



Department of Emergency Services

Memorandum

36291

DATE: September 24, 2013

TO: Board of Acquisition and Contract

FROM: John M. Cullen
Commissioner of Emergency Services

SUBJECT: Authority for the County of Westchester to enter into an agreement with Tetra Tech EM Inc. to develop and prepare a Multi-Jurisdictional, Multi-Hazard Mitigation Plan for the County and participating municipalities, for a term commencing upon execution and continuing through September 19, 2014, for an amount not to exceed \$171,857.00, pursuant to an approved budget

On or about July 1, 2013, the County of Westchester (the "County"), acting by and through its Department of Emergency Services (the "Department") issued a Request for Proposals ("RFP"), pursuant to Section 6 of the County's Procurement Policy. This RFP solicited proposals from vendors to develop and prepare a Multi-Jurisdictional, Multi-Hazard Mitigation Plan for the County and develop jurisdiction specific plans to be included as "Annexes" for municipalities (towns, villages, town/villages, and cities) that desire to participate in the plan process. The work will be carried out in compliance with the criteria set forth in the Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, 42 U.S.C. § 5121, et seq., as amended by the Disaster Mitigation Act of 2000, Public Law 106-390, and the requirements set forth under 44 C.F.R. Part 201, §201.6. The purpose of the plan is to demonstrate a jurisdiction's commitment to reducing risks from multiple hazards, and serve as a guide for decision-makers as they commit resources to reduce the effects of natural, technological and human-caused hazards. Local plans will also serve as the basis for State and Federal governments to provide technical assistance and to prioritize project funding.

In response to the RFP, the Department received ten (10) proposals. The Department reviewed these proposals and evaluated them based upon the evaluation criteria specified in the RFP. The proposal submitted by Tetra Tech EM Inc. received the highest score and was,

accordingly, ranked first. Based on the proposal submitted by Tetra Tech and the references provided, the County is confident that Tetra Tech is a responsible vendor for these services.

Accordingly, authority is respectfully requested from your Honorable Board for the County to enter into an agreement with Tetra Tech EM Inc. pursuant to which Tetra Tech will develop and prepare a Multi-Jurisdictional, Multi-Hazard Mitigation Plan for the County and develop jurisdiction specific plans to be included as "Annexes" for municipalities (towns, villages, town/villages, and cities) that desire to participate in the plan process. The County will be the lead point of contact on the project, and it is expected that in addition to the County there will be about 25 municipalities participating in the planning process. This number is expected to increase as the project progresses.

The agreement will be for the period commencing upon execution and continuing through September 19, 2014 for an amount not-to-exceed One Hundred Seventy-One Thousand Eight Hundred Fifty-Seven (\$171,857.00) Dollars, pursuant to an approved budget.

The proposed agreement will serve a public purpose by providing the County with a Multi-Jurisdictional, Multi-Hazard Mitigation Plan to enable it to undertake the pro-active mitigation of known hazards before a disaster event which will reduce or eliminate long-term risk to life and property. In addition, proactive mitigation policies and actions help to reduce risk and create a safer, more disaster resilient communities.

The goal and objective of the proposed agreement is to provide the County with a plan that enables the County and participating municipalities to pool resources and create consistent mitigation strategies within Westchester County with a set of uniform goals and objectives.

In addition, 44 C.F.R. §201.6 requires local governments to have an approved mitigation plan in order to apply for and/or receive grant funding under the following hazard mitigation assistance programs: Hazard Mitigation Grant Program (HMGP), Pre-Disaster Mitigation Grant Program (PDMG), Flood Mitigation Assistance Program (FMA) and the Severe Repetitive Loss Program (SRL). The Plan must also consider future funding requirements under the Repetitive Flood Claims Program (RFC) and the Federal Public Assistance (PA) Program (Section 406).

The proposed agreement will be tracked and monitored by the staff of the Department through meetings and conference calls and closely working with Tetra Tech.

I respectfully recommend approval of the attached Resolution.

JMC/DRD/TSA

RESOLUTION

Upon a communication from the Commissioner of Emergency Services, be it hereby

RESOLVED, that the County of Westchester (the "County") is hereby authorized to enter into an agreement with Tetra Tech EM Inc. pursuant to which Tetra Tech will develop and prepare a Multi-Jurisdictional, Multi-Hazard Mitigation Plan for the County and develop jurisdiction specific plans to be included as "Annexes" for municipalities (towns, villages, town/villages, and cities) that desire to participate in the plan process; and be it further

RESOLVED, that the Agreement shall commence upon execution and continue through September 19, 2014 for an amount not-to-exceed One Hundred Seventy-One Thousand Eight Hundred Fifty- Seven (\$171,857.00) Dollars, pursuant to an approved budget; and be it further

RESOLVED, that the County Executive or his duly authorized designee is hereby authorized to execute all documents and take any actions reasonably necessary and appropriate to effectuate the purposes of this Resolution.

Account to be
Charged/Credited

	Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub-Object	Trust Account	Dollars
	263	20	486M	4380	T486	\$171,857.00

Budget Funding Year(s): 2013-2014 Start Date: upon execution End Date: 9/19/14
(must match resolution)

Funding Source
\$ 171,857.00
(must match resolution)

Tax Dollars: _____
State Aid: _____
Federal Aid: \$171,857.00
Other: _____