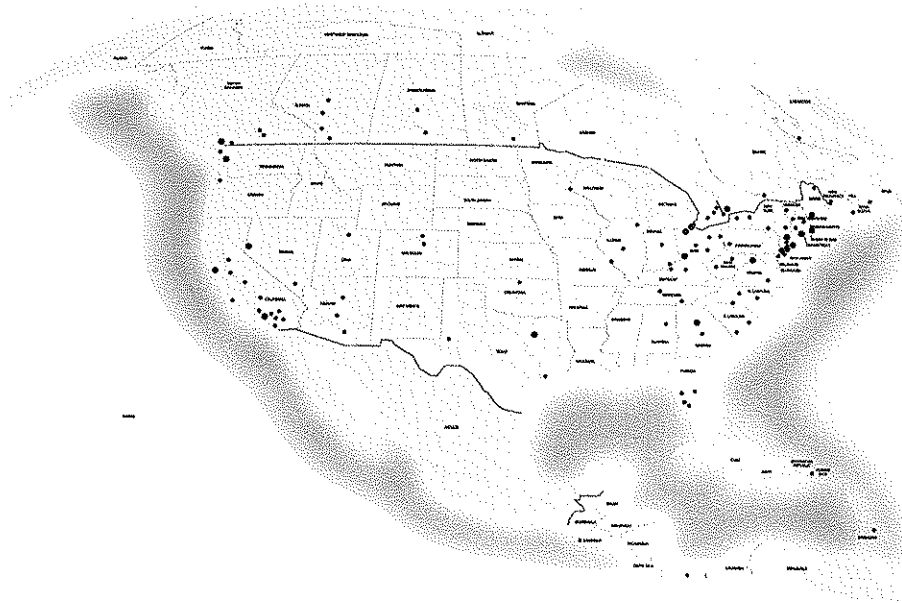
Building Design + Construction: <http://www.bdcnetwork.com>, July 2008



TOP 10 REASONS TO BE A STANTEC CLIENT

1. **GLOBAL EXPERTISE. LOCAL DELIVERY.** Our global success is a direct result of our commitment to a regional presence. Collectively, our knowledge forms the basis of the highly effective solutions we provide clients, through the local delivery of services.
2. **STANTEC = SUSTAINABLE SOLUTIONS.** Continually striving to balance economic, environmental, and social responsibilities, we are recognized as a world-class leader and innovator in sustainable design. We endeavour to identify sustainable approaches that conserve energy, reducing the need for non-renewable resources. Our design focus is on life cycle solutions that encourage our clients to consider economic, environmental, and social values, in an effort to meet present needs while enhancing the ability to meet the needs of future generations.
3. **STANTEC IS A CARING COMPANY.** We make a strong commitment to our communities and to one another, by participating in various friendly athletic competitions, volunteering, hosting or taking part in local events to raise money for charities. We are committed to supporting growth in our communities through the enhancement of knowledge, prosperity, health, and quality of life.
4. **INTEGRATED/FULL SERVICE DELIVERY.** Our multidisciplinary project teams serve public and private sector clients in a diverse range of markets. With a roster of comprehensive services, our Company supports clients at every stage, from initial concept and financial feasibility to project completion and beyond.
5. **OUR PORTFOLIO IS EXTENSIVE.** Through our people, best practices, partnerships, and technology, we support the delivery of projects varying in size and complexity. The constant in all our project is the way we do business. Every relationship is founded on open communication and trust, and the results are apparent in our extensive portfolio. Further, we provide clients with effective, efficient, and responsible results, offering practical solutions tailored to the industry and competitive environment of today.
6. **CLIENTS ENJOY WORKING WITH STANTEC.** People are **Stantec's** most important resource. More than an internal process, teamwork is fundamental to our culture and determines our reputation and vitality. Our passion, drive, and excellence move projects ahead, enabling us to overcome challenges and find creative solutions to meet our clients' business requirements.
7. **HIGHLY RESPONSIVE SOLUTIONS.** Striving for excellence, consistency, and effectiveness, we continue to enhance the depth and breadth of our expertise, broaden our services, and expand our technological capabilities to provide clients with highly responsible solutions.
8. **OUR DESIGNS GET RESULTS.** **Stantec** is recognized for responsive design and high performance. We measure our success through the satisfaction of our clients, their continued confidence, and by our ability to exceed their expectations. Goals might include increasing user and client satisfaction, optimizing revenues, meeting sustainable design criteria, or winning awards. Any way you measure it, our designs get results.
9. **DEFINING RISKS AND DEVELOPING SOLUTIONS.** At **Stantec**, we take pride in our ability to identify potential hazard risks, and offer cost effective mitigative solutions to eliminate or significantly reduce losses from hazards.
10. **ONE TEAM. INFINITE SOLUTIONS.** We are one Company, working together as an integrated team. Our potential is infinite, and we are committed to client-focused solutions that are sustainable and make our world a better place.

