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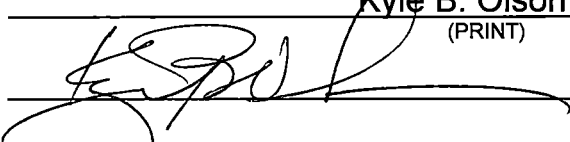
P-35-2023

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: The Olson Group, Ltd.
(PRINT)

Preparer's Name: Kyle B. Olson
(PRINT)

Signature:  5/3/03
(DATE)

Address: 11 Canal Center Plaza, Suite 103
Alexandria, Virginia 22314

Telephone No.: (703) 625-9387

Fax No.: _____

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

Contact Person: Kyle B. Olson, President

FEIN: 

(Federal Employee ID)

BRC: 

(Business Registration Certificate)

(Revised 2/2017)



Project Proposal Cost Form

PROJECT PROPOSAL COST FORM

RFP #P-35-2023

1. Kick Off Meeting

STAFF MEMBER	NUMBER OF HOURS	HOURLY RATE	OVERHEAD COSTS	TOTAL COST
A. Mangeri	6	128.83		\$772.98
P. Dennen	6	93.70		\$562.20
R. Low	6	72.15		\$432.90

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

The Kickoff Meeting is a critical starting point for any hazard mitigation planning process and is designed to ensure that the planning process is comprehensive, collaborative, and ultimately successful in reducing the impact of natural disasters and other hazards.

The goals of the Kickoff Meeting are multifaceted. Firstly, the meeting will allow OGL to gain agreement and endorsement of the conduct of the project. This will be used to focus and seek engagement from all participating members of the Steering Committee and Work Group and establish a strong foundation for the planning process. Secondly, the meeting aims to present the plan update process, including benchmarks and deliverables, to ensure that all parties have a clear understanding of the objectives and scope of the project. Lastly, the Kickoff Meeting will provide an opportunity for OGL and Monmouth County OEM to present timelines and schedules to ensure that all parties understand the timeframes for completion of the planning process.

The meeting also provides a forum for discussion and potential revisions of any project components. The Kickoff Meeting allows for input and feedback, ensuring that all viewpoints are considered during the planning process.

2. Eight (8) Progress Meetings

STAFF MEMBER	NUMBER OF HOURS	HOURLY RATE	OVERHEAD COSTS	TOTAL COST
A. Mangeri	44	128.83		\$5,668.52
P. Dennen	44	93.70		\$4,122.80
R. Low	8	72.15		\$577.20



TJ Rippon	8	66.99		\$535.92
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Provide a descriptive narrative of the strategy, goals and objectives:

The strategy for successful hazard mitigation planning involves close coordination within the plan update process. By maintaining constant communication and collaboration among all parties involved in the planning process, the effort is more likely to be successful in reducing the impact of natural disasters and other hazards. OGL recognizes the importance of keeping Monmouth County OEM, the Steering Committee and Working Group informed of all efforts during the planning process, as this will be critical to achieving the desired outcomes.

To ensure that Monmouth County OEM is kept informed, OGL has scheduled eleven (11) update meetings as outlined in our schedule/timeline, which is three more than the eight (8) meetings identified in the RFP. These additional meetings will allow for more frequent updates and discussion of completed, ongoing, and projected activities. During each update meeting, OGL will provide a summary of progress made on the plan update process, including timelines when appropriate, to ensure that all parties are aware of the current status of the project.

By providing regular updates and a clear understanding of the status of the project, Monmouth County OEM and its planning partners can provide valuable feedback and input that can help to shape the direction of the planning process. Additionally, the update meetings will help to ensure that the required FEMA monthly progress reports are informed and accurate, as they will be based on the latest information and developments in the planning process.

3. Three (3) Public Meetings

STAFF MEMBER	NUMBER OF HOURS	AVERAGE HOURLY RATE	OVERHEAD COSTS	TOTAL COST
A. Mangeri	16	128.83		\$2,061.28
P. Dennen	16	93.70		\$1,499.20
R. Low	32	72.15		\$2308.80
TJ Rippon	8	66.99		\$535.92

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

OGL recognizes the importance of public participation in the planning process and has scheduled four (4) public meetings as well as the required FEMA public comment period. FEMA requires a minimum of three (3) public meetings during the plan update process to ensure that the public is aware of the planning effort and has a voice in the process. The strategy for a successful hazard mitigation planning process involves engaging the public and providing them with an opportunity to participate in the planning effort.



The goal of these public meetings is to provide a platform for members of the public to learn about the plan update process, ask questions, and provide input on the planning effort. By engaging the public in this way, OGL can gain a broader perspective on the risks and hazards facing the community and identify potential solutions that may not have been considered otherwise.

