



CITY OF SUFFOLK

P.O. BOX 1858, SUFFOLK, VIRGINIA 23439-1858 PHONE: (757) 514-4012

CITY MANAGER

August 31, 2021

Virginia Department of Conservation & Recreation
Attention: Virginia Community Flood Preparedness Fund
Division of Dam Safety & Floodplain Management
600 East Main St., 24th Floor
Richmond, VA 23219

RE: 2021 Virginia Community Flood Preparedness Fund

Dear Sir or Ma'am:

Please accept this written correspondence as signed documentation authorizing the City of Suffolk's request for funding from the 2021 Virginia Community Flood Preparedness Fund (CFPF).

The CFPF funding would enable the City of Suffolk to further expand its Resilience Planning and Capacity Building by funding staff training and the development of a Resilience Plan. The total cost of the Resilience Planning and Capacity Building activities proposed is \$90,699.20. Following the 75% Fund/25% Match requirements for this category, the City respectfully requests funding from the CFPF in the amount of \$68,024.40. Furthermore, the City will provide the 25% matching contribution from the Public Works Professional Services budget, in the amount of \$22,674.80.

Thank you for your consideration of this grant proposal. If you have any questions about this proposal please contact Matt Fanghella at [REDACTED] or Heather Baggett at [REDACTED]

Sincerely,

Albert S. Moor, II
City Manager

Appendix A: Application Form for Grant Requests for All Categories

Virginia Department of Conservation and Recreation
Virginia Community Flood Preparedness Fund Grant Program

Name of Local Government:

City of Suffolk

Category of Grant Being Applied for (check one):

Capacity Building/Planning

Project

Study

NFIP/DCR Community Identification Number (CID) 510156

If a state or federally recognized Indian tribe, Name of tribe n/a

Name of Authorized Official: Albert S. Moor, II P.E.

Signature of Authorized Official: 

Mailing Address (1): P.O. Box 1858

Mailing Address (2): City Manager's Office

City: Suffolk State: Virginia Zip: 23439

Telephone Number: () Cell Phone Number: ()

Email Address:

Contact Person (If different from authorized official): Matt Fanghella

Mailing Address (1): P.O. Box 1858

Mailing Address (2): Public Works Engineering

City: Suffolk State: Virginia Zip: 23439

Telephone Number: () Cell Phone Number: ()

Email Address:

Is the proposal in this application intended to benefit a low-income geographic area as defined in the Part 1 Definitions? Yes No X

Categories (select applicable project):

Project Grants (Check All that Apply)

- Acquisition of property (or interests therein) and/or structures for purposes of allowing floodwater inundation, strategic retreat of existing land uses from areas vulnerable to flooding; the conservation or enhancement of natural flood resilience resources; or acquisition of structures, provided the acquired property will be protected in perpetuity from further development.
- Wetland restoration.
- Floodplain restoration.
- Construction of swales and settling ponds.
- Living shorelines and vegetated buffers.
- Structural floodwalls, levees, berms, flood gates, structural conveyances.
- Storm water system upgrades.
- Medium and large scale Low Impact Development (LID) in urban areas.
- Permanent conservation of undeveloped lands identified as having flood resilience value by *ConserveVirginia* Floodplain and Flooding Resilience layer or a similar data driven analytic tool.
- Dam restoration or removal.
- Stream bank restoration or stabilization.
- Restoration of floodplains to natural and beneficial function.
- Developing flood warning and response systems, which may include gauge installation, to notify residents of potential emergency flooding events.

Study Grants (Check All that Apply)

- Studies to aid in updating floodplain ordinances to maintain compliance with the NFIP or to incorporate higher standards that may reduce the risk of flood damage. This must include establishing processes for implementing the ordinance, including but not limited to, permitting, record retention, violations, and variances. This may include revising a floodplain ordinance when the community is getting new Flood Insurance Rate Maps (FIRMs), updating a floodplain ordinance to include floodplain setbacks or freeboard, or correcting issues identified in a Corrective Action Plan.
- Revising other land use ordinances to incorporate flood protection and mitigation goals, standards and practices.
- Conducting hydrologic and hydraulic studies of floodplains. Applicants who create new maps must apply for a Letter of Map Revision or a Physical Map Revision through the Federal Emergency Management Agency (FEMA). For example, a local government might conduct a hydrologic and hydraulic study for an area that had not been studied because the watershed is less than one square mile. Modeling the floodplain in an area that has numerous letters of map change that suggest the current map might not be fully accurate or doing a detailed flood study for an A Zone is another example.
- Studies and Data Collection of Statewide and Regional Significance.
- Revisions to existing resilience plans and modifications to existing comprehensive and hazard.
- Other relevant flood prevention and protection project or study.

