

RESOLUTION NO. 2024-3295

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF SURFSIDE, FLORIDA, APPROVING A PROJECT AGREEMENT WITH KIMLEY-HORN AND ASSOCIATES, INC., FOR PROFESSIONAL SERVICES FOR THE TOWN'S COMPREHENSIVE VULNERABILITY ASSESSMENT PROJECT, PURSUANT TO THE CONTINUING SERVICES AGREEMENT FOR PROFESSIONAL SERVICES; PROVIDING FOR AUTHORIZATION AND IMPLEMENTATION; AUTHORIZING THE EXPENDITURE OF FUNDS; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, on or about October 31, 2023, the Town of Surfside (the "Town") was awarded a grant from the State of Florida (the "State") for purpose of conducting a vulnerability assessment of the Town ("Project"); and

WHEREAS, on February 9, 2021, the Town Commission approved Resolution No. 2021-2765, which authorized the Town Manager to engage Kimley-Horn and Associates, Inc. (the "Consultant") to provide professional services for particularized purposes; and

WHEREAS, the Town seeks to engage the Consultant to provide professional services for the Project; and

WHEREAS, pursuant to Section 287.055, Florida Statutes (also known as the Consultants' Competitive Negotiation Act), the Town has retained the Consultant for professional engineering and related services, in accordance with the Continuing Services Agreement effective April 2, 2021 (the "CSA"); and

WHEREAS, having thoroughly assessed the Project, the Town Administration recommends selecting the Consultant, in accordance with the CSA, to provide its

professional services for the Project, including survey, GIS, topography, environmental, site assessment and civil engineering services (the "Services"); and

WHEREAS, in accordance with the provisions of the CSA, the Consultant has provided a proposal, attached hereto as Exhibit "A", to provide the "Services", and the Town and Consultant have agreed to enter into a specific Project Agreement (the "Agreement"), attached hereto as Exhibits "B and B1", authorizing the Consultant to provide the Services for the Project; and

WHEREAS, the Proposal and Agreement provide for a scope of services detailing the Services to be provided by the Consultant, as well as a schedule for the performance and compensation for the Services for a total lump sum fee of \$300,000.00; and

WHEREAS, pursuant to the CSA, the Town Commission wishes to approve the Proposal and Agreement with the Consultant, in substantially the form attached hereto as Exhibits "A" and "B and B1", respectively, and authorize the expenditure of funds; and

WHEREAS, the Town Commission finds that this Resolution is in the best interest and welfare of the Town.

NOW, THEREFORE, THE TOWN COMMISSION OF THE TOWN OF SURFSIDE, FLORIDA HEREBY RESOLVES AS FOLLOWS:

Section 1. Recitals. The above and foregoing recitals are true and correct and incorporated herein by reference.

Section 2. Approval of Proposal and Agreement. The Proposal, attached hereto as Exhibit "A", and the Agreement, attached hereto as Exhibit "B and B1", are

hereby approved.

Section 3. Authorization. The Town Manager is hereby authorized to execute the Agreement attached hereto as Exhibit "B" with the Consultant for the Services, subject to final approval by the Town Manager and Town Attorney as to form, content, and legal sufficiency. The Town Manager is further authorized to expend funds in an amount not to exceed \$300,000.00.

Section 4. Implementation. The Town Manager and Town Officials are authorized to take all necessary action to implement the Agreement and the purposes of this Resolution.

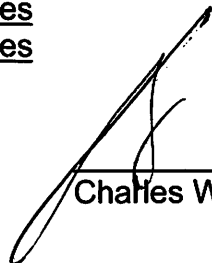
Section 5. Effective Date. This Resolution shall become effective immediately upon adoption.

PASSED AND ADOPTED this 18th day of June, 2024.

Motion By: Vice Mayor Paul
Second By: Commissioner Velasquez

FINAL VOTE ON ADOPTION:

Commissioner Ruben A. Coto	<u>Yes</u>
Commissioner Nelly Velasquez	<u>Yes</u>
Commissioner Gerardo Vildostegui	<u>Yes</u>
Vice Mayor Tina Paul	<u>Yes</u>
Mayor Charles W. Burkett	<u>Yes</u>



Charles W. Burkett, Mayor


ATTEST:



Sandra N. McCready, MMC
Town Clerk



**APPROVED AS TO FORM AND LEGALITY FOR THE USE
AND BENEFIT OF THE TOWN OF SURFSIDE ONLY:**



Mark Blumstein
Interim Town Attorney



May 10, 2024

Mr. Andre Eugent, Public Works Director
Town of Surfside
9293 Harding Avenue
Surfside, Florida 33154

**RE: *Surfside Comprehensive Vulnerability Assessment and Adaptation Plan
Town of Surfside, FL***

Dear Mr. Eugent:

Kimley-Horn and Associates, Inc. ("Kimley-Horn" or "Consultant"), in connection with the Town of Surfside "Continuing Professional Engineering Services Agreement RFQ No. 2020-06" is pleased to submit this letter agreement (the "Agreement") to Town of Surfside ("Client" or "Town") for providing professional services associated with the Surfside Comprehensive Vulnerability Assessment and Adaptation Plan.

