



Request for Proposals

Preparation of the Community Resiliency Plan

City of Groton, Connecticut

Date Issued: December 12, 2019

Due Date: January 16, 2020 @ 2pm

Submit to:

Ron Yuhas

Finance Director

Department of Finance

295 Meridian Street

Groton, CT 06340

Questions to:

Dennis Goderre RLA, AICP CUD

City Planner

goderred@cityofgroton-ct.gov

City Resiliency Webpage

<http://cityofgroton.com/ped/resiliency/>

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I. Context

The City of Groton is a grantee of the National Fish and Wildlife Foundation's Long Island Sound Futures Fund to prepare a *City of Groton: Community Resilience Plan (the Plan)*. The City, in collaboration with the City owned Groton Utilities, are requesting proposals from firms or teams with experience in municipal and utility company resiliency planning. The firm or team shall have expertise in:

- Environmental Engineering & Sciences
- Civil Engineering & Infrastructure (wastewater, water supply, electric distribution, roads and bridges)
- Stormwater and MS4 requirements
- Land Use Planning, Zoning & Public Outreach
- Coastal Resource Management
- Architecture/Building Code
- Historic Preservation and Architectural Design
- Floodplain Management
- Climatology
- Economics/Business Planning

The City of Groton is a borough of the Town of Groton and consists of a modest 3.1 SQ MI of land area with ~11.5 MI of coast line that captures ~0.9 SQ MI within the Coastal Area Management Zone. The City's population is just over 9,000 and is heavily influenced by transient Navy personnel. Over 20,000 workers are employed in the City, primarily at Electric Boat, Pfizer and UConn Avery Point. Additional relevant demographic data can be found within the Plan of Conservation and Development, updated February 2019, and located at <http://cityofgroton.com/ped/pocd/>.

The 2019 POCD *Section 6.1 Prepare for Climate Change and Sea Level Rise*, specifically states the need for the City to address our vulnerabilities, protect our residents and businesses, become resilient and plan to address the physical changes imposed by sea level rise (SLR). The POCD references the CT Institute for Resiliency and Climate Adaptation's (CIRCA) projection of a possible 20" increase in sea level by 2050 with higher amounts expected at an exponential rate following this date. The POCD also notes that Moody's will begin to take a community's risk into account within their evaluation and bond rating system.

The POCD recommends the creation of a Coastal Vulnerability Working Group to guide resiliency and vulnerability planning. On November 18, 2019 the City Council passed a resolution establishing the Coastal Vulnerability Work Group as an ad-hoc committee (see the resolution on the City's Resiliency webpage).

In addition to recently updating our POCD, the City adopted new Zoning and Subdivision Regulations in December 2016. The Zoning Regulations responded to changes in floodplain management policies. In early 2019, the City further updated *Section 5.3 FP – Flood Protection Overlay Zone* to respond to state building code changes.

In January 2019, the Nature Conservancy conducted a Community Building Workshop with various department heads and representatives from local businesses and organizations. The full report is provided on the City's Resiliency webpage and should be used as a starting point for developing the Plan. Findings can be summarized as follows:

Top Hazards

- Coastal Flooding – Storm Surge and Sea Level Rise
- Storms
- Extreme Cold
- Intense Wind Events

Areas of Concern

- Various Vulnerable Neighborhoods
- Ecosystem
- Transportation
- Infrastructure
- Vulnerable Population

A number of resources have been developed by various local, regional, state and federal organizations and are expected to be important references in the preparation of the Plan. These resources are located on the City's Resiliency webpage.

II. Preliminary Scope of Work

A. Plan Goals and Objectives

The overarching goal is to define a resiliency planning tool which is a starting point for future planning by outlining incremental, prioritized strategies, to proactively respond to changes in climate and sea level to protect natural and manmade resources while being capable of absorbing and rebounding from natural events. This will be accomplished by meeting the following general objectives:

- Address the 'eight problem areas' outlined in the grant application
- Engage staff and commission members to build awareness of resiliency and how it can be incorporated into strategic planning and budgeting.
- Engage the public to build awareness of need and potential fiscal, tax, socioeconomic, land use, code and physical implication sea level rise will have upon the community and private property.
- Address SLR impacts to stormwater systems, PAF, pump stations, roads and other critical infrastructure
- Identify locations of natural resources that may be impacted and how they influence land use and infrastructure.
- Identify and prioritize vulnerabilities and polices to address concerns; create an action matrix of tasks and responsible parties to address each item.
- Coordinate with past work including POCD, Hazard Mitigation Plan (Regional and City), Regional Resilience Workbook and other applicable efforts.

