

Schoharie County Request for Proposals for Planning Services to Update the Multijurisdictional All – Hazards Mitigation Plan

Schoharie County is soliciting proposals from qualified consultants to update the County's All – Hazards Mitigation Plan in accordance with all of the Federal Emergency Management Agency's (FEMA's) current standards and requirements. The All-Hazards Mitigation Plan is developed to fulfill federal, state, and local hazard mitigation planning responsibilities; to promote pre and post disaster mitigation measures, short/long range strategies that minimize suffering, loss of life, and damage to property resulting from hazardous or potentially hazardous conditions to which citizens and institutions within Schoharie County are exposed; and to eliminate or minimize conditions which would have an undesirable impact on our citizens, the economy, environment, and well-being of the County.

Schoharie County will accept any questions in writing (letter or e-mail) until Monday, November 14, 2011 at 3:00 p.m. EST and will provide responses to all questions and post on the County website by Wednesday, November 16, 2011 at 3:00 p.m. EST.

Sealed proposals (three hard copies; 1 CD) must be received no later than **Monday, November 21, 2011 at 3:00 p.m. EST**. PROPOSALS NOT RECEIVED PRIOR TO THIS DATE WILL NOT BE CONSIDERED AND WILL BE RETURNED UNOPENED AFTER RECOMMENDATION OF AWARD.

Proposals should be addressed to:
Shane Nickle, AICP
Hazard Mitigation Coordinator
Schoharie County Planning and Development Agency
276 Main Street – Suite 2
PO Box 396
Schoharie, NY 12157
518-295-8770

For additional questions, please contact Shane Nickle at: shanenickle@co.schoharie.ny.us

Please Note:

- There are 6 pages to this RFP.
- Funding for this effort is provided through a FY 2011 Pre Disaster Mitigation (PDM) planning grant from the Federal Emergency Management Agency (FEMA). Verbal approval of this grant has been received, but official award has not been made as of October 20, 2011.
- Schoharie County is not responsible for any costs incurred by prospective firms prior to the signing of a contract.

I. General Information

Proposal Acceptance Period

Award of this project shall be announced contingent on FY 2011 PDM Planning Grant award notification to Schoharie County from FEMA.

Confidentiality

The content of all proposals will be kept confidential until the selection of the Consultant is publicly announced. At that time, the selected proposal is open for review. After the award of the Contract, all proposals will then become public information.

Modification/Withdrawal of Proposals

A respondent may withdraw a proposal at any time prior to the final submission date by sending written notification of withdrawal, signed by an agent authorized to represent the agency. The respondent may thereafter submit a new or modified proposal prior to the final submission date. Modifications offered in any other manner will not be considered. A final proposal cannot be changed or withdrawn after the time designated for receipt, except for modifications requested by Schoharie County after the date of receipt and following oral presentations.

Oral Change/Interpretation

No oral change or interpretation of any provision contained in this RFP is valid whether issued at a pre-proposal conference or otherwise. Written addenda will be issued when changes, clarifications, or amendments to proposal documents are deemed necessary by Schoharie County.

II. Scope of Work

In completing the Schoharie County All-Hazards Mitigation Plan update, consultants are generally expected to follow the tasks outlined in this section.

Consultant will work with Schoharie County personnel (Planning, Fire Coordinator, Emergency Management, Health) to complete some tasks (i.e. mapping, identification of hazards); the details of which can either be addressed in the Consultant's proposal and/or specified in the contract.

1. Reviewing the existing 2006 All-Hazards Mitigation Plan for Schoharie County and current New York State Hazard Mitigation Plan.
2. Reviewing and analyzing existing natural and manmade hazards in all areas of Schoharie County. Consultant will become knowledgeable of existing hazards and how these hazards may impact existing and future development, property, and lives in Schoharie County.
3. Engaging the public throughout the County and the County Hazard Mitigation Committee to develop the updated Plan. Consultant, with the assistance of Schoharie County personnel, will facilitate several meetings with first responders, government officials, community groups, nonprofits, private businesses,

school districts/educational facilities, and individuals to present information, and understand concerns and objectives, for Schoharie County and all 22 municipalities in the County.

4. Evaluating potential natural and manmade disasters in Schoharie County to include a revised hazard assessment. In August 2011, the Schoharie Valley experienced a .02% annual chance flood due to precipitation from Hurricane Irene.

5. Recommending and prioritizing hazard mitigation measures.

6. Determining necessary updates to the existing Plan.

7. Making revisions consistent with the New York Hazard Mitigation Plan, and incorporate all new FEMA requirements for Hazard Mitigation Plans.

8. Developing a schedule, in cooperation with Schoharie County personnel, for hosting and completing community input sessions throughout the planning process.

9. Data Collection and Analysis

- The Consultant, in cooperation with Schoharie County personnel, shall collect the necessary data to evaluate the potential for natural and manmade disasters in Schoharie County. Information shall also be obtained on area history, property status, infrastructure, land use, and other relevant subjects, in order to comprehensively analyze all aspects of the County. This will include utilizing all current plans associated with disaster and emergency response efforts as provided by Schoharie County.
- The Consultant shall report the analysis to the Schoharie County Hazard Mitigation Committee.