The objectives of the public meetings are to ensure that the public is aware of the plan update process, provide them with an opportunity to provide input and feedback on the planning effort, and incorporate public comments into the plan update when appropriate. The public meetings will also serve as an opportunity for OGL to provide updates on the planning effort, present findings and recommendations, and seek additional input and feedback from the public.

In addition to the public meetings, OGL will also conduct a FEMA-required public comment period, during which the public will have the opportunity to review the plan update and provide comments and voice any concerns. OGL will address these comments and incorporate them into the plan update when appropriate. By engaging and incorporating public input and feedback into the plan update, the hazard mitigation planning process can be more effective in achieving its objectives and reducing the impact of natural disasters and other hazards in the community.

4. Individual Meetings with municipal officials

STAFF MEMBER	NUMBER OF MEETINGS	NUMBER OF HOURS	HOURLY RATE	TOTAL COST
A. Mangeri	4	12	128.83	\$1,545.96
P. Dennen	28	84	93.70	\$7,870.80
R. Low	28	84	72.15	\$6,060.60

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

The strategy for a successful hazard mitigation planning process involves active and meaningful participation from all stakeholders. FEMA requires that all relevant parties participate in the planning process to ensure that the plan update is not completed in isolation and that there is ownership by each stakeholder entity to create effective implementation of the Hazard Mitigation strategy. OGL has developed a methodology that allows for open and routine discourse with each participating municipality, agency, or other interested party.

The goal of the OGL work sessions are to provide opportunities for all stakeholders to have an active voice in the planning process by ensuring that the plan update is comprehensive and reflects the concerns and needs of each participating community. The objective is to foster stakeholder ownership of the plan update, which can lead to greater implementation of the hazard mitigation strategies and ultimately reduce the impact of natural disasters and other hazards.

To facilitate stakeholder engagement, OGL utilizes an open, facilitated work session format for coordination meetings. This format allows for a collaborative and inclusive approach to the planning



process, ensuring that all stakeholders have an opportunity to participate in the discussions. Additionally, OGL makes planners available through a variety of means, from in-person conversations to virtual group meetings, to engage community members and groups and allow open dialogue to review concerns and offer input.

During each work session with participating municipalities, OGL will work with local officials to review relevant hazards during the Risk Assessment process, identify changes in the community infrastructure, and assess the needs of vulnerable populations. Follow-up conversations and meetings will occur on an as-needed basis to ensure that all participating communities have an opportunity to provide input and feedback on the planning effort.

5. Web portal creation/maintenance

STAFF MEMBER	NUMBER OF HOURS	AVERAGE HOURLY RATE	OVERHEAD COSTS	TOTAL COST
A. Montella	8	163.19		\$1,305.52

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

In addition to the strategies and methodologies discussed previously, best practices for web development and community engagement can also be leveraged to further enhance the effectiveness of the hazard mitigation planning process and engage the community.

One important consideration for community engagement is ensuring that information is readily available and accessible to all stakeholders. Given the large number of municipalities and other organizations involved in the planning process, a secure and accessible information storage and sharing point is essential.

OGL will create a robust information sharing site to provide stakeholders with easy access to relevant information and resources throughout the planning process. This includes questionnaires, draft documents for review and comment, and other important materials. By providing a central hub for information sharing, OGL can ensure that all stakeholders have access to the latest information and can provide input and feedback on the planning effort in a timely and effective manner.

To ensure that the site is user-friendly and accessible, OGL will design the site with a clean and intuitive interface, utilizing responsive design to ensure compatibility across all devices, and implementing security measures to protect sensitive information. By providing a secure and accessible platform for information sharing, OGL can foster collaboration and transparency throughout the planning effort. This can lead to greater stakeholder ownership of the plan update and ultimately a more effective approach to hazard mitigation.



6. Risk assessment

STAFF MEMBER	NUMBER OF HOURS	AVERAGE HOURLY RATE	OVERHEAD COSTS	TOTAL COST
A. Mangeri	8	128.83		\$1,030.64
P. Dennen	22	93.70		\$2,061.40
R. Low	52	72.15		\$3,751.80
TJ Rippon	36	66.99		\$2,411.64
G. Mantecon	50	56.68		\$2,834.00

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

The strategy for a successful hazard mitigation planning process involves a comprehensive risk assessment that informs the development of effective mitigation strategies. As a FEMA plan element requirement, the risk assessment is a critical component that allows for improved understanding of future event probability and frequency, as well as the locations most at risk.

OGL recognizes the importance of a comprehensive risk assessment and has developed a methodology that includes both research and work session participation by municipal and county agency representatives. The goal of this methodology is to ensure that risk assessment determinations made by OGL research are accurate and comprehensive, and that they are verified or adjusted as necessary during collaborative workshop sessions.