B. Work Plan

A general description of ten (10) activities are described in the grant application. The ten (10) items and below work plan should be considered as a general scope of work for the basis of the bidders response (see item III.B below). A final scope will be negotiated with the selected firm/team.

1. Kick off and Initiation

Conduct a project kick off meeting with the Staff/CVWG and finalize project schedule.

2. Planning Time Horizons

Establish, with input of the Staff/CVWG, the appropriate future time horizon for all planning efforts outlined below.

3. Analysis and Data Collection

Conduct the necessary 'on the ground' surveys, desktop research, and other evaluations to gain a comprehensive understanding of the City assets and characteristics. This includes collection and synthesis of vulnerabilities (based upon past events and possible future impacts). More specifically this includes assessment of, but not limited to:

- Means and methods of communication to residents and businesses (education and response)
- Past, current and future climatic conditions (heat, cold, rain, wind, etc.)
- Historical impacts of storm events to properties, populations, businesses, infrastructure and resources
- Sea Level Rise
- Storm Surge
- Flooding
- Critical facilities
- Housing
- Zoning
- Community/social focal points
- Stakeholders and key partners
- Natural and cultural resources
- Hazardous materials/facilities
- Infrastructure
- Transportation network

4. Mapping & Graphics

It is expected that the Consultant will prepare mapping of relevant findings, including such topics as, but not limited to, existing conditions analysis, location and description of vulnerabilities, coastal and natural resources, etc. All mapping shall be prepared in ArcGIS format and all maps, data and/or geodatabase files provided to the City of Groton for the City's use during the Plan's development and upon completion of the Plan. It is anticipated that the maps, along with other relevant descriptive text, will be utilized within the City's ArcGIS Online platform to convey relevant information using ESRI's Story Map templates. The Consultant shall provide prepared graphics and text in a readily usable format for insertion into the project website, which will be prepared and managed by City Staff (see below).

5. Preliminary Risk Assessment

Identify and outline in descriptive text, with necessary supporting graphics and mapping, all possible vulnerabilities. Said vulnerabilities shall be reviewed with the CVWG and Staff to help prioritize based upon risk, cost benefit, public interest/need and costs, to name a few. This will be the basis for the matrix and final recommendations discussed below.

6. Business and Public Outreach

The following outreach events are requested (Consultant shall detail how each will be structured to maximize input while building public awareness and education):

- One Day (8-10hours) on-site meetings at the City Municipal Building with various major employers, social organizations, and local business reps (i.e. SeCTer, Chamber). Consultant will work with staff to develop list of interviewees and staff will coordinate meetings.
- One ½ day workshop with Staff/Key personnel and local org. members (same day as public workshops/open houses below); build upon TNC January 2019 workshop.
- One daytime and one evening public workshop/open house to reach the broadest possible audience. Bidder shall describe their recommended approach to solicit the most meaningful and efficient method of communication and data gathering.

Staff will coordinate location of meetings (likely in Municipal Building at 295 Meridian Street) and draft all outreach advertising publication materials with review/input by Consultant.

Consultant shall prepare all outreach advertising materials (one page graphic flyers) in both English and Spanish languages and provide to Staff for City distribution.

Staff will coordinate and lead public advertising/meeting scheduling and securing event location.

