

City of Tarpon Springs, Florida STAFF REPORT

September 21, 2018

TO: MAYOR AND BOARD OF COMMISSIONERS

FROM: PLANNING AND ZONING DEPARTMENT

HEARING DATES: OCTOBER 2, 2018

SUBJECT: APP-18-111: INTERLOCAL AGREEMENT BETWEEN PINELLAS COUNTY AND THE CITY OF TARPON SPRINGS FOR PROVISION OF PRELIMINARY FLOODPLAIN INSURANCE MAPS.

I. RECOMMENDATION

The total amount of the interlocal agreement is not to exceed \$45,777. Under the terms of the interlocal agreement, the City will reimburse the County for only the services that are rendered in the preliminary review. Staff recommends approval and execution of the attached interlocal agreement for the provision of review of the preliminary floodplain insurance maps by HDR, Inc. under Pinellas County contract # 156-0095-CN(RW).

II. BACKGROUND

The City of Tarpon Springs participates in the Federal Emergency Management Agency's (FEMA) National Flood Insurance Program (NFIP) and adopts their mapping and regulations. NFIP flood hazard mapping is the basis for local and federal development regulations and flood insurance requirements. This program is coordinated through the City's Building Development Department.

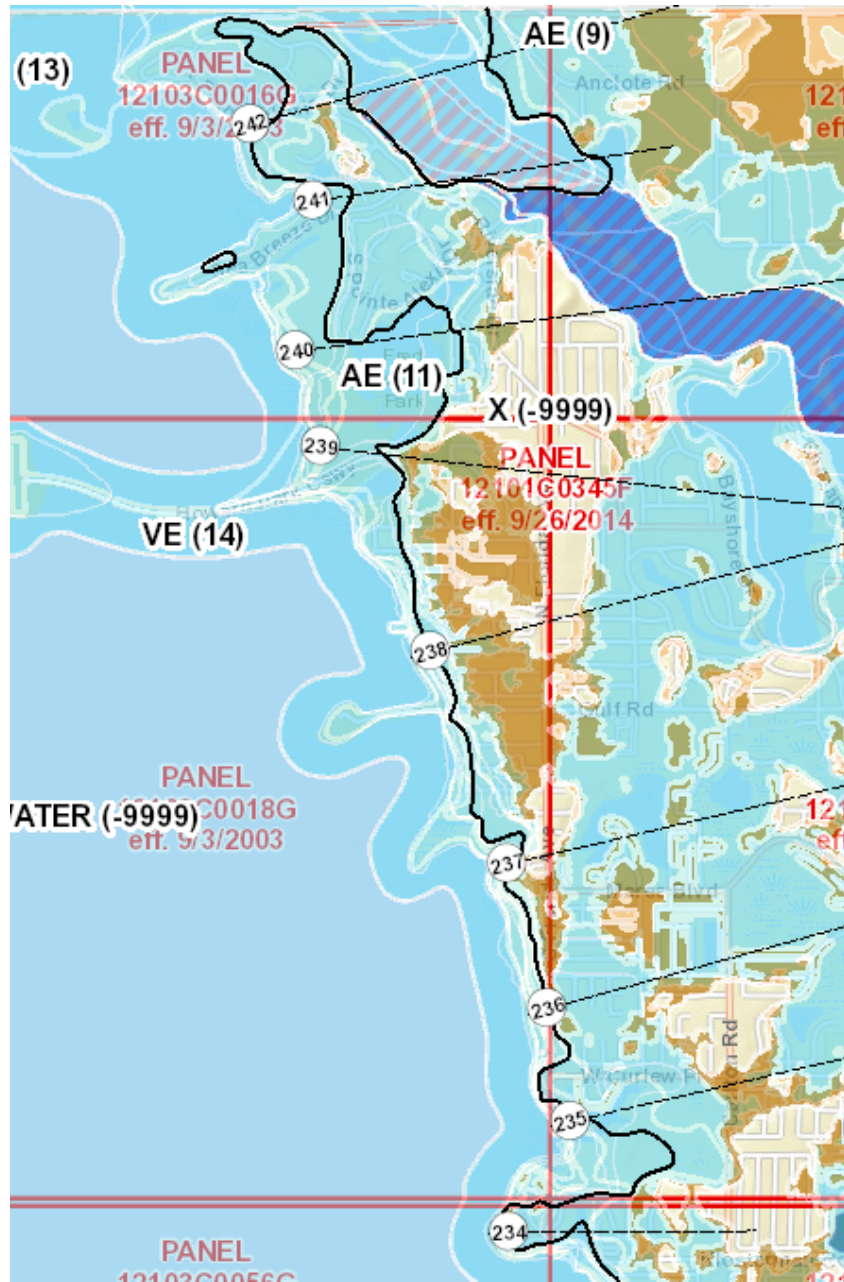
The flood hazard mapping in Pinellas County was last completed in 2009. The process takes several years and includes the following steps: (1) data collection and flood modeling, (2) development of draft working maps, (3) release of preliminary maps for community review, (4) an appeal and resolution period and (5) final adoption of the new Flood Insurance Rate Maps (FIRMS) and the Flood Insurance Study (FIS).

Recently, FEMA initiated an updated study of all coastal counties and has been progressively revising its coastal flood risk mapping throughout the county. As part of this revision process, FEMA, through its study contractor has presented the County with results from the updated study for the area under preliminary review status with the opportunity for the County to review preliminary mapping for accuracy.

The County is providing an opportunity for municipalities to partner with the County in the review of the local jurisdictions updated preliminary maps. The City, by approving the interlocal

agreement will have access to the same consulting service as the County and will be assisted in review of the preliminary floodplain maps.

Attached to the interlocal agreement is the project scope which outlines the services that are proposed for the review process. The project consists of services necessary for the technical review of the updates to the FEMA Coastal Maps. FEMA has included 9 coastal transects in the preliminary maps within the City of Tarpon Springs (Transects 234-242). The map below shows the location of the Tarpon Springs transects.



