

EXHIBIT "A"



TASK LETTER FOR CONTINUING SERVICES – HALFF AVO 53758.007 RESILIENT FLORIDA ADAPTATION PLAN NASSAU COUNTY, FLORIDA

I. ABBREVIATED PROJECT DESCRIPTION

CLIENT has requested CONSULTANT to develop Nassau County's Resilient Florida Adaptation Plan (AP). The CONSULTANT will act as a project advisor to CLIENT in this capacity. The AP will identify key vulnerabilities, prioritize adaptation strategies, and propose actionable projects to safeguard infrastructure, homes, businesses, and natural resources. The planning process will include phased development, extensive community engagement, and evaluation of strategies for feasibility and impact. The final plan will outline adaptation measures, funding opportunities, and implementation timelines to enhance Nassau County's long-term resilience.

II. SCOPE OF SERVICES

A. TASK 1 – KICK-OFF MEETING

The CONSULTANT will initiate the project by conducting a kick-off meeting to outline the project scope, goals, schedule, milestones, and deliverables. This meeting will ensure that all stakeholders are aligned with the objectives and approach of the Adaptation Plan development process.

Deliverables:

1. Meeting agenda including location, date, and time of meeting.
2. Meeting sign-in sheets or attendance records with attendee names and affiliations.
3. A copy of the presentation(s) and any materials created for distribution at the meeting.
4. Kick-off meeting minutes documenting all decisions and agreed-upon outcomes.
5. A summary report including attendee input and meeting outcomes.

Task Lump Sum Fee: \$5,000.00

B. TASK 2 – DRAFT ADAPTATION NEEDS AND STRATEGIES

The CONSULTANT will develop a draft Adaptation Plan that identifies the adaptation needs and corresponding strategies. The draft will include a table listing the adaptation needs and strategies, as well as a map illustrating the critical assets identified as priorities for adaptation. The plan will be consistent with the guidelines outlined in the Florida Adaptation Planning Guidebook.

Deliverables:

1. A draft Adaptation Plan outlining the adaptation needs and strategies.

Task Lump Sum Fee: \$100,000.00

C. TASK 3 – COMMUNITY PRIORITIZATION OF ADAPTATION NEEDS

The CONSULTANT will facilitate public meetings to prioritize the adaptation needs identified in the draft Adaptation Plan. These meetings will provide an opportunity for community members to review and offer feedback on the draft plan, focusing on prioritizing adaptation needs and strategies. The CONSULTANT will prepare the necessary materials for the meetings, including social media notifications, invitations, presentations, and graphics.

Deliverables:

1. Meeting agendas including location, date, and time of meeting.
2. Meeting sign-in sheets with attendee names and affiliations (e.g., local stakeholders, residents, local government staff).
3. A copy of the presentation(s) and any materials created for distribution (e.g., social media posts, graphics).



4. A copy of the video or audio recording from the meeting, if applicable.
5. A summary report documenting attendee input and meeting outcomes.

Task Lump Sum Fee: \$35,000.00

D. TASK 4 – FINAL ADAPTATION PLAN

The CONSULTANT will finalize the Adaptation Plan, ensuring it aligns with the Florida Adaptation Planning Guidebook. The final plan will include a prioritized list of projects for each asset class, as defined in Subsection 380.093(2) of the Florida Statutes, for potential implementation. It will also include adaptation action areas, high-level conceptual designs, and engineering budgets for the top-priority projects. The final plan will be integrated with existing local planning documents, such as the Comprehensive Plan, Building Code, Local Mitigation Strategy, Capital Improvement Plan, and Stormwater Management Master Plan.

Deliverables:

1. A final Adaptation Plan, inclusive of all associated documentation, appendices, and supporting materials.

Task Lump Sum Fee: \$60,000.00

E. TASK 5 – PUBLIC PRESENTATION

The CONSULTANT will present the final Adaptation Plan results to local governing boards, technical committees, and other appropriate officers and elected officials. This presentation will communicate the outcomes of the final plan, including prioritized project recommendations and potential future funding needs. The CONSULTANT will prepare all necessary materials, such as meeting invitations, presentations, and social media notifications.