7. Eastern Point Historic District Regulation Updates

The Eastern Point Historic District is a local district regulated by a historic district commission with its own code to complement the City's Zoning Regulations. As a result of increased flooding, the City desires to update its district regulations to address how new and substantial improvements to property can be designed to 'fit within' the architectural context of the historic district and minimize/avoid negative visual impacts to its overall character. It is the City's understanding that SHPO is preparing a model regulation for communities to use in order to address this wide spread concern. To that end, the submitted scope of work shall include two options as follows:

- a. Provide a scope of work and fee for preparing an amendment to the historic district regulations to address architectural design requirements associated with minimizing/avoiding negative visual impacts of buildings constructed above base flood elevation.
- b. If the model regulation is made available and deemed suitable by the City for use, the Consultant shall provide specific infrastructure strategies to address flooding within the district and to the extent practicable, minimize/mitigate flood events and protect the overall integrity of the District.

8. Website Development Support

As noted in Activity 4 of the grant application, Staff will develop a project website using ESRI's Story Map templates, WordPress or a combination of both platforms. Staff will utilize text, graphics and maps provided by the Consultant and which will also be used by the Consultant in the final documentation. The Consultant is not expected to prepare additional mapping or materials specific to the website.

9. Priority Matrix and Funding Sources

Identify potential funding sources to pay for implementation, such as infrastructure improvements and implementation of regulatory policies. Prepare a matrix which prioritizes and ranks each project. The matrix shall include such items as:

- Priority
- Ranking
- Title
- Description
- Cost (*continued next page*)

- Cost Benefit
- Location
- Hazard to be addressed

10. Conceptualization of Resiliency Projects

Based upon the priority matrix and input from Staff/CVWG, Consultant shall outline general descriptive scope of work for five (5) projects/initiatives. These may not be the highest ranked priorities, but will be identified based upon other factors to be discussed and based upon overall findings and budgetary considerations. The description will be sufficient to 'paint a picture' of the scope of improvements necessary and outline the goals, needs and purpose of the work. Maps and representative examples from implemented projects in other communities would be appropriate. Said description shall be approximately 1-2 pp in length.

11. Meeting Attendance

The following minimum meetings are anticipated:

- Kick Off Meeting with Staff
- Bi-weekly conference call/check-ins with City PM/Staff (Consultant team member participation varies based upon progress)
- Attend four (4) meetings with CVWG to provide updates and solicit input on plan development; meeting attendance should be coordinated with other project tasks/meetings.
- City Council Meeting to present Final Draft

12. Interim Reporting

The Consultant shall coordinate the final report structure to provide the City and CVWG with incremental sections as updates to key findings. Each update is foreseen to be individual chapters/sections that will be incorporated within the draft and final report as noted in item 9 below. It is anticipated each section may require limited updates to integrate it within the overall final deliverable. Said interim reports will be used for periodic grant reporting.

13. Draft & Final Report

The Consultant shall prepare two draft reports;

- One for City Staff/CVWG review and comments followed by edits; and
- A second for public and Council review and prior to the City Council Presentation.

A final draft will be prepared following comments from the public and Council and with guidance from City Staff.

A very concise executive summary (2-3pp) in the format of an 'info-graphic' shall be prepared to quickly convey key points. Format shall be in PDF for web access and printing by the City.

14. Format of Documents

All documents shall be prepared in ArcGIS, PDF and MS Word format or other format approved by the City to ensure the City has the ability to edit/use compile prepared information and data.

III. Submission Requirements

A. Understanding and Approach

Provide your understanding of the need and necessity of a resiliency plan specific to the City of Groton, including the physical, demographic, political, socio-economic and business characteristics of the community and how they relate to the issues associated with becoming a resilient community.

Provide your approach and philosophy to developing a resiliency plan with consideration of, but not limited to:

- How your approach and work product will help the City to achieve the goals and objectives of the grant application to help ensure fiscal reimbursement
- Understanding and identifying vulnerabilities
- What projected year is realistic for planning purposes and possible influences associated with decision making
- How you engage the public and stakeholders
- Address the political concerns/skepticism associated with climate change
- Decision making/guidance associated with planning 30-50+ years in advance
- Method and considerations for prioritizing improvements and policies
- Budgetary considerations a municipality should take into consideration when planning for such a long term and for items which have a significant cost and property tax implication
- Additional information the bidder feels is necessary to address during the development of the Plan

B. Scope of Work & Deliverables

The Summary Work Plan provided in II.B above is based upon the grant application and is intended as a starting point to consistently evaluate each proposal and firm/team knowledge. A detailed scope of work shall be provided based upon the above parameters and to meet the intent of the grant application provided in Appendix A. Proposers are encouraged to provide additional or alternative scope items but must use this scope of work as your basis of your fee proposal.

