



VILLAGE OF NELSONVILLE
258 MAIN STREET, NELSONVILLE, NEW YORK 10516, P:(845) 265-2500

REQUEST FOR PROPOSALS
RFP #2023-2
DISASTER RECOVERY GRANT MANAGEMENT ASSISTANCE

The Village of Nelsonville (the Village) seeks a professional consultant to assist in the management and coordination of disaster recovery grant funding from the Federal Emergency Management Agency (FEMA) in response to the severe storm and flooding event, DR-4723, that occurred on July 9-10, 2023.

SCOPE OF WORK:

In the aftermath of the severe flooding that occurred in DR-4723, the Village seeks to secure the services of a qualified disaster recovery consultant as outlined in the following scope of work. In order to ensure a rapid recovery and post disaster redevelopment process, the Village requires the services of qualified, experienced professionals to manage state and federal grant management processes.

The selected consultant shall assist the Village with the following duties and others as mutually agreed upon:

1. Attend meetings with State/Federal agencies including applicant briefings, kick-off meetings and project specific discussions.
2. Provide technical advisory services related to Emergency Management and disaster recovery. This includes providing advice on the eligibility of facilities, work, and other costs and develop justifications for presentation to the State of New York.

3. Develop and implement strategies designed to maximize federal and state disaster recovery assistance.
4. Prepare correspondence to FEMA and the State of New York.
5. Prepare regular progress reports to the Village, State and FEMA.
6. Develop a financial tracking process that organizes and records project related expenses in a manner that facilitates the financial reimbursement by FEMA.
7. Serve as subject matter experts and provide programmatic and policy advice to the Village regarding various federal disaster relief programs.
8. Provide project management of ongoing disaster recovery projects.
9. Assist the Village's senior leadership in the development of a strategic disaster recovery plan.
10. Review and organize disaster related documentation to ensure regulatory compliance and maximize reimbursement opportunities.
11. Conduct site visits of damaged areas and collect information for project formulation.
12. Prepare project documentation for review by FEMA and the State ensuring that the scope of work is accurate and comprehensive, estimates are accurate, expenses are eligible and documented, and that projects are categorized as small or large in a manner that ensures prompt reimbursement to the Village.
13. Enter disaster related information and documentation into FEMA's Grants Portal.
14. Identify potential Hazard Mitigation opportunities and coordinate the integration of 406 Hazard Mitigation Funding with Public Assistance Funding.
15. Meet with Village's management team to collect documentation, provide regular updates, and to ensure regulatory compliance.
16. Coordination with the Village leadership team in the development and preparation of any appeals to FEMA.
17. Provide grant close-out services.
18. Provide other state and federal grant management services as needed. Assist the Village with the management and administration of other federal grant management programs not identified above.

QUALIFICATION OF THE BIDDING FIRM:

The respondent shall provide a narrative of the firm's qualities and capabilities that demonstrates how the firm will work with the Village to fulfill the requirements of this project. Describe the firm's methods of providing the Disaster Recovery Administrative Services outlined within the Scope of Work.

Firm qualifications must include, at minimum, the following:

1. Recent experience demonstrating current capacity and expertise in assisting local governments in obtaining reimbursement from state and federal agencies following disaster events.
2. Describe the approach and methodology it will use to accomplish the work herein. The project approach shall include information on schedule and availability where applicable.
3. The respondent shall include a list of the proposed staff that will perform the work required if awarded this contract and a summary of staff qualifications. An organizational chart and management plan should be included in this section.

RESPONSE REQUIREMENTS:

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

1. Letter proposal indicating the consultant's interest.
2. Background and experience of the firm.
3. A description of the project team and team's approach/methodology.
4. An organizational chart showing the proposed project team.
5. Biographies or resumes for each member of the project team.
6. Management plan for the project.
7. Demonstrated understanding of the project.
8. Provide at least two references for which the firm has performed disaster grant management and administrative services that are similar to the requirements in the Scope of Services. Provide the reference contact name, address, e-mail address, telephone numbers and date of the contract.

9. 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.
10. Proposed “draft” contract.

CRITERIA 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:

1. Previous relevant and successful experience and qualifications.
2. Proposed methodology.
3. Management plan for the project.
4. Understanding of the project.
5. Prior experience with comparable entities.
6. Cost effectiveness.

Form of Submission and Consultant Selection:

Interested parties will submit one email-copy to: **mayor@nelsonvilleny.gov**

Proposals are due at September 27, 2023 at 12:00 pm.

The Village may, in its discretion, conduct phone interviews of one or more proposers.