



Office of the Administrator

Tameka Allen
Administrator

February 18, 2025

Antonio Burden, Chief
Fire Department
3117 Deans Bridge Road
Augusta, GA 30906

Dear Chief Burden,

At the regular meeting held on Tuesday, February 18, 2025, the Augusta, Georgia Commission, acted on the following items:

21. Approved Task Order #1 with a not-to-exceed amount of \$500,000 for Hurricane Helene Cost Recovery Services through Tetra Tech. RFP 24-917.

If you have any questions, please contact me.

In Service,

Tameka Allen, Administrator

TA/nd

AUGUSTA, GEORGIA
TASK ORDER No. 1 Hurricane Helene Public Assistance

In accordance with the Notice-to-Proceed dated December 19, 2024 issued by **Augusta, Georgia** (Client) to **Tetra Tech, Inc.** (Consultant), Client hereby authorizes the services to be performed for the period of performance and estimated budget set forth herein:

PROJECT: Public Assistance Services
2024 Hurricane Helene

DURATION OF WORK:

Estimated Project Term: Twelve (12) months, effective December 19, 2024
The project term may be extended upon approval by both parties.

SCOPE OF WORK:

Following the impacts of Hurricane Helene (FEMA DR-4830-GA), the State of Georgia has received a major Disaster Declaration aiding in the ability of affected communities to respond and recover from this event. The incident period for Hurricane Helene began on September 24, 2024, and ended on October 30, 2024.

Client was adversely affected by Hurricane Helene, and designated for debris removal, emergency protective measures, and permanent work under the Public Assistance program.

Consultant will provide support with the Public Assistance recovery program through the following services:

Task 1: Public Assistance Operational Planning Support

Consultant will provide support with identifying 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 - 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

Consultant 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

Consultant will provide a staff member to attend FEMA Site Inspections with Client staff. The Team will assist Client's staff by capturing critical information during the visits. Consultant 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

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 Client 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 Client 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 Client with responses to FEMA Requests for Information (RFIs) that may be requested prior to securing project obligations. Consultant will also support Client 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.

ESTIMATED PROJECT COST

Estimated Project Cost: **\$1,949,193** | Initial Funded Amount: **\$500,000**

Augusta is funding a portion of the project cost in the amount of five hundred thousand (\$500,000) dollars. Augusta acknowledges that the initial funded amount is intended to cover a portion of the project cost, and the remaining future funds will be required for the completion of the full scope of work. Consultant will proceed with the project under the assumption that additional funds will be made available upon request. Should the release of future funds be delayed or unavailable, both parties will discuss and agree upon potential adjustments to the scope, schedule, or cost of the project, in a manner that ensures the continuity of work. Any changes to the funding, scope, or schedule as a result of future funding releases shall be documented in a Change Order to this Task Order, executed by both parties.

The estimated budget 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 Client and Consultant. The fee for services under this task order 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 Client and Consultant for comprehensive disaster recovery and cost recovery professional services (RFP #24-917), dated December 13, 2024. Table 1 below provides the estimated cost breakdown by project task and Table 2 outlines the anticipated staff positions and level of effort.

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

Project Task	Estimated Amount
Task 1: Public Assistance Operational Planning Support	\$30,720
Subtask 1.1: Preliminary Grant Management Technical Assistance	\$30,720
Task 2: Damage Intake Support	\$242,365
Subtask 2.1: Damage Inventory Capture and Generation	\$8,200
Subtask 2.2: Insurance Review	\$17,300
Subtask 2.3: Site Inspection Planning	\$7,790
Subtask 2.4: Site Inspection Execution	\$99,200
Subtask 2.5: Damage Description and Dimensions (DDD) development and capture support	\$65,475
Subtask 2.6: Completed Work Data Intake and Desktop Review	\$44,400
Task 3: Project Formulation	\$1,483,518
Subtask 3.1: Completed Work Data Reconciliation and Review	\$874,960
Subtask 3.2: Procurement and Compliance Support	\$17,728
Subtask 3.3: Work to-be-completed Cost Estimation	\$389,570
Subtask 3.4: Work to-be-completed 406 Mitigation Alternatives Support, and 406 Hazard Mitigation Proposal (HMP) Development	\$201,260
Task 4: Grant Management	\$192,590
Subtask 4.1: Grants Portal Project Submission Support and Obligation Support	\$73,100

