

## **Rhode Island Infrastructure Bank in Partnership with The Nature Conservancy**

### **Request for Responses (RFR)**

Dated: February 25, 2019

### **RESILIENT RHODY: MUNICIPAL RESILIENCE PROGRAM (MRP) TO PROVIDE PLANNING SERVICES**

#### **1. Opportunity Summary**

- A. PROPOSALS SOUGHT FOR:** Municipalities who wish to assess their vulnerability to and prepare for climate change impacts, build community resilience, and receive designation as a Resilient Rhody Municipal Resilience Program (MRP) municipality. Designation will be given to municipalities who complete a Community Resilience Building (CRB) workshop process to prepare for the impacts of climate change and fulfill associated initial deliverables and annual progress reports required to maintain designation status. Technical assistance will be provided to allow municipalities to complete climate change vulnerability assessments and planning using the CRB, other planning tools, and climate change projections and data. Municipalities who complete this CRB process and develop a final summary of findings report will be designated as a “Resilient Rhody Municipality,” which provides eligibility to apply for MRP implementation funds.
- B. OVERVIEW AND GOALS:** Resilient Rhody, Rhode Island’s first comprehensive climate resilience action strategy was released by Governor Raimondo in July 2018. The strategy identifies priority actions the state can take to build statewide resilience. Common throughout Resilient Rhody is the need to work collaboratively with and in support of municipalities statewide. The Municipal Resilience Program (MRP) provides direct support to cities and towns to complete a community-driven process that will bring together climate change information and local knowledge to identify top hazards, current challenges, and community strengths. This process will identify priority actions and strategies to improve the municipality’s resilience to all natural and climate-related hazards using a flexible, tested approach called Community Resilience Building (CRB). The program provides access to a pool of facilitators trained on the CRB process, a standardized toolkit for assessing climate change vulnerability and developing strategies, and access to the best available statewide climate projections and data.

Upon successful completion of the CRB process, municipalities will be designated as a “Resilient Rhody Municipal Resilience Program Municipality,” or an “Resilient Rhody Municipality” which enables municipalities to apply for funding to implement identified projects. This designation also demonstrates the community’s commitment to preparing for climate change. Completion of the program will ensure that as municipalities make investments, set policy, and implement infrastructure projects, the municipality will have an understanding of their risk and vulnerabilities from climate change impacts and how these impacts specially affect their residents, community, local economy and natural resources.

**C. ELIGIBLE APPLICANTS:** All cities and towns in Rhode Island are eligible to apply. Cities and towns must meet the match requirements listed in **1E**. Regional partnerships among municipalities are eligible to apply jointly. See **2C** for more details on eligible applicants.

**D. APPLICATION DEADLINE:** Rolling acceptance, not later than 4 p.m., Friday, March 29, 2019.

Three municipalities will be selected in this first round of the program. See Section 4. (See further detail on deadlines and the program calendar in Section 4).

**E. MATCH REQUIREMENT:** Municipalities must commit staff time (estimated at 120-200 hours) to assure completion of this planning exercise and community engagement. Staff time will include the following activities:

- Complete an agreement with Rhode Island Infrastructure Bank and maintain all necessary reports and paperwork;
- Establish a core team (or steering committee) within the town or region to steer the project;
- Help identify and complete outreach to critical stakeholders, partners and town officials who will be involved in the CRB workshop(s) as needed;
- Help coordinate, schedule, send invitations and attend meetings and workshop(s);
- Conduct broad public outreach in the community to ensure good attendance and participation representative of the municipalities diverse populations, interests and needs at the workshop(s) and public listening session(s);
- Help involve key municipal officials in the process including mayors, city councilors, select boards and town administrators;
- Help coordinate staff interviews with key experts, including, but not limited to emergency response, the department of public works, the conservation commission, and the planning board, to collect information prior to the workshop(s);
- Help the assigned MRP facilitator(s) find relevant data and other information useful to conducting the planning exercise;

- Provide access to relevant planning documents, budget information, and other information as needed;
- Consider nature-based solutions during the workshop process for achieving greater resiliency and implementing priority actions;
- In concert with the MRP facilitator(s), complete and send 3 progress reports, with information on spending and/or staff time matched to date and milestones achieved. The final CRB Summary of Findings report will be counted as the final progress report;
- Complete at least one public listening session prior to project completion to engage the broader public in a discussion of the workshop results and final draft of the CRB Summary of Findings report; and
- Commit to continue municipal outreach and engagement, using the completed summary report to inform existing planning and project activities, and secure additional data and information needed to improve the plan.

