



Public Safety Committee

Wednesday, September 6, 2023 2:30PM
40 McMaster Street, Ballston Spa, NY

Chair: John Lant

Members: C. Eric Butler, Joe Grasso, Mark Hammond (vc), Jean Raymond, Kevin Tollisen, Kevin Veitch

Agenda

- I. Welcome and Attendance
- I. Approval of the minutes of the August 2, 2023 meeting.
- II. Authorizing intermunicipal agreements with participating municipalities for 2023 Saratoga County Animal Shelter services – Kelly DeVall, Animal Shelter
- III. Amending Resolution 37-2023 authorizing an amended agreement with Pharmacy Associates of Glens Falls LLC DBA Omnicare of Ballston Spa for the provision of pharmaceutical products and pharmacy services for the Saratoga County Correctional Facility – Michael Zurlo, Sheriff
- IV. Andre Delvaux – Emergency Services
 - a. Authorizing an agreement with KOVA Corp. for warranty service and maintenance for the County's Verint Recording equipment.
 - b. Proclaiming October 7-13, 2023 as Fire Prevention Week in Saratoga County.
 - c. Authorizing an agreement with APCO International for the EMD Guidecard System and an amended agreement with Tritech Software Systems for Integration of the APCO EMD Guidecard System related to the County's Computer Aided Dispatch/Mobile E-911 system.
 - d. Authorizing an agreement with H2O Partners Inc., for the provision of consultant services to update the County's multi-jurisdictional Hazard Mitigation Plan.
- V. Proclaiming October 2023 as "Domestic Violence Awareness Month" in Saratoga County – Karen Heggen, District Attorney
- VI. Other Business
- VII. Adjournment

To view the webcast live or once recorded, go to <https://www.saratogacountyny.gov/meetings/2023-meetings/>



SARATOGA COUNTY

AGENDA ITEM REQUEST FORM

TO: Steve Bulger, County Administrator
Ridge Harris, Deputy County Administrator
Michelle Granger, County Attorney
Therese Connolly, Clerk of the Board
Stephanie Hodgson, Director of Budget

CC: John Warmt, Director of Purchasing
Jason Kemper, Director of Planning and Economic Development
Bridget Rider, Deputy Clerk of the Board
Matt Rose, Management Analyst
Tracy Goodson, County Attorney's Office
Audra Hedden, County Administrator's Office

DEPARTMENT: Animal Shelter

DATE: 07/04/2023

COMMITTEE: Public Safety

1. Is a Resolution Required:

2. Proposed Resolution Title:

Authorizing Intermunicipal Agreements with participating Municipalities for 2023 Saratoga County Animal Shelter Services

3. Specific Details on what the resolution will authorize:

Renewing Annual Intermunicipal Agreements with Towns for Animal Shelter Services, such as care and impoundments of seized dogs and cats in 2023. No monetary changes from 2022.

This column must be completed prior to submission of the request.

County Attorney's Office
Consulted yes

4. Is a Budget Amendment needed: YES or NO
 If yes, budget lines and impact must be provided.
 Any budget amendments must have equal and offsetting entries.
- Please see attachments for impacted budget lines.
 (Use ONLY when more than four lines are impacted.)

County Administrator's Office Consulted <input type="checkbox"/>

Revenue

Account Number	Account Name	Amount

Expense

Account Number	Account Name	Amount

Fund Balance (if applicable): (Increase = additional revenue, Decrease = additional expenses)

Amount:

5. Identify Budget Impact (**Required**):

No Budget Impact

- a. G/L line impacted
- b. Budget year impacted
- c. Details

6. Are there Amendments to the Compensation Schedule?

YES or NO (If yes, provide details)

a. Is a new position being created? Y N

Effective date

Salary and grade

b. Is a new employee being hired? Y N

Effective date of employment

Salary and grade

Appointed position:

Term

c. Is this a reclassification? Y N

Is this position currently vacant? Y N

Is this position in the current year compensation plan? Y N

Human Resources Consulted
N/A

7. Does this item require the awarding of a contract: Y N

a. Type of Solicitation

b. Specification # (BID/RFP/RFQ/OTHER CONTRACT #)

c. If a sole source, appropriate documentation, including an updated letter, has been submitted and approved by Purchasing Department? Y N N/A

d. Vendor information (including contact name):

e. Is the vendor/contractor an LLC, PLLC, or partnership:

f. State of vendor/contractor organization:

g. Commencement date of contract term:

h. Termination of contract date:

i. Contract renewal date and term:

k. Is this a renewal agreement: Y N

l. Vendor/Contractor comment/remarks:

Purchasing Office Consulted
N/A

County Administrator's Office
Consulted

8. Is a grant being accepted: YES or NO

a. Source of grant funding:

b. Agency granting funds:

c. Amount of grant:

d. Purpose grant will be used for:

e. Equipment and/or services being purchased with the grant:

f. Time period grant covers:

g. Amount of county matching funds:

h. Administrative fee to County:

9. Supporting Documentation:

- Marked-up previous resolution
- No Markup, per consultation with County Attorney
- Information summary memo
- Copy of proposal or estimate
- Copy of grant award notification and information
- Other _____

10. Remarks:

Please see marked-up Resolution and Intermunicipal Agreement, attached.



~~8/16/22~~

SARATOGA COUNTY BOARD OF SUPERVISORS

RESOLUTION 257—~~2022~~ 2023

Introduced by Public Safety: Supervisors ~~Lant, Barrett, Hammond, Lawler, Ostrander, K. Veitch and Wright~~ Lant, Butler, Grasso, Hammond, Raymond, Tollisen, Veitch

AUTHORIZING INTERMUNICIPAL AGREEMENTS WITH PARTICIPATING MUNICIPALITIES FOR ~~2023~~ 2024 SARATOGA COUNTY ANIMAL SHELTER SERVICES

WHEREAS, pursuant to Resolution ~~229-2021~~ 257-2022 the County entered into intermunicipal agreements with those municipalities within Saratoga County which utilize the services of the Saratoga County Animal Shelter for shelter services rendered for the service period of January 1, ~~2022~~, 2023 through December 31, ~~2022~~ 2023; and

WHEREAS, our Public Safety Committee and the Director of the Animal Shelter have recommended that the County enter into a renewal of the intermunicipal agreements with all participating municipalities for Saratoga County Animal Shelter services for the service period of January 1, ~~2023~~ 2024, through December 31, ~~2023~~ 2024, at the same rates and upon the same terms and conditions as authorized by resolution ~~229-2021~~; 257-2022, now therefore be it

RESOLVED, that the Chair of the Board is hereby authorized to execute intermunicipal agreements with those municipalities within Saratoga County which utilize the services of the Saratoga County Animal Shelter for shelter services rendered for the service period of January 1, ~~2023~~, 2024 through December 31, ~~2023~~ 2024, at the same rates and upon the same terms and conditions as authorized by Resolution ~~229-2021~~; 257-2022 and it is further

RESOLVED, that the form and content of such intermunicipal agreements shall be subject to the approval of the County Attorney; and it is further

RESOLVED, that this Resolution shall take effect immediately.

BUDGET IMPACT STATEMENT: No Budget Impact.

~~August 16, 2022 Regular Meeting~~
Motion to Adopt: Supervisor(s): ~~Butler~~
Second: Supervisors(s): ~~Gaston~~

AYES (211783): ~~Eric Connolly (11831), Joseph Grasso (4328), Philip C. Barrett (19014.5), Jonathon Schopf (19014.5), Eric Butler (6500), Diana Edwards (819), Michael Smith (3525),~~

~~Kevin Veitch (8004), Arthur M. Wright (1976), Kevin Tollisen (25662), Mark Hammond (17130), Scott Ostrander (18800), Theodore Kusnierz (16202), Willard H. Peek (5242), Sandra Winney (2075), Thomas N. Wood, III (5808), Tara N. Gaston (14245.5), Matthew E. Veitch (14245.5), John Lant (17361).~~

NOES (0):

~~ABSENT (23726): Jean Raymond (1333), Thomas Richardson (5163), Edward D. Kinowski (9022), John Lawler (8208).~~

INTERMUNICIPAL AGREEMENT
For Shelter Services Rendered January 1, 2023 - December 31, 2023

COUNTY OF SARATOGA, a municipal corporation duly organized under the laws of the State of New York with offices at 40 McMaster Street, Ballston Spa, New York 12020, (COUNTY);

-and-

~~**TOWN OF BALLSTON**~~, a municipal corporation duly organized under the laws of the State of New York with a principal office at ~~Ballston Town Hall, P.O. Box 67, Burnt Hills, New York 12027,~~ (TOWN),

WITNESSETH:

WHEREAS, the COUNTY owns and operates the Saratoga County Animal Shelter (hereinafter "Shelter") located at 6010 County Farm Road, Ballston Spa, New York 12020; and

WHEREAS, COUNTY'S Shelter provides certain services to contracting municipalities relative to the care and impoundment of animals delivered to the Shelter by municipal animal or dog control officers within Saratoga County; and

WHEREAS, COUNTY'S Shelter also provides other services to contracting municipalities such as cremation services; and

WHEREAS, TOWN desires to enter into an agreement with COUNTY for the provision of shelter and other services offered by COUNTY'S Shelter;

NOW, THEREFORE, for and in consideration of the mutual covenants contained in this Agreement, COUNTY and TOWN agree as follows:

1. The COUNTY will maintain and operate a shelter for the care and impoundment of seized and stray dogs in accordance with Article 7 of the Agriculture and Markets Law and its applicable rules and regulations. The COUNTY'S Shelter will also provide for the care and impoundment of seized cats delivered to the Shelter by TOWN.

2. The COUNTY Shelter shall be staffed by COUNTY employees and will be open Monday through Saturdays (excluding holidays) from 10 A.M. to 4 P.M. The COUNTY shall provide the TOWN with a key to access the Animal Control area of the Shelter at all times.

3. The COUNTY is responsible for the maintenance of the Shelter's records including the disposition of each animal delivered to the Shelter. The COUNTY shall provide the TOWN with a monthly Animal Control Officer/Dog Control Officer report detailing each stray and seized dog delivered to the Shelter from within the municipal boundaries of the TOWN. The COUNTY shall also provide the TOWN with a monthly report of all cats delivered to the Shelter by TOWN'S Animal or Dog Control Officer. The TOWN shall have forty-five (45) days from the receipt of each monthly report submitted by COUNTY to dispute any entry in the report by notifying the Shelter's Supervisor, in writing, of any disputed entry or entries.

4. The COUNTY will accept trapped feral cats brought by the TOWN to the Shelter to be vaccinated and spayed/neutered, subject to TOWN's agreement to take back and recover the cat from the Shelter and release it back into the area in which it was found. If a feral cat is Leukemia or Aids positive, or has serious health issues, the Shelter will humanely euthanize the animal.

5. The COUNTY will not accept from the TOWN deceased wildlife/roadkill such as deer, fox, skunk, and opossum for cremation at the Shelter unless there is suspected concern of rabies, which must be supported by appropriate documentation of symptoms and behavior observed, and the prior approval of Saratoga County Public Health Services to test the deceased animal for rabies has been obtained.

6. The COUNTY'S Shelter staff will not respond to emergency or rabies-related incidents when the TOWN'S animal control person is unavailable.

7. For shelter services rendered to animals either delivered to the Shelter by TOWN or for which services TOWN is otherwise responsible for the payment of pursuant to state law or regulation, COUNTY shall charge, and TOWN agrees to pay, a fee of \$40.00 per dog, \$20.00 per cat and \$20.00 per puppy or kitten.

8. For the cremation of animals either delivered by the TOWN to the Shelter or for which the TOWN is otherwise responsible for the payment of the cremation of, COUNTY shall charge, and TOWN agrees to pay, a fee determined by the weight of the animal cremated in accordance with the following schedule:

0-25 lbs.	\$15.00
26-50 lbs.	\$20.00
51-75 lbs.	\$30.00
76-100 lbs.	\$35.00
over 100 lbs.	\$40.00

9. The COUNTY will collect and remit impoundment fees to the TOWN.

10. The TOWN will pay the COUNTY for all services rendered by the COUNTY pursuant to this agreement during the period from January 1, 2023 through December 31, 2023, as documented in the monthly reports submitted by the COUNTY to the TOWN. The COUNTY shall submit bills for services to the TOWN during the month of April 2024 for said services rendered in 2023, which sum shall be due and payable by TOWN on or before September 1, 2024.

[Signature Page to Follow]



~~8/16/22~~

SARATOGA COUNTY BOARD OF SUPERVISORS

RESOLUTION ~~257-2022~~ -2023

Introduced by Public Safety: ~~Supervisors Lant, Barrett, Hammond, Lawler, Ostrander, K. Veitch and Wright~~

Supervisors J. Lant, E. Butler, J. Grasso, M. Hammond, J. Raymond, K. Tollisen, K. Veitch

AUTHORIZING INTERMUNICIPAL AGREEMENTS WITH PARTICIPATING MUNICIPALITIES FOR 2023 SARATOGA COUNTY ANIMAL SHELTER SERVICES

257-2022

WHEREAS, pursuant to Resolution ~~229-2021~~ the County entered into intermunicipal agreements with those municipalities within Saratoga County which utilize the services of the Saratoga County Animal Shelter for shelter services rendered for the service period of January 1, ~~2022~~, through December 31, ~~2022~~; and
2023 2023

WHEREAS, our Public Safety Committee and the Director of the Animal Shelter have recommended that the County enter into a renewal of the intermunicipal agreements with all participating municipalities for Saratoga County Animal Shelter services for the service period of January 1, 2023, through December 31, 2023, at the same rates and upon the same terms and conditions as authorized by resolution ~~229-2021~~; now therefore be it

257-2022

RESOLVED, that the Chair of the Board is hereby authorized to execute intermunicipal agreements with those municipalities within Saratoga County which utilize the services of the Saratoga County Animal Shelter for shelter services rendered for the service period of January 1, 2023, through December 31, 2023, at the same rates and upon the same terms and conditions as authorized by Resolution ~~229-2021~~; and it is further

257-2022

RESOLVED, that the form and content of such intermunicipal agreements shall be subject to the approval of the County Attorney; and it is further

RESOLVED, that this Resolution shall take effect immediately.

BUDGET IMPACT STATEMENT: No Budget Impact.

August 16, 2022 Regular Meeting

Motion to Adopt: Supervisor(s): Butler

Second: Supervisors(s): Gaston

~~AYES (211783): Eric Connolly (11831), Joseph Grasso (4328), Philip C. Barrett (19014.5),
Jonathon Schopf (19014.5), Eric Butler (6500), Diana Edwards (819), Michael Smith (3525),
Kevin Veitch (8004), Arthur M. Wright (1976), Kevin Tollisen (25662), Mark Hammond;~~

~~(17130), Scott Ostrander (18800), Theodore Kusnierz (16202), Willard H. Peck (5242), Sandra
Winney (2075), Thomas N. Wood, III (5808), Tara N. Gaston (14245.5), Matthew E. Veitch
(14245.5), John Lant (17361).~~

~~NOES (0):~~

~~ABSENT (23726): Jean Raymond (1333), Thomas Richardson (5163), Edward D. Kinowski
(9022), John Lawler (8208).~~



SARATOGA COUNTY

AGENDA ITEM REQUEST FORM

TO: Steve Bulger, County Administrator
Ridge Harris, Deputy County Administrator
Michelle Granger, County Attorney
Therese Connolly, Clerk of the Board
Stephanie Hodgson, Director of Budget

CC: John Warmt, Director of Purchasing
Jason Kemper, Director of Planning and Economic Development
Bridget Rider, Deputy Clerk of the Board
Matt Rose, Management Analyst
Audra Hedden, County Administrator's Office

DEPARTMENT: Sheriff's Office



DATE: 08/07/2023

COMMITTEE: Public Safety



This column must be completed prior to submission of the request.

1. Is a Resolution Required:

Yes, Contract Approval

County Attorney's Office
Consulted Yes

2. Proposed Resolution Title:

Authorizes the Chairman of the Board to amend Resolution 37-2023 and adopt a contract with a new pricing schedule between the County and Omnicare.

3. Specific Details on what the resolution will authorize:

Authorizes the Chairman of the Board to amend Resolution 37-2023 which refers to the contract between the County and Pharmacy Associates of Glens Falls, LLC d/b/a Omnicare of Ballston Spa (Omnicare). Effective date of the contract amended from January 1, 2023 to October 1, 2023. Also, as part of this contract, adopt a new pricing structure. This is a two year contract with the option to extend for one additional year.

4. Is a Budget Amendment needed: YES or NO
If yes, budget lines and impact must be provided.
Any budget amendments must have equal and offsetting entries.

County Administrator's Office
Consulted **No**

Please see attachments for impacted budget lines.
(Use ONLY when more than four lines are impacted.)

Revenue

Account Number	Account Name	Amount
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Expense

Account Number	Account Name	Amount
----------------	--------------	--------

Fund Balance (if applicable): (Increase = additional revenue, Decrease = additional expenses)

Amount:

5. Identify Budget Impact (**Required**):

No Budget Impact

- a. G/L line impacted
- b. Budget year impacted
- c. Details

6. Are there Amendments to the Compensation Schedule?

YES or NO (If yes, provide details)

a. Is a new position being created? Y N

Effective date

Salary and grade

b. Is a new employee being hired? Y N

Effective date of employment

Salary and grade

Appointed position:

Term

c. Is this a reclassification? Y N

Is this position currently vacant? Y N

Is this position in the current year compensation plan? Y N

7. Does this item require the awarding of a contract: Y N

a. Type of Solicitation

b. Specification # (BID/RFP/RFQ/OTHER CONTRACT #)

c. If a sole source, appropriate documentation, including an updated letter, has been submitted and approved by Purchasing Department? Y N N/A

d. Vendor information (including contact name):

e. Is the vendor/contractor an LLC, PLLC, or partnership:

f. State of vendor/contractor organization:

g. Commencement date of contract term:

h. Termination of contract date:

i. Contract renewal date and term:

k. Is this a renewal agreement: Y N

l. Vendor/Contractor comment/remarks:

Human Resources Consulted

No

Purchasing Office Consulted

No

County Administrator's Office
Consulted **NO**

8. Is a grant being accepted: YES or NO
- a. Source of grant funding:
 - b. Agency granting funds:
 - c. Amount of grant:
 - d. Purpose grant will be used for:
 - e. Equipment and/or services being purchased with the grant:
 - f. Time period grant covers:
 - g. Amount of county matching funds:
 - h. Administrative fee to County:

9. Supporting Documentation:

- Marked-up previous resolution
- No Markup, per consultation with County Attorney
- Information summary memo
- Copy of proposal or estimate
- Copy of grant award notification and information
- Other _____

10. Remarks:

The pricing structure will be beneficial to the County.



2/23/23

SARATOGA COUNTY BOARD OF SUPERVISORS

RESOLUTION ~~37-2023~~

Introduced by Public Safety: Supervisors Lant, Butler, Grasso, Hammond, Raymond, Tollisen and K. Veitch

AUTHORIZING AN AGREEMENT WITH PHARMACY ASSOCIATES OF GLENS FALLS LLC D/B/A OMNICARE OF BALLSTON SPA FOR THE PROVISION OF PHARMACEUTICAL PRODUCTS AND PHARMACY SERVICES FOR THE SARATOGA COUNTY CORRECTIONAL FACILITY

WHEREAS, the County presently purchases pharmaceutical products and pharmacy services for the inmates at the Saratoga County Correctional Facility at State contract rates from Pharmacy Associates of Glens Falls, LLC d/b/a Omnicare of Ballston Spa ("Omnicare"); and

WHEREAS, Omnicare has submitted a proposal for the provision of pharmaceutical products and pharmacy services for the Saratoga County Correctional Facility for a term of ~~two~~

~~one~~ (+) years commencing ~~October 1, 2023~~ ~~January 1, 2023~~ at the rates quoted by Omnicare in its proposal, subject to annual renewal upon the terms and conditions mutually agreed upon by the parties; and

WHEREAS, our Public Safety Committee and the Saratoga County Sheriff have recommended that the proposal of Omnicare be accepted; now, therefore, be it

RESOLVED, that the Chairman of the Board is hereby authorized to execute an agreement with Pharmacy Associates of Glens Falls, LLC d/b/a Omnicare of Ballston Spa, New York, for the provision of pharmaceutical products and pharmacy services to the Saratoga County Correctional Facility for a term of one (1) year commencing ~~October 1, 2023~~ ~~January 1, 2023~~ at the rates quoted by Omnicare in its proposal, subject to annual renewal upon the terms and conditions mutually agreed upon by the parties; and it is further

RESOLVED, that the form and content of such agreement, and any renewals thereof, shall be subject to the approval of the County Attorney; and, it is further

RESOLVED, that this Resolution shall take effect immediately.

