

SIGNATURE PAGE


P-35-2023

To the Monmouth County Board of County Commissioners:

**THE UNDERSIGNED HEREBY DECLARES THAT
I (WE) HAVE CAREFULLY EXAMINED THE SPECIFICATIONS.
I (WE) HEREBY CERTIFY PRICES QUOTED ARE IN ACCORDANCE
WITH YOUR REQUIREMENTS**

Company Name: Innovative Emergency Management, Inc.
(PRINT)

Preparer's Name: Keith Reynolds
(PRINT)

Signature:  May 3, 2023
(DATE)

Address: 2801 Slater Rd., Suite 200
Morrisville, NC 27560-8477

Telephone No.: (919) 990-8191

Fax No.: (919) 237-7468

E-Mail Address: Contracts@iem.com
***** (This should be the email where Contracts would be sent) *****

Contact Person: Keith Reynolds

FEIN: 

(Federal Employee ID)

BRC: 

(Business Registration Certificate)

(Revised 2/2017)

PROJECT PROPOSAL COST FORM

RFP #P-35-2023

1. Kick Off Meeting

STAFF MEMBER	NUMBER OF HOURS	HOURLY RATE	OVERHEAD COSTS	TOTAL COST
Program Manager	1	\$164.00	\$0.00	\$164.00
Project Manager	1	\$148.00	\$0.00	\$148.00
Panning Lead	2	\$126.00	\$0.00	\$252.00
Overhead Costs			\$215.00	\$215.00
				Total \$779.00

Provide a descriptive narrative of the strategy, goals and objectives:

The kick-off meeting will establish team goals and responsibilities. It allows all stakeholders to communicate any potential conflicts or issues that may arise. The kick-off meeting establishes clear deadlines and milestones through the planning stages ensuring the project is delivered correctly and meets expectations.

2. 8 Progress Meetings

STAFF MEMBER	NUMBER OF HOURS	HOURLY RATE	OVERHEAD COSTS	TOTAL COST
Planning Lead	16	\$126.00	\$0.00	\$2,016.00
Planner/Tech Writer/CRS	16	\$117.00	\$0.00	\$1,872.00
Planner/Tech Writer	32	\$110.00	\$0.00	\$3,520.00
QA/QC	8	\$100.00	\$0.00	\$800.00
Overhead Costs			\$10,262.00	\$10,262.00
				Total Cost \$18,470.00

Provide a descriptive narrative of the strategy, goals and objectives:

The eight progress meetings will allow the stakeholders and the consultants to review progress in the work during the previous week as well as discuss anticipated progress during the weeks ahead for any potential problems. If problems are identified, it allows for discussion and corrective actions such as identifying the root cause and implementing solutions. This will ensure that each plan is created specifically for the needs of the communities it serves.

3. 3 Public Meetings

STAFF MEMBER	NUMBER OF HOURS	AVERAGE HOURLY RATE	OVERHEAD COSTS	TOTAL COST	
Planning Lead	6	\$126.00	\$0.00	\$756.00	
Planner/Tech Writer/CRS	6	\$117.00	\$0.00	\$702.00	
Planner/Tech Writer	12	\$110.00	\$0.00	\$1,320.00	
QA/QC	3	\$100.00	\$0.00	\$300.00	
			Overhead Costs	\$7,277.00	
				Total Cost	\$10,355.00

Provide a descriptive narrative of the strategy, goals and objectives:

Three public meetings will be held in an easily accessible area to ensure all members of the community can discuss and exchange their ideas, as well as gather input on potential impacts. These meetings will provide supporting materials that may increase the awareness of an idea and can be a starting point or ongoing means of engaging further public involvement. This allows the public to address community concerns and help build a feeling of community.