Provide an outline of deliverables at key milestones with a general outline of content/purpose.

C. Schedule

Based upon the grant application schedule, provide a timeline outlining anticipated milestones, deliverables and meetings.

D. Consistency with Grant Parameters

Explain how your proposal will ensure the final product meets the LISFF grant application submitted by the City of Groton and as provided in Appendix A. This will be important to ensure full reimbursement and possible future grant awards.

E. Fee Proposal

Provide lump sum fee and manhours broken down by major task. Lump sum fee shall be inclusive of all reimbursable expenses which shall be itemized separately.

F. Team Organization and Project Management

Provide an organization chart or listing of primary team members and respective roles. Clearly identify the project manager who will be the day to day contact for the City's project manager. Describe your philosophy and method of project management, reporting and budget tracking.

G. Resumes of Team Members

Provide resumes of primary team members responsible for oversight of major tasks/roles.

H. Firm Brochure and Relevant Project Experience

Provide company information for each firm involved in the team including relevant services provided, firm history and relevant project experience.

I. Three References

Provide three recent and relevant municipal/government references.

J. Hourly Rates

Provide hourly rates for each firm involved in the Plan development.

IV. Questions

NOTE: No pre-bid conference will take place.

Submit questions via email only by Friday January 3, 2020 4pm.

Responses to questions will be posted on the City's Resiliency webpage:
<http://cityofgroton.com/ped/resiliency/>

All questions shall be directed to:

Dennis Goderre, RLA, AICP CUD
City Planner
goderred@cityofgroton-ct.gov

V. Evaluation Criteria

The following criteria will be used by the Selection Committee as a guide only for the purposes of evaluating the submissions and developing a shortlist:

<u>Criteria</u>	<u>Points</u>
Project Approach and Understanding	25
Scope of Work	25
Relevant Project Experience	20
Relevant Team Member Experience	15
Fee and Hourly Rates	10
<u>Quality of Submission</u>	<u>5</u>
Total	100

VI. Submission Due Date & Anticipated Selection Schedule

Submit responses to:

Ron Yuhas
Finance Director
295 Meridian Street
Groton, CT 06340

Submissions due:	January 16, 2020 2pm
Interviews:	early/mid-February 2020.
Negotiation/Council Award:	February – March 2020
Target contract start date:	April 1, 2020

VII. Appendix A: LISFF Grant Application

The City of Groton, Connecticut Coastal Resiliency Action Strategy & Hazard Mitigation Plan

Type of Project: Community Resilience

Problem/Solution.

a) the specific problem(s) to be addressed by the project;

There are eight (8) problems we must address:

- 1) *No Plan: The City of Groton does not have a resiliency plan in place to guide our future planning and decision making. Like other nearby communities, we expect a sea level rise of 20" by 2050, yet we have yet to fully understand the implications this can have on our natural resources, infrastructure, citizens and businesses.*
- 2) *Vulnerable Infrastructure: The City has numerous stormwater outfalls entering the impaired waterbodies of Bakers Cove and the Thames River and water pollution control facility with a flood hazard area upon the Thames River. We must address how the point source discharges should be upgraded for treatment and long term sustainability and explore relocating the pollution abatement facility to guard against future sewer discharges into the Thames River.*
- 3) *Hazardous Event Impacts: Furthermore, as hazardous events (flooding, wind, snow) continue to impact our communities, we need to be prepared to proactively respond and protect the resources in place or add new resources to address deficiencies.*
- 4) *Vulnerable Natural Resources: The majority of our coastline is heavily developed, including water-dependent industrial users, with a small percentage of land area protected by the Birch Plan Creek and Bakers Cove.*
- 5) *Vulnerable Economic Resources: With over 20,000 employees within our confined 3 square miles, mostly concentrated within Pfizer and Electric Boat, along with the sensitive industrial materials (radiative and pharmaceutical), we have extremely vulnerable risks that require protection through addressing infrastructure.*
- 6) *Minimal Technical Expertise: We lack the in house technical and time resources to prepare this plan ourselves, thus we request outside consulting services to work alongside staff and the Coastal Vulnerability Working Group.*
- 7) *Communication and Education Tools: The City has a high percentage of non-English speaking, elderly and transient residents (see priorities below). We seek to develop tools to communicate and educate these segments of our population, as well as all citizens.*
- 8) *Policy and Management Priorities: We do not have a comprehensive prioritized understanding of vulnerabilities, risks and costs that City leadership can use to make comprehensive and informed management decisions - policy and budgetary.*