Stantec Office Locations



Canada

Calgary, Alberta
 Edmonton, Alberta
 Lethbridge, Alberta
 Red Deer, Alberta
 Abbotsford, British Columbia
 Kamloops, British Columbia
 Kelowna, British Columbia
 Surrey, British Columbia
 Vancouver, British Columbia
 Victoria, British Columbia
 Winnipeg, Manitoba
 Fredericton, New Brunswick
 Labrador City, Newfoundland
 Halifax, Nova Scotia
 Sydney, Nova Scotia
 Guelph, Ontario
 Hamilton, Ontario
 Kitchener, Ontario
 London, Ontario
 Ottawa, Ontario
 Toronto Metro Area, Ontario
 Windsor, Ontario
 Regina, Saskatchewan
 Saskatoon, Saskatchewan

US West

Flagstaff, Arizona
 Phoenix, Arizona
 Tempe, Arizona
 Tucson, Arizona
 Bakersfield, California
 Cypress, California
 Fresno, California
 Irvine, California
 Los Angeles, California
 Mission Viejo, California

Modesto, California
 Moreno Valley, California
 Oakland, California
 Ontario, California
 Palm Desert, California
 Redlands, California
 Sacramento, California
 San Diego, California
 San Francisco, California
 San Luis Obispo, California
 Thousand Oaks, California
 Walnut Creek, California
 Denver, Colorado
 Fort Collins, Colorado
 Carson City, Nevada
 Las Vegas, Nevada
 Reno, Nevada
 Portland, Oregon
 Arlington, Texas
 Dallas, Texas
 Fort Worth, Texas
 Houston, Texas
 Midland, Texas
 Salt Lake City, Utah
 Redmond, Washington
 Seattle, Washington

US East

Birmingham, Alabama
 Colchester, Connecticut
 Hamden, Connecticut
 Hartford, Connecticut
 Wilmington, Delaware
 Port Charlotte, Florida
 Sarasota, Florida
 St. Cloud, Florida
 Tampa, Florida

Atlanta, Georgia
 Macon, Georgia
 Tucker, Georgia
 Chicago, Illinois
 Springfield, Illinois
 Indianapolis, Indiana
 Jeffersonville, Indiana
 Wichita, Kansas
 Lexington, Kentucky
 Louisville, Kentucky
 Portland, Maine
 Presque Isle, Maine
 Scarborough, Maine
 Topsham, Maine
 Boston, Massachusetts
 Northampton, Massachusetts
 Wellesley, Massachusetts
 Westford, Massachusetts
 Lee, Massachusetts
 St. Louis, Missouri
 Ann Arbor, Michigan
 Detroit, Michigan
 Lansing, Michigan
 Minneapolis, Minnesota
 Manchester, New Hampshire
 Eatontown, New Jersey
 Mount Laurel, New Jersey
 Newark, New Jersey
 Rochelle Park, New Jersey
 Tom's River, New Jersey
 Trenton, New Jersey
 Albany, New York
 Binghamton, New York
 Buffalo, New York
 Hauppauge, New York
 Montebello, New York
 Newburgh, New York

New York, New York
 Rochester, New York
 Charlotte, North Carolina
 Raleigh, North Carolina
 Winston-Salem, North Carolina
 Akron, Ohio
 Bowling Green, Ohio
 Centerville, Ohio
 Cincinnati, Ohio
 Columbus, Ohio
 Logan, Ohio
 Sylvania, Ohio
 Toledo, Ohio
 Youngstown, Ohio
 Oklahoma City, Oklahoma
 Ponca City, Oklahoma
 Aston, Pennsylvania
 Kennett Square, Pennsylvania
 Philadelphia, Pennsylvania
 Pittsburg, Pennsylvania
 Charleston, South Carolina
 Georgetown, South Carolina
 Chattanooga, Tennessee
 Nashville, Tennessee
 North Springfield, Vermont
 South Burlington, Vermont
 Leesburg, Virginia
 Richmond, Virginia
 Roanoke, Virginia
 Winchester, Virginia
 Buckhannon, West Virginia
 Charleston, West Virginia