Capacity Building and Planning Grants

- Floodplain Staff Capacity.
- Resilience Plan Development
 - Revisions to existing resilience plans and modifications to existing comprehensive and hazard mitigation plans.
 - Resource assessments, planning, strategies and development.
 - Policy management and/or development.
 - Stakeholder engagement and strategies.

Location of Project (Include Maps): Suffolk, Virginia

NFIP Community Identification Number (CID#):(See appendix

F 510156

Is Project Located in an NFIP Participating Community? Yes No

Is Project Located in a Special Flood Hazard Area? Yes No

Flood Zone(s) (If Applicable): A, AE, B, C, VE, X

Flood Insurance Rate Map Number(s) (If Applicable): N/A

Total Cost of Project: \$90,699.20

Total Amount Requested \$68,024.40

Appendix D: Scoring Criteria for Capacity Building & Planning

Virginia Department of Conservation and Recreation
Virginia Community Flood Preparedness Fund Grant Program

Applicant Name:	City of Suffolk	
Eligibility Information		
Criterion	Description	Check One
1. Is the applicant a local government (including counties, cities, towns, municipal corporations, authorities, districts, commissions, or political subdivisions created by the General Assembly or pursuant to the Constitution or laws of the Commonwealth, or any combination of these)?		
Yes	Eligible for consideration	X
No	Not eligible for consideration	
2. Does the local government have an approved resilience plan and has provided a copy or link to the plan with this application?		
Yes	Eligible for consideration under all categories	
No	Eligible for consideration for studies, capacity building, and planning only	X
3. If the applicant is <u>not a town, city, or county</u>, are letters of support from all affected local governments included in this application?		
Yes	Eligible for consideration	N/A
No	Not eligible for consideration	
4. Has this or any portion of this project been included in any application or program previously funded by the Department?		
Yes	Not eligible for consideration	
No	Eligible for consideration	X
5. Has the applicant provided evidence of an ability to provide the required matching funds?		
Yes	Eligible for consideration	X
No	Not eligible for consideration	
N/A	Match not required	

Capacity Building and Planning Eligible for Consideration		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Applicant Name:	City of Suffolk		
Scoring Information			
Criterion	Point Value	Points Awarded	
6. Eligible Capacity Building and Planning Activities (Select all that apply)			
Revisions to existing resilience plans and modifications to existing comprehensive and hazard mitigation plans.	55		
Development of a new resilience plan.	55	X	
Resource assessments, planning, strategies and development.	45	X	
Policy management and/or development.	40	X	
Stakeholder engagement and strategies.	25		
Goal planning, implementation and evaluation.	25	X	
Long term maintenance strategy.	25	X	
Other proposals that will significantly improve protection from flooding on a statewide or regional basis.	15	X	
7. Is the area within the local government to which the grant is targeted socially vulnerable? (Based on ADAPT VA's Social Vulnerability Index Score.)			
Very High Social Vulnerability (More than 1.5)	15		
High Social Vulnerability (1.0 to 1.5)	12	X	
Moderate Social Vulnerability (0.0 to 1.0)	8	X	
Low Social Vulnerability (-1.0 to 0.0)	0	X	
Very Low Social Vulnerability (Less than -1.0)	0	X	
8. Is the proposed activity part of an effort to join or remedy the community's probation or suspension from the NFIP?			
Yes	10		
No	0	X	
9. Is the proposed project in a low-income geographic area as defined in this manual?			
Yes	10		
No	0	X	
10. Does this project provide "community scale" benefits?			
Yes	20	X	
No			
Total Points		245	

Appendix D: Checklist All Categories

Virginia Department of Conservation and Recreation

Community Flood Preparedness Fund Grant Program

Scope of Work Narrative	
Supporting Documentation	Included
Detailed map of the project area(s) (Projects/Studies)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A
FIRMette of the project area(s) (Projects/Studies)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A
Historic flood damage data and/or images (Projects/Studies)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A
A link to or a copy of the current floodplain ordinance	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Non-Fund financed maintenance and management plan for project extending a minimum of 5 years from project close	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A
A link to or a copy of the current hazard mitigation plan	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
A link to or a copy of the current comprehensive plan	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Social vulnerability index score(s) for the project area from ADAPT VA's Virginia Vulnerability Viewer	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
If applicant is not a town, city, or county, letters of support from affected communities	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A
Completed Scoring Criteria Sheet in Appendix B, C, or D	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Budget Narrative	
Supporting Documentation	Included
Authorization to request funding from the Fund from governing body or chief executive of the local government	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Signed pledge agreement from each contributing organization	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A



City of Suffolk – Department of Public Works

2021 Virginia Community Flood Preparedness Fund Grant Application

Part IV

A. Scope of Work Narrative – Capacity Building and Planning

The City of Suffolk is submitting this grant application to the Virginia Community Flood Preparedness Fund in the Capacity Building and Planning category. Specifically, the City is requesting funding for two specific items: Staff Training and Resilience Plan Development.