**F. TOTAL ANTICIPATED DURATION OF AGREEMENT(S):** The agreement period will begin on the date that the parties execute the agreement with Rhode Island Infrastructure Bank. Agreements issued pursuant to this RFR must be complete on or before **October 1, 2019**. Applicants must establish a project time-line that meets the end date. (See further detail on anticipated duration of agreement(s) in **Section 2F**.)

**G. CONTACT INFORMATION:**

Shaun O'Rourke, Director of Stormwater and Resilience  
Rhode Island Infrastructure Bank  
235 Promenade St. Suite 119  
Providence, RI 02908  
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## 2. Performance and Agreement Specifications

**A. OVERVIEW:** The Municipal Resilience Program (MRP) provides direct support to cities and towns to complete a comprehensive, baseline climate change and natural hazard vulnerability assessment and develop prioritized actions and implementation strategies for dealing with priority climate change-related and other natural hazards using an accessible, tested approach called Community Resilience Building (CRB) (developed by The Nature Conservancy), and begin broader community outreach. The program provides access to a pool of facilitators trained on CRB, the best available statewide climate projections and data, and a standardized toolkit for assessing vulnerability and developing strategies. Priorities for action and approaches to improve resiliency must include a significant focus on tangible projects with special consideration of water pollution abatement and “Nature-Based Solutions.” Nature-Based Solutions are defined as strategies that conserve, create, restore and employ natural resources to enhance climate adaptation, resilience and mitigation to mimic natural processes or work in tandem with man-made engineering approaches to address natural hazards like flooding, erosion, drought, and heat islands and to maintain healthy natural cycles to sequester and maintain carbon and other greenhouse gases.

Led by a local project lead and a core team, municipalities will engage with MRP facilitator(s) to help gather available background information on climate change impacts, hazards, vulnerabilities and strengths, conduct interviews with staff and volunteers, and plan two 4-hour workshops or one 8-hour workshop. During the workshop(s), approximately 20-60 municipal staff, residents, partners, and volunteers will work to:

- Understand connections between ongoing community issues, climate change and natural hazards, and local planning and actions in the municipality;
- Understand how climate change will exacerbate or lead to new community issues, hazards and other challenges the municipality faces;
- Identify infrastructural, societal, and environmental vulnerabilities and evaluate strengths that help make the community more resilient to climate change and natural hazards;
- Explore nature-based solutions to build resiliency in the municipality;
- Develop and prioritize actions and clearly delineate next steps for the municipality, local organizations, businesses, private citizens, neighborhoods, and community groups; and
- Identify opportunities for the municipality to advance actions that further reduce risks and impacts of climate change and natural hazards and increase local and regional resilience.

After a signed agreement, municipalities will conduct the following tasks, working with the MRP facilitator(s):

1. Prepare for the CRB workshop(s):
  - a) Establish a core team with goals and objectives for the municipality;
  - b) Engage stakeholders from the municipality, including but not limited to municipal officials, community organizations and businesses, private non-profits, and community residents and reflect the diverse populations, interests, and needs of the community;
  - c) Develop partnerships with key non-profits, state and local government agencies, local businesses and academic institutions who can help to inform and enrich the planning process and build support for advancing outcomes at and after the workshop(s);
  - d) Prepare materials for the workshop(s), including data specific to the municipality which may help to understand where past hazards have occurred; and
  - e) Decide on participant arrangements
2. During the workshop(s) (see [www.communityresiliencebuilding.org](http://www.communityresiliencebuilding.org) for more detail on steps and tasks presented below):
  - a) Characterize hazards:
    - Identify past, current and future impacts using the best available data including newly developed climate change projections from state agencies, and other available resources
    - Determine the highest priority hazards within the municipality
  - b) Identify Community Vulnerabilities and Strengths
    - Identify infrastructural vulnerabilities and strengths
    - Identify societal vulnerabilities and strengths
    - Identify environmental vulnerabilities and strengths
    - Identify vulnerabilities in other sectors as chosen by the community
  - c) Identify and Prioritize Community Actions that include water pollution abatement projects and consideration of Nature-Based Solutions
    - Infrastructure actions
    - Societal actions
    - Environmental actions
    - Other actions
    - Please note that MRP implementation funds prioritize water pollution abatement and nature-based solutions. Municipalities are encouraged to explore these types

of strategies which include low-impact design, green infrastructure, land conservation and other techniques and can address infrastructure, societal, environmental and other challenges (See definition in 2A).

