



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: April 4, 2016
SUBJECT: Venetian Way and Coronado Drive Drainage Improvements – HMGP Grant

RECOMMENDATIONS:

That the board approve the Hazard Mitigation Grant Program (HMGP) grant agreement for Phase I design and permitting services for the Venetian Way and Coronado Drive drainage project and authorize matching funds in the amount of \$51,875.00 from the Electric Franchise Fee Drainage Reserves.

That the board authorize staff to review engineering proposals and rank highest qualified firms per Consultants Competitive Negotiation Act (CCNA) guidelines and provide a recommendation for the Board's consideration at a future meeting consistent with prior board practice.

That the board approve the proposal from Pegasus Engineering in the amount of \$7,500.00 for Phase I grant administration and project management services, an approved grant budget line item.

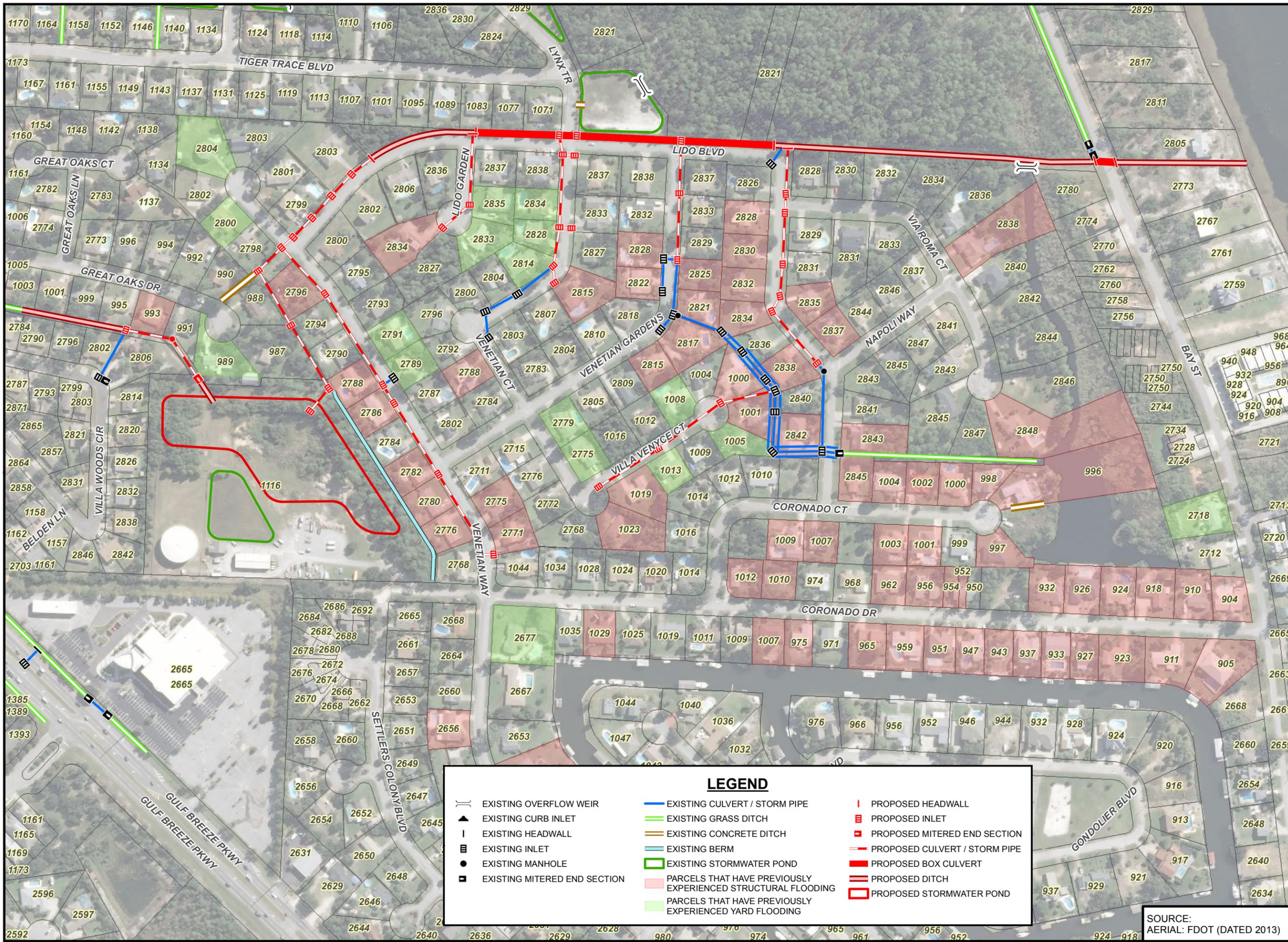
BACKGROUND

At the December 11, 2014 meeting, the Board authorized submittal of an HMGP grant application for drainage improvements in the Venetian Way and Coronado Drive area utilizing Hazard Mitigation Grant Program (HMGP) funding allocated as a result of DR 4177 – (April 2014 Flood Event). This project is the last of four drainage projects to receive the appropriate FEMA and Division of Emergency Management approvals.

The proposed drainage improvements will encompass the acquisition of drainage easements, the new construction and/or upgrade of storm sewer systems (culvert/pipes and inlets) strategically located within the project area, the construction, reconstruction and/or regrading of existing ditches, construction of an outfall canal to discharge into the Santa Rosa Sound, the removal and replacement of existing ditches with storm sewer systems, construction of a stormwater pond, and berm reconstruction (to raise elevation). The improvements, when completed, will eliminate recurring structural flooding; prevent or minimize, yard and street flooding; and provide protection to the areas of Venetian Way, Lido Boulevard, Lido Gardens, Venetian Court, Venetian Gardens, and Villa Venyce Court. **Please refer to attached map of proposed improvements.**