1. Assessment of Capacity Needs and Assets

Staff Training

The City currently does not have a Certified Floodplain Manager. To address this deficiency, the City is requesting funding to have two (2) City of Suffolk Public Works employees take The Association of State Floodplain Management (ASFPM) Certified Floodplain Manager (CFM) Exam and to fund the yearly ASFPM dues for the first 3 years as well as the first Biennial CFM Certification Renewal Fee for each employee. In reviewing the exam fees on the ASFPM website, it is more cost-effective to take the CFM Exam as a member, in order to receive the discounted rate. An analysis of the financial costs associated with staff training are shown in Table 2, in Section D. Budget Narrative. Both staff members have strong backgrounds in environmental science and engineering and work in Public Works Engineering managing drainage projects, responding to flooding and stormwater concerns, and serve on the Regional Environmental Committee and the Stormwater Workgroup through the Hampton Roads Planning District Commission addressing flooding projects and mitigation both locally and regionally. The staff members will take the test and earn their CFM Certification in the first quarter of 2022.

Resilience Plan Development

The City currently does not have a Resilience Plan. However, several existing City Documents would satisfy certain elements of the Resilience Plan. These documents include: Unified Development Ordinance Appendix B: B-15- Flood Prevention Plan, Unified Development Ordinance Article 4- Sec. 31-416.2- Floodplain Overlay District, the City of Suffolk 2026 Comprehensive Plan: Ch.3- Land Use and Growth Management and Ch.5- Natural and Environmental Resources, The Chesapeake Bay TMDL Action Plan, The Hampton Roads Planning District Commission (HRPDC) Regional Hazard Mitigation Plan, and the City of Suffolk FY 2022 – 2031 Capital Improvements Program & Plan.

The City maintains an annual services consulting contract with Timmons Group. City Staff discussed with Timmons Group the potential of developing a Resilience Plan based on these documents, identifying additional flood impact reduction projects from across the community to include in the Resilience Plan, and expanding into a full, stand-alone document. Furthermore, Timmons Group has previous experience and demonstrated success in developing Resilience Plans for other localities in the Hampton Roads Region and across the Commonwealth. The City received an initial cost estimate and scope of work document from Timmons Group for this task in the amount of \$89,099.20. The Scope of Work Document is attached. Once the City receives notification of award of grant funding, the City will provide Timmons Group with the Notice to Proceed for Resilience Plan Development with the goal of a final City of Suffolk Resilience Plan completed by the end of second quarter 2022. The Resilience Plan would be an official City document and would be incorporated into the next iteration of the City of Suffolk Comprehensive Plan and further incorporated into future City policies and policy updates.

2. *Goals and Objectives*

The goal of this grant application is to receive funding to increase the City’s Capacity Building and Planning to reduce the impacts of flooding. This goal is met by the following objectives: two (2) Public Works staff members successfully completing training and earning their certifications as Certified Floodplain Managers and the development of a final City of Suffolk Resilience Plan. Furthermore, having Public Works staff members trained as Certified Floodplain Managers and having a Resilience Plan will enable the City to apply for future grant opportunities for specific projects across the community to reduce flooding impacts and be more competitive in these application processes.

