

Town of Shandaken Request for Proposals

Project Description and Preliminary Scope of Work

The Town of Shandaken is soliciting proposals from qualified consulting firms for assistance in the following:

Project Description

Assist the Town of Shandaken to develop a flood hazard mitigation plan for the Town, with an emphasis on the hamlets of Phoenicia and Mt. Tremper. The purpose of the plan is to assist the town in identifying and implementing actions to reduce the risk of floods to residents and businesses. The consultant will also help the Town apply for the National Flood Insurance Community Rating System as a way to help strengthen floodplain management in the Town and to reduce flood insurance premiums for residents.

Completion Date

The required completion date of a draft plan is April 30, 2012. This will enable the Town to submit a plan, to the NYS DEC to comply with a stream project permit. The required completion date of a final report is June 30, 2012.

Scope of Work

Professional services required are likely to include:

1. **Assisting the town in preparing an application to FEMA for the Community Rating System Program of the National Flood Insurance Program. Specific tasks that are required for CRS application are:**
 - a. Review the elevation certificates for the Town and identify deficits.
 - b. Assist town in improving system for completion and retention of elevation certificates for compliance with CRS. Assist the town in adopting the use of the FEMA elevation certificates if they are not currently used.
 - c. Document that town has copies of all FIRM maps issued for the town.
 - d. Map repetitive loss areas. Shandaken has identified at least 15 such properties, through FEMA claims; the plan (below) must include a sub-plan to reduce damage in repetitive loss areas.
 - e. Prepare application. Work with SAFARI (Shandaken Area Flood Assessment and Remediation Initiative) committee and Code Enforcement Officer to compile needed documentation.

2. **Leading the effort to develop a flood mitigation plan for the town, with an emphasis on the hamlets of Phoenicia and Mt. Tremper. The plan must be compliant with CRS planning standards. The plan must include, among other things:**
 - a. Public Meetings/Outreach
 - i. 1 meeting at planning initiation to obtain input from SAFARI Group
 - ii. 1 public meeting at planning initiation to obtain public input on hazards, problems and possible solutions
 - iii. 1 public meeting following completion of each Task (1-4) to obtain input (planning initiation meeting included)
 - iv. 1 meeting with SAFARI Group just prior to completion of each Task (1-4) to obtain input (planning initiation meeting included)
 - v. A survey sent to at least 90% of Shandaken residents to solicit input to the plan
 - b. Review of existing studies to include (at a minimum)
 - i. Ulster County All Hazard Mitigation Plan
 - ii. Army Corps 2008 study of Esopus Creek
 - iii. USGS flood reports
 - iv. Flood Insurance Studies
 - v. Ashokan Watershed Stream Management Program Stream Management Plans
 - vi. Shandaken Comprehensive Plan and other relevant County-level plans
 - c. Hazard Assessment, with an emphasis on the Hamlets of Phoenicia and Mt. Tremper and repetitive loss areas. This will include a map and description of known flood hazards.
 - d. Risk Assessment (emphasis on hamlets and repetitive loss areas). Should include:

- i. Overall assessment of vulnerability from hazards identified in item (c)
 - ii. Impact of hazards on safety and local economy
 - iii. Review of all properties that have received flood insurance claims, properties without flood insurance that have documented flood damage, and properties in repetitive loss areas.
 - iv. Identify areas that provide natural and beneficial functions that should be protected (floodplains, wetlands, riparian buffers)
 - v. Identify at-risk critical facilities and infrastructure
 - vi. Review development and population trends.
- e. Mitigation Strategy
- i. Develop goals for flood hazard mitigation for Shandaken
 - ii. Develop set of recommended activities based on risks identified above to include:
 1. Preventative activities (planning and zoning, storm water management)
 2. Property protection (retrofitting, insurance, relocation, elevation)
 3. Natural resource protection (erosion control, wetlands protection, floodplain protection)
 4. Emergency services (flood warning, flood response, critical facilities protection)
 5. Structural Projects (stream channel modifications, storm sewers, bridge or culvert sizing)
 6. Public Information (maps, outreach projects, technical assistance and training)
- f. Action Plan
- i. Prioritize recommended activities
 - ii. Develop specific plan for implementation of at least three activities. Strategies must be affordable, implementable and able to be permitted. Plan for evaluation.

3. Tasks (w/deliverables and dates)

Task 1 – Due by October 31, 2011

- Create Emergency Response Plan (specific for Hamlet of Phoenicia)
- Provide survey
- Meet with SAFARI Group to obtain input
- Public Meeting to obtain input

Task 2 – Due by January 31, 2012

- Draft Risk Assessment
- Draft Outline of Flood Mitigation Plan
- Possible Recommendations and Alternatives
- Explanation of CRS and possible scoring credit improvements
- Meet with SAFARI Group to obtain input
- Public Meeting to obtain input

Task 3 – Due by April 30, 2012

- Complete Risk Assessment
- Draft Flood Mitigation Plan
- Update of CRS information
- Meet with SAFARI Group to obtain input
- Public meeting to obtain input

Task 4 – Due by June 30, 2012

- Complete Flood Mitigation Plan
- Recommended “Next Steps”
- Final Report on CRS points and summation of flood insurance reduction costs
- Meet with SAFARI Group
- Public Meeting Introducing Flood Mitigation Plan

4. Payment Schedule

- a. Payments shall be made on the completion of each task, as follows:
 - Task 1 – 20% of total contracted price
 - Task 2 – 40% of total contracted price
 - Task 3 – 20% of total contracted price
 - Task 4 – 20% of total contracted price

Other: The successful firm must comply with all applicable funder requirements.

