

**Proposed Professional Services to the City of Foley for
Securing FEMA Hazard Mitigation Grant Program (HMGP)
Funds for the First Responders Safe Room Project**

Proposed by:



James E. Lehe, AICP
Manager

300 Century Park South • Suite 216 • Birmingham, AL 35226-3924
Phone: 205-978-3633 • Fax: 205-978-3634
leheplanning.com • jelehe@leheplanning.com

In association with:

Mark Burns Architecture

Mark Burns, AIA
Principal Architect
580 Indian Crest Drive
Indian Springs, AL 35124-3070
205-427-7890 • m@rchitecture.com

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PART I. INTRODUCTION AND PROJECT UNDERSTANDING

FEMA Hazard Mitigation Grant Program funding opportunity.

Many Baldwin County municipalities and communities sustained significant damage from the April 29th - 30th floods. A Presidential Disaster Declaration had been declared for nine Alabama counties affected by flooding in Baldwin and Mobile Counties and severe storms, tornadoes, and straight-line winds in other parts of the state on April 28th. As a result of these disastrous events, Federal funds will become available through the FEMA Hazard Mitigation Grant Program (HMGP) for eligible hazard mitigation projects. The estimated amount of funding available as a result of these event has not yet been announced.

The City of Foley has moved quickly to identify potential hazard mitigation projects. Among eligible projects considered, the City's highest priority is the hardening of its planned Interpretive Center to be constructed at the Graham Creek Nature Preserve. Lehe Planning, LLC proposes professional services to the City to prepare and submit this priority grant application to FEMA through the Alabama Emergency Management Agency (AEMA) for HMGP funds.

Priority project description.

Size and capacity. The Interpretive Center could serve as a dual use safe room for first responders and critical and essential services personnel operating within the evacuation zone south of US 98 during a hurricane emergency. Within an enclosed area of 5,625 sf (75' X 75'), the facility could house as many as 400-450 persons within a usable area of up to 4,500 sf (up to 80% of the floor area) over a minimum 24 hour evacuation period.

Eligibility. The following excerpt from FEMA guidance describes the eligibility of this type of facility for HMGP funding:

“Generally, two broad categories of potential hurricane safe room occupants may be identified as part of the limited at-risk population in need of life-safety protection: (1) first responders and (2) critical and essential services personnel and facility occupants. Common to both categories is the condition that the safe room population comprise individuals who must stay in the area that may be affected by the extreme wind hazard.

Category 1: First Responders

The civilian personnel of emergency response services, also known as first responders, may be required to remain in harm's way. First responders include, but are not limited to, fire and police department personnel, rescue squads, emergency operations center (EOC) personnel, emergency medical and ambulance service providers, search and rescue teams, and similar personnel who a local community may depend upon for a successful response to an extreme wind event.

Category 2: Critical and Essential Services Personnel and Facility Occupants
In many cases, other critical services personnel may be required to remain in harm's way to facilitate the continued operation of certain critical facilities, including long-term care and custodial care facilities, water supply and wastewater facilities, power supply and distribution plants, fuel and other hazardous material storage facilities, communications and data centers, and others that a local community may depend on for a successful response to an extreme wind event." (FEMA. Addendum to the Hazard Mitigation Assistance Unified Guidance. July 12, 2013, p. 45).

Estimated costs and Federal share. The following table presents a very broad estimate of project costs, the FEMA grant amount, and the possible credits for in-kind services to count towards the required local match. A more precise and detailed cost estimate would be required for the grant application.

Preliminary Project Cost Estimate

Item	Amount	In-kind
Construction (5,625 sf @ \$260 per sf)	\$ 1,462,500	
Land value (one acre)	\$ 150,000	\$ 150,000
A & E (8% of construction costs)	\$ 117,000	
A & E Peer review (1% of construction costs)	\$ 14,625	
Construction oversight (1.5% of construction costs)	\$ 21,938	\$ 21,938
Pre-award costs	\$ 20,000	\$ 20,000
Appraisal	\$ 2,000	
Project management (6% of total)	\$ 107,284	
Total Project Cost	\$ 1,895,347	\$ 191,938
Federal share (75%)	\$ 1,421,510	
Local share (25%)	\$ 473,837	
In-kind portion of local share	\$ 191,938	
Cash portion of local share	\$ 281,899	

How we can help.