b) how the project will help address or solve the problem;

The City has established the Coastal Vulnerability Working Group, a recommendation of our 2019 Plan of Conservation and Development (POCD). This was also a recommendation within the Community Resiliency Building Workshop Summary conducted in January by the Nature Conservancy. The Workshop Summary and the POCD further recommends the creation of the resiliency plan, which is the focus of this grant proposal. (Both the applicable Section 6.1 of the POCD and Workshop Summary have been provided and uploaded under "Other Documents" within Easygrants.). Preparing the Coastal Resiliency Action Strategy & Hazard Mitigation Plan and the associated tasks discussed later in this Narrative, will provide the tools necessary to overcome the seven problems outlined above. The CVWG, along with City staff, will work closely with the yet to be selected consultant team in the preparation of the plan.

The Plan will address/solve the eight problems as follows:

- 1) No Plan: We will have a guiding plan and action step the City can use across all spectrums of government.*
- 2) Vulnerable Infrastructure: Prepare conceptual plans and strategies to address stormwater outfalls and evaluate the relocation or 'hardening' of the Groton Utilities' Pollution Abatement Facility, including potential costs.*
- 3) Hazardous Event Impacts: Better understand how to respond to events and address infrastructure deficiencies that negatively impact current response abilities (i.e. flooding of roads)*
- 4) Vulnerable Natural Resources: Identify and prioritize infrastructure improvements that will most likely negatively impact Long Island Sound and recommend solutions. Furthermore, provide protective measures to sustain the natural state of underdeveloped portions of the Birch Plan Creek watershed including possible zoning amendments to promote low impact development and stormwater treatment measures.*
- 5) Vulnerable Economic Resources: Engage our major employers to understand their roles, responsibilities and actions with respect to resiliency and as major water-dependent use or industry.*
- 6) Minimal Technical Expertise: We will be provided the necessary expertise to create the Action Plan.*
- 7) Communication and Education Tools: Tools, recommendations and methods will be created, included Spanish language materials. Two educational interpretive signs will be designed, planned and furnished at the City owned riverside park on Thames Street.*
- 8) Policy and Management Priorities: A list and potential costs of short and long range improvements and policies will be identified to be used by departments and City Council for Capital Improvement Planning and operational budgets.*

c) why the problem and solution are relevant to protection and restoration of the health and/or living resources of the Sound; and

Our City is located at the confluence of the Thames River and Long Island Sound. We expect to experience 20" in sea level rise by 2050 and higher levels in the years to follow. With all of our watershed area discharging directly in the Sound or Thames River, it is imperative we understand how our infrastructure must be protected, educate the public, business and development community and outline a strategy that can guide policy and budgeting for the decades to come.

d) the fit of the project to the priorities of the [LISFF RFP](#).

Priority: Clean waters and healthy watersheds: improving water quality by delivering projects that reduce combined sewer overflows, stormwater runoff and nonpoint source nutrient loading into the Long Island Sound.

The Plan will create a strategy to address stormwater management upgrades from City drainage systems, evaluate and plan for relocation/hardening of the Pollution Abatement Facility and address zoning requirements to promote and implement LID within private development projects.

Priority: Thriving Habitats and Abundant Wildlife: restoring coastal habitats to maintain resiliency and function, and foster diverse, balanced and abundant populations of fish, birds and wildlife.

