
May 20, 2026

Danielle Zembruski, Purchasing Manager
Village of Wellington
12300 Forest Hill Boulevard | Wellington FL 33414

Dear Danielle,

Reference: Village of Wellington Adaptation Plan

The Village of Wellington has completed a statutorily compliant Comprehensive Flood Vulnerability Assessment. To continue to develop resilient solutions for the community's infrastructure and to integrate resilience into the Village's policies, programs and processes, the Village has obtained a Resilient Florida grant to prepare a Resilience Adaptation Plan.

Stantec is pleased to submit the following Scope of Services and Fees to assist the Village of Wellington in preparing a Resilience Adaptation Plan.

This work will be completed under Stantec's existing contract with the City.

Respectfully yours,



Stantec Consulting Services Inc.

Diane Quigley AICP, CFM
Principal, Senior Project Manager, Water
Phone: (850) 867-8671
Email: diane.quigley@stantec.com

Reference: Village of Wellington Resilience Adaptation Plan

SCOPE OF SERVICES

PROJECT DESCRIPTION:

The Village of Wellington (Grantee) will complete the Village of Wellington Adaptation Plan (Project) to include an Adaptation Plan (AP) consistent with the Florida Adaptation Planning Guidebook. The Project will also include public outreach and stakeholder engagement.

TASKS AND DELIVERABLES:

Task 1: Draft Adaptation Needs and Strategies

The Grantee 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 shall be consistent with the guidelines in the Florida Adaptation Planning Guidebook.

Deliverables: The Grantee will provide the following:

- A draft AP

Task 2: Community Prioritization of Adaptation Needs

The Grantee will conduct a public meeting to develop a prioritization of adaptation needs for the community. The Grantee will present the draft AP that includes the following: assessment of adaptive capacities, adaptation needs, and identification of adaptation strategies. The purpose of the meeting is to allow the public to provide community-specific input on the identified adaptation needs and strategies as identified in the draft AP as well as an opportunity to prioritize adaptation needs. The Grantee will prepare all social media notifications, meeting invitations, meeting materials, presentations, and graphics utilized during the meeting, as applicable.

Deliverables: The Grantee will provide the following:

- The agenda (including location, date, and time); a copy of the presentation, if applicable, and all materials created for the meeting; and a summary report or meeting minutes that includes the meeting purpose, stakeholder input, and outcomes.

Task 3: Final Adaptation Plan

The Grantee will complete an AP that is consistent with the Florida Adaptation Planning Guidebook. The AP will also include a list of prioritized projects for each asset class as defined in subsection 380.093(2), Florida Statutes, for consideration and implementation.

Deliverables: The Grantee will provide the following:

- A final AP, to include any products or documentation, either within or as appendices or independent sections, resulting from all optional subtasks included in the Task Description.

Reference: Village of Wellington Resilience Adaptation Plan

Task 4: Public Outreach Meetings and Stakeholder Engagement

The Grantee will conduct public outreach meetings and stakeholder engagement for the project. Project meetings will be conducted to ensure effective project execution, stakeholder engagement, and compliance with grant requirements. Meeting types include, but are not limited to, the types and descriptions below.

Kick-off Meeting

The purpose of a kick-off meeting is to discuss the project scope, project goals, schedule, key milestones, and deliverables in order to develop a consistent project approach. The kick-off meeting would be hosted by the Grantee and attendees should be key stakeholders in the project. Prior to the meeting, the Grantee should develop an overall project management plan and address initial actions, identify and invite key stakeholders, prepare the sign-in sheet, draft a project schedule, and prepare any other meeting materials as necessary.

Steering Committee Meetings

The purpose of steering committee meetings is to oversee and assist a project from the management level. Steering committees may assist by reviewing the goals of the project, review draft materials, provide input for study direction, assist in identifying geographic context, appropriate modeling methodologies, assist in identifying available data and resources, identify relevant assets, and review project findings and recommendations. A minimum of two steering committee meetings is recommended, at the beginning and end of the project, however, more may be necessary to provide guidance at critical decision points throughout the project process.

The Grantee should coordinate and schedule the quantity, dates, times, and locations for the steering committee meetings, based on critical decision points in the project process.

Public Presentation of the Final AP

The Grantee will present the final AP results to local governing boards, technical committees, or other appropriate officers and elected officials in a public presentation. The purpose of the presentation is to share the outcomes of the final AP including resulting prioritized project recommendations and future project funding. The Grantee will prepare all social media notifications, meeting invitations, meeting materials, presentations, and graphics utilized during the meeting, as applicable.

Deliverables: The Grantee will provide the following:

- **4.1 Kick-off Meeting:** Kick-off meeting agenda (including location, date, and time); a copy of the presentation, if applicable, and all materials created for the meeting; and a summary report or meeting minutes that includes the meeting purpose, stakeholder input, and outcomes.
- **4.2 Steering Committee Meetings:** For each meeting, the agenda (including location, date, and time); a copy of the presentation, if applicable, and all materials created for the meeting; and a summary report or meeting minutes that includes the meeting purpose, steering committee input, and outcomes.
- **4.3 Public Presentation of Final AP:** Public presentation agenda (including location, date, and time); a copy of the presentation, if applicable, and all materials created for the meeting; and a summary report or meeting minutes that includes the meeting purpose, stakeholder input, and outcomes.

Reference: Village of Wellington Resilience Adaptation Plan

Exclusions

This Work Order does not include engineering design, permitting or survey of any proposed project concepts

Fee for Services

Consultant proposes to complete engineering services described above in Tasks 1- 4 for an amount of **\$130,000** inclusive of all expenses on a **fixed fee** basis.

Task No.	Task	Total Hours	Total Fee
1	Draft Adaptation Needs and Strategies	245	\$ 50,000
2	Community Prioritization of Adaptation Needs	64	\$ 15,000
3	Final Adaptation Plan	124	\$ 25,000
4	Public Outreach Meetings and Stakeholder Engagement	188	\$ 40,000
TOTAL		621	\$ 130,000

Schedule

Stantec will adhere to the following project schedule in adherence to the FDEP grant deadlines.

Task	FDEP Deliverable Deadline
Draft Adaptation Needs and Strategies	6/30/2027
Community Prioritization of Adaptation Needs	9/30/2027
Final Adaptation Plan	3/31/2028
Public Outreach Meetings and Stakeholder Engagement	3/31/2028