



CITY OF WEST PARK, FLORIDA

REQUEST FOR PROPOSAL

RFP NO. : 25-0304

FOR

CITY OF WEST PARK VULNERABILITY ASSESSMENT STUDY

The City of West Park will receive proposals from qualified and experienced Professional Engineering Consultants deemed best qualified, experienced, and responsive, pursuant to Florida Statutes, Section 287.055 (Consultants' Competitive Negotiation Act) to complete a city-wide comprehensive Vulnerability Assessment Study pursuant to Section 380.093, Florida Statutes (F.S.), until **2:00 pm Tuesday, March 04, 2025**. The study along with the identification of critical assets, and the development of an adaptation plan shall be in response to potential climate change in accordance with the scope of services as outlined herein. Interested firms must submit qualification packages to the Office of the City Clerk, 1965 South State Road 7, West Park FL 33023. The telephone number to the City Clerk's office is 954.989.2688. Any qualification package submitted past the deadline and/or submitted to other locations or offices shall be deemed non-responsive and will be rejected.

GOALS:

The Vulnerability Assessment will allow the city to judge the vulnerability of its infrastructure and critical facilities resulting in the development of mitigation and adaptation strategies for existing infrastructure. The climate adaptation plan shall include recommendations to be considered for future city critical facilities. The city was awarded a Vulnerability Assessment Grant through the Resilient Florida Program in FY2024-25.

In order to assess the City of West Park's vulnerability to adverse impacts from flooding resulting from increases in frequency and duration of rainfall events, more frequent and severe weather systems, and sea level rise, the city will conduct the necessary community resilience data collection and analysis, as well as the required planning, amendments, and policies that will allow the West Park community to prepare for potential threats and protect critical assets from the effects of flooding and sea level rise.

The vulnerability assessment will include public outreach meetings and community engagement, review of publicly available information, inundation mapping and modeling, critical asset evaluation, peril of flood comprehensive plan amendments as required by law and a vulnerability assessment report to be submitted to Florida Department of Environmental Protection (FDEP) in compliance with Section 380.093, F.S. and the Certification Checklist required by FDEP.

The Vulnerability Assessment will identify direct risks to our community and guide the creation of an adaptation policy for an updated safety element compliant with Section 380.093, F.S. An

innovative public engagement process will collaborate with city residents, stakeholders, and local businesses, with particular emphasis on how to implement measures to mitigate identified risks with minimal public impacts. The project will support local and regional adaptation planning efforts on the transportation system

It is the goal of the City of West Park to address near, mid and long-term infrastructure planning/prioritization and investments to safeguard the community, ensure the continuity of business activity, and preserve roadways, utilities, and property values. The Vulnerability Assessment for the City of West Park should address the need to analyze and prioritize projects and enhancements that reduce impact to critical and regionally significant assets from flooding and sea level rise.

GENERAL INFORMATION:

Interested firms shall submit **one (1) original qualification statement & proposal, three (3) copies , and one (1) electronic copy** in a sealed envelope bearing the name and address of the firm and the words “**RFP 25-0304 CITY OF WEST PARK -VULNERABILITY ASSESSMENT STUDY**” to the City of West Park, 1965 South State Road 7, West Park, Florida 33023 by **2:00 p.m. on Tuesday, March 04, 2025**. Submittals received after the time and date specified will not be considered.

The submittal deadline must be and shall be scrupulously observed. Under no circumstances shall submittals delivered after the time specified be considered. Such proposals will be returned to the submitter unopened. No facsimile or electronic submittals shall be considered.

SCOPE OF WORK

Project Description:

The selected professional engineering firm (Consultant) will complete the City of West Park Comprehensive Vulnerability Assessment Project (Project) to include a comprehensive Vulnerability Assessment (VA) pursuant to Section 380.093, Florida Statutes (F.S.).

