

CONTRACT APPROVAL FORM

(Contract Management Use only)

CONTRACT TRACKING NO.

CM 1587

CONTRACTOR INFORMATION

Name: Northeast Florida Regional Council

Address: 6850 Belfort Oaks Place Jacksonville Florida 32216

City State Zip

Contractor's Administrator Name: Brian T. Teeple Title: Senior Planner

Tel#: (904) 279-0880 Fax#: (904) 279-0881 Email: _____

CONTRACT INFORMATION

Contract Name: LMS Maintenance Agreement Contract Value: \$6,500.00

Brief Description: Annual Local Mitigation Strategy (LMS) maintenance agreement to meet Federal and State (FEMA / FDEM) mandates and requirements

Contract Dates : From 10/1/10 to 9/30/11 Status: New Renew Amend# WA/Task Order

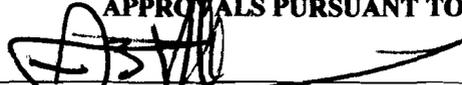
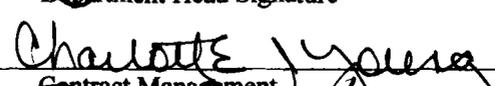
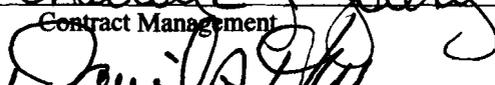
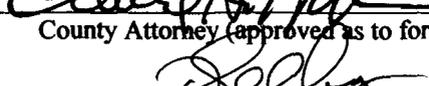
How Procured: Sole Source Single Source ITB RFP RFQ Coop. Other

If Processing an Amendment:

Contract #: _____ Increase Amount of Existing Contract: _____ No Increase _____

New Contract Dates: _____ to _____ TOTAL OR AMENDMENT AMOUNT: _____

APPROVALS PURSUANT TO NASSAU COUNTY PURCHASING POLICY, SECTION 6

- | | | | |
|----|---|----------------|--|
| 1. |  | <u>4/16/10</u> | <u>01253525-531000 Professional Services</u> |
| | Department Head Signature | Date | Funding Source/Acct # |
| 2. |  | <u>4/22/10</u> | |
| | Contract Management | Date | |
| 3. |  | <u>4/27/10</u> | |
| | County Attorney (approved as to form only) | Date | |
| 4. |  | <u>4/29/10</u> | |
| | Office of Management & Budget | Date | |

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Comments: _____

Manager COUNTY COORDINATOR - FINAL SIGNATURE APPROVAL

 4/29/10
Interim County Manager (Ted Selby) Date

COUNTY COORDINATOR'S
OFFICE
10 APR 28 AM 10:13

RETURN ORIGINAL(S) TO CONTRACT MANAGEMENT FOR DISTRIBUTION AS FOLLOWS:

- Original: Clerk's Services; Contractor (original or certified copy)
- Copy: Department
- Office of Management & Budget
- Contract Management
- Clerk Finance

**AGREEMENT BETWEEN NASSAU COUNTY AND THE
NORTHEAST FLORIDA REGIONAL COUNCIL FOR
MAINTENANCE OF THE LOCAL MITIGATION STRATEGY**

This Agreement between Nassau County (The County) and the Northeast Florida Regional Council (NEFRC) sets forth the specific work to be performed by the NEFRC to Maintain the Local Mitigation Strategy.

**ARTICLE I
SCOPE OF WORK**

The NEFRC shall furnish the necessary personnel, materials, services and facilities (except as otherwise provided herein) and shall do all things necessary for or incident to the performance of work and services set forth in this Agreement and in the Scope of Services attached hereto and incorporated by reference as Attachment A of this Agreement.

The NEFRC shall perform and render such work as an independent contractor and not as an agent, representative or employee of the County. Such work shall be performed in a proper manner, satisfactory to the County.

This agreement shall go in to effect beginning October 1, 2010 with the initial term of the agreement being for one year. The agreement shall automatically renew for a second year and end September 30, 2012, unless cancelled as described in Article V below.

**ARTICLE II
CHANGES OR AMENDMENTS TO THE SCOPE OF SERVICES**

Either party may request changes in the Scope of Services to be performed under this contract. Such modifications of the Scope of Services as are mutually agreed upon, or are necessitated by changes in applicable State rules, shall be incorporated as valid modifications to the contract, only in the form of duly signed written amendments to this contract.

The provisions of this contract may be modified through a duly signed written amendment, whereby the NEFRC may furnish additional services which are not provided for on the Scope of Services as set forth in Attachment A. The NEFRC shall be compensated for such additional services as agreed upon by both parties.

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**ARTICLE III
COMPENSATION AND FINANCIAL REPORTING REQUIREMENTS**

The base compensation for the Scope of Work described in this contract is \$6,500 annually.

Nassau County will pay compensation at the end of each contract period, based on completion of activities identified in the scope of work (Attachment A), the submission of all deliverables listed therein within the scheduled time frame, and a determination by the County that the submittal has satisfactorily completed the pertinent activities and deliverables. At the end of the first contract period the NEFRC will be paid 25% of the total contract amount, 25% at the end of the second contract period, 25% at the end of the third contract period, and the remaining 25% of the total contract amount at the end of the fourth and final contract period.

Each request for payment shall be initiated by the NEFRC upon transmittal of an acceptable financial invoice.

**ARTICLE IV
RECORDS**

The Northeast Florida Regional Council and its subcontractors shall maintain all books, documents, paper, accounting records and other evidence pertaining to costs incurred in the work and shall make such materials available at all reasonable times during the period of the Contract, and for a period of three (3) years from the date of final payment under this contract for inspection and/or audit by the County or other pertinent public agency. The NEFRC will turn over to Nassau County all relevant books, materials and/or equipment purchased with County funds under this agreement within 60 days of completion of the work tasks set forth herein.

**ARTICLE V
TERMINATION OF CONTRACT**

This agreement may be terminated by either party upon 30 days written notice should the other party fail to substantially perform in accordance with the terms of this contract through no fault of others. In the event of termination, due to the fault of others than the Northeast Florida Regional Council or its subcontractors, the NEFRC shall be paid for services performed to termination date, on a proportionate basis. Without waiving their rights to terminate this contract, the County may delay, withhold or adjust payments under this contract, or the NEFRC may delay or withhold its services, in an attempt by each party to give the other party an opportunity to fulfill its obligations or correct any violation of this contract.

AGREEMENT

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In addition, in the event of termination for any reason prior to completion of all reports and applications contemplated by this contract, the NEFRC reserves the right to complete such analysis and records as are necessary to place their file(s) in order, and where considered by them as necessary to protect their professional reputation, to complete a report on the services performed to date. A termination charge to cover the cost thereof for an amount not to exceed 25 percent of all charges incurred up to the date of termination may, at the option of the NEFRC, be made. All finished or unfinished documents, data, correspondence, and reports, and maps prepared by the NEFRPC staff under this contract shall be delivered to the County.

**ARTICLE VI
CONTROLLING LAW**

This contract is to be governed by the laws of the State of Florida. The NEFRC will hold the Nassau County harmless against all claims of whatever nature arising out of the NEFRC's performance of work under this Agreement with Nassau County.

**ARTICLE VII
LIABILITY**

The NEFRC shall hold Nassau County harmless, consistent against all claims of whatever nature arising out of the NEFRC's performance of work under this Agreement.

**ARTICLE VIII
SUCCESSORS AND ASSIGNS**

The NEFRC and Nassau County each binds itself and its partners, successors, executors, administrators, assigns and legal representatives of such party, in respect to all covenants and obligations of this contract.

Nothing herein shall be construed to give any rights hereunder to anyone other than the NEFRC and Nassau County.

AGREEMENT

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CONTRACT SIGNATURES AND DATE

This agreement and its referenced attachments constitute all the terms and conditions agreed upon by the parties.

IN WITNESS WHEREOF, the parties hereto have executed this agreement as of the final date below written.

FOR THE COUNTY:

FOR THE COUNCIL:
NORTHEAST FLORIDA
REGIONAL COUNCIL

NASSAU COUNTY

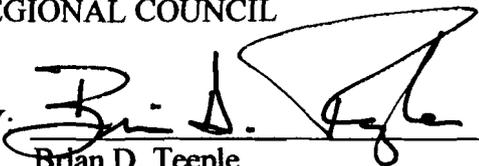
BY: 

Authorized County Official
Ted Selby, Designee
Interim County Manager

Name/Title

4/29/10

Date

BY: 

Brian D. Teeple

Brian D. Teeple, Chief Executive Officer
Name/Title

5/11/10

Date

**ATTACHMENT A
SCOPE OF WORK
LOCAL MITIGATION STRATEGY**

Purpose

The Northeast Florida Regional Council (NEFRC) shall maintain the Local Mitigation Strategy (the LMS) for Nassau County using the Department of Community Affairs (DCA) publication *The Local Mitigation Strategy: A Guidebook for Florida Cities and Counties*, hereafter referred to as *The Guidebook*, as well as other applicable guidance. As part of the tasks under this contract, the NEFRC shall solicit municipal participation in this process.

Payment and Deliverables Schedule

Nassau County will pay compensation at the end of each contract period, based on completion of activities identified in the scope of work, the submission of all deliverables listed below within the scheduled time frame, and a determination by County that the submittal has satisfactorily completed the pertinent activities and deliverables. At the end of the first contract period the NEFRC will be paid 25% of the total contract amount, 25% at the end of the second contract period, 25% at the end of the third contract period, and the remaining 25% of the total contract amount at the end of the fourth and final contract period. All deliverables will be submitted in a typewritten and bound format, as well as electronically. The final deliverable shall be an updated Local Mitigation Strategy document. All submissions to the County shall be addressed to the Contract Manager. The NEFRC shall provide two (2) copies of all deliverables to Nassau County and one to each municipality in the County.

The fee for maintaining the Local Mitigation Strategy program under this agreement is a fixed fee of \$6,500.

Work Tasks

All deliverables identified below will be provided by the NEFRC to Nassau County within the time frames identified.

Following a declared disaster within the County, a review of after action and follow-up reports shall be conducted to identify potential Mitigation projects and include them in the LMS project priority list.

I. 1st Contract Period – First 90 days

Re-establish a Working Group to oversee the maintenance of the local mitigation strategy, and designate a contact person for this group. The Working Group shall include local government representatives, citizens, business owners, and adjacent community representatives, representing a broad range of interests, organizations and agencies. The NEFRC will establish a regular meeting schedule for the Working Group, providing, at a minimum, for quarterly meetings.

- A. The NEFRC shall provide the Nassau County with the following deliverables:
1. A listing of potential Working Group members, identifying the name and affiliation of each Member, and confirming the Working Group Member's contact information;
 2. A schedule of Working Group meeting dates;
 3. Minutes from all Working Group meetings held during this period (a minimum of one).
 4. An evaluation of existing LMS policies, ordinances and programs, including a review of current LMS projects.

II. 2nd Contract Period – Second Quarter.

Complete with the Working Group a review of the LMS and all projects currently listed. Incorporate into the LMS new projects accepted by the Working Group and assist the Working Group in scoring and prioritizing them.

- A. A review of the mitigation goals and objectives that serve to guide and coordinate the Comprehensive strategy.
- B. A review of how existing policies, ordinances and programs could be strengthened to achieve the mitigation goals and objectives of the community.
- C. Review for updating the hazard identification and vulnerability assessment.
- D. Minutes from all Working Group meetings held during this period (a minimum of one).

III. 3rd Contract Period – Third Quarter:

Complete the hazard identification and vulnerability assessment review and update. Begin a review and update of critical facilities information. Provide additional in-depth analysis and review for a minimum of one mitigation project, including cost benefit information, if possible.

- A. Gather and review for incorporation other LMS data.
 1. Review municipal and County critical facilities inventory list.
 2. Review Repetitive loss data for structures within the County's jurisdiction.
 3. Update Hazardous materials sites information within the County's jurisdiction.

- B. Finalize and incorporate all new projects to be added to the List. The list shall include potential program, project, and policy initiatives at the county and municipal levels that have the potential to reduce losses of life and property from natural disaster events including but not limited to:
 - 1. Initiatives to reduce vulnerability.
 - 2. Studies (including engineering studies) to identify cost beneficial mitigation activities.
 - 3. Existing mitigation initiatives identified by local government plans for future funding consideration.
 - 4. Recommended program and policy actions and revision to further promote effective hazard mitigation.
- C. Minutes from all Working Group meetings held during this period (a minimum of one).
 - 1. Submit Draft revised Local Mitigation Strategy.

IV. 4th Contract Period – Fourth Quarter:

- A. Before the end of the Quarter the NEFRC shall submit the Working Group meeting minutes to the County and shall submit correspondence recommending adoption of the final Draft of the updated LMS to the Board of County Commissioners for consideration.
- B. Before the end of the Quarter the NEFRC shall submit the Working Group meeting minutes and shall submit correspondence recommending adoption of the final Draft of the updated LMS to each municipal council for consideration.
- C. Once each elected body has reviewed the LMS, the NEFRC will provide completed copies of the document. One bound and one unbound original to the County, and one copy to each municipality. In addition, a copy of the report in electronic format will be provided to the County.