BUDGET IMPACT STATEMENT: No Budget Impact. Funds are included in the Department Budget.

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February 23, 2023 Regular Meeting

Motion to Adopt: Supervisor Connolly

Second: Supervisor Edwards

AYES (168699): Eric Connolly (11831), Philip C. Barrett (19014.5), Diana Edwards (819), Jean Raymond (1333), Kevin Veitch (8004), Arthur M. Wright (1976), Kevin Tollisen (25662), Mark Hammond (17130), Scott Ostrander (18800), Theodore Kusnierz (16202), Sandra Winney (2075), Tara N. Gaston (14245.5), Matthew E. Veitch (14245.5), John Lant (17361)

NOES (0):

ABSENT (66811): Joseph Grasso (4328), Jonathon Schopf (19014.5), Eric Butler (6500), Michael Smith (3525), Thomas Richardson (5163), Willard H. Peck (5242), Thomas N. Wood, III (5808), Edward D. Kinowski (9022), John Lawler (8208)



SARATOGA COUNTY

AGENDA ITEM REQUEST FORM

TO: Steve Bulger, County Administrator
Ridge Harris, Deputy County Administrator
Michelle Granger, County Attorney
Therese Connolly, Clerk of the Board
Stephanie Hodgson, Director of Budget

CC: John Warmt, Director of Purchasing
Jason Kemper, Director of Planning and Economic Development
Bridget Rider, Deputy Clerk of the Board
Matt Rose, Management Analyst
Audra Hedden, County Administrator's Office

DEPARTMENT: Office of Emergency Management

DATE: 08/24/2023

COMMITTEE: Public Safety

1. Is a Resolution Required:

Yes, Contract Renewal

2. Proposed Resolution Title:

Authorizing the Chairman of the Board of Supervisors to renew an agreement with KOVA Corp. of Manahawkin, New Jersey for warranty service and maintenance for the County's Verint V.15 Recording Equipment.

3. Specific Details on what the resolution will authorize:

This maintenance agreement will continue service on the County's Verint, V.15 E911 Recorder and software as sold and installed by KOVA, Corp.. Service is provided on a 24-hour basis with 4-hour initial response. The extended warranty pricing covers November 1, 2023 through October 31, 2026. Year 2 (November 1, 2023 - October 31, 2024) is priced at \$2,524.34 (prorated to reflect credit due from the prior year's Audiolog maintenance along with the V.15, first-year warranty). Year 3 (November 1, 2024 - October 31, 2025) is priced at \$17,557.00 and Year 4 (November 1, 2025 - October 31, 2026) is priced at \$17,557.00.

This column must be completed prior to submission of the request.

County Attorney's Office
Consulted Yes

4. Is a Budget Amendment needed: YES or NO
If yes, budget lines and impact must be provided.
Any budget amendments must have equal and offsetting entries.

County Administrator's Office
Consulted Yes

Please see attachments for impacted budget lines.
(Use ONLY when more than four lines are impacted.)

Revenue

Account Number	Account Name	Amount
----------------	--------------	--------

Expense

Account Number	Account Name	Amount
----------------	--------------	--------

Fund Balance (if applicable): (Increase = additional revenue, Decrease = additional expenses)

Amount:

5. Identify Budget Impact (**Required**):

No Budget Impact. Funds are included in the Department Budget

- a. G/L line impacted A.36.000-8190
- b. Budget year impacted 2023 - 2025
- c. Details

Year 2 (11/1/2023 - 10/31/2024): \$2,524.34
Year 3 (11/1/2024 - 10/31/2025): \$17,557.00
Year 4 (11/1/2025 - 10/31/2026): \$17,557.00

6. Are there Amendments to the Compensation Schedule?

YES or NO (If yes, provide details)

a. Is a new position being created? Y N

Effective date

Salary and grade

b. Is a new employee being hired? Y N

Effective date of employment

Salary and grade

Appointed position:

Term

c. Is this a reclassification? Y N

Is this position currently vacant? Y N

Is this position in the current year compensation plan? Y N

Human Resources Consulted
Yes

7. Does this item require the awarding of a contract: Y N

a. Type of Solicitation

b. Specification # (BID/RFP/RFQ/OTHER CONTRACT #)

c. If a sole source, appropriate documentation, including an updated letter, has been submitted and approved by Purchasing Department? Y N N/A

d. Vendor information (including contact name):

e. Is the vendor/contractor an LLC, PLLC, or partnership:

f. State of vendor/contractor organization:

g. Commencement date of contract term:

h. Termination of contract date:

i. Contract renewal date and term:

k. Is this a renewal agreement: Y N

l. Vendor/Contractor comment/remarks:

Purchasing Office Consulted
Yes

County Administrator's Office
Consulted **Yes**

8. Is a grant being accepted: YES or NO
- a. Source of grant funding:
 - b. Agency granting funds:
 - c. Amount of grant:
 - d. Purpose grant will be used for:
 - e. Equipment and/or services being purchased with the grant:
 - f. Time period grant covers:
 - g. Amount of county matching funds:
 - h. Administrative fee to County:

9. Supporting Documentation:

- Marked-up previous resolution
- No Markup, per consultation with County Attorney
- Information summary memo
- Copy of proposal or estimate
- Copy of grant award notification and information
- Other Mark-up previous Minor Contract

10. Remarks:



102 East Bay Ave. Suite J • Manahawkin, NJ 08050
800.204.5200 • Fax 800.879.0720
www.kovacorp.com

August 23, 2023

Andre M. Delvaux MPA, RN, NRP
Director of Emergency Management
Saratoga County Sheriff's Office
6012 County Farm Road
Ballston Spa, NY 12020

Re: V.15 Recorder Service Maintenance Agreement **off GSA Contract-** Proposal ID#23-0324A

Dear Andre,

Please find extended warranty pricing to continue service on your Verint, V.15 Recording Equipment. As per the terms of GSA Contract# GS-35F-011BA, the purchase of the recording system included a first-year, 24x7 warranty. KOVA, Corp would like to offer a continuation of this 24x7 service **due to renew November 1, 2023.**

The extended warranty pricing for the November 1, 2023 to October 31, 2026 period is as follows:

Year 2: November 1, 2023- October 31, 2024 \$ 2,524.34*
Year 3: November 1, 2024- October 31, 2025 \$17,557.00
Year 4: November 1, 2025- October 31, 2026 \$17,557.00

*Year 2 has been has been prorated to reflect a credit due from the prior year's Audiolog maintenance along with the V15, first-year warranty.

Below is the purchasing information for the GSA Contract:

GSA Contract #: GS-35F-011BA
Valid Thru: 10/25/2023
Contractor: KOVA, CORP.
Address: 102 E BAY AVE STE J MANAHAWKIN, NJ 08050-3175
Phone: 800-204-5200
E-Mail: csilva@kovacorp.com
Web Address: http://www.kovacorp.com
DUNS: 150373426
FEIN: 22-3564190

Should additional equipment be purchased within the 3 years, service will be pro-rated according to the expiration of that equipment's 1st year warranty. This service includes a warranty on all parts and software (including manufacturer software support), access to our 800 help desk, training, preventative maintenance (approximately once a month) and direct communication between KOVA/Saratoga County Sheriff's Office for service and support and sales.

Should you have any questions or require additional information, please do not hesitate to contact me.

Sincerely,
Melissa McCormack
Customer Advocate
mmccormack@kovacorp.com
609-597-1498 x135 PHONE

Enc. Items to be maintained



102 East Bay Ave. Suite J • Manahawkin, NJ 08050
800.204.5200 • Fax 800.879.0720
www.kovacorp.com

**Items to be maintained
November 1, 2023 through October 31, 2026**

Part	Description	QTY
KOVA-RECORDER-BASE-GOLD	KOVA "Gold" Recording Server Platform.	1
KOVA-BASE-3202	KOVA BASIC Redundant	1
KOVA-REC-003	Upgrade AL3.x or AL4.x system license w/o QM to oRec	132
KOVA-REC-009	KOVA Server license for Version 5	1
PART-ANA-UNIV-24	24-Channel Analog Passive Tap card	2

Invoice



102 East Bay Avenue, Suite J
Manahawkin, NJ 08050

DATE	INVOICE #
8/23/2023	230112

BILL TO
Public Works 3654 Galway Road Ballston Spa, NY 12020
TERMS
Net 30

SHIP TO
Saratoga Cnty Office of Emergency Svcs Attn: Andre Delvaux Saratoga County Sheriff's Office 6012 County Farm Road Ballston Spa, NY 12020
P.O. NUMBER
For Customer Use

QTY	DESCRIPTION	AMOUNT
1	<p>Service for V15 Recorder and software as sold and installed by KOVA, Corp. Service is provided on a 24 hour basis with 4 hour initial response, as per terms and conditions of GSA Contract #GS-35F-011BA</p> <p>Contract Effective Dates of Coverage are: Year 2: November 1, 2023 through October 31, 2024</p>	2,524.34

Please direct all inquiries related to this invoice to Melissa McCormack 609-597-1498 x 135	Total	\$2,524.34
---------------------------------------------------------------------------------------------	--------------	------------

Saratoga County Board of Supervisors

MINOR CONTRACT LESS THAN \$15,000

Introduced by
Public Safety

THIS AGREEMENT, made this 5th day of January, 2021

BY AND BETWEEN

COUNTY OF SARATOGA, a municipal corporation duly organized under the laws of the State of New York with offices at 40 McMaster Street, Ballston Spa, New York 12020, (COUNTY),

Whereas the Director of Emergency Management ~~and~~ ^{obtained} ~~has~~ ^{was} ~~county~~ ^{pricing} for continued service on our Verint V.15 Recording Equipment from

Kova Corp., having a place of business at 102 East Bay Ave., Suite J, Manahawkin, New Jersey 08050 (CONTRACTOR);

WHEREAS, a REQUEST FOR MINOR CONTRACT, a copy of which is attached, has been approved by the County Administrator; and

WHEREAS, the CONTRACTOR will perform the requested services for the approved amount;

Whereas the Public Safety Committee & Director of Emergency Management have recommended:

NOW, THEREFORE, the parties agree that:
1. The CONTRACTOR will provide three years of extended warranty service and maintenance on Saratoga County's Department of Emergency Services' Audiolog Recording Equipment in accordance with CONTRACTOR's letter dated October 20, 2020, which is attached hereto, incorporated herein and made a part hereof. The contract term shall commence on November 1, 2020 and shall terminate on October 31, 2023, 2026

August 23, 2023

\$17,557.00

2. The COUNTY will pay the CONTRACTOR \$11,569.02 for the first year of service, \$14,659.02 for the second of service and \$17,557.00 for the third year of service, provided COUNTY does not purchase any additional equipment requiring maintenance, upon submission of a properly documented voucher.

\$2,524.34
\$17,557.00
fourth

3. The CONTRACTOR shall comply with all applicable laws, ordinances and regulations, including non-discrimination and labor laws. The CONTRACTOR and the COUNTY agree that for the duration of this Agreement, they will not discriminate against any employee, applicant for employment, or person requesting services because of race, creed, color, national origin, disability, age, sex, marital status, sexual preference or source of payment.

4. The CONTRACTOR shall not employ any COUNTY official or employee in connection herewith and shall adhere to the COUNTY's Code of Ethics.

5. The CONTRACTOR shall not assign or transfer any interest herein without prior written COUNTY approval.

Resolved, that the Chair of the Board is hereby authorized to execute an agreement with KOVA Corp. of Manahawkin, New Jersey to provide an extended warranty service & maintenance on Saratoga County's Verint V.15 Recording Equipment for a three year term commencing 8/23/2023 and continuing through October 31, 2026 at a cost of \$2,524.34 for year 2 (proposed to reflect a credit due from prior year's Audiolog maintenance along with the V.15 first year warranty) \$17,557.00 for year 3 and \$17,557.00 for year 4.



SARATOGA COUNTY

AGENDA ITEM REQUEST FORM

TO: Steve Bulger, County Administrator
Ridge Harris, Deputy County Administrator
Michelle Granger, County Attorney
Therese Connolly, Clerk of the Board
Stephanie Hodgson, Director of Budget

CC: John Warmt, Director of Purchasing
Jason Kemper, Director of Planning and Economic Development
Bridget Rider, Deputy Clerk of the Board
Matt Rose, Management Analyst
Clare Giammusso, County Attorney's Office
Audra Hedden, County Administrator's Office

DEPARTMENT: Office of Emergency Management



DATE: 08/24/2023

COMMITTEE: Public Safety



This column must be completed prior to submission of the request.

1. Is a Resolution Required:

Yes, Proclamation/Honorary Resolution

2. Proposed Resolution Title:

Proclaiming October 7 - 13, 2023 as National Fire Prevention Week in Saratoga County

3. Specific Details on what the resolution will authorize:

Authorize the Chairman of the Board of Supervisors to issue a proclamation in recognition of National Fire Prevention Week in Saratoga County, October 7 - 13, 2023.

County Attorney's Office
Consulted Yes

4. Is a Budget Amendment needed: YES or NO
If yes, budget lines and impact must be provided.
Any budget amendments must have equal and offsetting entries.

County Administrator's Office
Consulted **Yes**

Please see attachments for impacted budget lines.
(Use ONLY when more than four lines are impacted.)

Revenue

Account Number	Account Name	Amount
----------------	--------------	--------

Expense

Account Number	Account Name	Amount
----------------	--------------	--------

Fund Balance (if applicable): (Increase = additional revenue, Decrease = additional expenses)

Amount:

5. Identify Budget Impact (**Required**):

No Budget Impact

- a. G/L line impacted
- b. Budget year impacted
- c. Details

6. Are there Amendments to the Compensation Schedule?

YES or NO (If yes, provide details)

a. Is a new position being created? Y N

Effective date

Salary and grade

b. Is a new employee being hired? Y N

Effective date of employment

Salary and grade

Appointed position:

Term

c. Is this a reclassification? Y N

Is this position currently vacant? Y N

Is this position in the current year compensation plan? Y N

Human Resources Consulted
Yes

7. Does this item require the awarding of a contract: Y N

a. Type of Solicitation

b. Specification # (BID/RFP/RFQ/OTHER CONTRACT #)

c. If a sole source, appropriate documentation, including an updated letter, has been submitted and approved by Purchasing Department? Y N N/A

d. Vendor information (including contact name):

e. Is the vendor/contractor an LLC, PLLC, or partnership:

f. State of vendor/contractor organization:

g. Commencement date of contract term:

h. Termination of contract date:

i. Contract renewal date and term:

k. Is this a renewal agreement: Y N

l. Vendor/Contractor comment/remarks:

Purchasing Office Consulted
Yes

County Administrator's Office
Consulted Yes

8. Is a grant being accepted: YES or NO
- a. Source of grant funding:
 - b. Agency granting funds:
 - c. Amount of grant:
 - d. Purpose grant will be used for:
 - e. Equipment and/or services being purchased with the grant:
 - f. Time period grant covers:
 - g. Amount of county matching funds:
 - h. Administrative fee to County:

9. Supporting Documentation:

- Marked-up previous resolution
- No Markup, per consultation with County Attorney
- Information summary memo
- Copy of proposal or estimate
- Copy of grant award notification and information
- Other _____

10. Remarks:

Since 1922, the National Fire Protection Association (NFPA) has sponsored Fire Prevention Week.

Proclaiming October 7-13, 2023 as National Fire Prevention Week in
Governor's Office
2022 Proclamation
Saratoga County.

Saratoga County

WHEREAS, the State of (STATE) is committed to ensuring the safety and security of all those living in and visiting our state; and

COUNTY

WHEREAS, fire is a serious public safety concern both locally and nationally, and homes are the locations where people are at greatest risk from fire; and

WHEREAS, home fires caused ~~2,580~~ ^{3,800} 2285 civilian deaths in the United States in ~~2020~~ ²⁰²¹ 2022, according to the National Fire Protection Association® (NFPA®), and fire departments in the United States ~~responded to 356,500 home fires; and~~ Saratoga Co.

→ 899 residential fire alarms of which 372 were reported structure fires

WHEREAS, smoke alarms sense smoke well before you can, alerting you to danger in the event of fire in which you may have as little as 2 minutes to escape safely; and

WHEREAS, working smoke alarms cut the risk of dying in reported home fires in half; and

Saratoga Co.

WHEREAS, (STATE) residents should be sure everyone in the home understands the sounds of the smoke alarms and knows how to respond; and

Saratoga Co.

WHEREAS, (STATE) residents who have planned and practiced a home fire escape plan are more prepared and will therefore be more likely to survive a fire; and

Saratoga Co.

WHEREAS, (STATE) residents will make sure their smoke and carbon monoxide (CO) alarms meet the needs of all their family members, including those with sensory or physical disabilities; and

Saratoga Co.

WHEREAS, (STATE) first responders are dedicated to reducing the occurrence of home fires and home fire injuries through prevention and protection education; and

Saratoga Co.

WHEREAS, (STATE) residents that are responsive to public education measures are better able to take personal steps to increase their safety from fire, especially in their homes; and

WHEREAS, the ~~2022~~ ²⁰²³ Fire Prevention Week™ theme, "~~Fire won't wait. Plan your escape.™~~" ^{"Pay attention to fire prevention.™"} effectively serves to remind (STATE) it is important to have a home fire escape plan.

Saratoga County.

△ THEREFORE, I (GOVERNOR'S NAME) Governor of (STATE) do hereby proclaim October 7-13 ~~2022~~ ²⁰²³ as Fire Prevention Week throughout this state, and I urge all the people of (STATE) to plan and practice a home fire escape for Fire Prevention Week 2023 and to support the many public safety activities and efforts of (STATE'S) fire and emergency services.

Encourages all residents

Saratoga County's

Resolved that the Saratoga County Board of Supervisors Proudly Proclaims



SARATOGA COUNTY

AGENDA ITEM REQUEST FORM

TO: Steve Bulger, County Administrator
Ridge Harris, Deputy County Administrator
Michelle Granger, County Attorney
Therese Connolly, Clerk of the Board
Stephanie Hodgson, Director of Budget

CC: John Warmt, Director of Purchasing
Jason Kemper, Director of Planning and Economic Development
Bridget Rider, Deputy Clerk of the Board
Matt Rose, Management Analyst
Audra Hedden, County Administrator's Office

DEPARTMENT: Office of Emergency Management



DATE: 08/28/2023

COMMITTEE: Public Safety



1. Is a Resolution Required:

Yes, Contract Approval

2. Proposed Resolution Title:

Authorizing the Chairman of the Board of Supervisors to execute an agreement with APCO Institute of Daytona Beach, Florida and Central Square Technologies, LLC of Lake Mary, Florida for the purchase of APCO IntelliComm Guidecard System, APCO training and the standard EMD Integration Subscription with Central Square Technologies.

3. Specific Details on what the resolution will authorize:

Implementation of IntelliComm software by APCO Institute for twelve positions in the Communications Center along with required APCO training and the necessary standard EMD Integration by Central Square Technologies, LLC starting on 9/28/2023. This is for the purchase of necessary software to implement the APCO IntelliComm Guidecard System designed for all three disciplines (Police, Fire and EMS). The initial APCO software purchase of \$81,075.83 and the Central Square EMD integration and consulting services in the amount of \$7,436.04 and the yearly maintenance renewal of the Central Square EMD Integration software, will be funded by the Office of Emergency Management. The APCO training not to exceed \$5,019.00 and the 24/7/365 maintenance which is 20% of each software position cost (prorate from acceptance date to the first day of fiscal year) followed by yearly maintenance renewal of this proprietary product will be funded by the Sheriff's Department.

This column must be completed prior to submission of the request.

County Attorney's Office
Consulted Yes

4. Is a Budget Amendment needed: YES or NO
 If yes, budget lines and impact must be provided.
 Any budget amendments must have equal and offsetting entries.