d) Determine the Overall Priority Actions

- Identify highest-priority actions
- Further define urgency and timing

3. Post CRB workshop(s):

- a) Generate final workshop(s) products and draft Summary of Findings report
- b) Conduct at least one public listening session and present draft report
- c) Incorporate feedback from listening session(s) and generate final report

4. Move Forward

- a) Continue community outreach and engagement
- b) Secure additional data and information for key gaps and questions identified through the process
- c) Use the process and report to inform existing planning efforts and project activities
- d) Submit yearly progress reports to maintain MRP designation

During the process, all municipalities will be required to submit a series of quarterly progress reports to the MRP Leadership Team, comprised of RIIB, TNC, and may include additional stakeholders, with information on progress to date. The final CRB Summary of Findings report will be counted as the final progress report. The progress report template will be included with the executed agreement.

Upon successful completion of Steps 1-3 of the process outlined above and clearly defined efforts to begin Step 4, municipalities will be designated as a “Resilient Rhody Municipal Resilience Program Municipality,” or “Resilient Rhody Municipality” which may lead to increased prioritization in future funding opportunities.

**B. ELIGIBLE PROJECTS:** Eligible projects must complete the scope outlined in the CRB Workshop Guide as described above and any additional scope approved by MRP Leadership Team through the application process. Any additions, deletions or other changes to the scope must be approved by MRP Leadership Team prior to commencement of such activities. Projects must be facilitated and completed by a MRP facilitator.

Projects must use state downscaled climate change projections and data provided by MRP

Leadership Team where possible, but other peer-reviewed climate change data can be included as applicable, subject to approval by the MRP Leadership Team. Projects seeking to include a more in-depth or specific focus in their vulnerability assessments, such as incorporating high resolution data or evaluating risk of coastal inundation for certain types of infrastructure or assets may build on the MRP assessment to include the more detailed vulnerability and risk analysis by outlining proposed analysis in question 7 of the RFR.

**C. ELIGIBLE APPLICANTS:** This solicitation is open to all municipalities in the state of Rhode Island. Municipalities are encouraged to apply as regional clusters or multi-municipal groups to address the regional nature of climate change impacts while harnessing the collective staff capacity and expertise of multiple communities. Regional groups need not share a boundary but should be able to work well together based on their geography as well as other commonalities. For regional applicants, municipalities should work to submit one application together and one municipality should be prepared to be the lead for the award.

**D. MATCH REQUIREMENT:** Municipalities must commit staff time (estimated at 120-200 hours) to assure completion of this planning exercise and community engagement. Staff time will include the following activities:

- Complete an agreement with Rhode Island Infrastructure Bank and maintain all necessary reports and paperwork;
- Help establish a core team (or steering committee) within the town or region to steer the project;
- Help identify and complete outreach to critical stakeholders, partners and town officials who will be involved in the CRB workshop(s);
- Help coordinate, schedule, send invitations and attend meetings and workshop(s);
- Conduct broad public outreach in the community to ensure good attendance and participation representative of the municipalities diverse populations, interests and needs at the workshop(s) and public listening session(s);
- Help involve key municipal officials in the process including mayors, city councilors, select boards and town administrators;
- Help coordinate staff interviews with key experts, such as emergency response, the department of public works, the Conservation Commission, and the planning department to collect information prior to the workshop(s);
- Help the MRP facilitator find relevant data and other information useful to conducting the planning exercise;
- Provide access to relevant planning documents, budget information, and other information as needed;

- In concert with the MRP facilitator complete and send 3 progress reports, with information on spending to date and a final Summary of Findings report to MRP Leadership Team;
- Complete at least one public listening session to engage the broader public in a discussion of the workshop(s) results and draft of the Summary of Findings report;
- Commit to working to continue municipal outreach and engagement, using the completed Summary of Findings report to inform existing planning and project activities, and secure additional data and information needed to improve the plan.

