



Proposal for Facilitating the Development of a New
Hazard Mitigation Plan

JC-990-013120

April 30, 2020



Region 2 Planning Commission

Section 1.0 – Nature of Required Services & Scope of Work

1.1 Introduction

The Region 2 Planning Commission (R2PC) will commence work on the project with the following assumptions:

- There is no need to start from scratch. The current edition of the [Jackson County Hazard Mitigation Plan](#) simply needs updating, following the guidance provided by: (1) the MSP-EMHSD's Michigan Hazard Analysis, Local Hazard Mitigation Planning Workbook, and other pertinent resources; and (2) the Office of Emergency Management and local Stakeholders.
- An Advisory Committee comprised of representatives from geographically diverse municipalities, pertinent county departments, and interested Stakeholder organizations will oversee the development of the Plan.
- The public and Stakeholders will learn about the Jackson County community, the hazards likely to strike it, and provide feedback on proposed hazard mitigation strategies intended to lessen the effect a disaster may have on local residents, businesses, and institutions.
- The document will be designed for online viewing and hyperlinked.

1.2 Minimum Mandatory Requirements

Based upon its review of the minimum mandatory requirements, the Region 2 Planning Commission wishes to clarify the following:

- **Licensing/Authorization.** The R2PC operates under the authority of *Regional Planning* (PA 281 of 1945, [MCL 125.11 et seq.](#)) and is set up to provide a variety of planning services to its member units of government, including Jackson County.
- **Conflicts of Interest.** The R2PC provides a variety of planning services directly to Jackson County such as:
 - Staffing the Jackson County Planning Commission, including the development of the *Jackson County Master Plan* (under development).
 - Recreation planning, including the *Jackson County Recreation Plan* ([Volume 1](#) and [Volume 2](#), recently adopted).
 - Solid waste planning, including the 2018 amendment to the 1998 update of the [Jackson County Solid Waste Management Plan](#).

The R2PC also indirectly provides various service to Jackson County including:

- Administrating the MPO (metropolitan planning organization) process, which allocates federal transportation funding in Jackson County.
- Serving of the Upper Grand River Watershed Alliance's Water Trail Planning Committee.
- Serving as the EDD (economic development district) for the 3-county area, including the [Region 2 Planning Commission CEDS](#) (Comprehensive Economic Development Strategy).

None of the existing services provided (directly or indirectly) to Jackson County conflict with facilitating the development of the next edition of the *Jackson County Hazard Mitigation Plan*. Rather, the hazard mitigation planning process should benefit from the local knowledge Region 2 has gleaned over time by providing those services.

1.3 Scope of Services

Inventory & Analysis. The Region 2 Planning Commission (R2PC) proposes to update the Community Profile and Potential Hazards surveys contained in the existing edition of the Plan. The MSP/EMHSD's *Michigan Hazard Analysis* ([2012 edition](#) and [2019 edition](#) of MSP/EMHSD Pub. 103) is the baseline for updating the survey of Potential Hazards:

- **Natural Hazards.** It makes sense follow the organization of the *Michigan Hazard Analysis* and group the various types of natural hazards together in the new Plan:
 - **Weather Hazards**, including Thunderstorm Hazards (i.e., Hail and Lightning); Tornadoes; Severe Winds; Extreme Temperatures; Winter Storms (i.e., Ice and Sleet Storms and Snowstorms and Blizzards); and Fog.
 - **Hydrological Hazards**, including Flooding Hazards (i.e., Riverine Flooding, Urban Flooding, and Dam and Levee Failures) and Drought.
 - **Ecological Hazards**, including Wildfires and Invasive Species (i.e., aquatic and terrestrial).
 - **Geological Hazards**, including Climate Trends; Earthquakes; Subsidence; Space Weather and Meteors and Other Impacting Objects.
- **Technological Hazards.** Similarly, it will make sense to also group the various types of technological hazards together:
 - **Industrial Hazards**, including Fire Hazards (i.e., Structural Fires and Scrap Tire Fires); Hazardous Materials Incidents (i.e., Fixed Site (Including Industrial Accidents); Nuclear Power Plant Emergencies; Transportation; Petroleum and Natural Gas Pipeline Accidents; and Oil and Natural Gas Well Accidents
 - **Infrastructure Problems**, including Significant Infrastructure Failures; Energy Emergencies; and Transportation Accidents
- **Human-Related Hazards.** Finally, the following types of human-related hazards will be grouped together: including Catastrophic Incidents (National Emergencies); Civil Disturbances; Nuclear Attack; Public Health Emergencies; and Terrorism and Similar Criminal Activities

