

SCHOHARIE COUNTY, NEW YORK



***REQUEST FOR PROPOSAL
FOR
HURRICANE IRENE & TROPICAL STORM LEE
AFTER ACTION REPORT/IMPROVEMENT PLAN CONSULTANT***

October 31, 2011

**PROPOSALS DUE:
By 4:00 P.M., Monday, November 14, 2011**

Schoharie County
Emergency Management Office
C/O: M.O.S.A., 2783 New York 7, Howes Cave, NY 12092.

CONTACT: Judith L. Warner
518-296-8916
JudithWarner@co.schoharie.ny.us

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I. INTRODUCTION

A. OVERVIEW

Schoharie County Emergency Management Office is currently seeking proposals from qualified consultants with proven capacity and experience in the creation of an After Action Report/Improvement Plan (AAR/IP) specific to the Hurricane Irene/Tropical Storm Lee Response of August 28th and September 7th, 2011. The consultant must have significant experience in evaluating and assisting large organizations or Governmental agencies with after-action reporting and improvement planning.

The purpose of the AAR/IP is to provide detailed analysis and recommendations regarding the Schoharie County's response to these disasters. This will include Part 1: Schoharie County Response, which will look at the County response and interactions with Towns/Villages, State and Federal entities, and Part 2: Individual Town/Village Response, which will look at the 16 Towns and 6 Villages response and interactions within the local area as well as interaction with County Government.

The United States Department of Homeland Security (DHS) has developed a Target Capabilities List (TCL) that identifies 36 target capabilities jurisdictions can use to enhance comprehensive response plan, procedures and trainings to support a multi-agency/multi-jurisdictional response effort. The Target Capabilities List should be used as the backbone of the AAR/IP.

B. BACKGROUND

Schoharie County is located in central NY, west of Albany and southeast of Utica. The county has a total area of 626 square miles and a population of 32,749 (as of the 2010 census). The County includes sixteen (16) Towns and six (6) Villages. Schoharie is the county seat.

The Schoharie Creek watershed includes the Schoharie Creek, a northward-flowing tributary to the Mohawk River. The course of the Schoharie Creek includes two high-hazard reservoir-dam systems: the Gilboa Dam (Schoharie Reservoir), owned by the NYCDEP, is part of the NYC Water Supply System. The NY Power Authority operates the Blenheim-Gilboa Dam which includes an upper and lower reservoir to produce hydroelectric power.

Prior to Hurricane Irene, historical flooding in the Schoharie County occurred in the January 26, 1996 Major Presidential Disaster Declaration. The overflow at Gilboa Dam in January 1996 was 1,136.6 ft; during Hurricane Irene, the overflow was 1,137.95 ft. The outflow at the Blenheim-Gilboa lower reservoir in January 1996 was +/- 75,000 cfs, while during Hurricane Irene, the outflow was +/- 118,614 cfs. The watershed also includes several smaller tributaries to the Schoharie Creek that also experience flooding during high water events.

Tropical Storm Lee affected a different footprint of our County, causing some areas to experience flooding from both Irene and Lee, while other areas experienced the severe flooding they avoided from Irene.

Flooding will continue in our county, and Schoharie County would like to learn from and improve upon its response to Hurricane Irene and Tropical Storm Lee.

C. PROJECT REQUIREMENTS

In the performance of this project, consultant will be expected to:

- Meet with the Project Manager to obtain copies of existing information applicable to the project, including grant requirements, reports and studies previously prepared, and applicable County policies and standards.
- Attend meetings with Project Manager as needed.
- Monitor the relationship of scope of project vs. available funding, document deviations and present/discuss with the Project Manager.
- Complete the following elements within seven (7) days of the project start date:
 1. Discuss, identify and document the Consultant's understanding of the general scope of the project.
 2. Develop the project methodology for approval by the Project Manager, which includes information gathering and writing process.
 3. Develop a methodology for keeping the Project Manager informed on the progress of the project.
 4. Develop a Project Schedule through March 2, 2012.

- Complete the following elements within fourteen (14) days of the project start date:
 1. Discuss, identify and document the Stakeholders in the project with the Project Manager.
 2. Develop list of general questions to ask Stakeholders during Interviews and Meetings.
 3. Develop a Schedule for Interviews and Meetings with all Stakeholders.

