



WILDWOOD

April 28, 2021

MEMORANDUM

To: Watershed Erosion Task Force Members

From: Department of Planning and Parks

Re: **Scope of Services and Contractual Matters with Consultants (Wards - All)**

Cc: The Honorable James R. Bowlin, Mayor
Steve Cross, City Administrator
John A. Young, City Attorney
Rick Brown, P.E. and P.T.O.E., Director of Public Works
Dan Rahn, Assistant City Engineer
Travis Newberry, Senior Planner

Background >>>

Over the course of the last four (4) months, the Departments of Public Works and Planning have been discussing the needs of the task force with a group of agencies and consultants that would be engaged to assist in creating reliable cost estimates for the now nine (9) priority projects that have been identified and consensus reached in their regard. As the task force members will recall, the selection of consultants, and accessing their needed expertise, began early on with Dr. David Hammer, Mark Meyer, and then Jon Jones. Over the course of the two (2) years the task force has been meeting, the responsibilities have moved more to Dr. Hammer, certain task force members, and City personnel. This transition worked well, but has reached the point in the processes were modeling the main channels of the creeks and the calculation of costs for funding and financing purposes is now critical and requires greater assistance and different expertise.

USGS >>> At the beginning of 2021, a representative with the United State Geological Survey (USGS) met with the task force over the Zoom Webinar platform and explained some of the services and expertise this federal agency could provide to the City of Wildwood in this regard. Since that initial presentation, several follow-up conversations have been held between the agency's representative and the City and led to the submittal of the attached draft proposal. The draft proposal provides the services that can be offered in this regard, but lacks, at this time, the cost component. That cost component is to follow shortly and will be provided to the task force, as soon as available.

The item is being provided to the task force members tonight to review and offer any comments regarding the components of the draft proposal, as submitted for consideration by the task force. Those comments, along with the City's, would then be provided to the agency's representative for discussion and potential inclusion. Once the final proposal is completed, such will then be presented to the task force for a recommendation, which would then be forwarded to the City Council for its consideration and action.

Wilson Hydro >>> The Departments of Public Works and Planning and Dr. David Hammer have been working with Jon Jones, Wright Water Engineers, to identify the needed engineering expertise to assist in the development of the cost estimates needed to present in conjunction with funding proposals, grant applications, and potential ballot issues to a range of federal and State agencies, outside organizations, and Wildwood residents. The selection of Wilson Hydro, Joe Wilson and Todd Wagner, for these purposes comes highly recommended by Wright Water Engineers and others, while the two (2) individuals appear to understand the complexity of the situation in Wildwood. The recommendation in this regard was presented to the Planning and Parks Committee of City Council at its April 20th meeting for its consideration, and then to City Council on April 26, 2021. The City Council Committee endorsed the selection of this firm, and two (2) engineers, which was followed by the City Council authorizing such thereafter. Attached is the ordinance for such, which includes the Scope of Work.

Department's Request for Action >>>

The Department of Planning is respectfully requesting the task force members review and provide input on this information, particularly the Scope of Service that are associated with each of the proposals to ensure the items that need to be address are included. This input will be used to revise the draft proposal and contract respectfully and allow this agency and the engineering experts to begin the needed work in Wildwood. Again, the final proposal from the United State Geological Survey (USGS) will be provided to the members at its May meeting, with any changes to the contract addressed directly to the Wilson Hydro thereafter.

Other and Contact Information >>>

If any of the task force members should have any questions or comments regarding this information, please feel free to contact the Department of Planning and Parks at (636) 458-0440. A presentation is planned on this matter at tonight's meeting. Thank you for the opportunity to present this information to the Task Force on this important matter.