A review of the hazards included in the current edition of the *Jackson County Hazard Mitigation Plan* reveals that a Fog analysis is missing. The addition of new hazard types contained in the *Michigan Hazard Analysis* is also required: Celestial Impacts—a type of Geologic Hazard comprised of Space Storms and Meteors and Other Impacting Objects—and Catastrophic Incidents—a type of Human-Related Hazard comprised of any Large-Scale Event (e.g., the coronavirus and the COVID-19 pandemic).

The Community Profile will be updated utilizing information already gathered for the *Jackson County Master Plan*, an ongoing project facilitated by the R2PC. Input received from the Advisory Committee, other Stakeholders, and the MSP/EMHSD may modify the survey.

The information gathered for the Community Profile and Potential Hazards surveys will then be utilized by the R2PC to facilitate the development of a (1) Risk/Vulnerability Assessment and (2) Mitigation Strategy based upon that assessment by Stakeholders and the Advisory Committee. Once there is substantial progress on those tasks, the R2PC will facilitate the development of a Plan Maintenance Strategy using the same process. Finally, the R2PC will assist the Office of Emergency Management in the Plan approval and adoption processes (i.e., MSP/EMHSD, FEMA, Jackson County, and local municipalities).

Public Engagement. The RFP requires the formation of an Advisory Committee to oversee the planning effort as well as a strategy for Public Involvement:

- **Advisory Committee.** The RFP requires that “all agencies that participated in the last Plan writing will be engaged in the update” and the inclusion of “Stakeholder” meetings. The defunct Community Planning Committee—whose membership was open the County of Jackson and all of its municipalities—served as the Advisory Committee for the current *Jackson County Hazard Mitigation Plan*. Consequently, a new Advisory Committee is required. The R2PC recommends creating an Advisory Committee comprised of representatives from geographically diverse municipalities; the Jackson County Health Department, the Jackson County Department of Transportation, and other county entities deemed pertinent by the Director of the Office of Emergency Management; and representatives from Stakeholders. Possible Stakeholder organizations include the Jackson County Chamber of Commerce (or some other business group), the Jackson County Conservation District (or some other natural resources group), the Jackson Area Comprehensive Transportation Study (or some other transportation group) and Consumers Energy (or some other infrastructure group).
- **Public Involvement.** The R2PC proposes hosting 1-2 rounds of Stakeholder Workshops. The first round would create venues to: (1) present the hazards likely to occur in Jackson County—and their anticipated intensity and impact—and (2) conduct an exercise to rank the hazards based on those factors. The second round will provide an opportunity to present and gather input regarding: (1) the revised goals and objectives and (2) the mitigation strategies identified for the top ranked hazards. The R2PC will work with the Director of the Office of Emergency Management to identify pertinent Stakeholder groups (please see the above bullet point for a listing of possible organizations).