A priority habitat area within the City is the Birch Plain Creek Watershed and Bakers Cove, the outlet point at which Birch Plain Creek discharges. We will explore further habitat restoration options to help respond to sea level rise, including possible rezoning and regulatory tools of vulnerable coastal areas, perhaps long-term promoting certain areas to reverting back to natural coastal habitat rather than supporting the continued development of locations.

Priority: Educating to Engage Sustainable and Resilient Communities: increasing knowledge and engagement of the public in the protection and restoration of Long Island Sound.

One of the priorities of the Action Plan is to develop communication tools to convey the changes anticipated over the coming century, how they impact each individual of the community and establish conduits of communication during hazard events. This outreach is primarily focused on

- *Disenfranchised population (non-English Speaking, elderly)*
- *Transient residents*
- *Residents*
- *Employees and Employers*
- *New employees through new positions and replacing EB staff's attrition (retirement, resignation.)*

A focus will be towards the disenfranchised populations, elderly and non-English speaking members of the community. While not necessarily disenfranchised, reaching the high transient population whom live in the City is important. Over 60% of the population is considered transient mainly due to US Subase New London as sailors are

stationed on a short duration during submarine training or as part of their tenure. Furthermore, the City is home to over 20,000 employees, with the primary employers of Pfizer and Electric Boat. We expect this population to grow substantial over the coming years as EB ramps up production of the Columbia class submarine construction. Reaching all employees who may not be residents of the City, including new employees replacing staff through attrition during the 30-year Columbia Class contractor, will be essential and challenging.

- *Website*
- *Interpretive panels at park*
- *Brochures/flyers*

Technical Merit. Provide a workplan, including:

- a) description of **each** major activity to be undertaken by the project and the method used to carry out that activity; and

Activity 1: Consultant Selection and Contract Negotiation

Method of Execution: The City will conduct an RFP/Q and Interview process to select the most qualified planning team. Representatives from the Coastal Vulnerabilities Working Group will participate in the selection process. The selected team will be referred to below as the Consultant.

Activity 2: Initiation and Inventory

Method of Execution: The Consultant will review past reports, conduct on the ground site visits, photographic surveys and conduct interviews with various City representatives and local businesses. This is envisioned to be extensive effort and important to the development of the overall plan as the Consultant will be required to become familiar with the physical resources of the City (i.e. natural, manmade, topographic, stormwater, floodplains, etc), public safety, past flooding or storm event impacts, to name a few. This will also include workshops with the Coastal Vulnerability Working Group to help give the Group guidance on its goals and objectives, as well as to help formulate the overall Plan's outline and content.

Activity 3: Public and Staff Workshop(s)

Method of Execution: The Consultant conduct two workshops at different times of the day to reach the broadest audience possible and one staff workshop. The workshops are intended to inform and educate the public and staff as well as gain knowledge of how informed the public is on resiliency and the issues the City faces and impacts to the health of Long Island Sound. This information will be vital to preparing educational materials regarding resiliency impact upon LIS and what the City must do to plan for the future.

Activity 4: Website Development

Method of Execution: City staff, with input from the Consultant, will create various web pages upon the City's website to inform and educate the public about resiliency and preservation of Long Island Sound. The content is envisioned to cover a variety of topics including being a method of convey the results of the Plan. The exact content will be shaped during the overall plan development and workshops.

Activity 5: Infrastructure Review and Planning

Method of Execution: The Consultant, based upon the various interviews and on the ground research, will evaluate our infrastructure and identify areas of vulnerability. This includes preliminary design and conceptual engineering to understand impacts and costs for addressing issues. A focus will be upon water quality, addressing long-term changes need to respond to rising sea levels, and address emergency response during times of possible catastrophic storm events. The Consultant will also evaluate two options of addressing the Pollution Abatement Facility. 1) what can be done for hardening of the existing PAF if it were to remain and 2) relocating the facility to a less or non-vulnerability location. Each will outline improvements and identify order of magnitude costs.

