

COLUMBIA COUNTY BOARD OF COUNTY COMMISSIONERS AGENDA ITEM REQUEST FORM

The Board of County Commissioners meets the 1st and 3rd Thursday of each month at 5:30 p.m. in the Columbia County School Board Administrative Complex Auditorium, 372 West Duval Street, Lake City, Florida 32055. All agenda items are due in the Board's office one week prior to the meeting date.

Today's	Date: November 30, 201	Meeting Date: December 7, 2017	
Name:	David Kraus	Department: Hazard Mitigation Grant	
Division	Manager's Signature:	Ben Scatt	

1. Nature and purpose of agenda item:

After a Presidential Disaster declaration, FEMA allocates HMGP monies to impacted counties to mitigate future storm damages. Columbia County is one of the declared counties from Hurricane Irma. This action would authorize staff to select a firm to prepare an HMGP application.

Attach any correspondence information, documents and forms for action i.e., contract agreements, quotes, memorandums, etc.

2. Fiscal impact on current budget.

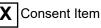
Is this a budgeted item?	X	N/A
		Yes Account No.
		No Please list the proposed budget amendment to fund this request
Budget Amendment Number		Fund:

FROM:

TO:

AMOUNT:

For Use of County Manger Only:



BOARD OF COUNTY COMMISSIONERS

COLUMBIA COUNTY

MEMORANDUM

DATE: December 1, 2017

- TO: Columbia County Board of County Commissioners
- FR: David Kraus, Risk manager
- RE: Hurricane Irma Hazard Mitigation Grant Program

Columbia County was included as part of the Disaster Declaration (DR-4337) for Hurricane Irma. After a Presidential Major Disaster Declaration such as DR-4337, FEMA issues Hazard Mitigation Grant Programs funding for the enactment of mitigation measures that reduce the risk of loss of life and property from future disasters under Section 404 of the Robert T Stafford Disaster Relief and Emergency Assistance Act. In Florida, the State Division of Emergency Management will issue a notice of funding for the counties impacted by the declared disaster of the funds available to them under the HMGP program.

HMGP is a long process. In order to receive these funds, the County would need to prepare an application for each project to submit to the State for review. Each project must undergo a Benefit/Cost analysis and be an eligible mitigation activity. The State will then submit projects to FEMA for review and approval. FEMA estimates the approval process to take at least 18 months before the project award and obligation of funds. Included in this timeframe, FEMA estimates the development of the project to take 11 months prior to submission of the grant. In the past, Columbia County elected to hire a consultant to prepare the HMGP applications after Tropical Storm Debby. The County is currently completing the three Tropical Storm Debby HMGP projects.

Staff expects that FDEM will issue the notice of funding for Hurricane Irma in January. The Board of County Commissioners identified two potential HMGP projects locations in September. One would address the repetitive flooding at the Troy Street/Upchurch Avenue area. The second would include multiple locations similar to the current Sparr/Beth project. It would include Cheshire Lane and CR252.

It will take approximately 11 months to develop the projects and create the HMGP application. Staff requests the Columbia County Board of County Commissioners to authorize staff to select one of our existing engineering firms, North Florida Professional Services, for this project and negotiate a scope of service/contract for Board approval. This process will cost between \$22,000 and \$28,000 per project application. If awarded an HMGP grant, these pre-award costs are reimbursable by the grant. If the grant is not awarded, the County would have to pay these costs.

BOARD MEETS THE FIRST THURSDAY AT 5:30 P.M. AND THIRD THURSDAY AT 5:30 P.M.



Hazard Mitigation Grant Haz Project Proposal Project Pro

SUBMITTED BY NORTH FLORIDA PROFESSIONAL SERVICES, INC.

PROPOSAL DATE: 11/9/2017

IMAGE: HURRICANE IRMA



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GRANT REFERENCES
PROPOSAL CONTACTS
NFPS ORGANIZATIONAL STRUCTURE



OVERVIEW

The Columbia County Board of Cohet&Conhissionets Read of Seath of

A Major Disaster Declaration was declared on September 10, 2017 due to Florida Hurricane due to FloridIrma (DR-4Irma (DR-4337). Columbia Countyeisignætofl48nc5eddeies in the StAssistance. Columbia County will be seeking a grant under the Hazard Mitigation GrantProgram rProgram related to DR-4337.

North Florida Professional ServiXes;tlm El(NiEl2S) hofestsidntaleSprviXjdnth (NGRS) has had ithe provide by professional engineering services to Columbia County since 2011. Our commitment to provide high quality professional provides tighthe County and Spectra and probable differences of each of the projects our company datas on the age djetts recentoy aprof, the context of the projects result of \$9,000,000 in grant money. NFPS has the expertise in preparing and administering federal grant applications.