Caribbean

St. Michael, Barbados
 Guaynabo, Puerto Rico



SECTION III
Project Approach and
Relevant Project Experience

**WEST VIRGINIA DIVISION OF HOMELAND SECURITY & EMERGENCY MANAGEMENT
EXPRESSION OF INTEREST
STATEWIDE STANDARD ALL-HAZARD MITIGATION PLAN UPDATE**



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PROJECT APPROACH

STATEWIDE STANDARD ALL-HAZARD MITIGATION PLAN UPDATE

The following is a breakdown of the Scope of Services that will be performed by **Stantec** to ensure that Code of Federal Regulations Title 44 (44 CFR) – Emergency Management criteria are met in order to receive FEMA approval for Statewide Standard All-Hazard Mitigation Plan Update:

- Demonstrate that the State has a comprehensive All-Hazards Mitigation Program,
- Demonstrate that the State effectively uses available mitigation funding to eliminate or reduce loss of life and property damage,
- The HMP Plan demonstrates that is integrated to the extent practicable with other State and/or regional planning initiatives, such as comprehensive growth management, economic development, capital improvement, land development, and/or emergency management plans,
- The HMP Plan documents the State's capability for implementing mitigation projects and identify & demonstrate its ability to implement the plan,
- The HMP Plan demonstrates the State's capability to effectively manage approved mitigation grants and provide a record of all required documentation,
- The HMP Plan documents the system and strategy by which the State will conduct an assessment of the completed mitigation actions and demonstrate that all federal and state regulations have been satisfied,
- The HMP Plan demonstrates that the State effectively uses existing mitigation programs to achieve its mitigation goals,
- The HMP Plan demonstrates that the State is committed to a comprehensive statewide mitigation program,
- The HMP Plan addresses structures on FEMA's Repetitive Loss (RL) and Severe Repetitive Loss (SRL) lists by including strategies for mitigating these structures,
- The HMP Plan must conduct a comparison of any new Risk Assessment and Strategies to previous Risk Assessment and Strategies and that the comparison must be clearly documented, and
- All update activities are fully documented.

In addition to the criteria detailed above, **Stantec** will also ensure the following:

- The HMP Plan contains all of the elements of the Standard Plan (44 CFR §201.4),
- The HMP Plan documents the process utilized during the HMP Update process,
- The HMP Plan documents the re-evaluation of Assessment of Hazard Risks process,
- The HMP Plan documents the re-evaluation of Assessment of Mitigation Actions,
- The HMP Plan documents the State Mitigation priorities,
- The HMP Plan documents the consideration of Repetitive Loss (RL) and Severe Repetitive Loss (SRL) structures where potential mitigation actions are concerned, and
- The HMP Plan documents the effective use of available mitigation funding.

**WEST VIRGINIA DIVISION OF HOMELAND SECURITY & EMERGENCY MANAGEMENT
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STATEWIDE STANDARD ALL-HAZARD MITIGATION PLAN UPDATE**



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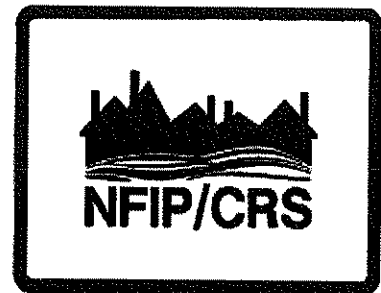
As part of the services that we will provide under this contract, **Stantec** will complete the following tasks:

- **Stantec** will revise the existing HMP using the format established by the State and the WVDHSEM,
- **Stantec** will ensure that the HMP Update is compliant with the Standard Plan (CFR 44 §201.4),
- **Stantec** will detail how the HMP Update will be integrated into other regional, State, and FEMA initiatives that provide guidance for hazard mitigation minimization / elimination activities,
- **Stantec** will detail the policies and programs that are to be used in order to mitigate the hazards, which may include the following:
 - Identifying the policies' and programs' eligibility requirements,
 - Discuss the policies and programs in detail,
 - Discuss the codes and legislative actions that will be required,
 - Discuss the policies and programs' criteria, and
 - Detail the application selection process.
- **Stantec** will detail the State's approach to evaluating the cost-effectiveness of identified actions,
- **Stantec** will demonstrate that the State and the WVDHSEM has a commitment to addressing Repetitive Loss and Severe Repetitive Loss structures, including a detailed tracking method of RL and SRL structures and a detailed mitigative strategy for RL and SRL structures,
- **Stantec** will detail how the State assesses the effectiveness of each mitigation action and describe how the State records and "tracks" the total losses avoided,
- **Stantec** will detail how the State makes full and effective use of FEMA and other mitigation funding that's made available,
- **Stantec** will demonstrate that the State and the WVDHSEM has a commitment to a comprehensive state mitigation program by detailing related activities that may or may not necessarily have a basis in a program or regulation,
- **Stantec** will detail the appropriate legal process that is required by the State for the adoption of the final Statewide All-Hazards Mitigation Plan and document that the State understands and is in compliance with all applicable federal statutes and regulations, and
- **Stantec** will detail how the State makes full and effective use of FEMA and other mitigation funding that's made available,
- **Stantec** will provide monthly and quarterly progress reports to both FEMA and the State as to the status of the HMP Update and all pertinent benchmarks.

RELEVANT PROJECT EXPERIENCE

Stantec Consulting Services Inc.'s project team has a strong working knowledge and will follow the guidelines published in Section 322 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as enacted under Section 104 of the Disaster Mitigation Act of 2000, as written in the Code of Federal Regulations at 44 CFR Part 201.4. **Stantec** Consulting Services' Emergency Planning Department has completed 54 Multi-Jurisdictional All-Hazard Mitigation Plans and four (4) Multi-Jurisdictional All-Hazards Mitigation Plan Updates, all of which have been approved at the state and federal levels for Section 322 requirements as well as Flood Mitigation Assistance (FMA) requirements.

In addition, the Emergency Planning Department of **Stantec** is very familiar with FEMA Region III's Local Mitigation Plan Review Crosswalk.



Our project team can coach your counties and communities about voluntary FEMA programs that can reduce your flood insurance premiums up to 45%

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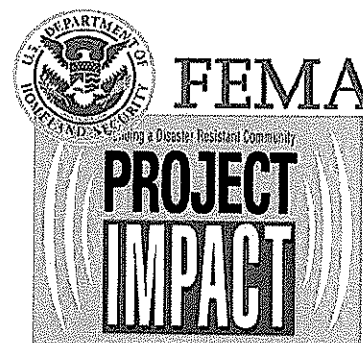


Stantec

Members of the Project Team have been performing hazard mitigation services for over a decade. **Stantec** has worked with FEMA since the beginning of the DMA 2000 plan requirements. FEMA launched their Project Impact program in 1997 to fund the first wave of Hazard Mitigation Plans. Members of this team supported hazard plan development for multiple communities under this effort. As part of this process, FEMA worked directly with **Stantec** to help standardize the criteria from which all future DMA 2000 plans would be evaluated. The Project Team is comprised of individuals with diverse backgrounds and disciplines including Emergency Planners, Safety Engineers, GIS Specialists, Community Floodplain Coordinators, and Civil Engineers. Our Project Team has completed several mitigation plans in West Virginia, Ohio, Kentucky, Pennsylvania, Maryland, Michigan, and Illinois.

Stantec has worked to help route over \$20 million dollars of federal funding back to these jurisdictions to pursue additional mitigation planning and projects. These successes are attributed to the team's institutional knowledge of FEMA programs and ability to link FEMA's programs in a manner that attracts federal financial support. Our FEMA program knowledge includes:

- Hazard Risk Identification.
 - FEMA Region IV, V, and VII Map Modernization Contractor
 - FEMA Community Rating System (CRS) implementation and support
- Hazard Risk Analysis.
 - DMA 2000 Hazard Mitigation Planning
 - Watershed-based Risk Assessments, Vulnerability Analysis, and
 - HAZUS MH Damage Estimation
- Hazard Risk Mitigation.
 - FEMA Benefit Cost Analysis (BCA),
 - Mitigation Projects (Shelters, Structure Acquisition, Basins, Warning Systems, and Critical Facility Protection)



Stantec has supported community hazard mitigation planning since FEMA's initial Project Impact Program in 1997, including the Randolph-Tucker Counties Partnership for Disaster Mitigation & Recovery in 2001.

