

February 17, 2023

Alicia Tretheway
Procurement Coordinator/ADA Coordinator
Levy County Board of County Commission
310 School Street
P.O. Box 310
Bronson, Florida 32621

SUBJECT: Task Assignment for Floodplain Management Services on a Continuing Basis

Dear Alicia,

Wright-Pierce is pleased to have the opportunity to submit this Task Assignment to provide floodplain management services under our continuing professional services agreement.

PROJECT UNDERSTANDING

Levy County (County) performs a variety of floodplain related reviews and oversight for construction and/or land and building alterations that occur within the County as required by the Federal Emergency Management Agency (FEMA). These services include reviews of base flood determinations, elevation certifications, Letters of Map Amendment (LOMA), and Letters of Map Revision (LOMR). The County is also required to prepare and submit other FEMA required compliance reports and letters. These services are currently performed by in-house staff, but the County is looking to outsource these efforts to a consultant.

Based on this understanding of these needs and the County's request for services dated December 2, 2022, Wright-Pierce proposes the following Scope of Services:

SCOPE OF SERVICES

Task A: Attend Community Meetings

Wright-Pierce will attend community meetings, County meetings, community outreach meetings, and other similar meetings when requested by the County. A senior level professional (Senior Professional Engineer, Senior Project Manager, Project Manager, or Engineer III) will attend such meetings as deemed mutually appropriate by both Wright-Pierce and the County (determined at the time the request is made).

Task A Deliverables

Meeting notes for each meeting attended.

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Task B: Track Repetitive Loss Claims

The County tracks flood losses and National Flood Insurance Program (NFIP) claims on a per parcel basis. FEMA must be notified when a parcel has had three NFIP claims of more than \$1,000 within a ten-year period (Repetitive Loss). When this condition is met, the County will notify and request Wright-Pierce to prepare a letter to the parcel owner. The purpose of the letter is to inform them of the repetitive loss and list conditions and options for moving forward. Options that potentially include loss of NFIP insurability and/or risk reduction measures. Wright-Pierce will maintain a list of the Repetitive Loss parcels.

Task B Deliverables

We will provide the following deliverables under this Task:

- Repetitive Loss Letter for each parcel brought to our attention by the County.
- PDF copy of list of yearly Repetitive Loss parcels.

Task C: Prepare Compliance Letters

Various reports, letters, and responses to FEMA requests for information are periodically required from the County. Wright-Pierce will work with the County Floodplain Coordinator on a case-by-case basis and assist in addressing such requests.

Task C Deliverables

Deliverables under this task may be wide-ranging and will be determined at the time the work is performed.

Task D: Technical Advisor on Floodplain Matters

Floodplain matters can be broad and may include interpretation of regulatory rules and regulations, review of structure and/or land alterations, or the review or development of hydrologic and hydraulic modeling. Wright-Pierce will provide technical advisors based on the situation at hand. To address such matters, as each need arises, we will meet with County officials to determine the problem/issue/concern, define the possible actions needed, and estimate the expected staffing and efforts needed to address the matter.

Task D Deliverables

Deliverables under this task will be determined at the time the work is performed.

Task E: FEMA Community Assistance Visit (CAV) and Community Rating System (CRS) Reporting Compliance

Part of the NFIP's Community Assistance Program (CAP) is a CAV and possible CRS reporting. The CAV is a visit to a community by FEMA staff to provide technical assistance to the community and assure adequate enforcement of its floodplain management regulations. A CAV may consist of a tour of the floodplain, an inspection of community permit files, and meetings with local appointed and elected officials. If administrative problems or potential violations are identified during a CAV the community is notified and given the

opportunity to correct those administrative procedures. Wright-Pierce will participate in the CAV when requested by the County. A senior level professional (Senior Professional Engineer, Senior Project Manager, Project Manager, or Engineer III) will attend such meetings as deemed mutually appropriate by both Wright-Pierce and the County (determined at the time the request is made). Additional support staff may need to be assigned based on circumstances associated with the CAV or for follow-up after the CAV.

Also associated with the CAP, a CRS is a voluntary incentive program that encourages community floodplain management practices that exceed the minimum requirements of the NFIP. Successful participation can result in discounted flood insurance premium rates. Objectives of the program are to reduce and avoid flood damage to insurable property, strengthen and support the insurance aspects of the NFIP, and foster comprehensive floodplain management. Credits can be obtained for participation or enforcement of 19 FEMA-specified activities. Wright-Pierce will advise the County on floodplain matters with these objectives and activities in mind.

Task E Deliverables

Deliverables under this task may be wide-ranging and will be determined at the time the work is performed. However, at a minimum, we will provide the following deliverables under this Task:

- Meeting minutes of the CAV.
- CRS reporting as needed.

