



Stantec Consulting Services Inc.  
1 W 4th Street, Suite 820, Winston-Salem, NC 27101

December 17, 2019

File: 175682084

**Attention: Ms. Virginia Spillman, PE**

Water Resources Department, City of Greensboro  
2606 S Elm-Eugene Street  
Greensboro, NC 27406

Dear Virginia,

**Reference: Grant Support – PROPOSAL FOR ENGINEERING SERVICES**

The City of Greensboro Water Resources Department (WR) requested that Stantec Consulting Services Inc. (Stantec) submit a proposal for the referenced project. The proposal scope of services is based on our understanding of your needs from our meeting with WR on October 9, 2019. It is our understanding that the City's goal is to maximize federal partnerships and grant funding to mitigate flood risk for eligible home and home owners, freeing up City stormwater funds to assist at-risk homeowners that may not qualify for federal funding or have the financial capacity to mitigate their own risk. The following sections highlight pertinent background information, our proposed scope of services, and our fee estimate and schedule.

**BACKGROUND**

As an NFIP participant and a Class 8 CRS community, the City of Greensboro is aware of flooding risks and is looking to actively mitigate those risks. WR provided Stantec a listing of 26 repetitive loss and severe repetitive loss (SRL) properties, over half of which are located within the North Buffalo Creek watershed. The City requested a scope of services to assist the City to gain a better understanding of, better position to compete for, and assist with the development of grant applications and implementation of flood risk reduction mitigation projects. The focus of this scope prioritizes positioning the City to compete for grant funding programs within FEMA's Hazard Mitigation Assistance (HMA) program and HUD and FEMA Flood Mitigation Assistance (FMA) grants. Near-term deadlines for HUD CDBG-MIT and FEMA PDM grant applications are February 3, 2020 and January 31, 2020, respectively.

This scope of services focuses on the following federal mitigation grant programs. An overview of local matching fund requirements is provided for each of the various grant programs.

<u>Grant Program</u>	<u>Matching Fund Requirement</u>
• HUD-MIT ( <i>Must meet HUD's Low- and Moderate-Income (LMI) and related requirements</i> )	100% federal funding 0% local match
• FEMA-FMA   Repetitive Loss (RL)	90% federal funding 10% local match
• FEMA-FMA   Severe Repetitive Loss (SRL)	100% federal funding 0% local match
• FEMA Pre-Disaster Mitigation (PDM) Program (transitioning to BRIC in 2020)	75% federal funding 25% local match
• FEMA Hazard Mitigation Grant Program (HMGP) ( <i>Grant funding pool is directly tied to NC Presidential Federal Disaster Declarations</i> )	75% federal funding 25% local match (could be covered by State)

**Reference: Grant Support – PROPOSAL FOR ENGINEERING SERVICES**

An additional priority includes assisting with the Flood Mitigation Grant Program's Advance Assistance grant application. FEMA's FMA "Advance Assistance" funding is designed to assist communities in developing mitigation strategies that can lead to viable projects.

Stantec was awarded an On-Call contract with the City on July 16, 2019 for Floodplain Management Services, Hydrologic and Hydraulic Modeling, No-Rise Certification and CLOMR/LOMR, Evaluation of Floodplain Studies, Floodplain Development Permits, Community Rating System (CRS), and LiDAR, 3D Modeling, and Flood Inundation Analysis. Execution of the On-Call Master Services Agreement for Professional Services is underway. It is anticipated that the proposed scope of services that follow will be authorized as a Supplemental Agreement under that contract. We envision this scope to be performed in coordination with a separate scope of services under consideration by the City related to completing a watershed study of the North Buffalo Creek watershed.

## **SCOPE OF SERVICES**

Proposed Grant Support scope of services are as follows:

### **Task 1 - FEMA Flood Mitigation Assistance (FMA) Planning Grant**

Stantec will research and support WR staff with the fast-track development of a FEMA FMA planning grant application. The FY 2019 FMA application cycle prioritized \$70 million of the \$160 million available under FMA for community flood mitigation projects and FMA "advance assistance." The FMA advance assistance grant funding is specifically provided to support communities obtain data to identify, screen, prioritize, select, and develop viable grant eligible community flood mitigation projects. In the case FY 2019 FMA funding is already committed, this advance assistance application will support the City to proactively position for other federal grant opportunities as well as FY2020 FMA grant funding. Flood mitigation advance assistance planning grant awards are limited to \$200,000.