Activity 6: Educational and Outreach Tools

Method of Execution: Bi-lingual tools for print and download will be prepared to help educate and inform the public. This includes the importance of taking preservation steps to protect LIS as well as what should be done in the event of storm events with contact information. Staff will also design, have fabricated and installed two interpretive educational panels to be located at the public park adjacent to the Thames River. This work also includes the development of a business tool-kit to assist small businesses to become resilient and plan for possible impacts by, and recovery following, storm events.

Activity 7: Implementation Matrix

Method of Execution: The consultant will, as part of the overall final report, prepare a summary matrix of city-wide improvements that are necessary. This matrix will be prioritized, include order of magnitude costs and identity the lead entity/department.

Activity 8: Wetlands Mapping

*Method of Execution: City staff, from our operating budget, will fund the mapping of City of Groton wetland and watercourses to help inform the development and general public of our valuable wetland resources which act as a natural protective barrier to Long Island Sound. **(NOTE to Bidders: This is not part of the Plan development scope.)***

Activity 9: Regulatory Tools

Method of Execution: The Consultant will identify regulatory zoning tools the City may choose to implement/adopt to help further protect LIS. This may include further

enhancing our stormwater management regulations, require enhanced landscaping requirements to reduce heat gain, and other 'smart growth' means to promote alternative transportation means. This also includes an update to the Historic District Regulations which has already been budgeted for FY 2020 and used as part of the match for this grant.

Activity 10: Final Report and Presentation

Method of Execution: The Consultant will prepare a final report documenting the findings and recommendations. A final presentation of the draft report will be made to the public, perhaps at a City Council meeting, with the draft made available in advance of said meeting.

b) timetable indicating when activities are to be accomplished. The timetable does not need to provide specific dates but instead may group activities by month/quarter over the start and end date of the project.

Activity	Time Period
<i>1. Consultant Selection and Contract Negotiation</i>	Month 1
<i>2. Initiation and Inventory</i>	Month 2-3
<i>3. Public and Staff Workshop(s)</i>	Month 3
<i>4. Website Development</i>	Months 1-6
<i>5. Infrastructure Review and Planning</i>	Month 4
<i>6. Educational and Outreach Tools</i>	Month 4-5
<i>7. Implementation Matrix</i>	Month 5
<i>8. Wetlands Mapping</i>	Month 3-6
<i>9. Regulatory Tools</i>	Month 5-6
<i>10. Final Report and Presentation</i>	Month 6

Qualifications. Describe the following:

a) organizational, staff, partner and/or consultant qualifications an experience relevant to delivery of the proposed project; and

b) the specific role and responsibilities of each in delivery of project activities. *Please do not provide or upload CVs or resumes.*

This response is for both items a) and b) above.

The City will select a consultant through and RFP/Q process who has the relevant experience in resiliency planning, public outreach, economic development, engineering, urban design and environmental planning. The select team/firm will be responsible for the bulk of the planning and technical work with the exception of the items discussed below.

The overall project will be guided by the City of Groton Coastal Vulnerability Working Group. This consists of City staff from various departments including Planning, Conservation, Building, Economic Development, Historic Commission, Police, Fire and Utilities. The group will be completed by local businesses and institutions including representative from each of the following: University of Connecticut Avery Point, Electric Boat / General Dynamics, Pfizer Pharmaceuticals and Southeastern Connecticut Enterprise Region.

The project will be managed by the City Planner, Dennis Goderre. Dennis has over 20 years experience in private and public sectors, managing projects and studies ranging in scopes from environmental planning, construction of coastal communities/development and strategic plans. Dennis' will be the day to day lead, coordinating all aspects of the project including scope, outreach and budget. Dennis is a licensed landscape architect and planner certified by the American Institute of Certified Planners.

Cierra Patrick is the City's Economic Development Specialist. Cierra will be responsible for business outreach and planning as it pertains to developing resiliency plans and recovery strategies for local small businesses. Cierra serves on the Coastal Vulnerability Working Group and will assist Dennis Goderre with project management, primarily public outreach.

Heidi Comeau is a member of the Department of Public Works. Heidi is responsible for managing, inventory, testing and evaluating our stormwater management systems and MS4 compliance. Heidi is familiar with our stormwater infrastructure and will plan an instrumental role in assisting the team in prioritizing and identifying necessary SWM upgrades and renovations to help protect water quality of stormwater runoff and prior to discharge into Long Island Sound and the Thames River.

