



Cornell Cooperative Extension of Ulster County
REQUEST FOR PROPOSALS

Floodplain Administrator Basic Training Course:
Responsibilities, Regulations & Base Flood Elevations

Cornell Cooperative Extension of Ulster County ([CCEUC](#)) is seeking proposals and quotations for the development and delivery of a two-day training for municipal floodplain administrators (FPAs) and supporting staff in early April 2025.

The training will take place over two consecutive days at a location to be determined in either western Ulster, southern Greene, or eastern Delaware County. CCEUC will determine a training date in April 2025 in consultation with the selected consultant. CCEUC expects an attendance of 30-40 participants, likely made up of municipal floodplain administrators, code enforcement officers, local building department, and other municipal staff serving in the NYC Drinking Water Supply Watershed portion of Ulster, Greene, Delaware, and Sullivan counties in upstate New York. The course will also be offered to private land surveyors and engineers who issue elevation certificates and prepare site plans locally.

Small town and rural municipal officials and staff wear many hats; often with little training for the duties expected of them. Local floodplain management is no different, and frequently the roles and responsibilities of FPAs are unclear or unknown to those who have found themselves serving in the position. This leaves municipalities at risk of non-compliance with National Flood Insurance Program (NFIP) regulations, and ultimately increased flood, and health and safety risks throughout the community. The Floodplain Administrator Basic Training is meant to provide a bootcamp-style course; providing the foundational base of knowledge that FPAs need to fulfill their job responsibilities. This includes a large focus on floodplain development permit review, referencing local codes, interpretation of various floodplain mapping resources, and determining accurate Base Flood Elevations (BFEs).

This training is not intended to be an introduction to the NFIP, an exploration of its history, insurance program or other mitigation goals. Nor is the training intended to be a preparatory course for the CFM exam and should not utilize or address coastal flooding (V zones, etc.) exercises or issues. The Floodplain Administrator Basic Training is meant to be a practically focused, hands-on crash course for those who are tasked with the role of FPA and have limited prior experience or training.

CCEUC manages a Flood Hazard Mitigation Education Program as part of its local delivery of the Ashokan Watershed Stream Management Program ([AWSMP](#)). The AWSMP is a collaboration between CCEUC, the Ulster County Soil and Water Conservation District, 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. CCEUC contracts with the Ulster County Department of Environment to support delivery of flood hazard mitigation programs.



Cornell Cooperative Extension Ulster County

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

For more information on Cornell Cooperative Extension of Ulster County, visit:
<http://ulster.cce.cornell.edu>

How to Apply:

Please submit an electronic proposal and quotation to Sophie Grant at sag327@cornell.edu by **Monday, November 12, 2024, at 5:00 p.m.**

This RFP and proposal clarifications in response to questions will be posted at:
<https://ashokanstreams.org/projects-and-funding/>

Timeline:

Please check the AWSMP website for the most current dates and information. The anticipated timeline is as follows:

- **Submit Proposal Questions:** Wednesday, October 30 by 5:00 pm
- **Question Responses Posted:** Friday, November 1 by 12:00 pm
- **Proposal Due Date:** Monday, November 12 by 5:00 pm
- **Award Announced:** Friday, November 22
- **Contract Execution:** December 2024
- **Project Start:** January 2025 (or upon contract execution if earlier)
- **Training Date:** Early April 2025

Submit all proposal questions to Sophie Grant at sag327@cornell.edu.

Project Deliverables and Scope:

Project Coordination

The training will be developed in collaboration with AWSMP staff. The Consultant will submit training materials to CCEUC for periodic review of the materials as they are progressing and will incorporate mutually agreed upon feedback. The review timeline will occur at regular intervals with the final review meeting to be completed no less than three weeks prior to the training. CCEUC will provide a secure online file sharing space for project coordination and materials. Consultant should propose a total of 3-5 virtual meetings with AWSMP staff prior to the training to develop the training content and specifics of the mapping exercises.

CCEUC will handle facility and catering arrangements and training logistics, including advertising the training, registering participants, workshop evaluations, securing a webinar platform for live recording, and providing supplies and computer equipment to participants. If the Day One interactive scenarios or Day Two mapping exercises would be more effective if each participant had their own laptop, CCEUC will provide rental laptops for those who need one.



