



December 17, 2014

TO: Flood Authority Members

FROM: Scott Boettcher, Staff

SUBJECT: Contracting Approach and Schedule for Flood Opening Installations

The purpose of this memo is to update Flood Authority members and make recommendation on the contracting approach and schedule to hire a contractor (or contractors) to properly install foundation openings in structures at risk of significant flood damage. We will discuss this material on our Flood Authority conference call on Thursday, December 18th. Please feel free to call or email if you have any questions (i.e., 360/480-6600, scottb@sbgh-partners.com).

I. Background

At the Flood Authority's 11/13/2014 regular meeting in Montesano, the Flood Authority directed staff to determine a process and schedule to efficiently and expeditiously secure a contractor (or contractors) to properly install foundation openings in structures at risk of significant flood damage, starting with homes in the Town of Bucoda. (Here is staff memo from 11/13/2014 meeting -- https://www.ezview.wa.gov/Portals/_1492/images/Floodproofing%20Update%20Memo.pdf.) Staff worked with OFM, the Washington State Recreation and Conservation Office and French and Associates to arrive at the following approach and schedule described and recommended below.

II. Contracting Approach and Schedule:

A. Approach

1. **Washington Recreation and Conservation Office** will serve as fiscal agent for this effort (flood opening installation) and be responsible for posting contractor procurement and processing invoices.
2. **French & Associates** will serve as technical consultants and provide basin governments with necessary technical assistance. Technical assistance will likely include:
 - a. Guidance document for local permit official.
 - b. Building owner agreement form.
 - c. Frequently Asked Questions (FAQ) describing the purpose and approach of the project.
3. **Scott Boettcher, Flood Authority staff** will be responsible for development of contractor procurement, review and selection of contractor (with assistance from French & Associates and Ecology), development and execution of contracts and interagency agreements, and approval of all requests for payment.



4. **Purpose of the procurement** is to secure a contractor (or contractors) to properly install foundation openings in insurable structures at risk of flood damage.
5. **Objectives of the procurement** are to:
 - a. Ensure greater flood preparedness through installation of proper flood openings.
 - b. Reduce flood damage risk as evidenced through reduced flood insurance premiums.
6. **Procurement approach** will be through a RFQQ (Request for Qualifications and Quotations).
7. **Qualified proposals** will be those that demonstrate experience in:
 - a. Building foundation retrofitting, including installing flood openings in insurable structures in a timely manner. [Note: See "Technical Standard" box below.]
 - b. Securing necessary permits, inspections and approvals.
 - c. Obtaining and providing FEMA Elevation Certificates to building owner and community upon completion of flood opening installation. [Note: This may require the contractor sub-contract with a Registered Land Surveyor (RLS) as RLSs generally are required to complete Elevation Certificates.]

Technical Standard for Installing Flood Openings
<p>An "opening" is a permanent opening that allows for the free passage of water automatically in both directions without human intervention. Under the NFIP, a minimum of 2 openings is required for enclosures or crawlspaces. The openings shall provide a total net area of not less than 1 square inch for every square foot of area enclosed, excluding any bars, louvers, or other covers of the opening. Alternatively, an Individual Engineered Flood Openings Certification or an Evaluation Report issued by the International Code Council Evaluation Service (ICC ES) must be submitted to document that the design of the openings will allow for the automatic equalization of hydrostatic flood forces on exterior walls. A window, a door, or a garage door is not considered an opening; openings may be installed in doors. Openings shall be on at least 2 sides of the enclosed area. If a building has more than 1 enclosed area, each area must have openings to allow floodwater to directly enter. The bottom of the openings must be no higher than 1.0 foot above the higher of the exterior or interior grade or floor immediately below the opening. For more guidance on openings, see:</p> <ul style="list-style-type: none">• NFIP Technical Bulletin 1 -- https://www.ezview.wa.gov/Portals/_1492/images/FEMA%20Tech%20Bulletin%201.pdf; and• 44CFR60.3(c)(5) -- http://cfr.regstoday.com/44cfr60.aspx#44_CFR_60p3.

8. **Contract award** may go to one contractor or to a pool of up to three contractors based on demonstrated experience and rates (time and materials) within industry norms.
9. **Initial contract will be for \$200,000 and two years** (February 2015 to February 2017) with the bulk of work occurring in first six months. \$200,000 = 40 structures (at \$5K each) to 80 structures (at \$2.5K each).
10. **Work will be assigned** through individual task orders that will themselves be competed among those in the pool. Task order awards will be based on price and availability of the contractor to do the work in a timely manner.



11. **Contractor invoices** will be paid by RCO (Amee Bahr) upon written (email) approval of Scott Boettcher (Flood Authority staff) who in turn will require notification by the local building official and the building owner that the work (including necessary surveys) has been satisfactorily completed.

B. Schedule

ESTIMATED SCHEDULE OF PROCUREMENT ACTIVITIES	
Issue Request for Qualifications and Quotations	Monday, January 5, 2015
Pre-proposal Conference (if applicable)	Wednesday, January 14, 2015
Question & answer period	TBD
Issue addendum to RFQQ (if applicable)	TBD
Proposals due	Monday, January 26, 2015
Evaluate proposals	Wednesday, January 28, 2015
Conduct oral interviews with finalists, if required	Thursday, January 29, 2015
Announce "Apparent Successful Contractor" and send notification via fax or e-mail to unsuccessful proposers	Friday, January 30, 2015
Hold debriefing conferences (if requested)	TBD
Negotiate contract	Week of Monday, February 2, 2015
File contract with DES	Week of Monday, February 9, 2015
Begin contract work	Week of Monday, February 16, 2015

III. Recommendation:

Flood Authority staff recommends this approach and schedule be approved and staff proceed with implementation.