

Task Order # 5
Flood Mitigation Project Assessment
City of Key West, Florida

This Task Order presented herein shall be performed based on the terms and conditions established in the Master Agreement to Furnish Financial and Other Consulting Service (“Master Agreement”) made effective on May 2015 between the City of Key West (“City”) and Arcadis U.S., Inc. (“Arcadis”).

1. Authorization to Proceed

The execution of this Task Order by the City or receipt of a purchase order for the compensation in the amount detailed in Section 6 will establish permission for Arcadis to proceed with the scope of work detailed herein.

2. Scope of Work

The purpose of this project for the City is to provide technical assistance to property owners who may wish to apply for grant assistance to mitigate their structures against the impacts of flooding. The work for this project has three (3) Phases, specifically:

Phase 1: Flood Mitigation Outreach, Applicant Engagement & Eligibility Determination
COMPLETED

Phase 2: Pre-Application Support – Site Assessments, Project Scoping, Cost Estimating

Phase 3: Technical Assistance and Facilitation of Application Development and Submittal

This Scope of Work and Fee for this Task Order addresses work associated with Phases 2 and 3 of the project. Until Phase 1 was completed, it was difficult to quantify specific details for Phases 2 and 3 of this project given uncertainties with respect to the number of property owners that may ultimately desire to take advantage of the City’s offer of technical grant application assistance. With the recent completion of Phase 1, however, the number of potential sub-grant participants and applications was determined, which provided necessary clarification for Phases 2 and 3 that will be completed under this Work Order. As such, this Task Order is the Scope of Work and Fee covering Phases 2 and 3.

This task includes the provision of technical assistance to eligible applicants to identify, develop, and submit non-disaster grant applications. Arcadis will work up to 30 eligible applicants identified in Phase 1 activities to develop and submit no more than two (2) bundled Flood Mitigation Assistance program applications for the FY2016 application cycle. Technical assistance will be provided to homeowners included in the application and the City of Key West throughout the life-cycle of application development and submittal. Arcadis will provide professional, courteous, prompt, and accurate technical assistance.

Task 1: Project Type Identification and Technical Feasibility Analysis

Arcadis will work with up to 30 eligible property owners identified in Phase 1 to evaluate alternatives and select the most appropriate mitigation activity for their circumstance. The evaluation of mitigation alternative will be in accordance with the local hazard mitigation plan as approved by the Federal Emergency Management Agency (FEMA) and adopted by the local jurisdiction.

Task 1 Deliverables:

Arcadis will provide the following for each structure included in final applications: photographs, aerial maps, ground disturbance maps, topographic maps, and a FIRMette. For each application, Arcadis will provide the following: Florida State Clearinghouse memo (if required), USACE Request Letter (if required), letter to the State Historic Preservation Office (if required), and a floodplain manager concurrence letter. This will be provided for no more than two (2) bundled applications.

Task 2: Scoping, Budget, and Schedule Development

For property owners who do not choose to have a local contractor provide quotes, Arcadis will develop a scope, schedule, and cost estimate for each participating homeowner in both bundled applications in accordance with applicable FEMA guidance and regulation.

Task 2 Deliverables:

For each structure included in final applications, Arcadis will provide one (1) scope of work narrative including alternatives evaluation, one (1) cost estimate for each structure using the latest R.S. Means cost estimating data and procedures, and one (1) construction schedule. Each of these deliverables will be developed in accordance with applicable FEMA guidance and regulation.

Task 3: Benefit-Cost Analysis Completion

Arcadis will complete a benefit-cost analysis for both applications using FEMA's most recent benefit-cost analysis software module. The benefit-cost analysis will include all necessary supporting documentation to establish and support cost effectiveness as required by program regulations.

Task 3 Deliverables:

Arcadis will provide one (1) benefit-costs analysis export with all supporting documentation for both submitted applications.

Task 4: Application Assembly and Submittal

Each eligible application will be developed and assembled in accordance with applicable FEMA regulation guidance. Arcadis will consolidate and refine all information, data, and attachments and upload to the eGrants system for submittal. All required forms and documentation will be provided to the City for review and execution prior to submittal. The contractor will provide technical

assistance to eligible applicants to enter application information, data, and attachments into the appropriate electronic or hard copy application and prepare for submittal. All information will be submitted to the Florida Division of Emergency Management (FDEM) via the eGrants system by May 5, 2016. Arcadis will assist with any Requests for Information received from FDEM or FEMA until the application is approved or denied.

Task 4 Deliverables:

Arcadis will provide one (1) electronic copy of each final submitted application with all attachments including proof of application acceptance.

Task 5 Deliverables:

Arcadis will provide invoices and deliverables in a manner sufficient for the City to request reimbursement of costs under grants awarded resulting from this Task Order.

SUCCESSFUL COMPLETION OF THE DELIVERABLES

All applications developed under this task order must be compliant with all FEMA regulation and guidance and satisfy the eligibility and completeness checklist for minimum application completeness.

All work conducted in Phase 2 and Phase 3 of the Flood Mitigation Project Assessment is solely for the purpose of application development and submittal and should only be used for that purpose. If the City of Key West is awarded funds, actual project scope, cost, and schedule will need to be developed in accordance with local building codes and standards as well as applicable FEMA program guidance and regulation.

3. City Responsibilities

The City will provide the necessary data and information to complete this scope of no later than one (1) week of task order execution, including records of repetitive loss properties, repetitive loss area addresses, names and addresses of other potential sub-applicants to be notified, and any other information that may be deemed necessary to complete the application. All Federal regulations/requirements will be observed in the processing of this work and work deliverables, especially including the restrictions described under the 1974 Privacy Act with regard to private information contained in the FEMA loss lists.

4. Schedule

It is anticipated that these deliverables will be completed within approximately five (5) months from the Authorization to Proceed, assuming that the necessary information to complete the work as described is received from the City in a timely manner.

5. Fee

This Task Order will be completed for on a lump sum fee of \$19,750.

By signing below the parties mutually agree to Scope of Work and associated Fee for this Task Order.

City of Key West

Arcadis U.S., Inc.

By: _____

By: Robert Daoust _____

Title: _____

Title: Associate Vice President _____

Signature: _____

Signature:  _____

Date: _____

Date: April 15, 2016 _____