During the work sessions, OGL planners will present the results of the risk assessment research and provide an opportunity for participants to provide feedback and input. This includes verifying or adjusting risk assessment determinations as necessary to ensure that they are accurate and reflective of local conditions. The work session will also provide an opportunity for participants to share their knowledge and experience, which can inform the development of effective mitigation strategies.

7. Hazard identification and profiling

STAFF MEMBER	NUMBER OF HOURS	AVERAGE HOURLY RATE	OVERHEAD COSTS	TOTAL COST
A. Mangeri	6	128.83		\$772.98
P. Dennen	24	93.70		\$2,248.80
R. Low	84	72.15		\$6,060.60
TJ Rippon	10	66.99		\$669.90



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

The strategy for a successful hazard mitigation planning process involves a comprehensive hazard identification and risk assessment, including profiling threats. FEMA requires a reassessment of the relevant hazards affecting the County and its municipalities on a regular basis. OGL’s methodology includes the use of questionnaires and research and assessment of previous plans. Our approach is to determine where county-wide or more localized hazard vulnerabilities may differ. By identifying specific hazards and assessing their potential impact, OGL can develop targeted mitigation strategies that are tailored to the unique risks and hazards facing each community.

During the first work sessions, OGL will review and validate the results of the hazard identification and threat profiling effort. Draft documents will be made available to assist in this effort, providing participants with a clear understanding of the identified hazards and their potential impact. The goal of the workshop sessions is to provide an opportunity for participants to provide feedback and input on the hazard identification and threat profiling effort.

8. Vulnerability Assessment

STAFF MEMBER	NUMBER OF HOURS	AVERAGE HOURLY RATE	OVERHEAD COSTS	TOTAL COST
A. Mangeri	2	128.83		\$257.66
P. Dennen	8	93.70		\$749.60
R. Low	20	72.15		\$1,443.00
TJ Rippon	10	66.99		\$669.90

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

As a FEMA plan element requirement, a comprehensive vulnerability assessment. is critical in informing the County and municipalities regarding the types and locations of vulnerabilities within their borders.

Central to the OGL Work Session effort is to ensure that all vulnerabilities are identified and assessed in a comprehensive and effective manner. OGL will develop cost-effective and realistic mitigation strategies that address the unique vulnerabilities facing each community. During each community-based work session, participants will review and validate the results of the vulnerability assessment, providing feedback and input on the identified vulnerabilities and their potential impact. By engaging stakeholders in this way, OGL can ensure that the vulnerability assessment is comprehensive and reflects the unique risks and hazards facing each community.

9. Hazard Mitigation Strategy



STAFF MEMBER	NUMBER OF HOURS	AVERAGE HOURLY RATE	OVERHEAD COSTS	TOTAL COST
A. Mangeri	12	128.83		\$1,545.96
P. Dennen	84	93.70		\$7,870.80
R. Low	84	72.15		\$6,060.60

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

As a FEMA mitigation planning requirement, the development of effective mitigation strategies/actions becomes the focal point of all the assessments and work preceding their development effort. The second workshop series will focus on developing mitigation strategies by conducting mitigation actions review, updating existing and developing additional mitigation actions, and determining the status of all previously identified actions. This will be accomplished using one on one work sessions with each community's plan update representatives. Monmouth County has clearly emphasized that the development or adjustment of mitigation actions will prioritize resiliency, CRS relevance, practicality, and cost-effectiveness.

10. Community Rating System maximization and enhancement:

STAFF MEMBER	NUMBER OF HOURS	AVERAGE HOURLY RATE	OVERHEAD COSTS	TOTAL COST
A. Mangeri	14	128.83		\$1,545.96
P. Dennen	84	93.70		\$7,870.80
R. Low	84	72.15		\$6,060.60

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

Monmouth County has expressed a desire to emphasize the NFIP-CRS efforts of its communities and to maximize participation and scoring in the program. To achieve this goal, a workshop system has been established to help all participants focus their efforts on increasing communities' CRS ratings wherever possible. The OGL work sessions will provide awareness and support to communities, helping them to understand the program requirements and identify opportunities for CRS participation and enhancement.

The strategy for maximizing CRS participation and scoring will involve a comprehensive approach that includes education, outreach, and technical assistance. Communities will be provided with guidance on best practices for floodplain management, including measures such as elevating structures, constructing flood barriers, and improving drainage systems. They will also be encouraged to participate in activities such as floodplain mapping, floodplain regulation, public information and outreach, and flood damage reduction.



Working with each community will be critical in this effort. The work sessions will encourage collaboration between county officials, community leaders, and residents to identify areas of strength and weakness in the community's floodplain management activities. This collaborative approach will help to ensure that each community's unique needs and challenges are considered.

Other Direct Costs:

Travel & Per Diem	\$ 15,500.00
Printing	\$ 10,000.00

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