County Administrator's Office
 Consulted Yes

Please see attachments for impacted budget lines.
 (Use ONLY when more than four lines are impacted.)

Revenue

Account Number	Account Name	Amount

Expense

Account Number	Account Name	Amount

Fund Balance (if applicable): (Increase = additional revenue, Decrease = additional expenses)

Amount:

5. Identify Budget Impact (**Required**):

No Budget Impact. Funds are included in the Department Budget

- a. G/L line impacted **see 5c**
- b. Budget year impacted **2023 / 2024**
- c. Details

2023 Initial APCO software purchase and Central Square EMD integration (A.36.366-8520) will be placed on SICG-21(A.36-4306). Yearly Central Square subscription (A.36.000-8293)

APCO training (A.30.000-8150)

Yearly APCO maintenance (A.30.000-8160)

We have submitted for Sole Source for APCO + Central Square for the initial purchase.

6. Are there Amendments to the Compensation Schedule?

YES or NO (If yes, provide details)

a. Is a new position being created? Y N

Effective date

Salary and grade

b. Is a new employee being hired? Y N

Effective date of employment

Salary and grade

Appointed position:

Term

c. Is this a reclassification? Y N

Is this position currently vacant? Y N

Is this position in the current year compensation plan? Y N

Human Resources Consulted
N/A

7. Does this item require the awarding of a contract: Y N

a. Type of Solicitation

b. Specification # (BID/RFP/RFQ/OTHER CONTRACT #)

c. If a sole source, appropriate documentation, including an updated letter, has been submitted and approved by Purchasing Department? Y N N/A

d. Vendor information (including contact name):

e. Is the vendor/contractor an LLC, PLLC, or partnership:

f. State of vendor/contractor organization:

g. Commencement date of contract term:

h. Termination of contract date:

i. Contract renewal date and term:

k. Is this a renewal agreement: Y N

l. Vendor/Contractor comment/remarks:

Purchasing Office Consulted
Yes

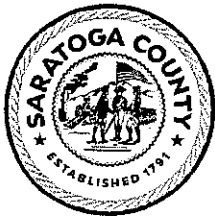
County Administrator's Office
Consulted **No**

8. Is a grant being accepted: YES or NO
- a. Source of grant funding:
 - b. Agency granting funds:
 - c. Amount of grant:
 - d. Purpose grant will be used for:
 - e. Equipment and/or services being purchased with the grant:
 - f. Time period grant covers:
 - g. Amount of county matching funds:
 - h. Administrative fee to County:

9. Supporting Documentation:

- Marked-up previous resolution
- No Markup, per consultation with County Attorney
- Information summary memo
- Copy of proposal or estimate
- Copy of grant award notification and information
- Other Marked-up draft resolution by County Attorney

10. Remarks:



BOARD OF SUPERVISORS

9/19/2023

RESOLUTION XXX - 2023

Introduced by Public Safety: Supervisors Lant, Butler, Grasso, Hammond, Raymond, Tollisen and K. Veitch

AUTHORIZING AN AGREEMENT WITH APCO INTERNATIONAL FOR THE EMD GUIDECARD SYSTEM AND AN AMENDED AGREEMENT WITH TRITECH SOFTWARE SYSTEMS FOR INTEGRATION OF THE APCO EMD GUIDECARD SYSTEM RELATED TO THE COUNTY'S COMPUTER AIDED DISPATCH/MOBILE E-911 SYSTEM

WHEREAS, pursuant to Resolution 216-2015, the County entered into a System Purchase Agreement dated February 12, 2016 with TriTech Software Systems ("TriTech") for the purchase of an integrated Computer System consisting of a Computer Aided Dispatch System ("CAD"), Mobile Data System, Law Enforcement Records Management System, Field-Based Reporting System, and Next Generation 9-1-1 Solution; and

WHEREAS, pursuant to Resolution 141-2022, the County entered into an agreement with TriTech Software Systems (a Central Square Technologies, LLC Company) for the purchase of updated 9-1-1 Telephone, Computer Aided Dispatch and Records Management infrastructure; and

WHEREAS, pursuant to Resolution 188-2022, the County entered into an agreement with TriTech Software Systems (a Central Square Technologies, LLC Company) for the purchase of updated records management and Crimeview Analytics software for the existing CAD/Mobile E-911 System; and

WHEREAS, our Sheriff's Office, through the Office of Emergency Management, has received a proposal from APCO International to integrate the APCO EMD Guidecard System (Guidecard System) into the County's CAD/Mobile E-911 System previously purchased from TriTech to ensure consistent responses from the County's CAD/Mobile E-911; and

WHEREAS, the initial cost for the Guidecard System will be grant funded by ~~XXXXX~~ through the Office of Emergency Management, and will include software, implementation, EMD Guidecard Racks/Binders, and maintenance for the first year, at a cost of \$81,075.83; and

WHEREAS, the Sheriff's Office shall be responsible for the annual maintenance cost of the Guidecard System at a cost of \$12,000 per year for year two and year three; and

*+ Initial APCO Training & Products - estimated @ \$5,019.00
Discipline Recertification is completed every 2 years.*

Priority Dispatch

STEG 21 grant

WHEREAS, the Office of Emergency Management shall be responsible for the standard EMD Integration support for the Guidecard System provided by TriTech for an annual subscription fee at a cost of \$5400 per year for the first year with an incremental increase of 5% annually for subsequent years; and

\$2,036.04 + annual Subscription of \$5400

~~WHEREAS, 10% increase~~

Y1 = \$7436.04
Y2 = \$5400 + 5% = \$5670
Y3 = \$5670 + 5% = \$5953.50

WHEREAS, our Public Safety Committee, the Sheriff, and the Director of Emergency Management have recommended that the County enter into an agreement with APCO International for the purchase of the Guidecard System at an initial cost of \$81,075.83 for software, implementation, EMD Guidecard Racks/Binders, and maintenance for the first year, with an annual maintenance cost payable by the Sheriff's Office of \$12,000 per year for year two and year three; and an amended agreement with TriTech to provide standard EMD Integration support for the Guidecard System, payable by the Office of Emergency Services, of \$5,400 for the first year with an incremental increase of 5% annually for subsequent years; now, therefore, be it

~~RESOLVED, 10%~~

RESOLVED, that the Chair of the Board is authorized to execute an agreement with APCO International of Daytona Beach, Florida for the purchase of the Guidecard System at an initial cost of \$81,075.83 for software, implementation, EMD Guidecard Racks/Binders, and maintenance for the first year, with an annual maintenance cost of \$12,000 per year for year two and year three; and an amended agreement with TriTech Software Systems (a CentralSquare Technologies, LLC Company) of Lake Mary, Florida to provide standard EMD Integration support for the Guidecard System, at a cost of \$5,400 for the first year with an incremental increase of 5% annually for subsequent years; and it is further

RESOLVED, that the form and content of said agreement shall be subject to the approval of the County Attorney; and it is further

RESOLVED, that this Resolution shall take effect immediately.

BUDGET IMPACT STATEMENT: No Budget Impact. Funds are included in the Department Budgets

September 19, 2023 Regular Meeting

Motion to Adopt: Supervisor(s)

Second: Supervisor(s)

AYES:

NOES:

ABSENT:



Order Number: 00002860

Date: 8/3/2023

Expiration Date: 09/29//2023

Prepared For: Andre Delvaux MPA, RN, NRP

Saratoga County Sheriff's Office
 6012 County Farm Road,
 Ballston Spa, NY 12020
 518.885.2232

APCO IntelliComm® Guidecard System

APCO International
 351 N Williamson Blvd
 Daytona Beach, FL 32114
 386-322-2500

IntelliComm & Guidecard Products

Quantity	Product Name	Sales Price	Total Price
12	IntelliComm Software (per position)	\$5,000.00	\$60,000.00
1	IntelliComm Implementation (10+ positions)	\$20,000.00	\$20,000.00
12	2 nd Year Maintenance (not included in the grand total)	\$1,000.00	\$12,000.00
12	3 rd Year Maintenance (not included in the grand total)	\$1,000.00	\$12,000.00
<hr/>			
3	EMD Guidecard Racks/Binders	\$329.00	\$987.00

Your center will be invoiced for the products and amount indicated in this order form upon the completion of the Software End User Agreement or APCO EMD Agreement, where applicable.

Shipping & Handling: \$88.83
Grand Total: \$81,075.83

On-Site IntelliComm Software Training- The cost of the training is \$4,500 for one day, and \$1,000 for each additional day up to a maximum of five days. The training is limited to 15 attendees.

Recurring Annual Maintenance

24/7/365 Maintenance - 20% of each software position cost. (Prorated from UAT Acceptance date to the first day of your fiscal year). At the beginning of your fiscal year, you will then owe 12 months of maintenance (20% of software position cost X positions).

Ancillary Cost

APCO IntelliComm Guidecard System is designed for all three disciplines to always be available on screen, making it easy to access all disciplines. If you do not want all three to be available on screen, APCO will turn off the others. If you need one or more disciplines turned on in the future, APCO will do that for an additional cost. Agency will be responsible for any CAD expenses required to interface to the new disciplines. Indicate which disciplines your agency takes calls for service.

EMD__X__ LEC__X__ FSC__X__

Turning on disciplines in the future will result in additional fees. Agency will be responsible for any CAD expenses required to interface to the new disciplines.

CAD Interface

The agency and the agency's CAD vendor will be responsible for development and cost of the interface that enables the agency's CAD system to communicate with the IntelliComm™ software.



Order Number: 00002860

Date: 8/3/2023

Expiration Date: 09/29//2023

Prepared For: Andre Delvaux MPA, RN, NRP

APCO IntelliComm® Guidecard System & EMD Program

APCO International
 351 N Williamson Blvd
 Daytona Beach, FL 32114
 386-322-2500

Saratoga County Sheriff's Office
 6012 County Farm Road,
 Ballston Spa, NY 12020
 518.885.2232

Ship To		Bill To	
Name	Saratoga County Sheriff's Office	Name	Saratoga County Sheriff's Office
Address	6012 County Farm Road	Address	6012 County Farm Road
City / State / Zip	Ballston Spa NY 12020	City / State / Zip	Ballston Spa NY 12020

Authorized Signature:



Printed Name: Andre Delvaux

ORDER FOR PRODUCTS & SERVICES
DO NOT PAY

Quotation Prepared by:
 Shellie Johnson
 IntelliComm Sales Manager
 (386) 944-2471
 johnsonsh@apcointl.org



Training Estimate ID: 00002860

Date: 7/31/2023

Prepared For: Andrea Delvaux MPA, RN, NRP

APCO Institute Training Estimate

APCO International
 351 N Williamson Blvd
 Daytona Beach, FL 32114
 386-322-2500

Saratoga County Sheriff's Office
 6012 County Farm Road,
 Ballston Spa, NY 12020
 518.885.2232

Estimate for Training Products & Manuals

Quantity	Product Name	Sales Price	Total Price
1	Emergency Medical Dispatcher ONLINE	\$466.00	\$466.00
1	Emergency Medical Dispatcher Instructor ONLINE	\$543.00	\$543.00
1	Emergency Medical Dispatcher Manager ONLINE	\$277.00	\$277.00
1	EMD Restricted Medical (Paramedic or EMT w/ALS)	\$169.00	\$169.00
36	EMD Reciprocity Class in-house	\$99.00	\$3,564.00

**Actual costs, including shipping and the purchase of additional course manuals, will be determined at the time of registration for training courses. Late fees may apply.*

Estimated Total: \$5,019.00

Future Cost, as needed

Discipline Recertification every 2 years \$30.00
 (Public Safety Telecommunicator, Law Enforcement, Fire Service, EMD Manager,
 Communication Center Supervisor, and Communications Training Officer)
 Discipline Recertification every 2 years (Instructor) \$95.00

On-Site IntelliComm Software Training- As needed 4,500 for 1-day, 1,000 per additional days up to 5-days, 15 attendees max \$4,500.00

CPR Requirement for EMD

EMD students must have successfully completed an instructor-led, formal 40-hour telecommunicator certification course and hold a current CPR certification from the American Heart Association, American Red Cross, or equivalent to satisfy the EMD prerequisites.

APCO Training Courses

Please access APCO's Schedule and Registration page for a comprehensive list of the courses we offer, their pre-requisites, pricing and upcoming course dates open for registration (www.apcointl.org/training).

Registering for Training

In order to register people from your agency, you will need to be listed as a Training Coordinator in the APCO system. To gain access and/or establish permissions to these functions, please contact the Authorized Signatory of your agency or, if authorized, become one by accessing the APCO site and clicking on the Manage Authorized Personnel button from the My Organization page to start the process. Find out more information at www.apcointl.org/training/instructors.

After you have agreed to the terms, you may set yourself or someone else as the Training Coordinator for your agency so that you may register others from your agency for upcoming courses through our Schedule and Registration page as well as view your agency's training records through Training Central.

**TRAINING ESTIMATE
DO NOT PAY**

Membership Pricing

Individual Full Member Dues

Tier 1	\$100
Tier 2 (OR, LA, CA)	\$131
Associate Dues	\$76

Public Safety Practitioner Group

Level 1 - 10 - Tier 1	\$361	Level 1 - 10 - Tier 2	\$451
Level 11 - 25 - Tier 1	\$935	Level 11 - 25 - Tier 2	\$1,179
Level 26 - 50 - Tier 1	\$1,719	Level 26 - 50 - Tier 2	\$2,178
Level 51+ - Tier 1	\$2,514	Level 51+ - Tier 2	\$3,187

Visit the APCO Membership page for more information at www.apcointl.org/membership

Shipping and Billing Addresses

Ship To		Bill To	
Name	Saratoga County Sheriff's Office	Name	Saratoga County Sheriff's Office
Address	6012 County Farm Road	Address	6012 County Farm Road
City / State / Zip	Ballston Spa NY 12020	City / State / Zip	Ballston Spa NY 12020

Training Estimate Prepared by:

Shellie Johnson

IntelliComm Sales Manager

(386) 944-2471

johnsonsh@apcointl.org

**TRAINING ESTIMATE
DO NOT PAY**

Quote #: Q-102092**Primary Quoted Solution:** PSJ Enterprise**Quote expires on:** February 10, 2024**Quote prepared for:**

Michael McEvoy

Saratoga County Sheriff's Department

6012 County Farm Road

Ballston Spa, NY 12020

(518) 885-2232

Thank you for your interest in CentralSquare. CentralSquare provides software that powers over 8,000 communities. More about our products can be found at www.centralsquare.com.

WHAT SOFTWARE IS INCLUDED?

	PRODUCT NAME	QUANTITY	UNIT PRICE	TOTAL
1.	Standard EMD Integration (OP) Annual Subscription Fee	27	200.00	5,400.00
			Software Total	5,400.00 USD

WHAT SERVICES ARE INCLUDED?

	DESCRIPTION	TOTAL
1.	Public Safety Consulting Services - Fixed Fee	1,560.00
2.	Public Safety Project Management Services - Fixed Fee	780.00
	Services Subtotal	2,340.00 USD
	Discount	- 303.96 USD
	Services Total	2,036.04 USD

QUOTE SUMMARY

Software Subtotal	5,400.00 USD
--------------------------	--------------

Services Subtotal	2,340.00 USD
--------------------------	--------------

Quote Subtotal	7,740.00 USD
-----------------------	--------------

Discount	- 303.96 USD
-----------------	--------------

Quote Total	7,436.04 USD
--------------------	---------------------

WHAT ARE THE RECURRING FEES?

TYPE	AMOUNT
FIRST YEAR MAINTENANCE TOTAL	0.00
FIRST YEAR SUBSCRIPTION TOTAL	5,400.00

The amount totals for Maintenance and/or Subscription on this quote include only the first year of software use and maintenance. Renewal invoices will include this total plus any applicable uplift amount as outlined in the relevant purchase agreement.

The On Premise Subscriptions purchased under this Quote shall be governed by Exhibit A attached hereto.

BILLING INFORMATION

Fees will be payable within 30 days of invoicing.

Please note that the Unit Price shown above has been rounded to the nearest two decimal places for display purposes only. The actual price may include as many as five decimal places. For example, an actual price of \$21.37656 will be shown as a Unit Price of \$21.38. The Total for this quote has been calculated using the actual prices for the product and/or service, rather than the Unit Price displayed above.

Prices shown do not include any taxes that may apply. Any such taxes are the responsibility of Customer. This is not an invoice.

For customers based in the United States or Canada, any applicable taxes will be determined based on the laws and regulations of the taxing authority(ies) governing the "Ship To" location provided by Customer on the Quote Form.

PAYMENT TERMS

License Fees & Annual Subscriptions

- 100% Due Upon Contract Execution

Contract Startup

- 100% Due Upon Contract Execution

Hardware & Third-Party Software

- 100% Due Upon Contract Execution

Services

- Fixed Fee: 100% Due Upon Completion
- Time & Material: Due as Incurred
- Services Bundle: Fixed Fee, 100% Due Contract Execution

Third-Party Services

- Fixed Fee: 50% Due Upon Contract Execution; 50% Due Upon Completion
- Time & Material: Due As Incurred

Travel & Living Expenses

- Due as Incurred
-

PURCHASE ORDER INFORMATION

Is a Purchase Order (PO) required for the purchase or payment of the products on this Quote Form? (Customer to complete)

Yes [] No []

Customer's purchase order terms will be governed by the parties' existing mutually executed agreement, or in the absence of such, are void and will have no legal effect.

PO Number: _____

Initials: _____

Saratoga County Sheriff's Department

Signature: _____

Name: _____

Date: _____

Title: _____

ATTACHMENT A

Terms and Conditions for On-Prem Subscriptions

BY INDICATING YOUR ACCEPTANCE, OR BY USING THE SOFTWARE, YOU ACCEPT THE TERMS AND CONDITIONS AS STATED HEREIN.

1. **Subscription Access.** Customer is purchasing subscription priced software under this Quote. So long as Client has paid the annual subscription fees and is current at all times with the subscription fees as stated herein, CentralSquare grants to Client a limited non-exclusive, non-transferable access to use the subscription software granted in this Quote. Client understands and acknowledges no ownership or any form of intellectual property rights transfer under the terms of this Quote.

If customer terminates this Quote in accordance with the termination for convenience provision below, customer shall be entitled to a pro-rata refund of the annual subscription fee, calculated by the remaining months in the applicable annual subscription.

2. **Termination for Convenience.** This Quote may be terminated without cause by either party by providing written notice to the other party thirty (30) days prior to the date of termination.
3. **Termination of Access Rights.** Upon termination of this Quote, (i) all rights granted herein shall terminate immediately and automatically upon the effective date of such termination; (ii) Customer's right to the accessed software granted herein shall terminate; and (iii) Customer will cease using such software and at CentralSquare's direction return or destroy the software and any supplemental confidential information or documentation.
4. **Right to Audit.** Customer shall maintain for a reasonable period, but in no event less than three (3) years after expiration or termination of this Quote, the systems, books and records necessary to accurately reflect compliance with software access and the use thereof under this Quote. Upon request, Customer shall permit CentralSquare and its directors, officers, employees, and agents to have on-site access at Customer's premises (or remote access as the case may be) during normal business hours to audit such systems, books, and records for the purpose of verifying Customer's use of the software to monitor compliance with this Quote no more than once per year. If an audit reveals that Customer has exceeded the restrictions on use or non-compliance with this Quote, Customer shall be responsible for the reimbursement of all costs related to the audit and prompt payment by Customer to CentralSquare of any underpayment.

Summary of Services

Project: Saratoga County Sheriff, NY – APCO Interface

The parties mutually agree and acknowledge this Summary of Services is a high-level overview of the project requested, not a detailed requirements or design of solution.

Project Scheduling

Parties agree a schedule will be provided for services within sixty (60) days from the execution of the above quote number.

Change Requests

The parties may request a change to this summary of services, to increase hours or deliverables, through a written request to the CentralSquare project manager or resource.

Professional Services

Throughout the course of the project, CentralSquare will use several types of services (defined herein) to complete the necessary steps for successful deployment of the contracted services. The overall services aligned to implementation include Project Management, Consulting Services, Technical Services, Data Conversion Services, Training Services, and in some cases, Installation Services.