Curriculum Development & Delivery

The training should be led by a Certified Floodplain Manager (CFM) who is a dynamic and engaging public speaker. The training must include interactive lectures, realistic exercises that practice locally relevant job skills, and local mapping exercises that expose participants to a range of situations likely to be faced when reviewing floodplain development permit applications.

Day One of the training should focus on building foundational knowledge for day-to-day job requirements, including (but not limited to):

- Understanding the community’s role in the National Flood Insurance Program (NFIP) and the FPA’s fundamental roles and responsibilities.
- Understanding local regulations and how to effectively enforce and manage floodplain development.
 - Knowing the key steps for requiring, reviewing, and issuing floodplain development permits.
 - Understanding concepts and rationale in tracking Substantial Improvement / Substantial Damage.
 - Better understanding how to carry out the requirements dictated in locally adopted flood damage prevention codes.
 - Knowing how and where to access locally adopted flood damage prevention codes, FIRM panels and Flood Insurance Studies (FIS).
- Reviewing Elevation Certificate basics and determining completeness with confidence.

Day Two of the training will build on the knowledge acquired on Day One and will consist of further technical training, including (but not limited to):

- How to read a Flood Insurance Rate Map (FIRM) including locating a building site based on a description, address, and/or aerial view.
- How to use the best available data, including a Flood Insurance Study (FIS) profiles and other sources, to determine accurate base flood elevation at a proposed project site.
- Developing a deeper understanding of how to navigate their local FIS, find helpful tables and profiles, and when to reference these data.
- 3-4 NFIP floodplain mapping exercises. The following mapping exercise scenarios are provided as suggestions based on locally relevant situations. The selected applicant will work with AWSMP to finalize the mapping scenarios.
 - Determine BFE with a paper map using “Flood County, USA” FIRMs, or similar.
 - Determine BFE with paper FIRM with aerials in steep riverine terrain.
 - Determine BFE with DFIRM with aerials in shallow riverine terrain.
 - Determine BFE with other digital measurement tools likely to be used.

Example Agenda

The following is an example training agenda. Applicants are encouraged to submit the most effective agenda that meets all learning objectives, even if the agenda differs from the example below. The selected applicant will work with AWSMP staff to finalize the educational content and agenda.



Day 1 – “So, You’re a Floodplain Administrator” - Interactive Lectures

- Registration, Breakfast, Welcome & Introductions (CCEUC)
- Expectation Survey (questionnaire or app-based survey asking participants what they are hoping and/or expecting to learn from the training)
- Program start at 9 am
- Welcome & Introduction (10 min, CCEUC)
- What It Means to be a NFIP Community: Benefits & Requirements
 - Including CAVs and CACs
- The Floodplain Administrator: Roles & Responsibilities
- BREAK (10 min)
- Get to Know Your Local Regulations, Part 1
- Apply the Knowledge: Interactive Scenario & Review
- LUNCH (40 min, CCEUC)
- Get to Know Your Local Regulations, Part 2
- Floodplain Development Permits 101
- Elevation Certificates
- BREAK (10 min)
- Apply the Knowledge: Interactive Scenario & Review
- Administrative Best Management Practices
- Program end at 4 or 4:30 pm

Day 2 – Flood Insurance Rate Maps and Flood Insurance Studies

- Registration, Breakfast, Welcome & Introductions (CCEUC)
- Program start at 9 am
- Welcome & Introduction (5 min, CCEUC)
- Flood Insurance Rate Maps & Flood Insurance Studies 101 Lecture
- BREAK (10 min)
- Mapping Exercise #1 (traditional, non-aerial paper FIRM, e.g. “Flood County, USA” FIRMs)
- Review with class
- LUNCH (40 min, CCEUC)
- Exercise #2 (paper FIRM with aerials, steep riverine terrain)
- Review with class
- BREAK (10 min)
- Exercise #3 (Digital FIRM with aerials, shallow riverine terrain)
- Review with class
- Exercise #4 (Other digital tools like the National Flood Hazard Layer (NFHL) with measurement capabilities that are more likely to be used in today’s digital age.)
 - If needed, CCEUC will arrange for each participant to have access to a laptop computer.
- Review with class
- Q&A
- Expectation Review (referencing Expectation Survey from Day 1)
- Closing Remarks, Certificate Distribution, & Training Evaluations (15 min, CCEUC)

Cornell Cooperative Extension Ulster County



- Program end at 4 pm

The consultant will prepare all training materials and handouts, including relevant maps, FIS profiles, and worksheets for each example scenario and mapping exercise. CCEUC will print and collate materials prepared by the Consultant into a training binder for participants.

