



TOWN OF FAIRFAX

STAFF REPORT

May 7, 2014

TO: Mayor and Town Council

FROM: Garrett Toy, Town Manager *GT*

SUBJECT: Approve contract amendment with Stetson Engineers to prepare an application for funding under the FEMA Hazard Mitigation Assistance grant program

RECOMMENDATION

- 1) Authorize the Town Manager to execute a contract amendment with Stetson Engineers in an amount not to exceed \$27,000 to prepare an application for a FEMA Hazard Mitigation Assistance (HMA) grant
- 2) Appropriate \$27,000 from Fund Balance (Fund 01) to the Public Works Admin budget

DISCUSSION

Last year, the Town submitted Notice of Interest for projects under FEMA's Hazard Mitigation Grant program. CalOES (Office of Emergency Services), who acts as the administrator for FEMA's HMA program, invited the Town to submit a full application for the Town Hall project. The project proposes to remove the section of Town Hall over the creek and replace it with a second story above the Town Hall lobby. The removal of Town Hall is identified as a project within the 25 yr capital improvement plan for the Ross Valley Flood Protection and Watershed Program (Flood Zone 9).

In the course of developing the application, staff determined that we would not be able to generate the cost-benefit ratio needed to make the application competitive. CalOES reported that only one project in the state was funded from that application cycle.

Since that time, staff took the opportunity to conduct more in-depth analysis of the benefits of the project. The preliminary analysis is that the project would significantly reduce flooding in a 25-year storm event (e.g., amount of rain) in the downtown area and adjacent neighborhoods to Town Hall. The proposed scope of work is for a Phase II Study which would provide a detailed evaluation of the benefits-cost analysis (BCA) and the preparation of the application. FEMA has allocated additional funding for the HMA program and CalOES has invited the Town to submit a full application for the project again. Staff believes we can submit a competitive application with a BCA that makes the application more competitive. The information prepared by Stetson can be used for future grant applications should the Town be unsuccessful this time around. The application is due May 30th.

FISCAL IMPACT

The preliminary cost estimate is approximately \$2.1 million for the project. However, that is ballpark estimate that will be further refined for the application. The HMA program requires a 25% matching grant requirement. Staff would recommend that the Town consider the funding source at a later date. The Phase I study cost \$12,500. In addition to Stetson's work for Phase II, staff will need to contract with an architect and cost estimator for the project. Those costs should total less than \$10,000.

ATTACHMENT

Contract amendment with scope of work

AGENDA ITEM # 10

AMENDMENT NO. 1 TO PROFESSIONAL/TECHNICAL SERVICES AGREEMENT

This Amendment No. 1 to Professional/Technical Services Agreement (this “Amendment No. 1”) is entered into as of _____, by and between the TOWN OF FAIRFAX (the “Town”) and Stetson Engineers Inc. (the “Consultant”), with reference to the following facts:

RECITALS

A. Town and Consultant previously entered into that certain Professional/Technical Services Agreement dated as of March 19, 2013 (the “Agreement”). Capitalized terms used in this Amendment No. 1 shall have the meanings assigned to them in the Agreement.

B. The parties wish to modify the Agreement as provided more particularly below.

AGREEMENT

NOW THEREFORE, in consideration of the foregoing Recitals, which are incorporated herein by this reference, Town and Consultant hereby agree as follows:

1. Consultant shall provide the additional work described more particularly on Exhibit A hereto (the “Additional Work”) and the maximum amount payable under the Agreement shall be increased by \$27,000 to a total not to exceed \$39,500.

2 Except as specifically modified herein, all of the other remaining provisions of the Agreement shall remain unchanged and in full force and effect.

IN WITNESS WHEREOF, Town and Consultant have executed this Amendment No. 1 as of the date first written above.

“TOWN”
TOWN OF FAIRFAX

“CONSULTANT”
STETSON ENGINEERS, INC.

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Exhibit A

Description of the Additional Work



2171 E. Francisco Blvd., Suite K • San Rafael, California 94901
Phone: (415) 457-0701 • FAX: (415) 457-1638 • email: sr@stetsonengineers.com

Covina and Bakersfield, California • Mesa, Arizona • Centennial, Colorado • Diamondhead, Mississippi

April 30, 2014

Mr. Garrett Toy, Town Manager
Town of Fairfax
142 Bolinas Road
Fairfax, CA 94930

Re: Proposal for Part II Study of Potential Improvements to Fairfax Creek near Town Hall for Flood Hazard Mitigation – Detailed Evaluation of Benefit and Preparation of FEMA Hazard Mitigation Grant Program Application

Dear Mr. Toy:

Stetson Engineers Inc. is pleased to submit this proposal to provide professional engineering services for Part II Study – Detailed Evaluation of Benefit and Preparation of FEMA Hazard Mitigation Grant Program Application (HMGP) application.