Business Hours

All project services will be performed during normal business hours, defined as 8:00-5:00 PM Eastern Time. If Client desires to perform the services outside of these hours, additional fees will apply.

CentralSquare Connectivity to On-Premise Systems

The BeyondTrust/Bomgar and/or SecureLink remote support solutions shall be the method of remote access to on-premises customer systems and/or data. These solutions meet all requirements as contained in Section 5.5.6 of the FBI CJIS Security Policy (Remote Access). Use of either of these solutions enable customer agencies to remain CJIS compliant for purposes of FBI and/or state regulatory agency audits.

In addition to the above, the PSJ ProSuite application utilizes SSH connectivity to maintain a persistent connection to the appliance/s. The 911 application utilizes Kaseya for application and/or support needs. These solutions are only utilized for these specific applications in addition to Bomgar and/or SecureLink.

Services Scope of Project

The project includes the following scope of services.

A CentralSquare consultant will remotely assist in the configuration of the EMD portion of CAD Enterprise to enable functionality with APCO Intellicomm.

Assumptions and Client Responsibilities

- Services are offered for delivery during normal business hours unless specifically documented elsewhere in this Scope of Services. To ensure the success of every project and availability of support resources from Central Square and various third-party vendors, which vary from site to site, certain limitations are imposed, and a



specific definition of business hours is defined. Services outside of normal business hours shall be scheduled between the hours of 5pm EST Monday and be completed no later than 5pm EST Thursday and incurs additional costs. Delivery of all services will be scheduled to avoid all client, Central Square and/or nationally recognized holidays.

- Client to install hardware, create virtual machines and install Operating Systems unless specified as a CentralSquare or partner responsibility in the quote or Services Scope.
- Client will maintain remote connectivity to the site through CentralSquare's remote connectivity solution.
- CentralSquare staff will be permitted console access to all servers.
- CentralSquare staff will be permitted SQL administrator access to all database instances.
- Client to ensure any client-installed third-party software (for example utilities for backups, antivirus) are certified to operate on the operating systems involved.
- Client will be responsible for any physical connections to the servers such as serial interface connections.
- Client to run all Windows Critical and Important Updates on all new servers if applicable.
- Client to manage the Client's domain and ensure the CentralSquare Console account has local administrative rights on all servers.



SARATOGA COUNTY

AGENDA ITEM REQUEST FORM

TO: Steve Bulger, County Administrator
Ridge Harris, Deputy County Administrator
Michelle Granger, County Attorney
Therese Connolly, Clerk of the Board
Stephanie Hodgson, Director of Budget

CC: John Warmt, Director of Purchasing
Jason Kemper, Director of Planning and Economic Development
Bridget Rider, Deputy Clerk of the Board
Matt Rose, Management Analyst
Audra Hedden, County Administrator's Office

DEPARTMENT: Office of Emergency Management

DATE: 08/28/2023

COMMITTEE: Public Safety

1. Is a Resolution Required:

Yes, Contract Approval

2. Proposed Resolution Title:

Authorizing the Chairman of the Board of Supervisors to execute an agreement with H2O Partners from Austin, Texas to update the County's Multi-Jurisdictional Hazard Mitigation Plan.

3. Specific Details on what the resolution will authorize:

The resolution would execute an agreement with H2O Partners, Inc. of Austin, Texas for the provision of consultant services to update the County's Multi-Jurisdictional Hazard Mitigation Plan for the term from November 30, 2022 through February 1, 2026 at a cost not to exceed \$144,560.00. Pursuant to Resolution 39-2023, the Board of Supervisors accepted a Federal Emergency Management Agency Hazard Mitigation Grant in the amount of \$210,000.00 to update the County's Hazard Mitigation Plan. This grant to be administered by the New York State Division of Homeland Security and Emergency Services.

This column must be completed prior to submission of the request.

County Attorney's Office
Consulted Yes

4. Is a Budget Amendment needed: YES or NO
 If yes, budget lines and impact must be provided.
 Any budget amendments must have equal and offsetting entries.

County Administrator's Office
 Consulted Yes

Please see attachments for impacted budget lines.
 (Use ONLY when more than four lines are impacted.)

Revenue

Account Number	Account Name	Amount

Expense

Account Number	Account Name	Amount

Fund Balance (if applicable): (Increase = additional revenue, Decrease = additional expenses)

Amount:

5. Identify Budget Impact (**Required**):

No Budget Impact. Funds are included in the Department Budget

- a. G/L line impacted A.36.366-7098
- b. Budget year impacted 2022 - 2026
- c. Details

Milestone payments:

Developing Planning Process: \$26,390.00

Risk and Vulnerability Assessment: \$36,790.00

Mitigation Strategy Development: \$40,560.00

Draft, Finalize and Maintain Plan Update: \$33,410.00

Final Presentation; FEMA Approval; Adoption by County and participating jurisdictions:
 \$7,410.00

6. Are there Amendments to the Compensation Schedule?

YES or NO (If yes, provide details)

a. Is a new position being created? Y N

Effective date

Salary and grade

b. Is a new employee being hired? Y N

Effective date of employment

Salary and grade

Appointed position:

Term

c. Is this a reclassification? Y N

Is this position currently vacant? Y N

Is this position in the current year compensation plan? Y N

7. Does this item require the awarding of a contract: Y N

a. Type of Solicitation RFP

b. Specification # (BID/RFP/RFQ/OTHER CONTRACT #)
23-RFP-EMHMPU-1

c. If a sole source, appropriate documentation, including an updated letter, has been submitted and approved by Purchasing Department? Y N N/A

d. Vendor information (including contact name):

H2O Partners, Inc.
Eric Howard, Vice President
260 Addie Roy Road, Suite #150
Austin, Texas 78746N/

e. Is the vendor/contractor an LLC, PLLC, or partnership: No

f. State of vendor/contractor organization: Texas

g. Commencement date of contract term: 09/01/2023

h. Termination of contract date: 02/01/2026

i. Contract renewal date and term: N/A

k. Is this a renewal agreement: Y N

l. Vendor/Contractor comment/remarks:

Human Resources Consulted
N/A

Purchasing Office Consulted
Yes

County Administrator's Office
Consulted **Yes**

8. Is a grant being accepted: YES or NO
- a. Source of grant funding:
 - b. Agency granting funds:
 - c. Amount of grant:
 - d. Purpose grant will be used for:
 - e. Equipment and/or services being purchased with the grant:
 - f. Time period grant covers:
 - g. Amount of county matching funds:
 - h. Administrative fee to County:

9. Supporting Documentation:

- Marked-up previous resolution
- No Markup, per consultation with County Attorney
- Information summary memo
- Copy of proposal or estimate
- Copy of grant award notification and information
- Other _____

10. Remarks:

5/15/18



SARATOGA COUNTY BOARD OF SUPERVISORS

RESOLUTION 133-2018

Introduced by Supervisors ~~Lent, Lawler, Ostrander, Peck, Pemrick, Szczepaniak, and Tollisen~~ ^{Butler, Grasso, Hammond, Raymond, K. Veitch}

~~RESCINDING RESOLUTION 69-2018 AND AUTHORIZING AN AGREEMENT WITH HAGERTY CONSULTING, INC. FOR THE PROVISION OF CONSULTANT SERVICES TO UPDATE THE COUNTY'S MULTI-JURISDICTIONAL HAZARD MITIGATION PLAN~~ ^{H2O Partners, Inc.}

WHEREAS, pursuant to Resolution 193-11 this Board adopted the Saratoga County Multi-Jurisdictional Hazard Mitigation Plan; and

WHEREAS, the Saratoga County Multi-Jurisdictional Hazard Mitigation Plan has expired and the County is required to update the plan; and

WHEREAS, pursuant to Resolution ~~245-2017~~ ^{Hazard 39-2023} this Board accepted a Federal Emergency Management Agency ~~FY-2016 Pre-Disaster Mitigation Competitive (PDMC) Grant~~ in the amount of ~~\$225,000~~ for the term ~~August 31, 2017 through August 30, 2019~~ to update the County's Multi-Jurisdictional Hazard Mitigation Plan; and ~~November 30, 2022~~ ^{February 1, 2026}

\$210,000

WHEREAS, Resolution 69-2018 authorized the County to piggyback on the County of Warren's contract with Tetra Tech, Inc. for provision of consultant services to the Saratoga County Office of Emergency Services to update the County's Multi-Jurisdictional Hazard Mitigation Plan, at a cost not to exceed \$163,610, for the term August 31, 2017 through August 30, 2019; and

WHEREAS, ~~due to subsequent concerns over whether Warren County's contract with Tetra Tech, Inc. was one that the County could appropriately piggy-back on,~~ the County solicited competitive proposals for consultant services to update the County's Multi-Jurisdictional Hazard Mitigation Plan; and

Management

WHEREAS, our Public Safety Committee and the Director of the Office of Emergency Services have recommended that the proposal from ~~Hagerty Consulting, Inc.~~ ^{H2O Partners, Inc.} for consultant services to update the County's Multi-Jurisdictional Hazard Mitigation Plan at a cost not to exceed ~~\$74,794, the lowest offer received,~~ be accepted; now, therefore, be it

\$144,560

RESOLVED, that ~~Resolution 69-2018 is hereby rescinded; and, be it further~~

H2O Partners, Inc

RESOLVED, that the Chairman of the Board is authorized to execute an agreement with ~~Hagerty Consulting, Inc. of Evanston, Illinois,~~ ^{Austin, Texas} for the provision of consultant services to update the County's Multi-Jurisdictional Hazard Mitigation Plan, for the term from ~~May 16, 2018~~ ^{February 1, 2026} through ~~August 31, 2019,~~ ^{November 30, 2022} at a cost not to exceed \$74,794; and, be it further

February 1, 2026

\$144,560

RESOLVED, that the form and content of such agreement shall be subject to the approval of the County Attorney.

BUDGET IMPACT STATEMENT: None. Costs associated with this agreement are covered by a State Aid grant.



RESPONSE:

23-RFP-EMHMPU-1

Multi-Jurisdictional Hazard Mitigation Plan Update

June 30, 2023

Submitted to:

Saratoga County, New York

John T. Warnt, Director of Purchasing

50 West High Street

Ballston Spa, New York 12020

Submitted by:

H2O Partners, Inc.

260 Addie Roy Road, Suite #150

Austin, Texas 78746



June 26, 2023

John T. Warmt, Director of Purchasing
Saratoga County Department of Central Services
50 West High Street
Ballston Spa, New York 12020

Re: 23-RFP-EMHMPU-1 Saratoga County Multi-Jurisdictional Hazard Mitigation Plan Update

Dear Mr. Warmt,

Saratoga County seeks a qualified, experienced professional consultant to update its 2019 Multi-Jurisdictional Hazard Mitigation Plan. H2O Partners has the experience and capacity to complete all required tasks professionally and expertly. We have developed Hazard Mitigation Plans and Plan Updates that serve more **than 1,000 local jurisdictions**, including New York's Chemung County (under current State guidelines) and Otsego County. Ontario County recently selected H2O Partners to update its Hazard Mitigation Plan. Additionally, H2O Partners served as a FEMA Public Assistance Program consultant in the Village of Owego and other Southern Tier communities following Hurricanes Irene and Lee, providing FEMA subject matter expertise to New York State as a subcontractor to the Governor's Office of Storm Recovery (GOSR).

Hazard Mitigation planning serves as a vital foundation for saving lives and protecting property from the effects of natural hazards. Because the work we do is of critical importance to the well-being and economic health of the communities we serve, we apply an established methodology to our management of deliverables. Tailored to the specific needs of each jurisdiction, our proven approach ensures on-target quality and timeliness of all deliverables at each project stage, allowing us to consistently exceed client expectations.

H2O Partners views each client engagement as a long-term partnership, providing hands-on client service to manage the planning process through official approval. We remain an on-call resource, available to assist with technical questions and to provide updates on new funding opportunities, evolving FEMA guidelines, and best practices. We would be honored to work alongside Saratoga County to develop a comprehensive, practical Multi-Jurisdictional Hazard Mitigation Plan Update, reducing potential losses from future disasters.

The primary point of contact for communications regarding this proposal is Julie Wickert, Business Development Manager; jwickert@h2opartnersusa.com; 512-221-4831. As Vice President of H2O Partners, Inc., I am authorized to legally bind the firm. I offer the commitment of the H2O Partners team to fulfill all contract requirements in a timely and cost-effective manner.

Sincerely,

A handwritten signature in black ink, appearing to read "Eric Howard", written in a cursive style.

Eric Howard, Vice President

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Saratoga County seeks a qualified, experienced professional consultant to update its 2019 Multi-Jurisdictional Hazard Mitigation Plan. The selected consultant must have the necessary experience, capacity, and financial resources to reliably provide the services specified in the Request for Proposal. The resulting Plan Update will reflect the unique capabilities, vulnerabilities, and risks of Saratoga County and its municipalities, saving lives, reducing property loss, and allowing for grant funding eligibility under the Hazard Mitigation Assistance program.

H2O Partners has developed Plans that serve **more than 1,000 local jurisdictions**, including New York’s Chemung County (under current State guidelines) and Otsego County. Ontario County recently selected H2O Partners to update its Hazard Mitigation Plan. Additionally, H2O Partners served as a FEMA Public Assistance Program consultant in the Village of Owego and other Southern Tier communities following Hurricanes Irene and Lee. H2O Partners mitigation experts have established working relationships with the New York State Division of Homeland Security and Emergency Services (NYS DHSES) and the Federal Emergency Management Agency (FEMA). Our experience working with these agencies will contribute to Saratoga County’s success in gaining prompt approval for its Plan Update.

H2O-developed Hazard Mitigation Plans have a **100 percent success rate** obtaining FEMA approval. Our team has already submitted three Plans under the new FEMA guidelines that were enacted in April 2023. We will apply this experience and any feedback we receive from FEMA to Saratoga County’s Plan Update, ensuring compliance with current requirements.

Qualified to do business in the State of New York, H2O Partners is an industry-leading consulting firm dedicated to providing disaster mitigation and recovery services. H2O Partners has the qualifications, experience, and capacity to fulfill all requirements specified in the RFP. We welcome the opportunity to put our expertise to work for Saratoga County and its municipalities.

Why H2O Partners?

Experience developing Plans covering more than 1,000 local jurisdictions, including Chemung and Otsego Counties

Recently selected to update Ontario County’s Hazard Mitigation Plan

100 percent success rate obtaining FEMA approval on Hazard Mitigation Plans

Experience with new NYS DHSES and FEMA guidance

Hands-on service from kickoff to Plan adoption

“H2O Partners — you have truly been partners in this process, and I can say that I have counterparts in other counties that have been at this process for months and even years ahead of me and still don’t have an approved plan! We really made the correct decision going with H2O Partners!”

— Kristin Card, Deputy Director, Chemung County Fire and Emergency Management

PART I - REQUIREMENTS, QUALIFICATIONS AND EVALUATION CRITERIA

Relevant Experience

Since the implementation of the Disaster Mitigation Act of 2000, H2O Partners' staff has developed Hazard Mitigation Plans and Plan Updates with a **100 percent success rate** obtaining FEMA approval. We have developed Plans encompassing **more than 1,000 local jurisdictions**, including New York's Chemung County (under current State guidelines) and Otsego County. Additionally, H2O Partners served as a FEMA Public Assistance Program consultant in the Village of Owego and other Southern Tier communities following Hurricanes Irene and Lee.

H2O Partners mitigation experts have established working relationships with the New York State Division of Homeland Security and Emergency Services (NYS DHSES) and the Federal Emergency Management Agency (FEMA). Our experience working with these agencies contributes to the efficiency of gaining approval for clients' Hazard Mitigation Plans.

To date, H2O Partners has completed 79 Hazard Mitigation Plans, many of which serve multiple jurisdictions. Of the numerous Multi-Jurisdictional Hazard Mitigation Plans and Plan Updates we have completed in recent years or are currently completing large-scale Hazard Mitigation Plans for the following clients: State of Texas (**254** counties), West Central Texas Council of Governments (**71** entities), Central Texas Council of Governments (**42** entities), South East Texas Regional Planning Commission (**41** entities), Denton County (**32** entities), Grayson County (**31** entities), Lubbock County (**25** entities), Hidalgo County (**22** entities), Dallas County (**21** entities), and Chemung County (**17** entities).

Founded in 2001 by Jo Ann Howard, former National Flood Insurance Program (NFIP) Administrator at FEMA, H2O Partners' mission is to build and improve upon our clients' capability to prepare for, respond to, recover from, and mitigate natural disasters with a tailored, flexible, and cost-effective approach. We began providing Hazard Mitigation planning services when the U.S. federal government enacted the Disaster Mitigation Act of 2000. This practice has been a primary focus for our firm, and we have grown to become a leading provider of these services.

In addition to providing communities with Hazard Mitigation planning services, H2O Partners has gained insight into the most practical and effective mitigation projects through the management of FEMA Public Assistance (PA) and Hazard Mitigation Assistance (HMA) programs on behalf of local and state governments. These include the New York State Governor's Office of Storm Recovery, the Texas Division of Emergency Management, and the New Mexico Department of Homeland Security and Emergency Preparedness. This work includes the review, management, and closeout of projects totaling more than \$1 billion dollars.

H2O's broader participation in the following FEMA and state program areas has instilled an in-depth understanding of what makes a compliant, effective Hazard Mitigation Plan. Examples of these additional practice areas follow:

- Managing disaster recovery and Public Assistance programs on behalf of local communities and states;

- Developing and Managing FEMA HMA projects at the local, state, and federal levels;
- Providing guidance on NFIP compliance for CRS participation;
- Assisting the Hazard Mitigation Technical Assistance Program (HMTAP) in developing enhanced floodplain management standards and review of HMGP applications;
- Reviewing CDBG Mitigation (CDBG-MIT) applications for eligibility and managing CDBG-MIT and Disaster Recovery projects at the state level; and
- Providing high-level Stafford Act policy guidance, technical assistance, training, and workflow improvements at the local, state, and federal levels.

Selecting H2O Partners assures Saratoga County of an efficient, effective, and inclusive mitigation planning process and a Plan Update that complies with all applicable requirements and accurately reflects the unique set of potential hazards faced in the County and its 30 municipalities.

Similar and Recent Projects

Saratoga County’s municipalities have varying capabilities, risks, and vulnerabilities; yet participating in countywide planning process benefits all participating jurisdictions with efficiency and a holistic approach. H2O Partners has provided Hazard Mitigation planning services for **more than 20 years**. Through H2O Partners’ extensive experience developing Multi-Jurisdictional Hazard Mitigation Plans, we have gained best practices for effectively representing the interests of each entity, whether large or small, urban or rural, within a cohesive, comprehensive Plan.

H2O Partners greatly values the relationships built as we work side-by-side with jurisdictions to develop Hazard Mitigation Plans that address the specific risks and vulnerabilities they face. Many clients who work with H2O Partners return for multiple engagements with us, and we would be honored to work with Saratoga County. The following references describe projects similar to the Saratoga County Plan Update. We invite the County to speak with the emergency management professionals listed here to confirm the quality of our service delivery.

Chemung County, New York	
Project Name:	Multi-Jurisdiction Hazard Mitigation Plan Update
Dates of Service:	2018 – 2019
Client Point of Contact:	Kristin Card, Deputy Director Phone: 607-737-2095 Fax: 607-737-2098 kcard@co.chemung.ny.us P.O. Box 588, Elmira NY 14902
In 2018, Chemung County selected H2O Partners as its hazard mitigation planning consultant. H2O assigned expert and professional staff to develop a timely and comprehensive Multi-Hazard, Multi-Jurisdictional Hazard Mitigation Action Plan Update (Plan) for the County. The H2O team worked closely with Chemung County and Planning Group, including all participating jurisdictions (one city, 11 towns, and five villages) along with stakeholder groups	

such as Emergency Management, the Soil and Water Conservation District, the Planning Department, Public Works, and others. The resulting Plan includes implementation and maintenance guidance for the continued protection of people and structures and measures to minimize the costs of disaster response and recovery. Individual jurisdictional annexes identify the unique local risks and mitigation strategies for each participating jurisdiction, including the County.