(Taken from Pinellas County Flood Information -9-20-2018

<https://pinellasegis.maps.arcgis.com/apps/MapSeries/index.html?appid=5fa37e98d1bb4ffaafc8e164c04e191c>

FEMA uses cross-shore transects, or lines that are drawn on maps and are placed at specific intervals along the shoreline of open coast areas and bays, to help coastal engineers focus their data collection effort. In addition to these main (“primary or published”) transects that will be on the final effective FIRMs, the modeling team develops additional (“mapping”) transects that are used to provide more detail and guide the mapping process. These transects vary in length and are placed at varying intervals from one another to ensure that changes in topography, bathymetry (underwater features), shoreline orientation, and land cover are captured. Other features, such as variations in land use and development, and population density are also considered in published transect placement.

FEMA uses coastal hazard analysis and overland wave modeling to develop the Flood Insurance Rate Maps (FIRM). Coastal hazard analysis and overland wave modeling require information on land cover and obstructions, such as buildings, within the study area. Dunes, buildings, plant types, and plant density control how quickly and how far waves travel over land. This overland feature characterization, which is accomplished through transect and field reconnaissance activities, is used by FEMA to correctly attribute potential obstruction to waves as one of the inputs into subsequent modeling and analyses. The transect and field reconnaissance data may also be helpful for communities in managing floodplains, mitigation and comprehensive planning efforts, and to see how mitigation or flood protection projects may reduce the overall flooding and wave damage risks.

HDR, Inc. was selected by the County through the competitive bidding process. The consultant will use the transect information on the preliminary map and the preliminary flood insurance study to determine if FEMA’s map revisions are accurate. Should the consultant find errors, the City has a 90 day review period and may challenge the validity of the proposed map changes. In most cases the map changes will impact the development potential of a property by increasing the base flood elevation. This will generally require that new structures on any property effected by the map changes, be constructed above the base flood elevation.

Additional information is available at the following links:

FEMA: The National Flood Insurance Program:
<https://www.fema.gov/national-flood-insurance-program>

Pinellas County Flood Maps & Zones Website:
<http://www.pinellascounty.org/flooding/maps.htm>

Preliminary Flood Map:
<https://pinellas-egis.maps.arcgis.com/apps/MapSeries/index.html?appid=5fa37e98d1bb4ffaafc8e164c04e191c>

Exhibits:

Interlocal Agreement Preliminary Floodplain Insurance Maps

INTERLOCAL AGREEMENT BETWEEN PINELLAS COUNTY
AND
THE CITY OF TARPON SPRINGS FOR
PROVISION OF PRELIMINARY FLOODPLAIN INSURANCE MAPS

THIS INTERLOCAL AGREEMENT (this “Agreement”) is entered into this 2nd day of October, 2018, by Pinellas County, a political subdivision of the State of Florida (the “County”), and the City of Tarpon Springs, a municipal corporation of the State of Florida, (the “City/Town”), collectively “Parties.”

W I T N E S S E T H:

WHEREAS, this Agreement is made and entered between the parties pursuant to Section 163.01, Florida Statutes, the "Florida Interlocal Cooperation Act of 1969," which “permits local government units to make the most efficient use of their powers by enabling them to cooperate with other localities on a basis of mutual advantage and thereby to provide services and facilities in a manner and pursuant to forms of governmental organization that will accord best with geographic, economic, population, and other factors influencing the needs and development of local communities”;

WHEREAS, the County and the City each participate in the Federal Emergency Management Association’s (FEMA) National Flood Insurance Program (NFIP);

WHEREAS, FEMA will be providing Preliminary Flood Insurance Rate Maps (FIRM) in furtherance of the NFIP to the County and the City;

WHEREAS, the County has retained HDR, Inc. under contract # 156-0095-CN(RW) to review preliminary FIRMs for accuracy and validity, compile and submit appeals if needed to FEMA, and assist with public meetings;

WHEREAS, to promote efficiency and mutual advantage, the City has asked the County to review preliminary FIRMs, submit appeals on the City’s behalf, and provide public meeting support, and the County has agreed to do the same; and

WHEREAS, the City has agreed to reimburse the County for the costs of FIRM review and appeal submission to FEMA and public meeting support.

NOW THEREFORE, for and in consideration of the foregoing recitals, the mutual promises, covenants and conditions contained herein, the receipt and adequacy of which are hereby acknowledged, the parties agree as follows:

1. Performance of Services:

The County shall, in conjunction with HDR and any other duly retained contractors or subcontractors, upon written request by the City, complete Tasks 2.4 (“Detailed FIRM Reviews”) and 3.3 (“City Meetings”) in the attached “Scope of Services,” which is incorporated herein as

Exhibit A. The County shall be under no obligation to perform any work requested until it provides written confirmation to the City that it shall perform such work. There is no limitation on the number of the Detailed FIRM Reviews (Task 2.4) or Municipal Meetings (3.3) that may be requested and undertaken hereunder, so long as performance of same is consistent with the terms of this Agreement. The City shall assist in coordinating Municipal Meetings in accordance with the language of Task 3.3, as well as provide information reasonably requested by the County to complete Detailed FIRM Reviews under Task 2.4.

2. Payment:

The City/Town shall pay the County for work performed under this Agreement on a reimbursement basis, in an amount not to exceed **\$45,777** and in accordance with the following:

The County shall mail the City monthly invoices (“County Invoices”) for work performed under this Agreement. The amount of a County Invoice shall be based upon the amount invoiced to the County for such work by HDR and any other duly retained contractors or subcontractors, as well as any work performed by the County itself, and any reasonable administrative costs the County incurs in meeting its obligations hereunder. By way of illustration and not limitation, the fees HDR estimates it will bill the County are shown in the attached “City Fee Schedule,” which is incorporated herein as Exhibit B. Together with a County Invoice, the County shall include copies of applicable invoices submitted by HDR or other duly retained contractors or subcontractors for work performed hereunder.

Upon receipt of a County Invoice, the City shall provide payment to the County in accordance with the Local Government Prompt Payment Act (the “Act”), codified at Chapter 218, Part VII, Florida Statutes. Consistent with the Act, payment shall be due 45 days after County Invoice receipt with interest accruing thereafter. The dispute resolution procedures and remedies for non-compliance in the Act shall likewise apply.

3. Agreement Term:

As required by Section 163.01(11), Florida Statutes, this Agreement shall be filed with the Clerk of Circuit Court of Pinellas County, Florida after the Agreement has been fully executed by the Parties, and shall take effect upon the date of filing. This Agreement shall expire upon the earlier of: (1) receipt by the County of all payments due under this Agreement; or (2) September 30, 2020.