Task 1: Acquire Background Data

Description: The Consultant will research and compile the data needed to perform the VA based on the requirements as defined in Section 380.093, F.S. Three main categories of data are required to perform a VA: 1) critical and regionally significant asset inventory, 2) topographic data, and 3) flood scenario-related data. GIS metadata must be included for each dataset compiled and each asset dataset must be classified using the asset groups and types defined in paragraphs 380.093(2)(a)1-4, F.S. GIS files and associated metadata must adhere to the Resilient Florida Program’s GIS Data Standards, and raw data sources shall be defined within the associated metadata. Flood-scenario related data should make use of the best available information through the Florida Flood Hub. If Florida Flood Hub data is unavailable, flood scenario-related data shall include:

- Planning horizons: 2050 and 2080.

- Sea level rise projections: 2022 National Oceanic and Atmospheric Administration intermediate and intermediate-low projections.
- Tidal flooding, if applicable: Using the threshold for tidal flooding published by the Department.
- Storm surge data, if applicable: Equal to or exceeds the 100-year return period (1% annual chance) flood event.
- Rainfall-induced flooding, to the extent practicable: 100-year (1% annual chance) and 500-year (0.2% annual chance) return period flood events.
 - Rainfall-induced flooding analysis is required for all non-coastal communities.

In the process of compiling background data, the Consultant shall identify data gaps, where missing data or low-quality information may limit the VA's extent or reduce the accuracy of the results. The Consultant shall take all practicable steps to rectify any gaps of data necessary to complete analysis of required scenarios.

Deliverables: The Consultant will provide the following:

- A Background Data Catalog consistent with the GIS Data Standards (Table 1) that outline the datasets compiled and the raw data sources;
- Complete the Flood Risk Scenario Matrix consistent with the GIS Data Standards (Table 2) that outline the different flood risk scenarios, planning horizons, return periods, and similar parameters of the VA; and
- Compiled GIS datasets for each of the three main background data categories. To be provided in a single-file geodatabase or zipped folder, whenever possible.
 - GIS files of the critical asset datasets that are not publicly available nor already included in the statewide flood vulnerability and sea level rise data set, containing appropriate metadata, consistent with the GIS Data Standards, and classified using the asset groups and types defined in paragraphs 380.093(2)(a)1-4, F.S.
 - Topographic and other Raster Flood Risk Data that are not publicly available nor already included in the statewide flood vulnerability and sea level rise data set.

Task 2: Exposure and Sensitivity Analyses

Description: The Consultant 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 should include an evaluation of the impact of flood severity on each asset and at each flood scenario and assign a risk level. GIS files and associated metadata must adhere to the Resilient Florida Program's GIS Data Standards, as referenced in Attachment 6, and raw data sources shall be defined within the associated metadata.

Deliverables: The Consultant will provide the following:

- GIS data containing the results of the exposure and sensitivity analyses which shall include at minimum:
 - Raster layers with results of the exposure analysis (depth of flood water) for each flood scenario as well as 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.

Task 3: Final Vulnerability Assessment Report

Description: The Consultant will finalize the VA Report pursuant to the requirements in s. 380.093, F.S. The final VA Report must include all results from the exposure and sensitivity analyses, as well as a summary of identified risks as well as any assigned focus areas (if applicable). It should contain a list of critical and regionally significant assets that are impacted by flooding and sea-level rise, specifying for each asset the flood scenario(s) impacting the asset. As the results of the VA will be used to inform a Local Mitigation Strategy (LMS) as required by the Florida Division of Emergency Management (FDEM), the VA Report must be in alignment with the existing county LMS Plan and will be utilized during the planning process of future county LMS Plan updates.

Deliverables: The Consultant will provide the following:

- 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., to 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 (Table 3), Critical Assets Groups and Types (Table 4), and VA Results Attribute Scheme (Table 5) consistent with the GIS Data Standards; and
- All components, scenarios, data, and information as required for the city to execute the VA Compliance Checklist Certification (Exhibit I).

Task 4: Public Outreach Meetings and Stakeholder Engagement

Description: The Consultant will conduct public outreach meetings and stakeholder engagement for the project. Project meetings will be conducted to ensure effective project execution, stakeholder engagement, and compliance with grant requirements. Meeting types include, but are not limited to, the types and descriptions below.

- **Kick-off Meeting**
The purpose of a kick-off meeting is to discuss the project scope, project goals, schedule, key milestones, and deliverables in order to develop a consistent project approach. The kick-off meeting would be hosted by the Consultant and attendees should be key

stakeholders in the project. Prior to the meeting, the Consultant should develop an overall project management plan and address initial actions, identify and invite key stakeholders, prepare the sign-in sheet, draft a project schedule, and prepare any other meeting materials as necessary.