One of the major strengths of NFP**S** is confit a bility to strengths of the major strengths of NFP**S** is confit a bility to strengths of the major strengths of

The Columbia County Board of County **Board on the Continuity Board on the Columbia Country Board on the Solar and demolition projects for the purpose of flood control.** The projects for the purpose of flood control. The projects for the proposal are:

- Project 1) SW Upchurch Ave, SW Fulton Place, SW Troy Street T
 This area is impacted by a large d
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- Project 2) NE Gilbert Court/NE Cheshire Lane Localized issues caused by Falling
 Creek flooding. This area is affe
 Impacted.
 Offer the second s

The Florida Department of Emergency Management has published suggested actions for counties and municipalities to implement during the first 90 days in advance of any funding. It is assumed the County is impl**etive assugted** store in the first state of the county is implicible to assume the county is assumed the county is implicible to assume the county is assumed to a state of the county is

• Meeting with Local Mitigation Strategy (LMS) Working Group. Strategy (LMS) Working Group.

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- Soliciting projects from jurisdictions. Soliciting projects from jurisdictions. Soliciting projects from
- Ensuring new projects are placed on the LMS project list.
- Choosing projects from the LMS Choosing projects from the LMS [gloonesing quivejeytisnfably three]. MSaC budget.
- Prioritizing the selected projects in the order that you want them funded. (you may want th
 hæntyohern Mischereje cliffer)en bly tour LMS project list) han your LMS
- Ensuring each project has an endorsement letter from the Chairperson or Vice Chairperson of the LMS Working GEomain person in place working GEomain with the Miss Work in the Miss Work in the Miss of the Miss
- Work on applications h Work on applications has begun.

NFPS has included costs for the NMCSPhapphicatiled presparation was for the NFPS has Engineering costs are not included due to the preliminary state of this HMGP

process. The HMGP will allow Columbia Cou associated with preparing of the application. We understand the administrative fees are percentages of the total amountpoficesistagescoptbeitdtdl(Fredenalpofices)stagescoptbeitdtdl(Fre





SW UPCHURCH AVE, SW FULTON PL, SW TROY STREET PROJECT

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SCOPE OF WORK – PROJECT NO. 1 – SW UPCHURCH AVE

Columbia County, intends to submi**CelHarlaird(MitiggtiontGardentePrognatico(HM6ia**)County, intends to submit application to the U.S. Departme**applictationelanthSedus**: **DepartmeapplicAtionelanthSedus**: **Departmeappli**: **DepartmeapplicAtionelanthSedus**: **DepartmeapplicAtionela**

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The County is seeking to possibly add a retention pond to this to possibly add a retention pond to this to p Mitigation Assistance (HMA) program provides funds to States, Territories, Tribal governments, local governments, godecentaintsolograd goverganization go for a highlightic heard govers for ealing ible h mitigation activities. These can micigate the avoid inters of the series is deviced with the series of the ser

Demolishing the struct Demolishing dialized flood is structure and all associated debris will be removed to clear th ris will be removed to clear the clea

The acquired property must be deed-restricted in perpetuity to open space uses that open space uses that restore and conserve the natural floodplain functions. The deed floid belatestficitations set be deed floodplain forth in the federal emergency management agency program requirements concerning the acquisition of property for openacpacies flooof op repetity for openacquesion of property for openacpacies flooof op repetity for openacquesion of property for openacpacies flooof op repetity for openacquesion of property for openacpacies flooof op repetity for openacquesion of property for openacpacies flooof op repetity for openacquesion of property for openacpacies flooof op repetity for openacquesion of property for openacpacies flooof op repetity for openacquesion of property for openacpacies flooof op repetity floor openacquesion of property for openacpacies flooof op repetitive floor openacquesion of property for openacpacies floor of property floor openacpacies floor of property floor openacquesion of property floor openacpacies floor openacquesion of property floor openacpacies floor openacpacies floor openacquesion of property floor openacpacies floor openacquesion of property floor openacpacies floor of property floor openacquesion openacquesion openacquesion openacquesion of property floor openacquesion openacquesi openacquesion openacquesion openacquesion open



PRE-APPLICATION & POST APPLICATION SERVICES – PROJECT NO. 1 FEE: \$3,225.00

Pre-Application & Post Application Services are evaluated and assessed on a "per project" basis. A request form must be submitted with application and must be approved by State and FEMA. If the project is not approved, pre-award costs will be solely the responsibility of the applicant.

The following conditions and assumptions are noted as qualifications to this proposal. If tions to this pro requested, NFPS will p requested, NFPS will perform the following tasks:

- Prepare any necessary requests for advance of funds.
- Prepare and submit quarterly reports to DEM during the duration outsite DEM eduring the d contract.
- Prepare requests for funding from the County to the Title Company.
- Prepare and submit reimbursement request to DEM during the duration of tion of the contract the contract.
- 2. It should be noted that this proposal includes performing a Benefit Cost Analysis (BCA), in lieu of DEM staff, in order to greatly enhance the County's chances of securing the grant, reduce coordination efforts with DEM staff, and reduce the time **to receive the approved** contract.

