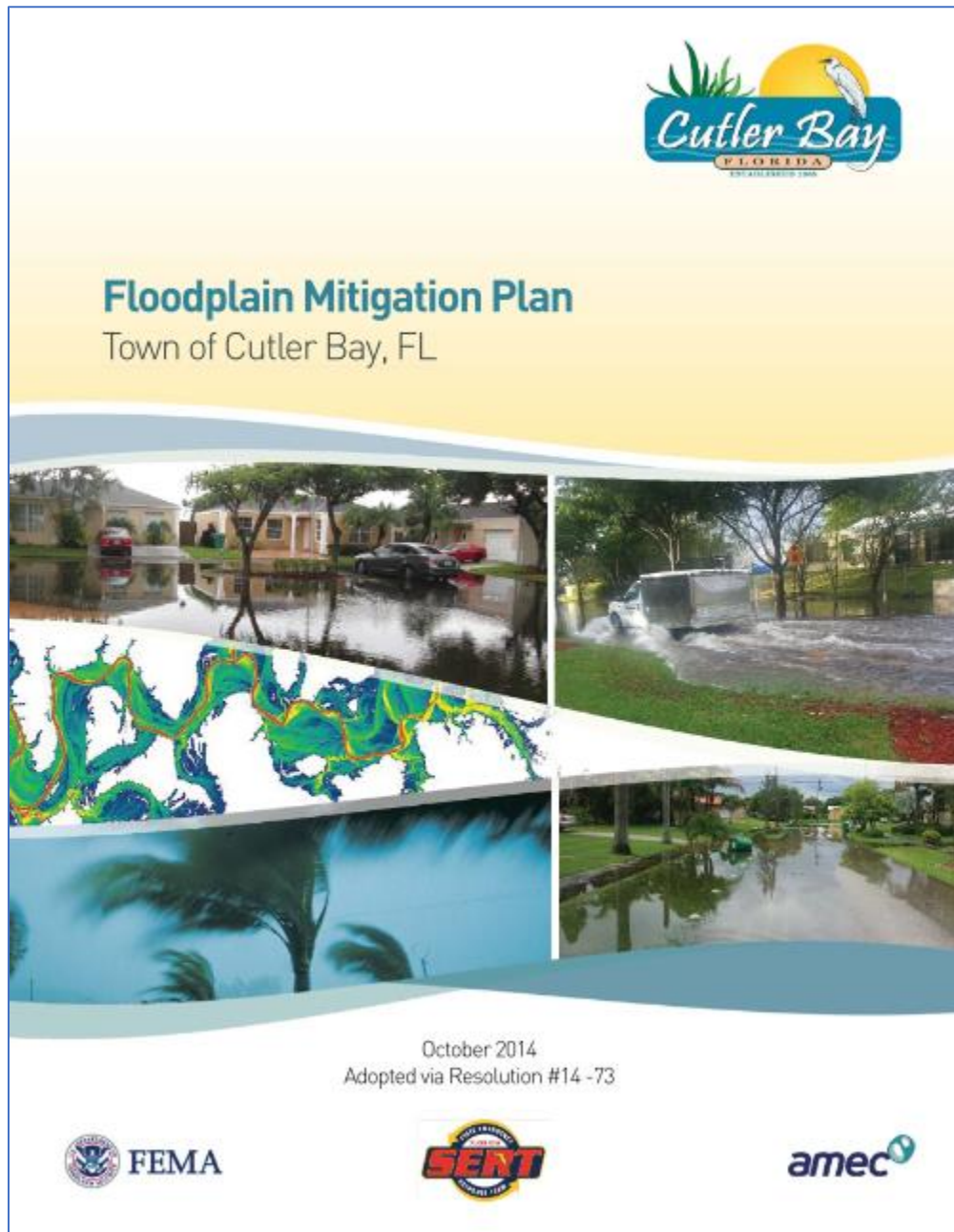


Proposal to Update the Town of Cutler Bay's
October 2014 Floodplain Mitigation Plan



August 20th, 2019

wood.

Background

A Federal Emergency Management Agency (FEMA) approved hazard mitigation plan or a Community Rating System (CRS) floodplain management plan must be updated every five years to either remain eligible for federal pre- and post-disaster funding or to maintain credit under CRS Activity 510 – Floodplain Management Planning. Almost five years ago, the Town of Cutler Bay developed a CRS compliant Floodplain Mitigation Plan under Activity 510 which scored 384 points of credit. As this plan is almost five years old it must be updated to maintain those credit points under the CRS.

