

Memorandum

To: Multi Hazard Mitigation Plan Update Ad-Hoc Consultant Selection Subcommittee
From: Lori Ann Laster, Stormwater Management Engineer
Date: July 31, 2018
Re: Review and Recommendation on Professional Services Contract with JEO Consulting Group Inc.

On July 12, 2018, the Subcommittee selected JEO Consulting Group Inc. (JEO) to provide professional services to update the District's Multi Hazard Mitigation Plan. Since that time, District staff and representatives from JEO have worked together to prepare the enclosed agreement, detailed scope, and time and cost estimate for this project.

JEO will be responsible for providing project management, preparing a grant application to fund the plan update, public involvement coordination, data collection and risk assessment, and plan preparation. According to the schedule, the updated plan will be submitted to FEMA in January 2021. The total fee for this work was negotiated at \$200,000 and is broken down between different tasks in the attached scope, schedule, and fee.

A FEMA-approved Hazard Mitigation Plan is required by FEMA to be eligible for mitigation grant funding and must be updated every five years.

Management recommends that the Subcommittee recommend to the Board that the General Manager be authorized to execute a professional services contract with JEO Consulting Group Inc. to update the District's Multi Hazard Mitigation Plan for a maximum fee of \$200,000, subject to changes deemed necessary by the General Manager and approval as to form by District legal counsel.

Task 1: Pre-Disaster Mitigation Grant Development

1.1 Grant Development:

The ENGINEER will coordinate with the OWNER to develop a FEMA Pre-Disaster Mitigation Grant (PDM) application to complete this project. Upon completion, additional project development and timelines will be discussed with the OWNER. The rest of the project is anticipated to be completed after receiving notice of grant award.

Task 2: Project Management, Kick-off Meeting, and QC

The ENGINEER will coordinate with the OWNER and other involved jurisdictions/parties to complete a kick-off meeting to initiate the project. This task also includes general project oversight, management and quality control (QC), coordination, and routine project meetings.

2.1 Kick-off Meeting:

A kick-off meeting will be held with the OWNER to discuss the scope and nature of the project, and to refine the goals and objectives. The OWNER, with help from the ENGINEER, will identify interested public and private agencies or persons who will need to be consulted about various aspects of the project. The ENGINEER will provide the agenda and minutes from the meeting. At the project kick-off meeting, the ENGINEER will provide a preliminary project schedule and Project Overview.

2.2 Project Management:

This task includes all project duties related to project and schedule management. A Project Management Plan and monthly progress reports will be produced. Also, routine project management and coordination tasks will be performed during the anticipated time frame for the project per the proposed schedule.

- Develop a Project Management Plan.
- Establish and maintain project schedule and budget.
- Detailed monthly project invoices and progress reports will be prepared and submitted to the OWNER.
- Perform routine project management tasks and general project coordination (not including meetings) with the OWNER and relevant stakeholders.

2.3 Key Meetings:

This task includes the estimated number of project progress/coordination meetings required. These meetings will be held over the telephone or in conjunction with public meetings. The ENGINEER will provide agendas and minutes for the meetings.

- Coordination and progress meetings will be held on quarterly basis (4 meetings).
- If necessary, coordinate and conduct a total of up to two (2) meetings with stakeholders (DNR, NEMA, FEMA, public officials, emergency managers, etc.).

2.4 Perform project deliverable QC task

Task 3: Public Involvement and Stakeholder Participation

This task includes public involvement and stakeholder participation programs to involve eligible jurisdictions in the HMP.