Submittal Content

The proposal must be organized in sections containing the following information:

- **Description of Firm.** Describe your firm's legal structure, areas of expertise, length of time in business, number of employees, and other information that would help to characterize the firm. Provide the address of the main office (for legal purposes) and the address of the office that will manage the project.
- **Experience.** Briefly describe other projects executed by your firm that demonstrate relevant experience; however, extensive descriptions of vaguely related projects are discouraged. Also list all public sector clients for whom you have performed similar work in the past five years. For each project mentioned, include the name, address and phone number of a person who can be contacted regarding your performance on the project. When submitting projects for which your firm worked in an auxiliary capacity or in a joint venture or partnership, include the name of the lead firm.
- **Personnel.** Provide a professional resume for the key people proposed to be assigned to the project (including any important sub-consultants), and describe relevant related experience. Describe key personnel's proposed roles and responsibilities on this project. Submittals must identify a proposed project manager, who would be responsible for the day-to-day management of project tasks and would be the primary point of contact with your firm. An organization chart of the project team may be appropriate.
- **Project Approach.** Describe the tasks that must be accomplished to complete the project. Provide a narrative description of how the firm proposes to execute the tasks. If applicable, discuss any unique aspects of the project, alternate approaches the Town of Shandaken might wish to consider, or special considerations related to programmatic/ funding requirements. Your firm should rely on its expertise and experience with similar projects to demonstrate how it will effectively complete the project.
- **Project Schedule.** Provide a schedule of general project activities indicating the duration of each activity and the total project, including a schedule of Personnel to be assigned to project. The schedule should reflect realistic activity durations.
- **Project Cost.** The applicant shall state the full cost of undertaking the proposed services. In addition, the applicant shall state the hourly rates of various staff members in the event that additional services are requested by the Town.

Brochures or other material that may be helpful in evaluating your firm may be included in an appendix of the proposal.

Additional Information

Questions regarding the project may be directed to Supervisor Robert A. Stanley at:
 Town of Shandaken
 P.O. Box 134, Shandaken, New York 12480
 (845) 688 – 7165
 supervisor@shandaken.us

The following may be requested from, or viewed at, Town offices at 7209 Rte. 28, Shandaken, NY 12480,

- Flood Insurance Study
- AWSMP Stream Management Plans (Stony Clove Creek and Esopus Creek)
- Ulster County All Hazard Mitigation Plan (2009)

- Army Corps of Engineers Study (2008)

Submittal Deadline

One (1) original, eight (8) printed copies, and one (1) electronic copy containing an entire electronic version of the submission in addition to one (1) original fee proposal and eight (8) copies of the fee proposal, submitted in a separate envelope, clearly marked "XXXXXX Fee Proposal" for name and address of the proposer.

DO NOT INCLUDE fee information in the technical portion of the submittal.

Proposals and copies must be received no later than 3 p.m. on Monday, August 29, 2011 at Town Clerk's Office, Town of Shandaken, P.O. Box 134, Shandaken, NY 12480.

Proposals received after the deadline will not be considered.

Selection Process

Proposals will be ranked based on qualifications and Town of Shandaken may choose to interview several of the top ranked firms. However, at its discretion, Town of Shandaken may dispense with interviews and select a firm to perform the work. Firms will be evaluated on the basis of the following factors:

- Firm History and Capability to Perform Project
- Relevant Project Experience
- Qualifications of Project Team
- Familiarity with Area and Project
- Project Approach and Schedule
- References

A selection committee appointed by Town of Shandaken will assist with firm evaluations and make recommendations to the Town of Shandaken who will make the final selection. The Town of Shandaken will seek to negotiate a contract, a detailed scope of work, fee, schedule, etc. with the preferred firm. If unable to reach agreement, Town of Shandaken will terminate negotiations, and commence negotiations with lower ranked firms seriatim.

The Town of Shandaken expects to evaluate proposals and provide written notification of the short-listed firms within 14 days of receipt of proposals. If interviews are held, they will be scheduled within 2 weeks of short-list notification.

The Town has no liability whatsoever for any costs, fees or expenses incurred by the applicant with respect to the preparation, submission or presentation of the RFP.

The Town reserves the right to reject any and all of the proposals submitted in response to this RFP.

Equal Opportunity/ Affirmative Action Employer

All qualified consultants will receive consideration without regard to race, color, religion, creed, sex, age, or national origin.