H2O Partners submitted the Chemung County Hazard Mitigation Plan to NYS DHSES on April 30, 2019. NYS DHSES required only one phase of revisions from, and FEMA required none. The County received APA status on June 29, 2020, and the official approval date was August 24, 2020.

Central Texas Council of Governments (CTCOG)	
Project Name:	Multi-Jurisdiction Hazard Mitigation Plan; HMGP Planning Grant
Period of Performance:	2021-Present
Client Point of Contact:	Jesse Hennage, Emergency Services Program Manager 254-410-9424 jesse.hennage@ctcog.org 2180 N. Main Street Belton, Texas 76513
<p>In 2021, the Central Texas Council of Governments (CTCOG) awarded H2O Partners the contract to obtain a Hazard Mitigation planning grant and, upon grant approval, to develop the Multi-Jurisdictional Hazard Mitigation Plan that addresses all-natural hazards that can affect the region CTCOG serves. The Central Texas counties included in the Plan are Bell, Hamilton, Lampasas, Milam, and Mills.</p> <p>Previously, we participated with CTCOG in a regional planning effort, developing an HMGP grant application and producing separate Hazard Mitigation Plans for three counties in the region.</p>	

New York State Governor's Office of Storm Recovery (GOSR)	
Services Provided:	Hazard Mitigation Grant Program (HMGP), Public Assistance (PA), and Community Development Block Grant (CDBG) Consulting Services
Period of Performance:	2014–2017

Client Point of Contact:	John Scarpa, Deputy Director, PA Match Program 212-480-6476 John.Scarpa@stormrecovery.ny.gov 64 Beaver Street, New York, NY 10004
<p>H2O Partners provided FEMA subject matter expertise to New York State as a subcontractor to the Governor’s Office of Storm Recovery (GOSR). H2O was selected to review PA and HMGP projects for eligibility for Community Development Block Grant – Disaster Recovery (CDBG- DR) funding; H2O utilized knowledge of FEMA programs and experience in program management to help the State determine which projects were best suited for funding by both agencies. H2O aided the State in the administration of a Global Match program, prioritizing projects that were eligible for a local match funded primarily by the State’s available CDBG-DR dollars.</p> <p>H2O completed and submitted buyout applications for over 1,200 individual properties, totaling an estimated \$463 million in total project costs. In addition, our team developed more than 25 HMGP infrastructure projects worth over \$1.3 billion dollars; such projects included those for emergency power, building retrofits for wind and flood resistance, flood barriers, drainage improvements, wastewater systems, utility mitigation, dam improvements, and green infrastructure.</p>	

Lubbock County, Texas	
Project Name:	Multi-Jurisdiction Hazard Mitigation Plan
Period of Performance:	2013-2015; 2021-Present
Client Point of Contact:	Clinton Thetford, Emergency Management Coordinator 806-775-1911 cthetford@co.lubbock.tx.us 712 Broadway Street, Lubbock, TX 79401
<p>After completing a regional plan for the South Plains Association of Governments, Lubbock County, Texas selected H2O Partners to update their countywide mitigation plan. H2O used HAZUS-MH to update the risk assessment and conduct an analysis of populations at risk to hazardous materials. H2O developed maps for Lubbock County utilizing ArcGIS, because flood maps had not been created for the County through FEMA’s Risk MAP efforts. Public outreach and community support were key components of the plan, and H2O dedicated resources to identify and engage key stakeholders such as Texas Tech University and area school districts.</p>	

Dallas County, Texas	
Project Name:	Multi-Jurisdiction Hazard Mitigation Plan Update
Period of Performance:	December 20, 2018-July 27, 2020
Client Point of Contact:	Lisa Tatum Brown, Lead Division Chief 214-653-6962 lisa.tatum@dallascounty.org 2121 Panoramic Circle Dallas, TX 75212
<p>Dallas County hired H2O Partners to update the County's Hazard Mitigation Plan. H2O worked with the County and 19 participating jurisdictions, along with a robust group of stakeholders that included Dallas County's Regional Emergency Managers, to develop the Plan Update. The County had experienced significant impacts due to flooding, flash flooding, tornados, hailstorms, thunderstorm winds, ice storms, and drought, along with new risks and vulnerabilities since their previous Plan. H2O provided a detailed revised and updated risk assessment to fully address the threat of 11 hazards. H2O assisted each participating jurisdiction with detailed mitigation strategies in the Plan Update.</p>	

Bastrop County, Texas	
Services Provided:	Hazard Mitigation Plan Update Development
Period of Performance:	2003-2004; 2010-2011; 2021-Present
Client Point of Contact:	James Altgelt, EMC 512-581-4018 james.altgelt@co.bastrop.tx.us 1501 Business Park Drive Bastrop, Texas 78602
<p>Bastrop County awarded H2O Partners in late 2021 to complete its Hazard Mitigation Action Plan Update. FEMA approved the Plan, and it has been adopted by the County and all participating jurisdictions. Bastrop County selected H2O Partners knowing first-hand that H2O Partners is a competent planning firm with qualified, dedicated staff. We had worked with Bastrop County on its 2011 Plan update and had previous experience with the County in 2004, developing its Texas Colorado River Floodplain Coalition (TCRFC) Hazard Mitigation Action Plan.</p>	

The following table lists examples of jurisdictions of all sizes for which H2O Partners has provided hazard mitigation planning services within the last 10 years. Each Hazard Mitigation Plan we develop represents comprehensive outreach and engagement; thorough analysis of each jurisdiction's capabilities, risks, and vulnerabilities; and actionable, practical mitigation actions that minimize the community's susceptibility to hazards.

Hazard Mitigation Planning Examples

State Agencies		
<ul style="list-style-type: none"> • Texas Division of Emergency Management (TDEM) 		
Cities and Counties		
<ul style="list-style-type: none"> • Otsego County, NY • Chemung County, NY • City of Austin, TX • City of Round Rock, TX • City of Georgetown, TX • City of Port Isabel, TX • City of La Feria, TX • City of Los Fresnos, TX • City of Indian Lake, TX • City of San Antonio, TX • Victoria County, TX • City of Weslaco, TX • City of Yoakum, TX • City of San Angelo, TX • Caldwell County, TX • Guadalupe County, TX 	<ul style="list-style-type: none"> • City of Laguna Vista, TX • City of Primera, TX • City of Rio Hondo, TX • City of San Benito, TX • City of Rancho Viejo, TX • Cameron County, TX • Harris County, TX • Houston County, TX • Jackson County TX • Kaufman County, TX • Comal County, TX • San Patricio County, TX • City of Aransas Pass, TX • City of Ingleside, TX • City of Houston, TX 	<ul style="list-style-type: none"> • Lubbock County, TX • Hidalgo County, TX • Travis County, TX • Lavaca County, TX • Van Zandt County, TX • Dallas County, TX • Rockwall County, TX • Kendall County, TX • El Paso County, TX • Denton County, TX • Fayette County, TX • Grayson County, TX • Hidalgo County, TX • Bastrop County, TX • Newton County, TX
River Authorities		
<ul style="list-style-type: none"> • Guadalupe-Blanco River Authority 	<ul style="list-style-type: none"> • Lower Fayette River Authority 	
Councils of Government and Regional Planning Areas		
<ul style="list-style-type: none"> • Concho Valley COG • South East Texas RPC • Rio Grande COG • South Plains Association of Government 	<ul style="list-style-type: none"> • West Central Texas COG • Central Texas COG • Nortex RPC 	
Stakeholder Groups		
<ul style="list-style-type: none"> • Port of Freeport, TX 	<ul style="list-style-type: none"> • Texas Tech University 	
School Districts		
<ul style="list-style-type: none"> • Scurry-Rosser ISD • Condra Schools 	<ul style="list-style-type: none"> • Austin ISD • Rockwall ISD 	<ul style="list-style-type: none"> • Sam Rayburn ISD

Qualified Workers and Ample Technical Resources

Saratoga County can rely on the highly qualified team of professional personnel H2O Partners has assigned to complete this project. Outreach Specialist Stevie-Ann O'Donnell is based in the Susquehanna Valley and will be available to conduct in-person meetings, as required, under the guidance of proposed Project Manager Heather Ferrara.

Ms. Ferrara is a sought-after hazard mitigation expert with more than 12 years' experience leading mitigation planning projects that serve more than 550 jurisdictions. With a Master of Community Planning degree, Ms. Ferrara has an ArcGIS certification and is proficient in using HAZUS-MH, ArcGIS, and other statistical analysis tools.

Ms. Ferrara will serve as Saratoga County's primary point of contact throughout the project and will work closely with County leadership and the core planning group to conduct all mitigation planning tasks and ensure strict adherence to the planning budget. Responsible for the successful fulfillment of all project requirements, Ms. Ferrara will directly supervise all H2O Partners staff members, providing guidance, technical assistance, and quality control.

The following qualification summaries for key staff convey each team member's name, title, services to be provided, and relevant qualifications. For detailed resumes of each proposed team member, please refer to **Appendix A: Resumes**.

HEATHER FERRARA, MCP



Project Manager. Project's primary point of contact | Responsible for successful fulfillment of all project requirements | Directly supervises all team members, providing guidance, technical assistance, and quality control.

Qualification Highlights. 12+ years' experience leading mitigation planning projects serving more than 550 jurisdictions | Master of Community Planning degree from Auburn University | ArcGIS certification | HAZUS-MH, ArcGIS, and other statistical analysis tools.

RHONDA MURPHY, CFM



Deputy Project Manager. Supports project management | Participates in all aspects of Hazard Mitigation Plan development | Corresponds with planning team | Organizes and coordinates workshops.

Qualification Highlights. 12+ years' mitigation planning, grant experience | Extensive expertise in development and review of Plans and Plan Updates | HMP review through FEMA CAMPR contract | Floodplain management, NFIP knowledge | FEMA Risk MAP | Was FEMA Region VI lead mitigation specialist.

AMY CARR, AICP



Senior Mitigation Specialist. Participates in all aspects of Hazard Mitigation Plan development | Corresponded with planning team | Organizes and coordinates workshops | Documents the planning process.

Qualification Highlights. Experience writing 30+ FEMA-approved Hazard Mitigation Plans and 3 state Plans | Master of Urban and Regional Planning degree | Urban Studies undergraduate degree | Knowledgeable in land use.

HEIDI WATSON, MS



Mitigation Specialist. Assists with all aspects of Hazard Mitigation Plan development | Provides technical assistance | Performs detailed writing and editing of HMP | Facilitates outreach and community workshops.

Master of Science in Emergency Disaster Preparedness Management | Bachelor of Science in Climatology | Extensive knowledge of 44 CFR, the Stafford Act, and FEMA policy guidance | Assisted state agency in managing more than 1,500 HM and PA grants.

STEVIE-ANN O'DONNELL, MSW



Outreach Specialist. Assists with Hazard Mitigation Planning, conducting outreach to the planning teams, stakeholders, and public. Supports additional planning activities.

Based in the Susquehanna Valley | Excels at community outreach | Post-Hurricane Sandy assistance to power authority in managing FEMA PA compliance and close-out | Proficient in disaster relief grant program software | Familiar with federal and state disaster management grants.

DANIEL WHITE, MS



GIS Analyst. Coordinate with County's GIS team to update all maps with current and relevant data.

Master of Science degree in Geographic Information Science (GIS) | Six years' GIS experience | Flood, hazard, and population density maps | HMGP and PDM grant development/review | Hazard Mitigation Action Plan development/review | HAZUS-MH, FEMA Risk MAP, GIS distribution tool.

The expertise of the assigned team assures Saratoga County of ample technical resources. The following diagram highlights staff members' substantial skillsets in the disciplines necessary to implement the County's Plan Update

Proposed Team Areas of Specialization	Hazard Mitigation Planning	HMGP Grant Development	Project Management	Mitigation Outreach	GIS
Heather Ferrara, MCP	X	X	X	X	X
Rhonda Murphy, CFM	X		X	X	
Amy Carr, AICP	X		X	X	X

Head, Western, MS	X	X	X	X
North Area Coordinator, MSW	X	X		X
Central/White, MS	X			X

Key Staff Members' Skills. H2O Partners has assigned skilled, experienced staff to the Saratoga County Multi-Jurisdictional Hazard Mitigation Plan Update project.

Insurance

H2O Partners will comply with Saratoga County's insurance and indemnity requirements as defined in Addendum 1. Please see our signed Indemnity and Insurance Agreement in **Appendix B: Required and Optional Forms.**

Evaluation

H2O Partners acknowledges that Saratoga County will carefully consider qualifications and technical merit, along with the comprehensiveness of services offered compared to the proposed lump sum fee. We would welcome the opportunity to participate in an interview with Saratoga County decision makers.

Project Approach

Saratoga County's initiative to update its Multi-Jurisdictional Hazard Mitigation Plan will benefit from H2O Partners' efficient, proven hazard mitigation planning methodology, tailored to meet the needs of the County. Ample project oversight and rigorous quality assurance reviews result in Plans that are delivered on time with a **100 percent approval rate from the State and FEMA.** For each phase in the planning process, a technical reviewer validates that all data received from the core planning group and key stakeholders is incorporated into the Plan and that the Plan Update meets all requirements.

In updating a Hazard Mitigation Plan, H2O Partners:

- Establishes an open and collaborative planning process and facilitate planning meetings;
- Identifies and assesses natural hazards of concern to the area;
- Profiles hazards based on their severity of impact, frequency of occurrence, seasonal patterns, warning time, and cascading potential;
- Using Geographic Information Systems-based analyses (ArcGIS), conducts an inventory of populations, buildings, critical and special facilities and commercial facilities at risk;
- Estimates probability of occurrence and potential dollar losses from hazards;
- Develops the mitigation vision, goals and long-term objectives for the Plan;
- Prioritizes the hazards in terms of potential dollar losses and their likelihood of occurrence, spatial extent, and severity of impact;

- Identifies placement of temporary housing units and evacuation routes along with the procedures to remove citizens from vulnerable areas;
- Assists in examining previous and current mitigation projects;
- Develops and prioritizes mitigation actions unique to the planning area as a whole and to each participating jurisdiction, to reduce the long-term risk to people and property;
- Examines how mitigation projects will be integrated into existing planning mechanisms and budgetary processes;
- Conducts public meetings and stakeholder outreach to gain input into the planning process;
- Documents all meetings, advertisements, and public feedback;
- Develops plan maintenance procedures;
- Obtains State and FEMA plan approval; and
- Remains engaged throughout the adoption process.

In close coordination with the core planning group, H2O Partners will develop a Plan Update that complies with the requirements specified in RFP **Part II Scope of Services**. The Plan Update will include all required elements, as defined in the FEMA Local Mitigation Planning Policy Guide (April 2023). It will meet or exceed the Final rule for local mitigation planning found in 44 CFR, Section 201 and will attain FEMA approval and meet the guidelines issued by NYS DHSES. Additionally, the Plan Update will reflect the unique capabilities, vulnerabilities, and risks of Saratoga County and its participating municipalities.

H2O Partners Project Manager Heather Ferrara will serve as the primary H2O Partners point of contact for County leadership and the core planning group. Engaging local stakeholders early in the planning process, Ms. Ferrara and the H2O Partners team will work with community leaders and residents to assess natural hazards in the Plan that coordinate with the current FEMA-approved State of New York Hazard Mitigation Plan. The Plan Update will adequately address all natural hazards with the probability of occurrence in the County and its municipalities. Further, the Plan Update will reflect participating jurisdictions' current disaster recovery goals.

Based in the Susquehanna Valley, Outreach Specialist Stevie-Ann O'Donnell will be available to conduct in-person meetings, as required, under Ms. Ferrara's guidance.

Task-by-Task Description

Task One – Project Overview and Data Collection

1.1 Mitigation Team Organization, Development and Documentation of the Planning Process
 H2O Partners will coordinate with Saratoga County to refine the scope of work, confirming participating jurisdictions and establishing the core planning group. H2O Partners will assist in ensuring all interested community members within Saratoga County and surrounding communities are engaged early and kept apprised of opportunities to participate in public comment and stakeholder meetings. Potential stakeholder groups include representatives from Saratoga County departments including the Office of Emergency Management; the Sheriff's Office; the departments of Health; Aging and Youth Services; Planning; Public Works; local code enforcement officers; floodplain administrator; and other key stakeholders. Additional groups

include New York Power Authority, NYS DHSES and other NYS departments such as Department of Environmental Conservation (DEC), Code Enforcement, Department of Taxation and Finance, Department of Transportation (DOT), Department of Environmental Protection (NYCDEP), and the Governor's Office of Storm Recovery (GOSR), in addition to the National Weather Service (NWS), U.S. Army Corps of Engineers, and the American Red Cross. Participants from local and nearby municipalities may include staff members from parks and recreation, public safety, public works, agriculture, environmental health and safety, health care, insurance, business and economic development, telecommunications and information systems organizations or departments. Officials from municipal, county and state government, and any additional key staff that can provide input into the planning process pertaining to the community's future growth, transportation, utilities, and enforcement of ordinances, codes, and regulations will be invited to engage in the planning process. Additional sub-committees may be established to review various sections of the Plan and to provide subject matter expertise, as directed by the County.

In keeping with new FEMA guidance, each of the following stakeholders also will be presented an opportunity to participate: local and regional agencies involved in hazard mitigation (public works, emergency management, local floodplain administration, GIS departments); agencies that have authority to regulate development (zoning, planning, community and economic development departments, building officials, planning commissions); neighboring communities (local governments, special districts); representatives of businesses, academia and other private organizations; and representatives of nonprofit organizations, including community-based organizations that work directly with and/or provide support to underserved communities and socially vulnerable populations.

H2O Partners will work with County leadership to review and discuss the scope of work, Plan development, Plan objectives, responsibilities for specific tasks, and timeline and process for documentation of time and resources spent on Plan development. To ensure maximum participation by local elected officials, planners, stakeholders and the public, H2O Partners will coordinate with the County to host multiple workshops throughout the planning process – the Kick-off, Risk Assessment, and Mitigation Action Workshops. To gain input and insights from the public throughout the planning process, and to provide community members an opportunity to comment on the draft Plan and Annexes prior to approval, each workshop will be followed by a public meeting.

1.2 Conduct Project Kick-Off Workshop and Outreach

The purpose of the initial workshop, the Kick-Off Workshop, is to discuss the proposed planning effort and to obtain an initial understanding of any concerns and issues regarding hazard mitigation, preparedness and sustainable development. The initial workshop will be used to discuss the Plan requirements, timetable, proposed strategy, and public participation, and to obtain feedback to help refine the process.

Prior to the Kick-Off Workshop, H2O Partners will confer with the core planning group to discuss and develop a contact list, hazards list for consideration, meeting dates and documents, and other pertinent information. H2O Partners will develop notices for the Kick-Off Workshop

and provide them to the planning group at least two weeks in advance of the date. Invitees will include all members of the core planning group, County staff as directed by County leadership, and additional stakeholders such as other elected officials; key community leaders; representatives from various local, county, and state agencies; floodplain administrators; Emergency Management Coordinators; Fire and Police Department representatives; and members from the private sector, academia, hospitals, neighboring communities, businesses, and the general public.

1.3 Proposed Format Development and Planning Process Documentation

The Plan will include the identification of stakeholders, public participation, risk assessment, hazard identification, and mitigation actions for Saratoga County. Specifically, the Plan will include an executive summary; brief introduction, including context for and description of the need for the Plan; disaster loss history; description of the physical setting, history, land use patterns, and development trends of the Planning Area; a list and assessment of the hazards and risks to which the County entities are vulnerable; summary of current federal, state and local programs and policies that address the identified risks; statement of the Plan goal and objectives; prioritized list of recommended strategies, programs, policies and actions to address identified hazards and risks, persons responsible for implementing recommendation, cost effectiveness of recommendations, and suggested timeline for implementing recommendations; a Plan Review section identifying a strategy for the next five years for evaluating, revising, and implementing the Plan; documentation of public participation in Plan development; documentation that participating partners have met the requirements of the Disaster Mitigation Act of 2000; other documentation and Plan elements as required to meet NYS DHSES and FEMA approval; and all relevant maps, graphs, charts, pictures and GIS data to support document text.

H2O Partners will document participation in the Plan through meeting minutes, records of attendees, and summaries; and electronic communications. The Plan will indicate who was involved in the current planning process and how the public was involved. It will describe how others who did not actively participate in the Plan were made aware of the planning process.

