



**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, 2017 Meeting Date: December 7, 2017

Name: David Kraus Department: Hazard Mitigation Grant

Division Manager's Signature: *Ben Scott*

**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?  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:**

Consent Item  Discussion Item



**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 Hazard Project Proposal Project Pro

SUBMITTED BY NORTH FLORIDA PROFESSIONAL SERVICES, INC.



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Hazard Mitigation Grant Program Proposal  
For Application & Administration  
*Prepared by North Florida Professional Services, Inc.*

- 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 Choosing projects from the LMS C budget.
- Prioritizing the selected projects in the order that you want them funded. (you may want th many other MS are different than your LMS project list) han your LMS
- Ensuring each project has an endorsement letter from the Chairperson or Vice Chairperson of the LMS Working Group Chairperson of the LMS Working Group Chairperson of the LMS Working Group
- Work on applications h Work on applications has begun.

NFPS has included costs for the NFPS application preparation & NFPS insurance. **Engineering costs are not included due to the preliminary state of this HMGP process. The HMGP will allow Columbia Cou** The HMGP will allow Columbia associated with preparing of the application. We understand the administrative fees are percentages of the total amount of assistance of the total (Federal plus state) grant or subgrant (Federal plus state) in the State and are 'to be determined'. NFPS reimbursement of ad costs must be accompanied by the costs must be accompanied by the documentation evidencing all such administrative costs.





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





## **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 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 of the contract.
- Prepare requests for funding from **the County to the Title Company**.
- Prepare and **submit reimbursement request to DEM during the duration** of 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 disasters 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 necessary for selecting applications, including and awarding new grants.

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

1. Coordinate with Columbia County and FEMA staff to Columbia County and FEMA staff to obtain the following information required for the HMGP "general" application, following information required but not limited to:
  - Applicant Type
  - State Legislative / Congressional District(s) / House / Senate
  - Federal Tax Identification Number
  - Federal Information Processing Standards (FIPS) Code
  - National Flood Insurance Program (NFIP) Community Identification Number National Flood Insurance 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 for review and approval to the County HMGP and approval of FEMA application package to include all of the following information application package to include all of the following information
  - HMGP Application HMGP Application
  - Flood-Drainage Improvements Worksheets
  - Benefit Cost Analysis (BCA)
  - Supporting Figures and Exhibits



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- Budget / Costs Estimate, including benefit / cost ratio and fee schedule
4. Address any review comments associated with the County’s technical review of the “draft” FEMA HMGP application
  5. Prepare and submit a signed copy of the “final” FEMA HMGP application package as well as a digital copy for filing purposes.
  6. Prepare and submit the “final” FEMA
  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 project – will problem be mitigated?
    - Detailed project description
    - 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 tribal consultation requirements:
    - Current and future land use of project location
    - Detailed information on known structures for project location
    - Exhibit depicting horizontal limits and depicting horizontal limits of potential disturbance
  10. Perform an analysis of Alternative Actions, including:
    - Project description for the alternative
    - Project location of the alternative
    - Scope of work for alternative project





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 North Florida Professional Services, Inc. related to proposed projects under the Hazard Mitigation Grant Program include, but are not limited to, the following:

- Coordinate with the County engineer regarding specifics related to the engineering design envisioned as part of the project.
Coordinate with County staff (Engineering Department, County Attorney's Office and Grants Department) regarding coordination with affected projects.
Address DE requests of specific projects to the project, including follow-up coordination with jurisdictional agencies (i.e., SRWMD, USACE, FDOT, FDEP, etc.).
Assist the County with the review of the project through the course of the project.
Coordinate with the County engineer regarding quarterly project status.
Coordinate with County staff regarding paid invoices, cancelled checks and supporting documentation.
Prepare and submit quarterly reports to DEM during the course of the project.
Conduct one meeting with DEM Staff through the Period of Performance.
Prepare and submit Reimbursement Requests to DEM.
Assist the County engineer with any necessary coordination with State agencies in charge of providing permits or "no permit required" documentation.
Assist the County with bidding services, including the review of proposals, 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 by FEMA.



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- 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 for final inspection.
- Address DE requests for information of the project deliverables, including engineering, environmental and engineering, environmental and requests.
- Submit all Work Products electronically to County and DEM
- Prepare Status Reports via Monthly Progress Reports

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.



