

April 15, 2025

145810-R1

City of Sanibel

Attn: Ms. Holly Milbrandt

800 Dunlop Road

Sanibel, FL 33957

Sent via email: holly.milbrandt@mysanibel.com

RE: Proposal for Engineering and Environmental Consulting Services

For the City of Sanibel Adaptation Plan

Dear Ms. Milbrandt:

Pursuant to our recent discussion and your request, Cummins Cederberg, Inc. (Cummins Cederberg) is pleased to present this proposal for our resiliency planning and consulting services for the City of Sanibel Adaptation Plan (Project) located in the City of Sanibel within Lee County, Florida.

Project Introduction

The City of Sanibel (Client) received a Florida Department of Environmental Protection (FDEP) Resilient Florida planning grant for the City's Adaptation Plan (AP) awarded in 2024 (25PLN22). The ongoing City-wide vulnerability assessment (VA) project (22PLN82) is ongoing and anticipated for completion by October 2025. This Adaptation Plan (AP) Project will be based on the outcomes and findings of the VA project, will be consistent with the Florida Adaptation Planning Guidebook, and contribute to improving both the City's and the State's resilience to flooding and sea level rise.

This proposal is based on the scope and fees detailed in the 25PLN22 Grant Work Plan.¹ Changes to the FDEP Grant Work Plan may trigger a modification of this proposal.

Scope of Services

The following section outlines the scope of services to be provided by Cummins Cederberg for the City of Sanibel (Client).

Task 1 – Kick Off Meeting

Cummins Cederberg will schedule a kick-off meeting with the Client to discuss the Project scope, Project goals, schedule, key milestones, and deliverables; including steering committee and

¹ 25PLN22 3. Grant Work Plan (2.10.25) COS v1.

public outreach meetings. Cummins Cederberg will prepare a meeting agenda, meeting presentation or other appropriate meeting materials for the kick-off meeting. Cummins Cederberg will take meeting minutes during the kickoff meeting and distribute to the Client for any additions or clarifications. This scope assumes the kick-off meeting will be a virtual meeting.

*Deliverables: 1.1: Kick-off meeting agenda with location, date, and time of meeting;
1.2: Copy of presentation, if applicable, and other/all materials created for the meeting in PDF format;
1.3: Summary report or meeting minutes that includes meeting purpose, stakeholder input, and outcomes in PDF format.*

Task 2 – Steering Committee Meetings

Cummins Cederberg will support the Client in facilitating up to two (2) Steering Committee meeting to obtain input for study direction, assist in identifying geographic context, available data and resources, relevant assets, and recommend focus areas for public input. Cummins Cederberg will assist in the coordination and scheduling of Steering Committee meeting(s) based on critical decision points in the project process and will develop meeting presentations or other appropriate meeting materials. The scope of work assumes the meetings will be held at a City-owned location or be virtual or hybrid and does not include expenses. Based on the feedback and input received, a summary report or meeting minutes will be produced.

*Deliverables: 2.1: Steering Committee meeting agenda including location, date, and time of meeting;
2.2: Copy of presentation, if applicable, and other/all materials created for the meeting;
2.3: Summary report or meeting minutes that includes meeting purpose, steering committee input, and outcomes in PDF format.*

Task 3 – Draft Adaptation of Needs and Strategies

Cummins Cederberg will develop adaptation needs and strategies for inclusion in the AP. The AP will include a table listing the adaptation needs and corresponding recommended strategies for each as well as a map illustrating the critical assets identified as adaptation needs. The AP will be consistent with the guidelines in the Florida Adaptation Planning Guidebook.

Deliverables: Draft Adaption Plan in PDF format.

Task 4 – Community Prioritization of Adaptation Needs

Cummins Cederberg will assist the Client in preparing and conducting a public meeting to develop a prioritization of adaptation needs for the community. In preparation for the meeting, Cummins Cederberg will evaluate adaptive capacities, adaptation needs, and identification of adaptation strategies for asset classes based on project prioritization identified in the VA. The purpose of the meeting is to allow the public to provide community-specific input on the identified adaptation needs and strategies and support prioritization of adaptation needs. Cummins Cederberg will

develop public meeting materials (presentation, public meeting agenda, boards, comment cards, graphics, etc.). Based on the feedback and input received, a summary report or meeting minutes will be produced.

