

RESOLUTION NO. 2025-62

**A RESOLUTION OF THE CITY OF DELTONA, FLORIDA;
APPROVING WORK AUTHORIZATION FOR A
COMPREHENSIVE VULNERABILITY ASSESSMENT
PURSUANT TO SECTION 380.093, FLORIDA STATUTES
FOR THE CITY OF DELTONA UNDER THE STATE OF
FLORIDA DEPARTMENT OF ENVIRONMENTAL
PROTECTION RESILIENT FLORIDA GRANT PROGRAM
(AGREEMENT NUMBER 24PLN24); PROVIDING
IMPLEMENTATION, AND PROVIDING FOR AN
EFFECTIVE DATE.**

WHEREAS, the City of Deltona (the "City") applied for and received grant funding through the Resilient Florida Grant Program with the Florida Department of Environmental Protection; and,

WHEREAS, the City is required to implement the Grant Work Plan presented in Attachment 3 of the Grant Agreement (Agreement Number 24PLN24) (the "Agreement"); and,

WHEREAS, Mead & Hunt (the "Consultant") provided an engineering scope of services and fees estimate for the Comprehensive Vulnerability Assessment (the "Proposal"); and,

WHEREAS, these services from the Consultant will assist the City to be compliant with the Agreement and allow the City to more easily get reimbursed for the work from the Florida Department of Environmental Protection; and,

WHEREAS, the City Commission desires to approve the Consultant's Proposal attached as Exhibit "A", pursuant to the Agreement for Continuing On-Call Stormwater Engineering Services, RFQ PW-2020-08 dated August 28, 2020 (the "Contract").

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF DELTONA, FLORIDA:

Section 1. Recitals Adopted. That each of the above recitals are hereby adopted, confirmed, and incorporated herein.

Section 2. Purchase Approved. That the Proposal, in substantially the form which is attached hereto, is approved, and the City Manager or his designee is authorized

to accept the Proposal, and execute and implement the Work Authorization for the performance of the Services, once approved by the City Attorney as to form and legal sufficiency.

Section 3. Implementation. That the City Manager is hereby authorized to take any action which is necessary to implement this Resolution.

Section 4. Effective Date. That this Resolution shall become effective immediately upon its adoption.

**PASSED AND ADOPTED BY THE CITY COMMISSION OF THE CITY OF
DELTONA, FLORIDA, THIS _____ DAY OF _____, 2025.**

BY: _____

Santiago Avila, Jr., MAYOR

ATTEST:

Joyce Raftery, CMC, MMC, CITY CLERK

Approved as to form and legality
for use and reliance of the City of
Deltona, Florida

TG Law PLLC, CITY ATTORNEY



May 9, 2025

Tony Elam
Project Manager - CIP
City of Deltona
2345 Providence Boulevard
Deltona, FL 32725

Email: TElam@deltonafl.gov

**Subject: Vulnerability Assessment
Scope of Services and Fee Estimate**

Dear Mr. Elam,

Mead & Hunt is pleased to provide this engineering scope of services and fee estimate for the above-mentioned project for which the City was awarded grant funding through the Resilient Florida Grant Program. The project work effort will follow Grant Work Plan presented in Attachment 3 of the grant agreement (Agreement No. 24PLN24) so to be compliant with such and allow the City to more easily get reimbursed for the work. This project will give the City a better understanding of their critical assets that are at risk due to flooding and sea level rise and to set the groundwork for mitigation strategies to reduce the impacts on these assets.

If you have any questions or require additional information, please contact me.

Sincerely,
MEAD & HUNT, Inc.

A handwritten signature in black ink, reading "Chris Fagerstrom".

Chris Fagerstrom, PE
Stormwater Practice Leader

A handwritten signature in black ink, reading "Jennifer W. Shannon".

Jennifer Shannon, PE
Project Manager

CRF/JS; crf

Attachment/Enclosure

**SCOPE OF SERVICES
FOR
VULNERABILITY ASSESSMENT**

The Task Order is in conformance with the Agreement for Continuing On-Call Stormwater Engineering Services, RFQ PW-2020-08 dated August 28, 2020, between the City of Deltona (CITY) and Mead & Hunt, Inc. (MEAD & HUNT) and is referred to herein as the Contract.

GENERAL

The project involves the development of a comprehensive Vulnerability Assessment to address potential impacts to publicly owned critical assets due to sea level rise, resiliency, storm surge and flooding within the CITY.