BCA - The Grantee must demonstrate (that the project is cost effective) by documenting that the project...will not cost more than the anticipated value of the reduction in both direct damages and subsequent negative impacts to the area if future dis fwemetdisesters were to occur.

3. This proposal does not include fees associated with acquisition procedures such as securing appraisals, review title company activities, or preparing determination of compensation and offer to sell real estate property. It is assumed that Columbia County will perform these services in-house.

The above described services will be performed for a fixed "not-to-exceed" fee basis. Reimbursable expenses incurred in connection with the above described work will be included in the above quoted fee. *Note that the fee amount specified above is partially reimbursable. Grant management services including pre-award costs are reimbursable the County at a 75% Federal share upon State and Federal approval.*



APPLICATION COMPLETION AND SUBMITTAL SERVICES – PROJECT NO. 1 FEE: \$11,265.00

Proposed Application Services are evaluated and assessed on a "per project" basis. A request form must be submitted with application and must be approved by State and FEMA. If the project is not approved, pre-award costs will be solely the responsibility of the applicant.

The pre-award phase of this grant process includes all activities necessing indeseded antigration in the seded and awarding new grants.

The Consultant (North Florida Professional Services, Inc.) shall provide the following engineering services enumerated below:

- Coordinate with Columbia County & od nd EM starff the Goltaimb/æ Etherthe ED EN istaff twice to be taken of the other the control of the other the control of the other than the control of the control of
 - Applicant Type
 - State Legislative / Congressional District(s) / House / Senate
 - Federal Tax Identification Number
 - Federal Information Processing Standards (FIPS) Code
 - National Flood Insurance Program (NHTOP) C 5 modulnisy (Interest Picagicann National Flood Insura Number
 - Hazards to be mitigated / level of protection
 - Scope of work
 - Structures affected by flooding
 - Project cost estimate
 - Project milestones / schedule of work
 - Environmental review required documentation
 - LMS Support Letter
- 2. Prepare and submit the HMGP Pre-Award Cost Request Form to DE Award Cost Request Form to assist with funding the engineering fees incurred to prepare the HMGP application package.
- 3. Prepare and submit to the County Rnepævie and supprised and supprised and supprised alf application package to include all politication package to include all politication
 - HMGP Applicatio HMGP Application
 - Flood-Drainage Improvements Worksheets
 - Benefit Cost Analysis (BCA)
 - Supporting Figures and Exhibits



- Budget / Costs Estimate, including dgate/i@lsstabotiandefeaschaddBudget / Costs Estimate, in
- 4. Address any review comments associated with the County's technical review of cal review of cal the "draft" FEMA HMG application field a generation of the second statement of the second statement
- Prepare and submit a signed copy of the "final" FEMA HMGP application package as well as a digital cop purposes.
- 6. Prepare and submit the "final" FPrepare and submit the "final" FPrepareAnd submit the "final" I
- 7. Coordinate with DEM representatives during the review of the HMGP application and address the Request for Information (RFI) comments from DEM. As part of DEM's technical review process, the Consultant will coordinate with County staff to update and/or provide revised cost estimates or the benefit / cost ratio as **necessary to incorporate any changes to address DEM's review** comments.
- 8. Address the following required information in order to satisfy the environmental review criteria:
 - **Purpose and need for p** Purpose and need for project will problem be mitigated?
 - Detailed project descrip**Demaind scopecofiesco**kipDetailed project descrip
 - **Project area maps (topographic and** street)
 - **Photographs of structures / project** area
 - Alternatives actions (description, impacts, and estimated costs)
 - Environmental justice determination
 - Regulatory agency concurrence documents, if already obtained
- 9. Address **the following required information in order to satisfy the t**ribal consultation requirements:
 - Current and future land use of project location
 - Detailed information on known site wailed on fristoarticus on flour quote site distinguistication location
 - Exhibit depicting horizontal limits laibit ventic ting horizontal litiplax laibit digg here by a set of the set of the
- 10. Perform an analysis of Alternative Actions, including:
 - **Project description** for the alternative
 - **Project location of the** alternative
 - Scope of work for alternative project



- Impacts of alternative project
- Estimated cost for alternative pEstimated cost for alternative portion attraction of the stimated cost for alternative pestimated cost for alternative portion of the stimated cost for alternative pestimated cost for alternative period.
- 11. Coordinate with County staff and **Choraffeetedvie**ht Coaffeeted if eithe Catherine and Choraffeeted if eithe Catherine and Choraffeeted if either State and Choraffeeted in the Second State and
- 12. Prepare the required HMGP Application Completeness Checklist.
- 13. **Coordinate with County staff regarding the Project Budget and** Costs.
- 14. **Coordinate with County staff and affected residents to obtain s**igned copies of igned copies of igned the following documentation to a**chorioplanyitlgedoMGPeApplication_theckalge** wing documentation
 - Notice of Voluntary Interest
 - Statement of Voluntary participation
 - Statement of Assurances for Property Acquisition Projects
 - Declaration and Release
 - Deed Restriction

The above described services will be performed for a fixed "not-to-exceed" fee basis. Reimbursable expenses incurred in connection with the above described work will be included in the above quoted fee. *Note that the fee amount specified above is partially reimbursable. Grant management services including pre-award costs are reimbursable the County at a 75% Federal share upon State and Federal approval.*





GRANT ADMINISTRATION SERVICES – PROJECT NO. 1 FEE: \$11,010.00

Grant Management Services fee is evaluated and assessed on a "per project" basis.

