



Memorandum

Meeting Details: May 13, 2026

Prepared For: Mayor & Board of Commissioners

From: Megan Wepfer, Public Works Director

Subject: FDEP Resilient Florida Grant for Vulnerability update and Adaptation plan Acceptance and approval

Background

The City of Madeira Beach is located on a barrier island and is vulnerable to flooding, storm surge, sea level rise, heavy rainfall events, and other coastal hazards. The city previously participated in a broader countywide vulnerability assessment; however, that effort was regional in scope and did not provide the level of City-specific detail now needed for infrastructure planning, resiliency investments, and project prioritization.

Since completion of the prior assessment, FDEP has updated Resilient Florida program standards, planning horizons, and sea level rise scenario requirements. This grant-funded project will allow the city to update its existing vulnerability assessment to current state standards and develop a companion Adaptation Plan identifying practical mitigation and resiliency strategies.

PROJECT SCOPE

Under the proposed scope, AED will complete the following major tasks:

- 1. Acquire Background Data**
Collect critical asset, topographic, flood scenario, and related datasets; create geodatabase; perform gap analysis.
- 2. Exposure and Sensitivity Analyses**
Evaluate flooding scenarios, determine exposure of City assets, and assign risk levels.
- 3. Final Vulnerability Assessment Report**
Prepare final report and compliance certification.
- 4. Draft Adaptation Needs and Strategies**
Develop resilience strategies based on identified vulnerabilities.
- 5. Community Prioritization**
Conduct a public meeting to obtain stakeholder input and prioritize adaptation needs.
- 6. Final Adaptation Plan**
Prepare final plan including prioritized project lists for asset classes.

7. **Public Outreach / Stakeholder Engagement**

Kickoff meeting, steering committee meetings, public outreach meetings, and final presentation.

PROJECT SCHEDULE

AED proposes an approximately **80-week implementation schedule** from issuance of Notice to Proceed, with major milestones including:

- Background Data – 12 weeks
- Draft/Final Vulnerability Assessment – 40 weeks
- Draft Adaptation Strategies – 56 weeks
- Final Adaptation Plan – 72 weeks
- Public Outreach / Completion – 80 weeks

KEY FDEP GRANT AGREEMENT TERMS

Important provisions of the grant agreement include:

- **Cost reimbursement basis** – payment occurs after completion and acceptance of deliverables.
- **Quarterly progress reporting** required to FDEP.
- **Final payment requests are due within 60 days** after agreement expiration.
- All deliverables must receive **written acceptance** by FDEP before payment.
- Department may assess **1% invoice reduction per day** for missed deadlines unless extensions are approved.
- Records must be maintained for audit purposes for the required retention period.
- Agreement funding remains subject to **annual legislative appropriation**.
- Amendments are required for changes in funding, expiration date, or major scope/budget revisions.

BENEFITS TO THE CITY

Approval of this item will allow the City to:

- Update resiliency planning using current state methodologies;
- Identify vulnerable infrastructure and priority investment areas;
- Improve competitiveness for future state and federal grant funding;
- Create an implementation-ready adaptation strategy;
- Engage residents and stakeholders in resilience planning.

Fiscal Impact

AED has submitted a lump sum proposal of \$485,000.00 under the existing continuing contract for professional services. The project is one hundred percent reimbursable grant through the FDEP.

Recommendation(s)

Staff recommends the Board of Commissioners approve acceptance of the Florida Department of Environmental Protection (FDEP) grant award for completion of a **Vulnerability Assessment Update and Adaptation Plan**, authorize execution of the grant agreement and related documents, and approve a professional services work assignment with **Advanced Engineering & Design, Inc. (AED)** under the City's continuing engineering services contract, subject to final legal review.

Attachments

- FDEP Grant Agreement
- AED Work Proposal