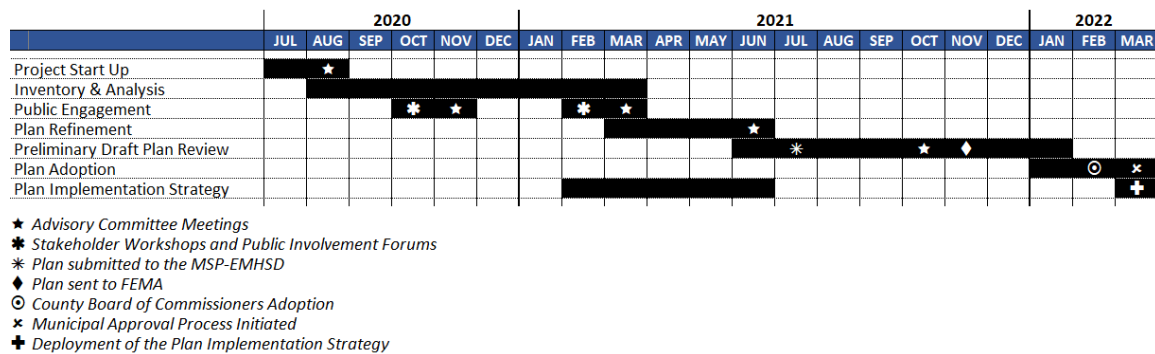
The R2PC will hold Public Involvement Forums in conjunction with the Stakeholder Workshops. The Jackson County Township Supervisors Association, JTV’s *The Bart Hawley Show*, the JCPC (Jackson County Planning Commission), JACTS (the Jackson Area Comprehensive Transportation Study), and the Jackson County Chamber of Commerce are other possible settings for gathering input. *A Hazard*

Mitigation Planning webpage will be maintained on the R2PC website (here is a [draft webpage](#)), with appropriate links to Jackson County and other websites. Social media platforms employed by Jackson County and/or its Office of the Sherriff may also be used to solicit public input.

The public engagement approach outlined is similar to the success model used by the R2PC to complete the *Jackson City + County Nonmotorized Plan*.

Please note that R2PC recognizes that the engagement process may need modification as the COVID-19 pandemic continues. Region 2 is familiar with a variety of virtual and online platforms used for community engagement. The Region recognizes that this is a dynamic situation and will work with the Director of the Office of Emergency Management to develop and execute the right approach in gathering community input.

Major Deliverables. Below is an overview of the project timeline, phases, and tasks (i.e., major deliverables) that R2PC is proposing for the project:



- **Project Start Up**
 - Meet with the Director of the Office of Emergency Management to discuss the formation of the Advisory Committee and the planning and public involvement processes.
 - Meet with Advisory Committee.
- **Inventory & Analysis**
 - Review and update the Community Profile and Potential Hazards surveys, including new/updated GIS mapping.
 - Utilize the Community Profile and Potential Hazards surveys to develop a (1) Risk/Vulnerability Assessment and (2) Mitigation Strategy based upon that assessment by Stakeholders and the Advisory Committee. Once substantial progress occurs on those tasks, the R2PC will facilitate the development of a Plan Maintenance Strategy using the same process.
- **Public Engagement**
 - Stakeholder Workshops—including the general public—will be held to: (1) review and comment on the Inventory & Analysis surveys, (2) create various Risk/Vulnerability Assessments, (3) review and comment on Mitigation Strategies and (4) review and comment on Plan Maintenance Strategies.

- The Advisory Committee will (ultimately) review and approve: (1) the Inventory & Analysis surveys, (2) a unified Risk/Vulnerability Assessment, (3) Mitigation Strategies and (4) a unified Plan Maintenance Strategy.
- **Plan Refinement**
 - Compile the various hazard mitigation planning elements developed during the Inventory and Analysis and Public Engagement phases into a complete draft.
 - Present the complete draft to the Advisory Committee for preliminary approval and provide an opportunity for public comment.
 - Submit the revised Plan to the Advisory Committee for review and approval.
- **Preliminary Draft Plan Review**
 - Submit the preliminary Plan to MSP/EMHSD for review and comment.
 - Incorporate MSP/EMHSD comments/suggestions into the document and submit the revised Plan to the Advisory Committee for its review and approval.
 - Submit the revised Plan to FEMA for approval.
- **Plan Adoption**
 - Submit the final Plan to the Jackson County Board of Commissioners for approval.
 - Submit the final Plan to the City, villages, and townships for municipal approval.
- **Plan Implementation Strategy**
 - Deployment of the Plan Implementation Strategy.


The R2PC will also provide quarterly reports to the Director of the Office of Emergency Management and MSP/EMHSD.