### **Task 2 - Grant Program Research and Flood Risk Data Collection**

Stantec will coordinate with WR staff for the collection of available data and information in support of evaluating, and as directed, developing flood mitigation grant applications. Data to be provided by the City includes a list of properties being considered in the grant funding evaluation, all related effective FEMA models and maps, records of flood damage claims, flood event high water marks, and other associated information. A list including addresses of FEMA repetitive loss and severe repetitive loss homes has already been provided to Stantec, along with some of the City's GIS data and available hydraulic models.

This task will include research and coordination with Federal and State Emergency Management Agencies on the status of specific grant application requirements and deadlines associated with the various grant programs as referenced above. Research findings will be shared with the WR staff in factsheet format in support of future community flood risk reduction outreach and education.

**Reference:** Grant Support – PROPOSAL FOR ENGINEERING SERVICES

### **Task 3 - Mitigation Strategy Finalization**

Under this task, Stantec will:

- Assist the City in developing comments related to NC's HUD CDBG-MIT Action Plan. Comments to the State are due December 23, 2019. The State of NC's HUD CDBG-MIT Action Plan deadline for submittal to HUD is February 3, 2020.
- Finalize flood mitigation and grant solicitation strategy. This task includes assisting the City in assessing the information gathered by the City as part of their flood mitigation outreach and education. Data to be collected by the City includes, but is not limited to, addresses of the impacted property, history of flooding, dates of flooding, record of high water marks, flood impacted residential structures (finished / unfinished basement, slab on grade, crawl space) type, estimate of first floor elevation above adjacent grade, depth of flooding, summary of damages experience, summary including value of insurance claims settlement, pertinent photos documenting extent of flooding and damages, interest in specific flood mitigation solution(s), interest in voluntary participating in one of the pre-described federal flood mitigation programs. This task includes assisting in post-community outreach assessment, analysis, and preliminary screening relative to interest and grant program eligibility and availability. Stantec will support WR staff with associated residence notification and documenting interest in participating in the program.

Based on information collected above, Stantec will assist the City staff in developing an overall "draft" mitigation strategy including a preliminary list of grant eligible projects, applicable grant programs along with an action plan forward.

- Stantec will further evaluate the eligibility of preliminary identified projects prior to proceeding with development of the grant application. Analyses will consider project feasibility, cost-effectiveness, development of an opinion of probable cost to implement, and a budgetary cost estimate of the required local matching funds. If required, analyses may include collecting structure data, first floor elevation and site topo data, running applicable hydrologic/hydraulic models, and populating FEMA's benefit-cost module.
- Where cost-effectiveness (benefit-cost ratio is greater than 1.0) is a grant requirement, and in the case where cost-effectiveness is not demonstrated in the previous sub-task, this task includes revisiting the proposed mitigation project for opportunities to reduce cost to the degree that a positive benefit-cost ratio can be achieved.

The outcome of this task will be a final mitigation strategy including list of projects, target grant programs for which, as authorized by the City, grant applications will be developed.

### **Task 4 – Project Grant Application and Implementation Assistance**

Stantec will support the development of property-specific grant applications as directed by WR staff. Assistance will be provided on a time-and-material basis according to the approved Stantec rate table as part of our On-Call Stormwater Services Contract. For budgeting purposes, the following table of typical tasks and costs or range of costs associated with flood risk mitigation grant projects is provided. Based upon WR request for specific task assistance, detailed budgets will be developed and submitted for approval. No work will be performed prior to receiving formal WR authorization to proceed.