3. *Stakeholder Identification*

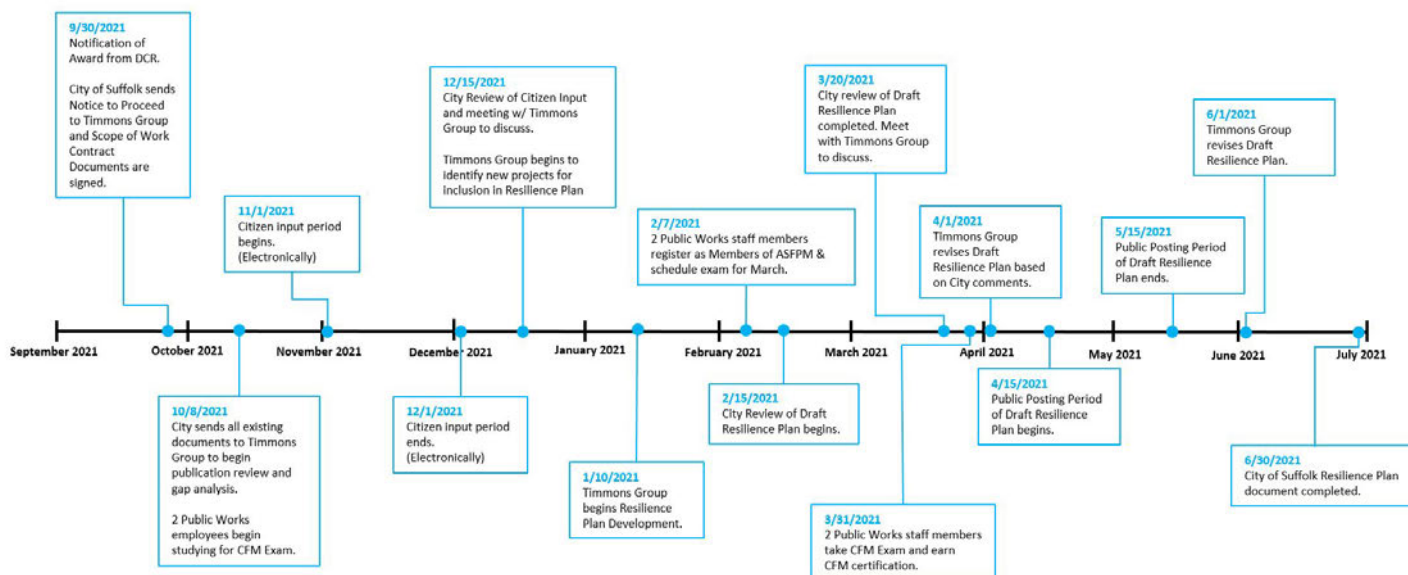
There are numerous stakeholders involved with creating a Resilience Plan. These stakeholders include: City executive leadership, City employees, citizens, business and public agency leaders, students and teachers, youth in the community, neighborhood associations, regional colleagues and partners, and many others. In order to engage all stakeholders during the Resilience Plan process, the City proposes to host a 30-day online public input period, to receive stakeholder input. This information will be reviewed by City staff and shared with Timmons Group for consideration in Resilience Plan development.

Several City departments also have interests and needs in Resilience Plan development. These departments include but are not limited to Fire – Rescue, Police, Economic Development, Budget and Strategic Planning, Public Works, Public Utilities, Planning and Community Development, Parks and Recreation, and Schools. While Public Works will be the lead department overseeing the Resilience Plan development, representatives from other City departments will be engaged during Resilience Plan development to discuss their departmental needs and documentation related to the Resilience Plan.

4. Implementation Plan and Timeline

Once awarded funding, the City intends to complete staff training and Resilience Plan development by the end of first quarter 2022. A detailed, proposed schedule is shown in Figure 1, below. The proposed schedule is contingent upon funding and does not include disruption to work productivity due to unforeseen circumstances or scheduling conflicts. If any delays or modifications to the timeline are required during execution of the proposed work, City staff will communicate these updates to DCR staff as soon as possible.

Figure 1. City of Suffolk 2021 CFPP Proposed Timeline.



5. Responsible Parties

Once awarded a CFPP grant, two City of Suffolk Public Works employees will be taking the Certified Floodplain Manager (CFM) Exam to become Certified Floodplain Managers and joining The Association of State Floodplain Management (ASFPM). Once certification is achieved, they will complete continuing education coursework to maintain their certification while employed by the City of Suffolk.

The City has contracted the engineering consultant, Timmons Group, to develop a Resilience Plan, and Public Works Engineering staff as well as other City departments will assist them by providing all existing City documents that satisfy elements of the Resilience Plan. Public Works Engineering staff will also engage other City departments in discussion and input during the Resilience Plan development process.

6. Performance Outputs and Measures

The City currently does not have any employees with the ASFPM Certified Floodplain Manager certification. The grant will be used to pay for the ASFPM membership, training, and CFM exam fees for two City employees with the goal of having two Certified Floodplain Managers employed by the City of Suffolk. The knowledge achieved in preparation for the exam and in continuing education courses will increase City staff’s ability to identify flood risk, mitigate current flooding issues, better manage floodplains, and plan for future impacts from sea level rise, climate

change, and hazardous events. Additionally, having employees with the CFM certification is expected to increase public confidence in the City's ability to plan and mitigate for flooding and also lets the public know the City feels that flooding is an important issue that should be managed proactively. Success will be measured in the achievement of CFM certification by City staff and continual maintenance of the certification by at least two City employees in the long-term.