Task F: Letter of Map Amendment (LOMA) and Letter of Map Revision (LOMR) Reviews

As requested by the County, Wright-Pierce will review LOMAs and LOMRs submitted to FEMA and copied to the County. LOMAs and LOMRs are detailed hydrologic, hydraulic, and mapping efforts of pre- and post-construction work done within a regulatory floodplain that require changes to Flood Insurance Rate Maps (FIRMs). These submittals go through an extensive technical review by FEMA to ensure compliance with their rules and regulations. Therefore, Wright-Pierce's review will be limited to assessing whether the submittal conforms to County rules and regulations and whether the resulting work is in conformance with the objectives and activities contained in the County CRS. Typically, LOMRs are significantly more detailed submittals and will generally require more substantial review efforts than the simpler LOMAs. LOMAs and LOMRs can also vary significantly in size and impact based on the subject area and the breadth of floodplain change being proposed in the LOMA and LOMR.

Task F Deliverables

We will provide a review letter to the applicant and County for each LOMA or LOMR reviewed.

Task G: Reviews of Zone A Base Flood Elevation Determinations

FEMA designated Zone A flood zones are floodplains with no base flood elevation established. These zones are often established based on historical knowledge or events with no detailed hydraulic analysis having been performed. Therefore, development within or alterations to an existing structure within a Zone A requires

additional analysis by a licensed professional. The required analysis is situation-specific and may entail the following items that require review:

- Performing site-specific hydrologic and hydraulic calculations.
- Obtaining hydrologic and hydraulic calculations performed by others but not submitted/available to FEMA – “best available data”.
- Request a FEMA-calculated base flood elevation determination (conditions apply).
- Performing graphical interpretations of the Zone A against available topographical information.

Parcel owners/developers may request the County to review and approve their base flood elevation determination within a Zone A floodplain using one of these methods. When requested by the County, Wright-Pierce will perform a review of the submittal to verify that it conforms to FEMA and County requirements.

Task G Deliverables

We will provide a review letter to the applicant and County for each Zone A Base Flood Elevation Determination reviewed.

Task H: Review of Elevation Certifications

Altered or new structures within a FEMA designated floodplain must include an elevation certificate submittal to the County to verify that the “As Built” lowest floor and mechanical and electrical equipment follows FEMA and the County’s floodplain management regulations. Wright-Pierce will review Elevation Certificates prepared by others for new buildings or for substantial improvements to existing structures located within FEMA floodplains as requested by the County. This task assumes applicants will provide their own survey of the building or improvement to verify finish floor elevation (FFE). This will include reviewing each application for the following:

- Compliance with both FEMA/NFIP and local community requirements.
- Application completeness.
- Accuracy compared against Levy County property appraiser data.
- Agreement with the applicable accepted FEMA Flood Insurance Rate Map (FIRM).
- Agreement with accepted Base Flood Elevations.
- Accurate representation of site conditions – a site visit will be conducted for each review in accordance with FEMA guidance documents.

Structures requiring Elevation Certificates are expected to be located within four types of flood zones and their reviews will require varying levels of effort and cost. These types are as follows:

Type 1 – Zone A (no base flood elevation established).

Type 2 – Zone AE (base flood elevation established).

Type 3 – Zone AH, AO, AR, and A99 (base flood elevations established).

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Type 4 – Coastal V zones (base flood elevations and subject to storm surge/wave effects).

Task H Deliverables

We will provide a review letter to the applicant and County for each Elevation Certificate reviewed.

CLARIFICATIONS

This Scope of Services does not include the preparation of new studies, calculations, or designs.

SCHEDULE

A mutually agreeable schedule will be established at the time each Work Order is prepared. Task H work is expected to be completed within 7 calendar days from authorization and receipt of all need information from the applicant.

FEE SCHEDULE

An annual, not-to-exceed fee of \$35,000 has been established to cover the various Work Orders that may be requested by the County. For each Work Order, the County will contact Wright-Pierce and provide the necessary information to be reviewed. Wright-Pierce will then provide a Work Order form with a Scope of Work and estimated fee. Work will proceed upon receipt of the executed Work Order.

Fees in the Work Order and subsequent billings will be based on the actual time spent per employee times the hourly rate contained in the rate schedule in Exhibit A of the Continuing Professional Services Agreement. Expenses will be billed in accordance with Exhibit A.

Wright-Pierce will invoice the County monthly, and a separate invoice will be provided for each Work Order.

The maximum total compensation for the Project shall not exceed the stated total not-to-exceed fee without written authorization from the County. If it becomes apparent to Wright-Pierce at any time that changes in Scope or other issues impact total compensation, we will so notify the County in writing of the specific changes contemplated, the resulting adjustment in price and any required adjustment in time and will obtain written authorization from the County prior to any additional work being completed.

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If this Task Assignment is acceptable, please provide an authorized signature below and return a copy for our files. We appreciate this opportunity to be of service to you and look forward to this opportunity to work with you on this project. Should you have any questions or wish to discuss this proposal further, please do not hesitate to contact me at 407-794-1734.

Sincerely,

WRIGHT-PIERCE

Walter A. Nickel, PE
Senior Project Manager
walter.nickel@wright-pierce.com

Levy County

By: _____

Name: _____

Title: _____

Date: _____

Email: _____

Wright-Pierce, Inc.

By:  _____

Name: Ryan Wingard, PE

Title: Vice President

Date: February 17, 2023

Email: ryan.wingard@wright-pierce.com