One of the significant benefits for having a FEMA approved mitigation plan is to qualify for future federal funding of mitigation projects. Typically, these FEMA funded mitigation projects provide a federal match of three (3) dollars for every one (1) dollar put forth by a local community. Our Project Team is quite knowledgeable of how these mitigation grants operate and have used them to facilitate several projects for our clients including:

- City of Rockford, Illinois – \$12M, PDM and HMGP Acquisition and Buyout Project (*applications submitted Jan-08*)
- Delhi Township, Ohio – \$3.8M, PDM Acquisition and Buyout Projects (*application submitted Jan-08*)
- Sanitation District One, Cincinnati Ohio – \$500K, PDM Infrastructure Improvement Project (*application submitted Jan-08*).
- City of Fairfield, Ohio - \$3M, PDM Acquisition and Buyout Projects (*application submitted Jan-08*).
- City of Fairfield, Ohio – \$3.5M, PDM Acquisition and Buyout Projects.
- City of Fairfax, Ohio – \$1M, HMGP Acquisition and Buyout Project.
- City of Louisville, Kentucky – \$200K, FMA Acquisition and Buyout Project.
- City of Louisville, Kentucky – \$2.75M, HMGP Acquisition and Buyout Project.

**WEST VIRGINIA DIVISION OF HOMELAND SECURITY & EMERGENCY MANAGEMENT
EXPRESSION OF INTEREST
STATEWIDE STANDARD ALL-HAZARD MITIGATION PLAN UPDATE**

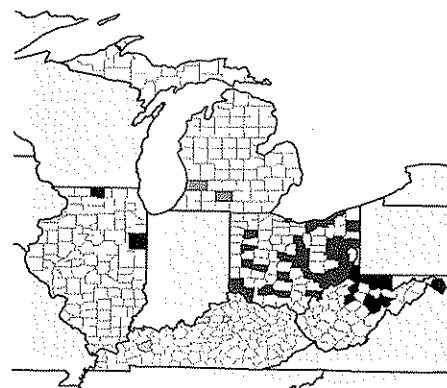


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Stantec's approach for identifying feasible mitigation projects is straight forward. We help assess risks in terms of probability and consequences. We then quantify the benefits of reducing those risks compared to the mitigation costs. When benefits exceed costs, federal matching funds can be justified and awarded.

"Stantec delivered the best hazard mitigation plan to be produced in the State of Illinois to date!"

**– Ron Davis,
Illinois State Hazard
Mitigation Officer**



**Stantec's Emergency Planning
Department has completed 54 Hazard
Mitigation Projects in FEMA Regions III
and V**

CLIENT REFERENCES

Preston County Multi-Jurisdictional All-Hazards Mitigation Plan Update
Mr. Duane Hamilton, Director
Preston County Office of Emergency Management
103 ½ West Main Street
Kingwood, WV 26537
Phone: (304) 329-1855

Jefferson County Multi-Jurisdictional All-Hazards Mitigation Plan Update
Mrs. Barbara Miller, Director
Jefferson County Office of Homeland Security & Emergency Management
28 Industrial Boulevard, Suite 101
Kearneysville, WV 25430
Phone: (304) 728-3290

Doddridge County Multi-Jurisdictional All-Hazards Mitigation Plan Update
Doddridge County Commission
118 East Court Street, Room 102
West Union, WV 26456
Phone: (304) 873-2631

Taylor County Multi-Jurisdictional All-Hazards Mitigation Plan Update
Mr. Dave Goebel
Taylor County Commission
214 West Main Street
Grafton, WV 26354
Phone: (304) 265-1401

**WEST VIRGINIA DIVISION OF HOMELAND SECURITY & EMERGENCY MANAGEMENT
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SECTION IV
**Project Team, Conclusion,
& Attachments**

**WEST VIRGINIA DIVISION OF HOMELAND SECURITY & EMERGENCY MANAGEMENT
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KEY PROJECT TEAM RESUME SUMMARY

The following key personnel will participate in the completion of this project.

James S. Hollen, III, PE will serve as the **Project Manager** for this contract. Mr. Hollen has over 17 years of experience in providing civil engineering and project management services to local communities throughout West Virginia.

James S. Hollen, III, PE, will serve as the **Project Manager** for this project. Mr. Hollen has been involved with several of projects undertaken by the Emergency Planning Team and brings a unique perspective to the department with his civil engineering and architectural engineering backgrounds, having spent the last 17 years working with the FHWA, the FAA, the WVDOH, the WVBPH (both on infrastructure and SWAPP projects), and the WVDEP. Mr. Hollen will oversee all aspects of the development of this study, including serving as the Point of Contact with the WVDHSEM. In this role, he will work directly with the WVDHSEM Study and Planning Team officials throughout each phase of the planning process

Mike Anderson, GIS, CFM will serve as the **Project Coordinator** for this contract. Mr. Anderson has over 12 years of experience in providing hazard mitigation services to local communities.

