



Santa Rosa County

Board of County Commissioners

Sheila Fitzgerald, Special Projects/Grants Director

6495 Caroline Street, Milton, FL. 32570-4978, Phone (850) 983-1848 / Fax (850) 983-1944

MEMORANDUM

TO: Tony Gomillion
FROM: Sheila Fitzgerald
DATE: February 4, 2016
SUBJECT: Settlers Colony Drainage – Possibility of Project Expansion

RECOMMENDATION:

That the board consider pursuing additional Hazard Mitigation Grant Program (HMGP) funding available as a result of DR 4068 (TS Debby) to expand or enhance the drainage project currently underway for Settlers Colony and the surrounding area. This may include authorization of up to \$39,530 for engineering services necessary to secure funding.

BACKGROUND

On January 27, 2016, the Florida Division of Emergency Management (DEM) informed the county that additional HMGP funding was available to enhance or expand approved projects obligated from DR 4068 (TS Debby). Funding cannot be used for approved HMGP projects obligated in other disasters or for new projects. Although construction is currently underway for Settlers Colony, we can still propose additional enhancements to improve the drainage in the area, which if approved would occur following a formal design and permitting process. The existing construction project would not be delayed in any way related to this effort.

We are currently exploring several possible improvements in areas immediately adjacent to the existing construction area as well as in the neighborhoods to the south of Settlers Colony and to the west of Coronado Drive extending to the sound. Please refer to attached exhibit for reference. In order to secure funding for enhancements that we may propose, we must provide a complete re-scoped application or proposal for these funds no later than February 26, 2016. In order to meet this critical deadline, we have requested a proposal and fee schedule from Pegasus Engineering who can assist us with both the initial exploration as well as all tasks needed to develop a proposal for DEM's consideration. Pegasus has successfully secured HMGP funding for the county as well as provided invaluable grant and project management services since 2010.

The initial exploration work will begin with a detailed field review/site visit to inventory the existing drainage infrastructure, which is very limited. Other information, such as prior drainage and flooding impacts, will be carefully reviewed to determine a specific service area. Surveying and computer modeling will be used to determine the extent of the proposed improvements, scope of work and cost estimate. Further, a preliminary Benefit Cost Analysis (BCA) will be developed to ensure cost effectiveness, an HMGP requirement.

NEXT STEPS

As soon as practical, the Board will be provided with another update on this effort. Should the board wish to move forward with pursuing funding, staff will work closely with DEM and FEMA to ensure that funds are successful secured. If the proposed improvements meet with DEM and FEMA's approval, we would enter into a Phase I grant agreement to complete formal design, engineering and permitting. We would also be able to receive reimbursement for any preliminary efforts incurred during the current exploratory phase. We would also work as expeditiously as possible to ensure all project construction is complete no later than April, 2018 which is FEMA's deadline for expenditure of funding.



February 8, 2016

Ms. Sheila A. Fitzgerald
Special Projects/Grants
Santa Rosa County Board of County Commissioners
6495 Caroline Street, Suite H
Milton, Florida 32570

**Re: Settlers Colony Drainage Improvements Expansion
FEMA Hazard Mitigation Grant Program (HMGP) Application
Tropical Storm Debby (FEMA-4068-FL-DR)
HMGP Project No. 4068-008-R**

Dear Ms. Fitzgerald:

Per the County's request, please find enclosed two (2) copies of the following information for your review and approval associated with the preparation of a FEMA Hazard Mitigation Grant Program (HMGP) application for submittal to the Florida Division of Emergency Management (DEM) in order to secure FEMA funding for the Settlers Colony Drainage Improvements Expansion:

- Exhibit "A" (Scope of Work); and
- Exhibit "B" (Manhour and Fee Estimate).

In late January 2016, the Florida Division of Emergency Management (DEM) informed Santa Rosa County of the existence of additional funding associated with Tropical Storm Debby that has the strong potential of being allocated to the expansion of the Settlers Colony Drainage Improvements project, a Tropical Storm Debby HMGP funded project, which is currently under construction. For this effort, the County is required to submit a complete HMGP application package to DEM demonstrating project cost effectiveness.

The engineering services to be provided by Pegasus Engineering under this proposal are intended to encompass a stormwater design to expand the original Settlers Colony Drainage Improvements scope of work in an effort to maximize flood protection benefits to nearby residential areas (e.g., Blue Heron Cove and Venetian Isles Subdivisions). As part of this proposal, a complete HMGP application package will be prepared and submitted to DEM for review and funding consideration on or before February 26, 2016.

Note that the fee associated with the engineering design of the project expansion that is being proposed herein is partially reimbursable. In other words, FEMA allows the County to include professional fees in the HMGP application which will be reimbursed to the County (at a 75% Federal share).

