

A. Scope

1. To facilitate the update of the Pre-Disaster Hazard Mitigation Plan for Macon-Bibb County that meets the DMA2K five-year update requirements, must comply with the Local Hazard Mitigation Planning requirements contained in 44 CFR 201, and other Georgia Emergency Management and Homeland Security (GEMA/HS) requirements. The planning process will be documented using agendas, attendance lists, minutes, and any advertisements deemed necessary. The role of the contractor will work in close coordination with Macon-Bibb County Emergency Management Staff and will include planning oversight, facilitation, public communication, and plan construction.
2. The contractor will staff and facilitate a Pre-Disaster Mitigation Plan Task Force, composed of officials named by the Macon-Bibb County Emergency Management Staff, which will meet regularly to discuss and provide input on plan progress. This Task Force will develop incremental goals and will provide information and data related to the update of the various components of the Pre-Disaster Mitigation Plan. In addition, with the consent of the Task Force, they will act to identify and recruit additional relevant stakeholders to assist in the plan update.
3. Comply with reporting requirements identified by GEMA/HS and/or FEMA with relation to the grant to keep the Pre-Disaster Mitigation Plan Update award intact, to the extent that county allows. This will include on-going reporting measures, as well as those measures required at planning completion. This also includes documenting, with local officials' cooperation, required local matches and ensuring GEMA/HS and FEMA requirements are being met.
4. Develop one hard copy version and a flash drive that will contain the updated plan document and other relevant materials and resources.

B. Specifically, Macon-Bibb County will accomplish or cause to be accomplished the following:

1. Act as the lead applicant and fiscal agent for the Hazard Mitigation Grant Program (HMGP) funds, as awarded by GEMA/HS and FEMA.
2. Provide relevant and interested public, private, and non-profit sector officials to participate on the Pre-Disaster Mitigation Plan Task Force, which will meet regularly to discuss, formulate, and provide input on plan progress. Ultimate decisions concerning any allocation of funds from each individual government are reserved by Macon-Bibb County Government.
3. Ensure that relevant and interested officials attend and participate in all applicable meetings and working groups during the planning process to guarantee that the 25 percent local labor match required by the GEMA/HS and FEMA award is met.
4. County officials, partner organizations, and community volunteers participating in the Pre-Disaster Mitigation Plan Update will work with the vendor to provide information to satisfy the in-kind matching requirements for the Pre-Disaster Mitigation Plan Update Grant under the Hazard Mitigation Grant Program (HMGP).
5. Assign an official, (preferably the County EMA Director or Deputy Director, the ultimate responsibility and oversight for monitoring and evaluating the planning process. As dictated by federal regulation, the county must revisit the plan on a periodic basis, as well as involve public review and comment on a five-year major update cycle.

### C. Completion Schedule/Timeline

1. Upon proper execution of this agreement by participating parties agree to initiate work immediately. The deadline imposed by GEMA/FEMA for completion of this plan update is May 19, 2026. Services provided under this agreement will continue until the above components in Section 04, Scope of Work are complete. This agreement may be extended with written agreements by both parties. Delays on the part of Macon-Bibb County in the delivery of information or services may result in corresponding delays on the part of the delivery of related products and services, with no injury or penalty accruing.

#### Activity Initial Timeframe\*

Hire Planning Consultant	October 2025
Establish and Form Planning Committee	October 2025
Kick-Off Meeting	November 2025
Gather Critical Facilities Data	December 2025
Hazard Identification and Risk Assessment	January – February 2026
Public Hearings (minimum of 2)	January – March 2025
Develop goals, objectives and action steps	February – April 2025
Mitigation Strategy Update	November 2025 – February 2026
Update Planning Process	November 2025 – February 2026
Submit Plan for GEMA Review and Approval	April 2026
Submit Plan for FEMA Review and Approval	May 2026
Plan Adoption and Implementation	<b>No later than: 28 April 2026</b>
Update Plan Maintenance and Implementation	<b>No later than: 29 April 2026</b>
Financial Reconciliation and Closeout	<b>No later than: 30 June 2026</b>

**\*This timeframe is provided for planning purposes and may be modified in order to accomplish the plan process.**

### D. Review Period

1. Macon-Bibb County, the Pre-Disaster Mitigation Plan Task Force will have thirty (30) days after plan completion in which to review the products and services to ensure completeness and accuracy.

E. Compensation

1. Macon-Bibb County agrees to pay a maximum of \$40,000.00 maximum budget to be paid out of the Hazard Mitigation Grant Program (HMGP) funds) for the delivery of services and products outlined in this agreement.

F. Method of Payment

1. Amounts will be billed by the on an ongoing basis per GEMA/FEMA draw-down guidelines.

G. Termination of the Contract for Cause

1. If, through any cause, shall fail to fulfill in a timely and proper manner its obligations under this agreement, or if the shall violate any of the covenants, agreements, or stipulations of this agreement, Macon-Bibb County shall have the right to terminate this agreement by giving written notice to the of such termination and specifying the effective date thereof, at any time, at least ninety (90) days prior to the effective date of such termination. In that event, all finished or unfinished documents, data, or other materials as described in Section 04, Scope of Work, shall become the property of Macon-Bibb County. Macon-Bibb County shall be entitled to receive just and equitable compensation for any satisfactory work completed and any outstanding obligations on such documents. Also, Macon-Bibb County shall be entitled to receive a pro-rated refund of payment for any work does not complete at time of termination.

H. Amendments/Modifications

1. From time to time, Macon-Bibb County may consent to changes in Section 04, Scope of Work or any other aspect of this agreement. Such changes include any increases or decrease in the compensation paid.
2. This agreement may be modified only by a formal, written modification signed by authorized representatives of Macon-Bibb County. All changes to Section 04, Scope of Work and/or any other aspect of this agreement shall be agreed upon and mutually accepted via contract amendments executed by Macon-Bibb County.

I. Access to Applicable Records

1. Macon-Bibb County shall, until the expiration of three (3) calendar years after final payment under this agreement, have access to and the right to examine any directly pertinent books, documents, papers, and records.

J. Publication of Results

1. Should the parties to this agreement decide that it would be advantageous to publish the results of this cooperative undertaking, the determination of same shall be made jointly and agreeable to each party. Publication by either party shall give proper credit to the other party.

K. Nondiscrimination

1. Neither party to this agreement will discriminate against any employee or applicant for employment or against any applicant for enrollment at any school or college or against any student in his/her course of study or training because of race or ethnicity, gender, creed, national origin, age, religion, sexual orientation, veteran status, or disability.

L. Ownership

1. All data, and/or maps produced in whole or in part under this contract shall remain the property of Macon-Bibb County.

M. Entire Agreement

1. This agreement (and all documents incorporated herein) constitutes the entire agreement between the parties with respect to the subject matter and supersedes all prior and contemporaneous agreements, representations, statements, negotiations, and undertakings, whether oral or written.