NEXT STEPS

An RFQ for engineering services will be advertised and proposals will be received in late April or early May. Upon acceptance of proposals, staff will review and rank highest qualified firms and provide a recommendation for Board action including contract development and execution. Upon completion and approval of Phase I services, the Board will be asked to approve a Phase II Construction Contract. The construction phase is currently estimated at \$2,394,744 and the required local share will be \$598,686.



SCALE: 1" = 250'

0 250

**PROPOSED IMPROVEMENTS
HMGP APPLICATION
VENETIAN WAY AND CORONADO DRIVE
DRAINAGE IMPROVEMENTS
SANTA ROSA COUNTY, FLORIDA**

LEGEND

	EXISTING OVERFLOW WEIR		EXISTING CULVERT / STORM PIPE		PROPOSED HEADWALL
	EXISTING CURB INLET		EXISTING GRASS DITCH		PROPOSED INLET
	EXISTING HEADWALL		EXISTING CONCRETE DITCH		PROPOSED MITERED END SECTION
	EXISTING INLET		EXISTING BERM		PROPOSED CULVERT / STORM PIPE
	EXISTING MANHOLE		EXISTING STORMWATER POND		PROPOSED BOX CULVERT
	EXISTING MITERED END SECTION		PARCELS THAT HAVE PREVIOUSLY EXPERIENCED STRUCTURAL FLOODING		PROPOSED DITCH
			PARCELS THAT HAVE PREVIOUSLY EXPERIENCED YARD FLOODING		PROPOSED STORMWATER POND

Pegasus
ENGINEERING

301 WEST STATE ROAD 434, SUITE 309
WINTER SPRINGS, FL 32708
TEL: 407-992-9160 • FAX: 407-358-5155
WEB: WWW.PEGASUSENGINEERING.NET

JOB NO.: SRC-22005
DATE: 07/2015

FIGURE
2

SOURCE:
AERIAL: FDOT (DATED 2013)

Grant Agreement (Excerpt)

EXHIBIT – 1

THE FOLLOWING FEDERAL RESOURCES ARE AWARDED TO THE RECIPIENT UNDER THIS AGREEMENT:

Federal Program: Federal Emergency Management Agency: Hazard Mitigation Grant

Catalog of Federal Domestic Assistance Number: 97.039

Amount of Federal Funding: \$200,633.00

:

- OMB Circular A-110 Uniform Administrative Requirements for Grants and Cooperative Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations
- OMB Circular A-102 Uniform Administrative Requirements for Grants and Cooperative Agreements with State and Local Governments
- OMB Circular A-87 Cost Principles for State and Local Governments
- OMB Circular A-21 Cost Principles for Educational Institutions
- OMB Circular A-133 Audits of State, Local Governments, and Non Profit Organizations

