



**Scope of Services  
Hazard Mitigation Grant Program (HMGP) Assistance  
for  
Indian River County, Florida  
January 17, 2018**

**Background**

Indian River County (IRC) is actively pursuing Federal Emergency Management Agency (FEMA) Hazard Mitigation Grant Program (HMGP) funding opportunities, in order to implement hazard mitigation measures as part of Local Mitigation Strategy (LMS) prioritized parcels. The HMGP funding is proposed to create a County-wide fire management plan, and for the establishment of firebreaks, implementation of prescribe burning (where feasible), and mechanical land management to reduce fuel loads. The prioritization of the wildfire mitigation measures will be to address County conservation lands and other public lands initially, and then to address private HOA and other conservation parcels as funding allows. The goal is to reduce / eliminate long-term risks to residential structures due to wildfires and additional losses due to accidents / human health / and delays, that may occur from associated smoke plumes. The HMGP has seven (7) major steps and all are associated with estimated timelines for project completion. In an effort to streamline the development of the fire management plan, ESA will assist IRC with providing FEMA with supplemental information for the HMGP application/fire management plan to address NEPA requirements and other project elements necessary to move the project forward.

In addition, ESA can assist IRC in the development of detailed technical specifications for firebreak installations as part of this process. These specifications could be utilized by the IRC selected contractor/s as soon as the HMGP funding has been granted, thus alleviating additional time that may be wasted upon project award and initiation of the implementation schedules.

Provided below are the tasks and associated budgets for the completion of the data production to supplement the HMGP Application/s, and a draft Contractor Specification Package. The Budget for this scope of work is based on a *Time and Materials Method of Payment*.

---

**SCOPE-OF-WORK**

**Task 1 - HMGP Application Support**

ESA staff will assist IRC with the preparation of the supplemental HMGP application data by providing appropriate Global Information System (GIS) maps (FEMA Flood Zone (FIRM / FHBM), Site Location / Site Boundary with Structures, USGS Topo, Project Limits, etc.) and other pertinent information that is required by FEMA. It is anticipated that IRC will provide additional supporting information, such as GIS project site boundaries, site photos, contractor

bids / cost estimations (including alternatives), milestone scheduling, coordination with NEPA compliance, completion of signature pages and required authorizations. Based on the schedule, IRC may wish to combine all project locations into one submittal, or may wish to separate them based on geographical location. While most of the data can be compiled utilizing online resources and GIS software, ESA may provide supplemental field assistance for photo documentation of the project areas, Global Positioning System (GPS) identification and data collection of the project areas, and site specific information based on habitat and restrictions (including points of ingress and egress to the project area and temporary equipment storage / laydown areas, identified by IRC for each property). ESA has included up to three field days to assist in data collection for this purpose. Since the budget is based on a *Time and Materials Method of Payment*, these hours will not be accrued for payment, should they not be utilized / needed.

ESA will generate a table listing all properties and the acreage of work on each property once the GIS work and supplemental field work are complete. Prior to final deliverable to IRC, ESA will submit the initial draft to IRC for review and comment. ESA will submit to IRC, the final Draft FEMA HMGP materials for the IRC Parcels, after incorporating all pertinent information, comments, and corrections obtained from the IRC review. Once received, IRC will finalize the draft and submit the data to FEMA.

**Deliverables:** Draft HMGP materials for NEPA review and management plans for the IRC parcels.

**Task 2 – Development of Contractor Specifications**

At the request of IRC, ESA staff will assist in the preparation of a technical Specification Package for firebreak installations. The Specification Package will include general and detailed contractor obligations and expectations for the work to be performed. Specifications to be incorporated will include topics such as: defining the type of firebreak to be installed and the working limits at each project location, purpose of installation, complying with state, federal and local laws, working within sensitive areas (including wetlands), working within critical habitat, prevention of nuisance species dispersion between parcels - wash down of equipment, and job acceptance (inspection requirements). In addition, the Specification Package will also include scheduled initiation of work and completion of work for each project location. Once completed, ESA will submit the draft Contractor Specifications to IRC for review and comment. As soon as the comments and corrections are received and incorporated, ESA will submit the final draft to the County for inclusion within the Contractor Bid Package.

**Deliverables:** Draft Specification Package for firebreak installations.

**Schedule:** ESA will complete all deliverables within 45 days from Notice to Proceed.

---

Budget Estimate

Task 1: Preparation of a Draft FEMA HMGP Supplemental Data ...	\$ 31,274
Task 2: Development of Contractor Specifications.....	\$ 6,876
<b>Total (Not-To-Exceed) .....</b>	<b>\$ 38,150</b>

---

**Assumptions:**

- 1) IRC will provide property information (data points, vegetative cover, photos) georeferenced when possible.
- 2) ESA has included 3 field days if supplemental field work is needed to complete the application.