Reference: Grant Support – PROPOSAL FOR ENGINEERING SERVICES

## ANTICIPATED PROJECT DELIVERABLES

The anticipated project deliverables include:

- FMA/HMGP Planning Grant Application
- HUD CDBG-MIT/FEMA flood risk mitigation grant fact sheets
- Flood risk mitigation grant strategy including likely list of qualifying target projects
- +/- 10 flood mitigation grant applications
- +/- 10 implemented flood mitigation grant projects

## OWNERS RESPONSIBILITIES

1. Based on our research, the State's HUD CDBG-MIT Certification deadline is December 5, 2019. In addition, the State of NC has already published their HUD CDBG-MIT Action Plan. As part of the State's development of the Action Plan, it is our understanding that the State will submit all required HUD CDBG-MIT certifications. The City's responsibilities include reviewing this Action Plan and submitting "public" comments consistent with an effort to remain eligible and qualify for HUD CDBG-MIT funds available to NC jurisdictions outside the HUD-identified MID areas. Should Greensboro decide to make an attempt at the HUD-CDBG funds, then the City must submit public comments online on the State's draft Action Plan at <https://www.rebuild.nc.gov/mitigation>. The State will accept public comments on its Action Plan until 5:00 p.m., Dec. 23, 2019.

In the scenario that the State delegates CDBG-MIT grant administration to the local grantee, certifications by the City may be required at a later date including, but not limited to, certifying compliance with anti-displacement and relocation assistance plan, restrictions on lobbying, citizen participation plan, that funds will be used solely for expenses related to mitigation activities, the plan gives priority to low- to moderate-income (LMI) families, and that the grantee has the capacity to carry out the proposed mitigation activities.

2. Community Federal Grant Program Related Outreach and Education: The City will be responsible for coordinating and conducting public outreach and education, including all neighborhood/residential outreach and education meetings for the purpose of:
  - Collecting information regarding the history, frequency, and magnitude (depth of flood waters) of neighborhood and specific parcel flooding
  - Introducing and providing an overview of available federal (HUD/FEMA) grant funding programs, educating homeowners on their roles and responsibilities (including financial responsibilities), and providing an overview of the application process, associated milestones, and typical project timeline
  - Introducing grant eligible flood mitigation options, generally limited to residential flood-proofing, elevating, and/or buyouts (regional or watershed-based solutions are not anticipated to be developed or presented as part of this task)
  - Answering resident questions and soliciting their interest in voluntarily participation in federally-funded flood mitigation programs
  - And, if desired, providing a potential interactive web application to receive and manage stakeholder feedback and anecdotal flooding information for the North Buffalo Creek watershed study.

**Reference:** Grant Support – PROPOSAL FOR ENGINEERING SERVICES

- Providing results to Stantec in support of Stantec's development of property-specific grant applications identified in Task 4.

## ESTIMATED FEE

Stantec will provide the services described in Task 1 through 3 on a lump sum basis. Task 4 is proposed to be provided on a time-and-material basis or negotiated fee based on WR's specific request for assistance. Stantec will not exceed the fee estimates or upset limits on any task without prior written notice from the City. Stantec is committed to meeting a 20 percent Minority or Women-Owned Business Enterprise (MWBE) requirement as part of this contract. Table 1 provides list of lump sum task fees along with recommended budget for time and material tasks.

For the anticipated budgetary breakdown Task 4, please refer to Table 2 for list of typical flood mitigation strategy, grant application and project implementation subtasks along with anticipated unit costs. A second column is provided in Table 2 to indicate extended costs for advancing an estimated 10 grant eligible flood mitigation properties. Most of the costs are eligible to be recognized and contribute towards local match requirements.