Lehe Planning, LLC, can provide the City of Foley with a Project Team led by Jim Lehe, an urban planning professional with expert knowledge and demonstrated experience and results in aiding Alabama communities with disaster recovery, mitigation, and planning. In addition to the staff in place at Lehe Planning, Mark Burns Architecture will provide the specialized design expertise needed for planning the safe room design in accordance with FEMA design and construction criteria and preparing reliable construction cost estimates. Mark Burns will coordinate his work with Goodwin Mills Cawood architects who have been retained by the City as the Project Architect for the Interpretive Center.

PART II. PROPOSED SCOPE OF WORK AND SERVICES

HMGP Application.

The services proposed center around the packaging and submitting the HMGP application for the pre-identified hurricane safe room project for first responders and critical and essential services personnel. The project requires a complete project application, supplemental documents and required forms, monitoring the application status, and responding to requests from AEMA and FEMA reviewers. Our work would involve the following tasks:

1. Review most recent FEMA Hazard Mitigation Assistance (“HMA”) grant guidance for project eligibility, funding capabilities, and other criteria.
2. Participate in AEMA and FEMA grant meetings, consultations, and other coordination activities, as requested by the City.
3. Prepare a Letter of Intent to be submitted to the AEMA by the City.
4. Assist with the City’s identification of the safe room participants by first responders and other potential critical and essential services personnel.
5. Complete the entire HMGP application for submission to the AEMA, including the following application components:
 - a. Compile application information (applicant information, references to the local plan, history of hazards, hazards/level of protection, etc);
 - b. Prepare the project description;
 - c. Prepare project location information (lat/long coordinates, population data, flood panels, tax maps, USGS quads, and photos);

- d. Prepare conceptual plans (site plan, floor plan, and cross sections) and detailed cost estimates certified by a registered architect;
 - e. Complete generator data sheets and worksheets certified by a registered electrical engineer (retained by the City) for the required emergency backup power;
 - f. Describe the proposed Emergency Operations and Maintenance Plans;
 - g. Estimate eligible Pre-Award Costs;
 - h. Perform a benefit/cost (B/C) analysis, using FEMA-approved methods, and prepare an economic analysis report of methodology and findings for submission with the Project Application;
 - i. Assess potential in-kind services by the City to meet the required 25% grant award match and reduce its cash outlays, such as land value, construction oversight, and pre-award planning;
 - j. Prepare scope of work and budget (summary budget and detailed cost estimates from architect, milestones, sources of local funds, and alternative actions considered);
 - k. Prepare notices and obtain environmental concurrences from State and Federal agencies (Alabama Historical Commission, ADEM, U. S. Fish and Wildlife, and Corps of Engineers);
 - l. Obtain applicant signatures and authorizations; and
 - m. Transmit the package to the Alabama EMA on behalf of the City.
6. Revise the Project Application, as required, and compile and submit additional information required by FEMA and AEMA reviewers in response to Requests for Information (RFI's);
 7. Coordinate the final grant award between the City and AEMA;
 8. Perform such other services required to submit the grant application and secure funding approval.

After submission of the application, we would continue to monitor the approval status and environmental concurrences and respond to any requests for additional information (RFI's), which can be expected. Once awarded, we would help the City initiate the grant. Lehe Planning will also be available to implement the project within the limits of the grant award for project management and under a separate agreement. Our project management services could help the City identify creative and proven methods for reducing its 25% cash obligation for the required match.

The safe room application will include the conceptual designs, cost estimates, and certifications by Mark Burns, an Alabama-licensed architect. The City's electrical engineer will certify the emergency power requirement.

Financial considerations.