The anticipated project management/grant administration services to be provided by s to be provided by North Florida Professional Servites; the Elociate & tofprsipose & grvij & ots hufideridhe Phatessed on al ServiNorth Flo Mitigation Grant Program include, but are not limited to, the following:

- Coordinate with the County engineer regarding specifics related to the engineering to the engineer design envisioned as part of the design envisioned as part of the design envision as
- Coordinate with County staff (Engineering Department, County Attorney's Office
 and Grants Department) regarding coordination with affected pro
 coordination with
- Address DE Address DE Address DE including follow-up coordination with jurisdictional agencies (i.e., SRWMD, USACE, FDOT, FDE FDOT, FDEP, etc.).
- Coordinate with the County engineer regarding quarterly project status.
- **Coordinate with County staff regarding paid invoices, canc**elled checks and checks and supporting documentation. supporting documentation.
- Prepare and submit quarterly reports to DEM during the course of the trool fild during the troot so of
- Conduct one meeting with DEM Staff through the Period of Perforthate Mestal flate: ough the Period of
- Prepare and submit Reimbursement Requests to DEM.
- Assist the County engineer with any necessary coordination with Styte coelsearly Stated on Atical State agencies in charge of providing permits or "no permit required" documents in the permit required "permits on the permit required" permits on the permit required of the permits of the permit
- Assist the County with bidding sAssises hier clouding thield bidding sAssist the County of iphidjadding sAs construction solicitations, etc.
- Prepare and participate in a kick-off meeting with the construction c tion contractors discuss several specific grant requirements that must be followedudue ingreds that ingust be followed construction in order not to jeopandize thinding construction by struction FE MAler not to jeocons

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- Coordinate with County engineer regarding the required deliverables and review bles and review bles the documentation provided for accuracy prior to submittal to DEMracy prior to submittal to D
- Prepare and submit close-out docEnepatationdpathagesltssD-EMt idoctPrepatationdpathagesltosD-EMtid for final inspection.
- Address DE AridaeissrDEMsequeest(s) for informittibof the sequetally futher e suo project deliverables, including engineering, environmental and engineering, environmental and engineering, environmental and engineering.
- Submit all Work Products electron Stably itoallo Wiarki Ricaducty electro fit alh Warko Britshartd edel
- Prepare Status Reports via Month By Epwavic 6sa (tPisoReqt Adsmirai Stratth F) epare Status Reports via Mon

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We look forward to the opportunity to continue serving Columbia County on these important assignments which will provide much needed relief to many affected County residents.



NE GILBERT COURT/NE CHESHIRE LANE/ CR 252 JOINT HMGP PROJECT

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SCOPE OF WORK – NE GILBERT COURT – PROJECT NO. 2

Columbia County, intends to submi**ColHazaiad** (Mitiggtion Gadante Prognaice (HMGia) County, intends to submit application to the U.S. Departmeapplic trine law disections: Departmeapplic trine law disections: Departmeapplic trine application or acquisition and demolition are acquisition and demolition are acquisition and demolition are acquisition and demolition are acquisition are acquisiti are acquis

Homes in the area of the Clay Hole Creek Pond area near CR 252 and SE Country Club Road and SE Country have been susceptible to flooding **andetbe Country club Road club Road and SE Country** Clay Hole Creek Stormwater Mitiga**Clay Proje Cr**. **ElkeStormty aveitMitigaClayAddheSr eakiStormtv atlso MitigaClay** properties under this pending Hazard Mitigation Grant Program application. Sites under lication. Sites under this project are scattered but will be grouped due to similar objectives.