4. Termination, Default, and Remedies:

This Agreement may be terminated in writing by either party: (1) without cause upon fifteen (15) days of receipt of notice of termination by the other party; or (2) with cause immediately upon receipt of a notice of termination by the other party. This Agreement may also be terminated at any time by mutual written agreement of the parties.

If the City terminates this Agreement without cause or the County terminates this Agreement with cause, the City shall reimburse the County for any funds the County has expended

or obligated in furtherance of this Agreement prior to the actual date of termination, including but not limited to those costs incurred by HDR and other duly retained contractors or subcontractors for work performed hereunder. This remedy shall survive the termination or expiration of this Agreement.

5. Project Managers and Notice:

In order to assure proper coordination and review throughout the term of this Agreement, the City/Town and the County each designate a Project Manager as follows:

Jurisdiction Contact /Mailing Address

Project Manager Name and Title

Department

Address 1

Address 2

City/Town, FL zip

Email Address

Phone Number

County

Lisa Foster, CFM

Floodplain Coordinator

Stormwater Planning & Engineering

Stormwater & Vegetation Division

Public Works Department

14 S. Ft. Harrison, #426

Clearwater, FL 33756

lfoster@pinellascounty.org

727.464.8962

Either party may designate a replacement Project Manager in writing at any time, which shall become effective immediately upon receipt of notice of such replacement designation by the other party.

Unless otherwise specified herein, all notices, invoices, payments, approvals, designations, and other correspondence required by law and this Agreement shall be in writing and delivered via e-mail or USPS Certified Mail to the respective Project Manager. Notice shall be considered delivered or received as reflected by an e-mail read receipt or a certified mail delivery receipt.

Fiscal Non-Funding:

This Agreement is not a general obligation of either party. It is understood that neither this Agreement nor any representation by any employee or officer of either party creates any obligation to appropriate or make monies available for the purpose of this Agreement beyond the fiscal year for which this Agreement is executed. No liability shall be incurred by a party, or any department of a party, beyond the monies budgeted and available for this purpose. If funds are not appropriated

by a party for any or all of this Agreement, the party shall not be obligated to pay any sums provided pursuant to this Agreement beyond the portion for which funds are appropriated. The party agrees to promptly notify the other party in writing of such failure of appropriation, and upon receipt of such notice, this Agreement shall terminate. Notwithstanding such termination, if the City terminates this Agreement due to failure of appropriation, the City shall reimburse the County for any funds the County has expended or obligated in furtherance of this Agreement, including but not limited to those costs incurred by HDR and other duly retained contractors or subcontractors for work performed hereunder.

6. Records and Audit:

The City shall:

- a) retain all data, financial records, statistical records, and any other records (including electronic storage media) pertinent to this Agreement (“Records”) for a period of five (5) years after termination or expiration of this Agreement or, if an audit has been initiated in accordance with subsection c) of this Section 7 below and audit findings have not been resolved at the end of five (5) years, the records shall be retained until resolution of the audit findings;
- b) maintain all Records in accordance with generally accepted accounting procedures and practices that sufficiently and properly reflect all revenues and expenditures of funds provided by the County under this Agreement;
- c) ensure that all Records are subject at all reasonable times for inspection, review, audit, and duplication by County personnel and other personnel duly authorized by the County;
- d) fully comply with the provisions of Chapter 119, Florida Statutes, as applicable; and
- e) ensure that all requirements in this Section 7 are included in all contracts and subcontracts entered into in furtherance of this Agreement.

7. Indemnification and Non-Agency Relationship:

Each party shall be liable for its own negligence under this Agreement. Nothing contained herein is intended to serve as a waiver by either party of its sovereign immunity or to extend the liability of either party beyond the limits set forth in Section 768.28, Florida Statutes. Further, nothing herein shall be construed as consent by either party to be sued by third parties in any manner arising out this Agreement or contracts related thereto.

8. Modification of Agreement:

This Agreement represents the entire agreement of the parties. Any alterations, variations, changes, modifications, or waivers of provisions of this Agreement shall only be valid when they

have been reduced to writing, duly signed by each of the parties hereto, and attached to the original of this Agreement.

9. Assignment:

This Agreement may not be assigned by either party without the prior written consent of the other party. The parties each bind itself, its successors, assigns, and legal representatives to the other party hereto and to the successors, assigns, and legal representatives of such other party in respect to all covenants and obligations contained herein.

10. Compliance with Applicable Laws:

The City shall use its best efforts to ensure that at all times and in all aspects of the Project; its officers, employees, contractors, and agents are in compliance with all applicable federal, state, and local laws.

11. Governing Laws:

This Agreement and the rights and obligations of the parties hereto shall be governed and construed according to the laws of the State of Florida.

12. Entire Agreement:

This document, including Exhibits hereto, embodies the whole agreement between the Parties. There are no promises, terms, conditions or allegations other than those contained herein, and this document shall supersede all previous communications, representations and/or agreements, whether written or verbal, between the Parties hereto.

(REMAINDER OF PAGE INTENTIONALLY LEFT BLANK)

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized representatives on the day and date first above written.

Jurisdiction, FLORIDA

PINELLAS COUNTY, FLORIDA by and through its County Administrator

By: _____

By: _____

Print: Mark G LeCouris

Title: City Manager

ATTEST:

ATTEST: Ken Burke, Clerk

By: _____
City Clerk

By: _____
Deputy Clerk

Approved as to Content and Form:

Approved as to Form:

By: _____
City Attorney (designee)

By: _____
Office of the County Attorney

EXHIBIT A: SCOPE OF SERVICES

EXHIBIT B: "City" Fee Schedule*

Task	Description	Task Unit Cost	Quantity	Cost
Task 2.4 Detailed Review (Intera, Inc.):				
	Champs Model Review by Transect	\$1,170	9	\$10,530
	Comparison of Elevation Model with Lidar	\$3,147	5	\$15,735
	Other Review	\$2,000	2	\$4,000
Task 3.3	Meeting Preparations, Attendance & Expenses – Municipal (Optional 2 meetings) (HDR)	\$13,900	1	\$13,900
	Meeting Preparations, Attendance & Expenses – Municipal (Optional 2 meetings) (Intera, Inc.)	\$1,612	1	\$1,612
			Total Estimated Reimbursable from Municipality Costs:	\$ 45, 777