Deliverables:

1. Meeting agendas including location, date, and time of meeting.
2. Meeting sign-in sheets with attendee names and affiliations.
3. A copy of the presentation(s) and any materials created for the meeting (e.g., social media posts, graphics).
4. A copy of the video or audio recording of the presentation, if applicable.
5. A summary report documenting attendee input and meeting outcomes.

Task Lump Sum Fee: \$5,000.00

III. FEE SCHEDULE

Task No.	Task Description	Lump Sum Fee
Task 1	Kick-Off Meeting	\$5,000.00
Task 2	Draft Adaptation Needs and Strategies	\$100,000.00
Task 3	Community Prioritization of Adaptation Needs	\$35,000.00
Task 4	Final Adaptation Plan	\$60,000.00
Task 5	Public Presentation	\$5,000.00
TOTAL LUMP SUM FEE		\$205,000.00

Note: Lump Sum Fee reflects FDEP grant allocation amounts, where estimated hours are slightly less than Lump Sum Fees provided in grant for each task. Total of \$338.94 difference between Lump Sum Fee and Forecasted Totals. Hourly rates are based on 2025 fee listed in 2023-26 Hourly Rate Schedule.

Labor Category		Level	2023	2024	2025	2026	2027
Architect	I	95.00	97.85	100.79	103.81	106.92	
	II	111.00	114.33	117.76	121.29	124.93	
	III	156.00	160.68	165.50	170.47	175.58	
	IV	203.50	209.61	215.89	222.37	229.04	
	V	325.00	334.75	344.79	355.14	365.79	
Engineer	I	115.00	118.45	122.00	125.66	129.43	
	II	156.00	160.68	165.50	170.47	175.58	
	III	189.00	194.67	200.51	206.53	212.72	
	IV	216.00	222.48	229.15	236.03	243.11	
	V	325.00	334.75	344.79	355.14	365.79	
Scientist	I	75.00	77.25	79.57	81.95	84.41	
	II	114.00	117.42	120.94	124.57	128.31	
	III	160.00	164.80	169.74	174.84	180.08	
	IV	200.00	206.00	212.18	218.55	225.10	
	V	325.00	334.75	344.79	355.14	365.79	
Landscape/ Planner	I	86.00	88.58	91.24	93.97	96.79	
	II	110.00	113.30	116.70	120.20	123.81	
	III	141.00	145.23	149.59	154.07	158.70	
	IV	224.00	230.72	237.64	244.77	252.11	
	V	325.00	334.75	344.79	355.14	365.79	
Surveyor	I	95.00	97.85	100.79	103.81	106.92	
	II	110.00	113.30	116.70	120.20	123.81	
	III	141.00	145.23	149.59	154.07	158.70	
	IV	164.00	168.92	173.99	179.21	184.58	
	V	325.00	334.75	344.79	355.14	365.79	
Field Tech	I	58.00	59.74	61.53	63.38	65.28	
	II	75.00	77.25	79.57	81.95	84.41	
	III	96.00	98.88	101.85	104.90	108.05	
	IV	124.00	127.72	131.55	135.50	139.56	
	V	202.00	208.06	214.30	220.73	227.35	
Office Tech	I	60.00	61.80	63.65	65.56	67.53	
	II	75.00	77.25	79.57	81.95	84.41	
	III	96.00	98.88	101.85	104.90	108.05	
	IV	124.00	127.72	131.55	135.50	139.56	
	V	160.00	164.80	169.74	174.84	180.08	
Administrative	I	34.00	35.02	36.07	37.15	38.27	
	II	75.00	77.25	79.57	81.95	84.41	
	III	97.00	99.91	102.91	105.99	109.17	
	IV	118.00	121.54	125.19	128.94	132.81	
	V	159.50	164.29	169.21	174.29	179.52	
Specialist	I	69.00	71.07	73.20	75.40	77.66	
	II	106.00	109.18	112.46	115.83	119.30	
	III	132.00	135.96	140.04	144.24	148.57	
	IV	190.00	195.70	201.57	207.62	213.85	
	V	260.00	267.80	275.83	284.11	292.63	
Intern		75.00	77.25	79.57	81.95	84.41	

Subsequent annual rates include 3% annual escalation