

BACKGROUND/SCOPE OF SERVICES

The City of Diamondhead is seeking to participate in the Community Rating System (CRS) with a goal to improve/reduce flood insurance premiums through various activities, including the County Hazard Mitigation Plan. This effort shall include mapping out the development of a CRS Floodplain Management Plan (Activity 510) that aligns with the County Hazard Mitigation Plan update as well as identification of additional creditable activities under the CRS program. The intent of the project is to provide services to City of Diamondhead that will document their implementation of practices that qualify for CRS certification and recommend measures for future improvement.

PHASE ONE

INTERVIEWS WITH KEY PERSONNEL

Rostan will meet with City staff in person or virtual platform within its Code Enforcement, Floodplain Management groups and other departments who may be managing activities that are creditable under the Community Rating System. The purpose of these meetings is to learn about current activities and gauge interest or capacity to add or enhance programs that would increase public awareness about flood risk in the City, reduce risk, or support floodplain functions—activities creditable under the CRS. In addition to interviews with City Staff, Rostan will facilitate a conversation with Mississippi Floodplain Management Staff to jump start the application process for the city to join the CRS program.

PHASE ONE DELIVERABLES

Within four weeks of the In-Person Meeting, Rostan will provide a summary of short-term achievable program activities for CRS participation

PHASE ONE SCHEDULE	Project Month			
	Week 1	Week 2	Week 3	Week 4
Milestone				
Notice to Proceed				
Kickoff Meeting				
Research/Interviews				
Short Term Program Report				

PHASE TWO

IDENTIFY RECOMMENDATIONS TO MAXIMIZE CRS CREDIT

A detailed study of the City's floodplain management, building code, and stormwater ordinances and Hazard Mitigation programs should be conducted to identify opportunities and suggest enhancement for CRS Class improvement.

MATERIALS REVIEW

Following the interviews of Phase One, Rostan will review the City of Diamondhead's floodplain management (including building code and stormwater) regulations, floodplain management plans, hazards mitigation plan or process, community website, and other relevant documents or materials identified during the in-person meetings to identify existing creditable activities or potential enhancements for additional credit. Review of materials may also include those from similar CRS communities to identify best practices and/or programs that might work in the City of Diamondhead.

APPLICATION PREPARATION

Following the materials reviews Rostan will prepare an application for the City to join the CRS program for submission to Mississippi Floodplain Management Office.

PHASE TWO DELIVERABLES

Rostan will meet in person or via virtual platform to review findings, develop a work plan, and identify objectives for future tasks and prepare an application to enter the CRS program.

PHASE TWO SCHEDULE	Project Month		
	Week 5	Week 6	Week 7
Milestone			
Materials Review			
CRS Application			

PHASE THREE

DEVELOP REPORT AND APPENDIX FOR IMPLEMENTATION

Rostan will, upon request, develop implementation plans for the recommended floodplain management program enhancements, which may include development of outreach plans through the CRS Program for Public Information (PPI), suggested code revisions, floodplain management/hazard mitigation planning assistance, stormwater planning, repetitive loss area analysis, etc. This phase may also include additional or ad hoc technical support with plan implementation, training, outreach support, and meetings with Mississippi Floodplain Office for entrance into the CRS program, etc.

DELIVERABLES

Report - Rostan will summarize findings in a report to include a breakdown of existing scores, identify shortcomings, and short- and long-term opportunities for improvement. The report will be a framework of suggested steps with options that the City can choose from for implementation at their own desire and pace.

Recommendations - Identify recommendations to maximize CRS credit, with associated level of effort and/or benefit-cost analysis.

PHASE THREE SCHEDULE	Project Month		
	Week 8	Week 9	Week 10
Milestone			
Draft Report and Appendix			
Comments			
Final Report and Appendix			
Project Closeout Meeting			

PRICING

Hours needed to complete each Phase are identified below and will be billed on a Time and Materials basis as per the Contract Agreement based on the rates Identified below.

Total Cost is \$28,000.00

Phase 1 CRS Application Development -Analyze Current Status		Phase 2 Identify Recommendations		Phase 3 Develop Report & Appendix		Total	
Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost
100	\$12,000.00	80	\$11,200.00	50	\$4,800.00	230	\$28,000.00

PROGRAMMANAGEMENT

<u>Position</u>	<u>City/State</u>	<u>Hourly Rate</u>
Program Manager	Baton Rouge / LA	\$185.00
Deputy Program Manager	Baton Rouge / LA	\$0.00
Program Administrator	Baton Rouge / LA	\$160.00
Project Coordinator	Baton Rouge / LA	\$0.00
Subject Matter Expert	Baton Rouge / LA	\$0.00
Senior Consultant	Baton Rouge / LA	\$170.00
Consultant	Baton Rouge / LA	\$150.00
Junior Consultant	Baton Rouge / LA	\$105.00