Municipalities must make a statement regarding these match requirements in their application.

- E. PROJECT TERMS:** A final agreement is subject to successful negotiation of a final scope of services. Please note that MRP Leadership Team does not guarantee that any agreements may result from this RFR. It is anticipated that projects could commence immediately upon award decision. The awarded agreements will be reviewed during their course and, upon request, may be extended or otherwise amended at the sole discretion of MRP Leadership Team for a period appropriate to the circumstances
- F. ANTICIPATED DURATION OF AGREEMENTS:** Agreements will end on October 1, 2019. The awarded agreements will be reviewed during their course and, upon request, may be extended or otherwise amended at the sole discretion of MRP Leadership Team for a period appropriate to the circumstances
- G. REPORTING:** If selected for an award, the Applicant is required to provide MRP Leadership Team with quarterly progress reporting, including information on the CRB Summary of Findings report which will result from the process. Quarterly reports are simple summaries (1-3 pages) of work that has been accomplished to date towards MRP certification, including status of scheduling and completion of workshop(s) and listening session(s). Municipalities shall provide a Summary of Findings report (final CRB report) which should include a description of the planning process, a summary of findings, risk matrix produced through the workshop process, a description of community vulnerabilities and strengths, prioritized community actions including consideration of Nature-Based Solutions, and clearly articulated next steps for incorporating the report findings into ongoing or new planning efforts. A template report will be provided by MRP Leadership Team with the executed agreement. Supplemental materials should also be provided as part of the final report, including a list of workshop participants, contact information for the project lead and core team, data and maps used or produced during the workshop, a completed Risk Matrix in excel format, and documentation of at least one public listening session (i.e. powerpoint presentation(s), agenda, public notification, etc.).



Any scope changes made during the agreement period and approved by MRP Leadership Team should be documented and submitted.

**H. DELIVERABLES, OWNERSHIP, AND CREDIT DUE:** Municipalities shall provide a final Summary of Findings report, described in detail above, a list of workshop participants, contact information for the project lead and core team. All materials, software, maps, reports, and other products produced through the program shall be considered in the public domain and thus available at the cost of production. All materials created through this opportunity and as a result of this award should credit the Resilient Rhody Municipal Resilience Program and Community Resilience Building.

### 3. Instructions for Application Submission

**A. EVALUATION CRITERIA:** MRP Leadership Team, comprised of RIIB, TNC, and may include additional stakeholders, will evaluate all proposals after submission deadline and select three municipalities that successfully completed applications and meet the criteria. MRP Leadership Team reserves the right to reject any or all proposals that do not meet the goals and terms of this RFR. Each proposal will be reviewed to assure the following minimum criteria are met:

1. A signed letter/resolution of support from the mayor, town administrator/manager, or city/town council showing commitment to the project and a willingness to lead on this issue. The letter should also state that municipal leadership will participate in the workshop process.
2. A short statement of the municipality's commitment to the CRB process and planning for the impacts of climate change, including their commitment to assigning a local project manager and developing a core team to support the project, outlined in the Community Resilience Building guide. Please also outline the municipality's commitment to providing sufficient staff time match to complete the project and how that will be accomplished within current resources.
3. The name and qualifications (please include resume and summary of experience) of an employee of the municipality, a committee member, or volunteer who can serve as the local project manager who will assemble a core team to work on the project, serve as the point of contact, and work directly with the MRP facilitators(s).
4. A summary statement of municipal support, including at least 3 letters of support indicating interest in participating in the planning process from relevant [non-governmental] local boards, departments, commissions, businesses, organizations and other partners, including

local, regional and statewide agencies or groups focused on climate change adaptation, emergency preparedness, planning, natural resources and land conservation. These partners are critical to the planning process and will ensure the city or town is able to develop a robust final report and build support for future work.