Administrative Tasks

The consultant is expected to request pre-approval for the appropriate number of CFM Continuing Education Credits through the Association of State Floodplain Managers. Requests for approval is preferred but not required for Continuing Education Credits in other professions such as Building Safety Inspectors (BSI) and Code Enforcement Officials (CEO), Licensed Land Surveyors, Architects, or Professional Engineers.

The consultant will complete all administrative requirements, including submission of a W-9 form, proof of insurance, execution of a Services Agreement, and submission of periodic and final invoices with all required backup documentation. See Contract Requirements below.

The consultant will allow CCEUC to use instructor(s)/firm name(s), biographical information, and instructor images for advertising and marketing purposes. Materials developed for the training course will be owned by consultant with a right to use given to CCEUC and NYCDEP for non-commercial purposes.

The consultant may suggest additions and improvements to the project scope based on experience and expertise. Optional tasks with associated cost information provided in the Budget may be included in the proposal.

Submission Guidelines:

Proposal Body Format: Include the project title and header on each page of the proposal. Number pages consecutively. Describe tasks that will be completed. Describe training methods that will be used to deliver the program, proposed training format, topics to be covered and learning objectives, the contents and format of a training binder, anticipated practical exercises, and any other relevant materials or information.

Price Proposal Format: Include a detailed cost statement showing proposed project staff with titles and names, billing rates, and estimated hours to complete the scope of work. Also include an itemized listing of direct expenses or fees that are anticipated, such as travel costs, supplies, printing and materials costs, etc. The proposal may not include indirect costs or overhead.

Staff Qualifications and Samples: Provide a description of staff qualifications to deliver the program and relevant biographies, resumes or CVs of presenters. Also include a presentation or work sample of a similar project for review. If available, provide a sample video that demonstrates the proposed lead instructor delivering relevant educational content and a time stamp for the relevant portion of video. CCEUC will provide an upload link if needed.

Cornell Cooperative Extension Ulster County



Outcome and Performance Standards: AWSMP requires the consultant to provide proof of expertise in basic topics of local floodplain management, including NFIP required actions. This could include examples of previous successful workshops.

Proposal Evaluation Criteria:

Proposals will be reviewed by CCEUC with input from AWSMP delivery partners and will be evaluated for: completeness, appropriateness of proposed methods, qualification of instructors and project staff, evidence of past performance, coordination with AWSMP, and cost-effectiveness.

Project Term:

The project will begin when the Service Agreement is fully executed. The term of the Service Agreement will provide time for coordination with CCEUC and preparation of materials before the training. All project work and invoicing should be completed by May 31, 2025.

Contract Requirements:

Before responding to this solicitation, carefully review information on insurance requirements. The consultant and each of its subcontractors must provide proof of the following minimum insurance limits before a Service Agreement can be executed:

General Commercial Liability	\$1,000,000 per occurrence \$2,000,000 products and completed operations aggregate \$2,000,000 general aggregate
Professional Liability/Errors & Omissions	\$1,000,000 per occurrence
Personal & Advertising Injury	\$1,000,000 per occurrence
Commercial Auto Liability	\$1,000,000 per occurrence
Workers' Compensation and Disability Benefits Insurance	Statutory amounts

Information on acceptable forms for proof of insurance, additional insureds, and full insurance specifications are available upon request.

Lump sum contracts tied to deliverable milestones may be considered. Otherwise, payment is made on a reimbursement basis for time and materials and the following apply: All invoices for itemized expenses must be accompanied by a progress report and documentation acceptable to CCEUC. Personnel costs must be documented with certified and dated payroll documentation for the staff time allotted to the project. Detailed itemized receipts must accompany all payment requests for direct expenses. Travel and meal expenses can be reimbursed at no more than the federal M&IE rates appropriate to the travel location. Over-night travel expenses will require submission of a travel approval form (provided by CCEUC) for pre-approval. No equipment (=>\$1,000) may be purchased with project funds. All subconsultant contracts must be approved by CCEUC in writing before execution.