

E-4



HARRISON ENGINEERING DEPARTMENT

Town/Village of Harrison
Alfred F. Sulla, Jr. Municipal Building
1 Heineman Place
Harrison, New York 10528

Michael J. Amodeo, P.E., CFM
Town/Village Engineer

July 28, 2020

Supervisor Ron Belmont and
Members of the Town Board
Town of Harrison
1 Heineman Place
Harrison, New York 10528

**Re: Professional Services Contract
Millennium Strategies – Disaster Management Services**

Dear Supervisor Belmont and Members of the Town Board:

Town Board authorization is requested to hire Millennium Strategies for Disaster Management Services at a cost not to exceed \$20,000. A copy of the proposal is attached for your review.

Millennium Strategies proposes to assist the Town of Harrison, over a maximum 90 day period, with the initial organization and documentation of both its incurred and anticipated COVID-19 response costs to begin its COVID-19 FEMA Public Assistance Process. This will allow the Town to maximize compensation through the optimal utilization of available reimbursement sources. FEMA reimburses 100% of administrative support fees up to 5% of the total project cost.

Further authorization is requested for the Purchasing Department to issue a Purchase Order payable to Millennium Strategies at an amount not to exceed \$20,000.00.

It is also requested that the Law Department review Millennium Strategies contract.

Funding for this contract is proposed to be made available in Engineering Department Operating Special Service Budget Line – 001-1440-100-0407, subsequent to a budget transfer from the Town Contingency Fund. Once the Town receives reimbursement from FEMA, funds will be placed back into the Town Contingency Fund.

Respectfully submitted,

Michael J. Amodeo, P.E., CFM
Town/Village Engineer

MJA/mep

Attachments

Cc: Purchasing Department
Law Department

G:\Grants\Millennium Strategies\TB Letter to Hire Millennium for COVID-19 Disaster Managment Services 07.24.2020.docx