

**SCHEDULE 1
SCOPE OF SERVICES**

FLOODPLAIN REVIEW ASSISTANCE SERVICES 2016-2018

SECTION 2 -SCOPE OF SERVICES

- A. Request for Service: When necessary, the CITY shall contact the ENGINEER to present a condition requiring immediate contract services under either emergency circumstances or a situation requiring routine delivery of services. The CITY shall generally describe the services required and the time frame upon which these services should be completed. Based upon the understanding of the services outlined by the CITY, the ENGINEER shall submit a detailed scope of service, Schedule 6, "Project Time Schedule", Schedule 7, "Estimate of Time Allocation By Task Activity", and Schedule 5, "Cost Summary" for accomplishing said services. Compensation to be paid to the Engineer for services in Schedule 5, Cost Summary shall be as delineated in Schedule 2, Maximum Hourly Rate Schedule, 2016-2018 and Schedule 3, OR, Profit , HCM Cost of Service Rates, 2016-2018 , Prime Contractor. The CITY may wish to modify the scope of service or schedule, to further clarify specific tasks. The ENGINEER shall have an opportunity to adjust their detailed scope of service description and Exhibits to reflect any additional scope requested by CITY. The ENGINEER shall understand that this estimate represents a maximum amount of payment for the specified scope of service. The CITY will compensate the ENGINEER for only the exact direct labor, overhead, approved reimbursables, subcontracts, supplies, materials, etc. and calculated fixed fee expended. The ENGINEER acknowledges that the CITY may contract with other entities for the same services, and the CITY may utilize either contract at its discretion. **THE ENGINEER MUST COMPLETE AND SUBMIT SCHEDULES 2 THROUGH 4 WITH THEIR PROPOSALS.**
- B. Allocation of Contract Funds: Upon final approval of the ENGINEER'S scope of service and Exhibits, the CITY shall issue a Notice To Proceed that shall officially commence the contracted services. In addition, this notice shall allocate the amount shown on Exhibit C, "Cost Summary" from the total contract balance. This allocation shall remain in effect until the final invoice for services is processed.
- C. The ENGINEER shall be responsible for the professional quality, technical accuracy, timely completion, and the coordination of all reports and other services furnished to the CITY by the ENGINEER. The ENGINEER shall perform professional review services as determined in each detailed scope of services as agreed to by the CITY which includes reviews of hydrologic and hydraulic studies for projects that impact the FEMA designated 100-year floodplain and other approved supplemental services incidental thereto.

- D. The ENGINEER shall provide such professional review services as may be necessary to accomplish the work required to be performed and shall at his or her cost, furnish all necessary competent personnel, equipment, and materials to perform the work.

2.1. GENERAL

The ENGINEER shall furnish services in accordance with the provisions of Section 2.1.1 through 2.1.5 below and as noted in each detailed scope of services as agreed to by the CITY. Not all of the listed services may be performed. Specific details of work as described in the provisions below may be modified or deleted as agreed to in each detailed scope of service.

- 2.1.1 Obtain and review the latest draft of the City's Stormwater Drainage Manual, and all applicable criteria for both City of Columbus Floodplain regulations and Federal Emergency Management Agency (FEMA) floodplain regulations.
- 2.1.2 Consult with the CITY to determine the requirements for services needed, including schedule.
- 2.1.3 Provide technical review of floodplain studies and analyses and prepare technical reports that include a summary of study findings and recommendations based on the technical review. Perform field surveys as needed to assist with technical reviews and establish floodplain boundaries when requested by the City to resolve discrepancies between building plan submittals, constructed features and FEMA mapping.
- 2.1.4 Advise the City on technical floodplain issues including, but not limited to, FEMA floodplain regulations and standards. Attend review meetings and provide meeting minutes of all meetings. Prepare project invoices and submit progress reports of sufficient detail to clearly define what work was done in the invoice period.
- 2.1.5 Coordinate and attend public meetings as required. Prepare and distribute public floodplain notifications on the City's behalf when needed.

2.2 INDEPENDENT REVIEW OF FLOODPLAIN REPORTS AND ANALYSIS

The ENGINEER shall provide appropriate technical personnel necessary to provide an independent review and evaluation of floodplain reports including hydrologic and hydraulic analyses associated with floodplain studies. The ENGINEER shall provide technical support during meetings and prepare a memorandum documenting the technical evaluation, findings and recommendations. The work shall include but not be limited to the following:

- a. Provide review of floodplain studies for compliance with applicable City of Columbus floodplain regulations, stormwater regulations, building codes and Federal Emergency Management Agency (FEMA) standards. Work directly with the consultant that prepared the floodplain study to resolve any questions, problems, etc. with the study on the City's behalf.
- b. Perform additional study reviews based on any revision to the original study submitted to the City.

- c. Prepare and submit a summary report to the City that includes findings and recommendations.

2.3 FIELD SURVEY

- a. Perform surveying and staking of the 100-year floodplain, 100-year floodway, and/or designated stream corridor protection limits in the field to verify and quantify the degree of floodplain filling activities or violations of the City's stream corridor protection zone requirements. Perform the necessary surveying needed to determine the volume of fill placed and/or the amount of area disturbed.
- b. Prepare a site plan showing the areas and amounts of fill and disturbance. Prepare a technical memorandum that documents and quantifies survey findings.
- c. Prepare drawings and perform field surveying and staking based on metes & bounds descriptions provided in LOMX applications. Illustrate and field establish areas proposed for removal from the 100-year floodplain.

2.4 OTHER ITEMS

- a. Provide technical advice to the City on issues specific to floodplain management.
- b. Provide support to staff for FEMA processes including Letters of Map Change.
- c. Provide technical support for any updates to the City's floodplain regulations.
- d. Provide support to staff at public meetings.
- e. Provide any other floodplain related services and support as requested.

2.5 COMMUNITY INTERACTION SERVICES

- a. Notify property owners ahead of any field work in the area, generating mailing address lists, printing, stuffing envelopes, and coordinating bulk mailing efforts when directed by the City.
- b. Mail notification letters to residents and/or property owners.

2.6 PROGRESS MANAGEMENT

- a) Attend progress meetings.
- b) Prepare invoices and progress reports.