4. Individual Meetings with municipal officials

STAFF MEMBER	NUMBER OF MEETINGS	NUMBER OF HOURS	HOURLY RATE	TOTAL COST	
Planning Lead	53	120	\$126.00	\$15,120.00	
Planner/Tech Writer	53	160	\$110.00	\$17,600.00	
				Total Cost	\$32,720.00

Provide a descriptive narrative of the strategy, goals and objectives:

Meetings will be held with all fifty-three municipalities to encourage participation and open dialogue. The meetings will address the needs of each municipality as well as align the common goals of Monmouth County. These meetings will improve teamwork, enhance relationships, resolve conflicts, and improve communication.

5. Web portal creation/maintenance

STAFF MEMBER	NUMBER OF HOURS	AVERAGE HOURLY RATE	OVERHEAD COSTS	TOTAL COST
Planning Lead	2	\$126.00	\$0.00	\$252.00
Planner/Tech Writer	10	\$110.00	\$0.00	\$1,100.00
Overhead Costs			\$100.00	\$100.00
Total Cost				\$1,452.00

Provide a descriptive narrative of the strategy, goals and objectives:

For ease in data collection and document sharing, IEM will host a secure web portal via SharePoint, where all required documents can be completed, submitted, and housed. This will allow for a secure location to be established that provides an environment for collaboration and information sharing in real-time. By creating this portal, all entities will be able to access and edit the same information and ensure consistency among drafts that are created.

6. Risk assessment

STAFF MEMBER	NUMBER OF HOURS	HOURLY RATE	OVERHEAD COSTS	TOTAL COST
Planning Lead	8	\$126.00	\$0.00	\$1,008.00
Planner/Tech	20	\$117.00	\$0.00	\$2,340.00
Planner/Tech Writer	70	\$110.00	\$0.00	\$7,700.00
QA/QC	20	\$100.00	\$0.00	2,000.00
Floodplan Management	16	\$135.00	\$0.00	\$2,160.00
GIS/Planner	80	\$105.00	\$0.00	\$8,400.00
Technical Editor	50	\$85.00	\$0.00	\$4,250.00
Graphic Designer	20	\$80.00	\$0.00	\$1,600.00
GIS Specialist	30	\$110.00	\$0.00	\$3,300.00
Total Cost				\$32,758.00

Provide a descriptive narrative of the strategy, goals and objectives:

The risk assessment seeks to identify and analyze the impact of natural hazards that could occur within the planning area over the next five years. This process will be conducted over four phases and include the direct involvement of the Steering Committee and stakeholders to ensure the assessment is well-informed and hazards are appropriately ranked. This ranking of hazards will then inform decision making throughout the remainder of the mitigation planning process, including the overall mitigation strategy and specific actions for municipalities.

7. Hazard identification and profiling

STAFF MEMBER	NUMBER OF HOURS	HOURLY RATE	OVERHEAD COSTS	TOTAL COST
Planning Lead	8	\$126.00	\$0.00	\$1,008.00
Planner/Tech Writer/CRS	20	\$117.00	\$0.00	\$2,340.00
Planner/Tech Writer	70	\$110.00	\$0.00	\$7,700.00
QA/QC	20	\$100.00	\$0.00	2,000.00
Floodplan Management	16	\$135.00	\$0.00	\$2,160.00
GIS/Planner	30	\$105.00	\$0.00	\$3,150.00
Technical Editor	50	\$85.00	\$0.00	\$4,250.00
Graphic Designer	20	\$80.00	\$0.00	\$1,600.00
GIS Specialist	30	\$110.00	\$0.00	\$3,300.00
Total Cost				\$27,508.00

Provide a descriptive narrative of the strategy, goals and objectives:

Each potential hazard in the County will be identified and profiled. The profiles will include a discussion of the hazard location, historical occurrences, extent, impact, and recurrence probability based on historical, scenario, and exposure analysis; changes in development; topography; and impact of climate change. This analysis seeks to specifically note the impacts that each potential hazard will have on the municipalities within Monmouth County, which will then inform the creation and execution of mitigation objectives and actions at the municipal level.