**WORK ASSIGNMENT
SCOPE OF SERVICES**

ENGINEERING CONSULTING SERVICES

**Contract No. 145-0342-RW
(BASE CONSULTANT AGREEMENT)**

**Design Service
For
FEMA Coastal Map Update Technical Reviews**

County PID: TBD

**Prepared for:
Pinellas County
Public Works Stormwater & Vegetation Division
14 South Fort Harrison Avenue
Clearwater, Florida 33756**

**Prepared by:
HDR Engineering, Inc.
4830 W Kennedy Blvd
Suite 400
Tampa, FL 33609**

May 14, 2018

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SCOPE OF SERVICES FOR ENGINEERING CONSULTING SERVICES

This Exhibit forms an integral part of the agreement between Pinellas County (hereinafter referred to as the COUNTY) and HDR Engineering, Inc. (hereinafter referred to as the CONSULTANT) relative to the work described as follows:

I. PROJECT TITLE

Professional Engineering Services for Review Support Services for FEMA Preliminary Coastal Flood Insurance Rate Map Update Technical Review.

II. OBJECTIVE

The overall objective of this document is to describe the scope of work and responsibilities of the CONSULTANT for providing review support services associated with the FEMA Coastal Map Update Technical Reviews.

III. PROJECT DESCRIPTION

Pinellas County participates in FEMA's National Flood Insurance Program (NFIP) and adopts their mapping and regulations. Recently, FEMA initiated a restudy of all coastal counties and has been progressively revising its coastal flood risk mapping throughout the country. As part of this revision process, FEMA, through its study contractor, will present the COUNTY with results from the restudy for the area under a preliminary status with opportunity for the COUNTY to review preliminary mapping for accuracy. The project consists of services necessary for the technical review of updates to the FEMA Coastal Maps.

IV. PROJECT SCOPE OF WORK

TASK 1 GENERAL SERVICES

The CONSULTANT will coordinate with the COUNTY and maintain the current contract:

1.1 Contract Maintenance

The CONSULTANT shall perform contract maintenance on a monthly basis providing the COUNTY with progress reports, milestone dates, and invoices as required.

1.2 Meetings

The CONSULTANT shall attend and provide meeting minutes for 4 meetings, including an initial project kick-off meeting and a preliminary review meeting, pre-public outreach meeting and a detailed review meeting with the COUNTY. The CONSULTANT shall provide meeting minutes for review and approval to the COUNTY.

TASK 2 COASTAL MAP TECHNICAL REVIEWS

As part of the stakeholder review, FEMA, or its study contractor, will provide the COUNTY with data and documentation supporting creation of the preliminary flood hazard workmaps. This information may include the following:

1. Topographic and bathymetric Digital Elevation Model (DEM)
2. Field Reconnaissance documentation
3. Tide, Wind, Wave, Current, and Flooding Data
4. Numerical Models inputs and outputs:
 - a. ADCIRC+SWAN
 - b. WHAFIS
 - c. RUNUP
5. Climatological Data and Meteorological Forcing
6. Wind Data and Hindcasts
7. Model Calibration Report
8. Joint Probability Methodology (or JPM-OS) Report
9. Surge Results Surfaces (GIS shapefiles)
10. Comparison of results to historical and adjacent studies documentation
11. Transect Location Maps
12. Wave Information Summary
13. Wave Setup, Runup and Overtopping Analyses
14. Overland Wave Propagation Modeling Report
15. Verification to an Observed Coastal Flood Event
16. Combined probability at riverine flooding confluences documentation
17. Flood Zone Designation and BFE Documentation (report and shapefiles of mapping)
18. Flood Hazard Workmaps (shapefiles/pdf)

To facilitate the review of the provided products and supporting information within a timely manner, review services are divided between a regional (countywide) and more detailed review. The regional review will address countywide changes in the floodmaps. Upon presentation and concurrence with the County, the detailed review will provide a more detailed review of the areas that exhibit the greatest changes in Base Flood Elevations (BFE) or flood zone.

2.1 Preliminary Review

During the preliminary review CONSULTANT will compare the preliminary workmaps to the effective maps to identify areas where additional outreach may be required. CONSULTANT will document the findings in a letter report to the COUNTY.

Deliverable: Preliminary Map Review Report

2.2 Parcel Level Review

The countywide review assumes that the FEMA contractor will provide the COUNTY with shapefiles containing the preliminary FIRM data with fields for BFE and zone classification. It also assumes that the COUNTY will provide the CONSULTANT with shapefiles of the parcel delineation.

The CONSULTANT will perform a countywide review of the provided Preliminary Flood Insurance Rate Map (FIRM) shapefiles. This task assumes that the FEMA contractor will provide the COUNTY with shapefiles delimiting the new hazard zones and BFEs. The CONSULTANT will compare the information from the existing and preliminary studies to create coverages displaying areas that result in a change in BFE and/or a change in zone classification. These coverages will be compared with parcel maps to create a list of property owners/parcel IDs that will experience a change in zone classification or BFE. The deliverables for this task will include shapefiles containing difference surfaces in BFEs and changes in zone classification as well as a database containing a list of parcels experiencing a change in classification and/or BFE. The database will contain the Parcel ID, Address, Owner, Jurisdiction, Current Flood Insurance Rate Map (FIRM) Zone, Current FIRM BFE, Preliminary FIRM Zone, Preliminary FIRM BFE, and a summary field that lists the changes. Symbology for the shapefile will include:

- No change
- Increased BFE and zone
- Increased BFE but no change or reduced hazard zone
- Decreased BFE but increased Zone
- No BFE change but increased zone
- Decreased BFE and no change or reduced hazard zone

Deliverable: Shapefiles showing change in BFE and zone classification, parcel database

2.3 Countywide Peer Review

The CONSULTANT will perform a preliminary review of all provided documentation to ensure proper adherence to FEMA standards and guidelines for the performance of coastal flood hazard analyses and mapping. Notably, this task will not include a direct examination of the model inputs and outputs employed by the contractor nor will it include additional data analysis/synthesis of the provided data. The CONSULTANT will document the findings in a report.

