

## TOWN COUNCIL

### STAFF REPORT

#### Engineering Department



<b>MEETING DATE:</b>	April 9, 2024
<b>PROJECT:</b>	Approval to Authorize a Task Authorization to J. Bragg Consulting, Inc. for Engineering Services related to the Comprehensive Drainage Plan Improvements Project. (Fiscal Impact: \$231,107.04)
<b>PROJECT MANAGER:</b>	Kimberly Washok-Jones, Director of Projects and Watershed Resilience

**REQUEST:** Town Staff requests that Town Council authorize the Town Manager to issue a MSA Task Authorization (Contract # 2021-55) with J. Bragg Consulting, Inc. to provide engineering services associated with the Comprehensive Drainage Plan Improvements CIP. Work will be performed on Crooked Cove and Guerrard Cove watersheds. The scope of engineering work shall generally include stormwater facility asset inventory, assessment, flow monitoring, for Crooked Cove and Guerrard Cove and 2D H/H Model development and preparation of the Master Planning Report for Crooked Cove per the attached MSA Engineering Services Proposal from J. Bragg Consulting, Inc. dated February 29, 2024 (Attachment 3) and in the amount of \$200,962.04. Staff requests a 15% contingency allowance of \$30,145.00 to cover unforeseen changes that may arise during performance of the MSA Task authorization work. The total potential cost, including contingency, is \$231,107.04.

The Task Authorization amount is within the FY2024 budget limit established in the Fiscal Year 2024 Consolidated Budget (Attachment 2).

The scope of the entire project will occur and be funded over two fiscal years. As a result, a separate Task Authorization is planned to be issued in FY2025 for completion of Guerrard Cove work which will include 2D H/H Model development and preparation of the Master Planning Report. The remaining work to be performed on Guerrard Cove is estimated at \$90,000.00.

**BACKGROUND:** Based on successful completion of the Heyward Cove Watershed Study, Results and Project Recommendations, together with lessons learned and the efficiencies that could be incorporated into the study area, it is recommended that J. Bragg Consulting, Inc. be considered to perform work for this next study area. The attached scope of work and MSA Contract proposal was requested from J. Bragg Consulting, Inc. (Attachment 3).

The proposed work will: 1) identify and determine stormwater infrastructure conveyance systems by type, condition, size, and owner; 2) identify stormwater infrastructure conveyance systems in need of maintenance, repair, upgrade in size or type; 3) identify areas of inundation from storms of different magnitude and 4) provide information to guide policy and program recommendations for implementation.

**NEXT STEPS:**

- Approval of MSA Task Authorization.
- Schedule a project kick-off meeting with stakeholders.

**SUMMARY:** The proposed work is consistent with the Comprehensive Drainage Plan Improvements CIP, the FY2023-2024 Strategic Plan Focus Area 1) Infrastructure – guiding principles 1 and 3; and 2) Community Quality of Life - guiding principle 6.

Consistent with these Guiding Principles, Staff is requesting Town Council to authorize the Town Manager to authorize MSA Contract 2021-55 Task Authorization for Engineering Services with J. Bragg Consulting, Inc. for Comprehensive Drainage Plan Improvements Project work on Crooked and Guerrard Coves.

**ATTACHMENTS:**

1. Presentation
2. Project Data Sheet
3. Crooked Cove Inventory Master Plan Scope Proposal
4. Proposed Motion