- Complete the following elements within forty-five (45) days of the project start date:
 1. Complete all Interviews with Stakeholders

- Remaining Project Timeframe Consultant shall develop an AAR/IP:
 1. Following the format and guidelines for AAR/IP set by the Homeland Security Exercise and Evaluation Program (HSEEP).
 2. Following the Department of Homeland Security's Target Capabilities List as the backbone of the project.

- AAR/IP shall include the following:
 1. Narrative of the Event from Preparation to Response.
 2. Methodology of the AAR/IP.
 3. Feedback from Stakeholders.
 4. Strengths and Weaknesses.
 5. Suggestions for Improvement.

D. DOCUMENTATION / DELIVERABLES

Activity	Description	Estimated Timeline
Review existing after action reports from County Emergency Management Office's, and of jurisdictions of similar size, review planning and operational documentation from Emergency Management.	Details will be discussed during initial meeting between consultant and County Project Manager	Within 30 days of start of contract
Conduct interviews, meet with stakeholders	Create schedule with deadlines to gather information, work with County Project Manager to identify stakeholders	Within 45 days of start of contract
Develop After Action report/Improvement plan	Incorporate feedback from interviews, identify strengths and weaknesses, provide suggested improvements for approval and finalization of AAR/IP to Project Manager	No later than February 17, 2012
Final Production of AAR/IP	Meeting with Stakeholders to present: 20 Bound Hard Copies 20 CDS, pdf format	No later than March 2, 2012

II. CONDITIONS GOVERNING THE PROCUREMENT

This section of the RFP contains the anticipated schedule for the procurement and describes the procurement events as well as the conditions governing the procurement.

A. EXPLANATION OF EVENTS

1. SUBMISSION OF PROPOSAL

PROPOSALS MUST BE RECEIVED NO LATER THAN 4:00 P.M. ON 11/14/2011. Proposals are to be received at the address listed below. All received proposals will be time stamped.

SC Emergency Management
Attn: Judith L. Warner
C/O: M.O.S.A.
2783 New York 7
Howes Cave, NY 12092

Proposals must be sealed and labeled on the outside of the package to clearly indicate that they are in response to Hurricane Irene & Tropical Storm Lee AAR/IP Consultant RFP.

2. INCURRING COST

This RFP does not commit the County to award, nor does it commit the County to pay any cost incurred in the submission of the Proposal, or in making necessary studies or designs for the preparation thereof, nor procure or contract for services or supplies. Further, no reimbursable cost may be incurred in anticipation of a contract award.

CLAIMS AGAINST THE COUNTY: Neither your organization nor any of your representatives shall have any claims whatsoever against the County or any of its respective officials, agents, or employees arising out of or relating to this RFP or these procedures (other than those arising under a definitive Agreement with your organization in accordance with the terms thereof).

3. GUARANTEE OF PROPOSAL

Responses to this RFP, including proposal prices, will be considered firm and irrevocable for one-hundred and eighty (180) days after the due date for receipt of proposals or one-hundred eighty (180) days after receipt of a best and final offer, if one is submitted.

4. LATE RESPONSES

All proposals submitted in response to this RFP must be delivered in person or received via courier or mail no later than the RFP due date and time. The time and date stamp will be the basis of determining receipt of proposal.

5. CONFIDENTIALITY

All data and information gathered by the offeror and its agents in this RFP process, including reports, recommendations, specifications and data, shall be treated by the offeror and its agents as confidential. The offeror and its agents shall not disclose or communicate this information to a third party or use it in advertising, publicity, propaganda, or in another job or jobs, unless written consent is obtained from the County. Generally, each proposal and all documentation, including financial information, submitted by an offeror to the County is confidential until a contract is awarded, when such documents become public record under state and local law.

6. ELECTRONIC MAIL ADDRESS

Most of the communication regarding this procurement will be conducted by electronic mail (e-mail). Potential offerors agree to provide the Procurement Officer with a valid e-mail address to receive this correspondence.