10. Soliciting Public Input

- The Consultant and Schoharie County personnel shall hold a second series of public meetings on the findings and revisions to the Schoharie County All-Hazards Mitigation Plan to solicit input from the public, first responders and government officials, engaging them in an interactive draft plan evaluation. The draft plan will be made available to the public for a minimum of 30 days at locations throughout the County and online for comments. The plan must meet all of FEMA's requirements and be approved through FEMA prior to shepherding the plan through the adoption process throughout the County (towns and villages).

11. Reporting

- A draft All-Hazards Mitigation Plan shall be submitted and include all the required sections by FEMA and input from the community. The draft plan will also be distributed for public review. Schoharie County shall review the draft and return an edited version to the Consultant. The Consultant shall submit the final Plan as corrected to FEMA and coordinate and communicate

with New York State and FEMA until the final document is approved by FEMA and the 16 towns and 6 villages in Schoharie County.

- At the conclusion of the contract the County will be provided with a written summary of the process by which the final plan was developed for the County, including meeting schedules, agendas, notes, rosters of attendees, and any information needed to meet the requirements of the FEMA Pre-Disaster Mitigation Planning Grant Award.

12. Deliverables

- As the current plan expires on January 25, 2012, the final draft must be completed in a timely manner, but no later than July 1, 2012. It is understood that FEMA approval may take longer. The Consultant shall assist the County in communication with the New York State Office of Emergency Management including options for progressing project grant applications while the plan revisions are being developed.

III. Submittal Contents and Requirements

All proposals must be signed and shall not exceed 10 pages, including the following:

1) Letter of transmittal, including:

- a. A statement indicating your understanding of the work to be performed;
- b. An affirmation of the firm's qualifications for professionally and expertly conducting the work as understood;
- c. The firm's contact person concerning the proposal and a telephone number and email where that person can be reached.

2) Statement of Qualifications and Experience including:

- a. A discussion of the firm's professional practice, areas of specialization, and philosophy;
- b. A discussion of the firm's experience with work associated with preparing multijurisdictional hazard mitigation plans, listing relevant examples.

3) Staffing and Project Management, including:

- a. The number of executive and professional personnel by skill and qualification that will be employed in the work. Show where these personnel will be physically located during the time they are engaged in the work. Indicate which of these individuals you consider key to the successful completion of the study or project;
- b. Identify individuals by name and title that will do the work on this project and their availability;
- c. Services to be provided by each team member;
- d. Team organization/organization chart;
- e. Technical resources;
- f. Resumes or qualifications are required for proposed project personnel.

- 4) Explanation of work to be performed, including a detailed description of the procedures and methods you propose to use.
- 5) Three references indicating project names, firm's role, and client contact info (including telephone and email).
- 6) Consultant not-to-exceed cost for the entire project with cost breakdown of major work elements.
- 7) A project work schedule should be provided which includes time frames for each major work element, and dates for completion of draft and final documents.

IV. Selection Process/Criteria

A committee of individuals representing Schoharie County (i.e. Hazard Mitigation Committee) will perform an evaluation of the proposals. The committee will rank the proposals as submitted, reviewing for completeness, clarity, focus, conciseness, and accuracy. They will also consider the relevance of experience, resources, references, quality, and diversity of expertise and any additional information provided.

Responses to this RFP will be evaluated based upon the following factors as presented in the submitter's proposal:

1) Professional Qualifications — 25 Points.

Qualifications of the firm's personnel measured by education and experience, especially the specific person(s) that would be working on this project. Ability of the firm to meet the time table identified for the project. Familiarity with the study area.

2) Experience with Similar Projects — 25 Points.

Provide detailed information on experience with previous hazard mitigation plans and plan updates including knowledge of current FEMA Plan requirements. Provide at least three references for which your firm has provided the same or similar services. Include a point of contact, current telephone number, and a brief description of the services provided.

3) Project Understanding and Methodology — 40 Points.

Consultant should demonstrate thorough knowledge and understanding of natural and manmade hazards, the State of New York Hazard Mitigation Plan, and FEMA's requirements for PDM Plans, describing in detail how the Consultant will accomplish each task as described in the Scope of Work.

4) Available Resources and Consultant Location – 10 Points

Reservation of Rights

Schoharie County reserves the right to:

- Reject any or all proposals received in response to this request;
- Cancel any task request in effect should it determine that the proposed staff is not available or assigned to the task order;
- Award Contract(s) solely on the written proposal;
- Request oral interviews with the highest-ranked firms;
- Terminate negotiations with any Proposer should it be in the County's best interest.

Contract Negotiation and Award

The highest-ranked Proposer(s) may be invited to enter into Contract negotiations with Schoharie County.

If an agreement cannot be reached with the highest-ranked Proposer, the County shall notify the Proposer and terminate negotiations. The second highest Proposer may be contacted for negotiations. This process may continue until successful negotiations are achieved.

Non Collusion Requirement

Consultant shall include with proposal a notarized non-collusion statement signed by an agent authorized to represent the agency making the foregoing bid, that such bid is genuine and not collusive or sham; that said bidder has not colluded, conspired, connived or agreed directly or indirectly, with any bidder or person, to put in a sham bid or to refrain from bidding, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference, with any person, to fix the bid price of affiant or of any other bidder, or to fix any overhead, profit or cost element of said price, or of that of any other bidder, or to secure any advantage.