



CONTRACT# ENG/220321

CITY OF OCALA

CONTINUING PROFESSIONAL SERVICES

CONTRACT WORK ORDER

WORK ORDER NUMBER # 6

EFFECTIVE DATE: 08/20/2024


Contract Manager
Approval/Initials

Project Title: CRS Evaluation Services

To: *Black & Veatch Corporation*
201 South Orange Avenue
Suite 500
Orlando, FL 32801

Attn: *Mr. Sam Miller, PE*

FUNDING SOURCE: Professional Services

EXPENDITURE
ACCOUNT NUMBER:

158-020-430-538-53-31010

In accordance with your executed City Council Agreement, you are hereby authorized to commence the work outlined in the attached scope of work. The approved work order amount as a maximum limiting amount shall not to exceed **\$ 21,325.00**.

Requested By:  Date: 8/21/2024
Department Director

Approved By:  Date: 8-28-24
City Manager / Asst. City Manager

TASK ORDER NO. 6 TO THE AGREEMENT ENG/220321
SCOPE OF SERVICES

Owner: City of Ocala, Florida
Engineer: Black & Veatch Corporation
Project: CRS Evaluation Services

BACKGROUND

The City of Ocala (City) has requested professional services in the form of an impact analysis and evaluation to transition from Class 3 to Class 2 or 1. The National Flood Insurance Program (NFIP) Community Rating System (CRS) is a voluntary incentive program that recognizes and encourages community floodplain management activities that exceed the minimum NFIP requirements. As a result, flood insurance premium rates are discounted to reflect the reduced flood risk resulting from the community actions meeting the three goals of the CRS: (1) reduce flood losses; (2) facilitate accurate insurance rating; and (3) promote the awareness of flood insurance.

For CRS participating communities, flood insurance premium rates are discounted in increments of 5%; i.e., a Class 1 community would receive a 45% premium discount, while a Class 9 community would receive a 5% discount (a Class 10 is not participating in the CRS and receives no discount). The CRS classes for local communities are based on 19 creditable activities, organized under four categories: (i) Public Information, (ii) Mapping and Regulations, (iii) Flood Damage Reduction, and (iv) Flood Preparedness.

The consultant services outlined in this scope of work are designed to provide technical support to the City. This includes conducting a baseline assessment of the City's current program and making recommendations to strengthen or enhance its standing under the CRS program. These higher classifications would result in increased flood insurance premium discounts, providing significant financial benefits to the City. Additionally, the consultant services will also support the City in the implementation and maintenance of the CRS program.

Scope of Services

The scope of services, by task, included under this amendment is summarized below. The City will provide site specific geotechnical information to consider percolation.

Task 1 – Project Kick-Off Meeting and Data Collection

The Consultant will schedule and conduct one (1) project kickoff meeting. Attendees will include the Consultant Project Manager, the Project Engineer, the City Project Manager, and other key City staff. The goal of the meeting will be to confirm project goals, roles, and responsibilities and to review the scope of services and schedule to ensure mutual understanding and enhance collaboration among project stakeholders and participants. The data request will include drawings, stormwater models, GIS, and other necessary information.

This task will be billed on a lump sum basis. The consultant will prepare a project data request for the City that will be discussed in the kick-off meeting.

Task 2 – CRS Evaluation to Achieve Class 2 or 1

The Consultant will review the current floodplain management program for the City using the 2017 CRS Coordinators Manual and the CRS verification report as the guidance for this review. The primary deliverable for this phase will be a CRS Impact Analysis Report that will include the following information to the City:

- Summary of the CRS creditable activities and their credit criteria.
- Potential activities to be completed to achieve Class 2 or 1.
- A narrative summary of the basis for the City's current credit based on its current cycle verification.
- Recommendations for changes/enhancements to existing programs to increase CRS credit potential that include an estimated level of effort for each recommendation.
- Recommendations for adding new programs based on existing capabilities that would result in new CRS credit for the City. This will also include an estimated level of effort for implementing each new activity.
- CRS credit summary review that looks at existing credit, potential credit with changes/enhancements to existing programs, and potential credit with the addition of new programs.
- A Flood insurance policy synopsis shows the number of policies in force, coverage in force, total annual premium, and average premium.
- CRS Discount impacts show the total premium reduction by CRS class as well as the potential reduction per policy by class.

This task will be billed on a lump sum basis.

Task 3 – Project Meetings

The Consultant intends to have two, one-hour workshops to discuss findings and next steps. This is to help collaboratively identify data needs, coordination on current efforts, optimization of CRS activities, and other findings from Task 2.

This task will be billed on a lump sum basis.

Project Deliverables

Task 1 Project Kick-Off Meeting and Data Collection

- Kick-Off Meeting Agenda
- Meeting Minutes
- Data Request Log

Task 2 CRS Evaluation to Achieve Class 2 or 1

- Draft and Final Report

Task 3 Alternatives Analysis and Summary Letter

- Meeting Agenda
- Meeting Minutes

Project Schedule (Based on Calendar Days from NTP)

Description	Days Elapsed from Notice to Proceed
Task 1 – Project Kick-Off Meeting and Data Collection	14
Task 2 – CRS Evaluation to Achieve Class 2 or 1	45
Task 3 – Project Meetings	70

Attachments:

Attachment A – Fee Worksheet

BUDGET CALCULATIONS
July 21, 2024

DESCRIPTION	Billing Rate (\$/hr)==>										Total
	Project Manager	Engineer	Senior Engineer	Engineer	Senior Accountant	Accountant	Clerical	Hours	Project Expenses	Labor	
Task 1 – Project Kick Off Meeting and Data Collection	1	2	2	1	1						
Task 2 – CRS Evaluation to Achieve Class 2 or 1	4		6		3						
Task 3 – Project Meetings	6		16		3						
	16	0	62	0	6	6	6	6	96		
	\$3,208	\$0	\$15,825	\$0	\$890	\$770	\$633		\$21,325		