The Proposed Action would entail TheoProprosecon Active coverbig stimul to The Active Coverbig stimul to The Special Flood Hazard Area and acquiring and demolishing structures located in high-risk areas within the Special Flood Hazard Area and Aridaina the Systical Water and With the Special Flood Hazard Area and Aridaina the Systical Water and With the Special Flood Hazard Area and Aridaina the Systical Water and With the Special Flood Hazard Area and Aridaina the Systical Water and Water a

FEMA's Hazard Mitigation AssistanFEMA's Hazard Mitigation AssistanceTribal governments, loInibits, governments, docalogitvergenits, tionts forteligible profit orments, anhazard mitigation activities. These can include the voluntary acquisition of an at-risk cquisition of an at-risk structure and the underlying lanstance understone to depend single and the to structure or its relocation to sstructure or it

The acquired property must be deed-restricted in perpetuity to open space uses that open space uses that restore and conserve the natural floodplain functions. The deed floid delaestfrictetibass sethe deed floodplain forth in the federal emergency management agency program requirements concerning the acquisition of property for openacquesi floooof op repetity if or openacquesi floooof op repetity for openacquesi floooof op repetity floor openacquesi floooof op repetity floor openacquesi floooof op repetitive op reptitive op repetitive op reptitive op repetitiv



PRE-APPLICATION & POST APPLICATION SERVICES – PROJECT NO. 2 FEE: \$3,490.00

Pre-Application & Post Application Services are evaluated and assessed on a "per project" basis. A request form must be submitted with application and must be approved by State and FEMA. If the project is not approved, pre-award costs will be solely the responsibility of the applicant.

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- Prepare any necessary requests for advance of funds.
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BCA - The Grantee must demonstrate (that the project is cost effective) by documenting that the project...will not cost more than the anticipated value of the reduction in both direct damages and subsequent negative impacts to the area if future dis fwanætdisæsters were to occur.

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APPLICATION COMPLETION AND SUBMITTAL SERVICES – PROJECT NO. 2 FEE: \$11,725.00

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 - Applicant Type
 - State Legislative / Congressional District(s) / House / Senate
 - Federal Tax Identification Number
 - Federal Information Processing Standards (FIPS) Code
 - National Flood Insurance Program (NHTOP) C 5 modulnisy (Interest Picagirann National Flood Insura Number
 - Hazards to be mitigated / level of protection
 - Scope of work
 - Structures affected by flooding
 - Project cost estimate
 - Project milestones / schedule of work
 - Environmental review required documentation
 - LMS Support Letter
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 - Flood-Drainage Improvements Worksheets
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- Budget / Costs Estimate, including dgate/i@lsstabotiandefeaschaddBudget / Costs Estimate, in
- 18. Address any review comments associated with the County's technical review of cal review of cal the "draft" FEMA HMG https://dotaftonfieldlage/MGP
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- 22. Address the following required information in order to satisfy the environmental review criteria:
 - **Purpose and need for p** Purpose and need for project will problem be mitigated?
 - Detailed project descrip**Detailed scopecofiesch**ipDetailed project descrip
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- Impacts of alternative project
- Estimated cost for alternative pEstimated cost for alternativepoEstind attitue cost fandlot hearting fees)
- 25. Coordinate with County staff and **Choraffeetedvie**ht Coaffeeted if eithe Cathering Cathering States in the Senefit Cost Analysis (BCA).
- 26. Prepare the required HMGP Application Completeness Checklist.
- 27. **Coordinate with County staff regarding the Project Budget and** Costs.
- 28. **Coordinate with County staff and affected residents to obtain signed copies of** the following documentation to a**ckeringknyitgedMGPeApplication** the following documentation
 - Notice of Voluntary Interest
 - Statement of Voluntary participation
 - Statement of Assurances for Property Acquisition Projects
 - Declaration and Release
 - Deed Restriction

The above described services will be performed for a fixed "not-to-exceed" fee basis. Reimbursable expenses incurred in connection with the above described work will be included in the above quoted fee. *Note that the fee amount specified above is partially reimbursable. Grant management services including pre-award costs are reimbursable the County at a 75% Federal share upon State and Federal approval.*



GRANT ADMINISTRATION SERVICES – PROJECT NO. 2 FEE: \$13,165.00

Grant Management Services fee is evaluated and assessed on a "per project" basis.

The anticipated project management/grant administration services to be provided by s to be provided by North Florida Professional Servites; the Elociate d to forsions of gravite of the Hafess donal ServiNorth Floridate Mitigation Grant Program include, but are not limited to, the following:

- Coordinate with the County engineer regarding specifics related to the engineering to the engineer design envisioned as part of the design envision as the design envision as part of th
- Coordinate with County staff (Engineering Department, County Attorney's Office and Grants Department) regarding coordination with affected pro coordination with
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- Assist the County with the revierAsofspentarity over the course of the project. the course of the project. the course of the project the course of the project.
- Coordinate with the County engineer regarding quarterly project status.
- **Coordinate with County staff regarding paid invoices, canc**elled checks and checks and supporting documentation. supporting documentation.
- Prepare and submit quarterly reports to DEM during the course of the trool file during the troot so of
- Conduct one meeting with DEM Staff through the Period of Perforthate Mestal flater.ough the Period of
- Prepare and submit Reimbursement Requests to DEM.
- Assist the County engineer with any necessary coordination with Styte coebserly Stated on a doiced with a agencies in charge of providing permits or "no permit required" permits required "permits required" pe
- Assist the County with bidding sAssises hier clouding thield ing sAssist the County of iphidjadd ing sAs construction solicitations, etc.