CRS Requirement

An updated Floodplain Management Plan must follow a 10-step planning process. This planning process must be documented throughout the updated plan along with a Floodplain Management Planning Committee (FMPC) and public and stakeholder engagement throughout. The following graphic illustrates the CRS 10-step planning process:

Table 510-1. Planning steps for mitigation and for the CRS.		
Multi-hazard Mitigation Planning	CRS	Maximum
Phase I – Planning process		
§201.6(c)(1)	1. Organize	15
§201.6(b)(1)	2. Involve the public	120
§201.6(b)(2) & (3)	3. Coordinate	35
Phase II – Risk assessment		
§201.6(c)(2)(i)	4. Assess the hazard	35
§201.6(c)(2)(ii) & (iii)	5. Assess the problem	52
Phase III – Mitigation strategy		
§201.6(c)(3)(i)	6. Set goals	2
§201.6(c)(3)(ii)	7. Review possible activities	35
§201.6(c)(3)(iii)	8. Draft an action plan	60
Phase IV – Plan maintenance		
§201.6(c)(5)	9. Adopt the plan	2
§201.6(c)(4)	10. Implement, evaluate, revise	26
Total		382

Even though Cutler Bay only has 32 repetitive loss properties and is classified under the 2017 CRS Coordinator's Manual as a Category B (not required to develop a floodplain management plan), the credit points from this updated plan will be necessary to maintain the community's CRS Class 4.

Scope of Services

Wood Environment & Infrastructure Solutions, Inc. (Wood) will perform the following services for the Town of Cutler Bay to facilitate and to prepare an updated floodplain mitigation plan hazard mitigation plan in accordance with a detailed, multi-step process which has successfully been used in over 160 DMA compliant state and local hazard mitigation plans. The detailed list of tasks provided below outlines the work required to accomplish that scope which will result in an updated plan that is compliant with DMA, FMA, and CRS and to further the Town of Cutler Bay's goal of continued participation in the NFIP, and federal grant programs for hazard mitigation. Prior to project kick off, the Team will hold a pre-kick off meeting with the Town project manager to confirm the following task list and project schedule.

Task 1 – Project Kick Off

1. Wood will schedule a Kick Off meeting with the Town of Cutler Bay and the Flood Mitigation Planning Committee (FMPC) to provide a framework for updating the plan and to detail the various planning requirements. This meeting will also be used to finalize the work plan and schedule, discuss key project milestones, and set expectations for jurisdiction participation. The work plan will incorporate requirements per FEMA and DMA guidance, including DMA, FMA, and CRS. In cooperation with the Town of Cutler Bay, we will tailor a plan for public outreach and coordination of press releases to the public and will work with identified Public Information Officers throughout the planning process to ensure all meetings are properly announced and advertised.
2. Wood will work with the Town of Cutler Bay to identify and verify contact information for agencies, groups, citizens, and other stakeholders to be included in the planning process. Throughout the planning process, these contacts will be notified of upcoming meetings by the Town of Cutler Bay.
3. Wood will identify and collect initial data and documents that will be reviewed and integrated into the plan. We will obtain from the Town of Cutler Bay copies of pertinent plans, ordinances, maps, damage data and other GIS data from Miami-Dade County. Wood will request necessary GIS base maps and coordinate with other Federal agencies to obtain other available data.
4. Wood will facilitate a public Kick Off meeting to describe the planning process and inform the public of opportunities for involvement. This meeting will allow the public to ask questions about natural hazards and the planning process and voice neighborhood concerns.

Deliverables:

- ✓ Kick Off Meeting (FMPC #1) - Preliminary project coordination meeting and minutes;
- ✓ Public Meeting # 1 – Inform public of updated planning process and meeting minutes;
- ✓ Database of updated contact information for the Town of Cutler Bay, with list of the citizens and stakeholders to include on the planning committee; and
- ✓ Work plan, including outreach strategies, and final project schedule.