A Resilience Plan will provide many benefits to the City of Suffolk and its residents, including the following:

- The Resilience Plan will include an assessment of the City for the following conditions:
 - areas of the city that are at risk of flooding or may be vulnerable in the future due to sea level rise and climate change. These areas may be at risk due to proximity to a waterbody, low elevation, undersized stormwater infrastructure, high water table, etc.
 - low-income geographic areas that are more vulnerable to flooding due to low income, lack of vehicle access, etc.
 - any critical facilities such as hospitals or critical infrastructure such as water resources and sewage pump stations that are particularly vulnerable to flooding impacts.
- The Resilience Plan will identify potential projects within areas of the City that are vulnerable to flooding based on the above assessment. Nature-based infrastructure projects will be encouraged where feasible, and many projects will be focused in vulnerable low-income geographic areas. Timmons will incorporate existing drainage projects already identified and/or planned by the City, and will identify new potential projects to alleviate flooding.
- The Resilience Plan will allow the City to apply for project grants from the Community Flood Preparedness Fund to help fund the projects detailed in the plan.
- The Resilience Plan is expected to increase public confidence in the City's ability to mitigate flooding issues and in its ability to plan for future impacts of sea level rise and climate change and respond to flood hazards. The Resilience Plan will be available to the public on the City's website and will be updated as necessary.
- The Resilience Plan will include strategies for responding to natural hazards that may cause flooding such as hurricanes or other severe weather events to allow the City to more quickly and effectively assist citizens during these events.
- The Resilience Plan will include strategies for responsibly managing development in areas with high flood risk and conserving these areas.
- The Resilience Plan will serve as a reference for multiple City Departments (Public Works, Public Utilities, Planning and Community Development, Parks and Recreation, Economic Development, Fire-Rescue, et al.) for future planning and development considerations.

Success will be measured in the production of a Resilience Plan that meets the above-mentioned needs of the City, and in the continued use and revision of the plan over the long-term.

7. Long Term Plans for Maintaining Capacity

The City will ensure at least two employees maintain the Certified Floodplain Manager Certification at all times.

It is anticipated that the Resilience Plan will be utilized by many City departments for years to come, and it will be incorporated into City policies and future versions of the Comprehensive Plan. The list of projects identified in the Resilience Plan will help the City budget long-term to fund projects to mitigate flooding throughout the city. Some

projects will be phased over the course of five to ten years due to funding availability and project size. The Resilience Plan will be revised as additional projects are identified or flood conditions and needs change within the city. The Resilience Plan will allow the City to proactively plan for future flooding from sea level rise and climate change. Having a Resilience Plan will allow the City to apply for CFPF grant funding for projects that may otherwise be infeasible due to lack of funding.

D. Budget Narrative – All Grant Categories

The total cost for capacity building and planning is \$90,699.20 According to the guidance outlined in the DCR 2021 Grant Manual for the Virginia Community Flood Preparedness Fund, grant matching requirements for the Capacity Building and Planning category are eligible for a Fund 75% / Match 25% ratio. Therefore, the City respectfully requests financial assistance from the Fund in the amount of \$68,024.40 and the City of Suffolk is committing to fund the remaining \$22,674.80 via the City of Suffolk Public Works Professional Services Fund. An analysis of the financial costs is shown in Table 1, below.

Table 1.

Capacity Building and Planning - Fund 75% / Match 25%			
Item	Total	Request from Grant Fund	Match
Resilience Plan Development	\$ 89,099.20	\$ 66,824.40	\$ 22,274.80
Staff Training	\$ 1600.00	\$ 1,200.00	\$ 400.00
Total Project Cost:			\$ 90,699.20
Amount of funds requested from the Fund:			\$ 68,024.40
Amount of cash funds available:			\$ 22,674.80

The City proposes to allocate the \$68,024.40 from the Fund for two specific items: \$66,824.40 for Resilience Plan Development and \$1,200.00 for Staff Training. A detailed breakdown of how the proposed funding for Resilience Plan Development will be used is shown in Table 2, below.

City of Suffolk – Department of Public Works
 2021 Virginia Community Flood Preparedness Fund Grant Application

Table 2.

