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July 1st, 2025

Hazard Mitigation Assistance (HMA) Quote for HMGP Assistance

Dear Ms. Stevens,

Tetra Tech is pleased to respond to the Augusta Richmond County's request for assistance with subapplication development assistance under FEMA's Hazard Mitigation Grant Program (HMGP). Please accept this letter quotation as our response and proposed Scope of Work (SOW).

This letter quote outlines Tetra Tech's proposed technical approach to completing this scope of work by phase. Should you have any questions or wish to discuss this matter further, please get in touch with the project manager, Gary O'Neal. He can be reached at 225.788.4434 or gary.oneal@tetrattech.com.

Technical Representative:

Gary O'Neal
2301 Lucien Way, Suite 120, Maitland, FL 32751
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Contractual Representative:

Ms. Betty Kamara
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Phone: 321-441-8511 | Fax: 321-441-8501
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Sincerely,

Tetra Tech, Inc.

Jonathan Burgiel
Business Unit President | Tetra Tech Disaster Recovery

Understanding

Tetra Tech understands that the Augusta Richmond County is seeking contractor support for the implementation of Hazard Mitigation Grant Program (HMGP) subapplication development for the recently declared Presidential Disaster in Georgia (FEMA DR- 4830-GA). **Tetra Tech recognizes the importance of these efforts in enhancing resilience initiatives in Kansas at the local level and is committed to providing the necessary expertise and services to implement these activities successfully.**

To meet the objectives outlined, Augusta requires a contractor who will pull from real-world experience to develop quality, fully documented subapplications, benefit cost analyses (BCAs) with all methodology narratives and supporting documentation included, proven processes for the resolution of Requests for Information (RFIs), and demonstrated experience and expertise in post-award grant management and closeout phases of approved HMGP Projects.

The following timelines and objectives outline the approach Tetra Tech intends to use to ensure the smooth, efficient implementation of Hazard Mitigation Grant Program funds for Augusta.

Timeline

The estimated period of performance (POP) for this quote shall end December 31st, 2025. The period of performance may be extended upon approval by both parties. To the extent the period of performance is required to be extended due to reasons beyond the Tetra Tech Team's control; such unforeseen circumstances may result in an increase in the project timeline and budget.

Project Approach

The following Tasks form the basis of the approach Tetra Tech proposes to support Augusta in these efforts:

- Task 1: Kickoff
- Task 2: Preparation of the Application(s)
- Task 3: Benefit Cost Analysis (BCA)
- Task 4: GIS Support and Analysis
- Task 5: Requests for Information (RFI)
- Task 6: Project Reviews

Task 1: Project Kickoff

Project Kickoff Meeting

Tetra Tech will organize and schedule an internal meeting with Augusta and the Tetra Tech project team. In the kickoff meeting with Augusta, we will introduce the team, discuss general project-management logistics and familiarize the Tetra Tech Team with the high-level elements of the Scope of Work (SOW) for each project.

Tetra Tech will then subsequently organize follow-up calls and meetings between the County stakeholders and Tetra Tech to collect data regarding SOW, Schedule, and Cost, along with clarifying questions on each. Timeframes and deadlines will be established along with main points of contact for the County and Tetra Tech, respectively. Regular meetings between stakeholders will then be organized subsequent to these initial kickoffs.

Table 1: Task 1 Deliverables

Task/Deliverable	Description
Internal Project Kickoff Meeting	One-hour virtual meeting to discuss the project scope, set the project schedule, and review/establish next steps between Tetra Tech & the County.
External Project Kickoff Meeting	One-hour virtual meeting to discuss scope, schedule and process between Tetra Tech and Augusta Richmond County as the subapplicant.
Project Kickoff Notes	Notes from the meeting, including action items and next steps for the project.

Task 2: Prepare the Application

Application Development

Tetra Tech will prepare the application by working with Augusta Richmond through its municipal departments, local stakeholders, along with applicable State and Federal agencies to gather information required and analyze the provided data. This information will be included in the subapplication. The documentation list below includes information that may be required for subapplication:

- Community information
- Hazard Mitigation Plan
- Scopes of work and budget estimates (to be provided by the subapplicants)
- Additional funding source information (if applicable)
- Required community executed documents (maintenance agreements, statement of assurances, declaration, and release)
- Project schedule scope and project implementation narrative
- Property specific documentation (such as property owner information, tax information, structure information and prior flood history)
- National Environmental Policy Act (NEPA) requirements (environmental/historical impacts and alternatives)
- Digital photographs
- Flood Insurance Rate Map (FIRM) information

Table 2: Task 2 Deliverables

Task/Deliverable	Description
Completed Subapplication(s)	Fully documented project subapplication(s) which adhere to programmatic requirements for DR-specific applicable HMA Guidance.

