

**CITY OF CLEARWATER, FLORIDA**  
**Task Order No. 2 – Hurricane Debby**

In accordance with the Master Services Agreement for Professional Consulting Services, dated February 7, 2023, between the **City of Clearwater, Florida (CITY)** and **Tetra Tech, Inc. (CONSULTANT)**, the CLIENT hereby authorizes the following services to be performed for the period of performance and estimated budget set forth herein.

**PROJECT:**           **Disaster Recovery Consulting Services**  
                          **2024 Hurricane Debby (DR-4806 FLORIDA)**

**I. ESTIMATED PERIOD OF PERFORMANCE:**

**October 1, 2024** through **September 30, 2025** unless extended by written agreement signed by both parties.

**II. SCOPE OF WORK:**

The focus shall be on reimbursements for Emergency Protective Measures, eligible expenses, and Management Costs. The Contracting Party shall provide Disaster Recovery Consulting Services for DR-4806 Florida Hurricane Debby. Tetra Tech shall provide the following services:

**Task 1 – Project Startup**

Task 1: Public Assistance Operational Planning Support

Tetra Tech will provide support with identifying applicants disaster impacts and recovery priorities, as well as provide support with collecting critical information required to initiate a FEMA Public Assistance claim.

***Subtask 1.1- Exploratory Call Support***

Tetra Tech shall provide support collecting general information about the disaster impacts in preparation for an Exploratory Call with FEMA.

***Subtask 1.2- Recovery Scoping Meeting (RSM) Preparation and Support***

Tetra Tech shall provide support collecting preliminary damage information in order to support damage assessments, as well as prepare in-depth analysis and discussions surrounding the extent of total disaster damages. Tetra Tech shall also provide support with responding to FEMA's questions during the RSM, which starts the 60-day regulatory timeframe for the applicant to identify incident-related damages.

***Subtask 1.3- Preliminary Grant Management Technical Assistance***

Tetra Tech shall collect and review key policies and procedures relevant to the Public Assistance program and provide guidance regarding best practices surrounding recovery operations as required. Tetra Tech will also provide support regarding Public Assistance programmatic timelines, requirements, key milestones and deliverables, and general recovery strategies. Tetra Tech shall also provide support with identifying other potential funding/reimbursement methods for disaster related costs, as well as providing financial recovery strategy support for multiple potential sources if requested to do so.

**Task 2: Damage Intake Support**

Tetra Tech will provide support to accomplish critical Public Assistance milestones and prepare key deliverables to accomplish objective of capturing and documenting incident related damages. This support will be provided through the following subtasks:

***Subtask 2.1- Damage Inventory Capture and Generation***

Tetra Tech will provide support gathering and preparing 60-day Damage Inventory (DI) and uploading relevant supporting documentation to Grants Portal.

***Subtask 2.2- Insurance Review***

Tetra Tech will provide insurance support through the review of insurance policies for facilities and damages related to the event, with the objective of verifying and identifying projects that may be completely or partially reimbursed by insurance proceeds.

***Subtask 2.3- Site Inspection Planning***

The Team will assist with planning and preparing for FEMA Site Inspections. Tetra Tech will provide the best practices on how to complete site inspections and capture critical information required for project formulation. Tetra Tech will also assist with scheduling FEMA site inspections.

***Subtask 2.4- Site Inspection Execution***

Tetra Tech will provide a staff member to attend FEMA Site Inspections with Client staff. The Team will assist the Client's staff by capturing critical information during the visits. Tetra Tech staff will review FEMA's Site Inspection Report alongside Client technical staff and advise on potential compliance pitfalls.

***Subtask 2.5- Damage Description and Dimensions (DDD) development and capture support***

Tetra Tech will prepare DDD based on data and technical information captured during the site inspection process, as well as compare results to FEMA prepared DDD for verification that all damages identified by applicant and Tetra Tech staff were captured in totality and correctly.

***Subtask 2.6- Completed Work Data Intake and Desktop Review***

Tetra Tech will work with identified department points-of-contact (POCs) to collect, and capture completed force account labor, equipment, material and contract purchase/ invoice records and expense documentation related to the disaster. Upon receipt of this documentation, Tetra Tech will conduct a preliminary desktop review of the data to identify systematic data/information deficiencies that may impact data entry, reconciliation and the creation of project cost summary records and reimbursement submissions. The team will identify issues and deficiencies will be reported for resolution.

