



THE CITY OF KEY WEST

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EXECUTIVE SUMMARY

DATE: January 30, 2019
TO: James Scholl, City Manager
FROM: John Paul Castro, Utilities Director
Cc: Gregory Veliz, Assistant City Manager

SUBJECT: **Approval of a Task Order from Tidal Basin Government Consulting, LLC, in the Amount of \$28,195.00, for Consulting Services to Procure FEMA Grant Funding for the Tide Valves and Outfall Improvements Project; and Authorizing Budget Amendments and Budget Transfer.**

Action Statement:

This resolution will approve the task order from Tidal Basin Government Consulting, LLC, in the amount of \$28,195.00, and authorize budget amendment and budget transfer for payment of consulting services fees.

This agreement will be executed pursuant to Sec. 2-841 contracts for professional services, and in accordance with section 287.055 Florida Statutes and the master agreement with Tidal Basin Government Consulting, LLC approved by Resolution 18-072.

Background:

Resolution 18-205 authorizes the City Manager, upon the advice and consent of the City Attorney, to apply for FEMA Hazard Mitigation Grant Program (HMGP) funding, up to the amount of \$28,688,956.00 (75%) with a local match of twenty-five percent (25%), not to exceed \$9,562,985.00.

HMGP application to install tide valves and sediment removal boxes on the outfall pipes was evaluated and ranked by the Monroe County Local Mitigation Strategy Working Group, receiving a score of 395, attaining the top tier level for funding from the HMGP made available from Hurricane Irma Disaster Declaration (FEMA-4337-DR). Cost for this project to install tide valves and sediment removal boxes on stormwater outfall pipes is estimated to be \$6,545,585.72 including design, construction, and CEI services, and will be reimbursed by the FEMA grant at 53.4% of the total costs, up to \$3,493,562.00.

Key to the Caribbean – Average yearly temperature 77° F.

Purpose and Justification:

FEMA grant funds are administered by the Florida Department of Emergency Management (FDEM), through a process that includes a thorough review of the application, multiple requests for additional information, a project specific benefit-cost analysis, quarterly reporting, document submittals with reimbursement requests, progress coordination meetings and site visits, and closeout completion tasks.

Approval of this task order to provide professional services for procurement of the grant, as required by the application process, is a highly recommended component toward obtaining grant funding for installation of tide valves and sediment removal boxes on the stormwater outfall pipes.

This task order will provide services necessary to obtain the grant agreement and provide guidance to city staff so that the city will receive reimbursement for all eligible costs. Only actual labor hours and expenses incurred will be billed to the city. Based on the identified tasks and fee schedule, staff thinks the associated costs are reasonable and appropriate.

Options:

1. Approve the task order from Tidal Basin Government Consulting, LLC to provide consulting services to obtain FEMA grant funding for the Tide Valves and Outfall Improvements Project, in the amount of \$28,195.00; and authorize budget amendments and transfers. This option facilitates the FEMA Hazard Mitigation Grant Program application process, increasing the likelihood for the FEMA funding allocation to the city.
2. Do not approve the task order from Tidal Basin Government Consulting, LLC to provide consulting services to obtain FEMA grant funding for the Tide Valves and Outfall Improvements Project. This option may result in rejection of the FEMA Hazard Mitigation Grant Program application and/or loss of funds for the City of Key West.

Financial Impact:

Tide Valves and Outfall Improvements Project is not funded in the Annual Budget Fiscal Year 2018/2019. Amendment and budget transfer will be required to fund this task order. Funds will be transferred from account 402-3801-538-9900 Other Uses into account 402-3802-538-6500, in the amount of \$28,195.00. Project Number ST38021901 has been assigned to the Tide Valves and Outfall Improvements Project.

Recommendation:

Staff recommends option #1, approve the task order from Tidal Basin Government Consulting, LLC to provide consulting services to obtain FEMA grant funding for the Tide Valves and Outfall Improvements Project, in the amount of \$28,195.00; authorize budget amendments and budget transfer; and authorize the City Manager to execute the contract.