The following financial considerations should be understood by the City:

1. Federal and local shares. The Federal share of the grant covers up to 75% of the total project cost with the remaining 25% share borne by the City in cash and in-kind services. Obtaining the full Federal share depends on the availability of HMGP funds allocated to Baldwin County as a result of the disaster declaration.
2. Pre-Award Costs. Pre-award costs can count towards the local match and would include the fees paid by the City to us for developing the application, as well as City staff time and any additional costs incurred by the City in planning these projects. FEMA permits costs incurred after the application period has opened, but prior to the date of the grant award, which are identified as pre-award costs in the application. The opening of the application period is the date of the declaration. Pre-award costs must be directly related to developing the application. Pre-award costs may have been incurred to develop the benefit/cost analysis (BCA), gather environmental and historic preservation (EHP) data, prepare design concepts and specifications, estimate construction costs, select sites, analyze population data, conduct meetings, involve the public, and other activities directed related to developing the HMGP application. The cost incurred for implementing an activity prior to the grant award, however, are not eligible. Pre-award costs must be identified as separate line items in the application budget and may apply towards the local match, with FEMA approval. In the past, we have been successful in obtaining \$20,000 in pre-award costs for community safe room project of comparable size.
3. In-Kind Services. This is where the City to claim as much as possible to reduce local cash obligations. The value of one acre of land used is one source. Others might include staff time spent for “construction oversight,” provided that is included as a line item in the budget.

PART III. STATEMENT OF QUALIFICATIONS

General experience of the firm.

Established in October of 2000, Lehe Planning, LLC, delivers customized services that fully meet each client’s needs. Our firm’s extensive experience across

public sector organizations assures responsiveness to a community's planning and project development, funding and management demands. Leveraging Federal funds where available, we help local governments minimize their financial burdens. Our goal is to assist local governments and agencies with their total planning and project management needs. We have established relationships with a range of specialized professionals that allow us to assemble the right mix of professionals to meet a project's demands.

Experience with Federal grants and other funding sources.

Hazard mitigation assistance funding through FEMA grants. To date, Lehe Planning has successfully secured over \$30 million in FEMA funding to support over \$40 million in disaster recovery and hazard mitigation projects for communities throughout Alabama. For much of the match requirements for these projects, we helped leverage local and private in-kind contributions through such creative in-kind sources as land donations for community safe rooms, property owner reduced value donations for acquisition projects, use of local and volunteer labor and equipment for demolitions and construction, among others.

Project funding through other grants. The firm's successes in securing funds from other grant programs, private contributions, and other resources, include the following projects: Alabama Historical Commission funding for Downtown Gadsden revitalization planning; Alabama Department of Transportation Enhancement funding for Downtown Gadsden revitalization projects; ADECA Outdoor Recreation funding for a trail segment of the Five Mile Creek Greenway; U.S.D.A. Rural Development funding assistance for the Brookside Municipal Complex; and Department of Energy funding of the City of Fultondale biofuels demonstration project with Auburn University.

Featured projects.

Voluntary assistance to Alabama communities affected by the April 28, 2014, tornadoes. Lehe Planning and Mark Burns Architecture have offered voluntary assistance for two small Alabama towns – Trafford and Kimberly - affected by the recent tornado outbreak to apply for FEMA HMGP funds to construct community safe rooms.

Recent community safe room projects. Lehe Planning, in association with Mark Burns Architecture, secured FEMA funds for construction of seven dual use community safe rooms since the April 27, 2011, tornado outbreak in Alabama, which are now in various stages of design, under construction, or completed:

- two 400 person capacity safe rooms/community centers for the City of Fultondale,
 - 300 person Yellow Creek VFD safe room/fire station,
 - 300 person Carroll's Creek Fire District safe room/fire station,
 - 48 person Echola safe room/community center (completed),
 - 130 person City of Pleasant Grove safe room/community center, and
 - 1,700 person McDonald Hughes Community Center community safe room/gymnasium and basketball arena in Tuscaloosa.
- (2011-2015)

Mobile County Dual-Use Emergency Operations Center and Hurricane/Tornado Shelter. Our firm helped the Mobile County EMA develop the grant application which secured partial funding of \$1.34 million for its \$2.7 million safe room for hurricane protection for 375 persons and tornado protection for 1,492 persons. The safe room will be constructed below the EMA's planned emergency operations center. (2013)

Voluntary assistance to Alabama communities affected by the April 27, 2011, tornadoes. Lehe Planning volunteered professional services to many of the communities affected by these devastating tornadoes, including the City of Tuscaloosa, the City of Fultondale, the City of Pleasant Grove, the Yellow Creek VFD, the Carroll's Creek Fire District, the Echola VFD, the Town of Cordova, the Jefferson County EMA, and the Mobile County EMA. (2014)