Section 2.0 – Bidder Information and Acceptance

2.1 Company Profile

The Region 2 Planning Commission (R2PC) will commence work on the project with the following assumptions:

<i>Official Name of Bidder:</i> Region 2 Planning Commission		<i>Type of Entity:</i> The R2PC operates under the authority of <i>Regional Planning</i> (PA 281 of 1945, MCL 125.11 et seq.) and is set up to provide a variety of planning services to its member units of government, including Jackson County.
<i>Street Address:</i> 120 West Michigan Ave – 9 th Floor		
<i>City:</i> Jackson		
<i>State:</i> MI	<i>Zip Code:</i> 49201	
<i>Website:</i> https://www.region2planning.com/		
<i>Primary Contact Name:</i> Mr. Grant Bauman		
<i>Primary Contact Phone Number:</i> (517) 768-6711		


Primary Email Address: gbauman@mijackson.org	
Dun & Bradstreet (D&B) Number (if applicable): N/A	
Has your company been debarred by the Federal Government?: No	
Has your company been debarred by State Government?: No	
<p><i>Brief history of the Region 2 Planning Commission (R2PC):</i></p> <p>The R2PC formed as the Jackson Metropolitan Planning Commission in 1956 by the Townships of Blackman, Leoni, and Summit and grew to include all of Jackson County in 1965, including the City of Jackson. The current organization formed in 1974 when local units of government within the counties of Hillsdale and Lenawee became eligible to join. R2PC is one of 14 planning and development regions in the state formed under the authority of <i>Regional Planning</i> (PA 281 of 1945, MCL 125.11 et seq.), which recognizes the economy of providing planning services among local units of government on a cooperative and voluntary basis. Each region provides a different range of services because of this mandate although there are some common services that many of the regions provide.</p>	
<p>Signature: </p>	
Name & Title of Signer: Grant Bauman, Principal Planner & Project Manager	
Date: April 30, 2020	

2.2 R2PC Guarantees and Warranties

The Region 2 Planning Commission (R2PC) will commence work on the project with the following guarantees and warranties:

- A. The R2PC warrants that it is willing & able to comply with State of Michigan laws with respect to foreign (non-state of Michigan) corporations.
- B. The R2PC warrants that it complies with all minimum mandatory requirements.
- C. The R2PC warrants that it is willing and able to obtain an errors and omissions insurance policy providing a prudent amount of coverage for the willful or negligent acts or omissions of any officers, employees or agents thereof.
- D. The R2PC warrants that it will not delegate or subcontract its responsibilities under an agreement without the express prior written permission of the County of Jackson.
- E. The R2PC warrants that all information provided by it in connection with this proposal is true and accurate.
- F. The R2PC certifies it can and will provide and make available, at a minimum, all services set forth in Section 1.0 – Nature of Required Services and Scope of Work.
- G. The R2PC warrants that it is willing & able to comply with State of Michigan laws with respect to foreign (non-state of Michigan) corporations.

- H. The R2PC warrants that it complies with all minimum mandatory requirements.
- I. The R2PC warrants that it is willing and able to obtain an errors and omissions insurance policy providing a prudent amount of coverage for the willful or negligent acts or omissions of any officers, employees or agents thereof.
- J. The R2PC warrants that it will not delegate or subcontract its responsibilities under an agreement without the express prior written permission of the County of Jackson.
- K. The R2PC warrants that all information provided by it in connection with this proposal is true and accurate.
- L. The R2PC certifies it can and will provide and make available, at a minimum, all services set forth in Section 1.0 – Nature of Required Services and Scope of Work.

<i>Name of Firm:</i> Region 2 Planning Commission	
<i>Name of Official:</i> Grant Bauman	<i>Title:</i> Principal Planner & Project Manager
<i>Signature of Official:</i> 	<i>Date:</i> April 30, 2020

Section 3.0 – Qualifications

3.1 Statement of Experience

The Region 2 Planning Commission (R2PC) has been serving Jackson County in a variety of planning capacities for more than 30 years in a variety of planning capacities including transportation, economic development, local planning assistance, and hazard mitigation planning. The R2PC has successfully completed the previous Jackson County Hazard Mitigation Planning project, resulting in the current FEMA-approved Plan. The R2PC has also completed the 2011 Lenawee County Hazard Mitigation Plan and the 2010 Hillsdale County Hazard Mitigation Plan. All plans met local, state, and FEMA standards.