SCOPE OF SERVICES

After receipt of authorization to proceed, MEAD & HUNT will provide the following services:

PHASE 1 – IDENTIFY VULNERABILITY ASSESSMENT (VA) DATA STANDARDS

MEAD & HUNT will identify the data standards, to include the sea level rise scenarios and planning horizons needed to perform the VA based on the requirements as defined in Section 380.093, F.S. The data standards must be pursuant to the requirements that are defined in s. 380.093, F.S., as of the date of beginning data collection efforts for our contract which is estimated to be in June 2025.

Deliverables - Identify Vulnerability Assessment Data Standards

Prior to conducting the work for the Project, MEAD & HUNT will provide the following:

The proposed data standards (sea level rise scenarios and planning horizons) to be used in the VA. This is a no cost deliverable.

PHASE 2 – KICK OFF MEETING AND PROJECT MANAGEMENT

Project Coordination

MEAD & HUNT'S Project Manager (PM) will monitor and manage the project budget, schedule, and scope throughout the estimated ten (10) month project duration. The PM will manage the development of project work and subconsultant efforts.

Project Kick-Off Meeting

MEAD & HUNT will coordinate and conduct one (1) in-person project kick-off meeting with the project team, key stakeholders, and CITY staff. The purpose of the kick-off meeting will be to discuss the project scope, project goals, schedule, key milestones, and deliverables to develop a consistent project approach. Prior to the meeting, MEAD & HUNT will develop an overall project management plan and

address initial actions, invite key stakeholders, prepare the sign-in sheet, draft a project schedule, and prepare any other meeting materials as necessary.

Quality Assurance / Quality Control

MEAD & HUNT will implement, and the PM will monitor, a quality assurance and control process, which includes independent technical review of project technical work products before their submission to the CITY.

Deliverables – Kick-off and Project Management

- Kick-off meeting agenda (including location, date, and time); a copy of the presentation, if applicable, and all materials created for the meeting; and a summary report or meeting minutes that includes the meeting purpose, stakeholder input, and outcomes.

Assumptions

The CITY will identify Key Stakeholders. MEAD & HUNT will provide guidance regarding stakeholder identification

PHASE 3 – STEERING COMMITTEE MEETINGS

MEAD & HUNT will assist the CITY to assemble a steering committee which will be made up of CITY staff. MEAD & HUNT will coordinate and organize two (2) steering committee meetings as required by the grant. MEAD & HUNT will provide the CITY with the agenda and content for the steering committee meetings.

Deliverables- Steering Committee meetings

For each meeting, the agenda (including location, date, and time); a copy of the presentation, and all materials created for the meeting; and a summary report or meeting minutes that includes the meeting purpose, steering committee input, and outcomes.

Assumptions

The CITY will identify steering committee members. MEAD & HUNT will provide guidance regarding steering committee member identification.

The CITY will be responsible for managing the meeting logistics i.e., advertisement, scheduling the meeting, meeting place, audio and/or video recording; etc.

PHASE 4 – PUBLIC OUTREACH MEETING #1

MEAD & HUNT will assist the CITY with Public Outreach Meeting #1 to allow public input on the data collection stages, preferred methodologies, and assets important to the community. MEAD & HUNT will provide the CITY with the agenda and content for the public outreach meeting. MEAD & HUNT will make the presentation with CITY assistance.

Deliverables- Public Outreach meetings

- For each meeting, the agenda (including location, date, and time); a copy of the presentation, and all materials created for the meeting; and a summary report or meeting minutes that includes the meeting purpose, stakeholder input, and outcomes.

Assumptions

The CITY will be responsible for managing the meeting coordination, i.e., advertisement, scheduling the meeting, meeting place, audio, and/or video recording, etc.

PHASE 5 – ACQUIRE BACKGROUND DATA

MEAD & HUNT will research and gather all the data required from the CITY to perform the Vulnerability Assessment per the grant work plan requirements. Data collection will include reviewing the following available data: County-wide LIDAR topographic mapping; Volusia County-wide Vulnerability Assessment; Critical and significant regional public infrastructure/assets; CITY and related GIS data; and flood scenario-related data.

Deliverables- Acquire Background Data

A 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; and

GIS files with appropriate metadata for the data compiled, to include locations of critical assets owned or maintained by the CITY as well as regionally significant assets that are classified and as defined in paragraphs 380.093(2)(a)1-4, F.S.

