



LORI LEHR INC.
YOUR LINK TO CRS SUCCESS

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January 4, 2018

Mr. Scott Fraser, FEMA Coordinator and Floodplain Administrator
City of Key West
3140 Flagler Avenue
Key West, Florida 33040

RE: Proposal for Community Rating System Evaluation and
Support Services for the Community Rating System (CRS) 2017-2018 Recertification and potential CRS
Class Modification

Dear Mr. Fraser,

Lori Lehr Inc. is pleased to submit to you, this proposal providing professional services to the City of Key West with outsourced support services for the National Flood Insurance Program (NFIP) Community Rating System (CRS) 2017-2018 Recertification and potential Class Modification.

Lori Lehr, CFM will be the lead Project Manager for this contract, conducting the on-site assessments, coordinating with city staff and partnering agencies, and organizing any submittal documentation. Ms. Lehr has been involved in the floodplain management industry since 2000 working for the City of St. Petersburg as the floodplain administrator, building permit construction reviewer and liaison between the City and FEMA. She further offers over eight (8) years of specific experience as a CRS Specialist working with Insurance Services Office (ISO) and four (4) years as a CRS Consultant to various communities in Florida. Ms. Lehr is well versed in the implementation of the 2017 CRS Manual. While working with ISO, Ms. Lehr submitted over 120 CRS verification files to FEMA, many resulting in a CRS class improvement for those communities. As CRS Specialist, she assisted communities with the highest monetary return of CRS discount in the Nation. She also recertified over 80 communities in the CRS program on an annual basis. In addition, Ms. Lehr has specific knowledge of the City of Key West's floodplain management practices. Ms. Lehr's extensive knowledge and experience with CRS application, verification, modification, and recertification processes will provide the necessary support and leading guidance for this important contract.

Provided within this proposal are the objectives and approach as well as the specific scope of services to be provided along with the total estimated fee.

Objective

This project will be to assist with the 2017-2018 CRS Recertification process and to assess the potential for the City of Key West, to qualify for the receipt of additional credit under the CRS program. The project will assist the City in preparation of required documentation for the 2017-2018 Recertification and if enough credit is verified, a Community Rating System Modification, per the *2017 CRS Coordinator's Manual*.

Ms. Lehr will meet with City's CRS Coordinator and review the activities presently in place that are credited within the CRS program. In addition, an assessment will be conducted regarding any other ongoing activities that could be undertaken by your community, and if properly documented, could result in additional CRS credit.

The plan will be executed following a series of five (5) tasks you will find itemized below. This scope assumes that the City will support this effort by making staff available for conducting the interviews to collect documentation in addition to geographic information system (GIS) assistance to enable calculation of credit points.

Tasks

Task 1 – Organize: Ms. Lehr will identify the activities that the City currently receives credit for in the CRS program and to assist with documenting the activities for the 2017-2018 Recertification. In addition, Ms. Lehr will assist the City to document additional activities that the City is currently implementing for potential CRS credit and a modification to a CRS Class 5. The City will make available all materials relevant to these credits in addition to any elements the CRS Coordinator believes could be eligible for credit. Ms. Lehr and the City's CRS Coordinator will schedule three (3) two consecutive day meetings with the City in to review the current CRS program credit, collect documentation for the City's CRS Recertification and collect documentation for a potential CRS Modification. The specific elements of assistance associated with CRS Activity related to the 2017-2018 CRS Recertification and the potential CRS Class improvement are listed below:

Task 2 – Prepare Documentation for 2017-2018 CRS Recertification: Within sixty (60) days of the receipt of the 2017-2018 CRS Recertification documentation from ISO, Ms. Lehr will collate the requested documentation and submit to ISO on or before the deadline established by ISO for submission of the Recertification.

Task 3 – Documentation Review for CRS Modification: Within thirty (30) of collecting all the documentation related CRS Modification, Ms. Lehr will review the documentation for the CRS Activities listed below and produce a draft score based on the 2017 CRS Coordinator's Manual.

- Activity 320 Map Information – review map information log, supporting documentation and outreach per the Monroe County Program for Public Information (PPI).
- Activity 330 Outreach – assist to prepare and distribute outreach projects per the Monroe County PPI.
- Activity 340 Hazard Disclosure – assist to prepare and distribute real estate agent's brochure.
- Activity 350 Flood Protection Information– review the City's website for credit prerequisites and messaging per the Monroe County PPI.
- Activity 360 Flood Protection Assistance – create logs to assist the City to document credit for flood protection assistance.

- Activity 420 Open Space Preservation – review documentation for open space preservation and assist to identify additional areas of credit.
- Activity 430 Higher Regulatory – collect and organize documentation the City’s current credit for higher regulatory standards: freeboard, cumulative substantial improvement, building code, local drainage protection, manufactured home parks, state-mandated regulatory standards, regulations administration.
- Activity 440 Flood Data Maintenance – collate documentation for submission with modification.
- Activity 450 Stormwater Management – collect regulations and back-up documentation for stormwater regulations, water quality and water quality.
- Activity 501-504 Repetitive Loss – prepare and arrange for distribution of the required outreach to the repetitive loss areas.
- Activity 510 Floodplain Management Planning – prepare the required annual progress report for the action items in the Monroe County Local Mitigation Strategy.
- 530 Flood Protection – work with the City to identify possible credit for protecting structures from flood hazard.
- 610 Warning and Response – Coordinate with the City and Monroe County to document credit that the credit received by Monroe County for Warning and Response is applicable to the City.

Task 4 – Package and Submit Modification Documentation: If adequate credit is documented for a CRS Class improvement, Ms. Lehr will assemble and prepare the documentation for an electronic submission to the ISO/CRS Specialist.

Task 5 – Follow-up Documentation: The CRS Coordinator will provide the comments from the ISO/CRS Specialist to Ms. Lehr who will then assist the City in preparing and addressing additional requested documentation.

Professional Fees

<u>Task</u>	<u>Hours</u>	<u>Rate</u>	<u>Cost</u>
1. Organize	80	\$150.00	\$12,000.00
2. Documentation for 2017-2018 CRS Recertification	24	\$150.00	\$3,600.00
3. Documentation Review for CRS Modification	120	\$150.00	\$18,000.00
4. Package and Submit Modification Documentation	40	\$150.00	\$6,000.00
5. Follow-up Documentation	24	\$150.00	\$3,600.00
Total =	288		\$43,200.00

The total estimated, not-to-exceed \$43,200

This Proposal is only for the items specifically mentioned above. The proposal assumes that the project will begin no later than March 1, 2018 and that the documentation for a CRS Class improvement will be submitted to ISO by October 1, 2018.

Travel and expenses for scheduled visits will be paid by Lori Lehr Inc.

Fees will be invoiced monthly and remitted to Lori Lehr Inc. within thirty (30) days of invoice date.

Please Note: the proposed scope of work will need to be completed no later than December 31, 2018. The visit with the City will be coordinated with Ms. Lehr's work schedule in Monroe County.

City of Key West Expected Contribution

The City is expected to contribute adequate staff time for the following work:

- Three (3) Two-day meetings
- GIS mapping and impact percentages as needed
- Review and respond to documentation request
- Implementation of CRS activities required to achieve a CRS Class improvement
- Review and correction of elevation certificates as required by ISO

I look forward to working with you and greatly appreciate this opportunity.

Sincerely,



Lori Lehr, CFM
President, Lori Lehr Inc.

By: _____

Date: _____

Mr. Scott Fraser
FEMA Coordinator and Floodplain Administrator