- 3.1 **Project information and project announcement:**
Coordinate with OWNER to identify the communities and key stakeholders to be targeted for the HMP update. Develop project information sheet outlining the goals, mitigation planning process and schedule for the project. Assist the OWNER with distributing the project information sheets to participating communities and stakeholders. Prepare a news release for the newspaper and general public. Develop an electronic survey for the public. The ENGINEER will assist the OWNER in developing social media prompts and posts once a week, as needed, to engage the public.
- 3.2 **Advisory group (Planning team) meeting:**
Coordinate with OWNER to identify an advisory group (local officials, citizens, emergency managers, etc.) that will provide guidance and input to the planning process throughout the duration of the project. Up to three (3) advisory group meetings will be held during the development of the plan. One meeting will be held during “hazard identification” phase, second meeting will be held during “identification of mitigation alternative” phase and third meeting will be held during the document review phase to discuss the draft plan and necessary revisions. The ENGINEER will prepare necessary handouts, presentations and follow-up material for these meetings.
- 3.3 **Public meetings:**
Coordinate and conduct two (2) traditional public meetings in each of the project counties to involve the public and surrounding communities in the planning effort, resulting in a total of twelve (12) public meetings. One (1) public meeting will be held during “hazard identification” phase at a location determined by Owner in each of the counties, one (1) public meeting will be held during the “mitigation strategies” phase of the project. One-on-one meetings will be coordinated and conducted for interested communities, for a total of two (2) meetings per interested community. In addition, two (2) webinars (one (1) during the “hazard identification” phase, and one (1) during the “mitigation strategies” phase of the project) will be used to include communities that are unable to attend the traditional public meetings, as needed.
- 3.4 **Project workshop:**
The ENGINEER will conduct one (1) half-day workshop at the beginning of the planning process that will bring together plan participants and interested stakeholders to better understand the hazard mitigation planning process.
- 3.5 **Project website:**
The ENGINEER will assist the OWNER in developing a project website that can be used for sharing project related information with the OWNER, participating jurisdictions, and other stakeholders. The ENGINEER will assist in maintaining the project website for the

duration of the project. The OWNER will maintain the website at the conclusion of the project.

Task 4: Background information, Data Collection and Risk Assessment:

As part of this task, the ENGINEER will complete a detailed review of recently available data or revised background information. Also, the ENGINEER will perform a risk assessment for the identified hazards.

4.1 Gather and review background information:

- Review and evaluate the existing plan in accordance with the current FEMA mitigation plan crosswalk to determine data gaps.
- Coordinate with NEMA, NDNR, and other agencies to gather and review all available information such as: history of flooding and other hazards; flood insurance studies (FIS); relevant previous studies and reports; community needs assessments; existing strategic plans; aerial maps; LiDAR data; and other pertinent records since the development of current plan.

4.2 Field data collection:

- Coordinate with the OWNER and participating communities to gather information on structural inventories and critical facilities built since the development of current plan. The ENGINEER anticipates that the latest aerial maps and other data sources to provide information to complete the risk assessment.

4.3 Risk assessment:

- Analyze field data and identify problem areas.
- FEMA's software HAZUS may be used for data analysis as necessary for some communities.
- Estimate potential losses due to various hazards (e.g. flood, tornado, wild fire, snow storm, earthquake, etc.).
- Assess the hazard areas including the description of the existing hazard, the extent of damage potential, and the OWNER's hazard mitigation goals.
- Assess the vulnerability of each participating community to various hazards.

Task 5: Develop Mitigation Plan

As part of this task, the ENGINEER will prepare an HMP update as per applicable FEMA guidelines and requirements. The ENGINEER will submit the HMP to the OWNER, participating jurisdictions, and key stakeholders for review.

5.1 Develop mitigation plan:

- Develop preliminary hazard mitigation goals and objectives based on data analysis and public meeting input.
- Identify and analyze mitigation options.
- Identifying and gathering preliminary data on mitigation projects that can open the door to a wide range of public and private funding sources, as well as other sources of funding and technical assistance.
- Review and evaluate current list of projects that has been implemented and identify new potential projects.
- Prepare a draft Multi-Hazard Mitigation Plan as per the all-hazard planning requirements of the NEMA and the FEMA.

5.2 Review and revise the draft plan:

- Based on input and comments received from the planning team, and stakeholders review; revise the draft mitigation plan.