5. A description of how the municipality will use the results of this process to inform ongoing or new planning efforts including local hazard mitigation plans (HMP), comprehensive plan, open space and recreation plans, master plans, etc., and how results from this process would be used to inform that plan. **Please note the status of your local HMP**, including if you have an active or expect to be soon completing a local HMP process (for plans expiring in 2019-2020).
6. Please tell us about your need to address climate change. What are the expected climate change impacts in your community and what do you think are the biggest risks? Has your community done any work to address climate change impacts in the past (i.e. strengths)? Have you experienced significant loss or damage from extreme weather events, flooding, heat waves, drought, sea level rise, storm surge, or other climate change impacts?
7. Please indicate if your municipality contains environmental justice communities or other populations that may be particularly vulnerable to climate change impacts and natural hazards. Please describe how you will work proactively to involve these groups in the planning process.

**B. APPLICATION SUBMISSION INSTRUCTIONS:** Submit proposal, resumes, and letters of support by email to Shaun O’Rourke in accordance with the schedule below (see **Contact Information** below).

The Infrastructure Bank is subject to the Access to Public Records Act (“APRA”) (RI General Laws Chapter 38-2). Any documents, materials, maps, statements or other information submitted to the MRP Leadership Team may be released in accordance with APRA. Please do not submit any information that the Applicant may not wish to disclose publicly, such as home addresses or personal telephone numbers, social security numbers, or other similar information.

**C. CONTACT INFORMATION:**

Shaun O’Rourke, Director of Stormwater and Resilience  
Rhode Island Infrastructure Bank  
235 Promenade St. Suite 119  
Providence, RI 02908  
[sorourke@riib.org](mailto:sorourke@riib.org)

#### **4. Deadlines and Procurement Calendar**

**A. RELEASE OF RFR: February 25, 2019**

**B. APPLICATION DEADLINE:** Rolling acceptance, not later than 4 p.m., Friday, March 29, 2019.

**C. ESTIMATED AWARD DATE:** Selections are estimated to be announced within four weeks of a municipality's submission of a complete application, with agreement negotiations to begin immediately thereafter.

**D. LIST OF ATTACHMENTS:**

A. Cover Sheet

B. Application Form

**Attachment A: Cover Sheet Requirements**

**RESILIENT RHODY:  
MUNICIPAL RESILIENCE PROGRAM (MRP)  
TO PROVIDE PLANNING SERVICES**

**Applicant** (name of municipality):

**Address:**

**Local Project Manager and Point of Contact:**

Name:

Department/Committee/Municipal Role:

Email:

Phone:

## **Attachment B: Application**

### **RESILIENT RHODY: MUNICIPAL RESILIENCE PROGRAM (MRP) TO PROVIDE PLANNING SERVICES**

1. A signed letter/resolution of support from the mayor, town administrator/manager, or city/town council showing commitment to the project and a willingness to lead on this issue. The letter should also state that municipal leadership will participate in the workshop process.
2. A short statement of the municipality's commitment to taking on the CRB workshop(s) and planning for the impacts of climate change, including their commitment to assigning a local project manager and developing a core team to support the project, outlined in the Community Resilience Building guide. Please also outline the municipality's commitment to providing sufficient staff time match to complete the project and how that will be accomplished within current resources.
3. The name and qualifications (please include resume and summary of experience) of an employee of the municipality, a committee member, or volunteer who can serve as the local project manager, assemble a core team to work on the project, and serve as the point of contact.
4. A summary statement of municipal support, including at least 3 letters of support indicating interest in participating in the planning process from [non-governmental] relevant local boards, departments, commissions, businesses, organizations and other partners, including local, regional and statewide agencies or groups focused on climate change adaptation, emergency preparedness, planning, natural resources and land conservation. These partners are critical to the planning process and will ensure the city or town is able to develop a robust final report and build support for future work.
5. A description of how the municipality will use the results of this process to inform ongoing or new planning efforts including local hazard mitigation plans (HMP), comprehensive plan, open space and recreation plans, master plans, etc., and how results from this process would be used to inform that plan. **Please note the status of your local HMP**, including if you have an active or expect to be soon completing a local HMP process (for plans expiring in 2019-2020).

6. Please tell us about your need to address climate change. What are the expected climate change impacts in your community and what do you think are the biggest risks? Has your community done any work to address climate change impacts in the past? Have you experienced significant loss or damage from extreme weather events, flooding, heat waves, drought, sea level rise, storm surge, or other climate change impacts?
7. Please indicate if your municipality contains environmental justice communities or other populations that may be particularly vulnerable to climate change impacts and natural hazards. Please describe how you will work proactively to involve these groups in the planning process.