Mike Anderson, GISP, CFM, will serve as the **Project Coordinator** for this project. Mr. Anderson provides over 12 years of project management and planning experience and will oversee all aspects of the development of this plan. In this role he will work directly with the WVDHSEM Mitigation Planning Team officials and stakeholders to facilitate each phase of the planning process. Mr. Anderson brings detailed knowledge of FEMA programs including Hazard Mitigation Planning and how they may be leveraged to fund local projects and flood insurance discounts.

Joe Herman, PE, CFM augments the Stantec Team by proving over a decade of expertise in water resources engineering and flood risk reduction / identification.

Joe Herman, PE, CFM is a professional engineer with 15 years of experience in water resources engineering. Mr. Herman will serve as **Lead Engineer** on this planning effort to assess engineering feasibility of proposed mitigation strategies. His knowledge of FEMA's Mitigation Programs and personal relationships with FEMA Region V will greatly assist this effort in terms of evaluating benefit cost potential of proposed FEMA-funded engineering projects.

Melissa Armendt, PE will provide **Engineering and Planning Support** for this contract. Ms. Armendt offers seven (7) years of experience in performing water resources engineering and hazard mitigation project support. Ms. Armendt will assist the project team by providing authoring support. Melissa's engineering background will prove beneficial for identifying engineering projects that could meet FEMA's benefit cost requirements as developed as part of the Mitigation Strategy portion of this planning effort. Ms. Armendt has successfully supported several mitigation property buyouts and detention basin structure design projects within the last five (5) years.

Douglas Britvec is an emergency planner and will provide **Planning Support** for the project and planning team. Over the past seven (7) years, Mr. Britvec has authored the narrative portions of numerous types of plans, including 43 Hazard Mitigation Plans, several Continuity of Operations (COOP) Plans, Commodity Flow Studies, Emergency Operations Plans, Pandemic Influenza Preparedness Plans and Anti-Terrorism Plans, as well as having completing numerous data collection tasks. Mr. Britvec also works on a number of hazardous materials-related (HAZMAT) projects for the emergency planning department. His responsibilities on this project will be in support of data collection tasks, plan development, and report computation.

Marc Pearson, GISP, will provide **Mapping Support** for this contract. Mr. Pearson will leverage his GIS capabilities and knowledge of FEMA flood data to obtain and incorporate 'best available' base mapping for the planning area. Mr. Pearson possesses over eight (8) years of experience supporting FEMA's Map

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Modernization program while also assisting local communities with GIS analysis, database design and geospatial management.

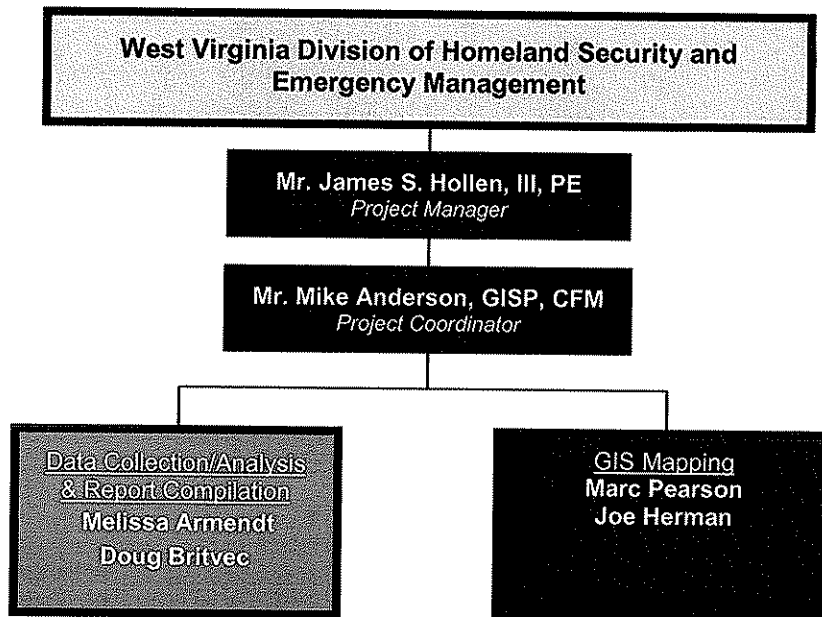
Additional support will be provided as necessary by **Stantec** GIS, engineering, planning and clerical staff. As previously mentioned **Stantec** is a 10,000 person firm with ample resources and specialized qualifications should this project call for unexpected skill sets or capacity requirements.

