

September 12, 2024

Dale L. Martin, City Manager
City of Flagler Beach
Via Email: dmartin@cityofflaglerbeach.com

**RE: City-Wide Stormwater Master Plan – Phase 2
Professional Services Task Order Proposal**

Dear Dale,

We are excited that the City has decided to proceed with Phase 2 of its stormwater master planning effort and are happy to present the following professional services proposal to provide related professional services. We intend for our proposal to represent a continuation of our services from Phase 1, building upon our prior existing conditions analysis to develop conceptual engineering solutions to address drainage and stormwater management challenges across the City. The table below summarizes our proposed tasks and fees for Phase 2. We estimate this phase of the overall master planning effort will require approximately 24 weeks of effort. For additional details on scope and schedule, please see **Attachment A – Scope of Services Summary**.

Task	Description	Task Fee	Fee Type
Task 1 –	Project Management	\$12,440	Lump Sum
Task 2 –	Online Project Hub	\$7,500	Lump Sum
Task 3 –	Inventory of City Parcels, ROWs, Esmts.	\$7,040	Lump Sum
Task 4 –	Definition of Assessment Priorities	\$7,020	Lump Sum
Task 5 –	Conceptual Solutions and Alternatives	\$139,000	Lump Sum
Task 6 –	Phase 2 Recommendations	\$28,260	Lump Sum
Task 7 –	Limited Survey	\$15,500	Lump Sum
Total Proposed Fee		\$216,760	Per Task

Note: Lump Sum tasks will be invoiced on a monthly basis based on percent of scope completed for that task. Direct expenses for project-related costs (e.g., travel, print shop services) are included in the stated lump sum fees and will not be submitted for separate reimbursement. The Not-to-Exceed survey task will be invoiced on an hourly basis up to the stated NTE fee based on hourly labor rates and direct project expense reimbursement (e.g., survey truck mileage).

After you have had an opportunity to review the details of our proposal, please let me know if you would like to schedule a time to discuss. We are excited to continue our work with the City and its stakeholders on this project – thank you!

Sincerely,



D. Patrick Jehle, Jr., P.E.
Project Manager

**ATTACHMENT A
SCOPE OF SERVICES SUMMARY**

Proposal No.: 241439
Project Name: City-Wide Stormwater Master Plan – Phase 2
Project Jurisdiction: City of Flagler Beach, Florida
Proposal Date: September 12, 2024

Pursuant to the terms of its Master Contract for Professional Services, dated February 22, 2024, McKim & Creed, Inc. (Consultant) is providing this scope of services to the City of Flagler Beach, Florida (City) for professional services related to Phase 2 of the City’s overall Stormwater Master Plan effort.

PROJECT UNDERSTANDING

The overall scope of this project is focused on developing a stormwater master plan for the entire limits of the City of Flagler Beach. At its January 25, 2024, Regular Meeting, the City Commission approved Resolution 2024-03, accepting the proposal from McKim & Creed to serve as the City’s Stormwater Consultant. Per the City’s original request for proposal and the response package submitted by McKim & Creed, the overall master plan effort is envisioned to progress through three general phases:

- Phase 1 – Review and Report of Current Conditions (complete)
- Phase 2 – Assessment of Possible Improvements to Mitigate Flooding (current focus)
- Phase 3 – Review, Revision, and Redevelopment of the City Stormwater Master Plan

McKim & Creed previously completed Phase 1, and presented its findings and recommendations to the City Commission on July 25, 2024. At this time, the City desires to proceed with Phase 2 based on funding programmed into its FY2025 budget, with an understanding that Phase 3 will be pursued in the future when additional funding is available. As such, our current scope and fee proposal is primarily limited to those services outlined by our initial response package as being included in Phase 2.

PROPOSED SCOPE AND FEE

Details of our proposed scope of services, fees, and deliverables associated with Phase 2 of the overall stormwater master planning effort are outlined on the following pages.

TASK 1 – PROJECT MANAGEMENT

\$12,440 Lump Sum

This task includes general project administration and management tasks such as meetings and general communication with the City, project documentation, management of proposed scope, fee, and schedule, and project invoicing.

Deliverables for this task will be the following:

- 1) Phase 2 kick-off meeting hosted on Microsoft Teams between City and Consultant to confirm objectives, schedule, milestones, etc.
- 2) Regular coordination meetings between City and Consultant, assumed to be held on a bi-weekly basis and typically hosted on Microsoft Teams.
- 3) Monthly invoicing accompanied by a project status summary memo.

TASK 2 – ONLINE PROJECT HUB

\$7,500 Lump Sum

For the purposes of continued engagement and data sharing with the general public, Consultant will continue to manage and update the ArcGIS Hub platform that was initially developed during Phase 1, expanding its presentation to include additional content and features relevant to Phase 2. (<https://info.mckimcreed.com/flaglerbeach>)

TASK 3 – INVENTORY OF CITY PARCELS, ROWs, EASEMENTS

\$7,040 Lump Sum

Consultant will create an inventory of existing parcels, rights-of-way, and easements currently under the City’s authority and available for use in stormwater management. Locations of these features will be extracted from subdivision plats and prior construction plans made available to Consultant for review. After an initial inventory is complete, Consultant will request City staff coordinate with the City Attorney to confirm what legal allowances and/or restrictions are conveyed by these features.

Deliverables for this task will be the following:

- 1) Inventory of features, provided in both GIS format (for ease of viewing and accessing records) and in PDF plan view format (depicting the locations of each feature and the source of its definition).