8. Vulnerability Assessment

STAFF MEMBER	NUMBER OF HOURS	HOURLY RATE	OVERHEAD COSTS	TOTAL COST
Planning Lead	8	\$126.00	\$0.00	\$1,008.00
Planner/Tech Writer/CRS	20	\$117.00	\$0.00	\$2,340.00
Planner/Tech Writer	70	\$110.00	\$0.00	\$7,700.00
QA/QC	20	\$100.00	\$0.00	2,000.00
Floodplan Management	16	\$135.00	\$0.00	\$2,160.00
GIS/Planner	30	\$105.00	\$0.00	\$3,150.00
Technical Editor	50	\$85.00	\$0.00	\$4,250.00
Graphic Designer	20	\$80.00	\$0.00	\$1,600.00
GIS Specialist	30	\$110.00	\$0.00	\$3,300.00
Total Cost				\$27,508.00

Provide a descriptive narrative of the strategy, goals and objectives:

The vulnerability assessment will identify and describe the types and numbers of structures, functions, and populations that are subject to losses or damage by the hazards identified in the risk assessment. By identifying these specific vulnerabilities, this will allow communities to have heightened awareness of areas that will require more assistance before, during, and after a disaster event and assist in identifying actions to mitigate these effects.

9. Hazard Mitigation Strategy

STAFF MEMBER	NUMBER OF HOURS	HOURLY RATE	OVERHEAD COSTS	TOTAL COST	
Planning Lead	8	\$126.00	\$0.00	\$1,008.00	
Planner/Tech Writer/CRS	20	\$117.00	\$0.00	\$2,340.00	
Planner/Tech Writer	70	\$110.00	\$0.00	\$7,700.00	
QA/QC	20	\$100.00	\$0.00	\$2,000.00	
Floodplan Management	16	\$135.00	\$0.00	\$2,160.00	
Technical Editor	50	\$85.00	\$0.00	\$4,250.00	
			Overhead Costs	\$50.00	
				Total Cost	\$19,508.00

Provide a descriptive narrative of the strategy, goals and objectives:

The Hazard Mitigation Strategy is the heart of the plan, a blueprint for breaking the cycle of disaster damage and recovery. It should be risk-based and capabilities-informed and will include mitigation goals and an action plan that focuses on reducing risks from the identified natural hazards. Under IEM's guidance, the Steering Committee will evaluate the mitigation goals outlined in the previous mitigation plan and discuss their continued use or recommend changes based on current risks and priorities. The Steering Committee will also review the status of mitigation actions identified in the previous plan to determine which have been completed, which may no longer be necessary, and which will be continued in the future. IEM will also help each jurisdiction create a comprehensive list of new mitigation actions that support the mitigation goals. These actions include a range of project types used to reduce the potential impacts of hazards.

10. Community Rating System maximization and enhancement:

STAFF MEMBER	NUMBER OF HOURS	HOURLY RATE	OVERHEAD COSTS	TOTAL COST	
Planning Lead	8	\$126.00	\$0.00	\$1,008.00	
Planner/Tech Writer/CRS	40	\$117.00	\$0.00	\$4,680.00	
Planner/Tech Writer	40	\$110.00	\$0.00	\$4,400.00	
Floodplan Management	60	\$135.00	\$0.00	\$8,100.00	
				Total Cost	\$18,188.00

Provide a descriptive narrative of the strategy, goals and objectives:

In this HMP update, we will use this crosswalk to address opportunities for additional credits to be sure our public outreach strategy utilizes multiple methods for maximum public participation and feedback.

IEM has subject matter experts and will involve the County's CRS Working Group in the planning process to receive applicable CRS credits for this plan update and integrate applicable Community Rating System concepts and activities into the mitigation plan.

*****Add additional sheets as needed. Be sure to label the additional sheets in the sequence outlined above.**