3.2 Firm History

The Region 2 Planning Commission formed as the Jackson Metropolitan Planning Commission in 1956 by the Townships of Blackman, Leoni, and Summit and grew to include all of Jackson County in 1965, including the City of Jackson. The current organization formed in 1974 when local units of government within the counties of Hillsdale and Lenawee became eligible to join. R2PC is one of fourteen planning and development regions in the state formed under Michigan's Public Act 281 of 1945, Regional Planning, which recognizes the economy of providing planning services among local units of government on a cooperative and voluntary basis. Each region provides a different range of services because of this mandate although there are some common services that many of the regions provide.

3.3 Firm Size

The Region 2 Planning Commission has 4 full time employees, and 1 part-time employee, including the 2 principal planners that will be a part of this planning project.

3.4 Firm Expertise & Other Information

The Region 2 Planning Commission serves as a planning, research, and advisory resource to the communities within Jackson County for more than 30 years. R2PC provides a variety of professional planning services, including transportation, economic development, land use, and community planning.

The R2PC assisted the County in the 2016 Amendment of the 1998 Update of the Jackson County Solid Waste Management Plan. That process included local approval of the plan by the City, villages, and townships that comprise Jackson County. The R2PC also led the effort to create the *Jackson City + County Nonmotorized Plan*, with its consultants, which included the formation of a Steering Committee and the use of Stakeholder Workshops and surveys to gather public input.

3.5 References

Entity Name	Lenawee County Planning Commission	Raisin Charter Township
Contact Person	Dale Witt, Member	Dale Witt, Supervisor
Email	dwitt@raisintownship.com	dwitt@raisintownship.com
Phone	(517) 423-3162 x108	(517)-423-3162 x108
Description of Project	Staff/facilitate the LCPC	Township master plan
Project Start & End Dates	N/A – ongoing	N/A – ongoing
Contract Value	N/A - based on work performed	N/A - based on work performed

Entity Name	Jackson County Planning Commission	City of Jackson Dept. of Neighborhood & Econ. Operations
Contact Person	Jennifer Morris, Chair	Jennifer Morris, Director
Email	jmorris@cityofjackson.org	jmorris@cityofjackson.org
Phone	(734) 395-4826	(734) 395-4826
Description of Project	Staff/facilitate the JCPC and master plan update	Zoning ordinance amendment recommendations
Project Start & End Dates	N/A – ongoing	N/A – ongoing
Contract Value	N/A - based on work performed	N/A - based on work performed

Entity Name	Summit Township	Napoleon Township
Contact Person	John Worden, Zoning Admin.	John Worden, Zoning Admin.
Email	zoning@summittwp.com	zoneadmin@napoleontownship.us
Phone	517-788-4113 x240	517-536-8694 x209
Description of Project	Zoning ordinance amendment recommendations, & master/recreation plan updates	Master plan update
Project Start & End Dates	N/A – ongoing	N/A – ongoing
Contract Value	N/A - based on work performed	N/A - based on work performed

3.5 Organization

Mr. Grant Bauman, Principal Planner, will be the project manager for the Jackson County Hazard Mitigation Plan. Mr. Bauman has 25 years of professional planning experience - the last 19 years with the R2PC - and primarily assists local member units of government in the preparation of local plans, zoning ordinances, and staffing various committees as requested. He was involved with the County's 2011 Hazard Mitigation Plan update.

Ms. Tanya DeOliveira, Principal Planner, will be working as a primary planner on the project. Ms. DeOliveira has 14 years of professional planning experience - the last 3 years with the R2PC - and primarily manages the regional and metropolitan transportation planning programs administered by the R2PC.

Ms. Jill Liogghio, Executive Secretary, will provide administrative support.

Organizational Chart

