



CONTRACT# ENG/220321

CITY OF OCALA

CONTINUING PROFESSIONAL SERVICES

CONTRACT WORK ORDER

WORK ORDER NUMBER # 3

EFFECTIVE DATE: 12/07/2023

Contract Manager
Approval/Initials

Project Title: Charcoal Neighborhood LOMR and FEMA RAI Response

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 **\$ 43,487.00**.

Requested By: *Ben Lewis*

Department Director

Date: 12/7/23

Approved By: *Ken W. Hubert*

City Manager / Asst. City Manager

Date: 1-19-24

TASK ORDER NO. 3 TO THE AGREEMENT ENG/220321 SCOPE OF SERVICES

Owner: City of Ocala, Florida
Engineer: Black & Veatch Corporation
Project: Charcoal Neighborhood Letter of Map Revision

BACKGROUND

The City of Ocala (City) has recently completed the construction of the Mary Sue Rich Community Center at Reed Place. The City intends to redevelop the area on NW 17th Pl, NW 18th St, and NW 19th St. These homes lie within two separate Zones, A and AE; refer to Figure 1 below for reference.

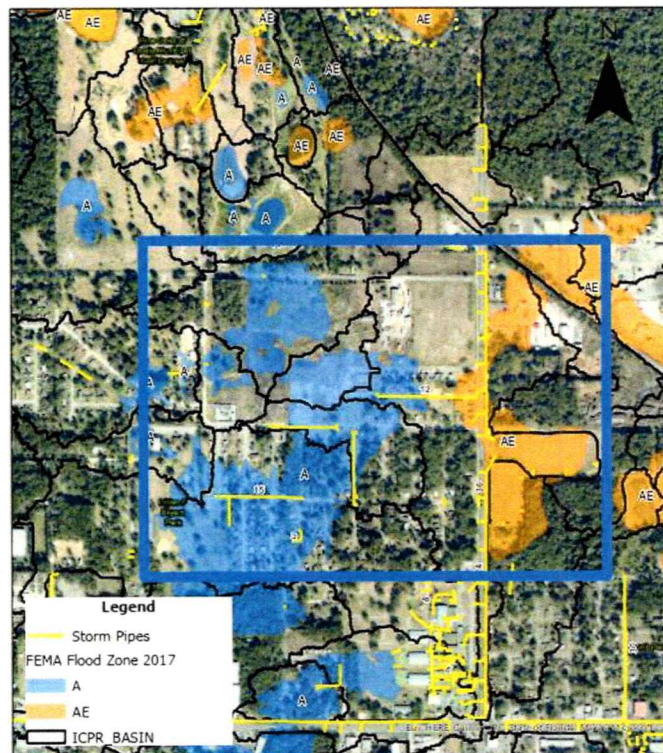


Figure 1: FEMA Flood Zones

As part of this project, Black & Veatch (Consultant) will incorporate several detention areas designed and constructed since the effective model was updated. This intends to reduce the Flood Zones and support redevelopment efforts in the area. This project is part of the City's mission of updating flood maps. A letter of Map Revision (LOMR) to revise the Special Flood Hazard Areas (SPHA) type AE and A, located in FIRM panels 12083C0508E & 12083C0509E, will be prepared. The City has provided the larger regional effective model that will utilize baseline data to prepare the revised effective model. As part of this effort, Black & Veatch also intends to engage the Federal Emergency Management Agency (FEMA) clearing house to confirm the correct model that must be revised. Once the models have been compared, survey recommendations will be provided to validate the LOMR.

The City has requested Black & Veatch (Consultant) to provide engineering services to support the preparation of the LOMR and corresponding RAI Response.

Scope of Services

The Scope of Services, by Task, included under this Amendment is summarized below. The City will pay all LOMR fees and are not included in this scope and fee estimate.

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's Project Manager, the Project Engineer, the City's 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 – Model Preparation and Survey Coordination

The Consultant will refine the model for the basins utilizing readily available data such as soils, land use, record drawings, and the 2021 digital elevation model (DEM). During model development, the Consultant will coordinate with the FEMA Clearing House to ensure all the latest information for this area has been incorporated into the model and that there is consistency among the models. Once the model has been prepared, survey gaps will be identified, and a list of survey needs will be developed and provided to the City to ensure that the Letter of Map Revision (LOMR) can be submitted successfully.