Task 6: CRS Credits for Participating Communities (3 – 4 communities)

6.1 Track efforts for CRS credit:

- Assist communities in evaluating what is currently in place that would qualify for credits under the CRS program

6.2 Conduct additional public meetings for CRS communities:

- For the three communities currently participating in the CRS program ENGINEER will assist in conducting up to a total of six (6) public meetings for the CRS program (two (2) meetings per jurisdiction).
- The ENGINEER will assist in conducting a total of two (2) open houses for enhanced CRS credits.

6.3 Conduct a comprehensive review of community planning documents and studies to be incorporated into the HMP.

6.4 Perform enhanced flood risk assessment process:

- Areas to be identified include: designated floodplain, areas impacted by localized flooding, and areas potentially vulnerable to floods in the future.

6.5 Assist in identification of potential economic impacts resulting from flood events.

6.6 Identify natural floodplain functions.

6.7 Assist in identification of potential actions and strategies.

- Assist in prioritizing and ranking of actions and developing an implementation plan for actions and strategies.

Task 7: NEMA and FEMA Review and Approval

- 7.1 Submit Mitigation Plan to NEMA/FEMA for review and comment
- 7.2 Revise Mitigation Plan as needed
- 7.3 Re-Submittal of Mitigation Plan to NEMA/FEMA
- 7.4 Mitigation Plan Adoption
 - A sample resolution for adopting the plan will be provided to the OWNER, to distribute to participating communities. The participating communities will adopt plan and provide supporting documentation of the adoption
- 7.5 Distribution of the Mitigation Plan
 - Upon State and FEMA approval, the ENGINEER will provide OWNER color copies of the Hazard Mitigation Plan for each participating county, and electronic copies of the plan will be provided to all participating jurisdictions. The OWNER and NEMA will each receive one (1) CD containing the electronic file of the approved plan in Microsoft Word and a PDF format.

SERVICES PROVIDED BY THE OWNER:

1. Gather record of communities/jurisdictions within the planning target area interested in participating in the hazard mitigation planning effort.
2. Coordinate the public meeting efforts and assist conducting each meeting. Also assist coordinating progress meetings with planning team.
3. Distribute letters, news releases and social media prompts to participating communities informing them of the planning effort and inviting to public meetings.
4. Coordinate with project to assist in background data collection in timely manner.
5. The OWNER will be responsible for coordinating and assisting the ENGINEER with the structural inventory for all participating communities, if necessary.
6. Timely review and coordination throughout the project duration

SERVICES NOT INCLUDED: (If desired, fee for these services can be negotiated)

1. Additional public meetings.
2. Additional plan revision needed to obtain FEMA approval due to factors that are not included in this scope of services, or are not standard procedures (according DMA 2000 Bluebook and FEMA Region VII) to as of the contract date.
3. Jurisdictions interested in completing a Benefit Cost Analysis (BCA) related to a specific project identified during the planning process can add these services at their own cost. BCAs for projects can range from \$5,000 to \$10,000 depending on the size and scope of the project.

PROJECT SCHEDULE

Notice to Proceed:	Aug 2018
PDM Grant Application:	Oct 2018
Project Website Development:	Jan 2019
PDM Grant Award:	June 2019
Establish Planning Team:	July 2019
Project Kick off /Planning Team Meeting:	Aug 2019
Half-day HMP Workshop:	Sept 2019
Round 1 Meetings:	Oct/Nov 2019
Data Collection, Analysis and Review:	Aug – Nov 2019
Round 2 Meetings:	Jan/Feb 2020
Plan Development:	Jan – Apr 2020
Plan Review by Planning Team:	May 2020
Plan Completion and Submittal to NEMA:	June 2020
NEMA/FEMA Plan Review/Approval:	Sept 2020
Plan Adoption:	Oct 2020– Feb 2021

Note: Project schedule is dependent upon timely reviews by regulatory agencies and stakeholders, as well as timely project direction from the OWNER.