TASK 4 – DEFINITION OF ASSESSMENT PRIORITIES

\$7,020 Lump Sum

In that the existing drainage challenges identified in Phase 1 are so widespread across the City, it is critical that priorities be established to inform the consideration of project solutions as part of Phase 2. We anticipate using the six criteria for project scoring utilized in the City’s 2002 Master Plan as the basis of our initial definition of priorities; however, we also anticipate recommending revisions and enhancements to those scoring criteria to reflect priorities defined by the City’s current staff and leadership and our own engineering recommendations, being informed by our Phase 1 findings.

Consultant will recommend to City staff a recommended set of priorities and scoring criteria, and seek staff’s concurrence. It is assumed that City staff will facilitate review, input, and concurrence from other stakeholders (citizens, City Commission, etc.). Forming a consensus around the priorities and criteria for scoring potential projects is a critical step, such that the master plan ultimately produces projects that will be supported for design, permitting, funding, and construction by the City.

Deliverables for this task will be the following:

- 1) Project Prioritization Matrix, defining weighted criteria that will be used as the basis of scoring and ranking conceptual project solutions.

TASK 5 – CONCEPTUAL SOLUTIONS AND ALTERNATIVES

\$139,000 Lump Sum

Building upon the analysis, modeling, and results from Phase 1 of the overall master planning effort, Consultant will consider various conceptual solutions to address the City’s existing drainage and flooding challenges. It is important to note that, as with Phase 1, this scope of work will continue to focus on drainage and flooding challenges associated with regularly occurring rainfall events and not on extraordinary weather conditions (such as tropical events) or on flooding due to storm surge in the Intercoastal Waterway.

Conceptual solutions will consider not only collection and conveyance of stormwater runoff, but also discharge rate control and water quality. To address collection and conveyance, we anticipate considering concepts such as implementation of swales, curbs and gutters, inlets, and/or pipe. To address discharge rate control and water quality, we anticipate considering concepts such as retention/detention facilities, water quality units, and static/dynamic control mechanisms. Land acquisition and/or easements that would be required to implement the various concepts will be considered as part of the analysis and scoring of those concepts.

For the conceptual alternatives that are considered, the Phase 1 Existing Conditions H&H model will be updated to reflect Proposed Conditions represented by the alternative. Simulations will be executed to demonstrate the effectiveness of the various alternatives, and opinions of probable construction cost will be developed for alternatives that are shown to be effective. Construction costs will be projected out to a future timeline of potential implementation. Conceptual plan view exhibits will be developed depicting the scope of preferred alternatives, including the limits of any required land acquisition and/or easements. Benefit-cost analyses will be developed to substantiate the value of proposed alternatives and to support resulting recommendations for their implementation.

Deliverables for this task will be the following:

- 1) Conceptual plan view exhibits depicting the scope of preferred alternatives.
- 2) Inundation maps showing the anticipated reduction of flooding based on implementation of preferred alternatives.
- 3) Opinions of cost and benefit-cost analyses for preferred alternatives.

TASK 6 – PHASE 2 RECOMMENDATIONS

\$28,260 Lump Sum

Utilizing the definition of priorities and scoring matrix developed under Task 4, and the documented performance and benefits generated for various alternatives in Task 5, Consultant will develop recommendations for the prioritization and sequencing of implementing the preferred alternatives.

Consultant will compile its findings and recommendations into a narrative report and create an accompanying presentation to be delivered to the City Commission in a public forum.

Deliverables for this task will be the following:

- 1) Narrative summary of Consultant’s Phase 2 efforts, including critical information gathered, definition of assessment priorities, conceptual solutions that were considered, and recommendations for prioritization and sequencing of implementing

the preferred alternatives.

- 2) Presentation to City Commission of the Consultant’s Phase 2 findings and recommendations, summarized in a PowerPoint presentation or similar format.

TASK 7 – LIMITED SURVEY

\$15,500 Not-to-Exceed

If additional field-verification of existing conditions not performed in Phase 1 is required for the purposes of developing concepts and/or offering sound recommendations in Phase 2, this task includes Consultant’s collection of additional survey data. Given the uncertainty of how much effort may be required, this task is proposed as a not-to-exceed allowance such that the City will only be invoiced based on the Consultant’s level of effort ultimately required to complete the scope, billed on an hourly basis at the Consultant’s rates in effect at the time services are rendered.

There are no formal deliverables anticipated with this task. Survey field data that is collected will be processed and incorporated into the H&H model and conceptual plan view exhibits.

MILESTONES AND SCHEDULE

The following milestones and schedules are contemplated for the purposes of this proposal, and these may be refined after Notice to Proceed. Interim progress updates and deliverables will be reviewed with the City at recurring coordination meetings between milestone dates. The schedule below assumes approval of this scope and fee will be issued at the City Commission’s October 10, 2024 Regular Meeting, followed by preparation and execution of the task order and receipt of Notice to Proceed in November 2024.

- 1) Project Management..... Throughout Phase 2
- 2) Online Project Hub Throughout Phase 2
- 3) Kick-Off Meeting Within 2 weeks of NTP
- 4) Inventory of City Parcels, ROWs, Easements..... Within 4 weeks of NTP
- 5) Definition of Assessment Priorities Within 4 weeks of NTP
- 6) Conceptual Solutions and Alternatives Within 20 weeks of NTP
- 7) Phase 2 Recommendations Within 24 weeks of NTP
- 8) Limited Survey..... If/When Necessary

Overall Schedule for Phase 1 Scope of Services..... ±24 weeks
(Not including City review periods, public notice periods, or other factors outside of Consultant’s control.)

ADDITIONAL SERVICES

Services requested by the City other than those specifically listed in this Scope of Services will be considered Additional Services for which the City and Consultant will mutually agree to additional fee and time prior to the execution of the services. Alternatively, miscellaneous or additional services can be invoiced hourly under our existing Master Service Agreement with the City.