Project Understanding

Pursuant to Section 380.093 of the Florida Statutes, the Town is seeking a consultant to prepare a comprehensive Town-wide flood vulnerability and sea level rise assessment. It is Kimley-Horn's understanding that the Town has received a Resilient Florida Program Planning Grant Award through Florida's Department of Environmental Protection. The Town has requested Kimley-Horn to submit a work order proposal for assistance in the preparation of the Comprehensive Vulnerability Assessment.

Scope of Services

Kimley-Horn will provide the services specifically set forth below.

TASK 1 – PROJECT MANAGEMENT AND ACQUIRE BACKGROUND DATA

Kimley-Horn will develop an overall project management plan and address initial actions prior to conducting a kickoff meeting. A kickoff meeting will be held with the Town to introduce team members, discuss scope of work, project schedule, and establish lines of communication and flow of information. Kimley-Horn will prepare a sign-in sheet, draft project schedule, and a project management plan presentation.

Project management activities under this task includes meetings, project communication, quality control and assurance of submittal documents. This task includes up to six (6) virtual project status meetings to discuss ongoing work product and project deliverables.

Kimley-Horn will research and compile the data needed to perform the Vulnerability Assessment (VA), based on the requirements as defined in Section 380.093, Florida Statutes (F.S.). Kimley-Horn will solicit information from the Town and review said information for accuracy and use in the vulnerability assessment. Kimley-Horn will gather additional information to perform the VA and identify Critical assets as classified in s. 380.093(2) 1-4, F.S. Critical asset data will be compiled into an FDEP compliant GIS database. Kimley-Horn will conduct a data gap analysis to identify any additional data needed to perform the assessment and outline actions taken to rectify potential data gaps.

Kimley-Horn will collect the following data:

- The Miami-Dade County 5-ft Digital Elevation Model (DEM).

- NOAA 2017 SLR Projections (2040 and 2070, Intermediate-Low and Intermediate High)
- Tidal datums from NOAA Tides and Currents
- Storm surge data equal to or exceeding the 100-year return period (1% annual chance) flood event
- 100-year return period (1% annual chance) and 500-year return period (0.2% annual chance) 72-hour rainfall projections
- Latest FEMA FIRM panels and Flood Insurance Studies

The Town is to provide the following data as available:

- Latest GIS of the Town's boundary
- Town owned and/or maintained GIS Critical Asset Inventory, as defined in s. 380.093, F.S.
- Construction and as-built documents to support critical facilities listed in the statute (s. 380.093(2) 1-4, F.S.)
- Flood Elevation Certificates
- Previous vulnerability studies and comprehensive plans

In the process of researching background data, Kimley-Horn will identify data gaps, where missing or low-quality information may limit the VA's extent or reduce the accuracy of the results. Kimley-Horn will rectify gaps of data identified by the statute 380.093 F.S. by making additional data requests of regional and County sources. This task does not include field survey of missing data.

Deliverables:

- **Technical report to outline the data compiled and findings of the gap analysis.**
- **A summary report to include recommendations to address the identified data gaps and actions taken to rectify them, if applicable.**
- **GIS files with appropriate metadata of the data compiled, to include locations of critical assets owned or maintained by the Grantee as well as regionally significant assets that are classified and as defined in paragraphs 380.093(2)(a) 1-4, F.S.**

TASK 2 – EXPOSURE ANALYSIS

Kimley-Horn will perform an exposure analysis to identify the depth of water caused by each sea level rise, storm surge, and/or flood scenario. The water surface depths (i.e. flood scenarios) will include the following data: sea level rise projections, current and future storm surge flooding, and rainfall-induced flooding. The scenarios and standards used for the exposure analysis shall be pursuant to s.380.093, F.S. GIS files and associated metadata will adhere to the Resilient Florida Program's GIS Data Standards, and raw data sources shall be defined within the associated metadata.

Fifteen (15) scenarios in total will be analyzed for critical asset vulnerability to flooding. Additional scenarios can be analyzed as an additional service. The following scenarios are to be analyzed:

1. Present Day 100-year rainfall
2. Present Day 500-year rainfall
3. Present Day Storm Surge
4. Sea Level Rise 2040 Intermediate-low projection
5. Sea Level Rise 2040 Intermediate-high projection
6. Sea Level Rise 2070 Intermediate-low projection

7. Sea Level Rise 2070 Intermediate-high projection
8. Sea Level Rise 2040 Intermediate-low projection with 100-year rainfall
9. Sea Level Rise 2040 Intermediate-high projection with 100-year rainfall
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13. Sea Level Rise 2040 Intermediate-high projection with Storm Surge
14. Sea Level Rise 2070 Intermediate-low projection with Storm Surge
15. Sea Level Rise 2070 Intermediate-high projection with Storm Surge

Flood inundation maps will be developed for each scenario. The inundation maps will be overlaid with the critical asset layers developed in **Task 1** to identify critical infrastructure that is exposed to flooding.

Deliverables:

- **A draft Vulnerability Assessment report that provides details on the modeling process, type of models utilized, and resulting tables and maps illustrating flood depths for each flood scenario.**
- **GIS files with results of the exposure analysis for each flood scenario as well as the appropriate metadata that identifies the methods used to create the flood layers.**

TASK 3 – SENSITIVITY ANALYSIS

Following the Exposure Analysis task, Kimley-Horn will prepare a sensitivity assessment of the critical assets within the Town relative to the impacts of flooding and sea level rise identified in **Task 2**. A paired asset-threat matrix will be prepared based on the inundation modeling scenarios. The analysis will include an evaluation of the impact of flood severity on each asset class and at each flood scenario and assign a risk level based on percentages of land area inundated and number of critical assets affected.