**Task 3: Project Formulation**

Tetra Tech with the development of scope and cost for projects to submission to FEMA. Depending on project type, this support will be provided through the subtasks listed below:

***Subtask 3.1- Completed Work Data Reconciliation and Review***

Tetra Tech will reconcile completed work cost expenses, create project cost summary documents, as well as prepare supporting documentation for eventual submission to Grants Portal. Tetra Tech will also review documentation for validity, and compliance with FEMA Public Assistance programmatic requirements. If supporting documentation or compliance deficiencies are identified, Tetra Tech will work with client points of contact to collect missing documentation or rectify compliance issues if able.

***Subtask 3.2- Procurement and Compliance Support***

Tetra Tech will review emergency and permanent work procurements for 2CFR compliance, and provide feedback regarding compliance issues, and pitfalls.

***Subtask 3.3- Work to-be-completed Cost Estimation***

Upon finalization of permanent work DDD's, Tetra Tech will prepare repair cost estimates using FEMA approved cost estimation software (RS Means). Tetra Tech will also prepare additional project cost estimation documentation including project CEF as relevant.

***Subtask 3.4- Work to-be-completed 406 Mitigation Alternatives Support, and 406 Hazard Mitigation Proposal (HMP) Development***

Upon completion of site inspection, and DDD finalization, and during cost estimation phase, Tetra Tech technical staff will present 406 mitigation alternative options for review by relevant points of contact with the goal of developing 406 Hazard Mitigation Proposals (HMPs). Upon selection of preferable 406 mitigation alternative option, Tetra Tech technical staff will prepare 406 HMP for submission for applicable permanent work projects.

**Task 4: Grant Management**

Tetra Tech shall support client through FEMA review, obligation, and reimbursement processes through the following subtasks:

***Subtask 4.1- Grants Portal Project Submission Support, and Obligation Support***

Tetra Tech will support applicant with the final creation, collection, and upload of critical documentation and information required through Grants Portal, including EEI support and completion, and upload of relevant project documentation. During FEMA's review process, Tetra Tech will also support applicant with responses to FEMA

Requests for Information (RFIs) that may be requested prior to securing project obligations. Tetra Tech will also support applicant with relevant project versioning/ amendment requests if/ when required to do so.

**Subtask 4.2- Grant Management Reporting**

Tetra Tech will support client with FEMA reporting requirements including Time Extensions, Quarterly Progress Reports (QPRs), as well as associated monitoring requirements such as permanent work project work validation and completed cost collection.

**Subtask 4.3- Completed Work Request for Reimbursement Support**

Tetra Tech will provide support with submitting requests for reimbursement from State agency, as well as responding to State RFIs if required.

**Subtask 4.4- Grant Management Technical Assistance**

Tetra Tech shall collect and review key policies and procedures relevant to the Public Assistance program and provide guidance regarding best practices surrounding recovery operations as required. Tetra Tech will also provide support regarding Public Assistance programmatic timelines, requirements, key milestones and deliverables, and general recovery strategies. Tetra Tech shall also provide support with identifying other potential funding/ reimbursement methods for disaster related costs, as well as providing financial recovery strategy support for multiple potential sources if requested to do so.

### III. FEE FOR SERVICES

The estimated budget of **\$150,948.00** is based on Consultant's current understanding of the project requirements and best estimates of level of effort required to perform the basic services and may be subject to change upon agreement between the City and Consultant. The fee for the services will be based on the actual hours of services furnished multiplied by Consultant's hourly rates as set forth in the Master Services Agreement between the City and Consultant. for disaster recovery consulting services dated February 7, 2023 and procured under RFP #54-22. Table 1 below shows the estimated cost breakdown by task. Table 2 outlines the anticipated staff positions and level of effort for these services.