To ensure that Plans undergo a smooth review process with few to no revisions required, H2O Partners organizes Plans according to the grading schedule for NYS DHSES and FEMA reviewers. The body of the Saratoga County Plan Update will be restricted to a narrative with supporting summary tables, maps, and charts. Technical and supportive material and data will be included in the appendices. The implications of data provided in tables, maps, or charts will be clearly stated in the narrative to demonstrate the connection between vulnerabilities and proposed mitigation actions. We will remove unnecessary information and include narrative to make charts and tables understandable.

Task Two – Public and Stakeholder Engagement, Public Outreach Plan

H2O Partners will develop and implement a public engagement strategy and a public outreach plan for public and stakeholder involvement that will describe methods utilized by the Saratoga County team to ensure the public has multiple opportunities to participate in the planning process. These methods will include surveys, press releases, website postings, and the

workshops and public meetings held at the beginning, mid-point, and conclusion of the planning process. Additional methods may include newsletters, social media postings, and communication through other channels.

Outreach will be conducted on an on-going basis with local elected officials, the media, members of the private sector, such as school systems and strategic partners throughout the Planning Area. Periodic updates will be provided to the media and key stakeholders about the planning process and how they can participate. This will help ensure full compliance with federal and state public participation requirements. Notices will also be made available for posting on the County's and municipalities' websites.

2.1 Public Meetings

H2O Partners has extensive experience working with elected officials and the general public to build consensus for mitigation projects and actions. Public meetings will be designed to attract a large cross-section of individuals from both the private and public sectors of the Planning Area, including local businesses, nonprofit organizations, schools, and hospitals.

To ensure the public has ample opportunity to participate and to exceed FEMA requirements, we will coordinate closely with Saratoga County leadership to schedule and host public meetings in conjunction with the Kick-off, Risk Assessment, and Mitigation Workshops. During these public meetings, H2O Partners will gather input from the general public and elected officials.

H2O Partners and County leadership will provide an announcement for the public meetings in prominent areas and solicit involvement from the general public and stakeholder organizations. Announcements will be available to be posted well in advance online, in local papers, and at government and public buildings. All planning materials can be translated to Spanish for ease of understanding and to optimize engagement in the planning effort.

2.2 Development of a Hazard Survey and Analysis of Results

H2O Partners will develop a hazard survey and distribute it at public meetings, and we will make the survey available for the County and participating municipalities to post on relevant websites. The survey will seek information from the public about hazards that have affected them in the past and those that they believe will have the greatest impact in the future. We will compile survey results and include them in the Plan.

Task Three – Capability Assessment

The capability assessment has two primary components: an inventory of relevant plans and an analysis of the community's capacity to integrate these planning mechanisms into a comprehensive mitigation strategy. Relevant plans to be inventoried include local comprehensive plans, ordinances, capital improvement plans, warning systems, public education initiatives, local building codes and zoning ordinances, stormwater management plans, relevant studies and reports and other technical information. Additional plans to be considered include the Green Infrastructure Plan for Saratoga County, Maps and plans from the Capital District Regional Planning Commission, Saratoga County Comprehensive Emergency

Management Plan (CEMP), municipalities' master plans, as applicable; various County Mutual Aid Plans; and other pertinent documents.

Careful examination of the varying capabilities of Saratoga County and its municipalities will detect any existing gaps, shortfalls or weaknesses with ongoing government activities that could hinder proposed mitigation activities and possibly exacerbate community hazard vulnerability.

The capability assessment will also highlight the positive mitigation measures already in place or being implemented at the local government level, including Saratoga County's established Mutual Aid Assistance Agreements with other county and local governments. These measures should continue to be supported and enhanced through future mitigation efforts.

H2O Partners will develop the capability assessment survey instrument and provide it to the County. This survey checklist will be utilized to collect information about lessons learned from any previous mitigation activities in the Planning Area, and perception regarding changes in hazards. Information gathered in the survey will be documented; and capabilities will be evaluated with attention given to previous state, regional, and local plans, and all FEMA regulations and development requirements.

The effectiveness of previous mitigation actions will be evaluated to identify areas where improvement is needed. The information gathered during the capability assessment will be documented and used as a resource when determining the types of policies and projects to be developed.

Task Four – Risk Assessment

There are several elements of a risk assessment, including hazard identification and profiling. H2O Partners will collect the best available data to complete the risk assessment, including information regarding the likely impact of climate change on local hazards, per current FEMA guidance. This includes reviewing the hazard data from the State of New York Hazard Mitigation Plan, relevant and available maps, existing and nearby plans, studies and reports, and other references. Local anecdotes of significant hazard events within the past five years will also be researched as part of the data collection process.

H2O Partners will review the hazard analysis in the County's 2019 Multi-Hazard Mitigation Plan, verifying existing hazards (drought, earthquake, extreme temperatures, flooding, ground failure, invasive species, severe storm, severe winter storm, wildfire) and identifying any additional hazards.

The Planning process will consider historic and recent hazard events.

Several data sources will be investigated for hazard information, including but not limited to the New York Department of Environmental Conservation, New York State Department of Transportation, Federal Emergency Management Agency (FEMA), United States Army Corp of Engineers, United States Geological Survey, National Center of Environmental Information, and other local, state and federal data as available.

The risk assessment will document the impact of climate change on hazards' potential impact. It will also describe the County's participation in the National Flood Insurance Program (NFIP) and the Community Rating System (CRS) program, if applicable. Information including the type and number of repetitive and severe repetitive loss structures, policies in force, total dollar amount for premiums, and claims information will be included in the Plan. Floodplain boundaries throughout the Planning Area will be depicted using the latest FEMA Digital Flood Insurance Rate Map (DFIRM) for the County. If FEMA has not created a flood map, H2O Partners will create a digital flood map for the area using ArcGIS.

Preliminary results will be presented to County leadership, the core planning group, and key stakeholders at the Risk Assessment Workshop, followed by a public meeting.

4.1 Background Research, Data Collection and Classification

This subtask involves gathering and compiling all the necessary data (non-spatial and spatial) that will be needed to conduct a thorough hazard and risk evaluation. H2O Partners will coordinate with County leadership regarding GIS requirements. Data necessary for the hazard and risk evaluation will include, but will not be limited to:

- **Base map data** – including administrative boundaries, transportation networks, water areas and courses, hydrology, etc.
- **Hazard-specific data** – including information such as Digital Elevation Models, climate and weather data, geology, soils, and flood zones, etc.
- **Critical facilities** – facilities that provide services to the community and should be functional after a hazard event. Critical facilities include hospitals, police stations, fire stations and schools.
- **General building stock** – including residential, commercial, industrial, agricultural, religious, government, and educational buildings; and the number, types, occupancy, and values of existing buildings.
- **Lifelines and infrastructure** – including the distinct classes of transportation systems and utility lifelines, to differentiate between varying lifeline system components with substantially different damage and loss characteristics.
- **Social/demographic characteristics** – used to estimate direct social losses including vulnerable populations, displaced households, and potential casualties. Social and demographic information is derived from census data describing population characteristics including age, gender, income, housing and ethnic origin. These characteristics are important descriptors to define social vulnerability.

H2O Partners will use the hazard and risk data obtained for the Planning Area in the development of the Plan. Additionally, we will collect information to show the changing environment and potential climate adaptation. Where necessary, the information will be compiled into a Geographic Information System (GIS).

4.2 Hazard Event Profile and Mapping

Hazard Event Profiling will include reviewing and incorporating the Risk Assessment from the State of New York Hazard Mitigation Plan and nearby jurisdictions, in addition to Repetitive Loss

Plans, Emergency Management Plans, and Floodplain Management Program activities. The profile will include a definition and description of the hazard, historical occurrences, extent or severity of impact, location, vulnerability, and future probability.

The development of hazard and damage profiles is an important step in evaluating the changed frequency and impact of risks for the Planning Area. Skilled H2O Partners personnel will conduct statistical analysis to relate frequency to intensity. This will allow an analysis of variations of intensity within each type of hazard event and determine the probability and frequency of future events. By developing hazard intensity-frequency relationships for each hazard, the team will determine:

- The likelihood or probability of the natural hazard occurring, measured in terms of frequency (i.e., annual probability) or return period (i.e., years); and
- The intensity associated with the event, which refers to the damage-generating attributes of a hazard.

Where necessary or previously unavailable, H2O Partners will produce a series of natural hazard maps to demonstrate historical occurrences. These maps will provide a spatial understanding including the location and extent of hazard intensity. Geospatial tools including ArcGIS will be utilized to produce customized maps for hazards with a defined boundary such as flood and wildfire hazards. H2O Partners will produce all maps included in Plan at the local level to ensure sufficient detail is conveyed for each hazard.

Task Five – Vulnerability Assessment

H2O Partners will conduct an up-to-date vulnerability analysis to determine the potential for detrimental impacts of hazards on critical facilities, general building stock, lifelines and infrastructure, populations and economic and financial assets. High Hazard Potential Dams (HHPD) in the County will be considered in the vulnerability assessment to identify the potential of cascading impacts of major weather and landscape events on dams and the potential impacts of a dam incident, and to identify the location and size of populations, institutions, and critical infrastructure subject to risk from eligible HHPDs.

The vulnerability assessment will be conducted in compliance with the Disaster Mitigation Act of 2000 and with FEMA and NYS DHSES criteria. Specifically, H2O Partners will estimate damages in terms of potential dollar losses to property and populations. Methodologies for the impact and consequence assessment will be well documented to enable replication and data tabulations and map(s) that illustrate the potential losses in the hazard impact areas will be developed.

These include, but are not limited to:

- Critical facilities
- Physical building damage
- Loss of functionality
- General building stock classified by the following occupancies: residential, commercial, industrial, agricultural, religious, government, and educational buildings.

- Lifelines and infrastructure classified into transportation lifelines and utility lifelines. The impacts will be calculated for each lifeline class, including Physical Damage and Functionality of System
- Social/demographic characteristics - vulnerable populations

5.1 Estimate Losses

H2O Partners will use ArcGIS and other information technologies to aggregate data to be portrayed on both maps and spreadsheets to demonstrate the change in risk assessment estimates and will show potential damages, injuries and annualized losses per hazard, within specific areas and across the entire Planning Area. The risk assessment will provide the probability of future occurrences and the potential impact for each hazard. The risk assessment will include a full analysis of:

- Number, types, and occupancy of existing buildings
- Populations, infrastructures, and natural resources at risk
- Repetitive loss, and severe repetitive properties
- Economic impact of potential loss
- Land use and development trends

This comprehensive risk methodology provides the mechanism for County officials to target limited resources to those areas that have the highest vulnerability to natural hazards. The quantitative assessment provides a basis of current risks to the Planning Area. H2O Partners will develop and explain a rate and ranking system that describes the vulnerability and potential impact for each hazard for the Planning Area. This information can facilitate sustainable risk management decisions to implement future planning and development projects. It also provides a basis to assess changing vulnerability due to growth and development patterns. H2O Partners will work closely with County leadership to develop, communicate, and present the results of the Capability, Vulnerability, and Risk Assessments to core planning group members and key stakeholders.

Task Six – Develop Mitigation Strategies, Actions, and Objectives

Based on background research, the risk assessment, and input received, H2O Partners and the core planning group will focus on developing a mitigation strategy that will reduce the impact of current hazards to be included in the Plan. This strategy will be developed at Mitigation Workshop.

H2O Partners will work with the core planning group and key stakeholders to identify mitigation goals, objectives, and specific mitigation actions. The mitigation strategy session will include a discussion of the status of pre-and post-disaster hazard management policies, programs, and capabilities to mitigate hazards in the areas. Strategies will be consistent with parameters identified in the capability assessment and will identify, analyze, and prioritize action items related to continued compliance with the NFIP.

6.1 Review and Analysis of Previous Mitigation Actions

Existing policies, plans, practices and programs will be collected from the County and analyzed. Sources of information will include: Hazard Mitigation Grant Projects; Public Assistance program projects; FEMA; U.S. Army Corps of Engineers (USACE); U.S. Fire Administration; National Oceanic and Atmospheric Administration (NOAA); NYS DHSES; State of New York Hazard Mitigation Plan; flood insurance studies and reports; identification of the type and date of current floodplain maps and repetitive loss properties.

Following mitigation strategy development, H2O will work with the County to develop and prioritize new mitigation actions during the Mitigation Workshop.

6.2 Create a Hazard Mitigation Plan

Based on the background research, the risk assessment described in previous steps, and input received, H2O Partners will assist the core planning group and key stakeholders in prioritizing mitigation actions that will reduce the impact of current hazards to be included in the Plan.

The mitigation strategy will include a discussion of the status of pre-and post-disaster hazard management policies, programs and capabilities to mitigate the hazards in the Planning Area. Strategies will be consistent with parameters identified in the capability assessment, reflect the priorities of the Planning Area, and be reasonable and achievable. At least two actions will be identified for the County and each participating municipality.

Community officials will determine the feasibility for implementation of each policy or project after an examination of the proposed actions. H2O Partners will coordinate with the core planning group and key stakeholders to prioritize the mitigation actions based upon the STAPLEE method, which requires participants to review each potential action in light of social, technical, administrative, political, legal, economic, and environmental factors, including:

- Their potential impact in reducing overall risk to lives and property from all hazards;
- Ease of implementation;
- Community and political support; and
- Potential funding sources

Based on these factors, mitigation actions will be characterized as high, moderate, or low priority. The lead agency and personnel responsible for implementation will be identified, along with potential funding sources and an implementation timeline.

H2O Partners will use the latest version of New York's FEMA Action Worksheet to document each selected mitigation action and the problem being addressed by the mitigation action. Our team will identify the name and number for each specific action intended for implementation and will work with the team to provide a full description of the action and a summary of why it was selected. H2O will assist each municipality to identify the lead organization responsible for each action's implementation, the priority assigned to it, a timeline for completion, and potential funding sources and will identify appropriate planning mechanisms that will facilitate implementation and integrate the action into existing governance processes and procedures.

With assistance from the team, we will also document the range of potential actions considered and rejected, with a brief explanation of why the potential actions were rejected.

Task Seven – Finalize and Submit the Hazard Mitigation Plan

Based on planning efforts, H2O Partners will develop draft a Hazard Mitigation Plan for Saratoga County. The Plan will include an Annex for each municipality within the County, providing all required information and identifying two Mitigation Actions for each Annex. Additionally, the Plan will comply with all State and Federal requirements and include:

- Documentation of planning processes, policies, capabilities and involvement of the public;
- A section on Hazard Identification and Risk Assessment including updated maps, census data, geography, and risk variance;
- Mitigation vision, goals and objectives;
- Mitigation actions and strategies specific to the Planning Area including prioritized list of actions and implementation plans, to include costs, benefits, responsible organization, implementation schedule, priority, and potential funding sources; and
- Documentation that the County and its participating municipalities will formally adopt the Plan.

7.1 Hazard Mitigation Plan Submittal, Approval, and Adoption

H2O Partners will provide a draft of the Plan to the core planning group and key stakeholders for review and comments. All team members will have ample time to review the Plan and return comments to H2O Partners. Once all revisions are received and incorporated, H2O Partners will complete and submit the FEMA review tool, along with a draft of the Plan, to the NYS DHSES for review. The FEMA review tool will identify the page number where criteria have been met in the Plan. The core planning group and key stakeholders will receive notice and a digital copy of the draft Plan once submitted to NYS DHSES. After NYS DHSES conducts its initial evaluation of the Plan, they will forward it to FEMA Region 2 for review and approval. Once FEMA approves the Plan, it becomes 'Approvable Pending Adoption' or (APA). H2O Partners will continue to assist until all adoption resolutions are received and returned to NYS DHSES.

7.2 Plan Maintenance

H2O Partners will work with County leadership to develop a Plan Review section that will include a schedule and method for monitoring, evaluating, and updating the Plan. The Plan review section will describe the method and schedule to be used over the next five years to monitor, evaluate, and update the Plan, including a description of how the County, municipalities, stakeholders, and general public will remain involved during the plan maintenance process. The Plan Review section will also include a description of the process and procedures by which the County can incorporate the requirements of the Plan into other planning mechanisms such as comprehensive or capital improvement plans, when appropriate.

Project Management

Quality assurance is key to delivering outstanding Hazard Mitigation Plans and Plan Updates that meet FEMA requirements and our clients' needs. Tailored to the specific needs of each

client engagement, our proven approach ensures on-target quality and timeliness of all deliverables at each project stage, allowing us to consistently exceed customer expectations. For each phase in the planning process, a technical reviewer, overseen and guided by Project Manager Heather Ferrara, validates that all data received from the planning team is incorporated into the Plan and that the Plan meets all requirements. Rigorous quality assurance reviews result in Plans that require few or no revisions, thus moving efficiently through the review process.

Schedule controls, including a Statement of Work (SOW) tracker specific to Saratoga County’s milestones and schedule, provide visibility into ongoing performance. Cost controls, including a cost breakdown by task and monthly reporting, help us maintain our successful track record of delivering projects on time and within budget. Schedule and cost controls are described in more detail in the **Preliminary Project Schedule** section that follows.

Preliminary Project Schedule

The preliminary project schedule presents an estimated project work schedule for completing the Hazard Mitigation Planning project tasks according to the schedule outlined in Part II, Section 6 of Saratoga County’s RFP. Plan review and award dates are set by NYS DHSES and FEMA.

Month	Service/Deliverables
August – October 2023	ORGANIZE HAZARD MITIGATION CORE PLANNING GROUP AND PROCESS: Organize Hazard Mitigation Core Planning Group and develop planning process and goals; develop capability assessment and conduct kick-off workshops and public meeting
November 2023 – January 2024	DEVELOP RISK AND VULNERABILITY ASSESSMENT: Identify/ review hazards, including High Hazard Potential Dam risks, and develop risk assessment report and GIS maps; finalize risk and vulnerability assessment; conduct risk workshop and public meeting
February – April 2024	CONDUCT MITIGATION STRATEGY DEVELOPMENT: Incorporate information from risk and capability assessment; review/analyze previous mitigation actions; conduct mitigation workshops and public meeting; develop and prioritize mitigation actions
May – August 2024	DRAFT PLAN: Develop draft of Plan and Annexes; submit to Hazard Mitigation Planning Team for approval; incorporate edits
September – December 2024	FINALIZE AND MAINTAIN PLAN: Finalize and submit Plan to NYS DHSES; NYS DHSES review; NYS DHSES approval; submit to FEMA
January – March 2025	FINAL APPROVAL: FEMA Approval Pending Adoption (APA); Saratoga County approval; adoption by County and participating jurisdictions

H2O Partners uses an established methodology to maintain strict adherence to project schedules and budgets for each Hazard Mitigation planning project.

Schedule and Cost Controls

To keep projects on schedule, H2O Partners' Project Manager reviews project status weekly and convenes weekly internal team meetings to communicate goals and tactics for completion of deliverables in advance of deadlines. For the Saratoga County project, our Project Manager will maintain the requested SOW tracker, providing the County, the core team, and the H2O Partners team visibility into schedule adherence.

Cost controls include the allocation of the appropriate personnel to each task to optimize the quality of each deliverable while containing costs. To ensure cost transparency, H2O Partners provides a timeline as well as a cost breakdown by task. Each month, Saratoga County will receive a summary of the percent complete for each task and the remaining budget.

Financial Capability

Established in 2001, H2O Partners has the solid financial capability required to assure Saratoga County of our capacity to fulfill all contractual obligations. With substantial cash reserves, a \$1 million line of credit, and 21 consecutive years of profitability, we have a consistent history of delivering on all contract requirements.

We invite the County to contact the following business references to confirm H2O Partners' financial capability:

- Jennifer Comer Demarest, Vice President, Prosperity Bank, 512-472-5433, jennifer.demarest@prosperitybankusa.com
- Chip Bray, Area President, Prosperity Bank, 512-472-5433, chip.bray@prosperitybankusa.com
- Deposit Operations, Plains Capital Bank, 866-762-8392, depositsupport@plainscapital.com

Saratoga County Consultant Agreement

H2O Partners has reviewed and will execute the Saratoga County Consultant Agreement provided in Addendum 1 of the RFP.