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Our intent is to request that DEM structure the County's HMGP application for the Settlers Colony Drainage Improvements Expansion project in a two-phased approach. Specifically, Phase I will encompass engineering design, computer modeling, construction plans, cost estimates, and permitting while Phase II will include the project implementation (i.e., construction costs and construction inspection services). For planning purposes, please note that FEMA will most likely grant a one year timeframe to complete the Phase I services and one year for full project implementation under Phase II services, as construction efforts will need to be completed by April 2018.

We look forward to the opportunity to serve Santa Rosa County on this important assignment and to securing FEMA funds on behalf of the County to allow for the full implementation of this flood protection project, which will in turn provide much needed relief to many affected County residents.

Very truly yours,

PEGASUS ENGINEERING, LLC



David W. Hamstra, P.E., CFM
Principal / Stormwater Department Manager

cc: Leylah Saavedra, Pegasus Engineering
Pegasus Project File SRC-22002

**Settlers Colony Drainage Improvements Expansion
FEMA Hazard Mitigation Grant Program (HMGP) Application
Tropical Storm Debby (FEMA-4068-FL-DR)
HMGP Project No. 4068-008-R**

Approved for Pegasus Engineering, LLC


Fursan Munjed, P.E.

Principal _____
Officer's Title

February 8, 2016 _____
Date

This proposal is hereby accepted and authorization to proceed is hereby given
(Please return one executed copy of this proposal for our Pegasus Engineering records).

Authorized Signature

Officer's Title

Date

EXHIBIT "B"
Manhour and Fee Estimate

SETTLERS COLONY DRAINAGE IMPROVEMENTS EXPANSION
ENGINEERING SERVICES TO PURSUE ADDITIONAL GRANT FUNDING
Santa Rosa County, Florida



Task Description (Effective: February 3, 2016)	Sr. Project Manager (Hamstra, P.E.)	Sr. Project Engineer (Saavedra, P.E.)	AutoCAD / GIS Technician (Birkhead)	Administrative Assistant (Villanueva)	Task Hours	Task Fees
Standard Hourly Rates	\$180.00	\$165.00	\$80.00	\$65.00		
Prepare for and Conduct a Detailed Field Review	12	0	2	0	14	\$2,320.00
Coordinate with County staff regarding documented historical losses	0	2	0	0	2	\$330.00
Prepare a Preliminary Drainage Basin and Problem Area Exhibit	0	4	16	0	20	\$1,940.00
Design and Layout the Preliminary Recommended Drainage Improvements	2	4	12	0	18	\$1,980.00
Prepare a Construction Cost Estimate	2	8	0	0	10	\$1,680.00
Prepared and Submit a Letter Report	2	8	0	1	11	\$1,745.00
Delineate the Drainage Sub-Basins and Compute Hydrologic Parameters	0	12	16	0	28	\$3,260.00
Prepared a survey scope for the County surveyor	2	0	2	0	4	\$520.00
Prepare the Existing and Proposed Conditions Computer Models	4	32	8	0	44	\$6,640.00
Prepare/Assemble the Hydrologic and Hydraulic (H&H) study	2	8	2	2	14	\$1,970.00
Coordinate with County Staff to obtain all supporting BCA documentation	0	12	0	4	16	\$2,240.00
Addressed the required information associated with the Environmental Review Criteria	0	6	4	0	10	\$1,310.00
Address the required information associated with the Tribal Consultation requirements	0	4	2	0	6	\$820.00
Prepare the HMGP Application (including drainage analysis and worksheets)	0	32	0	0	32	\$5,280.00
Prepare the Historic Damage Quantification Analysis and the Benefit Cost Analysis	0	16	0	0	16	\$2,640.00
Prepare Supporting Photographs, Figures and Exhibits for submittal to FEMA	0	2	4	0	6	\$650.00
Prepare and Submit the HMGP Application Package to DEM (in digital format)	0	4	0	2	6	\$790.00
Coordinated with the County surveyor regarding survey work products	0	2	0	0	2	\$330.00
Address one (1) round of RFI (Request for Information) Comments from DEM	0	8	0	1	9	\$1,385.00
Status Reports via Monthly Invoices, Project Administration and Review of Work Products	8	0	0	4	12	\$1,700.00
TASK HOURS	34	164	68	14	280	
TASK LABOR COSTS	\$6,120.00	\$27,060.00	\$5,440.00	\$910.00	\$39,530.00	\$39,530.00
PERCENT BREAKDOWN	15.5%	68.5%	13.8%	2.3%	100.0%	
					FEMA Match (75%):	\$29,647.50
					Local Match (25%):	\$9,882.50