The **Stantec** Team assembled for this project is professionally qualified to develop and deliver the WVDHSEM an approved Statewide Standard All-Hazard Mitigation Plan Update. These qualifications are provided herein and proven through **Stantec's**:

- First hand knowledge of FEMA's expectations for producing a plan that meets DMA 2000 and Flood Mitigation Assistance (FMA) standards,
- Excellent working relationship with numerous State's Division of Homeland Security and Emergency Management Agency (HSE) and Emergency Management Agency (EMA), as well as working with FEMA Regions III and V, and
- Familiarity with the State of West Virginia's natural, technological, and man-made hazards.
- Simply stated, **Stantec** is a safe choice to get the job done on time, on budget and done right!

PROJECT MANAGEMENT PLAN

Stantec's project management plan is based on teaming the most experienced, qualified professionals with the designated West Virginia Division of Homeland Security and Emergency Management representatives to facilitate the completion of this project.



**WEST VIRGINIA DIVISION OF HOMELAND SECURITY & EMERGENCY MANAGEMENT
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CONCLUSION

We feel that it is necessary to provide our clients with approvable documents. In short, it does the WVDHSEM, no good to receive and pay for a plan update, submit it to FEMA Region III federal reviewers, and then find that the plan updates are not acceptable. As such, if the West Virginia All-Hazard Mitigation Plan Update needs to be revised in order to be accepted by FEMA Region III, **Stantec** will make those revisions as part of our original contract at no extra expense to the WVDHSEM.

Thank you for your consideration of **Stantec** Consulting Services Inc. We look forward to beginning work on this most important project. I feel that the level of services that we provide is unmatched and that you will be presented with a Statewide Standard All-Hazard Mitigation Plan that will be very beneficial to the WVDHSEM and the residents of West Virginia.

If you have any questions or comments regarding the contents of this Proposal, or the services that we can provide you, feel free to contact me at (888) 830-1272, Extension 108 or via fax (304) 472-6239.

STATE OF WEST VIRGINIA
Purchasing Division**PURCHASING AFFIDAVIT****VENDOR OWING A DEBT TO THE STATE:**

West Virginia Code §5A-3-10a provides that: No contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and the debt owed is an amount greater than one thousand dollars in the aggregate.

PUBLIC IMPROVEMENT CONTRACTS & DRUG-FREE WORKPLACE ACT:

If this is a solicitation for a public improvement construction contract, the vendor, by its signature below, affirms that it has a written plan for a drug-free workplace policy in compliance with Article 1D, Chapter 21 of the *West Virginia Code*. The vendor must make said affirmation with its bid submission. Further, public improvement construction contract may not be awarded to a vendor who does not have a written plan for a drug-free workplace policy in compliance with Article 1D, Chapter 21 of the *West Virginia Code* and who has not submitted that plan to the appropriate contracting authority in timely fashion. For a vendor who is a subcontractor, compliance with Section 5, Article 1D, Chapter 21 of the *West Virginia Code* may take place before their work on the public improvement is begun.

ANTITRUST:

In submitting a bid to any agency for the state of West Virginia, the bidder offers and agrees that if the bid is accepted the bidder will convey, sell, assign or transfer to the state of West Virginia all rights, title and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the state of West Virginia for price fixing and/or unreasonable restraints of trade relating to the particular commodities or services purchased or acquired by the state of West Virginia. Such assignment shall be made and become effective at the time the purchasing agency tenders the initial payment to the bidder.

I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, limited liability company, partnership or person or entity submitting a bid for the same materials, supplies, equipment or services and is in all respects fair and without collusion or fraud. I further certify that I am authorized to sign the certification on behalf of the bidder or this bid.

LICENSING:

Vendors must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, West Virginia Insurance Commission, or any other state agencies or political subdivision. Furthermore, the vendor must provide all necessary releases to obtain information to enable the Director or spending unit to verify that the vendor is licensed and in good standing with the above entities.

CONFIDENTIALITY:

The vendor agrees that he or she will not disclose to anyone, directly or indirectly, any such personally identifiable information or other confidential information gained from the agency, unless the individual who is the subject of the information consents to the disclosure in writing or the disclosure is made pursuant to the agency's policies, procedures and rules. Vendor further agrees to comply with the Confidentiality Policies and Information Security Accountability Requirements, set forth in <http://www.state.wv.us/admin/purchase/privacy/noticeConfidentiality.pdf>.