Final Deliverable

H2O Partners acknowledges Saratoga County's requirement that the final deliverable be a FEMA-approved Hazard Mitigation Plan. We will assist with the plan review and approval process and the local adoption process.

Right to Award

H2O Partners acknowledges Saratoga County's right to award the project and to reject any or all proposals.

PART II – SCOPE OF SERVICES

In completing the task-by-task process described in **(Part 1) Project Approach**, H2O Partners will comply with each Scope of Services requirement.

Project Initiation

In close coordination with Saratoga County leadership, H2O Partners' team is prepared to begin project initiation activities upon contract execution.

Refinement of Scope of Work

Office of Emergency Management. Together, we will refine the steps for Plan development, objectives for the Plan, summary of necessary and available data and information, required elements of the Plan, responsibilities for specific tasks, timeline, and process for documenting the time and resources spent on Plan development. Once the Office of Emergency Management and H2O Partners approve the final Scope of Work, our team will begin development of the Plan. The Plan will be a unique product to County of Saratoga.

“Kick-off” Meeting

After developing the core planning group in concert with the County, H2O Partners will conduct the Kick-off meeting by August 11, 2023. For additional details, please see Task 1 in **(Part 1) Project Approach**.

Collection of Available Data

H2O Partners will conduct a thorough review of existing data related to Hazard Mitigation planning for Saratoga County and its participating municipalities. We will advise the County on any data gaps and assist in addressing these deficiencies. For additional details, please see Tasks 3 and 4 in **(Part 1) Project Approach**.

Draft Plan

Once H2O Partners collects all necessary data and information with support from the County, our team will develop an initial Plan draft. This Plan draft will meet 2022 NYS Hazard Mitigation Planning Standards and all Federal Standards. It will be a unique product to the County of Saratoga and will include:

- Brief introduction (executive summary) that describes the purpose of the plan, including context for and description of the need for the Plan;
- Brief description of the history, physical setting, land use patterns, and development trends of the Planning Area, including Saratoga County and its 30 municipalities;
- List and assessment of the hazards and risks to which each of the participating partners is vulnerable, including risks due to High Hazard Potential Dams within the County;
- Summary of data from HAZUS, the County Emergency Preparedness Assessment (CEPA), and other sources;

- Summary of current federal, state, and local programs and policies that address the identified risks;
- Statement of the Plan goals and objectives;
- Prioritized list of recommended strategies, programs, policies, and actions to address identified hazards and risks, including those that are relevant to public facilities and infrastructure as well as general environmental conditions. The list will include all information described in RFP **Part II Scope of Services**;
- Strategy for evaluating, revising, and implementing the Plan.;
- Documentation of public participation in Plan development to include socially vulnerable populations in compliance with new FEMA guidance;
- Documentation that the participating partners have met the requirements of the Disaster Mitigation Act of 2000, as described in the Federal Register (Volume 67, Numbers 38 and 190, dated February 26, 2002 and October 1, 2002 respectively); and
- All other Plan elements required to meet NYSDHES and FEMA approval.

H2O Partners will present the Draft Plan to the Office of Emergency Management by January 10, 2025. We acknowledge that the Office of Emergency Management will review the Draft Plan and provide comments by January 31, 2025. H2O Partners will amend the Draft Plan per these comments and will ensure compliance with NYS DHSES and FEMA requirements. We will provide a copy of the entire Draft Plan to the County in Microsoft Word and PDF non-locked formats. The Draft Plan shall become the property of the County.

Schedule

As shown in **(Part I) Preliminary Project Schedule** of our proposal, H2O Partners acknowledges and will comply with the schedule the County has provided in **RFP Part II Section 6**.

PART III - ASSUMPTIONS AND EXCLUSIONS:

All items of service required to meet the intent of this RFP are included in H2O Partners' proposal; none are excluded.

As project consultant, H2O Partners bears the responsibility for leading all Hazard Mitigation planning tasks, in close coordination with Saratoga County. The County's participation and that of its participating municipalities will also be essential to the success of the planning process. Our assumption is that the County and participating municipalities will fulfill and bear the expense for the following responsibilities:

- Provide contact information for department heads and other potential core planning group members and post notices that H2O Partners provides regarding upcoming meetings.
- In conjunction with H2O Partners, compile a list of stakeholders interested in the Plan Update and provide notice of meetings to these stakeholders.
- Establish dates of all meetings and workshops and locations for the public meetings.
- Advertise all public and stakeholder meetings for the Plan Update on the County's website or in the legal notice section of local newspapers.
- Provide presentation equipment such as projectors, screens, smartboards, flatscreen monitors, and on-line web access, as appropriate, for any in-person events.
- Place at H2O Partners' disposal all available pertinent data for the Plan Update, including information on past mitigation projects and GIS data and shapefiles (if available).
- Assist with gathering required input from participating municipalities.
- Examine documents submitted by H2O Partners and provide prompt feedback to avoid unreasonable delay in the planning process.
- Each participating municipality will be responsible for formally adopting the Plan Update once approved by FEMA, by way of a resolution. H2O Partners will provide a sample resolution.
- With H2O Partners' support, facilitate and track adoption of the approved final draft Plan by involved municipalities.

PART IV - PROPOSAL AND SCHEDULE OF HOURLY RATES (CONFIDENTIAL)

Not-to-Exceed Proposal

The not-to-exceed proposal for completing Saratoga County's Multi-Jurisdictional Hazard Plan Update is presented in the following Price Detail Table. The Grand Total price covers all activities required to fulfill the requirements specified in the RFP. The fee structure for the proposal is broken down by milestones that reflect the activities listed in PART II-6 of the RFP. All hourly rates and reimbursable costs are included in the Grand Total not-to-exceed price.

We ask that Saratoga County use this **CONFIDENTIAL** Information only for the purpose of evaluating this proposal.

Price Detail Table

Description	Amount
DEVELOPING PLANNING PROCESS: Organize core planning group and key stakeholders and develop planning process and goals; develop capability assessment and conduct kick-off workshop and public meeting	\$26,390
RISK AND VULNERABILITY ASSESSMENT: Identify/review hazards and develop risk assessment report and GIS maps; finalize risk and vulnerability assessment; conduct risk workshop and public meeting	\$36,790
MITIGATION STRATEGY DEVELOPMENT: Incorporate information from risk and capability assessment; review/analyze previous mitigation actions; conduct mitigation workshop and public meeting; develop and prioritize mitigation actions	\$40,560
DRAFT, FINALIZE AND MAINTAIN PLAN UPDATE: Develop draft of Plan Update; submit to County and submit annex to each municipality for approval; incorporate edits; finalize and submit Plan to NYS DHSES; State review and approval; submit to FEMA	\$33,410
Final Presentation; FEMA Approval; Adoption by the County and participating jurisdictions	\$7,410
GRAND TOTAL	\$144,560

The pricing presented here assumes that in addition to Saratoga County, the 30 local municipalities cited in the RFP will be participating jurisdictions in Saratoga County's Plan Update. These municipalities are Saratoga County and the Towns of Ballston, Charlton, Clifton Park, Corinth, Day, Edinburg, Galway, Greenfield, Hadley, Halfmoon, Malta, Milton, Moreau, Northumberland, Providence, Saratoga, Stillwater, Waterford, Wilton, Villages of Ballston Spa, Corinth, Galway, Round Lake, Schuylerville, Stillwater, South Glens Falls, Victory, Waterford, and the Cities of Mechanicville and Saratoga Springs. Any additional community or entity that wishes to join the Plan Update can be added for an additional \$4,500.

Hourly Rates

Should Saratoga County require services outside the scope of this proposal, the following rates apply for the duration of the Hazard Mitigation Plan Update project. The mark-up for hourly rates does not exceed 10 percent of all costs. H2O Partners will use these rates multiplied by the hours required to complete specified and detailed projects on a Task Order basis, with firm "Not to Exceed" limits.

Staff Member Role	Hourly Rate
Project Manager	\$175
Deputy Project Manager	\$165
Senior Mitigation Specialist	\$150
Mitigation Specialist	\$130
Outreach Specialist	\$130
Subject Matter Expert	\$125
GIS Specialist	\$120
Grant Manager	\$120

APPENDIX A – RESUMES

HEATHER FERRARA, MCP
Project Manager

EDUCATION

Master of Community
Planning, Auburn University
Bachelor of Arts, Studio Art,
University of Alabama at
Birmingham

OFFICE LOCATION

Austin, Texas

TECHNICAL SPECIALTIES

Alabama APA Conference,
2011

Benefit Cost Analysis
Course, L276

Local Mitigation Planning
G-318, 2017

AFFILIATIONS

Natural Hazard Mitigation
Association (NHMA)

National Emergency
Management Association
(NEMA)

American Planning
Association (APA)

American Planning
Association, Texas Division

Heather Ferrara holds a Master of Community Planning degree from Auburn University, is certified in ArcGIS, and has managed numerous Multi-Jurisdictional Mitigation Plans and Plan Updates. Ms. Ferrara has developed and managed HMGP and PDM grants for planning and structural projects for communities in Alabama, California, New York, and Texas. She has performed multiple risk assessments using HAZUS-MH, ArcGIS, and other statistical analysis tools. As Project Manager, Ms. Ferrara provides oversight, management, technical assistance, and quality control. She is well versed in the Stafford Act having overseen the development of Hazard Mitigation Plans and Plan Updates for more than 550 jurisdictions. Additionally, Ms. Ferrara has developed and managed PDM and HMGP grants totaling over \$10 million. She is adept at coordinating with TDEM and FEMA and recently received both state and federal approval on a Plan for the City of San Antonio in under two months.

HIGHLIGHTS

- Extensive experience developing Multi- Jurisdictional Hazard Mitigation Action Plans
- Skilled in coordinating with various regulatory entities, sub-contractors and local stakeholders while providing project management on complex, technical projects
- Expertise in preparing risk and vulnerability assessments, including HAZUS and parcel-level methodology
- Adept using Geographic Informational Systems (GIS)

RELEVANT EXPERIENCE

Mitigation Program Manager, Hazard Mitigation Planning and Grant Development and Management, H2O Partners, 2011 – Present

Oversees, develops, and produces Hazard Mitigation Plans and Plan Updates. Develops and administrates Hazard Mitigation Grant Program (HMGP) and Pre-Disaster Mitigation (PDM, now BRIC) applications. Involved in the planning process on all plans; has corresponded with planning team; organized and coordinated workshops and meetings; prepared risk and vulnerability assessments for communities, including reviewing detailed flood maps; developed detailed GIS mapping tools for risk identification; conducted outreach and assisted communities with identifying and prioritizing risks and developing mitigation projects; and provided technical assistance to cities, counties, school districts, nonprofit groups, and councils of governments.

Oversees team's submission and approval of plans and development of HMGP and PDM applications and management of successful grant projects. Reviewed and approved all sections of each application, including the analysis of hazard history, previous flood data, repetitive loss data, benefit-cost analysis, and environmental compliance. Oversaw and submitted quarterly reports, reimbursement requests, amendments and change requests, and all other project administration requirements Responsible for conducting correspondence with FEMA Region 6 and TDEM.

Senior Consultant, Hazard Mitigation Grant Program, New Mexico Department of Homeland Security and Emergency Management (DHSEM), 2015 – 2017

Provided technical assistance and conducted thorough quality assurance reviews of HMPs to assist communities with fulfilling FEMA requirements. Corresponded with communities on the behalf of the State; served as a liaison between communities and FEMA in providing technical assistance to communities. Assisted with plans: University of New Mexico HMAP, Guadalupe County HMAP, Los Alamos County HMAP, City of Alamogordo HMAP, Village of Cloudcroft HMAP, Lea County HMAP, Santa Fe County HMAP, Socorro County HMAP, and Torrance County HMAP.

Previous Experience

Prior to the above experience, Ms. Ferrara acted as grant manager for Crockett ISD, Latexo ISD, and Woodsboro ISD

RHONDA MURPHY, CFM
Deputy Project Manager

EDUCATION

Bachelor of Arts, Marketing,
Texas Woman's University

JFO Middle Managers

Association of State
Floodplain Managers,
Certified Floodplain
Manager

OFFICE LOCATION

Lewisville, Texas (Austin,
Texas Headquarters)

AFFILIATIONS

Texas Floodplain Managers
Association (TFMA)

Natural Hazard Mitigation
Association (NHMA)

Association of State
Floodplain Managers
(ASFPM)

Rhonda Murphy brings more than 24 years of mitigation planning and grant experience to the H2O team. She has extensive experience in both the development and review of Hazard Mitigation Plans and Plan Updates, having reviewed plans nationally under the FEMA CAMPR contract. In addition, Ms. Murphy has extensive knowledge of floodplain management and the National Flood Insurance Program (NFIP) and has helped communities identify structures for Flood Mitigation Assistance (FMA), utilizing Increased Cost of Compliance (ICC) as matching funds for grants. She has conducted outreach to more than 350 communities to identify unique mitigation strategies through the FEMA Risk MAP program and has managed and developed Hazard Mitigation Grant Program (HMGP) projects for local jurisdictions and states, including providing comprehensive cost benefit analyses and environmental reviews. Prior to her work with local communities and states in developing and managing mitigation plans and grants, Ms. Murphy served as the lead mitigation specialist for FEMA Region 6.

HIGHLIGHTS

- Administration and monitoring of FEMA Public Assistance and Hazard Mitigation Grant Programs Projects
- Providing project management on complex, technical projects.
- Developed emergency management policy, including internal procedures for contract compliance and data management.
- Project Manager and Subject Matter Expert for the development of hazard mitigation plans, grant development, and management.
- Policy compliance and grant management assistance to states, countries, and municipalities.
- Extensive knowledge of 44 CFR, the Stafford Act, and FEMA policy guidance

RELEVANT EXPERIENCE

Senior Mitigation Specialist, Hazard Mitigation Planning, H2O Partners, 2016 – Present

Assists with the development and production of all Hazard Mitigation Plans and Plan Updates; corresponded with planning team; organized and coordinated workshops and meetings; prepared risk and vulnerability assessments for communities, including reviewing detailed flood maps; and conducted outreach and assisted communities with identifying and prioritizing risks and developing mitigation projects.

Project Manager, H2O Partners, Harris County Mitigation Outreach, 2017 –Present

Provided project management for outreach project for Harris County, Texas. Disseminates highly technical risk information to communities as part of overall Disaster Risk Reduction.

Mitigation Analyst, Hazard Mitigation Grant Program, New Mexico Department of Homeland Security and Emergency Management (DHSEM), 2016 – 2017

Provided technical assistance; conducted thorough initial reviews of the Hazard Mitigation Plans to assist communities with fulfilling FEMA requirements. Conducted technical assistance calls with local communities. Responsible for communicating with local communities throughout the review process. Hazard mitigation plan review and technical assistance for the following jurisdictions: Village of Cloudcroft. Lea County, Santa Fe County, Los Alamos County, City of Alamogordo, and Socorro County.

Previous Experience

Ms. Murphy brings a wealth of experience to her tenure at H2O. Highlights of her previous experience include:

- Mitigation Planning, FEMA Risk MAP Program, 2015 – 2016
- Subject Matter Expert (SME), New Mexico Hazard Mitigation Grant Program (HMGP), 2014 – 2015
- New Mexico Flood Disaster Information and Risk Analysis Report, 2013
- Mitigation Planning Coordinator, Region 6, 2009 – 2013
- Pre-Disaster Mitigation National Technical Review, 2010 – 2011
- Hazard Mitigation Grant Program Specialist, FEMA, Eastern Territorial Closeout Team, 1998 – 2001
- Hazard Mitigation Grant Program Specialist, FEMA Region 6, 1995 – 1998
- Hazard Mitigation Grant Program Specialist, North Carolina Division of Emergency Management (NCDEM), 1997

AMY CARR, AICP
Senior Mitigation Specialist

EDUCATION

Master of Urban and
Regional Planning,
University of Colorado
Denver

Bachelor of Arts Urban
Studies (Concentration in
Urban Planning), College of
Charleston South Carolina

OFFICE LOCATION

Denver, Colorado (Austin,
Texas Headquarters)

CERTIFICATIONS

American Institute of
Certified Planners, #32749

ICS-100 Introduction to
Incident Command

IS-700 National Incident
Management System
(NIMS)

ICS-200 ICS Single
Resources, Initial Action

IS-800 National Response

ICS-300 Intermediate ICS
Expanding Incidents

AFFILIATIONS

American Planning
Association (APA)

RELEVANT EXPERIENCE

Senior Mitigation Planner, H2O Partners, October 2022 – Present

Responsible for the development and review of Hazard Mitigation Plans for single and multi-jurisdictional communities. Ensure Hazard Mitigation Plans meet FEMA requirements. Facilitate community meetings and workshops for hazard mitigation. Assist with all aspects of the mitigation planning process. Conduct outreach with 29 counties for the GLO River Basin Flood Study project.

Amy Carr has a Master of Urban and Regional Planning degree and an undergraduate degree in urban studies with a concentration in urban planning. Knowledgeable in land use and experienced in mitigation planning, Ms. Carr has written more than 30 FEMA-approved Hazard Mitigation Plans. Her responsibilities have included documenting the planning process, developing public outreach materials, surveys, and other materials, facilitating stakeholder and committee meetings, and related duties.

HIGHLIGHTS

- Knowledgeable in Disaster Mitigation Act of 2000 requirements
- Hazard risk research and mitigation planning experience
- ArcGIS familiarity
- Presented *Fluvial Hazard Zone Model Land Use Regulation* to the Colorado Association of Stormwater and Floodplain Managers (September 2019)
- Presented *Hazard Mitigation Strategies for Historic Properties* to the City of Manitou Springs Historic Preservation Commission (May 2017)

Lead Hazard Mitigation Planner, Wood E&IS, April 2018 - October 2022

- Wrote and updated more than 30 FEMA approved Hazard Mitigation Plans
- Responsible for documenting planning process
- Developed public outreach materials, surveys, handouts, and data collection guides
- Facilitated stakeholder and committee meetings (virtual and in-person)
- Assisted in the development of a Safety and Damage Assessment Plan, San Jose, CA
- Assisted in the development of an AAR for COVID-19 response in Broomfield, CO

Planner I, Arapahoe County, August 2017 – April 2018

- Served as case manager for current development projects
- Facilitated Pre-submittal and Comment Review Meetings
- Utilized Land Development Code, Comprehensive Plan, and associated plans in the review of development projects
- Rewrote section of Land Development Code to be up to date with state statutes
- Assisted members of the public with questions about their property and the planning processes

HEIDI WATSON, MS
Mitigation Specialist

EDUCATION

Master of Science,
Emergency Disaster
Preparedness Management,
Elmira College

Bachelor of Science,
Meteorology, Pennsylvania
State University

OFFICE LOCATION

Houston, Texas (Austin,
Texas Headquarters)

**CREDENTIALS/TRAINING
FEMA/EMI COURSES**

Incident Command System
(ICS) – Various Courses

National Incident
Management System and
Response Framework

TDEM Mitigation Training
Benefit Cost Analysis (BCA)

FEMA eGrants System

AFFILIATIONS

Natural Hazard Mitigation
Association (NHMA)

National Emergency
Management Association
(NEMA)

American Planning
Association (APA)

RELEVANT EXPERIENCE

Mitigation Associate, H2O Partners, 2015 – Present

Responsible for the development and review of plans for single and multi-jurisdictional communities including the City of Houston. Worked closely with state and federal agencies, legislative entities, business and nonprofit groups, and various community groups to facilitate community meetings and workshops for hazard mitigation. Oversaw the development and

Heidi Watson has a Master of Science degree in Emergency Disaster Preparedness Management and extensive experience in disaster recovery at the local, state, and federal levels. Ms. Watson has assisted sub-recipients in every part of the Hazard Mitigation Assistance process from developing and drafting grant applications, reviewing grant projects for compliance monitoring, and assisting with project and plan development. She provides technical assistance and is adept at detailed plan writing and editing in the development and review of HMGP grants, Plans, and Plan Updates. Further, Ms. Watson assists states, including the New Mexico Department of Homeland Security and Emergency Management (DHSEM), in reviewing Hazard Mitigation Plans on the local level and providing technical assistance to planners statewide.