- Prepare and participate in a kick-off meeting with the construction contractors to discuss several specific grant requirements that must be followed during construction in order not to jeopardize funding reimbursement hy FEMA.
- Coordinate with County engineer regarding the required deliverables and review the documentation provided for accuracy prior to submittal to DEM.
- Prepare and submit close-out documentation packages to DEM including requests for final inspection.
- Address DEM's request(s) for information consequently to the submittal of the project deliverables, including engineering, environmental and administrative requests.
- Submit all Work Products electronically to Columbia County and DEM.
- Prepare Status Reports via Monthly Invoices (Project Administration).

The above described services will be performed for a fixed "not-to-exceed" fee basis. Reimbursable expenses incurred in connection with the above described work will be included in the above quoted fee. Note that the fee amount specified above is partially reimbursable. Grant management services including pre-award costs are reimbursable the County at a 75% Federal share upon State and Federal approval.

We look forward to the opportunity to continue serving Columbia County on these important assignments which will provide much needed relief to many affected County residents.

Sincerely,

12.1

Gregory G. Bailey President



SUMMARY OF PROPOSED COSTS FOR SERVICES

The described services will be performed for a fixed "not-to-exceed" fee basis. Reimbursable expenses incurred in connection with the above described work will be included in the above ill be included in the a quoted fee. *Note:thfat:the fee amount specified above is partially reimbursable. Grant management services including pre-award costs are reimbursable the County at a 75% Federal share upon State and Federal approval.*

Project 1 – Upchurch/Troy Land Acquisition Project	NFPS Fee	Federal Share 75%	Local Share 25%
Pre-Application	\$3,225.00	\$2,418.75	\$806.25
Application Preparation Application	on Bildp265t00 h	\$8,448.75	\$2,816.25
Project Management Project Mana	gefinen,010.00	\$8,257.50	\$2,752.5
Total	\$25,500.00	\$19,125.00	\$6,375.00

Task 2 – Gilbert/Cheshire Land Acquisition Project	NFPS Fee	Federal Share 75%	Local Share 25%
Pre-Application	\$3,490.00	\$2,617.50	\$872.50
Application Preparation Application	on Bildp7225t00 h	\$8,793.75	\$2,931.25
Project Management Project Mana	gefinlen fl 65.00	\$9,873.75	\$3,291.25
Total	\$ 28,380.00	\$ 21,285.00	\$ 7,095.00
Grand Total	\$ 53,880.00	\$ 40,410.00	\$ 13,470.00



GRANT REFERENCES

Hamilton County Continuing Professional Services

Louie Goodin, County Coordinator Louie Goodin, County Coordinator

hamiltoncounty@windstream.net

386-792-6639

Dixie County Continuing Professional Services

Tim Alexa Tim Alexander tim.alexander@dixieemergency.com

(352) 498-1426 (352) 498-1426

Town of Fort White Continuing Professional Services

Demetric Jackson, Mayor Demetric Jackson, Mayor Demetric Jac townofftwhite@windstream.net

(386) 497-2321 (386) 497-2321

Suwannee County Continuing Professional Services

Randy Harris, County Administrator

randysuwpw@windstream.net

(386) 362-3992 (386) 362-3992

Baker County Grant Services Contract Kennie Downing Kennie Downing kennie.downing@bakercountyfl.org

904-259-3613



PROPOSAL CONTACTS PROPOSAL CONTACTS

North Florid Professional Services, Inc. North Florid Professional Service PO Box 3823, Lake City, FL 32055

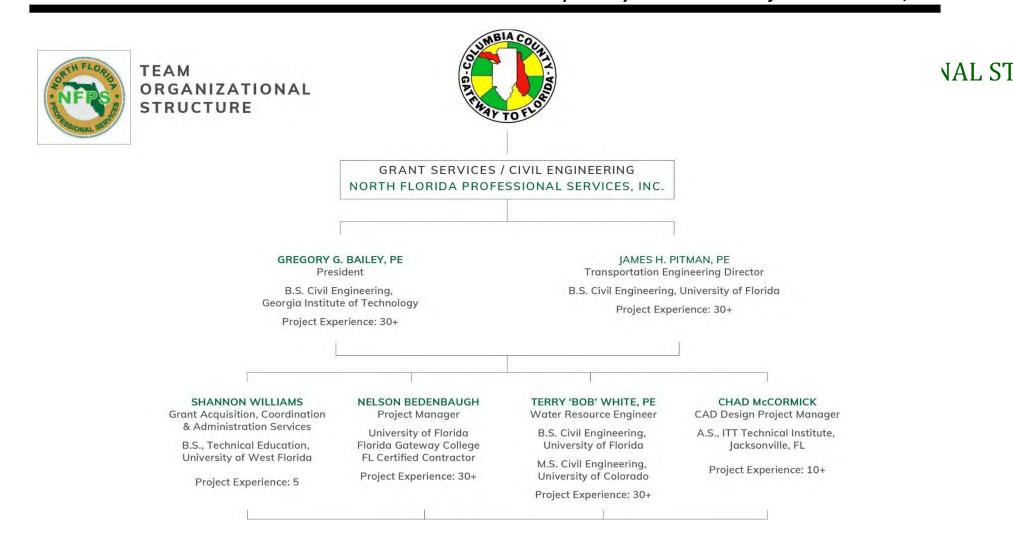
Physical Address: Physical Address: **1450 SW State Road 47, Lake** City, FL 32025

