

**Task Order: 0000- MITIGATION**  
**Flood Mitigation Project Assessment**  
**City of Key West, Florida**

## **1. Authorization to Proceed**

The execution of this Task Order by the City of Key West, Florida (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.

The parties agree that the 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 and Arcadis U.S., Inc.

## **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 entire scope of work has three (3) Phases, specifically:

1. Flood Mitigation Outreach, Applicant Engagement & Eligibility Determination
2. Pre-application Support: Site Assessments, Project Scoping, Cost Estimating
3. Technical Assistance and Facilitation of Application Development and Submittal

*This Task Order, however, describes work and offers costs based only upon Phase 1. Flood Mitigation Outreach, Applicant Engagement & Eligibility Determination.* The reason for this is that Parts 2 and 3 of this scope are difficult to quantify at this time, not knowing how many property owners may ultimately desire to take advantage of the City’s offer of technical grant application assistance. If the City is satisfied with the deliverables presented under Phase 1, and after determining the number of potential sub-grant participants and applications, Arcadis will be able to develop a cost estimate for those Phases at that later date for City consideration.

**This task includes the provision of technical assistance to identify and engage potentially eligible, willing sub-applicants who may wish to pursue various mitigation grant programs.** The contractor will work with the City to identify potential property owners in the City of Key West who may be eligible for a grant. The contractor will then provide professional, courteous, prompt, and accurate technical assistance to these property owners; this task includes the following types of assistance to eligible sub-applicants.

### **2.1 Outreach to Solicit Potentially Eligible Property Owners (Sub-applicants)**

The contractor will provide outreach materials to the City including outreach letters and other support as deemed necessary by the City in order to reach likely eligible and willing property owners. The contractor will schedule and conduct one (1) property owner kick-off meeting/workshop. In addition, the contractor will provide abbreviated application packages to

potential sub-applicants, coordinate the receipt of submitted information, and conduct a complete review of each submitted package.

Task 2.1 Deliverables: the contractor will provide one (1) property owner kick-off meeting/workshop; and one (1) electronic copy of all outreach materials used, as well as copies of meeting notices, sign-in sheets, pre-application package and presentation materials for each applicant served.

## **2.2 Establish and Verify Eligibility of Sub-applicants**

The contractor is responsible for establishing and verifying sub-applicant eligibility. Eligibility will be verified and documented in accordance with 44 Code of Federal Regulations and applicable guidance.

Task 2.2 Deliverables: Establish and verify eligibility of sub-applicants – the contractor will provide all necessary documentation to establish eligibility by project type for each participating sub-applicant in accordance with applicable FEMA regulation and guidance. This will include at a minimum, notice of voluntary interest forms, declaration and release, duplication of benefits assessment, and acknowledgement of conditions for projects in the Special Flood Hazard Area. The contractor will also document the reason for any ineligibility on behalf of willing property owners, if any. Documentation will be complete, neatly organized and provided in electronic format.

## **2.3 Establish Potential Project Type**

The contractor will discuss with eligible sub-applicants the most appropriate mitigation activity for their circumstance. This preliminary evaluation of mitigation alternatives will be in accordance with the local hazard mitigation plan as approved by the Federal Emergency Management Agency (FEMA) and as adopted by the local jurisdiction, as well as in coordination with the City using their priorities.

Task 2.3 Deliverables: The Contractor will provide the City with preliminary recommendations regarding mitigation alternatives selected at the preliminary stage for each eligible and willing sub-applicant, as well as a process for moving forward with application development.

### **SUCCESSFUL COMPLETION OF THE DELIVERABLES**

Successful completion of this deliverable includes providing the aforementioned deliverables in a timely manner and of professional quality. The deliverables must be in compliance with all applicable FEMA regulation and guidance, as well as serve the City with valid information regarding their property owners' eligibility and current willingness to pursue mitigation grants.

## **3. City Responsibilities**

The City will provide the necessary data and information to complete this scope of work in a timely manner, 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 assessment. 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 four months from the notice to proceed, assuming that the necessary information to complete the work as described is received from the City in a timely manner.

**5. Cost of the Project**

We propose to complete the scope of work on a lump sum basis of \$25,500. Arcadis will bill the City monthly based on the percentage of project completed.

If this scope of work and cost estimate is acceptable to the City, please accept and sign this task order below, and provide an executed copy to Mr. Frank McColm at [frank.mccolm@arcadis.com](mailto:frank.mccolm@arcadis.com).

**City of Key West**

**By:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**ARCADIS**

**By:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_