Commonly Applicable Statutes and Regulations

- The Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended, 42 U.S.C. 5121 et seq., and Related Authorities
- Sections 1361(A) of the National Flood Insurance Act of 1968 (NFIA, or “the Act”), 42 U.S.C. 4104c, as amended by the National Flood Insurance Reform Act of 1994 (NFIRA), Public Law 103-325 and the Bunning-Bereuter-Blumenauer Flood Insurance Reform Act of 2004, Public Law 108-264
- Title 44 of the Code of Federal Regulations (CFR)
- 44 CFR Part 80 Property Acquisition and Relocation of Open Space
- 44 CFR Part 10 Environmental Considerations
- 44 CFR Part 13 Uniform Administrative Requirements for Grants and cooperative Agreements to State and Local Governments
- 31 CFR Part 205 Rules and Procedures for Funds Transfers

Federal Program:

List applicable compliance requirements as follows:

1. Recipient is to use funding to perform the following eligible activities:
 - Localized Minor Drainage Improvement
2. Recipient is subject to all administrative and financial requirements as set forth in this Agreement, or will be in violation of the terms of the Agreement.

Attachment A
Budget and Scope of Work

STATEMENT OF PURPOSE:

The purpose of this Scope of Work (SOW) is to improve drainage of Venetian Way and Coronado Drive in Santa Rosa County, Florida; funded through the Hazard Mitigation Grant Program (HMGP) **DR-4177-32-R** as approved by the Florida Division of Emergency Management (Division) and the Federal Emergency Management Agency (FEMA).

The Recipient, Santa Rosa County, shall conduct Phase I of this project, which includes the preliminary engineering designs and calculations, surveys, permitting, and notices. No construction activities are approved at this time. The recipient shall complete the Phase I work in accordance with all applicable federal, state and local laws, regulations and codes.

All Phase I activities and deliverables shall be completed and submitted to the Division prior to February 23, 2017.

PROJECT OVERVIEW:

As a Hazard Mitigation Grant Program project, the Recipient proposes to improve the drainage of Lido Blvd. starting at the connection with the existing concrete ditch located at Great Oaks Dr. and ending at an outlet over English Navy Cove; including new drainage structures along Venetian Way to the intersection with Coronado Dr. and sections of Lido Garden, Venetian Court, Venetian Gardens, Coronado Ct. and Villa Venyce Ct. A new stormwater pond will be located north of Venetian Way and includes a connection to the existing grass ditch located between Villa Woods Cir. and Great Woods Dr. in Gulf Breeze, Florida 32563.

The Phase I design shall implement an engineering study, construction plans preparation, permitting and bidding and the recipient shall provide designs and calculations for Phase II review, including verification that there will not be any upstream or downstream impact.

Phase II shall implement the acquisition of drainage easements, the new construction and/or upgrade of storm sewer systems (culvert/pipes and inlets) strategically located within the project area, the construction, reconstruction and/or regrading of existing ditches, construction of an outfall canal to discharge into the Santa Rosa Sound, the removal and replacement of existing ditches with storm sewer systems, construction of a stormwater pond, and berm reconstruction (to raise elevation). This system will prevent/minimize current house, yard, and street flooding on Venetian Way, Lido Boulevard, Lido Gardens, Venetian Court, Venetian Gardens, and Villa Venyce Court.

The improvements, when completed, shall minimize or eliminate future structural damage and provide protection to the surrounding properties in the area; minimize recurring flooding and reduce repetitive flood loss to properties. The completed project shall provide protection against a 25-year storm event.

TASKS & DELIVERABLES:

A) Tasks

- 1) The Recipient shall procure the services of a qualified and licensed Florida contractor and execute a contract with the selected bidder to complete the Phase I scope of work as approved by the Division and FEMA. The Recipient shall select the qualified, licensed Florida contractor in accordance with the Recipient's procurement policy as well as all federal and state laws and regulations.

All procurement activities shall contain sufficient source documentation and be in accordance with all applicable regulations.

The Recipient and contractor shall be responsible for maintaining a safe and secure worksite for the

duration of the work. The contractor shall maintain all work staging areas in a neat and presentable condition.

The Recipient shall ensure that no contractors or subcontractors are debarred or suspended from participating in federally funded projects.

The selected contractor shall have a current and valid occupational license/business tax receipt issued for the type of services being performed. The Recipient shall provide documentation demonstrating the results of the procurement process. This shall include a rationale for the method of procurement and selection of contract type, contractor selection and/or rejection and bid tabulation and listing, and the basis of contract price.