Mark Biron is the General Manager of Groton Utilities and will be the point of contact for aspects related to electric, water and sanitary sewer planning. Mark will play an instrumental role in planning for possible upgrades at the Pollution Abatement Facility and/or its possible relocation strategy. Mark will draw from other resources within Groton Utilities as necessary.

Carlton Smith is the City's Building and Zoning Official. Carlton provides assistance to the City's Conservation Commission and Historic District Commission. Carlton will provide assistance with strategy plans for development within the flood plains, conservation of our wetland and natural resources and updates to the historic district

regulations. Carlton will also oversee the remaining of the City's wetlands systems as described above in the work plan.

Southeastern CT Enterprise Region representatives, Nancy Cowser and Melinda Wilson, will play a lead role in resiliency planning for businesses and work closely with Cierra Patrick. Ms. Cowser, Executive Director for SeCTer, and Ms. Wilson will develop a plan to help communicate to businesses the importance of planning in the event a business impacts by coastal storm events and how to recover should a business be negatively impacted.

Additional partners include UConn, Electric Boat / General Dynamics and Pfizer. Each respective organization has vast resources and talents and a vested interest in resiliency planning and protecting the natural resource of Long Island Sound. Their representatives will help guide the plan as part of the Coastal Vulnerability Working Group and be a point of contact to other resources within their talent pool as may be necessary. Each has provided support letters for this application.

Communication/Transferability. Describe:

a) the *specific* content to be communicated or transferred related to restoration and/or protection of the health and/or living resources of Long Island Sound (e.g., raingardens to reduce stormwater into LIS, sharing the LIS shore with coastal birds, innovative treatment systems to improve water quality in LIS, managing upstream rivers benefits LIS open waters, data to inform opening a shellfish resources etc.);

The overarching message of the Plan is to convey the importance and value of resiliency planning and how it is essential to the health of Long Island Sound. This includes how being resilient is not just a 'trend' or 'the in-thing to do' but, vital to the success of our communities and ecosystem of Long Island Sound and the Thames River. Many of our businesses rely on the health and beauty of the Sound and having an overall strategy to help preserve its resources is essential.

b) the specific tools this content will be communicated (e.g., data input into the EPA Water Quality Exchange, dedicated page on an organizational websites, a sign, a report, social media, workshops/trainings etc.); and

The tools we will use are multifaceted. This includes:

- *A website within the City's website dedicated to education and convey the results of the plan;*
- *A prioritized strategy of improvements Staff and elected officials can use to properly budget from an operational and capital planning perspective;*
- *Interpretive signs to be installed at the public park on Thames Street, over looking the Thames River;*
- *Educational materials such as flyers for print and download*
- *Regulatory tools for new zoning*
- *Mapping of wetlands and watercourses throughout the City of Groton*
- *New Historic District Regulations to respond to flood plain development requirements.*

- *A final report*

c) *specific* target audience(s) (e.g., *municipal officials, general public, students and teachers etc.*). You may describe the strategy **or** use the table below adding rows as needed.

Communication tool or strategy (type)	LIS related content or message	Target audience
Website	Overall plan results and significance our actions have on LIS	General public
Operations and capital plan	Regulatory and infrastructure upgrades/enhancements to protect discharges or overall impacts on climate	City officials and staff
Interpretive Signs	significance our actions have on LIS	General public and visitors
Education material	significance our actions have on LIS	City officials, General public and visitors
Regulatory tools	Zoning mechanisms to protect water quality and climate impacts	Development community, Zoning Commission
Wetland mapping	Water quality preservation and enhancement	Conservation Commission
Historic District Regulations	Protection of coastal floodplains	Historic District Commission, homeowners
Final Report	Varies	Officials, Commissions and general public

Prior LISFF Grant(s). If you have received a prior grant under LISFF in the period of 2016-2018 provide paragraph summary of progress associated with that grant relative to promised deliverables.

The City of Groton has not received prior grants under the LISFF.