HIGHLIGHTS

- Skilled in coordinating with various regulatory entities, sub-contractors and local stakeholders while providing project management on complex, technical projects.
- Experienced technical writer adept at developing Hazard Mitigation Plans, and Hazard Mitigation Grant Program Applications
- Experienced in conducting project oversight and close-out and performing requests for audit for over 4,000 projects.
- Assistance to communities in HM grant writing development and review, including PDM and HMGP structural projects.
- Extensive knowledge of 44 CFR, the Stafford Act, and FEMA policy guidance.

management of HMA grants, including reviewing requests for reimbursements, conducting compliance and procurement reviews, conducting scope of work changes, and overseeing projects to close-out. Performed environmental site assessments, conducted, and reviewed Benefit-Cost Analysis, and conducted pre-construction, interim, and final site inspections. In addition, Ms. Watson provided assistance through the Hazard Mitigation Technical Assistance Program (HMTAP) to communities applying for HM grant after Hurricane Harvey, working directly with sub applicants on the development of their application for grants totaling more than \$15.6 million.

Assistant Recovery Officer, Disaster Compliance Professional Services, Texas Division of Emergency Management, 2013 – 2015

Assisted with the oversight and management of over 1,500 Hazard Mitigation and Public Assistance grants on a team supporting the Texas Division of Emergency Management (TDEM) to close out grants from Hurricane Ike. Provided project management; funds management; policy compliance; and outreach to FEMA, TDEM and sub-grantees throughout the state.

Previous Experience

Previously, Ms. Watson served as a Grant Monitor for Tioga County, New York, and Village of Owego, New York.

STEVIE-ANN O'DONNELL, MSW
Outreach Specialist

EDUCATION

Master of Social Work,
Fordham University, New York
City, NY

Bachelor of Science,
Psychology, SUNY Cortland,
Cortland, New York

OFFICE LOCATION

Susquehanna Valley region,
Pennsylvania (Austin, Texas
Headquarters)

Based in the Susquehanna Valley, Stevie-Ann O'Donnell is a Licensed Social Worker (New York) with a Master of Social Work degree. Familiar with federal and state disaster management grants and proficient in disaster relief grant program software, Ms. O'Donnell specializes in providing relief services to communities and individuals impacted by natural disasters.

HIGHLIGHTS

- Former Grant Monitor for Tioga County and Village of Owego, New York
- Post-Hurricane Sandy assistance to power authority in managing FEMA PA compliance and close-out
- Based in the Susquehanna Valley
- Familiar with disaster management grants
- Proficient in disaster relief grant program software

RELEVANT EXPERIENCE

Project Specialist, H2O Partners, 2014 – Present

Ms. O'Donnell assists in Hazard Mitigation Planning and engages planning teams, stakeholders and the public through a disciplined outreach process. As Project Specialist for the PSEG/LIPA Public Assistance Program following Hurricane Sandy, Ms. O'Donnell assisted in the quality control portion of the program, audited contractors to ensure billing procedures and items were within contractual and federal guidelines; and maintained an active role in preparing for closeout procedures and ensuring proper documentation was completed within designated project deadlines.

Team Lead, Governor's Office of Storm Recovery, 2014 – 2016 (through H2O Partners)

In the aftermath of Hurricane Sandy, Ms. O'Donnell oversaw a team of six case managers and maintained a case load assisting clients from eligibility review through verification of benefits, construction phase, and closeout proceedings. She attended policy calls to discuss procedures and protocol to continue to move the program and office toward project milestones and deadlines and assisted in program wide trainings on new policies and amendments within program procedures.

Previous Experience

Served as Grant Monitor for Tioga County, New York, and Village of Owego, New York.

DANIEL WHITE, MS
GIS Specialist

EDUCATION

Master of Science,
Geospatial Information
Sciences, University of
Texas Dallas

Bachelor of Arts,
Criminology, University of
Texas at Dallas

Academic Excellence
Scholarships (Full tuition
and stipend)

OFFICE LOCATION

McKinney, Texas (Austin,
Texas Headquarters)

AFFILIATIONS

Natural Hazards Mitigation
Association (NHMA)

National Emergency
Management Association
(NEMA)

American Planning
Association (APA)

RELEVANT EXPERIENCE

H2O Partners, Risk Assessment Coordinator, Hazard Mitigation Planning, Multiple Projects (2015 - Present)

Responsibilities include:

- Conducting correspondence with applicants, state agencies, and FEMA
- Creating Hazard Mitigation Plans and Plan Updates
- Preparing risk and vulnerability assessments for communities
- Developing detailed GIS mapping tools for risk identification
- Conducting community outreach and assisting communities with identifying and prioritizing risks
- Analyzing new development through Risk MAP and incorporating into GIS distribution tool

Daniel White has a Master of Science degree in Geospatial Information Science (GIS) and extensive expertise in developing and reviewing Hazard Mitigation Plans for communities, including the use of HAZUS-MH. Mr. White has developed flood, hazard, and population density maps for communities. He has extensive experience translating complex and technical issues to various groups and stakeholders, including the creation and maintenance of a Cybersecurity YouTube Channel, with over 60,000 subscribers and 14 million viewers, documenting the history of computer viruses and their evolution into a global threat.

HIGHLIGHTS

- Skilled in coordinating with various regulatory entities, sub-contractors and local stakeholders while providing project management on complex, technical projects.
- Accomplished in developing Multi- Jurisdictional Hazard Mitigation Action Plans.
- Expertise in preparing risk and vulnerability assessments, including HAZUS and parcel- level methodology.
- Grant Manager responsible for the development and management of Hazard Mitigation Grant Program (HMGP) and Pre- Disaster Mitigation (PDM) applications
- Knowledge and expertise in the use of Geographic Informational Systems (GIS)

Verizon, GIS Engineer III, Richardson, Texas (2019 – Present)

Created a suite of programs to analyze, track, and document over 450,000 segments of fiberoptic cable for incorporation into the 811/Call-Before-You-Dig system. Served as primary developer and point of contact for support and guidance for multiple programs used by several external vendors and internal employees to validate and correct GIS data

Verizon, Contract GIS Engineer I via NextGen Global Resources (2017-2019)

Developed and maintained a validation program to automatically check telecom data for over 100 geospatial, attribute, and relationship errors. Created and maintained over two dozen scripts and tools for the GIS team to reduce inefficiencies and automate common and repetitive tasks. Published maps of varying geographical data in response to fulfill internal and external requests

Atmos Energy Corporation, Contract GIS Technician via Matrix Resources, Dallas, TX (2017-2017)

Digitized and verified new and existing pipelines and as-built data into the GIS system. Completed a special project to track, document, and map gas leaks from aerial imagery and remote sensing data. Led a project to streamline and prepare all GIS technicians' data for import into a new online tracking system

Computer Technology/Cybersecurity YouTube Channel (2008-Present)

Created and maintain YouTube channel with videos focusing on computer viruses, cybersecurity, and computer technology from past to present. Currently reaches over 60,000 subscribers and has accrued more than 14 million views worldwide

APPENDIX B: REQUIRED AND OPTIONAL FORMS

Certification of Compliance with Iran Divestment Act

CERTIFICATION OF COMPLIANCE WITH IRAN DIVESTMENT ACT

Pursuant to General Municipal Law §103-g, which generally prohibits the County of Saratoga from entering into contracts with persons engaged in investment activities in the energy sector of Iran, the bidder/proposer submits the following certification:

[Please Check One]

BIDDER'S CERTIFICATION

- By submission of this bid or proposal, each bidder/proposer and each person signing on behalf of any bidder/proposer certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief, that each bidder/proposer is not on the list created pursuant to paragraph (b) of subdivision 3 of Section 165-a of the State Finance Law.
- I am unable to certify that my name and the name of the bidder/proposer does not appear on the list created pursuant to paragraph (b) of subdivision 3 of Section 165-a of the State Finance Law. I have attached a signed statement setting forth in detail why I cannot so certify.

Dated: June 26, 2023.

STATE OF Texas
COUNTY OF Travis

The undersigned, being duly sworn, says (a) I am duly authorized to execute this Certification and (b) I hereby certify, under penalty of perjury, that the foregoing Certification is in all respects true and accurate.



Signature

Eric Howard

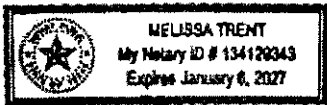
Printed Name

Vice President

Title

Subscribed and sworn to before me this 26th
day of June, 2023

Melissa Trent
Notary Public



Hazard Mitigation Update - 6/30/23

Certification of Compliance for the Prevention of Sexual Harassment

CERTIFICATION OF COMPLIANCE FOR THE PREVENTION OF SEXUAL HARASSMENT

Pursuant to State Finance Law §139-1 of the State of New York, effective January 1, 2019, where competitive bidding is required for certain public contracts, every bid must contain the following statement affirming that the bidder has implemented a written policy addressing sexual harassment prevention and that the bidder provides annual sexual harassment prevention training, which statement must be signed by the bidder and affirmed by such bidder under the penalty of perjury:

[Please Check One]

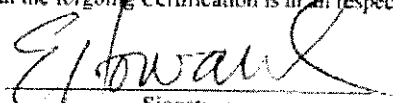
BIDDER'S CERTIFICATION

- By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that the bidder has and has implemented a written policy addressing sexual harassment prevention in the workplace and provides annual sexual harassment prevention training to all of its employees. Such policy shall, at a minimum, meet the requirements of section two hundred one-g of the labor law.
- I am unable to certify that I, or my employer, have implemented a written policy addressing sexual harassment prevention in the workplace. The reason(s) why neither I nor my employer can make such certification is/are: _____

Dated: June 26, 2023

STATE OF Texas
COUNTY OF Travis

The undersigned, being duly sworn, says: (a) I am duly authorized to execute this Certification and (b) I hereby certify, under penalty of perjury, that the forgoing Certification is in all respects true and accurate.


Signature

Eric Howard

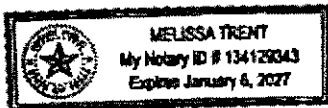
Printed Name

Vice President

Title

Subscribed and sworn to before me this 26th
day of June, 2023


Notary Public



Hazard Mitigation Update - 6/30/23

Vendor Information for the County of Saratoga

The Vendor Information form is included on the following page.

VENDOR INFORMATION
FOR THE COUNTY OF SARATOGA

Please complete the following information which is necessary in order for Saratoga County to track vendor applicant information and the County's purchasing process.

Business Name H2O Partners, Inc.

Address 260 Addie Roy Road, Suite 150, Austin, TX 78746

Business Type (Sole Proprietorship, Corporation, LLC, etc.) Corporation

Is your business a Disadvantaged Business Enterprise (DBE)? Yes No No

Is your business a Minority and Women-Owned Business Enterprise (MWBE)? Yes No

Does your business have a small business status? Yes No

Any other business status, please provide information: Federally certified Woman-Owned Small Business (WOSB)

National Women Business Owners Corporation (NWBOC)

Provide the name of the Certifying Entity (ties): Women's Business Enterprise National Council (WBENC)

Have you conducted business with the County before? Yes No No

If the answer to the above question is NO, please provide your Federal ID Number and attach a copy of your W-9

Form. FEIN #: 742994685

How did you discover this Bid opportunity? BidPrime (bid notification service)

Do you use the Empire State Municipal Purchasing Group Website (BidNet)? Yes No

If Yes, do you find it useful (explain) or if No, why? Yes; I find it useful to have centralized access to bid information.

Completing the above information does not change your chances of being awarded a contract. The information collected will NOT be sold and will not be used to contact you.

Thank you.

Signed Indemnity and Insurance Agreement

INDEMNITY AND INSURANCE AGREEMENT

IT IS HEREBY AGREED by H2O Partners, Inc., the PROFESSIONAL, as follows:

INSURANCE PROFESSIONAL'S LIABILITY INSURANCE

The Professional shall purchase and maintain such insurance as will protect him from claims as set forth below, which may arise out of or result from the Professional's operations under the Contract, whether such operations be by himself or any subcontractor or by anyone employed by any of them or anyone for whose acts the Professional may be liable:

1. claims under workmen's compensation, disability benefit and other similar employee benefit acts;
2. claims for damages because of bodily injury, occupational sickness or disease, or death of his employees;
3. claims for damages because of bodily injury, sickness or disease, or death of any person other than his employees;
4. claims for damages insured by usual personal injury liability coverage which are sustained (1) by any person as a result of an offense directly or indirectly related to the employment of such person by the Professional, or (2) by any other person; and
5. claims for damages because of injury to or destruction of tangible property, including loss of use resulting therefrom.

Certificates of Insurance acceptable to the County shall be filed with the County prior to commencement of the work. The County must be named and included as an additional insured under the Professional's general liability insurance. Proof that the County has been named as an additional insured on the Contractor's general liability insurance must be provided in the form of an additional insured rider to said policy, or by other proof acceptable to the Saratoga County Attorney.

The Professional's Comprehensive General Liability Insurance and Automobile Insurance shall be in an amount not less than One Million Dollars (\$1,000,000) for injuries, including accidental death, to any one person and subject to the same limit for each person, and in an amount not less than One Million Dollars (\$1,000,000) on account of one occurrence. The Professional's Property Damage Liability Insurance shall be in an amount not less than One Million Dollars (\$1,000,000). The Professional shall require his subcontractor's to procure and to maintain during the life of his subcontract Comprehensive General Liability, Automobile Liability, and Property Damage Liability Insurance of the type and in the same amounts as specified hereinabove. The Professional's and his subcontractors' Liability Insurance shall include adequate protection against the following special hazards:

Bodily Injury and Property Damage - completed job operation and/or products liability at before mentioned limits with \$1,000,000 for bodily injury and \$1,000,000 aggregate for operations, protection, contractual and products and/or completed job operations. Property Damage shall be on the broad form and shall include coverage for explosion, collapse and underground damages.

The above insurance is not, and shall not be construed as, a limitation upon Professional's obligation to indemnify the COUNTY.

Attorney's Approval

All documents submitted shall be subject to the approval of the Saratoga County Attorney as to form and content.

HOLD HARMLESS

The Professional shall, to the fullest extent permitted by law, at all times indemnify and save harmless the COUNTY from and against any and all claims and demands whatsoever, including costs, litigation expenses, counsel fees and liabilities in connection therewith arising out of injury to or death of any person whomsoever or damage to any property of any kind by whomsoever, to the extent caused in whole or in part, directly or indirectly, by the negligent acts or omissions of the Professional, any person employed by the Professional, or anyone for whom the Professional is liable, while engaged in the work hereunder. This clause shall not be construed to limit, or otherwise impair, other rights or obligations of indemnity which exist in law, or in equity, for the benefit of the COUNTY.

IN WITNESS WHEREOF, the PROFESSIONAL has set its hand this 26th day of June 2023

SIGNATURE 
NAME & TITLE Eric Howard, Vice President

INSURANCE - PROFESSIONAL

Mitigation Plan 1.pdf



SARATOGA COUNTY

AGENDA ITEM REQUEST FORM

TO: Steve Bulger, County Administrator
Ridge Harris, Deputy County Administrator
Michelle Granger, County Attorney
Therese Connolly, Clerk of the Board
Stephanie Hodgson, Director of Budget

CC: John Warmt, Director of Purchasing
Jason Kemper, Director of Planning and Economic Development
Bridget Rider, Deputy Clerk of the Board
Matt Rose, Management Analyst
Audra Hedden, County Administrator's Office

DEPARTMENT: District Attorney

DATE: 9/5/2023

COMMITTEE: Public Safety

1. Is a Resolution Required:

Yes, Proclamation/Honorary Resolution

2. Proposed Resolution Title:

Proclaiming October 2023 As "Domestic Violence Awareness Month" In Saratoga County

3. Specific Details on what the resolution will authorize:

A Board resolution proclaiming October as "Domestic Violence Awareness Month"

This column must be completed prior to submission of the request.

County Attorney's Office
Consulted

4. Is a Budget Amendment needed: YES or NO
If yes, budget lines and impact must be provided.
Any budget amendments must have equal and offsetting entries.

County Administrator's Office
Consulted

- Please see attachments for impacted budget lines.
(Use ONLY when more than four lines are impacted.)

Revenue

Account Number	Account Name	Amount
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Expense

Account Number	Account Name	Amount
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Fund Balance (if applicable): (Increase = additional revenue, Decrease = additional expenses)

Amount:

5. Identify Budget Impact (**Required**):

No Budget Impact

- a. G/L line impacted
- b. Budget year impacted
- c. Details

6. Are there Amendments to the Compensation Schedule?

YES or NO (If yes, provide details)

a. Is a new position being created? Y N

Effective date

Salary and grade

b. Is a new employee being hired? Y N

Effective date of employment

Salary and grade

Appointed position:

Term

c. Is this a reclassification? Y N

Is this position currently vacant? Y N

Is this position in the current year compensation plan? Y N

Human Resources Consulted

7. Does this item require the awarding of a contract: Y N

a. Type of Solicitation

b. Specification # (BID/RFP/RFQ/OTHER CONTRACT #)

c. If a sole source, appropriate documentation, including an updated letter, has been submitted and approved by Purchasing Department? Y N N/A

d. Vendor information (including contact name):

e. Is the vendor/contractor an LLC, PLLC, or partnership:

f. State of vendor/contractor organization:

g. Commencement date of contract term:

h. Termination of contract date:

i. Contract renewal date and term:

k. Is this a renewal agreement: Y N

l. Vendor/Contractor comment/remarks:

Purchasing Office Consulted

County Administrator's Office
Consulted

8. Is a grant being accepted: YES or NO

- a. Source of grant funding:
- b. Agency granting funds:
- c. Amount of grant:
- d. Purpose grant will be used for:
- e. Equipment and/or services being purchased with the grant:
- f. Time period grant covers:
- g. Amount of county matching funds:
- h. Administrative fee to County:

9. Supporting Documentation:

- Marked-up previous resolution
- No Markup, per consultation with County Attorney
- Information summary memo
- Copy of proposal or estimate
- Copy of grant award notification and information
- Other _____

10. Remarks:

RESOLUTION - 2023

Introduced by Public Safety Committee: Supervisors Lant, Butler, Grasso, Hammond, Raymond, Tollisen, and K. Veitch

PROCLAIMING OCTOBER 2023 AS "DOMESTIC VIOLENCE AWARENESS MONTH" IN SARATOGA COUNTY

WHEREAS, each year October is recognized nationally as “Domestic Violence Awareness Month”; and

WHEREAS, each year more than 10 million adults nationwide experience domestic violence; and

WHEREAS, on a typical day, domestic violence hotlines nationwide receive over 20,000 calls; and

WHEREAS, domestic violence occurs in every community and affects everyone regardless of age, socio-economic status, sexual orientation, gender, race, religion or nationality; and

WHEREAS, physical violence is often accompanied by emotionally abusive and controlling behavior, as part of a larger systematic pattern of control; and

WHEREAS, domestic violence can result in physical injury, psychological trauma and even death; and

WHEREAS, the devastating consequences of domestic violence can cross generations and last a lifetime; and

WHEREAS, the prevalence of domestic violence is such that everyone knows someone impacted by domestic violence; and

WHEREAS, domestic violence costs billions of dollars in our country annually in expenses for such things as lost work days, physical injuries and property damage; and

WHEREAS, research shows that by creating communities where people are connected, supportive, and care for one another can reduce incidents of domestic violence; and

WHEREAS, our Sheriff's Office, District Attorney's Office and Department of Social Services, in conjunction with many other local agencies, work hard to prevent domestic violence and assist the victims; and

WHEREAS, heightened public awareness of issues surrounding domestic violence is an effective tool to combat this serious problem; now, therefore, be it

RESOLVED, that the Saratoga County Board of Supervisors, and Theodore T. Kusnierz, Chairman, hereby proclaim the month of October, 2023 as "Domestic Violence Awareness Month" in Saratoga County and urge all of our citizens to support and participate in on-going programs designed for the reduction and elimination of domestic violence; and be it further

RESOLVED, that the Clerk to the Board of Supervisors forward a copy of this resolution to Wellspring, 2816 U.S. 9, Malta, NY 12020 and Mechanicville Domestic Violence Advocacy Program, 6 South Main Street, Mechanicville, New York 12118; and it is further

RESOLVED, that this Resolution shall take effect immediately.

BUDGET IMPACT STATEMENT: No Budget impact.