**Table 1. Project Fee Schedule**

Task		Basis	Fee Estimate
1	FEMA Flood Mitigation Planning Grant	Lump Sum	\$15,000
2	Grant Program Research and Flood Risk Data Collection	Lump Sum	\$10,000
3	Mitigation Strategy Finalization	Lump Sum	\$10,000
4	Project Grant Application and Implementation Assistance	Time-and-Materials	\$164,500
<b>Estimated Total</b>			<b>\$199,500</b>

**Table 2. Anticipated Budgetary Breakdown for Task 4**

Item Description	Unit	Cost per Single Property	+/- 10 Properties
Cultural Analysis	EA	\$500	\$5,000
Historical Arch. (EHP) Mitigation	EA	\$1,000	\$10,000
Grant Development:			
Narrative	EA	\$2,500	\$25,000
Benefit-Cost Analysis	EA	\$2,500	\$25,000
E-Grants Entry	EA	\$500	\$5,000
Plan, Specification and Bidding Documents	EA	\$10,000	\$40,000*
Property Surveying	EA	\$2,000	\$15,000*
On-site Inspection	EA	\$1,500	\$7,500*
Lead/Asbestos Sampling	EA	\$1,200	\$12,000

Reference: Grant Support – PROPOSAL FOR ENGINEERING SERVICES

Item Description	Unit	Cost per Single Property	+/- 10 Properties
Grant Admin Assistance	Allowance	\$2,000	\$20,000
<i>* Assumes an economy of scale</i> <b>Anticipated Budget, Subtotal:</b>		<b>\$23,700</b>	<b>\$164,500</b>
<b>Other Non-Consulting Costs</b>			
Appraisals (to be performed by City)	EA	---	---
Arch Survey (to be performed by City)	EA	---	---
Phase 1 & 2 Env Assessment (to be performed by City)	EA	---	---
Floodproofing	SF	---	n/a
Elevation (includes mobilization and restoration)	SF	---	n/a
Demo (includes mobilization and restoration)	SF	\$12	n/a
Tenant Relocation	EA	\$3,500	35,000
Acquisition Legal Fees	EA	\$2,000	\$20,000
Legal Notice	EA	\$1,500	\$3,000
Lead/Asbestos Abatement	EA	\$10,000.00	\$100,000

## SCHEDULE

It is anticipated that the schedule will be refined following notice to proceed during project planning and kickoff activities with WR. A proposed milestone schedule assuming a December 1, 2019 Notice to Proceed is provided in Table 3.

**Table 3. Proposed Schedule**

Task No. / Description / Duration	Start Date	Finish Date
Notice to Proceed	December 2019	December 2019
City HUD CDBG-MIT Milestone – City to submit “public” comments on the State’s Action Plan before 5:00 p.m., Dec. 23, 2019	ASAP	12/23/2019
1 FEMA Flood Mitigation Planning Grant, (+/- 2 months)	December 2019	TBD
2 Grant Program Research and Flood Risk Data Collection	1/7/2020	2/7/2020
City Community Federal Grant Program Related Outreach and Education	2/7/2020	6/7/2020
3 Mitigation Strategy Finalization	6/7/2020	8/1/2020
4 Project Grant Application and Implementation Assistance	As Applicable	2/1/2022

## CLOSING

Stantec appreciates the opportunity to submit this proposal to WR. We are excited about the opportunity to work with you to position the City to compete for and receive grant funding to reduce flooding losses within

December 17, 2019  
Ms. Virginia Spillman, PE  
Page 7 of 7

**Reference:** Grant Support – PROPOSAL FOR ENGINEERING SERVICES

your watersheds and ultimately improve the quality of life in the City. If you have any questions or require additional information, please contact me.

Regards,

**Stantec Consulting Services Inc.**



**Linda Pass** PE  
Senior Associate  
Phone: 704.488.2171  
linda.pass@stantec.com



**Bret A. Lavey** PE, ENV SP  
Senior Principal  
Phone: 859.552.4909  
bret.lavey@stantec.com

Attachment: n/a

c. n/a

lb v:\1756\business\_development\nc\_greensboro\201911\_on-call\_fema-grants\proposal\stantec\_proposal-for-grant-support.docx



Affidavit D-1 – **Letter of Intent to Perform as a M/WBE Subcontractor** Contract Number: \_\_\_\_\_Name of Prime Contractor: Stantec Consulting Services, Inc. Project Name: Grant Support

The undersigned intends to perform work in connection with the above project as:

	Minority Business Enterprise	<u>X</u>	Women Business Enterprise
	Individual		A Corporation
	A Partnership		A Joint Venture

The undersigned is certified by the North Carolina Department of Administration or the North Carolina Department of Transportation and is headquartered or has a significant business presence within the Greensboro MSA.