Deliverables:

- **A revised draft Vulnerability Assessment report that provides details on the findings of the exposure analysis, the sensitivity analysis, and includes visual presentation of the data via maps and tables.**
- **An initial list of critical and regionally significant assets that are impacted by flooding. The list of critical and regionally significant assets will be ranked by Kimley-Horn and prioritized by the Town.**

TASK 4 – FINAL VULNERABILITY ASSESSMENT REPORT, MAPS AND TABLES

Kimley-Horn will prepare a final Vulnerability Assessment (VA) report pursuant to the requirements in s. 380.093, F.S. The final VA report will include the results from the data collection, exposure and sensitivity analyses, as well as a summary of the identified risks and assigned focus areas. The final deliverable will contain a list of critical and regionally significant assets that are impacted by flooding and sea-level rise, specifying for each asset the flooding scenario(s) showing flooding impacts. GIS files and associated meta data will adhere to the Resilient Florida Program's GIS data standards, and raw data sources shall be defined within the associated metadata.

Deliverables:

- **Final Vulnerability Assessment Report that provides details on the results and conclusions, including illustrations via maps and tables, based on the statutory-required scenarios and standards in s. 380.093, F.S.**
- **A final list of critical and regionally significant assets that are impacted by flooding. The list of critical and regionally significant assets will be ranked and identify which flood scenario(s) impacts each asset.**
- **All electronic mapping data used to illustrate flooding and sea level rise impacts identified in the VA, to include the geospatial data in an electronic file format and GIS metadata.**
- **A signed Vulnerability Assessment Compliance Checklist Certification.**

TASK 5 – ADAPTATION PLAN FOR TOWN HALL EOC

Kimley-Horn will prepare an Adaptation Plan (AP) for the Town Hall Emergency Operations Center (EOC) consistent with the Florida Adaptation Planning Guidebook.

Kimley-Horn will review existing structural record drawings and perform field verification for general conformance of the framing configuration and member sizes shown on the existing drawings. Field verification will be limited to accessible portions of the structure and be based on visual observation only. Kimley-Horn will utilize non-destructive testing methods to verify concrete strength and reinforcement. Kimley-Horn will perform a rational analysis of the primary structural system for gravity and lateral forces to determine general conformance with the Florida Building Code, Existing Building based on a Risk Category IV wind speed and Flood Design Class 4 flood criteria. Kimley-Horn will develop recommendations for adaptation of the Town Hall EOC. Kimley-Horn will incorporate the findings of these assessments and adaptation recommendations into the AP.

The AP will also include the following:

- Assessment of adaptive capacities
- Prioritization of adaptation needs
- Identification of adaptation strategies

The AP will also include a list of prioritized Town Hall EOC projects for each asset class as defined in subsection 380.093(2), F.S.

Deliverables:

- **Final Adaptation Plan report.**

Assumption applying to all tasks:

- The Town is responsible for making key staff available during the delivery of this project.
- Deliverables will be issued as a draft for review by the Town. We have estimated an approximate 14-day time frame for the comments. After receiving the comments from the Town, the Consultant will reconcile the comments/edits into a final version. The Consultant will address one round of Town comments.
- The generation of flood inundation extents will be based on the source DEM, no topographic analysis for voids will be conducted. ERPs or projects that have been completed since the publication of the DEM will not be considered.

- The generation of flood inundation extents will be level-pools. No sloped surfaces, transition zones or smoothing of floodplains will be performed.
- The data schema will be compliant with 380.093(3)(c) F.S.

It is anticipated that the Scope of Services will be completed in accordance with the below schedule after Notice to Proceed (“NTP”) is received unless there are delays outside of Kimley-Horn’s control, such as delays associated with Client and/or regulatory reviews, Client requested changes, etc. This Agreement is made in anticipation of conditions permitting continuous and orderly progress through completion of the services and that Client review times will not exceed fourteen (14) calendar days. Times for performance may be extended as necessary for delays or suspensions due to circumstances that the Consultant does not control.

Schedule

Kimley-Horn anticipates a 12-month project schedule. A mutually agreed upon schedule with deliverable timelines will be provided prior to the project kick-off meeting.

Fee and Billing

Kimley-Horn will perform the Scope of Services in **Tasks 1-5** for the lump sum fee below. Individual task amounts are informational only.

Task No.	Description	Fee
1	Project Management and Acquire Background Data	\$20,000
2	Exposure Analysis	\$40,000
3	Sensitivity Analysis	\$30,000
4	Final Vulnerability Assessment Report, Maps and Tables	\$120,000
5	Adaptation Plan for Town Hall EOC	\$90,000
<i>Total Lump Sum Fee</i>		<i>\$300,000</i>

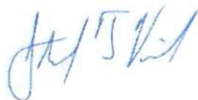
Fees and expenses will be invoiced monthly based, as applicable, upon the percentage of services performed or actual services performed, and expenses incurred as of the invoice date. Payment will be due within 25 days of your receipt of the invoice.

