

# Appendix A: Application Form for Grant Requests for All Categories: Round 3 – 2022 Virginia Community Flood Preparedness Fund

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Virginia Department of Conservation and Recreation  
Virginia Community Flood Preparedness Fund Grant Program

Name of Local Government: City of Chesapeake

Category of Grant Being Applied for (check one):

☐ Capacity Building/Planning

☐ Project

☒ Study

NFIP/DCR Community Identification Number (CID) 510034

If a state or federally recognized Indian tribe, Name of tribe \_\_\_\_\_

Name of Authorized Official: Crystal Bloom, PE, LEED GA

Signature of Authorized Official: 

Mailing Address (1): City of Chesapeake – Department of Public Works

Mailing Address (2): 306 Cedar Road

City: Chesapeake State: Virginia Zip: 23322

Telephone Number: (757) 382-6101 Cell Phone Number: (\_\_\_\_) \_\_\_\_\_

Email Address: [cbloom@cityofchesapeake.net](mailto:cbloom@cityofchesapeake.net)

**Contact Person (If different from authorized official):** Deva K. Borah, PhD, PE, F.ASCE

**Mailing Address (1):** City of Chesapeake – Department of Public Works

**Mailing Address (2):** 306 Cedar Road

**City:** Chesapeake **State:** Virginia **Zip:** 23322

**Telephone Number:** (757) 382-6101 **Cell Phone Number:** (757) 705-6341

**Email Address:** [dborah@cityofchesapeake.net](mailto:dborah@cityofchesapeake.net)

Is the proposal in this application intended to benefit a low-income geographic area as defined in the Part 1 Definitions?    Yes      No ✓

**Categories (select applicable project):**

**Project Grants (Check All that Apply)**

- ☐ Acquisition of property (or interests therein) and/or structures for purposes of allowing floodwater inundation, strategic retreat of existing land uses from areas vulnerable to flooding; the conservation or enhancement of natural flood resilience resources; or acquisition of structures, provided the acquired property will be protected in perpetuity from further development.
- ☐ Wetland restoration.
- ☐ Floodplain restoration.
- ☐ Construction of swales and settling ponds.
- ☐ Living shorelines and vegetated buffers.
- ☐ Structural floodwalls, levees, berms, flood gates, structural conveyances.
- ☐ Storm water system upgrades.
- ☐ Medium and large scale Low Impact Development (LID) in urban areas.
- ☐ Permanent conservation of undeveloped lands identified as having flood resilience value by *ConserveVirginia* Floodplain and Flooding Resilience layer or a similar data driven analytic tool.
- ☐ Dam restoration or removal.
- ☐ Stream bank restoration or stabilization.
- ☐ Restoration of floodplains to natural and beneficial function.
- ☐ Developing flood warning and response systems, which may include gauge installation, to notify residents of potential emergency flooding events.

**Study Grants (Check All that Apply)**

- ☐ Studies to aid in updating floodplain ordinances to maintain compliance with the NFIP or to incorporate higher standards that may reduce the risk of flood damage. This must include establishing processes for implementing the ordinance, including but not limited to, permitting, record retention, violations, and variances. This may include revising a floodplain ordinance when the community is getting new Flood Insurance Rate Maps (FIRMs), updating a floodplain ordinance to include floodplain setbacks or freeboard, or correcting issues identified in a Corrective Action Plan.
- ☐ Revising other land use ordinances to incorporate flood protection and mitigation goals, standards and practices.
- ☒ **Conducting hydrologic and hydraulic studies of floodplains. Applicants who create new maps must apply for a Letter of Map Revision or a Physical Map Revision through the Federal Emergency Management Agency (FEMA). For example, a local government might conduct a hydrologic and hydraulic study for an area that had not been studied because the watershed is less than one square mile. Modeling the floodplain in an area that has numerous letters of map change that suggest the current map might not be fully accurate or doing a detailed flood study for an A Zone is another example.**
- ☐ Studies and Data Collection of Statewide and Regional Significance.
- ☐ Revisions to existing resilience plans and modifications to existing comprehensive and hazard.
- ☐ Other relevant flood prevention and protection project or study.
- ☐ **Capacity Building and Planning Grants**
- ☐ Floodplain Staff Capacity.
- ☐ Resilience Plan Development
- ☐ Revisions to existing resilience plans and modifications to existing comprehensive and hazard mitigation plans.
  - ☐ Resource assessments, planning, strategies and development.
    - ☐ Policy management and/or development.
    - ☐ Stakeholder engagement and strategies.

**Location of Project (Include Maps):** Goose Creek Watershed, City of Chesapeake, Virginia,  
Western Branch Elizabeth River, James River Basin (Attachment 1)

**NFIP Community Identification Number (CID#): (See appendix F)** 510034

Is Project Located in an NFIP Participating Community? ☒ Yes ☐ No

Is Project Located in a Special Flood Hazard Area? ☒ Yes ☐ No

Flood Zone(s) (If Applicable): AE, X shaded

Flood Insurance Rate Map Number(s) (If Applicable): 05101560140D, 05100340010D,  
05100340011D, 05100340012D, 05100340013D, 05100340019D, 05100340020D,  
05100340021D, 05100340022D

Total Cost of Project: \$185,000.00

Total Amount Requested \$92,500.00

## Appendix C: Scoring Criteria for Studies

Virginia Department of Conservation and Recreation  
Virginia Community Flood Preparedness Fund Grant Program

Applicant Name:		
Eligibility Information		
Criterion	Description	Check One
<b>1. Is the applicant a local government (including counties, cities, towns, municipal corporations, authorities, districts, commissions, or political subdivisions created by the General Assembly or pursuant to the Constitution or laws of the Commonwealth, or any combination of these)?</b>		
Yes	Eligible for consideration	✓
No	Not eligible for consideration	
<b>2. Does the local government have an approved resilience plan and has provided a copy or link to the plan with this application?</b>		
Yes	Eligible for consideration under all categories	Submitted for approval
No	Eligible for consideration for studies, capacity building, and planning only	
<b>3. If the applicant is <u>not</u> a town, city, or county, are letters of support from all affected local governments included in this application?</b>		
Yes	Eligible for consideration	
No	Not eligible for consideration	
<b>4. Has this or any portion of this project been included in any application or program previously funded by the Department?</b>		
Yes	Not eligible for consideration	
No	Eligible for consideration	✓
<b>5. Has the applicant provided evidence of an ability to provide the required matching funds?</b>		
Yes	Eligible for consideration	✓
No	Not eligible for consideration	
N/A	Match not required	

<b>Studies Eligible for Consideration</b>		<input checked="checked" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Applicant Name:</b>		
<b>Scoring Information</b>		
<b>Criterion</b>	<b>Point Value</b>	<b>Points Awarded</b>
<b>6. Eligible Studies (Select all that apply)</b>		
Revising floodplain ordinances to maintain compliance with the NFIP or to incorporate higher standards that may reduce the risk of flood damage. This must include establishing processes for implementing the ordinance, including but not limited to, permitting, record retention, violations, and variances. This may include revising a floodplain ordinance when the community is getting new Flood Insurance Rate Maps (FIRMs), updating a floodplain ordinance to include floodplain setbacks or freeboard, or correcting issues identified in a Corrective Action Plan.	30	
Creating tools or applications to identify, aggregate, or display information on flood risk or creating a crowd-sourced mapping platform that gathers data points about real-time flooding. This could include a locally or regionally based web-based mapping product that allows local residents to better understand their flood risk.	15	
Conducting hydrologic and hydraulic studies of floodplains. Applicants who create new maps must apply for a Letter of Map Revision or a Physical Map Revision through the Federal Emergency Management Agency (FEMA).	35	35
Studies and Data Collection of Statewide and Regional Significance. Funding of studies of statewide and regional significance and proposals will be considered for the following types of studies:		
<input type="checkbox"/> Updating precipitation data and IDF information (rain intensity, duration, frequency estimates) including such data at a sub-state or regional scale on a periodic basis.	45	
<input type="checkbox"/> Regional relative sea level rise projections for use in determining future impacts.	45	
<input type="checkbox"/> Vulnerability analysis either statewide or regionally to state transportation, water supply, water treatment, impounding structures, or other significant and vital infrastructure from flooding.	45	
<input type="checkbox"/> Flash flood studies and modeling in riverine regions of the state.	45	
<input type="checkbox"/> Statewide or regional stream gauge monitoring to include expansion of existing gauge networks.	45	

<input type="checkbox"/> New or updated delineations of areas of recurrent flooding, stormwater flooding, and storm surge vulnerability in coastal areas that include projections for future conditions based on sea level rise, more intense rainfall events, or other relevant flood risk factors.	<b>45</b>	
<input type="checkbox"/> Regional flood studies in riverine communities that may include watershed-scale evaluation, updated estimates of rainfall intensity, or other information.	<b>50</b>	
<input type="checkbox"/> Regional hydrologic and hydraulic studies of floodplains.	<b>45</b>	
<input type="checkbox"/> Studies of potential land use strategies that could be implemented by a local government to reduce or mitigate damage from coastal or riverine flooding.	<b>40</b>	
<input type="checkbox"/> Other proposals that will significantly improve protection from flooding on a statewide or regional basis	<b>35</b>	
<b>7. Is the study area socially vulnerable? (Based on ADAPT VA's Social Vulnerability Index Score.)</b>		
Very High Social Vulnerability (More than 1.5)	<b>15</b>	
High Social Vulnerability (1.0 to 1.5)	<b>12</b>	
Moderate Social Vulnerability (0.0 to 1.0)	<b>8</b>	
Low Social Vulnerability (-1.0 to 0.0)	<b>0</b>	<b>0</b>
Very Low Social Vulnerability (Less than -1.0)	<b>0</b>	
<b>8. Is the proposed study part of an effort to join or remedy the community's probation or suspension from the NFIP?</b>		
Yes	<b>10</b>	
No	<b>0</b>	<b>0</b>
<b>9. Is the proposed study in a low-income geographic area as defined in this manual?</b>		
Yes	<b>10</b>	
No	<b>0</b>	<b>0</b>
<b>10. Projects eligible for funding may also reduce nutrient and sediment pollution to local waters and the Chesapeake Bay and assist the Commonwealth in achieving local and/or Chesapeake Bay TMDLs. Does the proposed project include implementation of one or more best management practices with a nitrogen, phosphorus, or sediment reduction efficiency established by the Virginia Department of Environmental Quality or the Chesapeake Bay Program Partnership in support of the Chesapeake Bay TMDL Phase III Watershed Implementation Plan?</b>		
Yes	<b>5</b>	
No	<b>0</b>	<b>0</b>
<b>Total Points</b>		<b>35</b>



## Appendix D: Checklist All Categories

Virginia Department of Conservation and Recreation

Community Flood Preparedness Fund Grant Program

Scope of Work Narrative	
Supporting Documentation	Included
Detailed map of the project area(s) (Projects/Studies)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
FIRMette of the project area(s) (Projects/Studies)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Historic flood damage data and/or images (Projects/Studies)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
A link to or a copy of the current floodplain ordinance	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Non-Fund financed maintenance and management plan for project extending a minimum of 5 years from project close	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A
A link to or a copy of the current hazard mitigation plan	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
A link to or a copy of the current comprehensive plan	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Social vulnerability index score(s) for the project area from <a href="#">ADAPT VA's Virginia Vulnerability Viewer</a>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
If applicant is not a town, city, or county, letters of support from affected communities	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A
Completed Scoring Criteria Sheet in Appendix B, C, or D	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Budget Narrative	
Supporting Documentation	Included
Authorization to request funding from the Fund from governing body or chief executive of the local government	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Signed pledge agreement from each contributing organization	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A



## **Scope of Work Narrative – Studies**

All applications for proposed studies the applicant should include the following:

1. The specific type of study proposed including whether the study is new or updates a prior study.

**Hydraulic and hydrologic study of the Goose Creek watershed/floodplain with historic and predicted floods for the assessment of flood risk and the development of strategies to prevent or mitigate damages from coastal and riverine flooding. The Goose Creek watershed is the uppermost watershed of the Western Branch Elizabeth River in the City of Chesapeake, Virginia with a drainage area of 7,083 acres (11 sq. mi.) with an elongated shape along the east-west directions (approximately 2.2 sq. mi. into the City of Suffolk on the west) discharging into the Western Branch Elizabeth River to the north-east as shown in the attached map. The Goose Creek watershed and the Western Branch Elizabeth River are in the James River Basin.**

**This is a new study. The City of Chesapeake has been systematically studying the major watersheds throughout the locality since 2008 using current technologies. The Goose Creek watershed has not yet had such a study conducted although has been suffering damages from both riverine flooding during severe storms and coastal flooding via the Western Branch Elizabeth River which has prompted the city to request funding for this watershed and build its resiliency.**

**The study goal is to develop a computer model of the Goose Creek watershed using the currently industry-accepted Storm Water Management Model (SWMM) of the U.S. Environmental Protection Agency (USEPA) and using watershed characteristic data that the city already has and collecting the missing data through field surveying and observations, and using climate data from the internet considering climate changes resulting increased rainfall depths and sea level rise, and use the model to identify and quantify flooding areas and severity of the flooding, and prepare resilient drainage plans using all the available natural storages and conveyances (nature based) and adding resilient structures wherever needed to mitigate the floodings.**

2. The relationship of the study to the local government's needs for flood prevention and protection, equity, community improvement, identification of nature-based solutions or other priorities contained in this manual.

**The City of Chesapeake has been systematically studying the major watersheds throughout the locality. The Goose Creek watershed is one of the remaining watersheds that has not yet had a study conducted. The study proposed here is more than the other completed studies. In this study, flood measures in the Goose Creek watershed will be planned and designed to be resilient to climate change and sea level rise scenarios as much as possible.**

## **THE GOOSE CREEK WATERSHED AND ITS ISSUES**

**As shown in the attached map (Attachment 1) of the Goose Creek watershed, the eastern, north-eastern, and central parts of the watershed along the I-64, I-664, and I-264 corridors are well developed with residential and commercial properties. The western (including the 2.2-sq. mi. area in the City of Suffolk) and the southern farmlands and woodlands have potentials for housing and industrial growths that the City of Chesapeake must be prepared for managing increased coastal and riverine floodings due to the land use changes from woodland and farmlands to impervious lands with housings and industries under the new climate change scenarios.**

**Three smaller areas of the watershed were studied in 1985 using older (outdated) technology although providing useful background information: (i) a 5.6-sq. mi. westernmost and uppermost area extending to the City of Suffolk (estimated then as 1.85 sq. mi.) flowing easterly with its outfall at Jolliff Road, (ii) A 0.5-sq. mi. area on the north-central part of the watershed flowing south-easterly with its outfall at Old Dock Landing Road, and (iii) a 2.4-sq. mi. easternmost area of the watershed called Bower Hill flowing north-westerly with its outfall at the Airline Blvd. These older (1980s) studies analyzed flooding during design storms up to 50-year return period and recommended drainage improvements or limiting developments. Climate change scenarios were not addresses in those older studies. Therefore, new studies of these areas are needed. Besides, the remaining approximately 2.5-sq. mi. north-eastern and downstream part of the Goose Creek watershed that were not part of 1985 studies but in the special flood hazard area (Zone AE) as shown in the attached FIRMette map (Attachment 2) suffering from both riverine flooding during severe storms and coastal flooding via the Western Branch Elizabeth River, deserving of study and protection.**

**There are approximately 2,542 residential, 264 commercial, 22 government, and 5 critical facilities (elevated storage tank, Lake Gaston Water Treatment Plant, Jolliff Middle School, Southwestern Elementary School, and Station 10 Fire Station) within the Goose Creek watershed. Both the schools serve as emergency shelters. According to data provided by the Virginia Department of Emergency Management, there are four (4) Repetitive Losses in the Goose Creek Watershed.**

**The Dock Landing Road between Mariner Drive and Devon Drive within the Goose Creek watershed (Attachment 3 FIRMette map) with the lowest road elevation of 3.6 ft. constantly floods from both rainfall and tidal flooding events. It is becoming part of Hampton Road Planning District Commission's (HRPDC) flood monitoring and warning and road closure sign posting program in cooperation with the City. This critical flooding road location where 6,000 vehicles pass in a day will be addressed in this study, and a permanent solution will be recommended. Attachment 4 shows this site (Location 1) in the Goose Creek watershed as part of HRPDC's plan on installing flood sensors by its contractor XYLEM.**

**Attachment 5 includes 13 recent Work Orders that City of Chesapeake completed in response to citizens' flooding complaints within the Goose Creek watershed and a flooding image of the Willow Lake in the Goose Creek watershed during a storm on September 30, 2010.**

## **SCOPE OF WORK**

**This application seeks support for contractual engineering services from a qualified Engineering Consultant with a sub-contractual Surveyor support for developing a computer model and using it to develop flood resilient plans for the Goose Creek watershed in the City of Chesapeake. The deliverables will include SWMM models of the watershed depicting current and future watershed conditions and will identify nature based and infrastructure projects that can be implemented to mitigate existing and future floodings and build resiliency towards climate change scenarios.**

**This project will conform to the CITY's Resilience Plan that is being developed with support from DCR CFPF Round 1 Grants, current (2014) Hazard Mitigation Plan, floodplain management ordinance, and Federal Emergency Management (FEMA) National Flood Insurance Program (NFIP) requirements, as applicable. The CITY participates in FEMA's Community Rating System, with a current Class 8 rating, and is in good standing with the NFIP.**

**The CITY will provide to the Consultant the following documents and information for using as input data to the Goose Creek watershed SWMM to be developed:**

- **Copies of pertinent existing stormwater studies and computations.**
- **As-built or approved site plans within the watershed.**
- **Lists of flood-prone areas and problem structures in the watershed.**
- **GIS data in ESRI-ArcMap-compatible format for the subject watershed and surrounding areas.**
- **Development plans for projects under construction or expected to be under construction within the watershed before or during 2022, to be modeled as 'existing' conditions.**
- **Future land cover guidance (imperviousness) and applicable engineering studies or plans for areas expected to be developed or redeveloped.**
- **Hydraulic boundary conditions, primarily tidal boundary elevations considering sea level rise, to be used in the modeling.**

## **BASIC SERVICES FROM THE CONSULTANT**

**The Basic Services include analyses of flooding in the Goose Creek watershed, building of the computer models of current and future design storm flooding, and to identify specific nature based and infrastructure projects that could be implemented to reduce the frequency and severity of street and parcel floodings and build resilience to extreme event floodings.**

**Task 1: Project Management, Coordination, Meetings, Quality Control**

**This task includes administrative time associated with invoicing, progress reporting, communications (email and phone calls), as well as all internal project planning and setup. The consultant will manage the project workflow and coordinate with the CITY to ensure that the work proceeds in an efficient and cost-effective manner.**

#### **Task 2: Assessment of the City Provided data and Surveying of Missing data**

**The Consultant will evaluate all the data received from the City and identify field-surveying data needed to support the modeling effort and will provide a list of selected locations at which surveying shall be performed by a Subcontracted certified Surveyor to make and report various measurements such as inverts, ground elevations, and culverts and pipe or channel configuration information. Any other required data will be estimated from readily available data sources, such as existing GIS and topographic data and construction plans that will be provided by the CITY. The Consultant will also visit key locations in the watershed to photograph conditions and resolve modeling issues as needed.**

**The subcontracted Surveyor will carry out the surveying per Consultant's directions and hand over all the surveyed data to the Consultant who will use those in the SWMM model and also submit to the City along with the final deliverables for City's records and future uses.**

#### **Task 3: SWMM Modeling**

**The consultant will prepare a SWMM computer model of the Goose Creek watershed using the popular PCSWMM software to reflect existing and future conditions within the watershed. The model will identify flooding areas under existing conditions and improvement scenarios through nature-based and/or infrastructure modifications to mitigate flooding following Master Drainage Plan methodology that has been used in other Chesapeake watersheds and following the City Resilience Plan that are currently being developed and submitted along with this application.**

**After putting the base model together using all the City-supplied and newly surveyed data, the Consultant will calibrate the model by running a historical storm and comparing the model predicted flood elevations and flows with any available observed data to ensure those reasonably match, if not, the Consultant will review and revise the model data and parameter values as appropriate until the model predicted and field observed flow and water surface elevations closely match.**

**The Consultant will evaluate the 2-, 5-, 10-, 25-, 50-, 100-year, and potential higher design storm events using the model developed to check the adequacy of the existing stormwater infrastructure. The Consultant will use available information and professional judgment to define the hydrology to reflect existing and future hydrologic conditions; estimate model parameters; adapt the configurations of the models to reflect future conditions; and make other assumptions required to complete the task.**

The consultant will produce and run the PCSWMM models to obtain 'existing' and 'future' conditions results, including the effects of the recommended improvements, considered in three modeling scenarios:

1. Existing Hydrology with Existing Drainage (Calibration),
2. Future Hydrology (Climate Change) with Existing Drainage, and
3. Future Hydrology (Climate Change) with Recommended Improvements.

The scenarios modeled shall reflect existing conditions and future alternatives. Future hydrology will incorporate climate change scenarios adopted in the industry (neighboring communities) and available in the literature.

Eight models shall be constructed for the watershed for each scenario created. Specifically, each scenario will include the 2-, 5-, 10-, 25-, 50-, 100-year, and other higher design storm events. The consultant will work with the CITY to develop the future improvement recommendations by submitting preliminary future recommendations for review and comment by the CITY, then incorporate the CITY's comments and preferences into the final future recommendations scenario.

#### **Task 4: Production of Deliverables**

The Consultant will prepare model documentation, in electronic Adobe portable document file (PDF) format. The documentation will contain updated watershed maps in GIS format that clearly depict the layout and construction of the models, overlaid on current CITY-furnished digital orthophotos. The documentation will contain a narrative describing the modeling effort, a description of the computer files and scenarios used, and a list of the recommended improvements and alternatives considered.

The consultant will prepare a cost opinion for the recommended future improvements included in Scenario 3. The cost opinion will be suitable for use in computing future pro-rata shares.

The quarterly and final project reports produced under this application will be submitted to DCR for approval (per the applicable grant requirements). DCR's comments, preferences, and any applicable guidance for the final report will be solicited.

#### **DELIVERABLES**

The Consultant will deliver to the CITY the followings:

- Quarterly grant reports.
- A grant reimbursement form.
- A Resilient Drainage Plan report with supporting documentation.

- All digital engineering files (e.g., PCSWMM, GIS shapefiles and geodatabases, spreadsheets, cost estimates) produced or collected as part of the engineering work for this project.

Consultant will provide secure downloadable link for all draft and final deliverables.

**COMPENSATION: CONTRACTED ENGINEERING CONSULTANT'S AND SURVEYOR  
SUBCONTRACTOR'S FEE ESTIMATES:**

Engineers' salaries and fringe benefits:	\$130,000.00
GIS Specialist's salaries and fringe benefits:	3,000.00
Surveyors' salaries and fringe benefits:	45,000.00
Admin/Clerical for Engineering:	1,500.00
Admin/Clerical for Surveying:	1,000.00
Engineers' Milage:	500.00
Surveyors' Milage:	1,500.00
Surveyors' Traffic Control:	2,500.00
<b>TOTAL PROJECT COST ESTIMATE:</b>	<b>\$185,000.00</b>

3. The qualifications of the individuals or organizations charged with conducting the study or the elements of any request for proposal that define those qualifications

The City of Chesapeake plans to use a consultant with current Annual Civil Engineering Services Contract, to perform the work for this study. Please refer to *Attachment 6, City of Chesapeake Request for Proposals Professional Services, Page 39 L. QUALIFICATIONS OF OFFERORS*. A consultant with reputable qualifications and experiences performing similar modeling studies successfully for the City will be selected.

4. The expected use of the study results in the context of the local resilience plan or, in the case of regional plans, how the study improves any regional approach.

It is intended that the recommended projects identified as a result of the study shall be added to the City's Resilience Plan in Amendments. Please see the City Preliminary Resilience Plan being submitted with this study and other two (2) project applications.

5. If applicable, how the study may improve Virginia's flood protection and prevention abilities in a statewide context. **N/A**

**Supporting Documentation**

- Detailed Map of the project area(s)

See **Attachment 1: Goose Creek Watershed Map, City of Chesapeake, Virginia, within the Western Branch Elizabeth River Basin which is within the James River Basin.**

- FIRMette of the project area(s)

**Attachment 2 is a combined FIRMette of the entire Goose Creek watershed showing the high flood hazard areas and Attachment 3 is a FIRMette at the critical flooding location on the Dock Landing Road.**

**A list of all FIRM panels that comprise the study area can be found on the Application Form Page 4.**

- Historic flood damage and/or images

**Attachment 4 shows the critical flooding location on Dock Landing Road (6,000 vehicles/day) where HRPDC is installing sensor to monitor flood and post warnings on road closures during rain and tide driven unpassable floods.**

**Attachment 5 includes 13 recent Work Orders that City of Chesapeake completed in response to citizens' flooding complaints within the Goose Creek watershed and a flooding image of the Willow Lake in the Goose Creek watershed during a storm on September 30, 2010.**

- A link to a copy of the current floodplain ordinance

[ADOPTED+Floodplain+Ordinance--7-16-2013.pdf \(cityofchesapeake.net\)](#)

- A link to or a copy of the current hazard mitigation plan

[Hampton Roads Hazard Mitigation Plan | Emergency Management | Departments | Departments | Emergency Management | Departments | Departments | Hampton Roads Planning District Commission \(hrpdcva.gov\)](#)

- A link to or a copy of the current comprehensive plan

[Comprehensive Plan 2035 \(cityofchesapeake.net\)](#)

- Social vulnerability index score(s) for the project area

**Most of the Goose Creek watershed is not socially vulnerable, only the eastern (less than a quarter) is moderately vulnerable. See *Attachment 7* map. Dock Landing Road is the same way, LOW vulnerability (*Attachment 8* map).**



- Completed Scoring Criteria Sheet

The completed **Appendix C: Scoring Criteria for Studies (Pages 1-C to 3-C)** follows the **Appendix A: Application Form (Pages A-1 to A-4)**.

## **Budget Narrative- Required for All Grant Categories**

Each application must include a detailed Budget Narrative explaining all proposed expenditures. A budget narrative is applicable to requests from any category of grants in this manual. The following items must be included in the Budget Narrative:

- *Estimated total project cost: \$185,000.00.*

**This amount represents to-be-Contracted Consultant Engineers' and it's to-be-Subcontracted Surveyor's fees as tabulated in the Scope of Work Narrative for Studies above (Page 6).**

- *Amount of funds requested from the Fund: \$92,500.00*

**This is the total amount of any grant assistance sought from the Fund. 100% of this is to be provided through a contract with the Consultant.**

- *Amount of cash funds available: \$92,500.00*

**The source of these funds is Project Number: 10-150 Project Title: Stormwater Mapping & Master Drainage Plan III in the City Capital Improvement Plan. See *Attachment 9* for a description of the fund allowable expenditures and funding plan as well as a financial statement indicating sufficient funds to cover the match requirement for this grant application. Also provided is evidence of the City's ability to obtain these funds to complete the project.**

Authorization to request for funding: Local governments seeking funding shall also attach signed documentation authorizing the request for funding. (**Supporting Documentation.**)

**Provided as *Attachment 10*, a letter authorizing a request for funding through the program.**

## **Attachment-1**

**Map of the Goose Creek Watershed, City of Chesapeake, Virginia, Tributary to  
the Western Branch Elizabeth River, James River Basin**



- PSW-StormwaterPipe
- PPV-PrivatePipe
- DRS-Ditch, Roadside
- DNR-Ditch, Not Roadside
- DPV-Ditch, Private
- SWL-Swale
- CVT-Culvert
- NWW-NaturalWaterway
- OLF-Overland Flow

Goose Creek Watershed



## **Attachment-2**

**National Flood Hazard Layer FIRMette – Goose Creek Watershed**



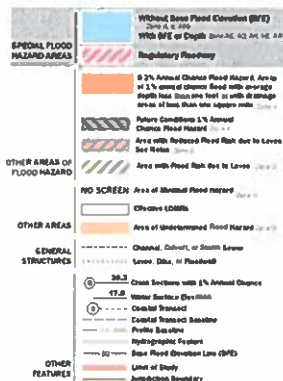






### FLOOD HAZARD INFORMATION

SEE FIRM REPORT FOR DETAILED LEGEND AND INDEX MAP FOR GRANT FIRM PANEL LAYOUT



### NOTES TO USERS

For information and questions about the Flood Insurance Rate Map (FIRM), contact your insurance agent or the Federal Flood Insurance Program at 1-800-425-6028.

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For information and questions about the Flood Insurance Rate Map (FIRM), contact your insurance agent or the Federal Flood Insurance Program at 1-800-425-6028.

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### SCALE



### NATIONAL FLOOD INSURANCE PROGRAM

FLOOD INSURANCE RATE MAP

PANEL 10 of 121

COMMUNITY  
CITY OF BUFFALO  
CITY OF CHEESAPEAKE

NUMBER  
51003400100

PANEL  
0010

MAP NUMBER  
51003400100  
EFFECTIVE DATE  
December 16, 2014

## **Attachment-3**

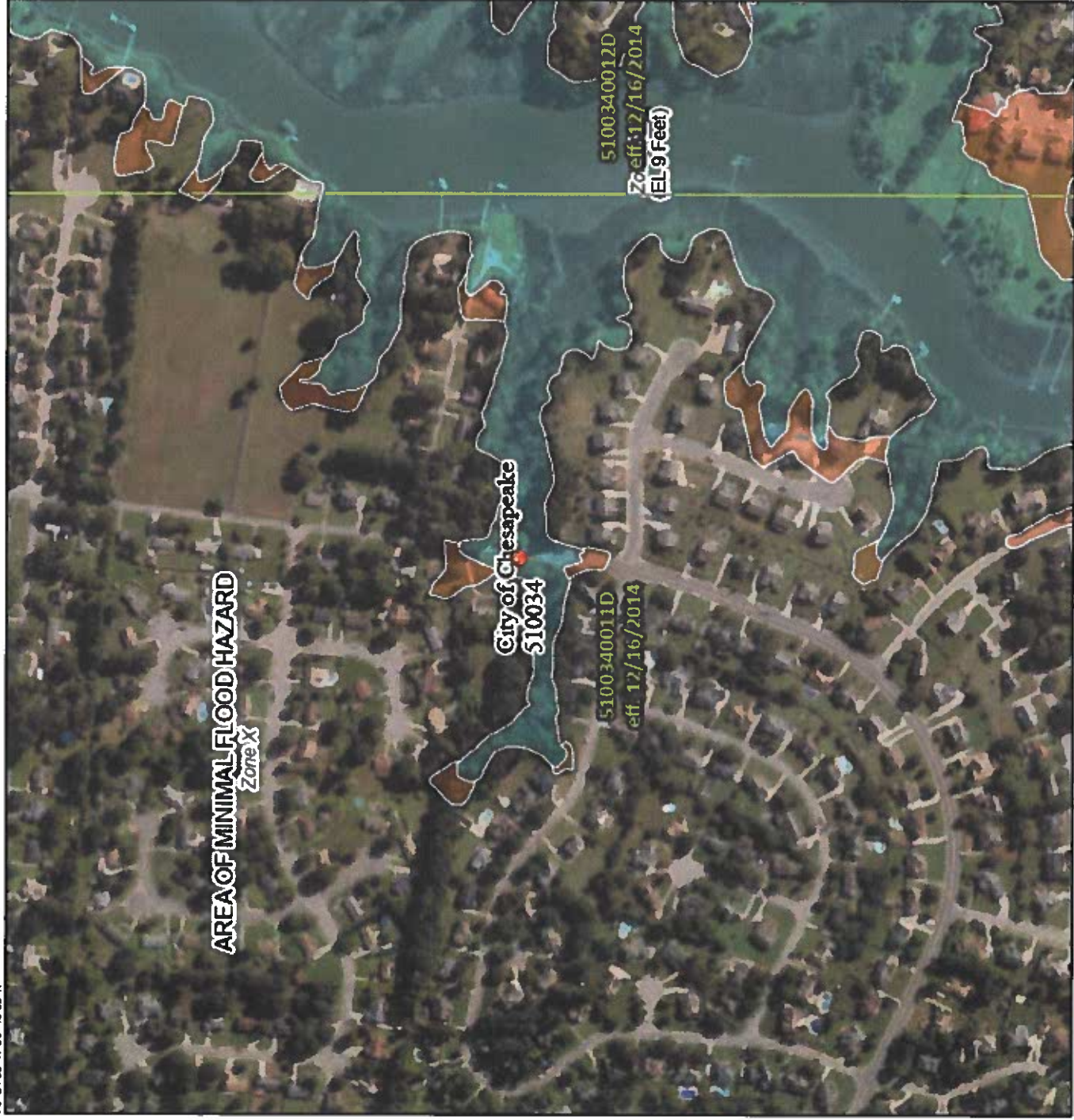
**National Flood Hazard Layer FIRMette – Dock Landing Road, Goose Creek  
Watershed**



# National Flood Hazard Layer FIRMette



76°24'53"W 36°48'13"N



0 250 500 1,000 1,500 2,000 Feet 1:6,000

Basemap: USGS National Map: Orthoimagery: Data refreshed October, 2020

## Legend

SEE FIS REPORT FOR DETAILED LEGEND AND INDEX MAP FOR FIRM PANEL LAYOUT

**SPECIAL FLOOD HAZARD AREAS**  
Without Base Flood Elevation (BFE)  
Zone A, V, A99  
With BFE or Depth Zone AE, AH, AO, AR, VE, AP  
Regulatory Floodway

**OTHER AREAS OF FLOOD HAZARD**  
0.2% Annual Chance Flood Hazard. Areas of 1% annual chance flood with average depth less than one foot or with drainage areas of less than one square mile Zone X  
Future Conditions 1% Annual Chance Flood Hazard Zone X  
Area with Reduced Flood Risk due to Levees. See Notes. Zone X  
Area with Flood Risk due to Levee Zone D

**OTHER AREAS**  
NO SCREEN  
Area of Minimal Flood Hazard Zone X  
Effective LOMRS  
Area of Undetermined Flood Hazard Zone D

**GENERAL STRUCTURES**  
Channel, Culvert, or Storm Sewer  
Levee, Dike, or Floodwall

**Cross Sections with 1% Annual Chance**  
Water Surface Elevation  
Coastal Transect  
Base Flood Elevation Line (BFE)  
Limit of Study  
Jurisdiction Boundary  
Coastal Transect Baseline  
Profile Baseline  
Hydrographic Feature

**OTHER FEATURES**  
Digital Data Available  
No Digital Data Available  
Unmapped

**MAP PANELS**  
The pin displayed on the map is an approximate point selected by the user and does not represent an authoritative property location.

This map complies with FEMA's standards for the use of digital flood maps if it is not void as described below. The basemap shown complies with FEMA's basemap accuracy standards.

The flood hazard information is derived directly from the authoritative NFHL web services provided by FEMA. This map was exported on 4/5/2022 at 10:31 AM and does not reflect changes or amendments subsequent to this date and time. The NFHL and effective information may change or become superseded by new data over time.

This map image is void if the one or more of the following map elements do not appear: basemap imagery, flood zone labels, legend, scale bar, map creation date, community identifiers, FIRM panel number, and FIRM effective date. Map images for unmapped and unmodernized areas cannot be used for regulatory purposes.

## **Attachment-4**

**Hampton Road Planning District Commission (HRPDC) Flood Sensor Location #1,  
Dock Landing Road, Goose Creek Watershed**



1 inch = 150 feet

Xylem Location 1: Dock Landing Rd

7/27/2021



## **Attachment-5**

**Recent Work Orders Completed (13) by City of Chesapeake in Response to  
Citizens' Flooding Complaints within the Goose Creek Watershed**

**&**

**Flooding Image (1) of the Willow Lake in the Goose Creek Watershed**



## Work Order List

Site: COC

Work Order	Description	Type	Status	Priority	Lead	Location:	Asset	Job Plan	Parent WO	Schedule Start	Schedule Finish
1116776	Storm Choke Point - 1509 Jolliff Rd - template	CM	CLOSE							8/23/11	8/23/11
1116811	Storm Choke Point - 1509 Jolliff Rd - Hurricane Irene	CM	CLOSE						1116677		
1196225	23321 1509 Jolliff Rd regrade front ditch/clean side ditch no easements - (11) letters - Charlton Ct	CM	CLOSE			PW ST-2921	PW-STS-2921012				
1440444	23321-- 1509 Jolliff Rd - side ditch blocked - CBPA	CM	CLOSE	6						11/5/12	
1967651	23321- 1509 Jolliff Rd - blockage removal cross pipe and downstream lead ditch	PM	CLOSE		JCHERRY						
2277601	23321 - Lead Ditch - 1509 Jolliff Rd	CM	CLOSE		JCHERRY						
2278053	23321 - Blockage - 1509 Jolliff Rd	PM	CLOSE		JCHERRY						
Number of Records: 7											





## Work Order List

Site: COC

Work Order	Description	Type	Status	Priority	Lead	Location:	Asset	Job Plan	Parent WO	Schedule Start	Schedule Finish
1810372	23321 -- 4420 Airline Blvd - poor drainage - significant flooding - front of location	CM	CLOSE	6		PW-ST-2012	PW-STS-2012016				
1814074	23321 -- 4316 Airline Blvd - flooding	CM	CLOSE	3		PW-ST-2012	PW-STS-2012019		1813659		
1814579	Airline Blvd & Keaton Way - flooding at this intersection	CM	CLOSE	3	CRIDDICK	PW-ST-2012	PW-STS-2012002				
1972810	23321 - Airline Blvd & Keaton - flooding in the street	CM	CLOSE	3		PW-ST-2012	PW-STS-2012010		1972609		
2067495	airline blvd--INTERSECTION/ STREET	CM	CLOSE	3							
Number of Records:		5									



## Work Order List

Site: COC

Work Order	Description	Type	Status	Priority	Lead	Location:	Asset	Job Plan	Parent WO	Schedule Start	Schedule Finish
1878401	23321 - 4900 Charlton Dr - street is flooded	CM	CLOSE	3	ROLSEN	PW-ST-2343	PW- STS-2343003		1877641		
191536	4900 blk - Charlton Dr - FLOODING	EM	CLOSE						192532		
2265904	23321 -Flooding - 5000 CHARLTON Dr	CM	CLOSE	3							
265522	4700 Charlton Dr,-Flooding - Intersection/Street	EM	CLOSE			PW-ST-2343	PW- STS-2343001				
265676	4908 Charlton Dr,-Flooding - Stormwater	EM	CLOSE			PW-ST-2343	PW- STS-2343003				
543125	4717 Charlton Dr - flooding - blocked cross pipe	EM	CLOSE			PW-ST-2343	PW- STS-2343001		542707		
Number of Records:		6									





# Work Order List

Site: COC

Work Order	Description	Type	Status	Priority	Lead	Location:	Asset	Job Plan	Parent WO	Schedule Start	Schedule Finish
1603627	23321--DAVIDS MILL--Flooding-PW	CM	CLOSE	3							
191890	DAVIDS MILL - FLOODING	EM	CLOSE						192532		
Number of Records:		2									



# Work Order List

Site: COC

Work Order	Description	Type	Status	Priority	Lead	Location:	Asset	Job Plan	Parent WO	Schedule Start	Schedule Finish
1478687	1611 Dock Landing Rd - flooding - possible blocked basin	CM	CLOSE			PW-ST-2496	PW- STS-2496017		1478506		
1941199	23321 - 1732 Dock Landing Rd - flooding - street is flooded	CM	CLOSE	3		PW-ST-2496	PW- STS-2496022		1941196		
212185	Dock Landing Road and Devin Drive - Flooding	EM	CLOSE						212197		
2265849	23321 - FLOODING - 1664 DOCK LANDING RD	CM	CLOSE	3							
Number of Records:		4									



## Work Order List

Site: COC

Work Order	Description	Type	Status	Priority	Lead	Location:	Asset	Job Plan	Parent WO	Schedule Start	Schedule Finish
158397	FLOODING - Homestead & Peach Rd	EM	CLOSE								
191811	602 Homestead Rd - FLOODING	EM	CLOSE						192532		
2265789	23321 - FLOODING - 604 HOMESTEAD RD	CM	CLOSE	3							
2322165	23321 - Flooding - Sondej Ave and Homestead Rd	CM	COMP	3	ROLSSEN	PW-ST-3609	PW-ST-3609001				
Number of Records:		4									



# Work Order List

Site: COC

Work Order	Description	Type	Status	Priority	Lead	Location:	Asset	Job Plan	Parent WO	Schedule Start	Schedule Finish
1402262	4548 Indiana Ave - FLOODING - possible roadside ditch or storm drain blocked	CM	CLOSE			PW-ST-3965	PW-ST-3965001				
1478770	4545 Indiana Ave - flooding - in front of this location	CM	CLOSE		PLAMOREE	PW-ST-3965	PW-ST-3965001		1478506		
Number of Records:		2									



## Work Order List

Site: COC

Work Order	Description	Type	Status	Priority	Lead	Location:	Asset	Job Plan	Parent WO	Schedule Start	Schedule Finish
1814579	Airline Blvd & Keaton Way - flooding at this intersection	CM	CLOSE	3	CRIDDICK	PW-ST-2012	PW-ST-2012002				
1972810	23321 - Airline Blvd & Keaton - flooding in the street	CM	CLOSE	3		PW-ST-2012	PW-ST-2012010		1972609		
Number of Records:		2									



Work Order List

Site: COC											
Work Order	Description	Type	Status	Priority	Lead	Location:	Asset	Job Plan	Parent WO	Schedule Start	Schedule Finish
191537	Willow Lake & Lake Shore Dr - FLOODING	EM	CLOSE						192532		
192114	5100 Lake Shore Dr - FLOODING	EM	CLOSE						192532		
Number of Records:										2	



## Work Order List

Site: COC

Work Order	Description	Type	Status	Priority	Lead	Location:	Asset	Job Plan	Parent WO	Schedule Start	Schedule Finish
1406620	23321--FLOODING - 4008 Maple Dr - front of location	CM	CLOSE	3	ROLSEN	PW-ST-3084	PW-STS-3084001		1406345		
1814128	23321--4021 MAPLE DR--Flooding-PW-DITCH BLOCKAGE	CM	CLOSE	3		PW-ST-3084	PW-STS-3084001				
206515	4008 Maple - Flooding	EM	CLOSE								
Number of Records:		3									





# Work Order List

Site: COC

Work Order	Description	Type	Status	Priority	Lead	Location:	Asset	Job Plan	Parent WO	Schedule Start	Schedule Finish
1640132	23321-- 4428 S Military Hwy - flooding	CM	CLOSE	3		PW-ST-3170	PW- STS-3170022				
1656408	23323-- 4201 S Military Hwy - flooding	CM	CLOSE	1		PW-ST-3170	PW- STS-3170022		1656304		
1779362	23321-- 4418 S Military Hwy - flooding - front of the location	CM	CLOSE	3		PW-ST-3169	PW- STS-3169033		1779189		
Number of Records:		3									



# Work Order List

Site: COC

Work Order	Description	Type	Status	Priority	Lead	Location:	Asset	Job Plan	Parent WO	Schedule Start	Schedule Finish
2059001	23321 - Snowden St & Sondej Ave - road is flooded	CM	CLOSE	3		PW-ST-3607	STS-3607001		2058256		
2322165	23321 - Flooding - Sondej Ave and Homestead Rd	CM	COMP	3	ROLSN	PW-ST-3609	PW-ST-3609001				
Number of Records:		2									

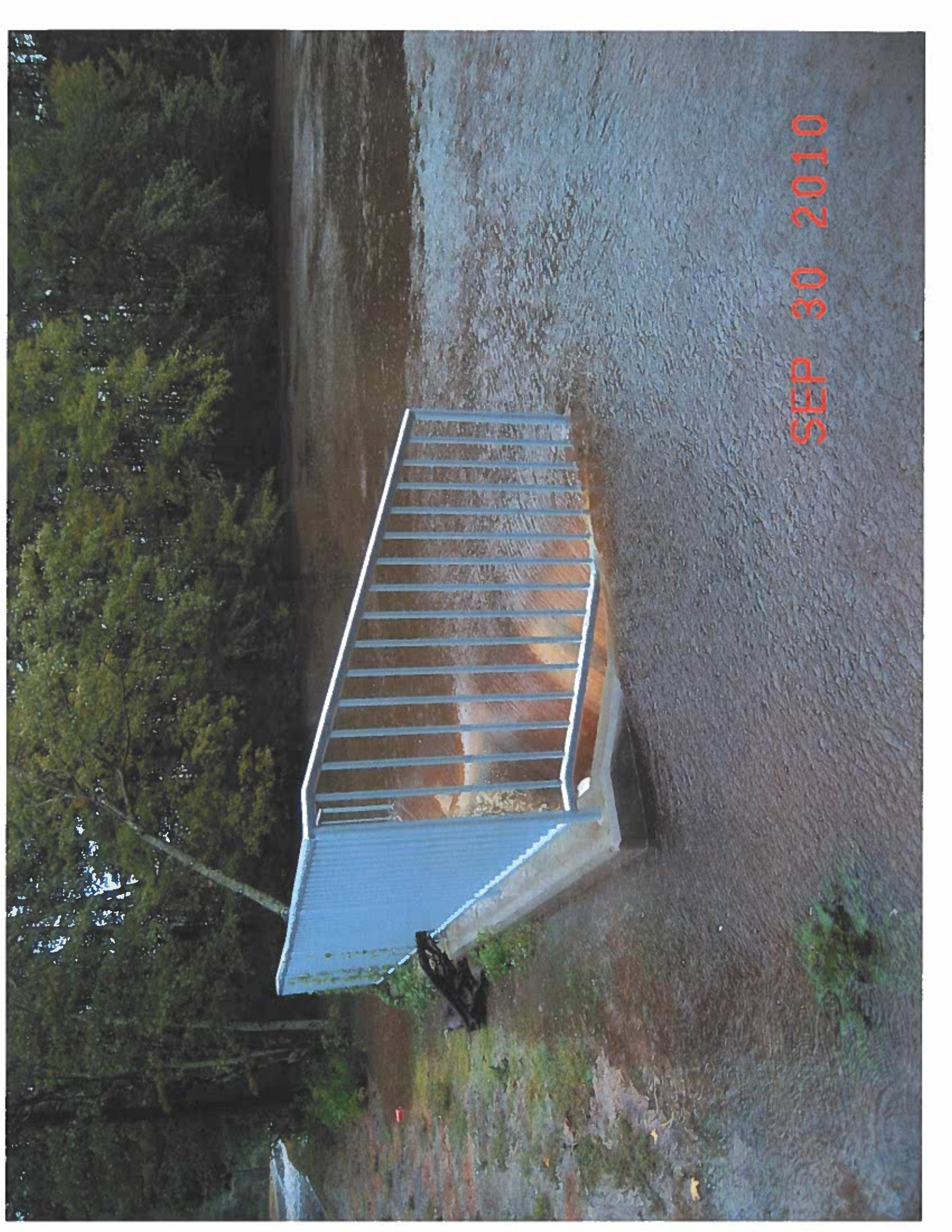


## Work Order List

Site: COC

Work Order	Description	Type	Status	Priority	Lead	Location:	Asset	Job Plan	Parent WO	Schedule Start	Schedule Finish
1478526	23321 - 5200 Willow Lake Rd - flooding at the intersection with Charlton	CM	CLOSE	3	EARMSTRONG	PW-ST-3874	PW-STS-3874002		1478506		
1605893	Flooding, INTERSECTION/STREET Willow Lake Rd. -	CM	CLOSE	3		PW-ST-3874	PW-STS-3874002				
1878656	23321-- 5516 WILLOW LAKE-- Flooding-PW	CM	CLOSE	3					1877641		
191537	Willow Lake & Lake Shore Dr - FLOODING	EM	CLOSE						192532		
192485	Willow Lake Rd - FLOODING	EM	CLOSE						192532		
265469	5200 Willow Lake Rd. -Flooding-Stormwater	EM	CLOSE			PW-ST-3874	PW-STS-3874001				
Number of Records:		6									





SEP 30 2010

## **Attachment-6**

**City of Chesapeake RFP 18010 Final 8/14/2017 Showing Required Qualifications  
of Consultants on Page 39**





**REQUEST FOR PROPOSALS (RFP)  
PROFESSIONAL SERVICES**

ISSUE DATE: **August 20, 2017**

RFP No. 18010

TITLE: ANNUAL CIVIL ENGINEERING SERVICES  
CONTRACT FOR SMALL PROJECTS

COMMODITY CODE: 925-17

ISSUED BY:

City of Chesapeake  
Purchasing Division  
306 Cedar Road, 5<sup>th</sup> Floor  
Chesapeake, Virginia 23322

USING DEPARTMENT:

City of Chesapeake  
Chesapeake Public Works /Engineering Division  
306 Cedar Road, 5<sup>th</sup> Floor  
Chesapeake, Virginia 23322

**PERIOD OF CONTRACT: ONE (1) YEAR FROM THE DATE OF EXECUTION WITH OPTION OF FOUR (4) ADDITIONAL ONE-YEAR TERMS. THE CONTRACT SHALL RENEW AUTOMATICALLY, UNLESS THE CITY GIVES WRITTEN NOTICE, SIXTY (60) DAYS IN ADVANCE OF THE EXPIRATION FOR EACH OF THE RENEWAL TERMS.**

The City of Chesapeake, Virginia will receive sealed proposals for the above named project until 5:00 PM local time on **September 21, 2017** at the office of the Procurement Administrator in the Purchasing Department, 5<sup>th</sup> Floor, City Hall Building, 306 Cedar Road, Chesapeake, Virginia, 23322. Any Bids received after the specified time and date will not be considered. See Section VI and VII for specific instructions for the completion of proposals.

Inquiries For Information Should Be Directed To: Susan Kenney-Lambert, CPPB, **via email only** at: [skennylambert@cityofchesapeake.net](mailto:skennylambert@cityofchesapeake.net). All questions must be submitted via e-mail before 5:00 pm, **August 30, 2017**. Bid Documents may be examined at the offices of Purchasing Division, located on the 5<sup>th</sup> Floor, City Hall Building, 306 Cedar Road. Electronic copies of bid documents in PDF format are available for download on the Onvia Demandstar web site at [www.demandstar.com](http://www.demandstar.com) or eVA's website at <https://eva.virginia.gov/>.

Please refer to City of Chesapeake website at <http://www.cityofchesapeake.net/government/City-Departments/Departments/Purchasing-and-Procurement/solicitations.htm> for more information.

It shall be the responsibility of the prospective bidder to monitor the City's website for published addenda and to have all addenda signed by an authorized representative of the company. All fully executed addenda must be returned to the City along with the signed bid. The City will NOT accept faxed addenda.

**IF PROPOSALS ARE MAILED, SEND DIRECTLY TO THE PURCHASING DIVISION AT THE ADDRESS SHOWN ABOVE. IF HAND-DELIVERED, DELIVER TO: City Hall, Purchasing Division, 306 Cedar Road, 5<sup>th</sup> Floor, Chesapeake, VA.**

In Compliance With This Request for Proposal And To All The Conditions Imposed Therein and Hereby Incorporated By Reference, The Undersigned Offers, And Agrees To Furnish Services requested in the solicitation.

***THIS SECTION IS TO BE COMPLETED BY OFFEROR'S AUTHORIZED REPRESENTATIVE.***

NAME AND ADDRESS OF FIRM:

\_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_

By: \_\_\_\_\_ (Sign in Ink)

\_\_\_\_\_

Name: \_\_\_\_\_ (Please Print)

\_\_\_\_\_ Zip Code: \_\_\_\_\_

Title: \_\_\_\_\_

FEI/FINT NO: \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail: \_\_\_\_\_

Website: \_\_\_\_\_

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ATTACHMENT A – Certification of Compliance with Immigration Laws and Regulations \*\*

ATTACHMENT B – Litigation Disclosure-Authorization to Conduct Business In The Commonwealth- State  
Corporation Identification Number\*\*

ATTACHMENT C – Detailed Scope of Services

ATTACHMENT D – Firm Data Sheet- \*

ATTACHMENT E – Certification Regarding Debarment – Primary Covered Transactions- \*

ATTACHMENT F – Certification Regarding Debarment - Lower Tier Covered Transactions-\*

ATTACHMENT G – Contract Agreement

APPENDIX A:

Section I – Required General Terms and Conditions

Section II – Special Terms and Conditions

**\*\*This attachment must be fully executed and submitted with the RFP Proposal**

The City of Chesapeake does not discriminate against faith based organizations in accordance with Code of Virginia Section 2.2-4343.1 or against any contractor, bid, or offeror because of race, religion, color, sex, national origin, age, disability or any other basis prohibited by State law relating to discrimination in employment.

## **I. PURPOSE:**

The City of Chesapeake Public Works Department is seeking proposals from consulting engineering firms who wish to be considered to provide professional engineering on an annual basis for the design of various civil engineering projects (roadway, drainage and utility services) on an as needed basis. It is anticipated that award will be made to more than one consultant and contracts will be awarded under the procurement process to cover the requested services. After the discussion stage (oral presentations are generally conducted if two or more Offerors are determined to be fully qualified, responsible, and suitable by the Selection Panel), negotiations shall be conducted as specified in Section XII(D). The successful firms will be required to execute a standard City Architect-Engineer contract. (See Attachment G). **In the event that this contract is awarded to multiple Consultants, task orders will be distributed based on factors other than solely price, such as availability, expertise, and experience.**

## **II. BACKGROUND:**

The selected firms will perform engineering services throughout the year on an "As Needed" basis. **THE CITY OF CHESAPEAKE RESERVES THE RIGHT AT ALL TIMES TO PERFORM WORK IN-HOUSE.** The proposed one-year limited services term contract with optional four (4) one-year renewable terms will not exceed a maximum value of \$2,000,000 per contract term and each project will not exceed a maximum value of \$100,000. This work is to be accomplished utilizing computerized design and drafting systems compatible with the City of Chesapeake Public Works Department's automated design and drafting systems. The design work will be in 3 dimensions and incorporate Building Information Modeling techniques. Projects will be developed utilizing City of Chesapeake Public Works Department's policies and procedures and incorporate FHWA's guidelines, VDOT specifications, Hampton Roads Regional Construction Standards, and City of Chesapeake's Public Facilities Manual as needed.

This Request for Proposal does not commit the City of Chesapeake Public Works Department to award a contract, to pay any costs incurred in the preparation of a proposal for this request, or to procure or contract for services. The City of Chesapeake Public Works Department reserves the right to award contracts to more than one qualified firm, to accept or reject any or all proposals received as a result of this request, to negotiate with any qualified firm or to modify or cancel in part or in its entirety the Request for Proposal, if it is in the best interest of the City of Chesapeake Public Works Department to do so. Each multiple award contract will be negotiated and awarded sequentially following the same procedures in accordance with Virginia Code §§2.2-4302.2(A)(4) and 2.2-4303.1, Paragraph 3, Procurement of Professional Services; City of Chesapeake Code Section 54-67; and City of Chesapeake Administrative Regulation 4.01.

## **III. SCOPE OF SERVICES:**

The Scope of Services is detailed in an attachment entitled "Attachment C – Detailed Scope of Services".

At any time, the City of Chesapeake Public Works Department may consider projects assigned under this contract to be delivered through a design-build option. If the City of Chesapeake Public Works Department decides to deliver a project through design-build option, the Consultants awarded a contract pursuant to this RFP and any of its team members may not be allowed to participate in ANY subsequent design-build contracts related to that project as determined in the sole discretion of the City. The City of Chesapeake Public Works Department will notify the Consultant(s) awarded a contract pursuant to this RFP if there is a change regarding the City's intended project delivery method in advance of the issuance of an RFP for design-build services. The conflict of interest disqualification determination will be made on a case by case basis at such time.



#### IV. SCHEDULE OF EVENTS:

The City will make every effort to adhere to the following schedule leading to the award of a contract; however, this schedule is subject to change. Offerors will be notified of significant schedule changes:

<u>Action</u>	<u>Responsibility</u>	<u>Date</u>
Issuance of RFP	Purchasing	August 20, 2017
Submission of Questions	Offerors	August 30, 2017
Submission of Proposal	Offerors	September 21, 2014
Selection of Finalists	Evaluation committee	October, 2017
Finalist Oral Presentations	Eval. Comm./ Potential Offerors	October, 2017
Contract Negotiations	Eval. Comm./ Offeror	November, 2017
Contract Award	City Manager	November, 2017

#### V. CONFLICTS AND QUESTIONS:

Should there be conflicts between any proposal documents and the final executed contract document, the final executed contract shall take precedence.

Questions regarding this Request for Proposals should be directed in writing to Susan Kenney-Lambert, CPPB, at [skenneylambert@cityofchesapeake.net](mailto:skenneylambert@cityofchesapeake.net) the Purchasing Division. All questions and requests for clarification must be received by the Purchasing Division before 5:00 p.m., **August 30, 2017**.

#### VI. PROPOSAL PREPARATION AND INSTRUCTIONS:

In order to be considered for selection, offerors must submit a complete response to this solicitation. One (1) original and five (5) copies of the proposal must be submitted to the Purchasing Division. No other distribution of the proposal shall be made by the offeror.

- A. Proposals shall be signed by an authorized representative of the offeror. All requested information must be submitted. Failure to submit all information requested may result in the Purchasing Division requiring prompt submission of missing information, giving a lowered evaluation of the proposal, and/or finding the proposal not responsive. Mandatory requirements are those required by law or such that they are determined in the sole discretion of the Procurement Administrator to be formalities that cannot be waived and are not subject to negotiation.
- B. Proposals should be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be placed on completeness and clarity of content. Elaborate brochures and excessive promotional materials are not required or desired.

- C. Proposals should be organized in the order in which the requirements are presented in the RFP. All pages of the proposal should be numbered. Each paragraph should reference the paragraph number of the corresponding section of the RFP. It is also helpful to cite the paragraph number, sub-number, and repeat the text of the requirement as it appears in the RFP. If a response covers more than one page, the paragraph number and sub-number should be cross repeated at the top of the next page. The proposal should contain a table of contents which cross references the RFP requirements. Information which the Offeror desires to present that does not fall within an area of the requirement of the RFP should be inserted at an appropriate place or be attached at the end of the proposal and designated as additional material. Proposals that are not organized in this manner risk elimination from consideration if the evaluators are unable to find where the RFP requirements are specifically addressed. The Proposal shall be organized in the following order:
1. Transmittal letter.
  2. Table of Contents.
  3. Understanding of Scope of Work.
  4. Response to RFP Items in Section VII, Parts A thru G.
  5. Team organization chart.
  - 5-6. Resume of Key Personnel.
  - 6-7. Firm Data Sheet.
  - 7-8. Certification Regarding Debarment forms.
  - 8-9. Certification of Compliance with Immigration Laws and Regulations.
- D. Each copy of the proposal should be bound or contained in a single volume where practical. All documentation submitted with the proposal should be contained in a single volume. The Offeror shall limit the proposal to 30 one-sided typewritten pages. The page limit does not include any tabs or divider sheets. The proposal must be on 8.5 inch by 11 inch paper, and prepared in a 10 to 12 pitch font. Appropriate brochures, photographs or printed materials may be submitted at your option.
- E. If more than one firm will participate in the contract, state the type of arrangement between the firms, the names and addresses of all firms, description of the work that each firm will perform, and the percentage of work to be performed by each. Indicate office locations at which the work will be performed. A one page organizational chart showing all firms involved and key personnel assignments and responsibilities is required to be included. It is the intent of this RFP that all services be provided complete in all respects without need for engaging separate technical expertise or professional services.
- F. Indicate KEY PERSONNEL ONLY who will be assigned to this project and give the experience record of each. Key personnel are defined as those to whom the project will be assigned and who will be performing the actual design/services. The project manager shall have a minimum of five years' experience in managing similar type and size projects. Indicate the location of the office where the person is currently working if different from where work is to be performed. For part time personnel, personnel not employed on the date of the form, or personnel used on an "as needed basis" must have their status clearly indicated.

- G. Furthermore, all individuals identified as key personnel in the proposal shall remain on the Consultant's Team for the duration of the procurement process and, if the Consultant is awarded a contract, the duration of the contract. If extraordinary circumstances require a proposed change, it must be submitted in writing to the City of Chesapeake Public Works Department's Project Manager, who, at his/her sole discretion, will determine whether to authorize a change. Unauthorized changes to the Consultant's Team at any time during the procurement process may result in elimination of the Consultant's Team from further consideration.
- H. Give names and detailed addresses of all affiliated and/or subsidiary companies. Indicate which companies are subsidiaries. If uncertain whether another firm is or is not an affiliate, doubt should be resolved in favor of affiliation and the firm should be listed accordingly.

Affiliate - Any business entity which is closely associated to another business entity so that one entity controls or has the power to control the other entity either directly or indirectly; or, when a third party has the power to control or controls both; or where one business entity has been so closely allied with another business entity through an established course of dealings, including but not limited to the lending of financial wherewithal, engaging in joint ventures, etc. as to cause a public perception that the two firms are one entity. Firms which are owned by a holding company or a third party, but otherwise meet the above conditions and do not have interlocking directorships or joint officers serving are not considered affiliates.

## **VII. SPECIFIC PROPOSAL INSTRUCTIONS:**

- A. Proposals should be submitted as one (1) bound section, and be as thorough and detailed as possible so that the City may properly evaluate the organization's capabilities to provide required services. Offerors shall submit the following as a complete proposal.
- B. In five (5) page(s) or less, discuss the firm's approach for this project.
- C. In five (5) page(s) or less, please provide information on your qualifications to perform the required work (evaluation factors 1-4).
- D. In two (2) page(s) or less, provide information that will indicate your firm's ability to respond quickly to task assignments, be able to handle multiple tasks concurrently and be able to complete task on accelerated schedules (evaluation factor 5).
- E. In addition to the page restrictions listed above, a maximum of 18 additional pages may be included in the proposal. All pages are to be 8 1/2" X 11" and printed on one side with single-spaced type no smaller than 10 font size.
- F. Please indicate, by executing and returning the attached Certification Regarding Debarment forms, if your firm, subconsultant, subcontractor, or any person associated therewith in the capacity of owner, partner, director, officer or any position involving the administration of federal or state funds:
1. Is currently under suspension, debarment, voluntary exclusion or determination of ineligibility by any federal agency.
  2. Has been suspended, debarred, voluntarily excluded or determined ineligible by any federal agency within the past three years.

3. Has a proposed debarment pending; or has been indicted, convicted, or had a civil judgment rendered against it or them by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past three years.

Any of the above conditions will not necessarily result in denial of award, but it will be considered in determining offeror responsibility. For any condition noted, indicate to whom it applies, initiating agency, and dates of action. Providing false information may result in federal criminal prosecution or administrative sanctions.

- G. If the Consultant or subconsultant does not have the in-house capability to provide non-professional services, each with an estimated cost of \$5,000 or greater, such as diving services, soil drilling, sampling services or laboratory testing, these services must be subcontracted in accordance with state or local procurement procedures (depending on the source of funds for the particular task order and/or project) once a contract is executed, with no DBE or SWaM credit in the selection of the most qualified firm or team. Clearly indicate these services in the proposal.

H. Administrative:

1. The following services marked with an X will NOT be required:

Surveying ____	Specifications ____
Bridge and Structure Plans <u>X</u> __	Materials Analysis ____
Permit Drawings <u>X</u> __	Environmental <u>X</u> __
Hydraulic and Hydrologic Analysis ____	Road Plans ____
Traffic Data ____	Traffic Analysis ____
Signs and Signals Plans ____	Lighting Plans ____
Scour Analysis <u>X</u> __	Geotechnical Borings and Analysis <u>X</u> __
Utility Plans ____	Landscape Plans ____

2. All business entities, except for sole proprietorships, are required to register with the Virginia State Corporation Commission (A Business Registration Guide is available on the Internet at <http://www.state.va.us/scc/division/clk/brg.htm>). Foreign Professional corporations and Foreign Professional Limited Liability Companies must possess a Commonwealth of Virginia Certificate of Authority from the State Corporation Commission to render professional services. Any business entity other than a professional corporation, professional limited liability company or sole proprietorships that do not employ other individuals for which licensing is required must be registered in the Commonwealth of Virginia with the Department of Professional and Occupational Regulation, Virginia Board for Architects, Professional Engineers, Land Surveyors and Landscape Architects (<http://www.state.va.us/dpor>). Board regulations require that all professional corporations and business entities that have branch offices located in Virginia which offer or render any professional services relating to the professions regulated by the Board be registered with the Board. Registration involves completing the required application and submitting the required registration fee for each and every branch office location in the commonwealth. All branch offices which offer or render any professional service must have at least one full-time resident professional in responsible

charge who is licensed in the profession offered or rendered at each branch. All firms involved that are to provide professional services must meet this criterion prior to submitting a proposal to the City of Chesapeake Public Works Department. Individual engineers shall meet the requirements of Chapter 4, Title 54.1 of the Code of Virginia.

3. The City of Chesapeake Public Works Department will not consider for award any cost proposals submitted by any consultants and will not consent to subcontracting any portions of the contract to any subconsultants in violation of the provisions of the Federal Immigration Reform and Control Act of 1986, which prohibits employment of illegal aliens. Firms must submit the completed the attached certification form with their proposals.
4. The method of payment for this contract will be lump sum. For purpose of determining the lump sum fee, an overhead rate shall be established in compliance with cost principles contained in the Federal Acquisition Regulations (FAR) of Part 31 of Title 48 of the Code of Federal Regulations. The overhead rate shall be established by an audit by a cognizant government agency or independent CPA firm.
5. All firms submitting Proposals (prime consultants, joint ventures and subconsultants) must have internal control systems in place that meet federal requirements for accounting. These systems must comply with requirements of 48CFR31, "Federal Acquisition Regulations, Contract Cost Principles and Procedures," and 23CFR172, "Administration of Negotiated Contracts." All firms selected for a project (prime consultants, joint ventures and subconsultants) must submit their FAR audit data to the City of Chesapeake Public Works Department within ten work days of being notified of their selection. Should any firm on the Consultant' team fail to submit the required audit data within the ten work days, negotiations will be terminated by the City of Chesapeake Public Works Department and the next most qualified team invited to submit a proposal.
6. Ethics in Public Contracting: By submitting a proposal, an Offeror certifies that its proposal is made without collusion or fraud and that it has not offered or received any kickbacks or inducements from any other Offeror, supplier, manufacturer or subcontractor in connection with its proposal, and that it has not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.

I. Provide detailed resumes for key personnel including subconsultants.

**VIII. DISCLOSURE OF PROPOSAL CONTENTS:**

Offerors should be aware that the terms of the contract are public information and can be accessed by the public. Except for the selected proposal, all other proposals will be held in confidence and will not be revealed or discussed with competitors, unless disclosure is required to be made by law or by court ruling. The City may use any ideas presented in any proposal. Selection or rejection of the proposal does not affect this provision.

**IX. SUBMITTAL PROCESS AND INFORMATION:**

- A. One (1) original (specifically marked "Original"), and five (5) copies of the proposal shall be submitted to the Purchasing Division and received no later than 5:00 PM on **September 21,**

**2017.** Responses received after this time will not be considered. Facsimile copies will not be accepted. **Sealed proposals** should be delivered to:

**Susan Kenney-Lambert, CPPB  
Procurement Specialist II  
City of Chesapeake  
306 Cedar Road, 5<sup>th</sup> Floor  
Chesapeake, Virginia 23322  
RFP 18010, Annual Civil Engineering Services Contract Small Projects**

- B. Offerors that submit a response to this RFP may be required to make an oral presentation of their proposal with participation by key personnel pursuant to Section X(B). The City reserves the right to request clarification of information submitted. Failure to provide this additional information within a reasonable time period, as specified by the City, shall be reason for the offeror's proposal to be considered non-responsive.
- C. The City of Chesapeake shall not be responsible for any expense incurred by the offeror in preparing and submitting a proposal, for answering any subsequent inquiries, interviews for evaluation, or contract negotiations. All submissions are final.
- D. Any Offeror who desires to protest the award of a contract shall submit such protest in writing to the City of Chesapeake Purchasing Division no later than ten days after the announcement of the award. Public announcement of the award shall be posted on the City of Chesapeake's website.
- E. The City of Chesapeake Public Works Department assures compliance with Title VI of the Civil Rights Act of 1964, as amended. The consultant and all subconsultants selected for this project may be required to submit a Title VI Evaluation Report (EEO-D2) within ten work days of notification of selection when requested by the City. This requirement applies to all consulting firms when the contract amount equals or exceeds \$10,000.
- F. Withdrawal of proposal due to error.

A proposal for a public construction contract, other than a contract for construction, or maintenance of public highways, or a proposal for an other than construction contract may withdraw his proposal from consideration if the price in the proposal was substantially lower than the other proposals due solely to a mistake in the proposal, provided the proposal was submitted in good faith, and the mistake was a clerical mistake as opposed to a judgment mistake, and was actually due to an unintentional arithmetic error or an unintentional omission of a quantity of work, labor or material made directly in the compilation of a proposal, which unintentional arithmetic error or unintentional omission can be clearly shown by objective evidence drawn from inspection of original work paper, documents and materials used in the preparation of the proposal sought to be withdrawn. In order to make a valid withdrawal from consideration, the proposer must follow the procedure for withdrawal set forth in the request for proposal (RFP).

The proposer shall give notice in writing of his or her claim of right to withdraw his or her proposal within two business days after the conclusion of the proposal opening procedure, and shall within the following two business days provide the objective evidence described in this section to satisfy the procurement administrator or designee that the grounds for such withdrawal do exist.



The Procurement Administrator shall notify the proposer in writing within five business days of its decision regarding the proposer's request to withdraw its proposal. If the public body denies the withdrawal of a proposal under the provisions of this section, it shall state in such notice the reason or its decision and award the contract to such proposer at the proposal price, provided such proposer is a responsible and responsive bidder. At the same time that the notice is provided, the public body shall return all work papers and copies thereof that have been submitted by the proposer.

- G. Ownership of all data, materials and documentation originated and prepared for the City pursuant to the RFP shall belong exclusively to the City and shall be subject to public inspection in accordance with the Virginia Freedom of Information Act and Virginia Public Procurement Act. Data, materials, and documents prepared in furtherance of any contract issued as a result of this RFP shall not be distributed to any third parties without the City's authorization. Any requests for data, materials, and documents by third parties (other than approved sub-consultants) made to a Consultant prepared in furtherance of any contract issued as a result of this RFP should be redirected to the City as the owner and custodian of the records.

Trade secrets or proprietary information submitted by the Offeror shall not be subject to public disclosure under the Virginia Freedom of Information Act, provided that the Offeror invokes the protection of Section 2.2-4342 of the Code of Virginia, in writing, either before or at the time the data is submitted. The written notice must specifically identify the data or materials to be protected and state the reasons why protection is necessary. The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must be indicated on the specific words, figures, or paragraphs that constitute trade secret or proprietary information. The classification of an entire proposal as proprietary or trade secrets is not acceptable and will result in rejection and return of the proposal.

- H. The City will only provide information (or access to the same) which is readily available, and does not propose to prepare any further special reports. The City reserves the right to charge its normal fees for materials copied.
- I. The right is reserved, as the interests of the City may require, to revise and/or amend the specifications prior to the date set for acceptance of proposals; the acceptance date may be postponed if deemed necessary by the Procurement Administrator. Such revisions and amendments, if any, will be announced by an addendum to this solicitation and posted on the City's website.
- J. Late Proposals: To be considered for selection, proposals must be received in the City's Purchasing Office by the designated date and hour. Proposals received in the issuing office after the date and hour designated may be disqualified and may not be considered. The City is not responsible for delays in the delivery of mail by the U.S. Postal Service or private couriers. It is the sole responsibility of the Offeror to insure that its proposal reaches the Purchasing office by the designated date and hour. Receipt of proposals scheduled during a period of suspended City business operations will be rescheduled for processing at the same time on the next business day.

**X. SELECTION CRITERIA:**

- A. Evaluation of proposals will be under the complete jurisdiction of the City of Chesapeake and shall be in accordance with Virginia Code § 2.2-4302.2(A)(4); City of Chesapeake Code Section

54-67(3); and City of Chesapeake Administrative Regulation 4.01. A Selection Committee composed of representatives from the City of Chesapeake will evaluate each proposal received and submit a recommendation to the City Manager. The City will evaluate each proposal pursuant to its standard procurement procedures consistent with the procurement of services through competitive negotiation. Selection will be made on the basis of responsive/responsible determination, qualifications and experience, references, resources and cost of services. All factors will be scored based solely on the City's evaluation.

## B. Evaluation of Proposals and Shortlisted Firms

The evaluation of the proposals and subsequent interview evaluations of the shortlisted firms will focus on the following:

<u>Factors</u>			<u>Point Value</u>
1.	<u>Firm Qualification &amp; Experience</u>	Specialized experience, expertise and qualifications of the firm and sub-consultant firms to be used on this contract.	25%
2.	<u>Qualifications of Key Personnel</u>	Specialized experience, expertise and qualifications and depth of key project team members who will be assigned to this contract.	25%
3.	<u>Record of the Firm</u>	Record of the firm in accomplishing work on other projects in the required time and within estimated consultant cost and construction cost.	15%
4.	<u>Quality of Work</u>	<u>Quality of work previously performed by the firm for municipalities. If there is no experiences with municipalities, please provide comparable experiences.</u> <del>Quality of work previously performed by the firm for the City (Work reviewed by the City for others may also be used.)</del>	15%
5.	<u>Use of Resources</u>	Time frame to complete work on typical on-call civil engineering projects (typical design fees ranging from \$50,000 to \$200,000) and availability of personnel to perform the work within a limited period of time following request for such work.	10%
6.	<u>Compliance of RFP</u>	Completeness of the proposal, including whether the proposal is responsive to the outline of services in the RFP.	10%
Total			100%

C. After the review and rating of proposal(s) by the Selection Committee, the individual scores will be averaged and ranked. Offerors will be ranked in descending order of numerical predominance.

**XI. ORAL PRESENTATIONS:**

Offerors who submit a proposal in response to this RFP may be required to give an oral presentation of their proposal. This will provide an opportunity for the offeror to clarify or elaborate on the proposal. This is a fact finding and explanation session only and will not include negotiation. The City will schedule the time and location of these presentations. Oral presentations are an option of the issuing agency and may or may not be conducted. Should an Offeror receive a request for an oral presentation, the evaluation criteria relative to the oral presentation will be detailed in a written notice of the request.

**XII. AWARD OF CONTRACT:**

- A. The City Manager shall appoint a Selection Committee in accordance with City Administrative Regulation 4.01. The Selection Committee shall consider proposals that comply with the requirements contained in this RFP. Based on analysis of the proposals submitted by the Offerors, the Committee shall rank the Offerors considered to be the most qualified based on the evaluation factors specified above.
- B. Any and all costs associated with the preparation of responses to this Request for Proposals, including site visits, oral presentations and any other costs shall be entirely the responsibility of the offeror and shall not be reimbursable in any manner by the City.
- C. The City reserves the right to reject any or all proposals, to waive any technicalities in proposals received, and to negotiate and to accept the proposal which shall be in the City's best interest.
- D. The City may cancel this Request for Proposals at any time prior to an award, and is not required to furnish a reason why a particular proposal was not deemed the most advantageous.
- E. The Selection Committee shall conduct interviews as follows:
  - 1. The Committee shall hold an individual interview with at least the top two offerors deemed most qualified, responsible, and suitable on the basis of the initial responses to the RFP.
  - 2. The offerors shall be encouraged to elaborate on their qualifications and performance data, or staff expertise pertinent to the proposed project, as well as alternative concepts.
  - 3. The offerors shall also be encouraged to present the methodology for approaching the work specified in the Request for Proposals.
  - 4. At the interview stage, the Selection Committee may discuss with the offerors nonbinding estimates of total project costs, including nonbinding estimates of price of services. Further, the City may discuss all issues related to the qualifications and expectations for the work to be performed. Proprietary information from competing offerors shall not be disclosed to the public or to competitors.
  - 5. At the conclusion of interviews, on the basis of evaluation factors published in the Request for Proposals and all information developed in the selection process, the committee shall select in the order of preference two or more offerors whose professional qualifications and proposed services are deemed most meritorious.

6. Upon a decision of the Selection Committee, the Committee Chairperson shall prepare a report to the committee including a listing of the names of the offerors in the order in which they are recommended for the specific work.

The Selection Panel may elect to interview three or more Offerors. Based on the interviews, the Committee shall rank the Offerors considered to be the most qualified based on the evaluation factors specified above.

Following the interviews (if any), negotiations shall be conducted as follows:

1. Negotiations shall be conducted by the Chairperson, or designee(s), with the offeror ranked first. If a contract satisfactory and advantageous to the City can be negotiated at a price considered fair and reasonable, and which defines precisely the scope of services to be provided, conditions of the professional agreement, work plan and schedule, personnel and method of payment, the award of the contract shall be made to that offeror, otherwise, negotiations with the offeror ranked first shall be formally terminated as set forth below, and negotiation conducted with offeror ranked second, and so on until such a contract (or multiple contracts, if in the City's best interest) can be negotiated at a fair and reasonable price.
2. If negotiations with the offeror ranked first are to be terminated, the Chairperson of the Selection Committee shall forward a notice of intent to terminate negotiations to the Procurement Administrator, with an explanation of the points which cannot be agreed upon, requesting the Procurement Administrator's concurrence in this action. Upon receipt of the Procurement Administrator's concurrence, the Chairperson of the Selection committee shall promptly notify the offeror in writing and then begin negotiations with the offeror chosen second. If the City and any offeror cannot reach agreement, their negotiations shall be terminated in writing.
3. Should the committee determine in writing and in its sole discretion that only one offeror is fully qualified, or that one offeror is clearly more highly qualified and suitable than the others under consideration, a contract may be negotiated and awarded to that offeror.

### **XIII. CONTRACT LIMITS:**

- A. One (1) year from the date of execution with option of four (4) additional one-year terms.

## ATTACHMENT A

### CERTIFICATION OF COMPLIANCE WITH IMMIGRATION LAWS AND REGULATIONS

Section 54-72.2 of the Chesapeake City Code requires that any person or entity doing business with the City of Chesapeake, including its boards and commissions, shall include a sworn certification by the contractor or vendor of compliance with all federal immigration laws and regulations. These laws include the Federal Immigration Reform and Control Act, which makes it unlawful for a person or other entity to hire, recruit or refer for a fee for employment in the United States, an alien knowing the alien is unauthorized, and Section 40.1-11.1 of the Code of Virginia, which makes it unlawful for any employer to knowingly employ an alien who cannot provide documents indicating that he or she is legally eligible for employment in the United States. The state law, in particular, places an affirmative duty on employers to ensure that aliens have proof of eligibility for employment.

Accordingly this certification shall be completed and attached to all contracts and agreements for goods and services made by the City of Chesapeake or any of its boards and commissions. Failure to attach a completed certification shall render the contract or agreement void. A copy of the fully executed certification may be attached if an original certification is on file with Procurement for the current fiscal year.

***Type or print legibly when completing this form.***

1. Legal Name of Contractor or Vendor:

(Note: This is your name as reported to the IRS. This should match your Social Security card or Federal ID number.)

2. Type of Business Entity:

A. Sole proprietorship (Provide full name and address of owner):

B. Limited Partnership (Provide full name and address of all partners):

C. General Partnership (Provide full name and address of all partners):

D. Limited Liability Company (Provide full name and address of all managing members):

E. Corporation (Provide full name and address of all officers):

3. Doing Business As:

If Applicable (Note: This is the name that appears on your invoices but is not used as your reporting name.)

4. Name and Position of Person Completing this Certificate:

5. Physical Business Address:

6. Primary Correspondence Address (If different from physical address):

7. Number of Employees:

8. Are all Employees Who Work in the United States Eligible for Employment in the United States?

Yes\_\_\_\_\_

No\_\_\_\_\_

Under penalties of perjury, I declare on behalf of the contractor/vendor listed above that to the best of my knowledge and based upon reasonable inquiry, each and every one of the contractor's/vendor's employees who work in the United States are eligible for employment in the United States as required by the Federal Immigration Reform and Control Act of 1986 and Section 40.1-11.1 of the Code of Virginia. I further declare on behalf of the contractor/vendor that it shall use due care and diligence to ensure that all employees hired in the future who will work in the United States will be eligible for employment in the United States. I affirm that the information provided herein is true, correct, and complete.



Sworn this \_\_\_\_ day of \_\_\_\_\_, 201\_\_ on behalf of \_\_\_\_\_ as evidenced by  
the following signature and seal:

Name of Contractor/Vendor: \_\_\_\_\_

Printed Name of Signatory: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

STATE OF \_\_\_\_\_:

CITY / COUNTY OF \_\_\_\_\_, to-wit:

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 201\_\_, by  
\_\_\_\_\_. He/She is personally known to me or has produced  
\_\_\_\_\_ as identification.

\_\_\_\_\_  
Notary Public

Registration No.: \_\_\_\_\_

My commission expires: \_\_\_\_\_

## ATTACHMENT B

### LITIGATION DISCLOSURE FORM

Respond to each of the questions below by checking the appropriate box. Failure to fully and truthfully disclose the information required by this Litigation Disclosure Form may result in the disqualification of your bid or proposal from consideration or termination of the contract, once awarded. For purposes of this disclosure form, "you" means the individual or entity in whose name the bid or proposal is submitted.

1. Have you or any principal, officer or director of your company, or any individual who will be assigned to work under any contract awarded pursuant to this solicitation, been convicted of a felony, or a misdemeanor involving moral turpitude, during the last seven (7) years?

Yes ☐ No ☐

2. Have you or any principal, officer or director of your company, or any individual who will be assigned to work under any contract awarded pursuant to this solicitation, been terminated from any work being performed for the City of Chesapeake or any other governmental entity in the Commonwealth of Virginia during the last seven (7) years?

Yes ☐ No ☐

3. Have you or any principal, officer or director of your company, or any individual who will be assigned to work under any contract awarded pursuant to this solicitation, been involved in any claim or litigation with the City of Chesapeake or any other governmental entity in the Commonwealth of Virginia during the last seven (7) years?

Yes ☐ No ☐

4. Has any parent company or wholly owned subsidiary of your company been involved in any claim or litigation with the City of Chesapeake or any other governmental entity in the Commonwealth of Virginia during the last seven (7) years?

Yes ☐ No ☐

If you answered "Yes" to any of the above questions, please state the name(s) of the person(s), the nature, and the status and/or outcome of the conviction, termination, claim or litigation, as applicable. Any such information should be provided on a separate page, attached to this form and submitted with your bid or proposal.

VIRGINIA STATE CORPORATION COMMISSION (SCC)  
REGISTRATION INFORMATION FORM

**AUTHORIZATION TO CONDUCT BUSINESS IN THE COMMONWEALTH:** A contractor organized as a stock or non-stock corporation, limited liability company, business trust, or limited partnership or registered as a registered limited liability partnership shall be authorized to transact business in the Commonwealth as a domestic or foreign business entity if so required by Title 13.1 or Title 50 of the Code of Virginia or as otherwise required by law. Any business entity described above that enters into a contract with a public body pursuant to the Virginia Public Procurement Act shall not allow its existence to lapse or its certificate of authority or registration to transact business in the Commonwealth, if so required under Title 13.1 or Title 50, to be revoked or cancelled at any time during the term of the contract. A public body may void any contract with a business entity if the business entity fails to remain in compliance with the provisions of this section.

Pursuant to Code of Virginia, §2.2-4311.2 subsection B, a bidder or offeror organized or authorized to transact business in the Commonwealth pursuant to Title 13.1 or Title 50 is required to include in its bid or proposal the identification number issued to it by the State Corporation Commission (SCC). Any bidder or offeror that is not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50 or as otherwise required by law must indicate by selecting one of the following reasons why the bidder or offeror is not required to be so authorized:

☐ is a corporation or other business entity with the following SCC identification number:

\_\_\_\_\_

OR-

• is not a corporation, limited liability company, limited partnership, registered limited liability partnership, or business trust -

OR-

☐ is an out-of-state business entity that does not regularly and continuously maintain as part of its ordinary and customary business any employees, agents, offices, facilities, or inventories in Virginia (not counting any employees or agents in Virginia who merely solicit orders that require acceptance outside Virginia before they become contracts, and not counting any incidental presence of the bidder in Virginia that is needed in order to assemble, maintain, and repair goods in accordance with the contracts by which such goods were sold and shipped into Virginia from bidder's out-of-state location) -

OR-

• is an out-of-state business entity that is including with this bid an opinion of legal counsel which accurately and completely discloses the undersigned bidder's current contacts with Virginia and describes why those contacts do not constitute the transaction of business in Virginia within the meaning of § 13.1-757 or other similar provisions in Titles 13.1 or 50 of the Code of Virginia.

OR-

☐ If the business entity has not completed any of the foregoing options but currently have pending before the SCC an application for authority to transact business in the Commonwealth of Virginia and wish to be considered for a waiver to allow you to submit the SCC identification number after the due date for bids (The City of Chesapeake reserves the right to determine in its sole discretion whether to allow such waiver).

**ATTACHMENT C**  
**CITY OF CHESAPEAKE**  
**DETAILED SCOPE OF SERVICES**  
**CIVIL ENGINEERING CONTRACT FOR SMALL PROJECTS**

**I. SCOPE OF SERVICES**

**A. Roadway Projects:**

The City wishes to improve the transportation network within the City by improving certain existing roadway facilities and constructing new roadway facilities. In order to complete these projects, the City will initiate work orders for engineering and inspection services under this contract.

The Consultant(s) shall provide the City with necessary plans, specifications, contract documents, and final applications for environmental permits in order that the City may solicit competitive bids for the improvements and/or construction of the roadway facilities. Said plans and specifications shall include, but not necessarily be limited to the following items:

1. Earthwork (Excavations/Fill)
2. Roadway Design (Horizontal and Vertical)
3. Pavement Design
4. Storm Water Drainage
5. Utility Designation and Relocation
6. Erosion/Sediment Control
7. Maintenance of Traffic

In addition, the Consultant may be required to perform inspection, analysis, and evaluation of existing roadway structures. The Consultant may be called on to provide personnel, diagrams, plans, and informational materials to assist the City in the preparation and the conduct of public hearings, depending on the particular project.

**B. Drainage Projects:**

The City wishes to improve the conveyance of storm drainage in selected areas and at specific locations throughout the City of Chesapeake. In order to complete these projects, the City will initiate work orders for engineering services under this contract.

The Consultant(s) shall provide the City with the necessary plans, specifications, contract documents, and final applications for environmental permits in order that the City may solicit competitive bids for construction of the drainage improvements. Said plans and specifications shall include, but not necessarily be limited to the following items:

1. Earthwork
2. Enclosed Storm Sewer Design
3. Open Channel Design
4. Flood Routing
5. Utility Designation and Relocation
6. Erosion/Sediment Control

The Consultant(s) may be called on to provide personnel, diagrams, plans and informational materials to assist the City in the preparation and the conduct of public hearings, depending on the particular project.

The Consultant(s) may be called on to perform various tasks related to stormwater management within the City, these tasks will include the development and / or the update of stormwater management models ( SWMM ).The watershed modeling will be developed using SWMM program and be GIS based utilizing the latest available digital planimetrics and digital orthophotos in the selected watershed.

The Consultant(s) understanding of the City's Master Drainage Plan with its engineering analysis and financial components are important in the update and development of the watershed models. The Consultant(s) expertise in the GIS field is critical in the incorporation of city provided data into the watershed models and in the update and / or gathering of the City's stormwater inventory / stormwater GIS layer and the delivery of all completed tasks to the city based on current standards.

#### C. Utility Projects:

The City wishes to improve the sanitary sewer or water distribution systems in selected areas and at specific locations throughout the City of Chesapeake. In order to complete these projects, the City will award contracts for engineering services.

The Consultant(s) shall provide the City with the necessary plans, specifications, contract documents, and final applications for environmental permits in order that the City may solicit competitive bids for construction of the drainage improvements. Said plans and specifications shall include, but not necessarily be limited to the following items:

1. Earthwork
2. Sanitary Sewer Design
3. Water Distribution Piping Design
4. Hydraulic Flow Analyses
5. Utility Designation and Relocation
6. Erosion/Sediment Control

The Consultant(s) may be called on to provide personnel, diagrams, plans, and informational materials to assist the City in the preparation and the conduct of public hearings, depending on the particular project.

## II. BASIC SERVICES OF CONSULTANT

### A. Basic Services

The Consultant(s) shall perform professional engineering services as hereinafter stated which includes normal civil engineering services, normal surveying services incidental thereto and environmental work necessary to obtain environmental permits required for project construction. The Consultant(s) represents that they will perform all tasks in accordance with generally accepted professional standards and the Consultant(s) further represents that they will provide the City advice and consultation within the Consultant(s) authority and capacity as a professional engineer. The Consultant(s) will comply with the regulations, laws, ordinances,

and requirements of all governmental environmental impact statements applicable to the project.

**B. Study and Preliminary Design Phase**

Prior to issuance of an individual Work Order the Consultant shall:

1. Meet with City personnel to define a scope of services, establish time constraints, and to review available plans and data.
2. After determining a scope of services, and if it is determined that the work can be performed successfully, in a timely manner, and at a total cost negotiated and considered to be fair and reasonable, the Consultant will be assigned the project and an individual work order be issued. If a fee cannot be negotiated with the Consultant, then discussions will be terminated and negotiations conducted with the second consultant, etc. until an agreement can be reached.
3. The specific projects typically include all necessary research, field, and survey work. On most projects, the Consultant will be required to prepare preliminary design documents and/or draft study.
4. Plans will be submitted electronically in Autocad Civil 3D format that can be read and edited with free viewer. Plans will be in 3D format with building information data.
5. Based on the information contained in the preliminary design documents, the Consultant will be expected to submit an opinion of the estimated project cost including, but not limited to design and construction costs and contingencies. The Consultant will be expected to meet with City representatives and review the preliminary design/study.
6. The Consultant shall furnish all such documents, plans and design data as may be required for, and assist City in the preparation of the documents for submittal to the appropriate local, State, or Federal agency. The Consultant shall attend and participate in meetings and hearings as authorized by City.

**C. Final Design Phase**

Upon completion of the Preliminary Design Phase and notification from the City that the preliminary design documents are acceptable, the Consultant shall:

1. Prepare the final construction plans and specifications using VDOT Specifications, Hampton Roads Regional Standards, the City of Chesapeake PFM right of way/easement plats, and, prepare the Contract Documents (in such form acceptable to the Purchasing Division and City Attorney's Office) and assist in the preparation of associated documents. It is expected that each project will have a 30%, 60%, 90%, and 100% submittal. Plans will be submitted electronically in Autocad format that can be read and edited with free viewer. Plans will be in 3D format with building information data.
2. Furnish all such documents, plans, studies, and design data as may be required and assist in the preparation of any required documents so that City may obtain approval from appropriate local, State, or Federal agencies. The Consultant shall attend and participate in administrative hearings and meetings as authorized by City.



3. Furnish a revised estimate of project costs based on the final plans and specifications and other related documents.
4. Prepare revisions/addendum as required.

#### **D. Bidding Phase**

After authorization to proceed with the Bidding Phase the Consultant shall:

1. Assist in obtaining bids (or negotiating proposals) for each project.
2. Consult and advise as to the acceptability of substitute materials and equipment proposed by the contractor.
3. Consult and advise as to the acceptability of prime contractors and other persons and organizations proposed by the prime contractor.
4. Assist in the evaluation of bids or proposals.
5. If necessary, prepare bid tabulations, recommendations for award, and assist in the preparation of the final contract document.

#### **E. Construction Phase**

The Consultant may be responsible for providing control staking, easement and right-of-way staking, and general consultation during the construction phase. Control staking may include setting iron pins at property corners (including easements), providing one or more elevation bench marks at the site and providing centerline offset stakes for water and sewer main construction. Detailed daily inspections of the construction work will generally be performed by City. The Consultant's responsibilities during the construction phase may include but not be limited to the following:

1. Furnish City and the contractor with additional sets of plans and specifications as needed.
2. Consult with and advise City on matters relating to the construction activities.
3. Make periodic visits, as authorized, to the job site to observe as an experienced and qualified design professional the progress and quality of the executed work and to determine if the work is proceeding in accordance with the final plans, specifications and contract documents. During such visits and on the basis of on-site observations, the consultant shall keep City informed in writing of the progress of work, shall endeavor to guard against defects and deficiencies in the work of the contractor, shall notify City of any observed defects or deficiencies in the work of the contractor and shall recommend disapproval or rejection of work failing to conform with the final plans, specifications and contract documents.
4. Review and approve shop drawings and samples, the results of test and inspections and other data which the contractor is required to submit, for conformance with the design concept of the project and compliance with the information given in the final plans. Specifications and contract documents; determine the acceptability of substitute materials and equipment proposed by the contractor; and receive and review maintenance and operating instructions. Schedules, guarantees, bonds, and certificates of inspection which

are to be assembled by the contractor in accordance with the final plans, specifications and contract documents.

5. Issue directives of City pertaining to change orders (as authorized). The Consultant may, as City's representative, require special inspection or testing of the work and shall act as an interpreter of the requirements of the final plans, specifications and contract documents.
6. Based on the Consultant's on-site observations as an experienced and qualified design professional and on its review of the contractor's applications for payment and the accompanying data and schedules, the Consultant shall advise as to the amount owing to the contractor and shall indicate whether the amount requested is approved (subject to an evaluation of the work as a functioning project upon substantial completion and to the results of any subsequent tests called for in the final plans, specifications, and contract documents.)
7. Participate in a final inspection to determine if the project has been completed in accordance with the final plans, specifications and contract documents. Provide a written report summarizing the findings.
8. Provide a set of reproducible mylar record drawings to City and electronic file format if required.

## **APPENDIX A**

### **SECTION I**

#### **REQUIRED GENERAL TERMS AND CONDITIONS PROFESSIONAL SERVICES**

- A. PROCUREMENT ORDINANCE
- B. APPLICABLE LAWS AND COURTS
- C. ANTI-DISCRIMINATION
- D. ETHICS IN PUBLIC CONTRACTING
- E. IMMIGRATION REFORM AND CONTROL ACT OF 1986
- F. DEBARMENT STATUS
- G. ANTITRUST
- H. MANDATORY USE OF CITY FORM AND TERMS AND CONDITIONS
- I. CLARIFICATION OF TERMS
- J. PAYMENT
- K. PRECEDENCE OF TERMS
- L. QUALIFICATIONS OF OFFERORS
- M. TESTING AND INSPECTION
- N. ASSIGNMENT OF CONTRACT
- O. CHANGES TO THE CONTRACT
- P. DEFAULT
- Q. TAXES
- R. INSURANCE
- S. ANNOUNCEMENT OF AWARD
- T. DRUG-FREE WORKPLACE
- U. NONDISCRIMINATION OF CONSULTANTS
- V. AVAILABILITY OF FUNDS
- W. PROPOSAL PRICE CURRENCY
- X. AUTHORIZATION TO CONDUCT BUSINESS IN THE COMMONWEALTH
- Y. TERMINATION OF CONTRACT
- Z. DELIVERY OF MATERIALS
- AA. COMPENSATION DUE THE CONSULTANT
- BB. LITIGATIONS WITH THE CITY
- CC. PRIOR DEFAULTED CONTRACTS
- DD. CRIMINAL CONVICTIONS
- EE. TERM OF CONTRACT

- A. **PROCUREMENT ORDINANCE:** This solicitation is subject to the provisions of the City of Chesapeake Procurement Ordinance and applicable provisions of the Virginia Public Procurement Act, including and consistent with Virginia Code Section 2.2-4343(12). A copy of the City's ordinance is available for review at the purchasing office or accessible on the Internet at [www.cityofchesapeake.net](http://www.cityofchesapeake.net) under "Ordinances."
- B. **APPLICABLE LAWS AND COURTS:** This solicitation and any resulting contract shall be governed in all respects by the laws of the Commonwealth of Virginia, and any litigation with respect thereto shall be brought in the courts of the City of Chesapeake, Virginia, or the United States District Court for the Eastern District of Virginia, if independent federal jurisdiction exists. The Consultant shall comply with all applicable federal, state and local laws, rules and regulations. This solicitation is also governed by provisions of Chapter 54 of the Chesapeake City Code, and any revisions thereto, which are hereby incorporated into this contract by reference. Contact the Purchasing Division at (757) 382-6359, for more information or to review Chapter 54 of the Chesapeake City Code. The City Code may also be read online at <http://www.municode.com>.
- C. **ANTI-DISCRIMINATION:** By submitting their proposals, offerors certify to the City that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Contracting Act of 1975, as amended, where applicable, the Virginians With Disabilities Act, the Americans With

Disabilities Act and § 2.2-4311 of the *Virginia Public Procurement Act (VPPA)*. If the award is made to a faith-based organization, the organization shall not discriminate against any recipient of goods, services, or disbursements made pursuant to the contract on the basis of the recipient's religion, religious belief, refusal to participate in a religious practice, or on the basis of race, age, color, gender or national origin and shall be subject to the same rules as other organizations that contract with public bodies to account for the use of the funds provided; however, if the faith-based organization segregates public funds into separate accounts, only the accounts and programs funded with public funds shall be subject to audit by the public body (*Code of Virginia*, § 2.2-4343.1E).

- D. **ETHICS IN PUBLIC CONTRACTING:** By submitting their proposals, offerors certify that their proposals are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other offeror, supplier, manufacturer or subcontractor in connection with their proposal, and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.
- E. **IMMIGRATION REFORM AND CONTROL ACT OF 1986:** By submitting their (bids/proposals), (bidders/offerors) certify that they do not and will not during the performance of this contract employ illegal alien workers or otherwise violate the provisions of the federal Immigration Reform and Control Act of 1986.
- F. **DEBARMENT STATUS:** By submitting their proposals, offerors certify that they are not currently debarred by the Commonwealth of Virginia from submitting proposals on contracts for the type of services covered by this solicitation, nor are they an agent of any person or entity that is currently so debarred.
- G. **ANTITRUST:** By entering into a contract, the Consultant conveys, sells, assigns, and transfers to the City of Chesapeake all rights, title and interest in and to all causes of action it may now have or hereafter acquire under the antitrust laws of the United States and the Commonwealth of Virginia, relating to the particular services purchased or acquired by the City of Chesapeake under said contract.
- H. **MANDATORY USE OF CITY FORM:** Failure to submit a proposal on the official form provided for that purpose may be a cause for rejection of the proposal. Modification of or additions to the General Terms and Conditions of the solicitation may be cause for rejection of the proposal; however, the City reserves the right to decide, on a case by case basis, in its sole discretion, whether to reject such a proposal.
- I. **CLARIFICATION OF TERMS:** If any prospective offeror has questions about the specifications or other solicitation documents, the prospective offeror should contact the buyer whose name appears on the face of the solicitation no later than 5 working days before the due date. Any revisions to the solicitation will be made only by addendum issued by the buyer.
- J. **PAYMENT:**
  - 1. **To Prime Consultant:**
    - a. Invoices for items ordered, delivered and accepted shall be submitted by the Consultant directly to the payment address shown on the purchase order/contract. All invoices shall show the City contract number and/or purchase order number; social security number (for individual Consultants) or the federal employer identification number (for proprietorships, partnerships, and corporations).
    - b. Any payment terms requiring payment in less than 30 days will be regarded as requiring payment 30 days after invoice or delivery, whichever occurs last. This shall not affect offers of discounts for payment in less than 30 days, however.
    - c. All services provided under this contract or purchase order, that are to be paid for with public funds, shall be billed by the Consultant at the contract price, regardless of which City department is being billed.

- d. The following shall be deemed to be the date of payment: the date of postmark in all cases where payment is made by mail, or the date of offset when offset proceedings have been instituted as authorized under the Virginia Debt Collection Act.
- e. **Unreasonable Charges.** Under certain emergency procurements and for most time and material purchases, final job costs cannot be accurately determined at the time orders are placed. In such cases, Consultants should be put on notice that final payment in full is contingent on a determination of reasonableness with respect to all invoiced charges. Charges which appear to be unreasonable will be researched and challenged, and that portion of the invoice held in abeyance until a settlement can be reached. Upon determining that invoiced charges are not reasonable, the City shall promptly notify the Consultant, in writing, as to those charges which it considers unreasonable and the basis for the determination. A Consultant may not institute legal action unless a settlement cannot be reached within 30 days of notification. The provisions of this section do not relieve a department of its prompt payment obligations with respect to those charges which are not in dispute (*Code of Virginia*, § 2.2-4363).

2. To Subcontractors:

- a. A Consultant awarded a contract under this solicitation is hereby obligated:
  - (1) To pay the subcontractor(s) within 7 days of the Consultant's receipt of payment from the City for the proportionate share of the payment received for work performed by the subcontractor(s) under the contract; or
  - (2) To notify the Purchasing department and the subcontractor(s), in writing, of the Consultant's intention to withhold payment and the reason.
- b. The Consultant is obligated to pay the subcontractor(s) interest at the rate of one percent per month (unless otherwise provided under the terms of the contract) on all amounts owed by the Consultant that remain unpaid 7 days following receipt of payment from the City, except for amounts withheld as stated in (2) above. The date of mailing of any payment by U.S. Mail is deemed to be payment to the addressee. These provisions apply to each sub-tier contractor performing under the primary contract. A Consultant's obligation to pay an interest charge to a subcontractor may not be construed to be an obligation of the City.

K. **PRECEDENCE OF TERMS:** Paragraphs A-J of these General Terms and Conditions shall apply in all instances. In the event there is a conflict between any of the other General Terms and Conditions and any Special Terms and Conditions in this solicitation, the Special Terms and Conditions shall apply.

L. **QUALIFICATIONS OF OFFERORS:** The City may make such reasonable investigations as deemed proper and necessary to determine the ability of the offeror to perform the services and the offeror shall furnish to the City all such information and data for this purpose as may be requested. The City reserves the right to inspect offeror's physical facilities prior to award to satisfy questions regarding the offeror's capabilities. The City further reserves the right to reject any proposal if the evidence submitted by, or investigations of, such offeror fails to satisfy the City that such offeror is properly qualified to carry out the obligations of the contract and to provide the services contemplated therein.

M. **TESTING AND INSPECTION:** The City reserves the right to conduct any test or inspection it may deem advisable to assure services conform to the specifications.

N. **ASSIGNMENT OF CONTRACT:** A contract shall not be assignable by the Consultant in whole or in part without the written consent of the City.

O. **CHANGES TO THE CONTRACT:** Changes can be made to the contract in any of the following ways:

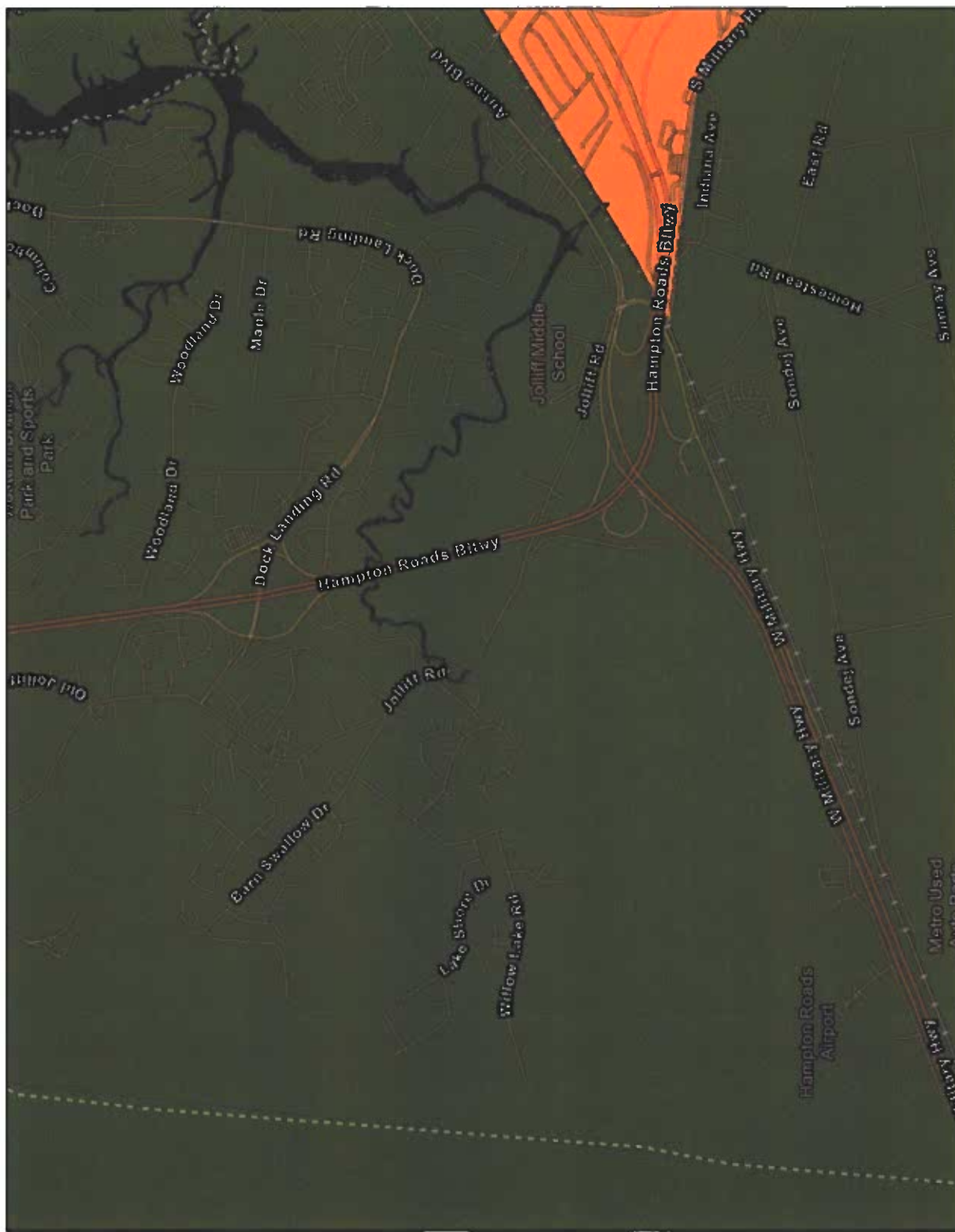
- 1. The parties may agree in writing to modify the terms, conditions, or scope of the contract. Any additional services to be provided shall be of a sort that is ancillary to the contract services, or within the same broad

## **Attachment-7**

**Social Vulnerability Map of Goose Creek Watershed**



- Social Vulnerability Classification**
- High Social Vulnerability
  - Moderate Social Vulnerability
  - Not Socially Vulnerable
  - Not included in the analysis
- Social Vulnerability Index Score**
- Very Low Social Vulnerability
  - Low Social Vulnerability
  - Moderate Social Vulnerability
  - High Social Vulnerability
  - Very High Social Vulnerability
  - Not included in the analysis



April 5, 2022

Source: Esri, Maxar, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community



Created from the Virginia Vulnerability Viewer

## **Attachment-8**







**Social Vulnerability at Dock Landing Road Map within the Goose Creek  
Watershed**

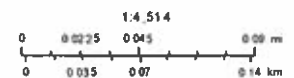
# Dock Landing Rd



April 5, 2022

## Social Vulnerability Index Score

-  Very Low Social Vulnerability
-  Low Social Vulnerability
-  Moderate Social Vulnerability
-  High Social Vulnerability
-  Very High Social Vulnerability
-  Not included in the analysis



Source: Esri, Maxar, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community

Created from the Virginia Vulnerability Viewer



# ADAPTVA

## **Attachment-9**

### **Source of Matching Funds**

## 10-150: Stormwater Mapping & Master Drainage Plan III

Department:	Storm Water Capital Projects		
Project Type:	Study	Comprehensive Plan Goal Area:	Stormwater Management
Year identified:	2011	Planning Area:	Citywide
Start Date:	7/1/2012	Project Status:	Adopted
Est. Completion Date:	7/30/2023		

### Description:

This project will continue the updating of the Stormwater Inventory Mapping and Master Drainage Plan.

### Justification:

The updating of the Stormwater Inventory Mapping and Master Drainage Plan is essential in providing quick, accurate information to City staff, consultants, and the general public. This will provide inventory mapping to support emergency responses and GASB 34 accounting.

### Comments:

On May 28, 2019, City Council transferred \$48,876 from this project to CIP 70-230 "Crestwood Watershed Master Drainage Plan" to provide the local match for a grant award.

### Project Forecast:

Year	Total Expense	Total Revenue	Difference
2022			0
2023	100,000	100,000	0
	<b>100,000</b>	<b>100,000</b>	<b>0</b>

### Project Details 2022:

	Prior Years	2022	2023 - 26	Future Years	Total Amount
<b>Revenue</b>					
Cash - Stormwater	601,124		100,000		<b>701,124</b>
<b>Total Revenue</b>	<b>601,124</b>		<b>100,000</b>		<b>701,124</b>
<b>Expense</b>					
Design & Engineering	601,124		100,000		<b>701,124</b>
<b>Total Expense</b>	<b>601,124</b>		<b>100,000</b>		<b>701,124</b>



CH\_GL\_107

My Expenses by Proj  
1101500900 SW MAPPING&MASTER DRNG PLAN III

2022-04-06

Activity	Total Appropriation	Pre-Enc	Enc	Exp	Remaining	% Spent
036000000000600	-	-	-	23,202.00	(23,202.00)	100.00%
036000000000601	-	-	-	13,452.00	(13,452.00)	100.00%
036000000000620	-	-	-	9,594.00	(9,594.00)	100.00%
036000000000630	-	-	-	28,331.00	(28,331.00)	100.00%
ENG/DESIGN	601,124.00	-	46,258.39	351,781.59	203,084.02	66.22%
Total Expenditures	\$ 601,124.00	\$ -	\$ 46,258.39	\$ 426,360.59	\$ 128,505.02	78.62%

\*Note: All amounts reflect transactions currently budget checked against commitment control definitions.




## **Attachment-10**

**Letter of Matching Fund Authorization**

## MEMORANDUM

**TO:** Crystal Bloom, P.E., Assistant City Engineer

**FROM:** Deva Borah, PhD, P.E., Senior Project Engineer 

**DATE:** April 7, 2022

**SUBJECT:** **AUTHORIZATION TO REQUEST FUNDING THROUGH  
COMMUNITY FLOOD PREPAREDNESS FUND (CFPF) GRANT  
PROGRAM FOR GOOSE CREEK WATERSHED STUDY**

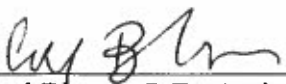
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The City of Chesapeake requests funding through the Community Flood Preparedness Fund (CFPF) grant program for the above-referenced study in accordance with the grant program requirements as provided in the 2022 Grant Manual for the Virginia Community Flood Preparedness Fund.

The City has dedicated funding for this specific type of study in the Capital Improvement Budget (CIB) that will be used to provide the required local match, see Project #10-150 Stormwater Mapping & Master Drainage Plan III. The CIB Project Summary page and documentation to verify the availability of adequate funding to cover the local match amount are provided for your records.

The total project cost is \$185,000. The amount of funding requested through the CFPF is 50% of the project cost or \$92,500. The remaining cost of \$92,500 will be a local match funded through Project #10-150 Stormwater Mapping & Master Drainage Plan III.

Should you have any questions or need additional information, please contact me at extension 6472.

  
\_\_\_\_\_  
Crystal Bloom, P.E., Assistant City Engineer  
(Approval of Request)

4/8/22  
\_\_\_\_\_  
Date

DB

Attachments



CFPF, rr &lt;cfpf@dc.virginia.gov&gt;

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## CID510034\_ChesapeakeCity\_CFPF-3: CFPF 2022 Grant Application on the Goose Creek Watershed STUDY

1 message

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**Deva K. Borah** <dborah@cityofchesapeake.net>

Fri, Apr 8, 2022 at 3:32 PM

To: Virginia Department of Conservation &amp; Recreation &lt;cfpf@dc.virginia.gov&gt;

Cc: Sam Sawan &lt;sawan@cityofchesapeake.net&gt;, "Crystal V. Bloom" &lt;cbloom@cityofchesapeake.net&gt;

Dear DCR CFPF Program Manager,

Attached please find the City of Chesapeake's Grant Application **CID510034\_ChesapeakeCity\_CFPF-3** on the Goose Creek watershed **STUDY** for 2022 CFPF Grant Funding.

We look forward to hearing from you with an acknowledgement of receipt of this application.

Sincerely,

Deva

**Deva K. Borah, Ph.D., P.E., F.ASCE**

Senior Engineer

City of Chesapeake – Department of Public Works

306 Cedar Road,, Chesapeake, Virginia 23322

Main: (757) 382-6101; Direct: (757) 382-6472

Cellular: (757) 705-6341

Email: [dborah@cityofchesapeake.net](mailto:dborah@cityofchesapeake.net)

[www.cityofchesapeake.net](http://www.cityofchesapeake.net)



**CID510034.ChesapeakeCity\_CFPF-3.pdf**  
2549K