The CONSULTANT will perform a map by map review of the provided preliminary maps. The review will consist of the comparison with the existing floodmaps and identification of any apparent inconsistencies in the mapping. The CONSULTANT will document the findings in a report.

Additionally, the CONSULTANT will compile and review citizen comments and synthesize these comments with areas of potential inaccuracy identified in the countywide review. The CONSULTANT will document all findings in a report.

Deliverables: Documentation Review Findings Report; Map-by-Map Review Findings Report; Comment Summary Report

2.4 Detailed Review

Upon completion of the countywide review, the CONSULTANT will coordinate with the COUNTY to identify areas requiring a more detailed examination. Notably, this review will depend upon the results not only of the comparison of BFEs and zone classification changes

but also of the documentation review should any questions arise. The CONSULTANT will document the findings in a report.

A detailed review may include, but not limited to, the following:

- Review of CHAMP (dune erosion), WHAFIS, and RUNUP inputs and outputs on a per transect basis and the resulting flood hazard zone designations and BFEs.
- Review of locations/designations of primary frontal dunes with regards to delineation between zones AE and VE.
- Review of ADCIRC+SWAN inputs and outputs and calibration/validation on a per storm basis including the validity of measured high water marks and wave data used for calibration.
- Review of the statistical analyses applied, including joint probability and treatment of tides.
- Review of alternative methodologies (other than WHAFIS, RUNUP, and ADCIRC+SWAN) that may have been applied to designate flood hazard zones and BFEs.
- Comparison of transect topography/bathymetry with LiDAR data.
- Comparison of DTM elevations and mapped flood elevations with most recent LiDAR data.

Deliverable: Detailed Examination Report

2.5 Appeal Preparation and Submittal

Should the reviews identify grounds for a challenge at the discretion of the County, the CONSULTANT will prepare and submit an appeal in strict accordance with the Code of Federal Regulations regarding FEMA Flood Insurance Study appeals. Causes for this appeal may involve a disagreement in the judgment or assumptions made by the FEMA contractor, measurement or mathematical error, or changes in the floodplains that have occurred since the inception of the study. The CONSULTANT will perform the required analyses and prepare the necessary documentation for appeal and submittal to FEMA. As with the previous tasks, these analyses can take a variety of forms and will depend on the results of the review.

Deliverable: FEMA Appeal Documentation

TASK 3 PUBLIC OUTREACH

Public outreach includes communicating to and receiving information from all interested persons, groups, and government organizations information regarding the preliminary FEMA FIRM.

3.1 Meeting Preparations – All Meetings

The CONSULTANT shall provide to the COUNTY drafts of all public outreach materials associated with the following tasks for review and approval at least five (5) business days prior to printing and / or distribution.

The CONSULTANT shall provide all support necessary for the COUNTY to hold or participate in two Area Outreach Meetings. These meetings shall be held at locations as decided by the COUNTY. The COUNTY shall notify agency representatives and members of the public of the

meeting. Each meeting shall consist of public displays providing FEMA Flood Map overviews and A/V materials to provide property owners with the ability to review the map materials in detail.

The CONSULTANT shall prepare and/or provide:

- Mailing list containing address information for agency representatives and property owners within affected areas as identified upon review of the FIRM maps. It is anticipated these lists will be grouped by local municipalities within each geographical (north, central and south) area of COUNTY. Mailouts of flyers or postcards are to be performed by the COUNTY.
- Video presentation to provide brief overview of the process to be played as an introduction to attendees at each of the outreach meetings.
- Visual displays of FEMA Flood Insurance Rate Maps (FIRM).
- Computer work station set up (for CONSULTANT provided work stations).

Deliverables: Mailing list; video presentation; visual displays; and meeting materials.

3.2 Meeting Attendance - COUNTY Meetings

The CONSULTANT shall investigate potential meeting sites to advise the COUNTY on their suitability. The COUNTY shall pay all costs for meeting site rental, security and insurance. The COUNTY shall also coordinate and pay for all advertisements and mailings.

The CONSULTANT shall attend two area outreach meetings with an appropriate number of personnel (3 assumed including technical staff, i.e., coastal engineering specialist) to assist the COUNTY'S Project Manager. The CONSULTANT shall handle meeting equipment set-up and tear-down. All three meetings are assumed to occur within a two week period.

The CONSULTANT shall provide the following equipment or display materials for each meeting, as directed by the COUNTY (Equipment rentals are assumed for time frame specified below. If longer rentals are needed then the materials will be provided per the prices provided in the fee estimate):

- Smart Screens (55" smart screen loaded to provide visual information; assumes rental and delivery fee for 2 days).
- TV Screen (55" TV monitor used to provide video presentation for attendees; optional rental in place of or addition to smart screens or display boards).
- Computer Work Station (Individual work station consisting of laptop and 22" monitor to provide detail parcel analysis of affected properties to attendees; assumes 1 week rental period).
- WiFi Hot Spot (remote WiFi hotspot to provide internet access for work stations at meeting venues without internet access; assumes 1 week rental period).

The CONSULTANT shall prepare summary notes of online comments received at the meetings and provide to the COUNTY no later than five (5) business days after the meeting.

Deliverable: Meeting summary notes

3.3 Meeting Attendance - Municipal Meeting(s) (Optional Service)

Additional public meeting(s) may be held at the request of the COUNTY for local municipalities. These meetings will be performed using audio/visual materials as generated from the previous outreach meetings. For the additional meetings the CONSULTANT will provide the following items:

- Mailing list containing address information for property owners within affected areas as identified upon review of the FIRM maps. It is anticipated these lists will be grouped by local municipalities. Mailouts of flyers or postcards are to be performed by the MUNICIPALITY.
- Meeting materials consisting of:
 - Handouts/Information Sheet
 - Comment Forms

The MUNICIPALITY shall identify and coordinate the meeting site accommodations for the public meeting. The MUNICIPALITY shall pay all costs for meeting site rental, security and insurance. The MUNICIPALITY shall also coordinate and pay for all advertisements and mailings.

The CONSULTANT shall attend each meeting with an appropriate number of personnel to assist the COUNTY'S Project Manager/MUNICIPALITY Lead. The MUNICIPALITY will identify the number of CONSULTANT staff that shall attend each meeting, but a minimum of 2 staff (including a coastal engineering specialist) is assumed.