Task 3: Benefit Cost Analyses (BCA)

Benefit Cost Analysis (BCA) Development

Tetra Tech will utilize data provided by Augusta along with stakeholders to generate a Benefit Cost Analysis in the FEMA BCA ToolKit v6.0. Specific outputs from this Task will include:

- Creation of Benefit Cost Analysis (BCA) in FEMA BCA ToolKit v6.0
- Creation of BCA Memorandum (describing approach and methodology)
- If necessary, creation of BCA Cost Benefit Narrative in compliance with DR-applicable HMA Guidance
- Coordination with subapplicant and applicant during Task 2 for QA/QC purposes
- Perform edits/changes based on analysis (if required)

Table 3: Task 3 Deliverables

Task/Deliverable	Description
Benefit Cost Analyses (BCAs)	Fully documented Benefit Cost Analysis (BCA) with supporting documentation including BCA Memorandum which adheres to DR-specific applicable HMA Guidance (to be provided in .xls and .pdf formats).

Task 4: GIS Support and Analysis

GIS Support and Analysis

As a part of the overall Application Development for each project subapplication, required area/vicinity, flood and risk-reduction related maps will be required. Tetra Tech will review and analyze each subapplication to determine GIS needs and then generate GIS data necessary to generate fully supported subapplications and benefit cost analyses (BCA's).

Table 4: Task 4 Deliverables

Task/Deliverable	Description
Assess subapplications for GIS needs	Create list of all GIS needs for each project subapplication and corresponding Benefit Cost Analysis (BCA)
Map-Making and kmz file creation	Completed, fully supported subapplications and BCA's via kmz, shape files and GIS-generated maps in compliance with programmatic requirements for HMGP.

Task 5: RFI Process

Requests For Information (RFI) Process

As Requests for Information (RFIs) are received by Augusta for each subject subapplication from GEMA and FEMA Project Officers, Tetra Tech will review and analyze each RFI (programmatic, Environmental and Historical or EHP, and Benefit Cost Analysis or BCA), organize and schedule internal (virtual) meetings with Augusta and Tetra Tech to review. Tetra Tech will then work to promptly resolve RFI's by working with Augusta and city or county stakeholders alike.

Table 5: Task 5 Deliverables

Task/Deliverable	Description
Request For Information (RFI) Analysis	Feedback to Augusta based on review of each individual Request For Information (RFI).
RFI Response	Completed, fully supported RFI responses.
RFI Report	Monthly Reporting and tracking on all RFI's (nature of, efficiency of resolution, etc.).

Task 6: Subapplication Reviews

Review of County Subapplications

For nine (9) projects developed by Augusta County individually, Tetra Tech will review and analyze each programmatically, for Environmental and Historical or EHP concerns, and Benefit Cost Analysis (or BCA) perspective. These reviews will provide feedback on potential improvements to strengthen the submittals before being sent to GEMA.

Table 5: Task 5 Deliverables

Task/Deliverable	Description
Review of Project	Feedback to Augusta based on review of each individual project based on programmatic analysis, potential EHP concerns (if any) and Benefit Cost Analysis.
Feedback	Application Review Tool (ART) with feedback included
Review Tracker	Weekly updates to Review Tracker to translate progress and status for each reviewed project

Cost Summary

Table 6: Estimated Summary of All Task Cost Breakdown by Labor Category

Position (<i>Contract Title</i>)	Rate ^[1]	Number of Positions	Estimated Hours ^[2]	Total
TASK 1: KICKOFF				
Senior Subject Matter Expert	\$225.00	1	12.0	\$2,260.00
Senior Preparedness/Response/Recovery Consultants	\$170.00	3	16.0	\$2,720.00
Preparedness/Response/Recovery Consultants	\$140.00	2	8.0	\$1,120.00
Financial Analyst	\$105.00	1	5.0	\$315.00
SUBTOTAL				\$5,055.00
TASK 2: APPLICATION DEVELOPMENT				
Senior Subject Matter Expert	\$225.00	2	40.0	\$9,000.00
Senior Preparedness/Response/Recovery Consultants	\$170.00	2	160.0	\$14,200
Preparedness/Response/Recovery Consultants	\$140.00	2	260.0	\$36,400.00
FEMA Cost Recovery Specialist	\$125.00	1	80.0	\$10,000.00
Financial Analyst	\$105.00	1	3.0	\$315.00
Travel				\$4,265.00
SUBTOTAL				\$87,180.00
TASK 3: BCA DEVELOPMENT				