Closure

The terms and conditions of Town of Surfside “Continuing Professional Engineering Services Agreement”, RFQ No. 2020-06, shall govern this scope of services.

We appreciate this opportunity to submit this proposal. Please contact Matt Brosman at 954-535-5109 if you have any questions.

Very truly yours,



Stefano Viola, P.E.
Vice President



Matt Brosman, P.E.
Project Manager



TOWN OF SURFSIDE

9293 HARDING AVENUE
SURFSIDE, FLORIDA 33154
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TASK ORDER

Dated this 6 day of June 2024

TOWN OF SURFSIDE CIP DEPARTMENT

TOWNWIDE VULNERABILITY ASSESSMENT

PROFESSIONAL SERVICES

This Task Order between the Town of Surfside, a Florida municipal corporation ("TOWN"), and Kimley Horn, a limited liability company authorized to transact business in Florida ("CONSULTANT"), is pursuant to the RFQ No. 2020-06 Consultant Services Agreement dated April 2, 2021 ("MASTER AGREEMENT").

PROJECT BACKGROUND

Town received a Resilient Florida Program Planning Grant Award through Florida Department of Environmental Protection. The Town has requested Kimley-Horn to submit a work order proposal for assistance in the preparation of the Comprehensive Vulnerability Assessment.

GENERAL REQUIREMENTS

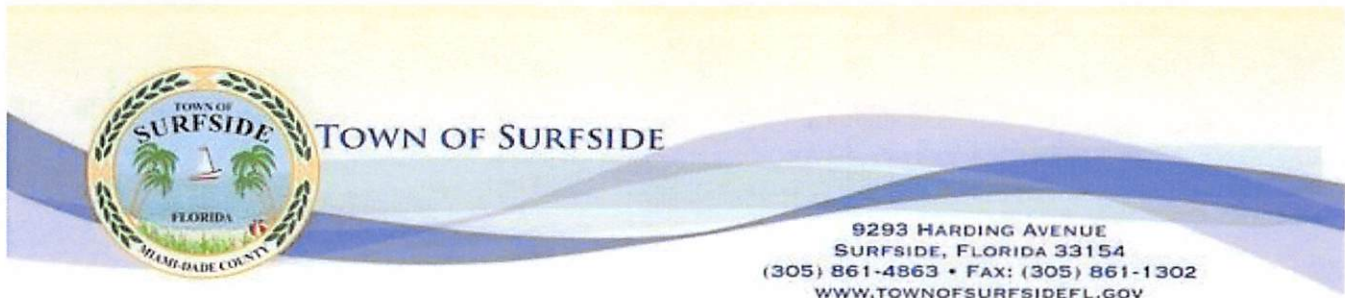
Design Standards

The CONSULTANT shall be solely responsible for determining the standards the work shall meet and obtain all the requisite regulatory approvals. The design shall include, but is not limited to, the plans and specifications, which describe all systems, elements, details, components, materials, equipment, and any other information necessary for construction. The design shall be accurate, coordinated between disciplines, and in all respects, adequate for construction, and shall be in conformity and compliance with all applicable laws, codes, permits, and regulations.

Quality Control

The CONSULTANT is responsible for the quality control (QC) of their work and of its sub-consultants. The CONSULTANT shall provide to the Town the list of sub-consultants which shall be used for this project. This list shall not be changed without prior approval of the TOWN. All sub-consultant documents and submittals shall be submitted directly to the CONSULTANT for their independent QC review. The Town shall only accept submittals for review and action from the CONSULTANT.

The CONSULTANT shall be responsible for the professional quality, technical accuracy, and coordination of all pre-design services, designs, drawings, specifications, and other services furnished by the CONSULTANT and their sub-consultant(s). It is the CONSULTANT's



responsibility to independently and continually QC their plans, specifications, reports, electronic files, progress payment applications, schedules, and all project deliverables required by this task order. The CONSULTANT shall provide the TOWN with a marked up set of plans and/or specifications showing the CONSULTANT's QC review. Such mark-ups shall accompany the CONSULTANT's scheduled deliverables. The submittal shall include the names of the CONSULTANT's staff that performed the QC review for each component (structures, roadway, drainage, etc.).

Project Schedule

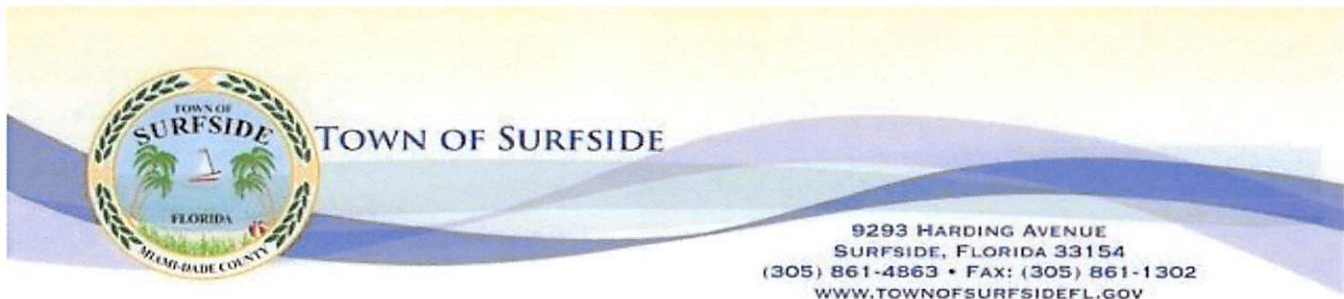
The CONSULTANT shall submit a preliminary project schedule as an exhibit of this task order. The schedule shall be prepared in Microsoft Project, or similar Project Management software and shall utilize an estimated Notice-to-Proceed (NTP), based on best available information.