Task 3 – Letter of Map Revision (LOMR) Package Preparation

Once survey data collection has been completed, the Consultant will prepare a draft LOMR package documenting the findings. All materials developed for the LOMR will be made available to City staff for review and approval before submittal, and all materials, data, and model data sets will be provided to the City in digital and paper copy, as appropriate. The Consultant will anticipate two (2) weeks for City review and two (2) weeks to address City comments as part of the schedule. The Consultant will hold a Task 3 coordination meeting to discuss the LOMR package and coordinate with the City on initial comments.

This task will be billed on a lump sum basis. The Consultant will work with the City to submit the revised LOMR documentation online.

Task 4 – National Flood Insurance Program Additional Data Required to Support LOMR

The Consultant will provide support in response to any potential requests from the National Flood Insurance Program (NFIP) as part of their initial review. The Consultant will prepare a response to the NFIP request for additional data. The response letter will address each comment and prepare the necessary documentation. The Consultant will work with the City to submit the revised LOMR documentation online to NFIP. All materials developed for additional data requests will be made available to City staff for review and approval before submittal, and all materials, data, and model data sets will be provided to the City in digital and paper copy, as appropriate. The Consultant will anticipate two (2) weeks for City review and two (2) weeks to address City comments as part of the schedule.

Because the exact scope of this task is currently unknown, the time under this task will be billed on a time & material basis until the allocated budget is spent.

Task 5 – RAI Response Support

In the event of a request for additional information (RAI) from FEMA or NFIP, the consultant will provide additional support as needed at the request of the City. The supplemental support may include refining model information, updating tables, reviewing other local models, and other tasks. This effort does not include field visits or survey efforts. This task assumes that the existing models will sufficiently complete the LOMR. All materials developed for the RAI will be made available to City staff for review and approval before submittal, and all materials, data, and model data sets will be provided to the City in digital and paper copy, as appropriate. The Consultant will anticipate two (2) weeks for City review and two (2) weeks to address City comments as part of the schedule.

Because the exact scope of this task is currently unknown, the time under this task will be billed on a time & material basis until the allocated budget is spent.

Project Deliverables

Task 1 Project Kick-Off Meeting and Data Collection

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

Task 2 Model Preparation and Survey Coordination

- Revised Effective Model
- Survey Recommendations
- FEMA clearinghouse letter request

Task 3 Letter of Map Revision (LOMR) Package Preparation

- Draft & Final LOMR Package

Task 4 National Flood Insurance Program Additional Data Required to Support LOMR

- Draft and Final Response to Additional Questions

Task 5 RAI Response Support

- Draft and Final Response to Additional Questions

Project Schedule (Based on Calendar Days from NTP)

Description	Days Elapsed from Notice to Proceed
Task 1 – Project Kick-Off Meeting and Data Collection	21
Task 2 – Model Preparation and Survey Coordination	90
Task 3 – Letter of Map Revision (LOMR) Package Preparation	300
Task 4 – National Flood Insurance Program Additional Data Required to Support LOMR	500
Task 5 – Supplemental RAI Response Support	500

Attachments:

Attachment A – Fee Worksheet

Attachment B – Fully Executed Agreement

OCALA - Task Order No.3
Charcoal Neighborhood Letter of Map Revision
Attachment A

DESCRIPTION	Project Manager		Project Engineer 1		Senior Engineer 2		Project Engineer 1		Senior Accountant		Accountant		Clerical		Project Expenses		Total
	1		1		2		1										
	\$200.51		\$148.98		\$255.24		\$110.06		\$148.25		\$128.27		\$105.50				
Task 1 – Project Kick Off Meeting and Data Collection	2		4						2		2		2				1,761
Task 2 – Model Preparation and Survey Coordination	8		30		4		54		3		3		3		200		14,184
Task 3 – Letter of Map Revision (LOMR) Package Preparation	6		16				30		3		3		3				8,035
Task 4 – National Flood Insurance Program Additional Data Required to Support LO	12		20		4		20		3		3		3				9,754
Task 5 – RAI Response Support	12		20		4		20		3		3		3				9,754
	40		90		12		124		14		14		14				308
	\$8,020		\$13,408		\$3,063		\$13,647		\$2,076		\$1,796		\$1,477				\$43,487