The Recipient shall provide an executed "Debarment, Suspension, Ineligibility, Voluntary Exclusion Form" for each contractor and/or subcontractor performing services under this agreement.

Executed contracts with contractors and/or subcontractors shall be provided to the Division by the Recipient.

The Recipient shall provide copies of professional licenses for contractors selected to perform services. The Recipient shall provide a copy of a current and valid occupational license or business tax receipt issued for the type of services to be performed by selected contractor.

- 2) The Recipient shall monitor and manage the Phase I portion of this project in accordance with the Hazard Mitigation Grant Program application and supporting documentation as submitted to the Division and subsequently approved by the Division and FEMA. The Division and FEMA shall render a Phase II determination upon completion of the review of Phase I deliverables. No construction activities are approved at this time. The Recipient shall ensure that all applicable state, local and federal laws and regulations are followed and documented, as appropriate.

Phase I consists of fees; for conducting survey, drainage study, engineering, design, public notices, and/or permitting associated with the modification(s) needed to upgrade the drainage. Verification of upstream and downstream impacts shall be necessary for determining project eligibility.

All Phase I work shall be completed in accordance with all applicable state, local and federal laws and regulations and documented, as appropriate.

Notify the public of the intent to locate the proposed action in the floodplain or/and wetland. The notice shall be published at least once in a local newspaper of general circulation. The public shall be given at least fifteen (15) days to comment. The recipient shall meet federal requirements of notification. Compliance shall be submitted with deliverables.

Upon completion of Task 2, the Recipient shall submit the following documents with sufficient supporting documentation, and provide a summary all scope of work changes, if any.

1. Two sets of engineering Signed/Sealed final design and analysis, surveying, and Hydrologic and Hydraulic (H&H) Studies;
2. Construction Plans and bid documents;
3. Revised cost estimate for Phase II – construction (include Phase I costs), to implement the design project;
4. Design documents shall provide a detailed description which includes specifics on project scope of work, depth and extent of ground disturbance at all construction locations of the project.
5. Copy of all environmental permits including the Environmental Resource Permit (ERP) from the Northwest Florida Water Management District (NFWMD) or confirmation from the NFWMD that no permit is required..
6. Response letters from all agencies consulted during application phase.
7. Any other documentation requested by the Division, not limited to Project conditions and requirements herein.

- 3) During the course of this agreement the Recipient shall submit requests for reimbursement. Adequate and complete source documentation shall be submitted to support all costs (federal share and local share) related to the project. In some cases, all project activities may not be fully complete prior to requesting reimbursement of costs incurred in completion of this scope of work; however, a partial reimbursement may be requested.

The Recipient shall submit an Affidavit signed by the Recipient's project personnel with each reimbursement request attesting to the completion of the work, disbursements or payments were made in accordance with all agreement and regulatory conditions, and that reimbursement is due and has not been previously requested.

The Recipient shall maintain accurate time records. The Recipient shall ensure invoices are accurate and any contracted services were rendered within the terms and timelines of this agreement. All supporting documentation shall agree with the requested billing period. All costs submitted for reimbursement shall contain adequate source documentation which may include but not be limited to: cancelled checks, bank statements, Electronic Funds Transfer, paid bills and invoices, payrolls, time and attendance records, contract and subcontract award documents.

Direct Expenses: The Recipient shall pre-audit bills, invoices, and/or charges submitted by the contractors and subcontractors and pay the contractors and subcontractors for approved bills, invoices, and/or charges. Recipient shall ensure that all contractor/subcontractor bills, invoices, and/or charges are legitimate and clearly identify the activities being performed and associated costs.

Project Management Expenses: The recipient shall pre-audit source documentation such as payroll records, project time sheets, attendance logs, etc. Documentation shall be detailed information describing tasks performed, hours devoted to each task, and the hourly rate charged for each hour including enough information to calculate the hourly rates based on payroll records. Employee benefits shall be clearly shown.

The Division shall review all submitted requests for reimbursement for basic accuracy of information. Further, the Division shall ensure that no unauthorized work was completed prior to the approved project start date by verifying vendor and contractor invoices. The Division shall verify that reported costs were incurred in the performance of eligible work, that the approved work was completed, and that the mitigation measures are in compliance with the approved scope of work prior to processing any requests for reimbursement.

Review and approval of any third party in-kind services, if applicable, shall be conducted by the Division in coordination with the Recipient.