The CONSULTANT shall submit a final project schedule to the TOWN, for approval, within 10 business days after receiving the NTP and prior to beginning work. No work shall commence without an approved schedule. The final schedule shall include design, permitting activities, submittal review timeframes, and other project activities as required to complete the work. The CONSULTANT shall submit updated project schedules as required in the specific scope of services.

Permitting

The CONSULTANT shall coordinate with the TOWN, regulatory agencies, and any other government entity having an interest or jurisdiction, which may require permits for this project. The CONSULTANT shall provide an estimate of fees and duration associated with the permitting process. Some of the regulatory or permitting agencies associated with this project include, but are not limited to:

- South Florida Water Management District (SFWMD)
- U.S. Army Corps of Engineers (USACE)
- U.S. Coast Guard (USCG)
- DERM
- Dade County Environmental Licensing and Building Permitting
- Town of Surfside
- Miami Dade County Health Department (MDCHD)



SPECIFIC SCOPE OF SERVICES

The Scope of Services to be provided by CONSULTANT shall be as follows:

Task 1 – PROJECT MANAGEMENT AND ACQUIRE BACKGROUND DATA

Kimley-Horn will develop an overall project management plan and address initial actions prior to conducting a kickoff meeting. A kickoff meeting will be held with the Town to introduce team members, discuss scope of work, project schedule, and establish lines of communication and flow of information. Kimley-Horn will prepare a sign-in sheet, draft project schedule, and a project management plan presentation.

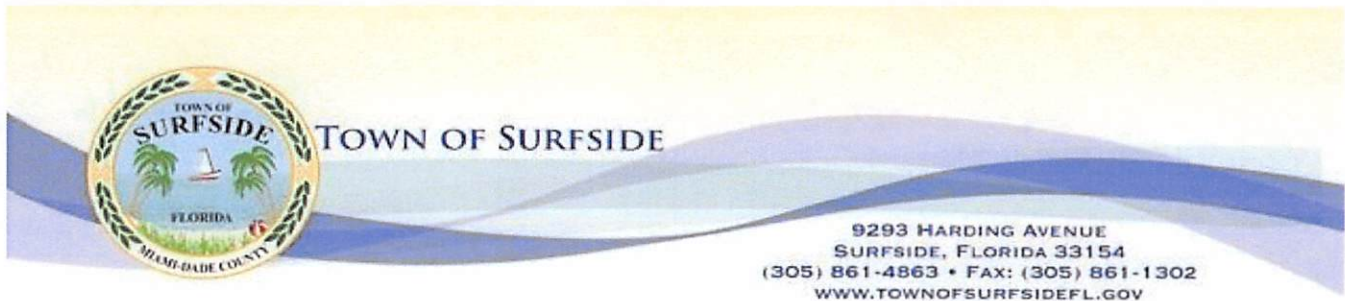
Project management activities under this task includes meetings, project communication, quality control and assurance of submittal documents. This task includes up to six (6) virtual project status meetings to discuss ongoing work product and project deliverables.

Kimley-Horn will research and compile the data needed to perform the Vulnerability Assessment (VA), based on the requirements as defined in Section 380.093, Florida Statutes (F.S.). Kimley-Horn will solicit information from the Town and review said information for accuracy and use in the vulnerability assessment. Kimley-Horn will gather additional information to perform the VA and identify Critical assets as classified in s. 380.093(2) 1-4, F.S. Critical asset data will be compiled into an FDEP compliant GIS database. Kimley-Horn will conduct a data gap analysis to identify any additional data needed to perform the assessment and outline actions taken to rectify potential data gaps.

Kimley-Horn will collect the following data: **Deliverables:** The following deliverables shall be provided under Task 1:

- The Miami-Dade County 5-ft Digital Elevation Model (DEM).
- NOAA 2017 SLR Projections (2040 and 2070, Intermediate-Low and Intermediate High)
- Tidal datums from NOAA Tides and Currents
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- Latest FEMA FIRM panels and Flood Insurance Studies

In the process of researching background data, Kimley-Horn will identify data gaps, where missing or low-quality information may limit the VA's extent or reduce the accuracy of the results.



Kimley-Horn will rectify gaps of data identified by the statute 380.093 F.S. by making additional data requests of regional and County sources. This task does not include field survey of missing data.