City of Prattville Candlestick Park Floodplain Acquisition Project. Lehe Planning planned and developed the project application and managed the implementation of this project that acquired a high flood risk area of a large mobile home park and converted it permanent open space. (2011-2014)

Voluntary assistance to Mobile County communities affected by Hurricane Katrina. Lehe Planning volunteered professional services in 2005-2006 to Mobile County communities affected by Hurricane Katrina as an active participant in the Long Term Recovery Planning process. We helped identify recovery projects and potential funding sources through a vast array of programs, including a Congressional Disaster Relief Initiative appropriation through the HUD Community Development Block Grant Program.

Town of Brookside Dual-Purpose Community Safe Room and Fire Station. Lehe Planning, working with Mark Burns Architecture, obtained FEMA HMGP funds to construct a unique community safe room for the Town of Brookside. The underground safe room serves as the foundation for the Brookside Fire Station built above the safe room. (2005-2006)

Tannehill State Park Community Safe Room. Lehe Planning secured funds and Mark Burns provides architectural services for this 990 square foot safe room located within the Tannehill campgrounds. (2010-2014)

City of Adamsville Community Safe Room. This application followed a 2007 tornado which caused considerable damage to this city. In response, Lehe Planning teamed with Mark Burns to secure funding for construction of a centrally-located, 2,950 square foot safe room within the City's main park. (2010-2013)

Birmingham Water Works Board generator. Lehe Planning secured a \$1 million grant for the construction of an emergency power generator for the Putnam Filtration Plant and managed project implementation. (2008-2011)

City of Tuscaloosa Moody Swamp Tributary 3 Drainage Project. Lehe Planning examined the economic feasibility of over \$4 million in drainage system improvements to mitigate flooding in this mixed use, urbanized area of 258 structures threatened by flooding. The improvements lowered flood elevations by up to 12 feet in some locations. The feasibility study led to our successfully obtaining a FEMA Pre-Disaster Mitigation grant funding for \$3 million and coordinating its implementation. (2008-2014)

City of Tuscaloosa Flood Plain Acquisition Project. FEMA awarded funds under the Hazard Mitigation Grant Program to cover 75% of the costs of this \$2.5 million project, and the City retained Lehe Planning to implement the project. The project resulted in the acquisition of 18 substantially-damaged homes within an area of repeated flooding. (2008-2011)

City of Mountain Brook, Watkins Brook Flood Hazard Mitigation Project. This \$10 million structural project for the City of Mountain Brook helped relieve flooding threats to the City's principal commercial center. Lehe Planning prepared the FEMA grant application that secured a \$7.5 million Federal share, completed the feasibility studies, and coordinated its implementation. (2006-2012)

Building a Better Brookside, Comprehensive Disaster Recovery. This disaster recovery process responded to the 2003 flood which devastated this historic mining town of about 1,500 persons. Known as "Brookside's Katrina," this flood destroyed 20 percent of the housing stock, all municipal buildings, and the entire commercial property base. To aid its recovery, we planned and implemented a strategy to acquire flood-damaged properties and relocate residents through \$2.3 million in FEMA grants. Afterwards, we developed and helped implement plans for rebuilding the Town and recovering from its

flood disasters. We helped the town secure over \$3.5 million in additional funds through the U.S.D.A. Rural Development Program, ADECA Recreation Funding Program, and local contributions from the Jefferson County Commission to build a new municipal complex with a city hall, community center, public works building, Post Office, and fire station atop a community safe room. We also kicked off the Brookside component of the 45-mile Five Mile Creek Greenway, a county-wide initiative that evolved from flood hazard acquisition projects. (2003-2008)

Multi-Hazard Mitigation Planning. Lehe Planning has extensive experience drafting strategic community plans for hazard mitigation, which include community action programs that identify projects and funding sources. We have completed or are working on the following plans:

