

Best Practices for Reacting to a Disaster

IMMEDIATE ACTIONS

- Proper procurement of services - follow normal procurement procedures for Project and Grants Manager (PM/GM), Debris Contractor, Contents Inventory Contractor, Design Professionals, General Contractors
- Emergency Services: follow a very clear/well defined scope
- If there are pre-placed contracts for disaster services, activate them
- Gather all insurance information (both wind and flood) and have them in a safe place (Critical for insurance reconciliation with FEMA)
- Keep funds and expenditures separate - create a separate disaster account to enable clear tracking of disaster-related expenditures for time and materials, including employee timekeeping.
- Gather pre- disaster photos of all your facilities and infrastructure and file in one place
- Gather/have ready your inventory lists (vehicles, heavy equipment, contents, etc.)
- Document equipment use (who was using which piece of equipment and for how long), be as specific as possible. Existing response plan (if available) will be helpful to justify costs
- Get in contact with your state office of emergency management and have a direct liaison available
- If procuring equipment or supplies, try to get three quotes in writing (even in the form of an email), otherwise you'll have to justify the cost later

GETTING STARTED

not related to life safety/
search and rescue

- Document-document- document- before you touch anything (except when life/ safety is at issue)
- Detailed time sheet tracking for force account labor (by employee and hourly)
- Demonstrate how buildings were maintained prior to event (needed to maximize reimbursement)/ pull your pre-event maintenance records and file in safe place
- Assign a point person (preferably from finance) to be your PM/GM point of contact
- Keep detailed records on every dollar spent related to response and recovery
- Life and Safety inspections (can be done in house or via consultants), make sure the facilities are safe
- Pull/have ready the building blueprints/as-built drawings to facilitate damage assessments. If not, use available contract to have them done
- Do Preliminary damage assessments (assistance authorities will need a ball park cost estimate of damages) (can be done in house or via consultants): "windshield" assessment; Damage to HVAC, electrical systems, roof, windows, interiors, building envelope etc.; Dollar estimate should be included; No special forms required; Lots of photographs; Care should be taken not to duplicate services with detailed damage assessments that will come later
- Contents should to be extensively documented - take pictures and document exactly what it was prior to throwing it out, if it can't be salvaged - document make, model, brand, color, power level/ capacity level, and mileage, as applicable. (Should get three quotes to inventory contents) - if contracting it out
- Timely and appropriate settlement with Insurance, but if you disagree with the insurance payout, show how you addressed it/pushed back (FEMA will want to see that if they're going to pick up the difference)

OTHER EMERGENCY MEASURES PROCUREMENT GUIDANCE

- Can use emergency procurement procedures if the owner has a policy or follow state guidelines
- Consultants can provide some limited emergency services under existing contracts or new emergency contracts provided the district follows standard procurement policy. This also applies to services for consultants that may not have had cost as a factor in selection; however, need to properly procure these services fairly soon after the event (can't be extended without proper procurement)

RFP FOR RECOVERY MANAGEMENT SERVICES

to maximize reimbursement

- Must issue a Request For Proposal (RFP) where price/cost is a factor in the selection of Project and Grant Management Services
- Better to have Project and Grant Management Services combined under one team for efficiency and coordination
- Time and materials type contract for these services will maximize reimbursement
- Cost has to be a factor (could be anywhere from 5% to 25%): Typically handled as a total of hourly rates; Lowest total gets full points. Remainder get a proportionate amount
- Advertise to the maximum extent possible: Local or regional newspapers and web sites; Consider sending invites to at least 3 firms (must have a minimum of two proposals to evaluate); Advertise a minimum of 7 days, unless procurement requirements are different
- RFP should describe the evaluation process and scoring criteria
- RFP should describe in generic terms the selection committee makeup (i.e., representative from each of finance, facilities, superintendent offices)
- RFP should include language that provides for affirmative steps to include small, minority and women owned businesses. It can be, but does not have to be part of the scoring criteria, but should encourage participation. (Show/keep the documentation showing you sent the RFP to DBE-type firms (or organizations that distribute it to them) as well to ensure open competition)
- RFP (and/or contract) should include language that the owner will provide a point person to monitor performance and provide oversight of the contract performance.