Deliverables:

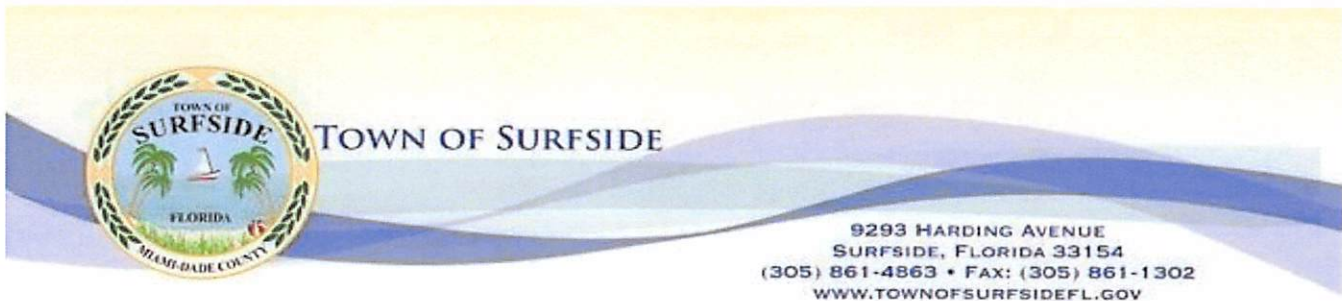
- Technical report to outline the data compiled and findings of the gap analysis.
- A summary report to include recommendations to address the identified data gaps and actions taken to rectify them, if applicable.
- GIS files with appropriate metadata of the data compiled, to include locations of critical assets owned or maintained by the Grantee as well as regionally significant assets that are classified and as defined in paragraphs 380.093(2)(a) 1-4, F.S.

Task 2 – EXPOSURE ANALYSIS

Kimley-Horn will perform an exposure analysis to identify the depth of water caused by each sea level rise, storm surge, and/or flood scenario. The water surface depths (i.e. flood scenarios) will include the following data: sea level rise projections, current and future storm surge flooding, and rainfall-induced flooding. The scenarios and standards used for the exposure analysis shall be pursuant to s.380.093, F.S. GIS files and associated metadata will adhere to the Resilient Florida Program’s GIS Data Standards, and raw data sources shall be defined within the associated metadata.

Fifteen (15) scenarios in total will be analyzed for critical asset vulnerability to flooding. Additional scenarios can be analyzed as an additional service. The following scenarios are to be analyzed:

1. Present Day 100-year rainfall
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8. Sea Level Rise 2040 Intermediate-low projection with 100-year rainfall
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Flood inundation maps will be developed for each scenario. The inundation maps will be overlaid with the critical asset layers developed in Task 1 to identify critical infrastructure that is exposed to flooding.

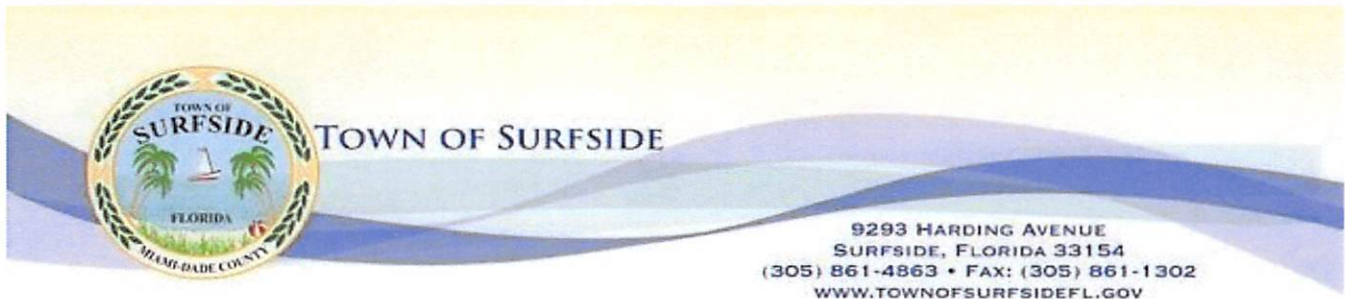
Deliverables:

- A draft Vulnerability Assessment report that provides details on the modeling process, type of models utilized, and resulting tables and maps illustrating flood depths for each flood scenario.
- GIS files with results of the exposure analysis for each flood scenario as well as the appropriate metadata that identifies the methods used to create the flood layers.

Task 3 – SENSITIVITY ANALYSIS

Following the Exposure Analysis task, Kimley-Horn will prepare a sensitivity assessment of the critical assets within the Town relative to the impacts of flooding and sea level rise identified in Task 2. A paired asset-threat matrix will be prepared based on the inundation modeling scenarios. The analysis will include an evaluation of the impact of flood severity on each asset class and at each flood scenario and assign a risk level based on percentages of land area inundated and number of critical assets affected. minimum, project vicinity map, plan view showing the location of borings, basis and results of tests performed, detailed description of findings, recommendations, and an executive summary.

Deliverables: The following deliverables shall be provided under Task 3:



- A revised draft Vulnerability Assessment report that provides details on the findings of the exposure analysis, the sensitivity analysis, and includes visual presentation of the data via maps and tables.
- An initial list of critical and regionally significant assets that are impacted by flooding. The list of critical and regionally significant assets will be ranked by Kimley-Horn and prioritized by the Town.

Task 4 – FINAL VULNERABILITY ASSESSMENT REPORT, MAPS AND TABLES

Kimley-Horn will prepare a final Vulnerability Assessment (VA) report pursuant to the requirements in s. 380.093, F.S. The final VA report will include the results from the data collection, exposure and sensitivity analyses, as well as a summary of the identified risks and assigned focus areas. The final deliverable will contain a list of critical and regionally significant assets that are impacted by flooding and sea-level rise, specifying for each asset the flooding scenario(s) showing flooding impacts. GIS files and associated meta-data will adhere to the Resilient Florida Program's GIS data standards, and raw data sources shall be defined within the associated metadata.