- Tuscaloosa County, AL – We are in the middle of the planning process to update the County's 2009 plan. (2014)
- Marshall County, AL – We are now finishing the 2014 five year update and prepared the previous 2009 update and the original 2004 plan. (2004-2014)
- Fayette County, AL – The 2014 update to their 2009 plan has been completed and will soon be submitted to FEMA for approval. (2014)
- Chambers County, AL – We completed the 2011 plan update to the original plan we prepared in 2006. (2005-2011)
- Dale County, AL – We prepared the 2006 plan and its five year update in 2011. (2005-2011)
- Mobile County, AL – This five year plan update of the plan we first prepared in 2004 includes detailed risk assessments, and a consolidated plan for its eleven jurisdictions, funded by a \$538,409 FEMA planning grant that we secured for the Mobile County EMA. (2004-2010)
- Jefferson County, AL – Funded through a \$242,700 FEMA planning grant that we secured, 35 county jurisdictions, including the City of Birmingham, participated in this 2011 update. We also prepared the original plan in 2004. (2004-2011)
- Jefferson County, AL - We prepared a multi-jurisdictional flood hazard mitigation plan for Upper Shades Creek that ultimately led to the Mountain Brook mitigation project. (2001-2003)
- Baldwin County, AL – We prepared the 2010 update for this high risk, coastal county, including the City of Foley. We also prepared the original plan in 2005. (2005-2010)
- State of Alabama – We participated as a member of the planning team that prepared the 2007 update to the State mitigation plan. (2007)
- Lehe Planning assisted 19 counties (covering over 100 jurisdictions and half of the State's population) with their initial hazard mitigation plans. (2003-2006)

Other Hazard Mitigation Assistance Projects. Lehe Planning has managed the implementation of a number of other major projects, as listed below, which were funded by FEMA Hazard Mitigation Assistance funding:

- City of Birmingham Valley Creek and Village Creek Flood Plain Acquisition Projects (2007-2010),
- City of Fultondale Black Creek Flood Plain Acquisition Projects (2001-2007),
- City of Tarrant Flood Plain Acquisition Projects (2000-2006),
- City of Mobile Flood Plain Acquisition Project (2002), and
- City of Huntsville Aldridge Creek Greenway Project (2001).

Qualifications of proposed personnel.

James E. Lehe, AICP, Manager. Mr. Lehe (Jim) will serve as Project Team Manager. He has over thirty years of professional planning experience. He is a graduate of the University of Central Florida (1977) and holds a master's degree in Public Administration (1979) from Florida State University and a master's degree in Urban and Environmental Planning (1982) from the University of Virginia. He established his present consulting practice full time in October of 2000. All of the work identified in this proposal for Lehe Planning, LLC, was prepared by Mr. Lehe or under his direction.

Amanda Capps, Senior Hazard Mitigation Specialist. Ms. Capps (Amanda) will help coordinate the project application with the AEMA. She has over ten years of experience in hazard mitigation and disaster relief. She began her career in mitigation planning with the Alabama EMA in 2004, where she worked as a Mitigation Planner and Program Manager until late 2007, when she left to work for a large non-profit disaster relief organization. During that period, she gained extensive experience and training in State and local mitigation planning and the management of FEMA grant programs. Ms. Capps holds a B.S. from the University of Alabama at Birmingham, and is an Advanced Level Emergency Manager through the American Association of Emergency Managers. She has drafted comprehensive mitigation strategies and community action programs for the recent multi-hazard mitigation plan updates (2008-2014) and has assisted with securing FEMA grant funds for various projects.

Kay Jones, Project Administrative Assistant. Ms. Jones (Kay) provides administrative services for all projects, including grant administration, financial management and monitoring, research, and technical support. She will assist with drafting the project application and compiling required information. Kay began work at Lehe Planning in January of 2005, not long after she and her family lost their home, which was destroyed by the Brookside flood of Five Mile Creek in May of 2003. Her personal experiences in

that flood provide her with unique qualifications to truly appreciate the benefits of hazard mitigation.

Qualifications of architectural firm to be subcontracted.

Mark Burns Architecture. Mark Burns, Alabama Architectural Registration number 1870, has been practicing architecture since 1976. He holds a Bachelor of Architecture Degree from Auburn University (1974), a Master of Architecture Degree from the Georgia Institute of Technology (1979), and completed advanced design studies at the Architectural Association, London (1979).