Quarterly reports shall be submitted by the Recipient and received by the Division at the times provided in this agreement prior to the processing of any reimbursement.

The Recipient shall submit to the Division requests for reimbursement of actual Phase I costs related to the project as identified in the project application and this scope of work. The Requests for Reimbursement (RFR) shall include:

1. Contractor, subcontractor, and/or vendor invoices which clearly display dates of services performed, description of services performed, location of services performed, cost of services performed, name of service provider and any other pertinent information;
2. Proof of payment from the Recipient to the contractor, subcontractor, and/or vendor for invoiced services;
3. Clear identification of amount of costs being requested for reimbursement as well as costs being applied against the local match amount;

The Recipient's Request for Reimbursement shall include the final Phase I project cost. Supporting documentation shall show that all contractors and subcontractors have been paid.

B) Deliverables

Mitigation Activities consist of project design, which shall implement measures to determine

modifications needed to improve the drainage and alleviate flooding in the area of Villa Venyce subdivision in the City of Gulf Breeze, Florida 32563.

The completed project shall provide protection against a 25-year storm event.

Provided the Recipient performs in accordance with the Scope of Work outlined in this Agreement, the Division shall reimburse the Recipient based on the percentage of overall project completion.

PROJECT CONDITIONS AND REQUIREMENTS:

C) Engineering:

- 1) The Recipient shall submit Engineering plans that clearly shows the engineer's estimate of the pre and post-mitigation effects of the proposed project and the relationship of the damages to be mitigated (commensurate with the level of funding requested). This includes, but is not limited to, the existing and proposed hydrology and hydraulics for the level of event being mitigated.
- 2) Design documents shall provide a detailed description which includes specifics on project scope of work, depth and extent of ground disturbance at all construction locations of the project.
- 3) Demonstrate mitigation effectiveness, in part, by showing the physical location(s) and elevation(s) of the infrastructure/structures that is being damaged and FEMA Special Flood Hazard Areas on the same plan.
- 4) Submit a refined cost estimate, to include Phase I Fees and Phase II Construction materials and Labor.

D) Environmental:

- 1) The recipient must follow all applicable state, local and federal laws regulations and requirements, and obtain (before starting project work) and comply with all required permits and approvals. Failure to obtain all appropriate federal, state, and local environmental permits and clearances may jeopardize federal funding. If project work is delayed for a year or more after the date of the categorical exclusion (CATEX), then coordination with and project review by regulatory agencies must be redone.
- 2) Any change, addition or supplement to the approved Scope of Work that alters the project (including other work not funded by FEMA, but done substantially at the same time), regardless of the budget implications, will require re-submission of the application to FEMA through the Division for National Environmental Policy Act (NEPA) re-evaluation before starting project work.
- 3) All applicable environmental permits must be obtained including, but not limited to, an Environmental Resource Permit (ERP) from the Northwest Florida Water Management District (NFWFMD). Any conditions for compliance shall be included in the final design plans, narrative and project implementation actions
- 4) Tribal Consultation shall be required for proposed ground disturbing activities. Following information shall be provided as part of deliverables:
 - 5) Final geographic latitude/longitude of the proposed construction areas
 - 6) Previous and current use of proposed project area
 - 7) Any known site work or historic uses for the proposed location
 - 8) Proposed future use of project location
 - 9) Any available studies that may have taken place on the property
- 10) Phase I of this project is approved with the condition that the above list of deliverables shall be submitted for review and approval by the Division and FEMA before Phase II is considered.
- 11) No construction work may begin until Phase II is approved by the Division and FEMA.

E. Programmatic:

- 1) A change in the scope of work *must* be approved by the Division and FEMA in advance regardless of the budget implications.
- 2) The Recipient must notify the Division as soon as significant developments becomes known, such as delays or adverse conditions that might raise costs or delay completion, or favorable conditions allowing lower costs or earlier completion.
- 3) The Recipient must “obtain prior written approval for any budget revision which would result in a need for additional funds” [44 CFR 13(c)], from the Division and FEMA.
- 4) Any extension of the Period of Performance shall be submitted to FEMA, 60 days prior to the expiration date. Therefore, any request for a Period of Performance Extension shall be in writing and submitted along with substantiation of new expiration date, and a new schedule of work, to the Division a minimum of seventy (70) days prior to the expiration date, for Division processing to FEMA.
- 5) The Recipient must avoid duplication of benefits between the HMGP and any other form of assistance, as required by Section 312 of the Stafford Act, and further clarification in 44 CFR 206.191.

