

CITY OF CLEARWATER, FLORIDA

Task Order No. 3 – Hurricane Helene and Milton - Disaster Recovery Consulting Services

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 Helene and Milton (DR-4828, DR-4834 FLORIDA)**

I. ESTIMATED PERIOD OF PERFORMANCE:

September 28, 2024 through November 30, 2025 unless extended by written agreement signed by both parties.

II. SCOPE OF WORK:

Following the impacts of Hurricanes Helene and Milton, the State has received multiple major Disaster Declarations aiding in the ability of affected communities to respond and recover from this event.

Tetra Tech (Consultant) is able to provide support with the FEMA Public Assistance recovery process through the following services:

Task 1: Public Assistance Operational Planning Support

Consultant 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

Consultant 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

Consultant 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. Consultant 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

Consultant 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. Consultant will also provide support regarding Public Assistance programmatic timelines, requirements, key milestones and deliverables, and general recovery strategies. Consultant 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

Consultant 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

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

Subtask 2.2- Insurance Review

Consultant 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. Consultant will provide the best practices

on how to complete site inspections and capture critical information required for project formulation. Consultant 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 City staff. The Team will assist the City's staff by capturing critical information during the visits. Consultant staff will review FEMA's Site Inspection Report alongside City technical staff and advise on potential compliance pitfalls.

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

Consultant 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 Consultant staff were captured in totality and correctly.

Subtask 2.6- Completed Work Data Intake and Desktop Review

Consultant 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, Consultant 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

Consultant 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

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

Subtask 3.2- Procurement and Compliance Support

Consultant 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, consultant will prepare repair cost estimates using FEMA approved cost estimation software (RS Means). Consultant 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, consultant 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, consultant technical staff will prepare 406 HMP for submission for applicable permanent work projects.

Task 4: Grant Management

Consultant 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

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

Subtask 4.2- Grant Management Reporting

Consultant 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

Consultant 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

Consultant 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. Consultant will also provide support regarding Public Assistance programmatic timelines, requirements, key milestones and deliverables, and general recovery strategies. Consultant 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 **\$1,232,820.00** 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 Project Task [1][2]

Task Description	Estimated Amount
Task 1: Public Assistance Operational Planning Support	\$78,648.00
Subtask 1.1- Exploratory Call Support	\$1,932.00
Subtask 1.2- Recovery Scoping Meeting (RSM) Preparation and Support	\$10,356.00
Subtask 1.3- Preliminary Grant Management Technical Assistance	\$66,360.00
Task 2: Damage Intake and Assessment Support	\$271,902.00
Subtask 2.1- Damage Inventory Capture and Generation	\$27,252.00
Subtask 2.2- Insurance Review	\$7,584.00
Subtask 2.3- Site Inspection Planning	\$14,922.00
Subtask 2.4- Site Inspection Execution	\$105,552.00
Subtask 2.5- Damage Description and Dimensions (DDD) development and capture support	\$56,556.00
Subtask 2.6- Completed Work Data Intake and Desktop Review	\$60,036.00
Task 3: Project Formulation	\$678,474.00
Subtask 3.1- Completed Work Data Reconciliation and Review	\$349,920.00
Subtask 3.2- Procurement and Compliance Support	\$19,386.00
Subtask 3.3- Work to-be-completed Cost Estimation	\$152,604.00
Subtask 3.4- Work to-be-completed 406 Mitigation Alternatives Support, and 406 Hazard Mitigation Proposal (HMP) Development	\$156,564.00
Task 4: Grant Management	\$203,796.00
Subtask 4.1- Grants Portal Project Submission Support, and Obligation Support	\$71,748.00
Subtask 4.2- Grant Management Reporting	\$25,872.00
Subtask 4.3- Completed Work Request for Reimbursement Support	\$59,088.00
Subtask 4.4- Grant Management Technical Assistance	\$47,088.00
Estimated Total:	\$1,232,820.00

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

Billing Title	Estimated Hours	Billing Rate	Estimated Amount
Consulting Aide	1952	\$102.00	\$199,104.00
Assistant Planner/ Scientist/Assessor/Analyst/ Environmental Specialist	36	\$114.00	\$4,104.00
Public Assistance/Grant Management Consultant	1051	\$138.00	\$145,038.00
Senior Public Assistance/Grant Management Consultant	1350	\$162.00	\$218,700.00
Senior Consultant/Planner/ Scientist/Assessor/Analyst/Accountant/Environmental Specialist	1361	\$180.00	\$244,980.00
Senior Program Manager	1073	\$198.00	\$212,454.00
Subject Matter Expert	772	\$270.00	\$208,440.00
Estimated Total:			\$1,232,820.00

[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 services will be based on the actual hours of services furnished multiplied by Tetra Tech's hourly rates.

[2] Tetra Tech may take the following actions, in its discretion, so long as Tetra Tech 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 task and more hours within another task as necessary.

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.
- **Project Sponsor.** The City will assign a primary point of contact to serve as project sponsor to address administrative and functional issues.
- **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.
- **Estimated Costs.** The cost estimate presented above is based on information known at the time of this task order. Future changes to these assumptions, as well as the addition of expected scope additions will require a change to the estimate provided above. Tetra Tech will work in good faith with the City to present a Change Order for review and execution when both parties agree that it is warranted.
- **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.
- **Reimbursement for Services.** While Tetra Tech cannot guarantee reimbursement for these services, it is anticipated that FEMA will likely reimburse a portion, or all of the costs related to this proposal through their Category Z Management Costs projects. Per FEMA's Public Assistance Management Cost Policy, activities eligible as management costs include those related to developing eligible PA projects and receiving reimbursement. Tetra Tech will track costs by disaster when able to do so, in the event that separate management cost projects are required to be submitted for Helene vs. Milton. These eligible activities may include but are not limited to:
 - Preliminary damage assessments
 - Meetings regarding the PA Program or overall PA damage claim
 - Organizing PA damage sites into logical groupings
 - Preparing correspondence
 - Site Inspections
 - Travel expenses
 - Developing the detailed site-specific damage descriptions (DDD)
 - Evaluation Section 406 hazard mitigation measures
 - Preparing small and large projects
 - Reviewing PWs
 - Collecting copying, filing, or submitting documents to support a claim
 - Requesting reimbursement of PA funds
 - Training

V. INVOICE AND PAYMENT:

Monthly Invoices -- Invoices are to be emailed to:

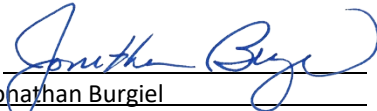
Jevon A. Graham
 Division Chief of Emergency Management
 Clearwater Fire and Rescue Department
 Phone 727-562-4334 ext. 3205
jevon.graham@myclearwater.com

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@tetratech.com

APPROVED BY:

Tetra Tech, Inc.

Signature: 
Name: Jonathan Burgiel
Title: Business Unit President

City of Clearwater, Florida

Signature: _____
Name: _____
Title: _____