



Cornell University
Cooperative Extension
Ulster County

Cornell Cooperative Extension of Ulster County REQUEST FOR PROPOSALS AND QUOTATIONS

Two-Day Elevation and Floodproofing Workshop

REQUEST FOR PROPOSALS AND QUOTATIONS

Cornell Cooperative Extension of Ulster County (CCEUC) is soliciting proposals and quotations for the delivery of a two-day workshop on how to elevate and floodproof structures. Consultant will only be responsible for the first day but would be required to be present during the second day to answer questions and participate in the technical discussion.

CCEUC participates in the Ashokan Watershed Stream Management Program (AWSMP), a collaboration between Cornell Cooperative Extension of Ulster County (CCEUC), Ulster County Soil and Water Conservation District (UCSWCD) and the New York City Department of Environmental Protection (NYCDEP). The NYCDEP provides funding to CCEUC to deliver education programs in support of stream and floodplain management within the watershed.

For more information on the AWSMP, visit: www.ashokanstreams.org.

Before responding to this solicitation, carefully review information on Insurance Requirements, Copyright, and Subcontractor Approval policies, online at:

<http://ashokanstreams.org/projects-funding/smip-project-insurance-requirements-2/>

<http://ashokanstreams.org/projects-funding/copyrights-and-access-to-information/>

<http://ashokanstreams.org/projects-funding/subcontractor-approval-policy/>

Please submit proposals and quotations to Leslie Zucker at laz5@cornell.edu by Friday, November 2, 2018 at 4:30pm.

Background Information: Elevation (for residential structures) and floodproofing (for commercial structures) are the two main ways to protect structures from flooding if they cannot be relocated outside of the Special Flood Hazard Area (SFHA). They are also the only way to obtain a reduction on flood insurance premiums through the National Flood Insurance Program (NFIP). Certain communities within the NYC Watershed have completed a Local Flood Analysis (LFA) process for locations, see <http://catskillstreams.org/lfa/>). Many of the recommendations in LFAs relate to elevating and floodproofing structures. While there have been some local examples of residential elevations and dry floodproofing there is limited experience across all sectors—property owners, contractors, municipal officials and staff, and potential local funding agencies. This training workshop will provide the appropriate knowledge for local decision makers to gain a better understanding of the processes, the methods, the regulatory requirements, and resources

available to them as they seek to implement these recommendations that should result in a more resilient community.

The primary audience for this workshop is municipal officials, including code enforcement officers, floodplain administrators, planning board members, Town Board members, and land surveyors. A secondary training audience includes general contractors who have limited experience in elevations and floodproofing. A tertiary audience includes educators, planners and other professionals who advise municipal officials.

The workshop will span two-days to be held in the Ashokan Watershed, Ulster County, NY. Consultant will be responsible for the first day's activities that will be approximately 8 hours in length. The consultant will deliver training and provide supporting educational materials. CCEUC/AWSMP will provide a location, facility rental, and logistical support, including advertising the workshop, registration, projection screen and projector, workshop evaluation, and lunch. The second day will include additional speakers and field trip to be arranged by CCEUC. Consultant will be asked to be present for the second day's activities but will not be responsible for any content or logistics associated with the second day's activities.

Scope of Work: The consultant will perform an 8-hour workshop on elevation and floodproofing that covers the topics below.

DAY ONE (Approximately 8 hours):

- In-depth discussion of different types of elevation and floodproofing techniques including:
 - Wet Floodproofing
 - Dry Floodproofing
 - Elevating on Extended Foundation Walls
 - Elevating on an Open Foundation (including Piers, Posts or Columns, and Piles)
 - Elevating using fill
 - Temporary Barriers
- Locations/scenarios where each of the elevation or floodproofing techniques would be most advantageous and should include the relative advantages, disadvantages, costs, maintenance required for each method, and locations/scenarios where each option is not appropriate. Discussion should omit information pertaining to V Zones and should focus on in-land sources of flooding (A and AE Zones).
- Commentary for code enforcement and other municipal officials to determine what the best type of elevation/floodproofing would be for a particular applicant.
- Suggestions for contractors and building elevation/floodproofing professionals on how to best use each method.
- Review and discussion of the NFIP Floodproofing Certificate for Non-Residential Structures.
- Discussion on elevating utilities.
- Discussion on what has to be done under NFIP prior to elevating or floodproofing.
- Special considerations for elevating or floodproofing older structures.

- Discussion on achieving maximum NFIP premium reductions using ICC-compliant methods and products.
- Three (3) very detailed riverine system examples (one of each: Dry Floodproofing, Wet Floodproofing, and Elevation) shall be provided. This shall include a “walk through” of the process (start to finish) for a real project that has or is currently being completed. These examples should include timeframes for key steps, dollar amounts, information on what the property owners experienced/dealt with during the process, and information on obtaining certification/compliance by the NFIP and the local municipality.

DAY TWO (Approximately 8 hours):

CCEUC will develop, coordinate and implement the day’s activities. Consultant will be present for the day to add their input and expertise during group discussion. The day’s activities will consist of some classroom sessions and a field trip to elevation/floodproofing project sites.

Consult regularly with CCEUC during agenda and curriculum development via phone, webinar and email. CCEUC will provide an online site for document sharing and access to webinar service.

Outcome and Performance Standards: AWSMP requires the consultant to provide proof of expertise in the area of elevation and floodproofing. This could include examples of previous successful workshops on elevation and floodproofing as well as biographies/resumes/CVs of presenters with relevant knowledge and experience as it relates to elevation and floodproofing.

Deliverables:

The consultant will supply the following items as deliverables for this project:

- Deliver workshop on elevation and floodproofing at a date, time and location agreed upon by CCEUC/AWSMP and the consultant.
- Workshop agenda.
- Workshop binder of educational materials.
- Practical exercises.
- CD toolkit with digital versions of class materials and any other appropriate materials for all participants in the training.
- Pre-arrange that this training be eligible for NYS Code Enforcement Officer and Certified Floodplain Manager continuing education credit. If possible, include NYS Association of Professional Land Surveyors and American Institute of Certified Planners continuing education credit as well.

Project Term: We anticipate the workshop will be held in Late March or Early April 2019. The term of the contract will be for the date of the workshop (to be determined) and for the time required to prepare materials for the workshop. Contract will terminate upon completion of workshop. The anticipated contract start date is January 2, 2019.

Price Proposal Format: Include a detailed cost statement showing proposed project staff, billing rates, and estimated hours to complete the scope of work. Also include an itemized listing of other expenses or fees that are anticipated, such as travel and clerical time, printing and materials costs, etc. and address whether alternative price schedules, such as fixed price or not to exceed values would be made available. Also include a presentation or work sample of a similar project for review.