*Deliverables: 4.1: Public meeting agenda including location, date, and time of meeting;
4.2: Copy of presentation, if applicable, and other/all materials created for the meeting;
4.3: Summary report or meeting minutes that includes meeting purpose, stakeholder input, and outcomes in PDF format.*

Task 5 – Final Adaptation Plan

Cummins Cederberg will complete the AP consistent with the Florida Adaptation Planning Guidebook and based on the public outreach efforts and feedback. The AP will include a list of prioritized projects for each asset class as defined in subsection 380.093(2), Florida Statutes, for consideration and implementation. The final AP may include recommendations to integrate the proposed AP into existing local planning and policy documents such as the Local Mitigation Strategy, Post-Disaster Redevelopment plan, Capital Improvement Plan, Stormwater Management Plan, Comprehensive Plan, codes, or ordinances.

Deliverables: 5.1: Final AP report, to include any products or documentation, either within the report or as appendices or independent sections, in PDF format.

Task 6 – Public Presentation

Cummins Cederberg will prepare and conduct a public presentation with the Client explaining the results from the AP to City Council. The presentation will share the outcomes of the final AP including resulting prioritized project recommendations and potential future project funding. Cummins Cederberg will develop a Powerpoint presentation and will provide materials for the Client to use in meeting invitations and social media notifications as needed.

*Deliverables: 6.1: Public presentation agenda including location, date, and time of meeting;
6.2: Copy of presentation, if applicable, or other/all materials created for the meeting;
6.3: Summary report or meeting minutes that includes meeting purpose, stakeholder input, and outcomes in PDF format.*

Fees

Fees for services are noted below. Cummins Cederberg shall invoice the Client on a percent complete basis each month and/or upon completion of tasks.

Task #	Description	Fee	Basis
1	Kick Off Meeting	\$ 3,750.00	Lump Sum
2	Steering Committee Meeting	\$ 6,750.00	Lump Sum
3	Draft Adaptation Needs and Strategies	\$ 30,000.00	Lump Sum
4	Community Prioritization of Adaptation Needs	\$ 15,000.00	Lump Sum
5	Final Adaptation Plan	\$ 26,000.00	Lump Sum
6	Public Presentation	\$ 6,500.00	Lump Sum
	Total	\$ 88,000.00	Lump Sum

Hourly Breakdown

Approximated

Task Description	Principal	Senior Director	Senior Project Manager	Senior Engineer	Project Engineer	Associate Engineer II	Senior GIS Analyst	GIS Analyst	Clerical	Total Hours	Total Cost
Labor Rates	\$306.0	\$265.2	\$224.4	\$224.4	\$183.6	\$163.2	\$163.2	\$122.4	\$ 76.5		
1 Kick Off Meeting	4	2	4	2	6					18	\$3,753.60
2 Steering Committee Meeting	10	4	8	2	2	2	2			30	\$6,609.60
3 Draft Adaptation Needs and Strategies	20	10	20	30	48	16	16			160	\$29,947.20
4 Community Prioritization of Adaptation Needs	12	6	20	6	24		8			76	\$15,014.40
5 Final Adaptation Plan	1	18	14	24	24	12	16	4		137	\$26,152.80
6 Public Presentation	6	4	6	4	12					32	\$6,528.00
Total hours	1	70	40	82	68	116	30	42	4	453	\$88,005.60

Conditions/Assumptions

- The City shall notify Cummins Cederberg of any known conditions related to the Project that may affect the scope of services.
- Any changes to the City's FDEP grant agreement may trigger a change in scope.
- The City shall provide any available background information, such GIS data, asset information, available LiDAR and topographic survey, historical photographs, permits or other documentation.
- No new data collection shall be provided as part of this scope.
- Grant compliance and administration is not included as part of the scope of services.

General

This proposal is valid for 60 days and was prepared based on the information provided by the Client to date. This proposal is subject to the terms and conditions in our Continuing Services Consultant Agreement between the City of Sanibel and Cummins Cederberg. If you wish us to provide the services detailed above, please sign this agreement, which includes the Cummins

Cederberg's General Terms & Conditions attached herein, and return a signed copy to us, which will serve as our Authorization to Proceed.

We appreciate the opportunity to prepare a proposal for our engineering and environmental consulting services and look forward to working together on this important project. Should you have any questions or require additional information, please do not hesitate to contact me at 941-364-2425, or at JPhillips@CumminsCederberg.com.

Sincerely,

CUMMINS CEDERBERG, INC.



Jenna N. Philips, M.S.
Senior Director

Read and Accepted by **Client:**

By: _____

Name: _____

Title: _____

Date: _____