Mark participated in the Brookside 2003 flood recovery process and designed its new municipal complex, which included a dual use fire station and underground community safe room. Since then, he has obtained significant experience with tornado disaster mitigation. As project architect, he helped secure FEMA mitigation funding and designed four completed three additional community safe rooms for the Town of Leesburg, the City of Adamsville, and Tannehill State Park in Alabama. Following the April 27, 2011, Alabama tornadoes, Mark volunteered services to assist many communities with their recovery, and helped them secure FEMA funds for construction of community safe rooms. These projects include the community safe room, which is now under construction, for the City of Fultondale (near Birmingham). He is currently providing architectural services at the design stage for dual use safe rooms for a second location in Fultondale, the Yellow Creek VFD (Tuscaloosa County), the Carroll's Creek Fire District (Tuscaloosa County), the City of Pleasant Grove (near Birmingham), and the McDonald Hughes Community Center in Tuscaloosa. The McDonald Hughes community safe room will shelter 1,700 occupants with a dual use as a gymnasium. This safe room will feature a cast in place concrete dome with a 120' diameter as the protective roof element. The other safe rooms mentioned above shelter from 150 to 400 occupants with dual uses such as community gathering centers, events facilities, and fire station administration areas. All are constructed of reinforced masonry or concrete and are designed to meet FEMA 361 requirements. The safe rooms at Brookside and Leesburg are featured in FEMA publications for best practice in dual use safe room design.

PART IV. PROPOSED FEES

*Professional services (fixed fee):

Lehe Planning	\$4,020	
(based upon estimated		
\$3,300 - Principal 20 hr. @ \$165		
\$300 - Sr. HM Spec. 2 hr. @ \$100		
\$520 - Admin. Asst. 8 hr. @ \$65)		
Mark Burns Architecture	\$1,750	
(based upon estimated		
\$1,750 - Arch. 14 hr. @ \$125)		
Subtotal, Professional Services		\$5,770

**Travel expenses:

Jim Lehe – one overnight trip		
Lodging (one night)	90	
Meals (2 days @ the GSA per diem rate of \$51)	102	
Mileage (500 miles @ the IRS rate of \$0.56)	<u>280</u>	
Subtotal, Jim Lehe Travel	\$ 472	
Mark Burns – one overnight trip		
Lodging (one night)	90	
Meals (2 days @ the GSA per diem rate of \$51)	102	
Mileage (500 miles @ the IRS rate of \$0.56)	<u>280</u>	
Subtotal, Mark Burns Travel	\$ 472	
Subtotal travel (two separate overnight trips)		<u>\$ 944</u>
TOTAL ESTIMATED CHARGES		<u>\$6,714</u>

Notes:

* The fixed professional services fee of \$5,770 is based upon the estimated hours and fees shown above to complete the HMGP application process for the dual use First Responders Hurricane Safe Room and Interpretive Center, generally described as follows:

- 1) This fee includes project development, benefit/cost feasibility studies, conceptual or preliminary architectural and engineering designs and cost estimates, completion of all application components, packaging and submission to the AEMA, obtaining environmental concurrences, monitoring application review and

approval, responding to AEMA/FEMA requests for additional information, and assisting the Board with initiating grant awards.

- 2) All work will be documented as pre-award costs and be included in the application budget. Additional pre-award costs by the City staff and other fees paid would also be claimed in the applications. Approval of a grant with designated pre-award costs will qualify these expenses toward the required 25% local match.
- 3) Subcontractor fees are not marked up.
- 4) Other reimbursable expenses for printing and postage may be charged.

** Travel expenses are for separate overnight trips for each individual. Additional trips will be charged accordingly, and fewer trips will be deducted.

PART V. REFERENCES

Mr. Ronnie Adair
Director
Mr. John Kilcullen
Director of Plans and Operations
Mobile County EMA
348 N. McGregor Ave.
Mobile, AL 36608
251-460-8000
radair@mcema.net
jkilcullen@mcema.net

Mr. Sam Gaston
City Manager
City of Mountain Brook
56 Church Street
PO Box 130009
Mountain Brook AL 35213
205-802-3803
gastons@mtnbrook.org

Mr. Darryl Aldrich
Chief Building Official
City of Fultondale
1210 Walker Chapel Road
P.O. Box 699
Fultondale, AL 35068
205-966-1088
[dafcity@bellsouth.net](mailto:dafciti@bellsouth.net)

Respectfully submitted,



James E. Lehe