Personnel Needed: David Stroud and Abby Moore

Task 2 – Update Hazard Identification and Vulnerability Assessment

1. The Wood Team will review the existing community profiles and HIRA to identify specific areas that need revision and updates. This will include an in-depth analysis of the current Floodplain Mitigation Plan, current and future land use, and the natural hazards profiled to determine which data and information can be utilized in the updated Floodplain Mitigation Plan and which data must be updated or collected from other sources.
2. Wood will collect data from the Town of Cutler Bay, National Weather Service, National Climatic Data Center, the Florida Division of Emergency Management, Miami-Dade County and others on hazard events since adoption of the previous plan.
3. GIS specialists will determine if the existing vulnerability assessment inventory adequately captures historic and cultural resources, infrastructure, critical facilities, and new construction. An updated list of critical facilities will be developed and incorporated into the updated plan.
4. Wood will review, collect data and assess vulnerability for additional natural hazards that the FMPC may choose to add or upgrade to “critical” in the revised plan.
5. GIS specialists will use Hazus and/or other GIS tools to update the vulnerability analysis where it is determined to have changed substantially from the original plan.
6. The Wood Team will analyze corrected NFIP repetitive loss data for the Town of Cutler Bay. Analysis will include an evaluation of all flood insurance claims in the updated plan. Wood will incorporate a repetitive loss assessment and repetitive loss area maps in the updated plan (This is the basic data required in an FMP and not a Repetitive Loss Area Analysis).



Deliverables:

- ✓ Updated hazard identification and vulnerability assessment information for planning committee consideration (HIRA).

Personnel Needed: Garrett Shields, and Abby Moore and David Stroud

Task 3 – Activate Planning Committee, Review Hazard Identification and Vulnerability Assessment

1. Wood will prepare a draft invitation letter to planning committee members with obligations for participation on the FMPC with outline of work to be done. The Town of Cutler Bay will finalize and mail letter.

2. FMPC Meeting #2 – The Wood Team will facilitate the FMPC meeting during which the planning committee will review updated hazard and vulnerability information; discuss the mitigation goals; review progress on mitigation actions in existing plan; and learn their role in updating the capability assessments.

Deliverables:

- ✓ Meeting presentation (FMPC Meeting #2) materials;
- ✓ Draft of updated Hazard Identification and Vulnerability Assessment sections of the revised plan; and
- ✓ Meeting minutes and rosters for FMPC meeting.

Personnel Needed: David Stroud and Abby Moore

Task 4 – Update the Capability Assessment

1. Wood will guide FMPC members in reviewing and updating the Town of Cutler Bay's capability assessment and in reviewing other plans and ordinances to reflect any changes. Members will be asked to either edit the text directly or provide feedback to Wood through the Capability Worksheets that will be provided to committee members.
2. The Wood Team will interview staff of state agencies and other entities identified in the existing plans as responsible for initiatives to manage or mitigate hazards.

Deliverables:

- ✓ Draft of updated jurisdictional profiles to include the Town of Cutler Bay detail and Capability Assessment sections of the revised plan.

Personnel Needed: David Stroud and Abby Moore

Task 5 – Review and Update Mitigation Goals and Mitigation Strategies

1. FMPC Meeting #3 – Wood will review changes in capability assessment, review current mitigation goals, objectives, and actions with the FMPC, and gather status updates on integration and implementation progress for the existing plan. Wood will also guide the FMPC through re-evaluating their current mitigation strategy, considering new actions, preliminarily evaluating the benefits and costs of each action, and prioritizing actions using STAPLEE criteria.

Deliverables:

- ✓ Meeting presentation materials (FMPC Meetings #3);
- ✓ Meeting minutes and rosters; and
- ✓ Revised draft mitigation strategy circulated to FMPC for comments after meetings are completed.

Personnel Needed: David Stroud and Abby Moore

Task 6 – Draft the Plan and Solicit Public Comment

1. Wood will prepare draft plan and circulate to the FMPC for comments.

2. Wood will prepare a final public review draft of the revised plan based on FMPC inputs.
3. The Town of Cutler Bay will post the public review draft of the plan on their website and otherwise make the plan available for public review and solicit comments, assisted by Wood.
4. An FMPC meeting and public meeting (FMPC Meeting #4 and Public Meeting #2) will be facilitated by Wood to review the updated plan and to solicit comments.
5. Wood will include a report of the public meetings and summarize comments received from the public as an appendix to the plan.

Deliverables:

- ✓ Meeting presentation materials (FMPC Meeting #4; Public Meeting #2);
- ✓ Meeting minutes and rosters;
- ✓ Digital file of public review draft plan to include public comment/response appendix; and
- ✓ Public meeting materials, including minutes of public comments and rosters.