Position (<i>Contract Title</i>)	Rate ^[1]	Number of Positions	Estimated Hours ^[2]	Total
Senior Preparendess/Response/Recovery Consultants	\$170.00	1	120.0	\$20,400.00
Preparendess/Response/Recovery Consultants	\$140.00	2	80.0	\$11,200.00
Financial Analyst	\$105.00	1	3.5	\$315.00
SUBTOTAL				\$31,915.00
TASK 4: GIS SUPPORT AND ANALYSIS				
Preparendess/Response/Recovery Consultants	\$140.00	2	48.0	\$6,720.00
Financial Analyst	\$105.00	1	3.5	\$315.00
SUBTOTAL				\$7,035.00
TASK 5: REQUESTS FOR INFORMATION				
Senior Preparendess/Response/Recovery Consultants	\$170.00	3	38.0	\$6,460.00
Preparendess/Response/Recovery Consultants	\$140.00	2	70.0	\$9,800.00
FEMA Cost Recovery Specialist	\$125.00	1	16.0	\$2,000.00
Financial Analyst	\$105.00	1	3.5.0	\$315.00
Travel				\$4,265.00
SUBTOTAL				\$22,840.00
TASK 6: PROJECT REVIEWS				
Senior Preparendess/Response/Recovery Consultants	\$170.00	3	300.0	\$51,000.00
SUBTOTAL				\$51,000.00
TOTAL				\$205,025.00

[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 total Task Order Not-to-Exceed Amount: (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.

Total Task Order Not-to-Exceed Amount:

The total, not-to-exceed (NTE) of all tasks within this Task Order is \$205,025.00. The NTE is based on Tetra Tech's current understanding of the project requirements and best estimates of level of effort required to perform the services contained in this Task Order and may be subject to change upon mutual agreement between Augusta and Tetra Tech. The fee for the services will be based on the actual hours of services furnished multiplied by Tetra Tech's hourly rates. Once Tetra Tech is within 90% of the total NTE, Augusta and Tetra Tech will discuss final tasks for completion and final assignment of work under this Task Order.

Assumptions:

The scope of services and cost are based on the following key assumptions and constraints. Deviations that arise during the project will be managed through a standard change control process.

- **Project Sponsor.** Augusta will assign a primary point of contact to serve as project sponsor to address administrative and functional issues.
- **Access to Key Personnel.** Availability of key personnel is critical to obtaining the information required for the success of this project. Information presented by key personnel will be accepted as factual and no confirmation will be made.
- **Other Assistance Needed.** Should the Project Sponsor request additional services that are not able to be completed within the scope or budget of this proposal, a proposal for additional services can be submitted as needed.
- **Remote Application Development.** It is anticipated that the majority of the application development will be conducted remotely. This will require some assistance from the City and State when it is necessary to obtain or remit hard copies of grant documentation.
- **Project Costs.** The costs identified in this proposal are based upon Tetra Tech's estimate on the Level of Effort (LOE) for each task. Invoiced costs will be based on actual work performed.
- **Access to Materials.** Documentation pertinent to the execution of this project should be made available to Tetra Tech for review in electronic format within 5 business days of the request from Tetra Tech.
- **Federal Requests.** Tetra Tech does not anticipate requests from FEMA Region or HQ relating to this Scope of Work
- **Ineligible Work.** Tetra Tech cannot make eligibility determinations. FEMA Project Officers make these decisions.
- **Access to Key Personnel.** Availability of key city and state personnel is critical to obtaining the information required for the success of this project. Information presented by key personnel will be accepted as factual and no confirmation will be made.
- **Invoicing/ Payment.** The client will be invoiced directly in accordance with the Contract. Payment terms are in accordance with the Contract.
- **Proposal.** This proposal is based on our current understanding of the project and revisions are subject to mutual agreement on the final work scope / schedule and other technical / management requirements desired by the Augusta Richmond County.