The CONSULTANT shall provide the following equipment or display materials for each meeting, as directed by the MUNICIPALITY (Equipment rentals are assumed to be in separate time frame from County meetings. Equipment rental costs dependent on meeting schedule. If longer rentals are needed then the materials will be provided per the prices provided in the fee estimate):

- Smart Screens (55" smart screen loaded to provide visual information; assumes rental and delivery fee for 1 day).
- TV Screen (55" TV monitor used to provide video presentation for attendees; optional rental in place of or addition to smart screens or display boards).
- Computer Work Station (Individual work station consisting of laptop and 22" monitor to provide detail parcel analysis of affected properties to attendees; assumes 1 week rental period).
- WiFi Hot Spot (remote WiFi hotspot to provide internet access for work stations at meeting venues without internet access; assumes 1 week rental period).

The CONSULTANT shall prepare summary notes of online comments received at the meetings and provide to the COUNTY no later than five (5) business days after the meeting.

Deliverables: Mailing list; meeting materials; meeting summary notes

V. COMPENSATION

The CONSULTANT shall provide the above outlined Basic Services for the following fixed fee for Tasks 1.1, 1.2, 2.1, 2.2 and 2.3 or estimated amounts based on progress to date within a schedule of 90 day of receiving written notice to proceed in accordance with Section VI Schedule. Services provided under Tasks 2.4, 2.5, 3.1, 3.2, and 3.3 shall be billed to the COUNTY as Time & Materials (T & M), not to exceed the amounts specified below by task without written authorization. Services provided under task 2.4 and 3.3 shall be itemized by jurisdiction. The CONSULTANT must provide employee time cards with the invoice submittal and must furnish progress reports documenting services performed, together with cost incurred to date to the COUNTY's Project Manager. Invoices shall be submitted monthly by the CONSULTANT to the COUNTY showing the amount contracted per task, amount total previously invoiced per task, amount earned this invoice per task, and amount remaining per task and percentages. Separate purchase orders will be prepared for each municipality for services provided under task 2.4 and 3.3. Each invoice should be agreed upon by the COUNTY and the CONSULTANT prior to formal submittal to the designated Fiscal Manager, as per General Agreement.

Lump Sum Services (for County)

Task 1	General Tasks (HDR)	\$2,884
Task 1	General Tasks (Intera, Inc.)	\$10,037
Task 2.1	Preliminary Review (Intera, Inc.)	\$2,823
Task 2.2	Parcel Level Review (Intera, Inc.)	\$25,875
Task 2.3	Countywide Peer Review (Intera, Inc.)	\$43,759
County Lump Sum Sub-Total (HDR & Intera, Inc)		\$85,377

Time & Material Services (for County)

Task 2.4	Detailed Review (Intera, Inc.):	
	A. Champs Model Review (15 transects at \$1,170 T&M cost per)	\$17,556
	B. Per Transect Comparison of Elevation Model with Lidar	\$3,147
	C. Other Review To Be Determined	\$2,000
Task 2.5	Appeal Preparation and Submittal (Intera, Inc.)	\$25,000
Task 3.1	Meeting Preparations – All Meetings (HDR)	\$13,968
Task 3.1	Meeting Preparations – All Meetings (Intera, Inc.)	\$3,193
Task 3.2	Meeting Attendance & Expenses – 2 County Meetings (HDR)	\$17,254
Task 3.2	Meeting Attendance – 2 County Meetings (Intera, Inc.)	\$3,223
County Time and Material Sub-Total (HDR & Intera, Inc)		\$85,340

Reimbursable Time & Material Services (for Municipalities)

Task 2.4	Detailed Review (Intera, Inc.):	
	A. Champs Model Review (15 transects at \$1,170 T&M cost per)	\$17,556
	B. Per Transect Comparison of Elevation Model with Lidar (4)	\$12,586
	C. Other Review To Be Determined (1)	\$2,000
Task 3.3	Meeting Attendance & Expenses – Municipal (Optional)	
	D. HDR - 2 Meetings at \$13,900 T&M per	\$27,800
	E. <u>Intera, Inc. - 2 Meetings at \$1,612 T&M per</u>	<u>\$3,223</u>
Reimbursable Municipal Optional Time and Material		
Sub-Total (HDR & Intera, Inc)		\$63,165

VI. SCHEDULE

CONSULTANT'S services shall commence upon receipt of written notice to proceed issued by COUNTY. It is assumed that NTP will occur upon receipt of FEMA data and documentation. CONSULTANT shall complete tasks in accordance with the following or better project schedule:

Task Element	Schedule Completion Date
2.1 Preliminary Review	14 days from NTP
2.2 Parcel Level Review	14 days from release of preliminary FIRM
2.3 Countywide Peer Review	30 days from release of preliminary FIRM (preliminary and map-by-map review)
	60 days from release of preliminary FIRM (comment review and compilation)
2.4 Detailed Review	60 days from release of preliminary FIRM
2.5 Appeal Preparation & Submittal	80 days from release of preliminary FIRM
3.1 Meeting Preparations – All Meetings	90 days from release of preliminary FIRM
3.2 Meeting Attendance – County	90 days from release of preliminary FIRM
3.3 Meeting Attendance - Municipal (Opt. Service)	90 days from release of preliminary FIRM

VII. INVOICES & PROGRESS REPORTS

Invoicing must take place monthly and will include a progress report summarizing the work completed during the invoice period as well as a schedule update. The CONSULTANT must pre-submit invoices to the Project Manager prior to an official monthly submittal. The final invoice will be marked "FINAL" on the invoice and be accompanied by a letter from the CONSULTANT stating that this is the Final Invoice and that compensation for tasks completed, as described in the Scope of Services Agreement, is now concluded.