This is FEMA Project Number **4177-32-R**, is funded under **HMGP-4177-DR-FL**.

The project was awarded by FEMA on **December 7, 2015**; with a Pre-Award date of **November 13, 2014**; and the Period of Performance (POP) for this project shall end on **February 23, 2017**.

FINANCIAL CONSEQUENCES:

If the Recipient fails to comply with any term of the award, the Division shall take one or more of the following actions, as appropriate in the circumstances:

- 1) Temporarily withhold cash payments pending correction of the deficiency by the Recipient;
- 2) Disallow all or part of the cost of the activity or action not in compliance;
- 3) Wholly or partly suspend or terminate the current award for the Recipient’s program;
- 4) Withhold further awards for the program; or
- 5) Take other remedies that may be legally available.

Schedule of Work

Phase I –

Design, Engineering, Permitting and Survey: 14 Months

Total Period of Performance: 14 Months

Budget

Line Item Budget*

Phase I	Project Costs	Federal Share	Local Share
Pre-Award:	\$60,010.00	\$45,008.00	\$15,002.00

Fees: Design, Permits, Survey	\$207,500.00	\$155,625.00	\$51,875.00
Total Phase I Cost:	\$267,510.00	\$200,633.00	\$66,877.00

**Any line item amount in this Budget may be increased or decreased 10% or less without an amendment to this Agreement being required, so long as the overall amount of the funds obligated under this Agreement is not increased.*

*This project has a Pre-Award, approved by FEMA in the amount of \$60,010.00 project costs with a start date of **November 13, 2014**.*

Funding Summary

Federal Share:	\$200,633.00	(75%)
Local Share:	\$66,877.00	(25%)
Total Project Cost:**	\$267,510.00	100.00%

***The project cost is inclusive of administrative cost.*

Draft RFQ

Venetian Way and Coronado Drive Drainage Engineering Services Minimum Specifications

Santa Rosa County is seeking the services of a qualified and licensed professional to provide engineering services associated with the Venetian Way and Coronado Drive drainage project. Engineering services includes surveying, geotechnical services, engineering design & analysis, environmental/permitting and development of construction plans, construction estimates and bid documents. The county will provide an ICPR Model previously prepared for this area. The successful firm may also be expected to assist the county or its representative in providing/analyzing data for the required FEMA cost- benefit analysis for the construction phase, providing project status to the county to aid in the preparation of quarterly reports to FEMA and assist the county with the preparation of the required Phase I deliverables to FEMA. Firms should demonstrate their knowledge of the HMGP program and experience with similar projects within their qualifications.

Location

The Venetian Way and Coronado Drive area are part of the Villa Venyce subdivision located in Gulf Breeze area within unincorporated Santa Rosa County. The project area is located south of U.S. Highway 98 (Gulf Breeze Parkway), and it is bounded to the east by Lido Boulevard and to the west by Coronado Drive. (latitude:30.375814, longitude:-87.112056).

Current Conditions

The generally flat topography falls from north to south, toward the Santa Rosa Sound. Consequently, the project area discharges into a nearby canal, which is hydraulically connected to the Santa Rosa Sound. The development within the project area began during the early to mid 1970s when stormwater design standards were minimum to nonexistent. This area had historically experienced repetitive roadway flooding as well as yard and structural flooding of several residential properties.

Proposed Improvements

Santa Rosa County envisions that the implementation of the proposed drainage improvements will minimize or eliminate future structural damage while protecting the residents from harm's way during and following future flood events. Specifically, the proposed drainage improvements will include Lido Blvd. starting at the connection with the existing concrete ditch located at Great Oaks Dr. and ending at an outlet over English Navy Cove; including new drainage structures along Venetian Way to the intersection with Coronado Dr. and sections of Lido Garden, Venetian Court, Venetian Gardens, Coronado Ct. and Villa Venyce Ct. A new stormwater pond will be located north of Venetian Way and includes a connection to the existing grass ditch located between Villa Woods Cir. and Great Woods Dr. in Gulf Breeze, Florida 32563.

This project will be phased. The Phase I design shall implement an engineering study, construction plans preparation, permitting and bidding, and designs and calculations for Phase II review, including verification that there will not be any upstream or downstream impact.

