

## **Exhibit A**

### **Scope of Services**

#### **City of Grand Prairie Community Rating System Program Support**

The following scope details the task that will be performed in support of the City of Grand Prairie in the re-verification of their Community Rating System (CRS) program. Within the scope, the tasks have been generally organized to align with the CRS Manual items relevant to the City. The tasks will be scheduled around the Insurance Services Office (ISO) visit. They include activities that are required to recapture credit points to maintain a level 5 ranking and the investigation of necessary activities required to achieve a level 4 ranking.

The details of the scope are as follows:

##### **1. Overall Plan Development, Coordination and General Project Management**

- a. General Project Management and Administration: General project management and administration will be ongoing through the period of the contract and include items such as developing and updating the project schedule, preparing contract correspondence, transmitting deliverables, documenting the quality control process, and other project oversight activities.
- b. Coordination and Status Meetings: The Consultant will meet at least monthly with the City to review the status of the project and discuss upcoming planned activities. The Consultant shall prepare and deliver meeting minutes within five (5) working days after each meeting.
- c. Credit Options: The Consultant will investigate and recommend a menu of tasks to maintain/improve the City's CRS score, and will outline the activity and expected effort to fulfill the commitment of each task.
- d. Project Plan: The consultant will develop a project plan consisting of a chronological list of activities and action items. The project plan will clearly define key steps and schedule of activities necessary to achieve project success. The plan will also clearly define the rolls and responsibilities of both the City and the Consultant for each activity.

##### **2. CRS Submittal Preparation**

- a. 300 Services: Public Information Activities:
  - i. 310 - Elevation Certificates:
    1. Review Certificates: Review all Elevation Certificates (ECs), Flood Proofing Certificates and V Zone Certificates: Review all permits and EC and other Certificates received since the last reverification visit in 2012 for accuracy and correctness. Errors will be flagged and submitted to the City for correction. It is expected that less than 20 ECs or other certificates will be reviewed as part of this task.
  - ii. 320 - Map Information Service:
    1. Review Information Services: Review existing City communication activity documentation, update summary and provide answers to questions for MI1 – MI7.

## **Exhibit A**

### **Scope of Services**

2. Document Services Provided: Work with city to gather documentation on services provided.
- iii. 330 - Outreach Projects:
  1. Review Outreach Projects: Review existing outreach projects (OPs) and make any adjustments needed to meet the new topic criteria and still maintain points.
  2. Review Program for Public Information: Attend Program for Public Information (PPI) committee meetings to help the committee generate workable OPs.
  3. Prepare Plan: Prepare the PPI plan for management approval.
  4. Prepare Analysis: Prepare and provide analysis for management review of PPI's impact score.
  5. Submittal: Submit Plan for review and early scoring.
  6. Review Flood Response Plan: Review the city's updated Flood Response Plan (FRP) and provide recommendations for suggested improvement.
- iv. 350 - Flood Protection Information:
  1. Review Flood Protection Website: Work with the city and their IT department to update the city's web pages on flood related topics, to make sure the website meets the new criteria.
  2. Include Website in PPI Plan: Include flood protection website (WEB) in the PPI and include the necessary annual evaluation report of the website in the annual PPI report.
- v. 360 - Flood Protection Assistance:
  1. Review Assistance Programs: Review activity summary on Property Protection Advice (PPA), Protection advice provided after a site visit (PPV) and Financial Assistance Advice (FAA) from previous re-verification and update any necessary language to meet the new criteria.
  2. Retrieve Documentation: Gather necessary documentation from the city to prove activity is being carried out as described in the summary.
- vi. 370 - Flood Insurance Promotion:
  1. Assessment of Flood Prone Areas (FIA): Work with the city to assess areas within the city that are prone to flooding both in and out of the SFHA.
  2. Create Assessment Map (FIA): Create an assessment map that shows the identified area, identifying those structures that have policies. Have assessment document submitted to city council members.
  3. Prepare Coverage Protection Plan (CP): Using the assessment document, work with a designated committee to prepare a coverage improvement plan that can be implemented by the city to improve flood insurance policy coverage.

