



1/5/18

To Whom It May Concern:

Northern Tier Regional Planning is investigating the provision of Federal Emergency Management Agency (FEMA) National Flood Insurance Program Elevation Certificates for the residents of various communities. It is our desire to offer homeowners the opportunity to purchase Elevation Certificates, through Northern Tier Regional Planning, at what we hope will be a discounted rate, given a larger volume of batched certificate requests awarded to a single engineering firm at one time. While we do not know what kind of a response we will have to this program, we are aware that there is considerable interest from individual homeowners throughout our region.

Our initial focus is the following communities: Athens Borough, Bradford County.

The purpose of this letter is to request a proposal from your firm for the completion of an unknown number of Elevation Certificates, in accordance with the instructions published by the Department of Homeland Security Federal Emergency Management Agency. This work would be performed in accordance with OMB No. 1660-0008 (Expiration November 30, 2018). The request is that either a Professional Land Surveyor or Professional Engineer complete the Elevation Certificate, determining latitude and longitude, properly executing and sealing the form, and attaching the building photographs as required by the guidelines.

For each household, three copies of the certifications, including original signature and seal, shall be provided to Northern Tier Regional Planning.

If you are interested in providing these services to Northern Tier Regional Planning we are requesting that you submit a letter, along with a sample completed certification form, no later than **1/31/18**, indicating the following:

1. The per household fee for completion of the Elevation Certificate, including field work, completion of the certificate in accordance with the FEMA guidance, and provision of three copies of the document with original seal to Northern Tier Regional Planning.
2. Provide the turnaround time for issuance of the Certificate after your receipt of specific households to be certified.

As always, call if you have questions or concerns.

Sincerely,

Ethan Sexton
Community Development Program Manager

Enclosure