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





## **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.*

The following conditions and assumptions are noted as qualifications to this proposal. If 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 of the contract.
  - Prepare requests for funding from **the County to the Title Company**.
  - Prepare and **submit reimbursement request to DEM during the duration** of the contract.
4. 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 disasters were to occur.

5. 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. 2**  
**FEE: \$11,725.00**

*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 necessary for selecting applications, including and awarding new grants.

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

15. Coordinate with Columbia County and FEMA staff to Columbia County and FEMA staff to obtain the following information required for the HMGP "general" application, following information required but not limited to:
  - Applicant Type
  - State Legislative / Congressional District(s) / House / Senate
  - Federal Tax Identification Number
  - Federal Information Processing Standards (FIPS) Code
  - National Flood Insurance Program (NFIP) Community Identification Number National Flood Insurance 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
16. 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.
17. Prepare and submit to the County for review and approval to the County HMGP and approval of FEMA application package to include all of the following information application package to include all of the following information
  - HMGP Application HMGP Application
  - Flood-Drainage Improvements Worksheets
  - Benefit Cost Analysis (BCA)
  - Supporting Figures and Exhibits



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**Prepared by North Florida Professional Services, Inc.**

- Budget / Costs Estimate, including labor and fees
18. Address any review comments associated with the County’s technical review of the “draft” FEMA HMGP application
  19. Prepare and submit a signed copy of the “final” FEMA HMGP package as well as a digital copy for filing purposes.
  20. Prepare and submit the “final” FEMA
  21. 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.
  22. Address the following required information in order to satisfy the environmental review criteria:
    - Purpose and need for project – will problem be mitigated?
    - Detailed project description
    - 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
  23. Address the following required information in order to satisfy the tribal consultation requirements:
    - Current and future land use of project location
    - Detailed information on known sites or structures for project location
    - Exhibit depicting horizontal limits and depicting horizontal limits of disturbance
  24. Perform an analysis of Alternative Actions, including:
    - Project description for the alternative
    - Project location of the alternative
    - Scope of work for alternative project



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- Impacts of alternative project
  - Estimated cost for alternative project (Estimated cost for alternative project and the cost of the fees)
25. Coordinate with County staff and the affected residents to obtain signed copies of the following documentation required for the Benefit Cost Analysis (BCA).
    - Notice of Voluntary Interest
    - Statement of Voluntary participation
    - Statement of Assurances for Property Acquisition Projects
    - Declaration and Release
    - Deed Restriction
  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 complete the HMGP Application package:
    - 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 North Florida Professional Services, Inc. related to proposed projects under the Hazard Mitigation Grant Program include, but are not limited to, the following:

- **Coordinate with the County engineer** regarding specifics related to the engineering design envisioned as part of the project.
- **Coordinate with County staff (Engineering Department, County Attorney’s Office and Grants Department)** regarding coordination with affected projects.
- **Address DE requests** including follow-up coordination with jurisdictional agencies (i.e., SRWMD, USACE, FDOT, FDEP, etc.).
- **Assist the County with the review** of the project throughout the course of the project.
- **Coordinate with the County engineer** regarding quarterly project status.
- **Coordinate with County staff** regarding paid invoices, cancelled checks and supporting documentation.
- **Prepare and submit quarterly reports** to DEM during the course of the project.
- **Conduct one meeting** with DEM Staff through the Period of Performance.
- **Prepare and submit Reimbursement Requests** to DEM.
- **Assist the County engineer** with any necessary coordination with State agencies in charge of providing permits or “no permit required” permits.
- **Assist the County with bidding services**, including the review of construction solicitations, etc.



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- 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 by 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,

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 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.***

<b>Project 1 – Upchurch/Troy Land Acquisition Project</b>	<b>NFPS Fee</b>	<b>Federal Share 75%</b>	<b>Local Share 25%</b>
Pre-Application	\$3,225.00	\$2,418.75	\$806.25
Application Preparation Application	\$14,265.00	\$8,448.75	\$2,816.25
Project Management Project Management	\$1,010.00	\$8,257.50	\$2,752.5
<b>Total</b>	<b>\$25,500.00</b>	<b>\$19,125.00</b>	<b>\$6,375.00</b>