Under penalty of law for false swearing (*West Virginia Code* §61-5-3), it is hereby certified that the vendor affirms and acknowledges the information in this affidavit and is in compliance with the requirements as stated.

Vendor's Name: Startec Consulting Services Inc.
 Authorized Signature: *Joseph E. Sullivan* Date: 7/17/09
 Purchasing Affidavit (Revised 01/01/09)

ACORD™ CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YY)
07/20/2009

PRODUCER
AON REED STENHOUSE INC.
AON RISK SERVICES CENTRAL INC.
900 - 10025 - 102A AVENUE, EDMONTON, AB T5J 0Y2
TEL : (780) 423-9801 FAX : (780) 423-9876

Serial # 23

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURERS AFFORDING COVERAGE

INSURED
STANTEC CONSULTING SERVICES INC.
1 MOORE AVENUE
BUCKHANNON, WEST VIRGINIA 26201

INSURER A: ZURICH AMERICAN INSURANCE COMPANY
INSURER B: ZURICH AMERICAN INSURANCE COMPANY
INSURER C: ZURICH AMERICAN INSURANCE COMPANY
INSURER D: ZURICH AMERICAN INSURANCE COMPANY
INSURER E: LLOYD'S OF LONDON

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A	GENERAL LIABILITY	GLO 3373919-06 XCU COVER INCLUDED	05/01/09	05/01/10	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY				FIRE DAMAGE (Any one fire) \$ 1,000,000
	<input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR				MED EXP (Any one person) \$ 10,000
	<input checked="" type="checkbox"/> CONTRACTUAL/CROSS LIABILITY				PERSONAL & ADV INJURY \$ 1,000,000
	<input checked="" type="checkbox"/> OWNERS & CONTRACTORS PROTECTIVE				GENERAL AGGREGATE \$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:				PRODUCTS - COMPI/OP AGG \$ 1,000,000
	<input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC				
B	AUTOMOBILE LIABILITY	BAP5940882-00	11/01/08	11/01/09	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input checked="" type="checkbox"/> ANY AUTO				BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS				BODILY INJURY (Per accident) \$
	<input type="checkbox"/> SCHEDULED AUTOS				PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS				AUTO ONLY - EA ACCIDENT \$ NOT
	<input type="checkbox"/> NON-OWNED AUTOS				OTHER THAN EA ACC \$ APPLICABLE
	GARAGE LIABILITY				AUTO ONLY: AGG \$
C	EXCESS LIABILITY	8831307 EXCESS GENERAL, AUTO AND EMPLOYERS LIABILITY (FOLLOW FORM)	05/01/09	05/01/10	EACH OCCURRENCE \$ 5,000,000
	<input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE				AGGREGATE \$ 5,000,000
	<input type="checkbox"/> DEDUCTIBLE				\$
	<input checked="" type="checkbox"/> RETENTION \$ 10,000				\$
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	WC5940881-00	11/01/08	11/01/09	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER
					E.L. EACH ACCIDENT \$ 1,000,000
					E.L. DISEASE - EA EMPLOYEE \$ 1,000,000
					E.L. DISEASE - POLICY LIMIT \$ 1,000,000
E	OTHER	QK0802010 NO RETROACTIVE DATE	08/01/09	08/01/10	CLAIM AND AGGREGATE LIMIT \$2,000,000 INCLUSIVE OF COSTS CLAIMS MADE BASIS
	PROFESSIONAL LIABILITY INCLUDING ENVIRONMENTAL				

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS

BUCKHANNON, WVA - STANTEC PROJECT #: 1736, PROJECT NAME: STATEWIDE STANDARD ALL-HAZARDS MITIGATION PLAN UPDATE, RE: HSE09051

CERTIFICATE HOLDER ADDITIONAL INSURED; INSURER LETTER: _____

WEST VIRGINIA DIVISION OF HOMELAND SECURITY & EMERGENCY MANAGEMENT
STATE MITIGATION PLANNING OFFICER
MAIN CAPITOL COMPLEX, BLDG 1, ROOM EB-80
CHARLESTON, WV 25305

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL N/A DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE OF INDEPENDENT INSURANCE AGENCY

Frank K. Norante

ACORD 25-S (7/97)

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