(386) 752-4675 Ph ((3886) 7752-466754 Place (386) 752-4674 Fax (386)

Gregory G. Bailey, PE Gregoryntactballethighight GSegonyota. Walligyn BE Gre

PRESIDENT <u>GBailey@nfps.net</u> (386)397-3627 GRANT CO <u>SWilliams@nfps.net</u> (386) 292-1410 (386) 292-1410

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WE ARE HERE FOR YOU!

We have selected the team outlined in this proposal as the key personnel for Columbia County, which will be dedicated to these projects from start to end. Should the need arise, we have support staff available to meet any demanding deadlines.

Our team has the capacity to begin work on Columbia's projects immediately and NFPS has the staff available that will make the County a priority.



Columbia County, Florida Hurricane Irma (DR-4337), Hazard Mitigation Grant Program (HMGP), Grant Application Development September 2017

Scope of Professional Services

PROJECT BACKGROUND

The State of Florida received a Presidential Disaster Declaration (DR-4337-FL) on September 10, 2017 following Hurricane Irma. As such, Hazard Mitigation Grant Program (HMGP) funding will be made available to Florida communities. HMGP provides funding for technically feasible, cost-effective mitigation activities that reduce or eliminate risk to people and property from natural hazard impacts. The Florida Division of Emergency Management (FDEM) will publish a Notice of Funding Availability (NOFA) shortly after 90 days from September 10, 2017; sometime mid-December. The NOFA will provide an application deadline and estimate of available HMGP funds, which is based on the total Federal assistance to be provided by the Federal Emergency Management Agency (FEMA).

Arcadis is pleased to present Columbia County with a scope and fee proposal to conduct community outreach and to identify and develop applications for two potential projects for submittal under the HMGP program. Project identification will be based on several factors, including: eligibility; technical feasibility; a benefit-cost analysis; conformance with the Columbia County Local Mitigation Strategy; and the availability of funding. Arcadis will develop the project applications in accordance with all FEMA regulations and guidance. Elements of the applications to be developed include: general applicant information; project description, scope of work, level of protection; budget and schedule; environmental and historic preservation; benefit-cost analysis, and drafting of all required sub applicant forms. In addition, Arcadis will work with the County to identify opportunities to address the local match requirement through in-kind services and/or alternate funding sources. At the request of the County, Arcadis will prepare additional FEMA HMA grant applications or assess alternate funding sources (i.e. CDBG) to address the local match requirement.

This proposal reflects requirements in implementing the Robert T. Stafford Disaster Relief and Emergency Assistance Act, the Code of Federal Regulations, and the Fiscal Year 2015 Hazard Mitigation Guidance.

SCOPE OF WORK

Task 1 – Grant Application Development

Arcadis will lead Columbia County's grant application development and submittal to FDEM. This task includes the following components:

1.1 Kick-Off and Applicant Outreach: Arcadis will conduct one kick-off meeting with Columbia County staff to review the project approach and schedule. Arcadis will also conduct one public

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workshop to educate attendees about property-based mitigation options and the HMGP program in general. Arcadis will support Columbia County in advertising for the public workshop, including providing templates for newspaper and website postings. Arcadis will provide abbreviated application packages to potential sub- applicants to facilitate collection of documentation.

1.2 Preliminary Eligibility Determination: Arcadis will review completed abbreviated application packages from interested property owners to establish and verify property-owner eligibility. Eligibility is verified and documented in accordance with 44 Code of Federal Regulations and applicable guidance.

1.3 Feasibility Assessment: Arcadis will conduct site assessments to gather photographs, measurements, and a general understanding of property configurations, surroundings, and structural integrity. Arcadis will evaluate mitigation alternatives in accordance with County priorities and those set forward in the local mitigation strategy.

1.4 Project Scoping, Cost Estimating: Arcadis will develop cost estimates, scope narratives, and schedules for each property. The scope of work will narrate the need for the project and ensure that project implementation will adhere to ASCE 24-05, Florida Building Code, and local requirements. Cost estimates will be developed in accordance with cost-estimating guidelines presented in FEMA's Hazard Mitigation Assistance Guidance.