<b>Task 2 – Gilbert/Cheshire Land Acquisition Project</b>	<b>NFPS Fee</b>	<b>Federal Share 75%</b>	<b>Local Share 25%</b>
Pre-Application	\$3,490.00	\$2,617.50	\$872.50
Application Preparation Application	\$14,725.00	\$8,793.75	\$2,931.25
Project Management Project Management	\$1,165.00	\$9,873.75	\$3,291.25
<b>Total</b>	<b>\$ 28,380.00</b>	<b>\$ 21,285.00</b>	<b>\$ 7,095.00</b>
<b>Grand Total</b>	<b>\$ 53,880.00</b>	<b>\$ 40,410.00</b>	<b>\$ 13,470.00</b>



## GRANT REFERENCES

### **Hamilton County Continuing Professional Services**

Louie Goodin, County Coordinator Louie Goodin, County Coordinator

[hamiltoncounty@windstream.net](mailto:hamiltoncounty@windstream.net)

386-792-6639

### **Dixie County Continuing Professional Services**

Tim Alexa Tim Alexander

[tim.alexander@dixieemergency.com](mailto:tim.alexander@dixieemergency.com)

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

### **Town of Fort White Continuing Professional Services**

Demetric Jackson, Mayor Demetric Jackson, Mayor Demetric Jackson

[townofftwhite@windstream.net](mailto:townofftwhite@windstream.net)

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

### **Suwannee County Continuing Professional Services**

Randy Harris, County Administrator

[randysuwpw@windstream.net](mailto:randysuwpw@windstream.net)

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

### **Baker County Grant Services Contract**

Kennie Downing Kennie Downing

[kennie.downing@bakercountyfl.org](mailto:kennie.downing@bakercountyfl.org)

904-259-3613



## PROPOSAL CONTACTS PROPOSAL CONTACTS

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

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

(386) 752-4675 Ph ((386) 752-4674 Fax (386) 752-4674 Fax (386) 752-4674 Fax (386) 752-4674 Fax

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Gregory G. Bailey, PE	Gregory G. Williams, PE	Gregory G. Williams, PE
PRESIDENT	GRANT CO	GRANT COORDINATOR
<a href="mailto:GBailey@nfps.net">GBailey@nfps.net</a>	<a href="mailto:SWilliams@nfps.net">SWilliams@nfps.net</a>	
(386)397-3627	(386) 292-1410	(386) 292-1410

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**TEAM ORGANIZATIONAL STRUCTURE**



VAL ST

GRANT SERVICES / CIVIL ENGINEERING  
 NORTH FLORIDA PROFESSIONAL SERVICES, INC.

**GREGORY G. BAILEY, PE**  
 President  
 B.S. Civil Engineering,  
 Georgia Institute of Technology  
 Project Experience: 30+

**JAMES H. PITMAN, PE**  
 Transportation Engineering Director  
 B.S. Civil Engineering, University of Florida  
 Project Experience: 30+

**SHANNON WILLIAMS**  
 Grant Acquisition, Coordination  
 & Administration Services  
 B.S., Technical Education,  
 University of West Florida  
 Project Experience: 5

**NELSON BEDENBAUGH**  
 Project Manager  
 University of Florida  
 Florida Gateway College  
 FL Certified Contractor  
 Project Experience: 30+

**TERRY 'BOB' WHITE, PE**  
 Water Resource Engineer  
 B.S. Civil Engineering,  
 University of Florida  
 M.S. Civil Engineering,  
 University of Colorado  
 Project Experience: 30+

**CHAD MCCORMICK**  
 CAD Design Project Manager  
 A.S., ITT Technical Institute,  
 Jacksonville, FL  
 Project Experience: 10+

**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

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.

Task 1 Deliverables: 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.

<b><u>Task</u></b>	<b><u>Duration</u></b>
Task 1 Grant Application Development	12 months

## 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

<b>Title</b>	<b>Hourly Rate</b>
Director	\$280
Principal Consultant/Engineer/Scientist II	\$230
Principal Consultant/Engineer/Scientist I	\$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

Table 2. Estimated Cost by Scope of Services

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

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

Description	Amount (\$)
General Applicant Information (1.1 Kick-off and Applicant Outreach)	\$1,000
Project Description, Scope of Work, and Protection Provided (1.2 Eligibility Determination and 1.4 Project Scoping)	\$4,250
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) Compliance (1.6 EHP Compliance)	\$3,000
Required Forms and Signatures (1.7 County Coordination)	\$1,000
QAQC, Revisions, and Final Submittal (1.8 Applicant Submittal)	\$2,500
<b>Total</b>	<b>\$21,500</b>

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title