## **Exhibit A**

### **Scope of Services**

4. Compile and Submit to Council for Adoption (CP): Compile completed coverage plan to be submitted to city council for adoption.
  5. Prepare Implementation Report (CPI): Prepare report to be completed by the city on an annual basis to show which part of the coverage plan were implemented. This report will be submitted with the annual CRS recertification.
  6. Prepare Summary of How the City Provides Technical Assistance (TA): Prepare a write up stating who, how, and when floodplain insurance information is provided to the public.
  7. Compile Proof of TA: Gather records from the city showing they are providing flood insurance information.
- b. 400 Services - Mapping and Regulations:
- i. 410 - Floodplain Mapping:
    1. Floodplain Changes: Create a map showing changes from pre-2009 and pre-2014 maps to the post- 2009 and 2014 maps and any map changes.
    2. Review Cooperating Technical Partners (CTPs): Review current CTPs and Mapping Agreements with FEMA to make sure all requirements for CTP agreements are still in place.
  - ii. 420 - Open Space Preservation
    1. Map Open Spaces (OS's): Create maps showing all qualifying Open Space, Deed Restricted, Natural Functions Open Space, and Open Space Incentive areas within the city's SFHA.
    2. Update list for OSP, DR, NFOS and OSI: Review list of open space areas identified on the OS map and update as needed for areas identified.
    3. Review ordinances for OSI Credit: Review city ordinances for any possible Open Space Incentive credit and identify those areas that meet the regulations.
  - iii. 430 - Higher Regulatory Standards:
    1. Review Ordinances for DL & FRB Credit: Review ordinances for Development Limitations (DL) and Freeboard (FRB) credit and apply credit as applicable, with the assumption that no changes to ordinances will occur and gather documentation from city to prove enforcement.
    2. Review Ordinances for CSI, BC & LDP Credit: Review ordinances for Cumulative Substantial Improvements (CSI) and Local Drainage Protection (LDP) and apply credit as applicable, with the assumption that no changes to ordinances will occur. Work with Building Department to make sure the city's Building Code Effective Grading Schedule (BSEGS) is current and that the correct building codes have been adopted.

## **Exhibit A**

### **Scope of Services**

3. Map Impact Adjustments: Create maps to show impact adjustments for any regulations that are not enforced throughout the entire city.
4. Identify Regulations Administration Credits: Work with city to gather necessary documentation including CFM cards, inspection records, etc. to verify Regulation Administrative (RA) credit.
- iv. 440 – Additional Map Data
  1. Generate Maps from City's GIS System (AMD 1-13): Work with the city to print out screen shots of their GIS system that is used regularly by city staff to implement floodplain program.
- v. 450 - Stormwater Management:
  1. Identify Stormwater Management Regulation (SMR) Credits: Review city regulations for possible credit in Stormwater regulations.
  2. Identify Watershed Master Plan (WMP) Credits: Review city regulations for Watershed Master Planning credit
  3. Identify Regulation Enforcement: Consult with ISO Technical Reviewer about what step the city needs to take to meet the Class 4 requirements. Provide a report based on the technical review advice for future use by the city.
- c. 500 Services - Flood Damage Reduction Activities:
  - i. 510 - Floodplain Management Planning
    1. Review Floodplain Management Plan: Review existing Floodplain Management Plan to see if more points can be gained. Provide suggestions to the city as to how score can be improved.
    2. Update Plan and Prepare for Submittal to City Council: If the city decides to implement suggestions to improve the Floodplain Management Score, plan will be rewritten and prepared for council approval.
  - ii. 520- Acquisition and Relocation:
    1. Identify Flood Protection Credits: Work with the city to gather documentation on structures that have been bought out.
  - iii. 540 - Drainage System Maintenance:
    1. Identify Channel Debris Removal (CDR) Areas: Coordinate with City Storm Maintenance to obtain required information to complete this activity.
    2. Map City Maintained Open Channels: Provide GIS support to complete the mapping requirements of identifying components of the open channel system that are maintained by the city.
    3. Identify Potential CDR Credits: Evaluate existing procedures and make recommendations or changes for maintaining/increasing credits for legal and storm maintenance review.
    4. Identify Problem Site Maintenance (PSM) Areas: Review city maintenance data to determine if there are problem sites that could

## **Exhibit A**

### **Scope of Services**

produce possible credit. If sites are found, create and obtain necessary documentation.

5. Identify Storage Basin Maintenance Areas: Coordinate with City and Storm Water Maintenance and City Storm Water Quality Permitting to obtain required information to complete this activity.
6. Map Storage Basin Maintenance Areas: Provide GIS support to complete the mapping requirements of identifying all city owned or inspected retention and detention components.

d. 600 Services - Warning and Response:

i. 610 - Flood Warning and Response

1. Review Emergency Operations Plan: Review the city's current EOP to make sure it still covers everything that was previously given credit in regards to flood warning and response and review for any new credit. Compile all necessary documentation to maintain credit.

ii. 620 - Levee

1. Identify Levee Credits: Research what levees have the most impact on the city and gather all necessary documentation to receive credit.

iii. 630 - Dams

1. Identify Dam Credits: Research what dam has the most impact on the city and gather all necessary documentation to receive credit.

3. **Post ISO Visit Revisions:**

- a. Review and Revise Based on Comments: After Verification Visit with ISO, review comments given to the city and implement any changes or corrections to activities that received comments.
- b. CRS Submittal: Compile all documentation for each activity making a copy of for submittal to ISO, a copy to the city and a copy for LAN.
- c. Develop Recertification Packet: Create a recertification packet, with directions, for the city to use for their annual recertification, based on the new submittal.

EXHIBIT B

GRAND PRAIRIE, TX CRS WORK COST BREAKDOWN FOR THE 2015 CRS REVERIFICATION

<b>Task #</b>	<b>Description</b>	<b>Cost</b>
1	Overall Plan Development, Coordination and General Project Management	\$ 15,510.00
2	CRS Submittal Preparation	\$ 73,660.00
3	Post ISO Revisions	\$ 5,250.00
4	Direct Costs	\$ 2,604.00
<b>Total</b>		<b>\$ 97,024.00</b>