

## Recovery Annex to the Emergency Operations Plan Contract

The Town of Allenstown, NH has been awarded EMPG funds to update the Local Emergency Operations Plan with a Recovery Annex. The Town of Allenstown will be entering into agreement with Jane Hubbard of Hubbard Consulting LLC to develop the Recovery Annex. This Agreement is made this \_\_\_\_ day of March, 2016 by, and between the Town of Allenstown, with an address of 16 School St, Allenstown, NH 03275 (hereinafter "Town") and Hubbard Consulting LLC (hereinafter the "Contractor").

### **1. CONTRACT SERVICES:**

The Contractor agrees to complete the following tasks:

#### **Scope of Services**

Hubbard Consulting LLC will work with the Town of Allenstown to produce an updated Recovery Plan. The Allenstown Recovery Plan is an administrative and operational guide to facilitate the Recovery Phase after a significant disaster. This plan was recently developed in 2011 and tested during a workshop and table top exercise in 2012. Hubbard Consulting will update the Recovery Plan to reflect areas of improvement identified in the After Action Report (May 21, 2012).

#### **Project Tasks**

Hubbard Consulting LLC will facilitate and coordinate committee meetings. The committee should include representation from all Town Departments and appropriate outside agencies. A successful Recovery plan will rely on the participation of and contribution from key personnel.

The following planning steps will be implemented to update the Recovery Plan for the Town of Allenstown.

1. Project Initiation
  - Conduct an Initial Project Meeting with Allenstown officials and departments identified in the 2011 Recovery Plan.
  - Develop a schedule to meet with the functional areas for input on areas of improvement.
2. Functional Area Updates
  - Work with each functional area to update the plan per their areas of improvement identified in the May 21, 2012 After Action Report. However, the Central NH Regional Planning Commission actions will be carried out independently by CNHRPC.

3. Recovery Support Functions
  - Update the Plan to incorporate the Recovery Support Function (RSF) format. This format is similar to the Emergency Support Function (ESF) format of the Town's Emergency Operations Plan.

## Work Products

Hubbard Consulting will produce 1 hard copies of the Recovery Plan and 5 digital copies. The format will be in both Microsoft Word and PDF.

## Schedule

The estimated timeframe to update the Recovery plan for the Town of Allenstown is approximately four months. It is anticipated that Hubbard Consulting will facilitate at least six committee meetings with Town staff to update the Plan. The timeframe may be adjusted depending upon the frequency and duration of the committee meetings.

## Budget

The total cost to update the Recovery Plan for the Town of Allenstown is \$6,000. Costs include meeting preparation, coordination of meetings, distribution of documents, travel expenses, and cost of supplies. The grant will cover the cost of Hubbard Consulting LLC services (\$6,000). The required 50% match (\$6,000) will be covered by in-kind services from the Town of Allenstown. The match will include reasonable salary/benefit costs for the time of committee members dedicated to the project. Hubbard Consulting will assist with the Grant reporting requirement in coordination with the Town of Allenstown.

## Fee Schedule

Invoices will be submitted on a monthly basis according to the following schedule:

▪ May 1, 2016	\$1,000
▪ June 1, 2016	\$1,000
▪ July 1, 2016	\$1,500
▪ August 1, 2016	\$2,500

<b>TOTAL:</b>	<b>\$ 6,000</b>
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## Amendments

This Agreement shall not be changed amended or modified except in a writing signed by both parties. Under no circumstance shall the Town be liable for any increased cost under terms of this Agreement unless the change or amendment reflecting that increased cost has been signed by a majority of the Board of Selectmen.

### Effective Date: Completion of Project

This Agreement, and all obligations of the parties hereunder, shall become effective on the date of signature by both parties. Except as otherwise specifically provided herein, the Project, including all reports required by this Agreement, shall be completed in its entirety by September 31, 2016.

### Entire Agreement

This Agreement, which may be executed in a number of counterparts, each of which shall be deemed an original, constitutes the entire agreement and understanding between the parties, and supersedes all prior agreements and understandings relating hereto.

### Governing Law and Jurisdiction

This Agreement shall be governed by the law of the State of New Hampshire, and the parties agree that any dispute arising under this Agreement shall occur in a court of competent jurisdiction in Merrimack County, New Hampshire.

## SIGNATURES

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Shaun Mulholland  
Town Administrator

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Jane Hubbard,  
Hubbard Consulting LLC