Background

Stetson completed Part I Study of Potential Improvements to Fairfax Creek near Town Hall for Flood Hazard Mitigation - Hydraulic Analysis and Preliminary Evaluation of Benefit. Stetson documented the results in the Technical Memorandum entitled “Preliminary Analysis of Cost Effectiveness of the Fairfax Town Hall Project,” dated April 9, 2014 (Part I Study). The Part I Study found that the Project has a present value of flood mitigation benefits in the amount of about \$1.85 million with a benefit-cost ratio at about 0.9 based on a cost of about \$2.1 million. It is important to note that the Part I Study considered mitigation benefits (in the form of reduced long term flood damage) to only three buildings; Town Hall, Ross Valley Fire Station 21, and Fairfax Community Center. Other buildings would likely benefit from the Project¹. If all buildings benefitting from the Project were considered in the flood mitigation benefit analysis, the benefit-cost ratio would probably exceed 1.0. To make the project eligible and competitive for FEMA grant funding, the Part I Study recommended that the other buildings be considered in the benefit analysis. This will require an elevation survey of their first floor elevations and inspection and documentation of their structural configuration as these are important parameters in computing the benefit-cost ratio.

¹ The other buildings that would likely benefit are located on the south side of Park Road, starting with the 7-11 commercial building and nine residential buildings to the west.

Following is our proposed scope of work and estimated cost for Part II Study.

Task 1 – Survey of First Floor Elevations and Inspection of Building Configurations

First floor elevation (FFE) is an important parameter in the benefit-cost analysis (BCA). FEMA has very detailed guidance how to apply FFE data to the BCA. Stetson will perform the FFE survey for all buildings (about 10) that could potentially benefit from the Project. The buildings will be inspected to document their structural configuration and photos will be taken. The survey data and inspection information will be presented in the following example format. Since the buildings are privately owned, the Town will need to provide Stetson with any required permission and access to the buildings. The Town will provide a field laborer for one day to assist in the survey as the rod-man.

Example FFE Survey and Building Inspection Form

Street Address	
Building Type (one-story, two or more stories, split level, or other)	
Foundation Type (slab, pier, or pile)	
Basement? (Yes or No)	
Finished or Unfinished Basement?	
Location of FFE survey (floor of finished basement or first habitable floor)	
Surveyed Elevation Difference between FFE and Bench Mark Elevation	
Surveyed FFE	
Offset for Finished Basement (Difference between FFE and the bottom of basement window)	

Task 2 – Detailed Benefit Cost Analysis

Stetson will update the preliminary BCA from the Part I Study by adding all buildings that would benefit from the Project into the FEMA B-C Toolkit software program. Stetson will also input updated information, to be provided by the Town, on the square footage and replacement values for the Town Hall, Fire Station, and Community Center as well as the cost for demolition and removal of the Town Hall overhanging wing. Stetson will use the FEMA B-C Toolkit software program to perform the BCA and determine the benefit-cost ratio. For the BCA, Stetson will assist the Town in determining the building replacement values for the other buildings that would benefit from the Project. Stetson will prepare documentation of the BCA for inclusion into the grant application.

Task 3 – Preparation of Grant Application

Stetson will complete the application forms and related technical documentation for the Town’s HMGP grant application in conformance with the requirements set forth in FEMA’s 2013 Hazard Mitigation Assistance Unified Guidance. Major technical information and documentation required for the application include a Statement of Work (SOW), consisting of a narrative and supporting figures, photos, and graphics that describe the project and benefits, explain technical feasibility and provide justification; preliminary design plans and a project cost estimate; project budget and schedule; economic benefit-cost analysis following FEMA methodology and using FEMA’s B-C Toolkit; and a preliminary environmental and historical preservation (EHP) assessment. Stetson will prepare these documents and provide other information as required in the grant application forms. Stetson will provide hardcopies of the application package for the Town to submit to CalOES.

Schedule

Stetson will provide a draft application package to the Town by May 26 for review and comment. Stetson will make revisions as requested by the Town and will provide hardcopies of the final application package by May 29.

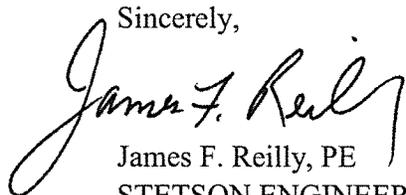
Cost

The table below provides a breakdown of the anticipated costs. Included in the total cost are additional hours to cover possible requests from CalOES or FEMA to make revisions to the application.

		Task 1 Buildings Survey/Inspection	Task 2 Benefit Cost Analysis	Task 3 Grant Application	Possible revisions requested by CalOES/FEMA	Total
Staff	Rate (\$/hr)	Hours	Hours	Hours	Hours	
James Reilly, PE	182	2	2	40	7	51
Xiaoqing Zeng, Phd, PE	171	4	24	40	10	78
Dan Herrera, PE	105	24				24
GIS Specialist	88			16		16
Total Hours		30	26	96	17	196
Labor Cost		\$3,568	\$4,468	\$15,528	\$2,984	\$26,548
Expenses (survey equip. and reproduction)						\$ 500
Total Cost						\$27,048

We recommend a budget of \$27,000 for this effort. Thank you for considering our proposal. We look forward to working with you on this important and pressing project.

Sincerely,



James F. Reilly, PE
STETSON ENGINEERS INC.