Project Activity Summary (All Tasks, HDR Intera)

PID TBD_FEMA Coast Map Update Technical Reviews
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Item	Task	Description	Cost	Quantity	Cost
Lump Sum Services (for County)					
	Task 1	General Tasks (HDR)	\$2,884	1	\$2,884
	Task 1	General Tasks (Intera, Inc.)	\$10,037	1	\$10,037
	Task 2.1	Preliminary Review (Intera, Inc.)	\$2,823	1	\$2,823
	Task 2.2	Parcel Level Review (Intera, Inc.)	\$25,875	1	\$25,875
	Task 2.3	Countywide Peer Review (Intera, Inc.)	\$43,759	1	\$43,759
	Totals		\$85,377		\$85,377
Time & Material Services (for County)					
	Task 2.4	Detailed Review (Intera, Inc.):			
		Champs Model Review by Transect	\$1,170	15	\$17,556
		Comparison of Elevation Model with Lidar	\$3,147	1	\$3,147
		Other Review	\$2,000	1	\$2,000
	Task 2.5	Appeal Preparation and Submittal (Intera, Inc.)	\$25,000	1	\$25,000
	Task 3.1	Meeting Preparations – All Meetings (HDR)	\$13,968	1	\$13,968
	Task 3.1	Meeting Preparations – All Meetings (Intera)	\$3,193	1	\$3,193
	Task 3.2	Meeting Attendance & Expenses - County: 2 meetings (HDR)	\$8,627	2	\$17,254
	Task 3.2	Meeting Attendance & Expenses - County: 2 meetings (Intera)	\$1,612	2	\$3,223
					\$85,340
			Total Estimated County Costs: \$170,718		
Reimbursable from Municipality Time & Material Services					
	Task 2.4	Detailed Review (Intera, Inc.):			
		Champs Model Review by Transect	\$1,170	15	\$17,556
		Comparison of Elevation Model with Lidar	\$3,147	4	\$12,586
		Other Review	\$2,000	1	\$2,000
	Task 3.3	Meeting Preparations, Attendance & Expenses – Municipal (Optional 2 meetings) (HDR)	\$13,900	2	\$27,800
		Meeting Preparations, Attendance & Expenses – Municipal (Optional 2 meetings) (Intera, Inc.)	\$1,612	2	\$3,223
					\$63,165
			Total Estimated Reimbursable from Municipality Costs: \$63,165		
			Total Project Costs: \$233,883		

Project Activity 1, 3.1, and 3.2 (HDR)

Estimator: Stefanie McQueen (HDR)
5/14/2018

PID TBD_FEMA Coast Map Update Technical Reviews
TBD

		Staff Classification	Senior Planner	Multi Media Specialist	GIS Specialist	Clerical	Designer	Project Manager	Staff 7	Staff 8	Staff 9	Total Scope Hours	Salary by Activity
Task No.	Task	Comments	\$ 176.00	\$ 146.00	\$ 94.00	\$ 70.00	\$ 108.00	\$ 208.00	\$ -	\$ -	\$ -		
1.1	General Tasks	Contract Maintenance (6 hours initial + 2 hours month for 3 mos)	6	0	0	6	0	0	0	0	0	12	\$1,476.00
1.2	Meetings	Project kick-off meeting, pre-public outreach meeting (2 meetings)	8	0	0	0	0	0	0	0	0	8	\$1,408.00
												Task 1	\$2,884.00
3.1	Meeting Preparations - All Meetings												
3.1.1	Property Owner Mailing List	develop mailing list from parcel database for County meetings	8	0	8	24	0	0	0	0	0	40	\$3,840.00
3.1.2	Video Presentation Preparation	1 video (3-5 minute) with voiceover	8	32	0	0	0	0	0	0	0	40	\$6,080.00
3.1.3	Display Board Preparation	create interactive PDF with preliminary FEMA FIRM and other GIS data layers	4	0	8	0	0	0	0	0	0	12	\$1,456.00
3.1.5	Work Station Set up	IT set up of 4 computer stations prior to meeting	0	0	0	0	24	0	0	0	0	24	\$2,592.00
												Task 3.1	\$13,968.00
3.2	Meeting Attendance - County												
3.2.1	Meeting Site Coordination	initial contact, site visit, insurance coordination (County to pay fee) - 2 locations	32	0	0	12	0	0	0	0	0	44	\$6,472.00
3.2.2	Meeting Set Up/Attendance	2 staff at 5 hours each - 2 meetings	10	0	0	0	0	10	0	0	0	20	\$3,840.00
3.2.3	Meeting Summary/Follow-up	review of online comments - 2 meetings	8	0	16	24	0	0	0	0	0	48	\$4,592.00
	Meeting Expenses (see breakdown below)											expenses	\$2,350.00
												Task 3.2	\$17,254.00
3.3	Meeting Attendance - Municipal	(optional service - see separate sheet)											
		TOTAL STAFF HOURS	84	32	32	66	24	10	0	0	0	248	
		TOTAL STAFF LABOR & EXPENSE COST (NTE)	\$14,784.00	\$4,672.00	\$3,008.00	\$4,620.00	\$2,592.00	\$2,080.00	\$0.00	\$0.00	\$0.00		\$34,106.00
	Expense Type	Comments	Unit	# Units	Price per Unit	Total Cost							
A	Smart Screen Rental	55" smartscreen rental for 1 day (2 at each mtg)	Screen	4.0	\$150.00	\$600.00							
B	TV Screen Rental	55" tv monitor rental for 1 day (could be used at work stations)	Screen	0.0	\$100.00	\$0.00							
C	Screen Delivery	delivery/set up for up to 10 screens for 1 day	Delivery Fee	2.0	\$550.00	\$1,100.00							
D	HDR Work Station Use	HDR IT set up required (Task 3.1.5 above)	Work Station	0.0	\$0.00	\$0.00							
E	Computer Work Station Rental	laptop and 22" monitor rental for 1 week (2 workstations at each mtg)	Work Station	2.0	\$250.00	\$500.00							
F	Mounted Display Boards	price per mountedboard (36x48 inches)	Board	0.0	\$100.00	\$0.00							
G	Roll Plot Display Boards	price per plotted map (36x48 inches)	Roll plot	0.0	\$15.00	\$0.00							
H	WiFi Hot Spot	Rental and set-up	EA	1.0	\$150.00	\$150.00							
		TOTAL EXPENSE COST				\$ 2,350.00							

Project Activity 3.3: Public Outreach Additional Municipal Meeting(s) (HDR) - Optional Service