The undersigned is prepared to provide the work (described below) in connection with the above project at the following price: \$ 25,000.00. Any changes in this commitment must be approved in advance by the M/WBE Office.

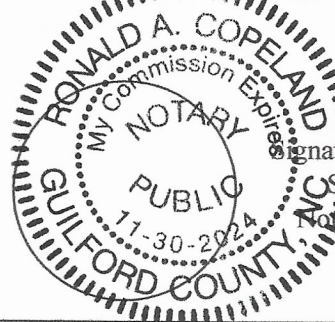
12.5 % of the dollar value of the subcontract will be sub-let to (if applicable) Taylor Engineering.

You have projected the following commencement date for such work, and the undersigned is projecting completion of such work as follows:

Description of the Work	Projected Commencement Date	Projected Completion Date
Project Grant Application & Implementation Assistance	Jan 2020	Feb 2022

This document shall not serve in a manner as an actual subcontract between the two parties. A separate binding agreement will describe in detail the contractual obligation of the contractor and the M/WBE subcontractor. The undersigned will enter into a formal agreement for the above work with you conditioned upon your execution of a contract with the City of Greensboro. Breach of this commitment constitutes breach of bidder's contract if awarded.

The undersigned hereby certifies that he or she has read the terms of this certification and is authorized to bind the Bidder in accordance herewith. Signature and title of authorized official of the company and the date must be properly executed or this document will be deemed nonresponsive.



Company Name: Taylor Engineering & Consulting, P.C.  
 Name of Authorized Officer: Julie D Taylor  
 Title: President  
 Date: 12-13-19  
 Signature: [Signature]  
 State of North Carolina County of Guilford  
 My commission expires: 11/30/24



Affidavit D-1 – **Letter of Intent to Perform as a M/WBE Subcontractor** Contract Number: \_\_\_\_\_Name of Prime Contractor: Stantec Consulting Services, Inc. Project Name: Grant Support

The undersigned intends to perform work in connection with the above project as:

X	Minority Business Enterprise		Women Business Enterprise
	Individual	x	A Corporation
	A Partnership		A Joint Venture

The undersigned is certified by the North Carolina Department of Administration or the North Carolina Department of Transportation and is headquartered or has a significant business presence within the Greensboro MSA.

The undersigned is prepared to provide the work (described below) in connection with the above project at the following price: \$ 15,000.00. Any changes in this commitment must be approved in advance by the M/WBE Office.

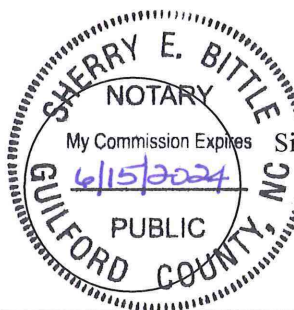
7.5 % of the dollar value of the subcontract will be sub-let to (if applicable) JC Waller & Associates, PC

You have projected the following commencement date for such work, and the undersigned is projecting completion of such work as follows:

Description of the Work	Projected Commencement Date	Projected Completion Date
Property Survey	Feb 2020	Dec 2020

This document shall not serve in a manner as an actual subcontract between the two parties. A separate binding agreement will describe in detail the contractual obligation of the contractor and the M/WBE subcontractor. The undersigned will enter into a formal agreement for the above work with you conditioned upon your execution of a contract with the City of Greensboro. Breach of this commitment constitutes breach of bidder's contract if awarded.

The undersigned hereby certifies that he or she has read the terms of this certification and is authorized to bind the Bidder in accordance herewith. Signature and title of authorized official of the company and the date must be properly executed or this document will be deemed nonresponsive.



Company Name: JC Waller & Associates, PC  
 Date: 12/17/2019 Name of Authorized Officer: Juham C. Waller, PE  
 Signature: [Signature] Title: CEO  
 State of NC County of Guilford  
 Notary Public Cherry E. Bittle My commission expires: 6/15/2024