PHASE 6 – EXPOSURE ANALYSIS AND SENSITIVITY ANALYSIS

MEAD & HUNT will perform the exposure and sensitivity analyses. The exposure analysis will identify the depth of water caused by each sea level rise, storm surge, and/or flood scenario. The sensitivity analysis measures the impact of flooding on assets by applying the data from the exposure analysis to the inventory of critical assets created in the Acquire Background Data Task. The sensitivity analysis will include an evaluation of the impact of flood severity on each asset and at each flood scenario and assign a risk level.

Deliverables- Exposure Analysis and Sensitivity Analysis

GIS data containing the results of the exposure and sensitivity analyses shall include:

- Raster layers with results of the exposure analysis (depth of flood water) for each flood scenario and the appropriate metadata that identifies the methods used to create the flood layers. Additionally, any other custom, combined, or modified flood scenario raster layer used in the assessment and not publicly available; and

- GIS files of the critical asset datasets containing the results of the sensitivity analysis for all flood scenarios required by s. 380.093, F.S., consistent with the GIS Data Standards, and including the appropriate metadata describing the fields or attribution of the analyses results.

PHASE 7 – PUBLIC OUTREACH MEETING #2

MEAD & HUNT will assist the CITY with Public Outreach Meeting #2 to allow public input on the Draft vulnerability assessment results. In addition, the public meeting will focus on soliciting input to prioritize focus areas of flooding and the critical assets. MEAD & HUNT will prepare criteria to establish a guide for the public's input in the selection of focus areas. MEAD & HUNT will provide the CITY with the agenda and content for the public outreach meeting. MEAD & HUNT will make the presentation with CITY assistance.

Deliverables- Public Outreach Meeting #2

- For each meeting, the agenda (including location, date, and time); a copy of the presentation, and all materials created for the meeting; and a summary report or meeting minutes that includes the meeting purpose, steering committee input, and outcomes.

Assumptions

The CITY will be responsible for managing the meeting coordination i.e., advertisement, scheduling the meeting place, audio, and/or video recording; etc.

PHASE 8 – IDENTIFY FOCUS AREAS

MEAD & HUNT will identify focus areas based on the results of the second public outreach meeting and input from the steering committee, following the guidelines in Chapter 2 of the Florida Adaptation Planning Guidebook. In addition to the public and steering committee input, MEAD & HUNT will assign focus areas to locations and/or assets that are particularly vulnerable and require the development of adaptation strategies.

Deliverables- Identify Focus Areas

- A report summarizing the areas identified as focus areas, with justification for choosing each area;
- Tables listing each focus area with any critical assets that are contained inside the focus area;
- Maps illustrating the location of each focus area compared to the location of all critical assets within the geographic extent of the study; and
- GIS files and associated metadata illustrating geographic boundaries of the identified focus areas.

PHASE 9 – FINAL VULNERABILITY ASSESSMENT REPORT

MEAD & HUNT will finalize the Vulnerability Assessment Report per the grant work plan requirements and based on the comments from the CITY, Steering Committee, and Public Outreach Meetings. The final Vulnerability Assessment Report will include all results from the exposure and sensitivity analyses, as well as a summary of identified risks as well as any assigned focus areas.

Deliverables- Final Vulnerability Assessment Report

A Final VA Report that provides a summary of results and conclusions based on the statutorily required scenarios and standards in s. 380.093, F.S., will include:

- Findings of the gap analysis;
- Recommendations to address the identified data gaps and actions taken to rectify them, if applicable;
- Details on the modeling process and type of models used during the exposure and sensitivity analyses; and
- A summary of assigned focus areas, if applicable.
- Completed Critical Assets Basic Attributes Schema, Critical Assets Groups and Types, and Vulnerability Assessment Results Attribute Scheme consistent with the GIS Data Standards; and
- A signed Vulnerability Assessment Compliance Checklist Certification.

PHASE 10 – PUBLIC PRESENTATION

MEAD & HUNT will assist the CITY with public presentation of the final Vulnerability Assessment to the City Commission to share the findings from the final Vulnerability Assessment and provide recommendations of actions for adaptation strategies and future project funding.