TASK/LABOR CLASSIFICATION	SENIOR PROJECT MANAGER	SENIOR PROJECT ENGINEER / PROJECT MANAGER	SENIOR DESIGNER / PROJECT ENGINEER III	PROJECT ENGINEER II	CLERICAL	TOTAL HOURS
Services						
1. Publications and Documents Review & Gap Analysis	29	54	90	164	15	352
2. Public Input Period	10	13	10	13	5	51
3. Coordination with Other Entities (including DCR) (T&M)	10	16	24	24		74
4. Develop New Projects for Inclusion in Plan (T&M as needed)	25	32				57
5. Develop Resilience Plan	30	55	32	105	2	224
TOTAL HOURS EACH CLASSIFICATION	104	170	156	306	22	758
CLASSIFICATION RATES	\$ 175.00	\$ 140.00	\$ 105.00	\$ 95.00	\$ 70.00	
Total Labor - Design Services	\$ 18,200.00	\$ 23,800.00	\$ 16,380.00	\$ 29,070.00	\$ 1,540.00	\$ 88,990.00
Total - Basic Services						\$ 88,990.00
Direct Expense						\$ 88,990.00
		195 Mileage @ \$0.56			\$ 109.20	
TOTAL DIRECT EXPENSE					\$ 109.20	
TOTAL FEE NOT TO EXCEED					\$89,099.20	
Amount Covered with funds from CFPF					\$66,824.40	

The \$1,200.00 for Staff Training will be used to have two (2) Public Works employees take the Association of State Floodplain Management (ASFPM) Certified Floodplain Manager (CFM) Exam and to fund the yearly ASFPM dues for the first 3 years as well as the first Biennial CFM Certification Renewal Fee for each employee. In reviewing the exam fees on the ASFPM website, it is more cost-effective to take the CFM Exam as a member, in order to receive the discounted rate. A detailed breakdown of how the proposed funding for staff training will be used is shown in Table 3, below.

Table 3.

City of Suffolk Proposal for 2021 DCR Community Flood Preparedness Fund Staff Training Proposal		
Item	Notes	Cost
Association of State Floodplain Management (ASFPM) Yearly Dues at \$165/yr.	ASFPM dues for 2 employees for first 3 years	\$ 990.00
ASFPM CFM Exam Fee (Member Rate) at \$185	Exam Fee for 2 employees	\$ 370.00
ASFPM CFM Biennial Renewal Fee (Member Rate) at \$120	CFM Renewal Fee for two employees 2 years after initial certification	\$ 240.00
Total Staff Training Costs:		\$ 1,600.00
Amount Covered with funds from CFPF:		\$ 1,200.00

As aforementioned, the total cost for the proposed Capacity Building and Planning is \$90,699.20, after the 75% CFPF grant funds in the amount of \$68,204.40 is deducted from the total project cost, an amount of \$22,674.80 remains. This is the 25% match that the City proposes to match using funds from 53100 – Professional Services within the Stormwater Utility Fee Account. The Professional Services fund has a balance of \$325,000.00 and evidence of the City of Suffolk’s ability to obtain these funds to complete the project is found on Page 243 of the City of Suffolk FY 2021-2022 Adopted Operating and Capital Budget, which can be found on the City website at the following link:

<https://www.suffolkva.us/DocumentCenter/View/5717/FY-2021-2022-Adopted-Operating-and-Capital-Budget>

Furthermore, signed documentation authorizing the request for funding is included with this application.

Attachments:

Link to the current floodplain ordinance:

Unified Development Ordinance Article 4- Sec. 31-416.2- Floodplain Overlay District

https://library.municode.com/va/suffolk/codes/unified_development_ordinance?nodeId=SUFFOLK_UNIFIED_DEVELOPMENT_ORDINANCE_ART4ZO_S31-416.2FLOVDIF

Unified Development Ordinance Appendix B- B-15- Flood Prevention Plan

https://library.municode.com/va/suffolk/codes/unified_development_ordinance?nodeId=SUFFOLK_UNIFIED_DEVELOPMENT_ORDINANCE_APXBSURE_B-15FLPRPL

A link to the current hazard mitigation plan:

2017 Hampton Roads Hazard Mitigation Plan and Appendices

<https://www.hrpdcva.gov/library/view/620/2017-hampton-roads-hazard-mitigation-plan-and-appendices/>

A link to the current comprehensive plan:

City of Suffolk, Virginia 2026 Comprehensive Plan

<https://www.suffolkva.us/DocumentCenter/View/890/2026-Comprehensive-Plan-PDF>

Social vulnerability index score from ADAPT VBA’s Virginia Vulnerability Viewer:

Using ADAPT VA’s Virginia Vulnerability Viewer, the majority of the City of Suffolk has low social vulnerability, though some areas of the City have a score of 0.0 to 1.0: Moderate Social Vulnerability and some areas of the City have a score of 1.0 to 1.5: High Social Vulnerability. Furthermore, the downtown area of Suffolk where the majority of flood mitigation projects are anticipated to be located, is classified as having Moderate Social Vulnerability.



