



Consultant Work Order Proposal

August 7, 2024

Ms. Charlene Neuterman
Community Services Director
City of Cocoa
65 Stone Street
Cocoa, FL 32922
cneuterman@cocoafl.gov

Re: **Comprehensive Vulnerability Assessment – Additional Services (Task Order 1A)**

Dear Ms. Neuterman,

EXP U.S. Services, Inc. (“EXP”) is pleased to submit this letter agreement to the **City of Cocoa** (“City”) for professional services for the above-referenced project. These additional services are to be performed in conformance with the Master Agreement for General Civil Engineering Services (“Agreement”), Q-23-01-COC-C3, between the City and EXP, and are referred to herein as the contract.

Scope of Services

General

The City has requested EXP to provide additional services EXP to incorporate additional services associated with the Comprehensive Vulnerability Assessment (VA) Agreement. The services are to meet the requirements of the Resilient Florida Grant that was previously awarded to the City in 2023. After receipt of authorization to proceed, EXP will provide the following services:

Modification to Task 3: Additional Public Outreach Meeting (workshop)

EXP will attend one (1) additional outreach meeting or workshop (for a total of three (3) public workshops) to offer an opportunity to the public to provide input during the initial data collection stages, including preferred methodologies, data for analyzing potential sea level rise impacts and/or flooding, guiding factors to consider, and critical assets important to the community. EXP will prepare social media notifications, meeting invitations, meeting materials, presentations, and graphics utilized during the meeting, as applicable.

In accordance with the original Task 3, EXP will provide the following deliverables for the additional outreach workshop:

- 3.1.) Meeting agendas to include location, date, and time of meeting.
- 3.2.) Meeting sign-in sheets with attendee names and affiliation.
- 3.3.) A copy of the presentation and any materials created in preparation of or for distribution at the meeting.
- 3.4.) A copy of the file or weblink of the video or audio recording from the meeting.
- 3.5.) A summary report including attendee input and meeting outcomes.



Task 8: Public Presentation

EXP will present the final VA results to local governing boards, technical committees, or other appropriate officers and elected officials. The purpose of the presentation is to share the findings from the final VA and provide recommendations of actions for adaptation strategies and future project funding. The presentation will 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. The Grantee will prepare all social media notifications, meeting invitations, meeting materials, presentations, and graphics utilized during the meeting, as applicable.

EXP will provide the following Task 8 deliverables:

- 8.1.) Meeting agendas to include location, date, and time of meeting.
- 8.2.) Meeting sign-in sheets with attendee names and affiliation (i.e. local stakeholder, resident, local government staff).
- 8.3.) A copy of the presentation and any materials created in preparation of or for distribution at the meeting (i.e. social media posts, public announcements, graphics), as applicable.
- 8.4.) A copy of the file or weblink of the video or audio recording from the meeting, if applicable.
- 8.5.) A summary report including attendee input and meeting outcomes.

Draft Schedule

The preliminary project schedule is presented below. This schedule is projected in time increments after receipt of Authorization to Proceed. During project initiation, the required timelines will be confirmed, and the schedule updated accordingly.

Task	Estimated Time of Completion
Modification to Task 3 - Additional Public Outreach Meeting (workshop)	October 2024
Task 8 – Final Vulnerability Assessment Public Presentation	March 2025

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Compensation

EXP will perform the above-mentioned services on a time and expense basis for a not-to-exceed amount of eleven-thousand three-hundred dollars and zero cents (**\$11,300.00**). The proposed not-to-exceed time and materials fee for conducting the scope described herein is shown in the table below. This fee covers EXP labor.

The task breakdown for the not-to-exceed fee is as follows:

Task	Fee
Additional Public Outreach Meeting (workshop)	\$ 3,775.00
Public Presentation	\$ 7,525.00
Total:	\$ 11,300.00

Invoicing associated with additional services will be based on current contract hourly rates at the time of work effort. If additional funds become necessary, EXP will notify CITY of such, prior to exceeding the initial budget or subsequent amended budget. Invoices shall show the separate developments as 'Phases' with additional phases added upon reviews of other/future developments.

**Please Refer to Hourly Rates provided within the master agreement (General Civil Engineering Services Q-23-01-COC-C3).

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Contract Approval

EXP will perform the scope of services contained within this proposal agreement for total compensation of eleven-thousand three-hundred dollars and zero cents (**\$11,300.00**). This proposal is valid for a period of thirty (30) days from date of submission. If authorization to proceed is not received during this period, this proposal may be withdrawn or modified by EXP.

Thank you for considering EXP to perform this work. Should you have any questions or require additional information from us, please feel free to contact me anytime via my cell (904) 540-4622 or via email at Patrick.Russell@exp.com. The EXP Team is looking forward to supporting the City in this very important endeavor.

Submitted by:
EXP U.S. Services, Inc.



Signature

August 7, 2024

Date

Patrick J. Russell, P.E., Project Manager

Name & Title

Client Authorization
Acceptance of Agreement

The above fees, terms, conditions and specifications are satisfactory and are hereby accepted. EXP is authorized to do the work as specified and payment will be made as outlined above.

For value received, the undersigned guarantees payment in accordance with the terms and conditions as stated above. By signing this agreement, I acknowledge that I have the legal authority to enter into this agreement and agree to be bound by the terms contained herein.

Approved by:
The City of Cocoa

Signature

Printed Name & Title

Date:

Work Order No.: 1A