7. USE OF ELECTRONIC VERSIONS OF THE RFP

This RFP is being made available by electronic means. If accepted by such means, the offeror acknowledges and accepts full responsibility to insure that no changes are made to the RFP. In the event of conflict between a version of the RFP in the Offeror's possession and the version maintained by the Emergency Management Office, the version maintained by the Emergency Management Office must govern.

8. COUNTY RIGHTS

The County reserves the right to do the following at any time:

- a. Reject any or all proposal(s), without indicating any reason for such rejection.
- b. Waive or correct any minor or inadvertent defect, irregularity or technical error in a proposal or the RFP process, or as part of any subsequent contract negotiation.
- c. Request that offerors supplement or modify all or certain aspects of their proposals or other documents or materials submitted.
- d. Terminate the RFP, and at its option, issue a new RFP.
- e. Procure any equipment or services specified in this RFP by other means.
- f. Modify the selection process, the specifications or requirements for materials or services, or the contents or format of the proposals.
- g. Extend a deadline specified in this RFP, including deadlines for accepting proposals.
- h. Negotiate with any or none of the offerors.
- i. Modify in the final agreement any terms and/or conditions described in this RFP.
- j. Terminate failed negotiations with an offeror without liability, and negotiate with other offerors.
- k. Disqualify any offeror on the basis of a real or apparent conflict of interest, or evidence of collusion that is disclosed by the proposal or other data available to the County.
- l. Eliminate, reject or disqualify a proposal of any offeror who is not a responsible offeror or fails to submit a responsive offer as determined solely by the County.
- m. To accept all or a portion of an offeror's proposal.

III. RESPONSE FORMAT AND ORGANIZATION

A. NUMBER OF COPIES

Offerors must provide one (1) original and four (4) identical copies of their proposal to the location specified on or before the closing date and time for receipt of proposals. The original must be stamped "original" and contain original signatures on the necessary forms.

All of the original proposals must be stamped "original". Original proposals must contain all of the required signatures from the Offeror. The remaining sets should be copies of the originals.

Offerors must also provide two (2) electronic copies of their proposal in CD-ROM format, prepared using Microsoft Office, Word, Excel and Project. The CD shall be included in the original folder or binder.

B. LETTER OF TRANSMITTAL

Each proposal received must include a letter of transmittal. The letter of transmittal MUST:

- a. Identify the submitting organization;
- b. Identify the name, title, telephone and fax numbers, and e-mail address of the person authorized by the organization to contractually obligate the organization;
- c. Identify the name, title, telephone and fax numbers, and e-mail address of the person authorized to negotiate the contract on behalf of the organization;
- d. Identify the names, titles, telephone and fax numbers, and e-mail addresses of persons to be contacted for clarification;
- e. Be signed by the person authorized to contractually obligate the organization;
- f. Acknowledge receipt of any and all addenda to this RFP; and identify all sections of the proposal that the Offeror claims contain "proprietary" or "confidential" information.

C. PROPOSAL CONTENTS

To properly evaluate each firm, the following materials and information should be submitted in each firm's response:

- a. Background and experience of the firm.
- b. A description of the project team and team's approach/methodology.
- c. An organizational chart showing the proposed project team.
- d. Biographies or resumes for each member of the project team.
- e. Management plan for the project.
- f. Demonstrated understanding of the project.
- g. References and contact information for similar completed projects.
- h. Fee Schedule: submit a fee schedule showing hourly rates and an itemized list of all direct and indirect costs associated with the performance of this contract.

III. EVALUATION

A. EVALUATION FACTORS

The Evaluation Criteria listed below will be utilized in the evaluation of the Offeror's proposals. The expectation is that those proposals in the competitive range may be considered for contract award. The proposal should give clear, concise information in sufficient detail to allow an evaluation based on the following criteria. An Offeror must be acceptable in all criteria for a contract to be awarded, to that Offeror whose proposal provides the best value to the County.

The proposal response shall enable the Evaluation Committee to evaluate the responsiveness and quality of the proposal to each of the RFP requirements/criteria listed. Factors determining the best value include, but not limited to the following:

- Previous relevant and successful experience and qualifications.
- Proposed methodology.
- Management plan for the project.
- Understanding of the project.
- Prior experience with Schoharie County or comparable entities.
- Cost Effectiveness.
- Timeliness of proposal.