A Hydrologic and Hydraulic (H&H) Study as well as an engineer's probable cost estimate have already been prepared for this project. The consultant will be expected to review and update the H&H study and cost estimate as necessary based on detailed survey and final construction plans.

The proposed improvements include the construction of a stormwater pond within the South Santa Rosa Utilities Water Plant site (owned by the City of Gulf Breeze). Coordination with the City of Gulf Breeze and County Engineering will be imperative in order to establish the improvements limits and address potential utility conflicts.

A public meeting will also be required to inform the affected local residents of the anticipated extent of the project improvements, maintenance of traffic and other public information.

Deadlines

In order to meet grant requirements, all work must be completed by January 31, 2017 including securing all-required permits and easements. Extensions may be considered but are not desirable.

FEMA Grant Requirement

The Venetian Way and Coronado Drive drainage project is a federally-funded project. As such, FEMA requires the selected contractor and sub-contractor(s) to certify that they are not debarred or suspended from participating in federally-funded projects. The selected firm will be required to provide said documentation after the selection process has been completed.

Proposal Requirements

Qualifications shall be demonstrated in a written proposal and include the following information tabbed as instructed below:

Tab 1 - Letter of Interest

Respondent shall submit a letter of interest signed by a corporate officer or principal or an authorized representative of the prime consultant authorized to obligate the firm contractually. The letter shall include the business address, telephone number, facsimile number, e-mail and the name of the prime consultant that the County can contact for additional information (2-page limit).

Tab 2 - Company Profile

Respondent shall provide a brief profile of their company, which should include their firm's legal name; history; business structure; designation of the legal entity by which business operates (sole proprietor, partnership, corporate, LLC, etc.); type of ownership (small business, small disadvantaged business or W/MBE business); length of company's existence; locations of their parent company, branch or subsidiary and proposed project team; total number of personnel including personnel by discipline; and firm's field of expertise.

Tab 3 – Qualifications of Key Personnel

Describe the education, experience and relevant abilities of key personnel and proposed subcontractors who will be responsible for project completion. Include information on recent, current, and projected workloads of each key personnel to demonstrate ability to meet time requirements.

Tab 4 – Approach to Project/Understanding

Demonstrate understanding of proposed project and the technical approach to be taken in addressing the proposed scope of work, including a delineation of specific tasks to be undertaken within project deadlines. In addition, describe the work management plan to be utilized by the firm. The description should include a project schedule showing estimated start and completion dates of all major tasks and individuals responsible for implementation and completion of said tasks.

Tab 5 – Firm Familiarity with the HMGP Program

Identify the firm’s prior work experience with the HMGP program. List each project separately to include jurisdiction name, project name and type, and grant amount.

Tab 6 – Similar Project Experience

Identify the firm’s prior experience with stormwater/drainage systems design and permitting in the State of Florida.

Tab 7 – Prior Awarded County Work

Identify engineering related contracts previously awarded by Santa Rosa County.

Tab 8 – Professional References

Provide a list of five general references, previous clients, etc. with names, titles, phone numbers and e-mail addresses of contact persons to serve as references.

Selection Criteria

The most highly qualified firm(s) will be selected based on such factors as the ability of professional personnel; whether a firm is a certified minority business enterprise; past performance; willingness to meet time and budget requirements; location; recent, current, and projected workloads of the firm; and the volume of work previously awarded to each firm by the agency, with the object of effecting an equitable distribution of contracts among qualified firms, provided such distribution does not violate the principle of selection of the most highly qualified firms. Other factors that may be considered include a demonstrated knowledge of the Hazard Mitigation Grant Program (HMGP) including familiarity with FEMA’s Benefit Cost Analysis technical process as well as prior design experience with Santa Rosa County specific to an HMGP drainage funded project.

**Grant Administration
and Project
Management Proposal**



January 15, 2016
(revised April 4, 2016)

SRC-22010

Sheila A. Fitzgerald
Grants and Special Projects Director
Santa Rosa County BOCC
6495 Caroline Street, Suite H
Milton, Florida 32570

**Re: Venetian Way and Coronado Drive Drainage Improvements
FEMA Hazard Mitigation Grant Program (HMGP) Application
Florida Severe Storms, Tornadoes, Straight-line Winds, and Flooding (FEMA-4177-FL-DR)**

Subj: Project Management/Grant Administration Services

Dear Sheila:

We are pleased to submit our proposal for Project Management/Grant Administration Services for the Venetian Way and Coronado Drive Drainage Improvements project.