PROJECT FEE

See Attached Project Fee

*Note: Project Fee and Scope of Services are subject to grant approval and funding availability. See Attachment 1 to view Detailed Fee Schedule. *Grant Application and Project Website are not reimbursable expenses through the PDM Grant.*

Attachment 1 to Exhibit C

Detail Fee Schedule

Task	Hours					Fee/Task	Total Task Fee
	Becky Appleford PM/Lead Planner	Ann Nissen PE	Brooke Welsh GIS/CAD	Phil Luebbert Mitigation Specialist	Sarah Korf Clerical		
Base Salary Rate							
Multiplier							
Hourly Rate							
Task 1 Pre-Disaster Mitigation Grant Development							
1.1 Grant Development	30		2	20	8	\$5,445.74	\$5,445.74
Task 2 Kick-off Meeting, Project Management, Meetings, Agency Coordination, and QC							
2.1 Kick-off Meeting	30	4				\$3,454.83	
2.2 Project Management	80					\$8,124.98	
2.3 Key Meetings	54	8	8	20	8	\$9,081.52	
2.4 Quality Control	48		8			\$5,384.81	
Subtotal Task 2						\$26,046.14	\$26,046.14
Task 3 Public Involvement and Stakeholder Participation							
3.1 Project Information and Project Announcement	60		8	40	8	\$10,646.31	
3.2 Advisory Group Meeting	54		8			\$5,994.18	
3.3 Public Meetings	96	16	8	20		\$13,662.98	
3.4 Project Workshop	48		8	20		\$7,156.14	
3.5 Project Website	40		10			\$4,699.77	
Subtotal Task 3						\$42,159.38	\$42,159.38
Task 4 Background Information, Data Collection and Risk Assessment							
4.1 Gather and Review Background Information	72		20	20		\$10,358.37	
4.2 Field Data Collection	60	20	20	16		\$10,825.15	
4.3 Risk Assessment	90	20	48	16		\$15,656.39	
Subtotal Task 4						\$36,839.91	\$36,839.91
Task 5 Develop Mitigation Plan							
5.1 Develop Mitigation Plan	200	20	54	80	4	\$33,128.92	
5.2 Review and Revise Draft Plan	40	20	20	8	2	\$8,210.39	
Subtotal Task 5						\$41,339.31	\$41,339.31
Task 6 CRS Credits for Participating Communities							
Task 6.1 Tracking efforts for CRS credit	8					\$812.50	
Task 6.2 Conducting additional public meetings for CRS communities.	120	20	8	80	4	\$22,072.48	
Task 6.3 Conduct a comprehensive review of community planning documents and studies to be incorporated into the HMP	20					\$2,031.25	
Task 6.4 Enhanced flood risk assessment process	20	12	24	10		\$5,670.25	
Task 6.5 Identifying potential economic impacts resulting from flood events	20			20		\$3,802.58	
Task 6.6 Identification of natural floodplain functions	8			18		\$2,406.70	
Task 6.7 Identification of potential actions and strategies	8					\$812.50	
Subtotal Task 6						\$37,608.25	\$37,608.25
Task 7 Submit Mitigation Plan to NEMA for Review and Comment							
Task 7.1 Submit Mitigation Plan to NEMA/FEMA for Review and Comment	8					\$812.50	
Task 7.2 Revise Mitigation Plan as needed	40	6	6	6	6	\$5,963.26	
Task 7.3 Re-Submittal of Mitigation Plan to NEMA/FEMA	8				6	\$1,187.56	
Task 7.4 Mitigation Plan Adoption	8				6	\$1,187.56	
Task 7.5 Distribution of the Mitigation Plan	4			6	6	\$1,312.71	
Subtotal Task 7						\$10,463.58	\$10,463.58
Total Hours	1274	146	260	400	58	\$199,902.31	\$199,902.31

Notes: