

Re: Flood Hazard Assessment and Summary of Potential Flood Mitigation Strategies, [property name & address]

Dear [name]:

We shall be pleased to assess the flood hazards and summarize potential flood mitigation strategies for the historic property located at [building address]. This letter describes our proposed scope of services, fees, and contract terms and conditions.

1. BACKGROUND

[Building background information – to include building age, number of floors, building construction (roof, floor, wall, and foundation type), current historic protections, relevant historic context/use, previous floods experienced, previous rehabilitations, current use]

The building is located within a Federal Emergency Management Agency (FEMA) 1%-annual-chance ("100-year") floodplain. As a result, renovation or improvement projects at the building may be subject to building code or floodplain management requirements for flood-resistant design and construction.

2. SCOPE OF WORK

Our proposed scope of services for this project consists of a flood hazard assessment for the project site, a limited condition assessment, and preparation of a summary of potential strategies to mitigate the flood hazards. The summary will include consideration of the historic features of the building and a discussion of the feasibility of implementation of each strategy given the existing conditions at the site.

1.1 Flood Hazard Assessment

We will review, summarize, and give context for the relevant flood elevation data for the project site and relate the elevations to available building elevation data that you provide to us. We expect that we will utilize the following sources for the flood hazard assessment:

- FEMA Flood Insurance Rate Maps and Flood Insurance Studies (effective, preliminary, and pending).
- Locally adopted flood hazard maps (if available).
- The National Park Service's Guidelines on Flood Adaptation for Rehabilitating Historic Buildings.

1.2 Summary of Codes and Regulations

We will review and summarize the applicable regulatory requirements for flood-resistant design and construction. The summary will identify the project thresholds that trigger flood-resistant

design compliance, the minimum design flood criteria, applicable reference standards, and permissible flood mitigation strategies. We expect that our summary may reference some or all of the following documents:

- State building and existing building code(s)
- Municipal zoning codes
- State and/or local floodplain management ordinances
- State and/or local historic review boards

1.3 Limited Condition Assessment

We will conduct a visual survey of the readily visible existing structural elements to determine their condition and general orientation. We will identify conditions that may impact the implementation of flood mitigation strategies. We will also photograph historic character-defining features of the property that will influence future concept design considerations.

We base our fee on the assumption that two engineers would make one (1) site visit and that openings made to expose existing structure will be completed before the site visit.

1.4 Overview of Strategies

We will prepare a high-level overview of the different flood mitigation strategies that may be applicable to mitigate the flood hazards at the property informed by our observations during the site survey. The overview will describe the objective of each strategy, the general requirements for implementation, the advantages and disadvantages of each strategy, and common historic preservation challenges with implementing each strategy.

Given the limited nature of this initial proposed phase, the overview will not address the specific aspects of implementing the strategies at the property; in other words, this overview does not include flood mitigation concepts. The overview of strategies is intended to provide a general understanding of what flood mitigation options may be available and developed in a future conceptual design phase.

1.5 Letter Report

We will prepare a letter report to document our findings from the above tasks and attend a virtual meeting with you to review the letter report and discuss potential next steps.

3. EXCLUSIONS AND POTENTIAL FUTURE TASKS

We anticipate that the scope of work covered in this proposal represents an initial phase to better understand the site's flood risk. Pending the results of this initial phase, we expect that a subsequent phase may include some or all of the following tasks; however, these tasks are excluded from the current proposal.

- Perform a flood vulnerability assessment of the historic building. This task would include a thorough review of available existing construction documentation and a site visit to identify flood vulnerabilities throughout the building. This task may also include a supplementary elevation survey and/or exploratory openings to document concealed existing conditions.

- Develop flood mitigation concepts for the building. For each treatment concept, we will evaluate the impacts of any potential alterations to the historic property's character-defining spaces, features, materials, and site.
- Prepare a full condition assessment report summarizing findings, conclusions, and recommendations from our field investigation. In addition to the flood mitigation concepts, we will provide prioritized recommendations based on immediate needs, intermediate-term needs, and long-term needs based on existing conditions.
- Prepare cost estimates for the flood mitigation concepts.

In addition, this proposal excludes the following tasks that we would expect may be necessary during a future phase after the flood vulnerability assessment and flood mitigation concepts work described immediately above.

- Performing a geotechnical investigation to understand the subsurface and groundwater conditions at the site.
- Preparing drawings, specifications, or other construction documents.
- Performing permitting services or insurance-related work.
- Preparing an Elevation Certificate or a Floodproofing Certificate.

4. FEE AND TERMS AND CONDITIONS

Our fee for the services described above for this project will be \$____. Our fees for additional services will be computed on an hourly basis as shown on the attached Fee Schedule and Payment Terms. We will bill direct expenses at actual cost plus 10%. Direct expenses are out-of-pocket expenses and include, but are not limited to, subconsultants, travel, outside services, copying, and charges for the use of our field and laboratory equipment and specialized computer software.

This proposal is valid for sixty (60) days. Our proposed agreement consists of this proposal and the enclosed Contract Provisions and Fee Schedule and Payment Terms. If acceptable, please sign and return one copy of this letter.

Enclosed are materials describing our qualifications, experience, and scope of activities relevant to this assignment.