If you have any questions, please contact me directly at 407-992-9160, extension 309, or by email at david@pegasusengineering.net.

Sincerely,

PEGASUS ENGINEERING, LLC



David W. Hamstra, P.E.
Principal / Project Manager

cc: Leylah Saavedra, Pegasus Engineering, LLC

**Venetian Way and Coronado Drive Drainage Improvements
FEMA HMGP Project No. 4177-032-R**

Project Management/Grant Administration Services

CONTRACT SPECIFICS

Beginning and end dates of agreement

The professional services encompassed in this contract will be initiated upon receipt of the executed contract by the Board of County Commissioners and are scheduled to end on February 23, 2017.

Contract Amount

Hourly not-to-exceed in the amount of **\$7,500.00**

Reimbursable expenses, such as courier, tolls, mileage, photocopies, plotting, and exhibits incurred in connection with the scope of work detailed herein will be included in the above quoted fee. Note that the fee amount specified above is an authorized expense that qualifies for partial reimbursement from FEMA.

Type of Contract

Hourly not-to-exceed

Project description

The Phase I of the Hazard Mitigation Grant Program (HMGP) contract for this project encompasses engineering design and analysis, permitting, surveying services, geotechnical services and construction plans, while Phase II pertains specifically to the project implementation (i.e., construction costs and construction inspection services).

The original Pegasus Engineering scope of work for this project encompassed preparation of the HMGP application that was approved by the Santa Rosa County Board of County Commissioners on November 13, 2014. The HMGP application package was prepared and submitted to the State of Florida Division of Emergency Management (DEM) in March 2015 and DEM recommended the project for funding in August 2015. Subsequently, FEMA officially approved project funding at 10.7% federal match and issued a HMGP contract in January 2016.

In response to the County's request, FEMA issued a federal share increase approval letter on February 23, 2016, increasing the project's federal match to 75%. At the end of March 2016, the County received a draft contract from DEM specifying a new Period of Performance end date of February 23, 2017. Note that the originally proposed Period of Performance end date was December 7, 2016.

We understand that the County anticipates Phase I deliverables to be submitted to DEM no later than the end of January 2017, which should allow for the timely issuance of the HMGP contract for Phase II services.

Scope of Services

This proposal incorporates the following Phase I project management/grant administration services related to the Venetian Way and Coronado Drive Drainage Improvements:

- 1) Coordinate with the design consultant regarding quarterly project status.
- 2) Prepare and submit quarterly reports to DEM.
- 3) Coordinate with County staff regarding paid invoices, cancelled checks and supporting documentation.
- 4) Prepare and submit reimbursement requests to DEM.
- 5) Conduct one (1) meeting with DEM staff during the remaining Period of Performance.
- 6) Review the Phase I deliverables collected by County Staff prior to submittal to DEM.
- 7) Submit all work products electronically to Santa Rosa County and DEM.
- 8) Prepare status reports via monthly invoices (project administration).

TERMINATION

This agreement may be terminated by either party upon providing thirty (30) days written notice to the other party.

GENERAL PROVISIONS

- A. **Governing Law.** This agreement shall be governed by and construed in accordance with the laws of the state of Florida, but excluding the conflict of laws thereof.
- B. **Assignment.** Neither party may assign any of its rights or delegate any of its duties or obligations under this agreement without the express written consent of either party.
- C. **Partial Invalidity.** In the event that any provision of this agreement shall be construed to be illegal or invalid for any reason, said legality or invalidity shall not affect the remaining provisions hereof, but such illegal or invalid provision shall be fully severable and letter agreement shall be construed and enforced as is such illegal and invalid provision had never been included herein.
- D. **Entire Agreement.** This agreement constitutes the entire agreement between the parties with respect to the subject matter hereof. It may be changed only by a written agreement signed by the parties.
- E. **Consultant agrees to indemnify and hold harmless County, its agents, officials, and employees for any and all claims, suits and damages arising out of the operation of this contract.**

Venetian Way and Coronado Drive Drainage Improvements
FEMA HMGP Project No. 4177-032-R

Project Management/Grant Administration Services

Approved for Pegasus Engineering, LLC



Fursan Munjed, P.E.

Principal _____
Officer's Title

April 4, 2016 _____
Date

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

Santa Rosa County
Authorized Signature

Santa Rosa County
Officer's Title

Date