- **Public Outreach Meeting**

The purpose of the public outreach meeting is to inform and engage stakeholders in the project. This meeting will promote transparency, gather community input and local knowledge, and foster collaboration in addressing vulnerabilities identified in the assessment. It is recommended that the Consultant conduct at least one public outreach meeting during the project. The purpose of the meeting is to allow the public to provide input during the initial data collection stages, to include input on preferred methodologies, data for analyzing potential sea level rise impacts and/or flooding, guiding factors to consider, and critical assets important to the community.

- **Public Presentation of the Final VA**

The purpose of a public presentation of the final VA to local governing boards, technical committees, or other appropriate officers and elected officials is to share the findings from the final VA and provide recommendations of actions for adaptation strategies and future project funding. The presentation should also inform the public of the results and the future risk of sea level rise and increased flooding and encourage community participation when identifying mitigation strategies to address the flooding vulnerabilities.

Deliverables: The Consultant will provide the following:

- **4.1 Kick-off Meeting:** 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.
- **4.2 Public Outreach Meeting:** For each meeting, the 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.
- **4.3 Public Presentation of the Final VA:** 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.

PERFORMANCE MEASURES: The Consultant will submit all deliverables for each task to the city's Project Manager on or before the Task Due Date listed in the table below. The deliverables for each task must be submitted in chronological order, with the exception of the "Public Outreach Meetings and Stakeholder Engagement". The city/consultant must have received a copy of a Deliverable Acceptance Letter from the FDEPs Grant Manager prior to submitting any subsequent deliverables. The FDEP will review the deliverable(s) to verify that they meet the specifications in the Grant Work Plan and the task description, to include any work being performed by any subcontractor(s), and will provide written acceptance or non-acceptance

of the deliverable(s) to the city within thirty (30) calendar days. Deliverables that the FDEP determines are not acceptable must be corrected and resubmitted within thirty (30) calendar days prior to the Agreement’s Date of Expiration, and in coordination with the FDEPs Grant Manager. Tasks may include multiple deliverables to be completed. A task is considered one hundred percent (100%) complete upon the FDEP’s receipt and approval of all deliverable(s) listed within the task and the FDEP’s approval provided by the Deliverable Acceptance Letter. All deliverables must be received by the Task Due Date and accepted by the FDEP and the city on or before the Agreement’s Date of Expiration, or the city will pursue liquidated in accordance with the Consequences for Non-Performance below.

TIME FOR COMPLETION: Time is of the essence. The selected Proposer will be required to complete this Vulnerability Assessment Plan in its entirety according to the task timeline once the “Notice to Proceed” has been issued by the city. If additional time is required to complete any of the listed tasks, the selected Consultant shall submit the request for additional time in writing, no later than thirty (30) days from projected date of completion for each task. **The final VA plan is due in its entirety no later than 05/30/2026 as a public presentation by the Consultant will be required before 08/30/2026.** The request for additional time will specify the number of days needed to complete the specific task and an explanation of why the additional time is needed. The city will consider the request and have the option to accept or deny the request.

CONSEQUENCES FOR NON-PERFORMANCE: For each task deliverable not received and accepted by the FDEP at one hundred percent (100%) completion on or before the Agreement’s Date of Expiration, the city will reduce the relevant Task Funding Amount(s) paid to Consultant in proportion to the percentage of the deliverable(s) not fully completed. For each task deliverable not received by the FDEP by the specified Task Due Date listed in the Agreement’s most recent Project Timeline, the city will reduce the relevant Task Funding Amount(s) by 5% per calendar day, which will be imposed until the FDEP has received the task deliverable. The Consequence for Non-Performance will be applied to and included in the relevant task deliverable's payment request.