2901 S. Lynnhaven Rd.
Suite 200
Virginia Beach, VA 23452

P 757.213.6679
F 757.340.1415
www.timmons.com

WORK ORDER NUMBER X

RE: Resilience Plan

CONTRACT: Agreement between the City of Suffolk (the "City") and Timmons Group (the "Consultant") For Environmental Engineering Services.

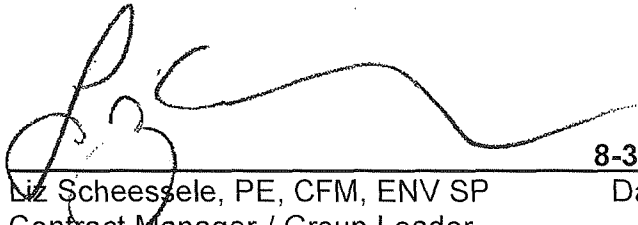
All work to be performed in accordance with the terms, limitations, and conditions of said agreement.

SCOPE OF WORK: The "Consultant" shall provide resilience plan development services in accordance with the attached Scope of Work.

SCHEDULE OF WORK: The "Consultant" shall complete the work within twenty-one (21) weeks from notice to proceed as indicated in the attached Scope of Work.

COMPENSATION: The "Consultant" shall be paid in accordance with the referenced contract, a fee not to exceed \$89,099.20. See Attached Scope of Work.

SUBMITTED:



Liz Scheessele, PE, CFM, ENV SP 8-30-2021
Contract Manager / Group Leader Date
Timmons Group

APPROVED:



City of Suffolk 9/3/2021
Date

SCOPE OF WORK

Resilience Plan

Project Description

The City of Suffolk is interested in participating in the Community Flood Preparedness Fund (CFPF) grant program. The City and other parties such as HRPDC have developed numerous documents that may include components of a Resilience Plan as required and defined by the CFPF grant manual. The objective of this project is to develop a Resilience Plan for the City of Suffolk that meets CFPF grant program requirements so that they can then apply for project grant funding. The Plan will be a compilation of information gleaned from provided documents supplemented with other information to meet Plan requirements.

Scope of Services

1. Publications and Documents Review & Gap Analysis
2. Public Input Period
3. Coordination with Other Entities (including DCR) (T&M)
4. Develop New Projects for Inclusion in Plan (T&M as needed)
5. Develop Resilience Plan

The project schedule is for a period of 21 weeks**. The project milestones are:

<i>Notice to Proceed</i>	
<i>Publications and Documents Review & Gap Analysis</i>	
<i>& Public Input Period</i>	7 Weeks*
Develop New Projects	4 Weeks
Development Resilience Plan	4 Weeks
<i>City Review and Public Posting Period</i>	4 Weeks
Revise Resilience Plan	2 Weeks
*after provision of all data needs	
**schedule associated with responding to DCR comments is unknown	

Note: Proposed schedules include no assumptions for disruption to work productivity as a result of scheduling conflicts and/or unforeseen incidents. Further, proposed schedules do not account for disruption in data flow.

The Scope of detailed engineering services provided are grouped into the following:

- Basic Services
- Reimbursable Expenses

BASIC SERVICES

- 1) *Publications and Documents Review & Gap Analysis*

As the City provides the Data Needs listed below, the Consultant will review those documents to identify components appropriate to include in the Resilience Plan. Once all documents have been reviewed, the Consultant will develop a summary of the review listing items for inclusion in the Resilience Plan and identifying any gaps in Resilience Plan Requirements – as provided in the Community Flood Preparedness Fund Grant Manual for Grant Round 2. There will be no formal deliverable at this stage but working documents shall be prepared & submitted electronically.

Gaps could include major plan elements – such as coverage of or addressing the entire locality – or missing elements for specific projects. For example, if the City would like to include a proposed project in the Plan, it must address sea level rise or storm surge if appropriate. Note that missing elements will be noted in the Plan to be developed during the design stage of the project.

The following list of Publications/Documents for review under this task is subject to change and can be added to by the City or Consultant as additional items are identified.

Data Needs

- Regional Hazard Mitigation Plan
- Comprehensive Plan
- Watershed Studies (City will need to inform Consultant which projects have not already been completed)
- Neighborhood or site-specific studies yet to be completed
- Code of ordinances
- CRS documentation
- CIP and internal projects lists
- TMDL Action Plan
- Other regional HRPDC documents

The City and Consultant shall attend a meeting in person at the end of this task to discuss the Gap Analysis.