1.5 Benefit-Cost Analysis: Arcadis will conduct a benefit-cost analysis (BCA) using FEMA's BCA Toolkit Version 5.3.0 unless a newer system is issued, in which case the newer system will be utilized. The BCA will use FEMA- approved methodologies, and follow the Office of Management and Budget guidance (Circular No. A-94) to ensure that grant applications are cost-effective.

1.6 Environmental and Historic Preservation Compliance: Arcadis will conduct a full review of each property for Environmental and Historic Preservation (EHP) requirements as it pertains to 44 CFR Part 10 to demonstrate that the proposed project avoids or minimizes harm to the environment. Arcadis will review each property for the presence of wetlands, water bodies, and endangered species within the anticipated area of ground disturbance. In addition, Arcadis will coordinate with State agencies such as the State Historic Preservation Office, U.S Army Corps of Engineers, and the Florida Department of Transportation, as required for each mitigation project.

1.7 County Coordination: Arcadis will provide weekly updates to Columbia County on grant application status, as requested, and coordinate with the County on required signatures for the application. At a minimum, the County must complete and sign the following paperwork:

- Pre-Award Cost Request Form
- FF-112-0-2, Budget Information Construction Programs
- FF-112-0-3, Summary Sheet for Assurances and Certifications
- FF-112-0-3A, Assurances Non-construction Programs
- FF-112-0-3B, Assurances Construction Programs



• FF-112-0-3C, Certifications Regarding Lobbying, Debarment, Suspension and Other

1.8 Application Submittal: Arcadis will compile all necessary documentation to submit a full HMGP application, including BCA, to FDEM and FEMA.

<u>Task 1 Deliverables:</u> Two complete and eligible HMGP applications; benefit-cost analysis with supporting documentation; one Request for Information (RFI) response per grant application

PROJECT SCHEDULE

Arcadis shall use reasonable efforts to complete its work by: December 31, 2018.

<u>Task</u>

Duration

12 months

Task 1 Grant Application Development

COMPENSATION TO ARCADIS

The scope of services set forth herein shall be completed for a fee not to exceed of \$43,000.00. For services included within this Work Authorization, the Client shall pay Arcadis on the basis of standard hourly rates provided in Table 1 for technical work actually performed. Table 2 summarizes costs by scope of services, and Table 3 provides a detailed budget per grant application.

Table 1. Rate Schedule

Title	Hourly Rate
Director	\$280
Principal Consultant/Engineer/Scientist II	\$230
Principal Consultant/Engineer/Scientist	\$200
Senior Consultant III	\$180
Senior Consultant II	\$170
Senior Consultant I	\$150
Consultant III	\$130
Consultant II	\$120
Consultant I/Analyst	\$110
Clerical/Accounting	\$100
Project Assistant	\$75

Description	Amount (\$)
FEMA HMGP Grant Application Development (2 Applications –	\$43,000
Detailed Budget Provided below)	
Additional FEMA HMA Grant Application(s) and Alternate Funding	As
Sources	requested
Total	\$43,000



Description	Amount (\$)
General Applicant Information (1.1 Kick-off and Applicant	\$1,000
Outreach)	
Project Description, Scope of Work, and Protection	\$4,250
Provided (1.2 Eligibility Determination and 1.4 Project	
Scoping)	
Project Location and Mapping (1.3 Feasibility Assessment)	\$2,750
Project Budget and Schedule (1.4 Cost Estimating)	\$3,000
Benefit-Cost Analysis (BCA) and Methodology (1.5 BCA)	\$4,000
Environmental Review and Historic Preservation (EHP)	\$3,000
Compliance (1.6 EHP Compliance)	
Required Forms and Signatures (1.7 County Coordination)	\$1,000
QAQC, Revisions, and Final Submittal (1.8 Applicant	\$2,500
Submittal)	
Total	\$21,500

Table 3. FEMA HMGP Grant Application Development - Detailed Budget Per Application

The established fee, associated with the services outlined in this Work Authorization, is due and payable to Arcadis within 30 (thirty) days of invoice and may not be withheld in dispute of fees or services not contained in this Work Authorization. If the County disputes any or all of the established fee associated with this Work Authorization, County shall, within 30 (thirty) days of invoice, pay the balance of the undisputed amount and provide written notice to Arcadis of such dispute of remainder.

End of Scope of Services

Work Authorization for Columbia County, Florida Hurricane Irma (DR-4337), Hazard Mitigation Grant Program (HMGP), Grant Application Development September 2017

This Work Authorization constitutes a Project Agreement, between Columbia County and Arcadis US, Inc. Arcadis will perform the Scope of Work described herein for Hurricane Irma HMGP grant application development.



Execution

This Work Authorization for Hurricane Irma HMGP grant application development shall be executed upon signed approval and acceptance below:

APPROVED BY: Columbia County, FL

Signature

Date

Printed Name

Title

ACCEPTED BY: Arcadis US, INC.

Signature

Printed Name

Title

Date

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