

Schoharie County, New York
Request for Proposals
Disaster Management Consultant Services
9/26/2011

Schoharie County, New York has recently been devastated by the effects of Hurricane Irene and Tropical Storm Lee. We are undergoing the process of Planning and executing a massive recovery program. Schoharie County is soliciting interest on the part of professional consulting firms to provide expertise in support of the County's disaster recovery efforts. The ideal Consultant shall possess demonstrated experience in programmatic disaster recovery and must have intimate knowledge and expertise in the operations of the Federal Emergency Management Agency (FEMA) Public Assistance Program including hazard mitigation.

Due to the extensive damage, which Schoharie County as suffered from these disasters and the desire of the County to expedite return to normal operations, time is of the essence. Proposals must be received no later than 1:00 p.m. on Monday, October 3, 2011. Please send (1) e-mail copy to Karen Miller, Clerk of the Board, at millerk@co.schohrie.ny.us and three (3) hard copies to: Schoharie County Clerk of the Board, C/O: MOSA, 2806 New York 7, Howes Cave, New York 12092

All respondents will be notified of the selection as soon as possible after the submission deadline. The county may conduct interviews of one or more proposers.

SCOPE OF WORK:

The selected Consultant shall assist the County with the following duties and others as mutually agreed upon:

- Provide technical advisory services related to recovery from disasters
- Develop and implement strategies designated to maximize federal and state assistance.
- Provide expert programmatic and policy advice on federal disaster relief program
- Provide support of strategic planning and coordination of all recovery efforts
- Review contracts and purchasing documentation to ensure cost recovery.
- Represent Schoharie County and attend meetings with FEMA/NYSOEM on behalf of the County.
- Damage Site Assessment & Project Worksheet Formulation.
- Identify Potential Improvements & Maximize Public Assistance 406-Mitigatin Funding
- Meet with County Department Heads and Collect, Compile Cost Documentation for PW's.
- Document permit requirements; Maintain code Compliance (building, floodplain, etc.)
- Provide assistance and Oversight to Departments that have Difficulty with Claims.
- Interaction with County's Public Adjusting Firm.
- Process the County's Progress Payment Requests
- Work with Officials to Resolve Disputes with FEMA and/or NYSOEM, including Preparation of Appeals
- Provide Grant Close-Out Services to ensure funding is retained.

SPECIAL CONDITIONS:

1. The selection of a Consultant will not guarantee any minimum amount of services under the contract.
2. Schoharie County reserves the right to reject any or all proposals; to negotiate any elements of a proposal; to conduct interviews at its sole discretion; and to solicit and/or select contractors outside of the scope of this RFP.
3. Schoharie County assumes no responsibility or liability for costs incurred by respondents to this request, including any requests for additional information, interviews or negotiations.

4. All applicable State and Federal rules and regulations must be adhered to by the consultant including stipulations on equal opportunity employment, affirmative action, non-discrimination and record keeping

RESPONSE REQUIREMENTS:

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

- Background and experience of the firm
- A description of the project team and team's approach/methodology
- An organizational chart showing the proposed project team
- Biographies or resumes for each member of the project team
- Management plan for the project
- Demonstrated understanding of the project
- References and contact information for similar completed projects
- Free 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.

CRITERIAL FOR SELECTION:

The responses to the RFP will be reviewed and the most qualified firm will be selected based on evaluation of the following criteria:

- 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

Karen A. Miller, Clerk of the Board
Schoharie County Board of Supervisors
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