Task No.	Task Title	Task Start Date	Task Due Date
1	Acquire Background Data	05/01/2025	11/24/2025
2	Exposure and Sensitivity Analyses	05/01/2025	02/28/2026
3	Final Vulnerability Assessment Report	05/01/2025	05/30/2026
4	Public Outreach Meetings and Stakeholder Engagement	05/01/2025	08/30/2026

BUDGET/PAYMENTS

This project is being funded by the Florida Department of Environmental Protection. The overall budget for this proposal shall not exceed **\$200,000**. Proposals in excess of that amount will be rejected as non-responsive and will not be evaluated

Payments for requested services/tasks shall be paid out pursuant to the task completions specified in the scope of work and shall not exceed the amount set forth below for the applicable task.

Task No.	Task Title	Fee %
1	Acquire Background Data	30%
2	Exposure and Sensitivity Analyses	35%
3	Final Vulnerability Assessment Report	31%
4	Public Outreach Meetings and Stakeholder Engagement	4%
	Total Fee	100%

SUBMITTAL REQUIREMENTS:

To be eligible for selection consideration, interested consultants must submit one (1) original, three (3) copies and one (1) electronic copy of the information listed below. The electronic copy shall be in the form of a scanned PDF copy of the original and all materials submitted in the response provided in a compact disc (CD) or jump/flash drive.

1. Name of firm(s); specify as to type of contractual agreement between firms, and certificate(s) of authorization to offer licensed professional engineering services through the Florida Department of Professional Regulations, as applicable, from prime as well as supporting firms, if any.
2. Proof of authorization to transact business in the State from the Florida Secretary of State, from prime as well as supporting firms.
3. A description of the proposer’s personnel that will be assigned to handle the creation, development, and submittal of a Vulnerability Assessment Plan for the City of West Park, along with their resumes and qualifications. The firm/team must have adequate resources available for this project such as surveyors, engineers, environmental consultants, CAD operators, etc. to ensure the deliverables are met accurately and in a timely manner. The respondent must demonstrate that they have the staff with the proper skills to complete the project.
4. A breakdown of how the proposer intends to deliver a fully comprehensive Vulnerability Assessment Plan with each milestone properly documented for city staff to submit a comprehensive Vulnerability Assessment Plan to the State of Florida. Please note that the City of West Park has limited resources and this document must be fully and wholly created by the engineering consultant utilizing proper modeling and vulnerability assessment tools as required by the Section 380.093, Florida Statutes.
5. Proof of having successfully managed and completed similar projects for municipalities within the region. Provide at least 2 (preferably 3) similar projects with valid contact information (name, email, telephone number) of the person who can attest to the activities in relation to the completed projects. The proposer shall have a minimum of 5 years of experience managing this type of work.

6. A clear demonstration that the firm understands the scope and abilities necessary to execute the activities needed to produce the required plan. Given the constraints of the project funding source (Resilient Florida Grant Program), the firm shall perform all tasks as outlined no later than the dates indicated.
7. Familiarity with and a demonstrated understanding by the proposer of the city's geography and land use.

Please note that a preferred format has not been selected for this project. Please feel free to submit the requested information in a format of choice as long as the requested items are provided at a minimum. Please also try to only include information relevant to this type of project.

RFP SCHEDULE:

No.	Event	Date*(est)	Time*(est)
1	RFP Advertisement / Distribution of Solicitation & Cone of Silence	February 10, 2025	8:00am
3	Deadline to Submit Questions	February 20, 2025	5:00 pm
4	Deadline to Submit Proposals	March 04, 2025	2:00 pm
5	Projected Recommendation of Award / Cone of Silence Ends	April 02, 2025	8:00 pm

EVALUATION CRITERIA:

Evaluation criteria may include the following:

- Proposer/Team Relevant Experience and Qualifications - 30 pts
- Project Management/Execution Plan/Technical Approach - 40 pts
- Knowledge of Understanding of City's Geography/Land Use - 15 pts
- Past Performance / Client References - 15 pts

References will be checked to determine the quality of performance by the proposer on previous projects.

Additional information and documents associated with this project are available for electronic download from the City's website: www.cityofwestpark.org and Demandstar at: www.demandstar.com.

For further information, interested parties may e-mail or mail questions to the attention of the City Clerk at agrant@cityofwestpark.org until **February 20, 2025**. Request for any information or questions must be in writing.

Please be advised that the City of West Park complies with the Broward County's Cone of Silence ordinance.

City Clerk