Deliverables: The following deliverables shall be provided under Task 4:

- Final Vulnerability Assessment Report that provides details on the results and conclusions, including illustrations via maps and tables, based on the statutory-required scenarios and standards in s. 380.093, F.S.
- A final list of critical and regionally significant assets that are impacted by flooding. The list of critical and regionally significant assets will be ranked and identify which flood scenario(s) impacts each asset.
- All electronic mapping data used to illustrate flooding and sea level rise impacts identified in the VA, to include the geospatial data in an electronic file format and GIS metadata.
- A signed Vulnerability Assessment Compliance Checklist Certification.

Task 5 – ADAPTATION PLAN FOR TOWN HALL EOC

Kimley-Horn will prepare an Adaptation Plan (AP) for the Town Hall Emergency Operations Center (EOC) consistent with the Florida Adaptation Planning Guidebook.



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Kimley-Horn will review existing structural record drawings and perform field verification for general conformance of the framing configuration and member sizes shown on the existing drawings. Field verification will be limited to accessible portions of the structure and be based on visual observation only. Kimley-Horn will utilize non-destructive testing methods to verify concrete strength and reinforcement. Kimley-Horn will perform a rational analysis of the primary structural system for gravity and lateral forces to determine general conformance with the Florida Building Code, Existing Building based on a Risk Category IV wind speed and Flood Design Class 4 flood criteria. Kimley-Horn will develop recommendations for adaptation of the Town Hall EOC. Kimley-Horn will incorporate the findings of these assessments and adaptation recommendations into the AP.

The AP will also include the following:

- Assessment of adaptive capacities
- Prioritization of adaptation needs
- Identification of adaptation strategies

The AP will also include a list of prioritized Town Hall EOC projects for each asset class as defined in subsection 380.093(2), F.S.

Deliverables: The following deliverables shall be provided under Task 5:

- Final Adaptation Plan report.

PROJECT ASSUMPTIONS

- Town is responsible for making key staff available during the delivery of this project.
- Deliverables will be issued as a draft for review by the Town. We have estimated an approximate 14-day time frame for the comments. After receiving the comments from the Town, the Consultant will reconcile the comments/edits into a final version. The Consultant will address one round of Town comments.
- The generation of flood inundation extents will be based on the source DEM, no topographic analysis for voids will be conducted. ERPs or projects that have been completed since the publication of the DEM will not be considered.
- The generation of flood inundation extents will be level-pools. No sloped surfaces, transition zones or smoothing of floodplains will be performed.
- The data schema will be compliant with 380.093(3)(c) F.S.



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It is anticipated that the Scope of Services will be completed in accordance with the below schedule after Notice to Proceed (“NTP”) is received unless there are delays outside of Kimley-Horn’s control, such as delays associated with Client and/or regulatory reviews, Client requested changes, etc. This Agreement is made in anticipation of conditions permitting continuous and orderly progress through completion of the services and that Client review times will not exceed fourteen (14) calendar days. Times for performance may be extended as necessary for delays or suspensions due to circumstances that the Consultant does not control.

ADDITIONAL SERVICES

No additional Services.

PERFORMANCE SCHEDULE

The CONSULTANT shall perform the services identified in Tasks 1 - 5 within 365 days of the written Notice to Proceed. Task 1 and 5 schedules shall be determined based on the bid dates and construction award period.

PROJECT FUNDING

The performance of this project is at the TOWN’s discretion and may be contingent upon the TOWN receiving funding and work shall not begin until the TOWN provides a Notice to Proceed to CONSULTANT.

METHOD OF COMPENSATION

The services performed will be accomplished using the Lump Sum method of compensation. The total hourly rates payable by the Town for each of CONSULTANT’s employee categories, reimbursable expenses, if any, and sub-consultant fees, if any, are shown on **Exhibit A** attached hereto and made a part hereof. The CONSULTANT shall submit the pay application request to the TOWN’s Project Manager for review and approval. Once the TOWN’s Project Manager approves the CONSULTANT’s pay application request, the CONSULTANT may submit it to the TOWN’s CIP department via email (aeugent@townofsurfsidefl.gov) with a copy to the Project Manager. Pay application requests shall be submitted monthly.



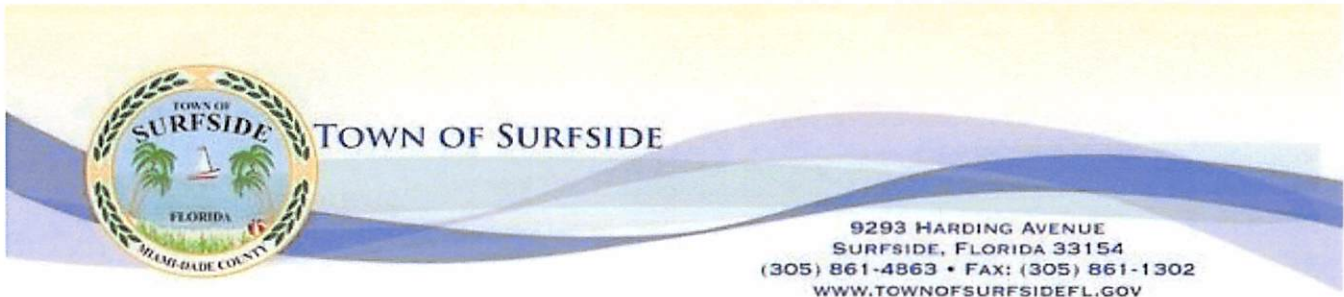
TOWN OF SURFSIDE

9293 HARDING AVENUE
SURFSIDE, FLORIDA 33154
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TERMS OF COMPENSATION

Services will be provided for the following Lump Sum amounts:

Task 1 – Project Management and Acquire Background Data	\$20,000.00
Task 2 – Exposure Analysis	\$40,000.00
Task 3 – Sensitivity Analysis	\$30,000.00
Task 4 – Final Vulnerability Assessment Report, Maps and Tables	\$120,000.00
Task 5 – Adaptation Plan for Town Hall EOC	\$90,000.00
Grand Total	\$300,000.00



TOWN CONTACTS

Requests for payments should be directed to Capital Improvement Director, Town of Surfside via e-mail to aeugent@townofsurfsidefl.gov after getting approval from the Town's Project Manager. All other correspondence and submittals should be directed to the attention of Andre Eugent, Project Manager, at the address shown below. **Please be sure that all correspondence refers to the TOWN project title as stated above.**

Name of PM

Andre Eugent
Capital Improvement Project Department
Town of Surfside
9293 Harding Avenue
Surfside, FL 33154
(305) 861-4863
aeugent@townofsurfsidefl.gov

CONSULTANT CONTACTS

Consultant POC

Matt Bosman
8201 Peters Road, Suite 2200
Plantation, FL 33324
Email: matt.brosman@kimley-horn.com
Phone: 954535 5100
Fax:



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TOWN

TOWN OF SURFSIDE, a municipal corporation of the State of Florida.

ATTEST

Sandra McCready
City Clerk

By: _____

Marisol Vargas,
Town Manager

Date: _____

(CORPORATE SEAL)

Approved as to Legal form:

Mark Blumstein
Town Attorney

Date: _____



TOWN OF SURFSIDE

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CONSULTANT

WITNESSES:

Kimley-Horn and Associates, INC.,
a North Carolina corporation (if not a Florida
corporation add: authorized to transact
business in Florida)

Andre Cozier
[Witness print/type name]

Stefano Viola
[Print Name, check title]

Teresa Villalon Camacho
[Witness print/type name]

- President Vice President
- Authorized Signatory (Please provide corporate authorization)

ATTEST:

(CORPORATE SEAL)

Erin Emmons
Secretary
[Print Name]

STATE OF Florida
COUNTY OF Polk:

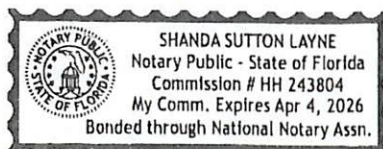
The foregoing instrument was acknowledged before me this 10th day of June,
2021, by Stefano Viola as Vice President of
Kimley-Horn and Associates INC. a North Carolina corporation (if not a Florida
corporation add: authorized to transact business in Florida) who is personally known to
me or has produced _____ as identification.

(SEAL)



Shanda Sutton Layne
Notary Public, State of _____
(Signature of Notary Taking Acknowledgment)
Shanda Sutton Layne
Name of Notary Typed, Printed or Stamped

My Commission Expires: 4/4/2026 Commission Number: HH 24350X





TOWN OF SURFSIDE

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Exhibit A – Work Break Down Fee Schedule



TOWN OF SURFSIDE

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Exhibit B – Location Map



TOWN OF SURFSIDE

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Exhibit C – Project Tentative Schedule

ONE-PAGE FEE ESTIMATE

Project Name: Vulnerability Assessment and Adaptation Plan for the Town Hall (Cat 5)

Client: _____

Town of Surfside

Date of Fee Estimate: _____

5/10/2024

Staff (hours)

Task #	Task name	Analyst	Professional 1	Professional 2	Senior Professional 1	Senior Professional 2	Principal	Support Staff	Senior Support Staff	Clerical	Total Hours	Labor Sub-Total
	<i>To be primarily completed by the Hydrology & Hydraulics team</i>											
1	Project Management and Acquire Background Data		40	25	35			10	5		122.0	\$ 20,000
2	Exposure Analysis		100	75	45	5		10			235.0	\$ 40,150
3	Sensitivity Analysis		90	50	25	5		10			180.0	\$ 29,825
4	Final Vulnerability Assessment Report, Maps and Tables		260	180	160	40	5	20	2	5	672.0	\$ 120,035
	<i>To be primarily completed by the Structural Engineering team</i>											
5	Adaptation Plan for Town Hall EOC		175	74	165	40	5	21	2		482.0	\$ 89,990

Total Hours =	0	665	404	430	90	10	71	9	5		1691.0	\$ 300,000
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Labor

Town of Surfside Rate Schedule	\$ 125.00	\$ 145.00	\$ 175.00	\$ 225.00	\$ 260.00	\$ 298.00	\$ 110.00	\$ 170.00	\$ 81.00
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