Estimator: Stefanie McQueen (HDR)
5/14/2018

PID TBD_FEMA Coast Map Update Technical Reviews
TBD

		Staff Classification	Senior Planner	Multi Media Specialist	GIS Specialist	Clerical	Designer	Project Manager	Staff 7	Staff 8	Staff 9	Total Scope Hours	Salary by Activity
Task No.	Task	Comments	\$ 176.00	\$ 146.00	\$ 94.00	\$ 70.00	\$ 108.00	\$ 208.00	\$ -	\$ -	\$ -		
3.1	Meeting Preparations - All Meetings	n/a											
3.2	Meeting Attendance - County	n/a											
3.3	Meeting Attendance - Municipal												
3.3.1	Meeting Site Coordination	assist with initial contact, site visit, equipment rental - 1 location (MUNICIPALITY to pay and coordinate site rental/insurance)	16	0	0	0	0	0	0	0	0	16	\$2,816.00
3.3.2	Property Owner Mailing List	Develop municipal mailing list from parcel database	8	0	8	8	0	0	0	0	0	24	\$2,720.00
3.3.3	Meeting Materials	modify handout/factsheet from County materials	8	0	0	0	0	0	0	0	0	8	\$1,408.00
3.3.4.1	Meeting Set Up/Attendance	5 staff at 5 hours - 1 meeting (support option 1)	5	0	0	10	5	5	0	0	0	25	\$3,160.00
3.3.4.2	Meeting Set Up/Attendance	3 staff at 5 hours - 1 meeting (support option 2)	5	0	0	5	0	5	0	0	0	15	\$2,270.00
3.3.4.3	Meeting Set Up/Attendance	1 staff at 5 hours - 1 meeting (support option 3)	5	0	0	0	0	0	0	0	0	5	\$880.00
3.3.5	Meeting Summary/Follow-up	review of online comments - 1 meeting	4	0	8	12	0	0	0	0	0	24	\$2,296.00
	Meeting Expenses (see breakdown below)											expenses	\$1,500.00
OPT 1	includes 3.3.4.1 (5 staff)	TOTAL STAFF HOURS	41	0	16	30	5	5	0	0	0	97	
		TOTAL STAFF LABOR & EXPENSE COST	\$7,216.00	\$0.00	\$1,504.00	\$2,100.00	\$540.00	\$1,040.00	\$0.00	\$0.00	\$0.00		\$13,900.00
OPT 2	includes 3.3.4.2 (3 staff)	TOTAL STAFF HOURS	41	0	16	25	0	5	0	0	0	87	
		TOTAL STAFF LABOR & EXPENSE COST	\$7,216.00	\$0.00	\$1,504.00	\$1,750.00	\$0.00	\$1,040.00	\$0.00	\$0.00	\$0.00		\$13,010.00
OPT 3	includes 3.3.4.3 (1 staff)	TOTAL STAFF HOURS	41	0	16	20	0	0	0	0	0	77	
		TOTAL STAFF LABOR COST	\$7,216.00	\$0.00	\$1,504.00	\$1,400.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$11,620.00
	Expense Type	Comments	Unit	# Units	Price per Unit	Total Cost							
A	Smart Screen Rental	55" smartscreen rental for 1 day (2 at each mtg)	Screen	2.0	\$150.00	\$300.00							
B	TV Screen Rental	55" tv monitor rental for 1 day (could be used at work stations)	Screen	0.0	\$100.00	\$0.00							
C	Screen Delivery	delivery/set up for up to 10 screens for 1 day	Delivery Fee	1.0	\$550.00	\$550.00							
D	HDR Work Station Use	HDR IT set up required (Task 2.7 above)	Work Station	0.0	\$0.00	\$0.00							
E	Computer Work Station Rental	laptop and 22" monitor rental for 1 week (4 workstations at each mtg)	Work Station	2.0	\$250.00	\$500.00							
F	Mounted Display Boards	price per mountedboard (36x48 inches)	Board	0.0	\$100.00	\$0.00							
G	Roll Plot Display Boards	price per plotted map (36x48 inches)	Roll plot	0.0	\$15.00	\$0.00							
H	WiFi Hot Spot	Rental and set-up	EA	1.0	\$150.00	\$150.00							
		TOTAL EXPENSE COST				\$ 1,500.00							

Exhibit A.14

Project Activity 1, 2 3 (Intera)

Estimator: Mark Gosselin (Interra, Inc.)
5/14/2018

PID TBD_FEMA Coast Map Update Technical Reviews
TBD

	Staff Classification	Project Manager	Senior Engineer	Project Engineer	Engineer	Chief Engineer	Staff 6	Staff 7	Staff 8	Staff 9	Total Scope Hours	Salary by Activity	
Task No.	Task	Comments	\$ 201.44	\$ 174.66	\$ 138.15	\$ 121.12	\$ 224.43	\$ -	\$ -	\$ -	\$ -		
1.0	General Tasks		32	0	0	0	16	0	0	0	0	48	\$10,036.96
2.1	Preliminary Review		8	0	0	10	0	0	0	0	0	18	\$2,822.72
2.2	Parcel Level Review		20	40	40	40	20	0	0	0	0	160	\$25,874.60
2.3	Countywide Peer Review		80	0	0	80	80	0	0	0	0	240	\$43,759.20
2.4	Detailed Review		0	0	0	0	0	0	0	0	0	0	\$0.00
	Champ Model Review by Transect		1	0	0	8	0	0	0	0	0	9	\$1,170.40
	Comparison of Elevation Model with Lidar		6	0	0	16	0	0	0	0	0	22	\$3,146.56
	Other Comparisons to Be Determined	TBD	0	0	0	0	0	0	0	0	0	0	\$2,000.00
2.5	Appeal Preparation and Submittal	TBD	0	0	0	0	0	0	0	0	0	0	\$25,000.00
3.1	Meeting Preparations - All Meetings	Video Prep Assistance	0	8	0	0	8	0	0	0	0	16	\$3,192.72
3.2	Meeting Attendance - County	1 staff at 8 hours - 2 meetings	16	0	0	0	0	0	0	0	0	16	\$3,223.04
3.3	Meeting Attendance - Municipal (optional service)	1 staff at 8 hours - 1 meeting	8	0	0	0	0	0	0	0	0	8	\$1,611.52
		TOTAL STAFF HOURS	163	48	40	154	124	0	0	0	0	529	
		TOTAL STAFF LABOR COST	\$32,834.72	\$8,383.68	\$5,526.00	\$18,652.48	\$27,829.32	\$0.00	\$0.00	\$0.00	\$0.00		\$93,226.20