**Table 1: Estimated Cost Breakdown by Task [1][2]**

Task Description	Estimated Amount
Task 1: Public Assistance Operational Planning Support	\$12,996.00
Task 2: Damage Intake Support	\$12,762.00
Task 3: Project Formulation	\$26,190.00
Task 4: Grant Management	\$99,000.00
<b>Estimated Total</b>	<b>\$150,948.00</b>

**Table 2: Estimated Cost Breakdown by Position [1][2]**

Title	Estimated Hours	Billing Rate	Estimated Amount
Senior Public Assistance/Grant Management Consultant	416	\$162.00	\$67,392.00
Senior Consultant/Planner/Scientist/Assessor/Analyst/Accountant/Environmental Specialist	65	\$180.00	\$11,700.00
Subject Matter Expert	25	\$270.00	\$6,750.00
Senior Program Manager	301	\$198.00	\$59,598.00
Consulting Aide	54	\$102.00	\$5,508.00
<b>Estimated Total</b>			<b>\$150,948.00</b>

[1] The above estimated level of effort and associated costs are based on available information at the time the estimates were prepared and do not represent the actual cost of the project. The fee for the services will be based on the actual hours of services furnished multiplied by Consultant's hourly rates.

[2] The hourly rates include all applicable overhead, profit, and non-labor travel expenses. Consultant may take the following actions, in its discretion, so long as Consultant does not exceed the estimated grand total: (i) Use fewer

*hours of one labor category and more hours of another labor category or categories and (ii) use fewer hours within one deliverable/ task and more hours within another deliverable/ task.*

#### **IV. ASSUMPTIONS**

- **Access to Materials.** Documentation pertinent to the execution of this project should be made available to Tetra Tech for review in electronic format immediately, including any available documentation substantiating costs incurred in conjunction with the work performed. To the extent that Tetra Tech must instead help the City to recreate this information by contacting contractors or other City personnel, the costs of this time would be grounds for increasing the estimate above.
- **Access to Key Personnel.** Availability of City key personnel is critical to obtaining the information required for the overall success of this project. Information presented by key personnel will be accepted as factual and no confirmation will be made.
- **Eligibility Determinations.** Tetra Tech cannot make eligibility determinations. Only the federal grant can do this under the federal programs. While Tetra Tech cannot guarantee any specific item is eligible to City paid for with FEMA dollars received by the City, Tetra Tech will provide the City with its most informed opinion regarding eligibility on any given expense based upon current guidance released by FEMA that provide information on the approved uses.
- **Personnel.** It is understood that the City may, from time to time, request additional personnel or seek personnel with defined, specialized skills to support its mission and priorities. The position titles and rates contained in the Contract and supplemental positions are approved for use under this Task Order.
- **Deliverables.** Tetra Tech will not disclose the deliverables relating to the services to a third party, including internal departments without written approval by the designated City Project Manager or designee.
- **Methods.** Except as otherwise provided in the Contract, the City acknowledges that during its performance under the Contract, the Consultant may use products, materials, and methodologies proprietary to the Consultant, and the City agrees that it will have or obtain no rights in such proprietary products, materials, and methodologies except pursuant to a separate written agreement (if) executed by the parties.
- **Work Location.** Due to the ongoing nature of the pandemic, work may be performed remotely. At the request of the City, in-person meetings may be accommodated in compliance with the most up-to-date social distancing guidance provided to the community.
- **Invoicing/Payment.** The City will be invoiced monthly. Payment terms are net 30 days.
- **Other Assistance Needed.** The budget presented is limited to the scope of work included in the proposal. Should the City Project Sponsor request additional assistance on activities related to their recovery, it should be requested through the Task Order Amendment Process. To the extent that the City requests more robust consulting support outside of this scope and budget, Tetra Tech will detail a scope and budget for the requested effort in a separate task order submission to the City for approval. Should the City require services related to this event such as staff augmentation or EOC support, Tetra Tech will work with the City to provide support so long as the effort required falls within the approved budget of this agreement.

#### **V. INVOICE AND PAYMENT:**

Monthly Invoices -- Invoices are to be emailed to:

Jevon A. Graham

Division Chief of Emergency Management

Clearwater Fire and Rescue Department

Phone 727-562-4334 ext. 3205

[jevon.graham@myclearwater.com](mailto:jevon.graham@myclearwater.com)

Payment terms are Net 30 days -- Payments are to be mailed to:

Tetra Tech, Inc.


PO Box 911642

Denver, CO 80291-1642

Phone 321.441.8545 Brad Wesolowski  
Email [brad.wesolowski@tetrattech.com](mailto:brad.wesolowski@tetrattech.com)

**APPROVED BY:**

**Tetra Tech, Inc.**

Signature:   
Name: Jonathan Burgiel  
Title: Business Unit President

**City of Clearwater, Florida**

Signature: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_