

Town of Jerusalem, New York
Requests for Proposals

FEMA and New York State Recovery Assistant Consultant
08/15/14

The Town of Jerusalem, New York, was devastated by the effects of flooding in May 2014. We are undergoing the process of planning and executing repair, recovery and mitigation efforts. To that end, the Town seeks a professional consultant or consulting firm to provide expertise to augment our capabilities to obtain the maximum financial recovery from FEMA and New York State. The ideal consultant shall possess demonstrated experience in operations of the Federal Emergency Management Agency (FEMA) Public Assistance Program including hazard mitigation.

SCOPE OF WORK

The selected consultant shall assist the Town 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 programs.
- Provide support for strategic planning and coordination of all recover efforts.
- Review contracts and purchasing documentation to ensure cost recovery.
- Represent the Town of Jerusalem and attend meeting with FEMA/NYSOEM on behalf of the Town.
- Document permit requirements; maintain code compliance (building, floodplain, etc.).
- Provide assistance and oversight to departments that have difficulty with claims.
- Process the Town's progress payment requests.
- Work with officials to resolve disputes with FEMA and/or NYS OEM, 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. Where applicable, the Town of Jerusalem will perform administrative and document processing tasks to maximize return.
3. The Town of Jerusalem 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.
4. The Town of Jerusalem assumes no responsibility of liability for the costs incurred by respondents to this request, including any request for additional information, interview or negotiations.

5. All applicable State and Federal rules and regulations must be adhered to by the consultant including stipulations on equal opportunity employment affirmation action, nondiscrimination and recordkeeping.

RESPONSE REQUIRMENTS

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

- Letter proposal indication the consultant's interest.
- Background and experience of the firm.
- A description of the project team and team's approach / methodology.
- 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.
- 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.

CRITERIA FOR SELECTION

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

- Previous relevant and successful experience and qualifications.
- Proposed methodology.
- Management plan for the project.
- Understanding of the project.
- Cost effectiveness.
- Timeliness of proposal.

FORM OF SUBMISSION AND CONSULTANT SELECTION:

Interested parties will submit (1) one hard copy and (1) email copy.
Proposals are due by September 2nd, 2014 at Noon, sent to:

Supervisor Patrick Killen
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Branchport, NY 14418
315-595-2287
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