Deliverables- Public Presentation

- Public presentation agenda (including location, date, and time); a copy of the presentation, if applicable, and all materials created for the meeting; and a summary report or meeting minutes that includes the meeting purpose, stakeholder input, and outcomes.

EXCLUSIONS

This scope of services excludes all items not specifically described herein, including but not limited to:

- Land Surveying
- Hydrologic and Hydraulic Modeling
- Adaptation Plan Report
- Funding Assistance

SCHEDULE

Mead & Hunt estimates the work included in this task order will be completed in accordance with the following schedule:

Phase/Task	Duration to Complete (calendar days)	Commencing Upon	Start Date	Finish Date
Phase 1 – Provide Sea Level Rise and Planning Horizons	2 days	June 1, 2025 (Assumes NTP received before June 1, 2025)	June 2, 2025	June 3, 2025
Phase 2 – Kick off Meeting	1 day	Completion of Phase 1	June 4, 2025	June 4, 2025
Phase 5 – Acquire Background Data	42 days	Completion of Phase 2	June 5, 2025	August 1, 2025
Phase 2A – Steering Committee Meeting #1	7 days	Completion of Phase 2	July 10, 2025	July 18, 2025
Phase 4 – Public Outreach Meeting #1	14 days	Completion of Phase 3A	July 21, 2025	August 7, 2025
Phase 3 – Exposure Analysis & Sensitivity Analysis	42 days	Completion of Phase 5	August 4, 2025	September 30, 2025
Phase 4 – Public Outreach #2	14 days	Completion of Phase 5	January 20, 2026	February 9, 2026
Phase 5 – Identify Focus Areas	49 days	Completion of Phase 6	October 1, 2025	December 8, 2025
Phase 3B – Steering Committee Meeting #2	7 days	Completion of Phase 8	January 20, 2026	January 28, 2026
Phase 6 – Final Vulnerability Assessment Report	49 days	Completion of Phase 8	December 9, 2025	February 13, 2026
Phase 7 – Public Presentation	14 days	Completion of Phase 9	February 16, 2026	March 5, 2026
Total Available Project Time (Start to End of Funding)	303 days		June 1, 2025	March 31, 2026

The above timeframes do not include CITY and FDEP review time.

COMPENSATION

The not-to-exceed cost for this Scope of Services is \$264,460 based on the following breakdown:

Phase/Task	Fee/Cost	Basis
Phase 1 – Identify Vulnerability Assessment (Va) Data Standards	No Fee	
Phase 2 – Kick Off Meeting and Project Management	\$24,084	Lump Sum
Phase 3 – Steering Committee Meetings (2 required)	\$48,100	Lump Sum
Phase 4 – Public Outreach Meeting #1	\$24,027	Lump Sum
Phase 5 – Acquire Background Data	\$23,996	Lump Sum
Phase 6 – Exposure Analysis and Sensitivity Analysis	\$48,132	Lump Sum
Phase 7 – Public Outreach Meeting #2	\$24,027	Lump Sum
Phase 8 – Identify Focus Areas	\$24,032	Lump Sum
Phase 9 – Final Vulnerability Assessment Report	\$24,035	Lump Sum
Phase 10 – Public Presentation	\$24,027	Lump Sum
TOTAL	\$264,460	

AUTHORIZATION:

The scope of services and compensation stated in this proposal are valid for a period of thirty (30) days from date of submission. If authorization to proceed is not received during this period, this proposal may be withdrawn or modified by MEAD & HUNT.

Accepted by: CITY OF DELTONA

Approved by: MEAD & HUNT, INC.

By: _____

By:  _____

Name: _____

Name: David King, PE

Title: _____

Title: Vice President

*The above person is authorized to sign for CITY
and bind the CITY to the terms hereof.*

Date: _____

Date May 9, 2025

PURSUANT TO FLORIDA STATUTE SECTION 558.0035, AN
INDIVIDUAL EMPLOYEE OR AGENT OF MEAD & HUNT INC. MAY NOT
BE HELD INDIVIDUALLY LIABLE FOR NEGLIGENCE.

CIP Project Manager, Tony Elam

May 9, 2025

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IF THE CONTRACTOR (MEAD & HUNT INC.) HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT (PROPOSAL), CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT CITY HALL, CITY OF DELTONA, 2345 PROVIDENCE BLVD., FL 32725, City Clerk, Joyce Raftery, (386) 878-8500, jraftery@deltonafl.gov.