

ITEM # 11  
DATE 08-23-11

## COUNCIL ACTION FORM

**SUBJECT: FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) HAZARD MITIGATION GRANT PROGRAM (HMGP)**

### **BACKGROUND:**

As reported at the March 1, 2011 City Council meeting as a follow-up to the 2010 flooding, Public Works has submitted 10 projects for consideration under FEMA's **Hazard Mitigation Grant Program (HMGP)**. Iowa Homeland Security and Emergency Management Division (HSEMD) has now completed their preliminary eligibility review of the Notices of Interest (NOI) and the proposed projects described on the NOIs have been determined to meet the preliminary eligibility requirements established through the State HMGP Administrative Plan and the State Hazard Mitigation Plan. The City was then invited to complete and submit an HMGP project application for each proposed project. **Successfully completing and submitting an application does not guarantee that the proposed projects will be eligible or funded. Rather, it is the next step in the HMGP funding process.**

Requests For Professional Service Proposals (RFP) were received for eight independent projects, with three or four proposals being submitted per project. These eight contracts will get the projects through the application stage, including working with HSEMD to establish project benefit-cost analysis (BCA) for each location. If a project ends up with a BCA under 1.0, the project will not qualify for FEMA funding and City Council will have an opportunity to decide whether to move forward with each project through local funding. The initial deadline set by HSEMD for these projects is September 15, 2011. Staff and the consultant are still working with HSEMD on the previously submitted Waterbury Court application. Staff has been notified by HSEMD that the BCA for the Lincoln Way Fraternities project is 0.25 which is well below 1.0 that is needed to receive FEMA funding.

City staff has been notified by HSEMD staff that having an additional disaster within the state has enabled our community to submit additional NOIs. As a result of the Urban Stream Assessment, large stream bank erosion was identified along Clear Creek behind Utah Drive. The erosion is currently 30-40 feet from the back of the house. A contract with Clapsaddle Garber Associates, Inc., is included to follow HSEMD /FEMA process through BCA and application since funding is available on a first-come first serve basis. This individual contract is in the amount of \$13,375.

**ALTERNATIVES:**

1a. Accept the report of the results of the RFP for the seven professional service contracts to Clapsaddle Garber Associates, Inc., in the amount of \$69,050, and two to Snyder and Associates in the amount of \$23,000.

b. Due to the BCA of the Lincoln Way Fraternities project being 0.25, direct staff to notify HSEMD that the application is withdrawn.

2. Direct staff to no longer pursue FEMA funds for flood mitigation projects.

**MANAGER'S RECOMMENDED ACTION:**

In order to move forward with the possibility of receiving FEMA funds for some flood mitigation projects, these contracts need to be entered into so that the deadline can be met in working with Iowa Homeland Security.

Although the City's Purchasing Policy allows the staff to award these individual professional services contracts, it also requires the reporting of the results of the RFP process to the City Council because, in aggregate, the contracts exceed \$50,000. Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, thereby accepting the report of the RFP for the seven professional service contracts to Clapsaddle Garber Associates, Inc., in the amount of \$69,050 and two to Snyder and Associates in the amount of \$23,000, as well as directing staff to withdraw the application for the Lincoln Way Fraternities project. This action will also designate Tracy Warner, Municipal Engineer, as the Applicant's authorized representative for all HMGP projects.

**HMGF Proposal Ratings/Rankings**

	Jake		Corey		Eric		Tracy		Avg Ranking	Recommended	Estimated Fee
	Rating	Ranking	Rating	Ranking	Rating	Ranking	Rating	Ranking			
<b>Stuart Smith Park Bank Armoring</b>											
CGA	62	2	81	1	88	1	95	1	1.25		\$15,900.00
Benesch	50	4	67	4	66	3	69	4	3.75		##
Bolton & Menk	59	3	75	3	59	4	84	3	3.25		\$8,500.00
Snyder	66	1	78	2	81	2	86	2	1.75	Snyder & Assoc	\$12,000.00
<b>Northridge Parkway</b>											
CGA	70	1	80	1	87	1	96	1	1	CGA	\$12,000.00
Benesch	51	4	67	4	66	4	69	4	4		##
Bolton & Menk	61	3	76	3	81	3	82	3	3		\$24,000.00
Snyder	65	2	79	2	82	2	87	2	2		\$15,000.00
<b>S. Duff Siphon</b>											
CGA	61	1	79	1	88	1	96	1	1	CGA	\$7,800.00
Benesch	49	4	67	4	65	4	69	4	4		##
Bolton & Menk	59	3	76	2	80	3	84	3	2.75		\$8,000.00
Snyder	60	2	76	2	82	2	89	2	2		\$8,000.00
<b>Schubert/Todd</b>											
CGA	64	1	81	1	90	1	98	1	1	CGA	\$5,800.00
Benesch	49	4	67	4	66	4	69	4	4		##
Bolton & Menk	59	3	76	3	79	3	82	3	3		\$9,500.00
Snyder	64	1	79	2	82	2	88	2	1.75		\$11,000.00
<b>Trail Ridge Landslide</b>											
CGA	72	1	82	1	90	1	98	1	1	CGA	\$21300*
Benesch	48	4	67	4	66	4	69	4	4		##
Bolton & Menk	57	3	74	2	78	3	82	3	2.75		\$10,500.00
Snyder	59	2	74	2	81	2	85	2	2		\$16,000.00
<b>Oakwood Drive</b>											
CGA	60	1	79	1	89	1	93	1	1		\$12,000.00
Benesch	51	3	67	3	66	3	69	3	3		##
Bolton & Menk	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Snyder	59	2	79	1	84	2	89	2	1.75	Snyder & Assoc	\$11,000.00
<b>Castlewood Place</b>											
CGA	60	1	80	1	90	1	96	1	1	CGA	\$7,000.00
Benesch	48	3	67	3	66	3	69	3	3		##
Bolton & Menk	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Snyder	60	1	77	2	82	2	87	2	1.75		\$11,000.00
<b>N Park Villa</b>											
CGA	64	1	79	1	88	1	96	1	1	CGA	\$7,500.00
Benesch	49	4	67	4	65	4	69	4	4		##
Bolton & Menk	58	3	74	3	78	3	82	3	3		\$9,500.00
Snyder	59	2	77	2	84	2	89	2	2		\$11,000.00

\* Also includes Utah Drive landslide

## Indicates that Benesch only submitted a preliminary estimated fee range for all projects (not site specific as requested) of \$40000 to \$70000