2) Public Input Period

Consecutively with review of Publications and Documents, the Consultant will prepare an online survey for a Public Input Period through SurveyMonkey. It is anticipated that the survey will be up to 10 closed questions (no open responses). The questions will be prepared by the Consultant and approved by the City prior to posting. It is anticipated that the survey will be open for one (1) month. After closing, the Consultant will provide results in Excel to the Owner and will meet virtually to discuss the results and any ways to include these results.

3) Coordination with Other Entities (including DCR) (T&M)

The Consultant shall:

- Communicate with other City Departments to discuss any documentation or needs related to the Resilience Plan
- Communicate with outside parties – such as HRPDC – to discuss any documentation or needs related to the Resilience Plan
- Address comments provided by DCR and revise the Initial Plan or Comprehensive Plan as needed to achieve approval from DCR for use in the CFPF grant program.

Deliverables

- Revised Initial or Comprehensive Resilience Plan documents, as needed based on DCR comment

4) Develop New Projects for Inclusion in Plan (T&M as needed)

The Consultant shall develop new project ideas and associated documentation of those projects for inclusion in the Plan.

The Consultant shall meet with the City one (1) time in person during this task to discuss new projects for inclusion in the Plan.

Deliverables

There is no specific deliverable for this task. The information developed under this task shall be documented in the Plan.

5) Develop Resilience Plan

The Consultant shall develop the Resilience Plan based on the results of the Gap Analysis and any new projects developed under the previous task. The Consultant shall work with the City to determine which projects and studies to include in the Plan. These may be projects that have already been identified by the City or new projects that the City would like to consider. While the Consultant will make suggestions for new projects or elements to include in the Comprehensive Resilience Plan, it is not the responsibility of the Consultant to develop new projects or studies for inclusion in the Plan under this task. The previous task has been included for that purpose.

The Consultant shall develop a set of criteria that lay out the requirements for future projects such that they can be then considered incorporated by reference. The criteria shall be submitted to the City for review and included in the Resilience Plan once approved by the City.

The Consultant shall meet with the City up to two (2) times during this task – one (1) in person and the other virtually – to discuss criteria and projects for inclusion in the Plan. The City and Consultant shall meet virtually to review Plan comments. After the Draft Plan is submitted, it is understood that the City will prepare a Public Posting Period of

the results. If any there are any applicable responses from the Public during this Posting Period, the City will include these as comments for incorporation with the Final Resilience Plan.

Deliverables

- Draft and Final Resilience Plan documents, submitted electronically

Project Oversight and Accountability

Progress Correspondence – Recurring communication will be established to update City staff on work completed to-date. It is recommended that the correspondence occur on a biweekly to monthly basis to ensure effective and efficient communication.

Project Management – As identified throughout the proposal, the efforts required to successfully complete the tasks identified for each task will require coordination by multiple divisions of labor, including City staff. Consistent oversight throughout the project will be accomplished by comprehensive project management.

Quality Assurance/Quality Control – Each product produced by Timmons Group is thoroughly reviewed to provide assurance of quality control.

REIMBURSABLE EXPENSES

Mileage

The Consultant will perform up to three (3) round trips between the Consultant & City offices for meetings at an average of 65 miles per trip. The other meetings will be held virtually.

Copies - none

The following additional services are not deemed necessary at this time and are therefore not included in the current scope of services. If, during the course of the work, the Owner requests additional services be performed, the Consultant will provide the services through a contract modification.

ADDITIONAL SERVICES

1. Field services or visits
2. Additional meetings other than those identified
3. Submittals other than those listed
4. Public relation efforts and Private Property Coordination
5. Design Services
6. Landscape services
7. Post-design services



CFPF, rr <cfpf@dcr.virginia.gov>

2021 CFPF Grant Application CID510156 City of Suffolk

1 message

Matthew M. Fanghella <[redacted]>

Thu, Sep 2, 2021 at 8:38 AM

To: "cfpf@dcr.virginia.gov" <cfpf@dcr.virginia.gov>

Cc: "Heather W Baggett" [redacted], "Erin M Rountree" [redacted]

Good morning,

Please find attached the City of Suffolk' CFPF Application submittal for the first round of grant funding for the 2021 CFPF ahead of the 9/3 deadline

Please let me know if you need additional information. Additionally may you please confirm receipt of this correspondence and application?

Thank you,

Matt Fanghella, EIT

Civil Engineer I Stormwater

City of Suffolk Public Work Engineering

[redacted]

[redacted]

[redacted]

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