Personnel Needed: David Stroud and Abby Moore

Task 7 – Request FDEM/FEMA Reviews

1. Wood will use public comments to revise plan, as appropriate.
2. Wood will prepare the FEMA Local Mitigation Plan Review/Tool to document the DMA requirement citing the page number and section for requirement.
3. Wood will submit plan to the FMPC and the Town of Cutler Bay, with Plan Review/Tool and a draft formal letter of plan submission.
4. Wood will incorporate reviewer comments into plan.

Deliverables:

- ✓ Completed FEMA Local Mitigation Plan Review Guide/Tool for the plan;
- ✓ Digital draft formal letter of plan submission to FDEM; and
- ✓ Digital file of plan with responses to all comments from reviewers.

Personnel Needed: David Stroud and Abby Moore

Task 8 – Plan Adoption

1. Wood will prepare plans for submission to the Town of Cutler Bay Council and provide a recommended draft resolution of adoption.
2. Public Meeting – The Wood Team will assist the Town of Cutler Bay with the adoption process and will attend the public meeting for local adoption of the plan (if requested by the Town of Cutler Bay).
3. Scan and incorporate local resolution of adoption into the final plan.
4. Prepare the updated plan for submission to FEMA via FDEM.
5. Scan and incorporate FEMA approval letters into the final plans.

Deliverables:

- ✓ The Town of Cutler Bay will post the final plan and make data available for download on their web site or ftp site, and the Town will receive a single hard copy of the final approved plan and any attachments, to include maps, adoption resolutions and FEMA approval letters; and
- ✓ Assist the Town of Cutler Bay with final adoption process.

Personnel Needed: David Stroud and Abby Moore

Plan Maintenance and Updates

A community's biggest challenge for annual plan maintenance is to ensure implementation of the plan. The Town of Cutler Bay and the communities participating in the plan update must work toward implementation of the mitigation measures proposed in the mitigation strategy section. The FMPC should reconvene quarterly to ensure implementation of the plan is on schedule for the CRS program. The Wood Team can make suggestions on how best to manage the implementation component of the updated plan.

Notification: The attached Scope of Work will not involve any engineering or architecture services. And in no way conflicts with the American Society of Civil Engineers (ASCE), the National Society of Professional Engineers (NSPE) or the American Institute of Architects (AIA) or any of their affiliate organizations or engineers or architects who work either inside or outside the State of Florida and/or in Miami-Dade County. Only planning work is involved in this proposal by following a standard FEMA and CRS planning process.

Plan Update Schedule

[illegible]

Project Cost

Task 1: Project Kick Off Meeting	\$2,900.00
Task 2: Involve the Public	\$3,450.00
Task 3: Coordinate with Other Stakeholders & Agencies	\$2,875.00
Task 4: Review & Update Hazard Identification & Vulnerability Assessment	\$10,360.00
Task 5: Update the Capability Assessment	\$2,850.00
Task 6: Review and Update Mitigation Goals and Mitigation Strategies	\$3,275.00
Task 7: Draft the Plan and Solicit Public Comment	\$4,400.00
Task 8: Request FDEM Reviews	\$1,500.00
Task 9: Plan Adoption	\$1,250.00
Task 10: Implement, Evaluate, and Revise	\$1,575.00
Total Cost Scope of Services	\$34,435.00
Optional Task Project Cost (listed below)	\$9,875.00
Total Lump Sum of Cost	\$44,310.00

Optional Task

Wood is also proposing to develop a CRS Activity 510 Repetitive Loss Area Analysis (RLAA). This 5-step planning process involves the following:

1. Advise all properties in the repetitive loss areas that an analysis will be conducted. Included in this notice will be a flood protection survey.
2. Contact agencies and organizations throughout the area to determine if any projects underway or planned may impact drainage and other flood flows throughout these areas.
3. Visit each building in the repetitive loss areas and collect data on the buildings (**There are approximately 143 buildings in the field to visit**).
4. Review alternative approaches and determine if any property protections or drainage protection projects can be recommended.
5. Document the findings and prepare both a public and Town version of the RLAA. The Town version will contain all of the data sheets from the field visit including pictures.

A completed RLAA will be worth 140 points of credit under Activity 510. With 3,193 current points with a Class 4, 140 additional points for an RLAA would bring Cutler Bay to 3,333 points or 167 points from a CRS Class 3.

Optional Task Project Cost

Wood will prepare a public and Town version of a CRS Activity 510 RLAA for a lump sum cost of **\$9,875.00**