Project Task	Estimated Amount
Subtask 4.2: Grant Management Reporting	\$9,750
Subtask 4.3: Completed Work Request for Reimbursement Support	\$38,660
Subtask 4.4: Grant Management Technical Assistance	\$71,080
Estimated Total	\$1,949,193

Table 2: Estimated Cost Breakdown by Labor Category [1] [2]

Labor Category	Hourly Rate	Estimated Hours	Estimated Amount
Project Executive	\$195	72	\$14,040
Senior Project Manager	\$195	104	\$20,280
Project Manager	\$185	1,468	\$271,580
Senior Subject Matter Expert	\$225	483	\$108,675
Subject Matter Expert	\$199	32	\$6,368
Senior Preparedness/Response/Recovery Consultants	\$170	310	\$52,700
Preparedness/Response/Recovery Consultants	\$140	1,532	\$214,480
FEMA Cost Recovery Specialists	\$125	1,134	\$141,750
Administrative Assistant	\$60	48	\$2,880
Senior Engineer	\$185	1,218	\$225,330
Engineer	\$165	2,226	\$367,290
Field Inspector	\$95	178	\$16,910
Senior Financial Analyst	\$135	48	\$6,480
Financial Analyst	\$105	4,766	\$500,430
Estimated Total			\$1,949,193

[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] Consultant may take the following actions, in its discretion: (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/deliverable and more hours within another task/deliverable.

ASSUMPTIONS:

The scope of services and project costs shown above were developed with the following assumptions and exclusions:

- **Project Sponsor.** Client will assign a primary point of contact to serve as project sponsor to address administrative and functional issues.
- **Access to Materials.** Documentation pertinent to the execution of this project should be made available to Consultant for review in electronic format or paper copy upon request.
- **Access to Key Personnel.** Availability of Client key personnel is critical to obtaining the information required for the overall success of this project. Information presented by the key personnel will be accepted as factual and no confirmation will be made.
- **Ineligible Work.** Consultant cannot make final eligibility determinations, only provide recommendations if requested to do so.
- **Permanent Work Estimated Deliverable Counts.** It is assumed that the majority of small permanent work projects will be completed and processed as streamlined project applications (SPAs) through the FEMA PA process. For site inspection, DDD development, cost estimation, and 406 HMP tasks, the hours and costs included above assume that Consultant will be requested to perform this scope for 34 of the permanent work

damages. Should the amount of sites requiring these tasks increase, Consultant will work in good faith with Client to present a revised estimate when appropriate to do so.

- **Task 2: Site Inspection Estimated Sites.** The cost estimate included in this proposal assumes that Consultant will provide site inspection support at up to **19** facilities. If Consultant's support with this task exceeds this facility count, Consultant and Client will work in good faith to review and approve a revised cost estimate proposal inclusive of the costs required to complete the greater number of inspections.
- **Task 2: Site Inspections Estimated Hours.** For the purpose of this estimate, Consultant assumes that one Assessor/ engineer per site for inspections. It is also assumed that each assessor will be required on average to spend 4 hours at each facility assessment for simple sites and 16 hours for Complex sites. During the Operational Planning and Scheduling phase, if it is determined that fewer resources are required, Consultant will coordinate with Client if appropriate to reallocate assessor teams if both parties deem it appropriate. Consultant's invoiced hours per facility will be based on actual hours recorded for each assessment, which may be higher or lower than this assumption based on assessment size and complexity.
- **Site Visits.** Additional site visits due to conditions outside Consultant or Client's control (e.g. due to changing/rotation of FEMA staff or loss of documentation by FEMA) that are required or requested by FEMA and/or State staff may impact the ratio of Management Costs to project cost. In these scenarios, Consultant will notify Client POC of these conditions and document the reason that an additional site visit occurred.
- **Estimated Costs.** The cost estimate presented above is based on information known at the time of this proposal. Future changes to these assumptions may require a change to the estimate provided above. Consultant will work in good faith with Client to present a revised estimate if both parties agree it is warranted.
- **Reimbursement for Services.** While Consultant 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. These 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

INVOICE AND PAYMENT:

Monthly Invoices -- Invoices are to be emailed to:

To: EMA Director, aburden@augustaga.gov

Copy: Finance Director, tschroer@augustaga.gov

Copy: Administrator, allen@augustaga.gov

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

Tetra Tech, Inc.

PO Box 911642

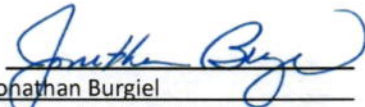
Denver, CO 80291-1642

Email brad.wesolowski@tetrattech.com

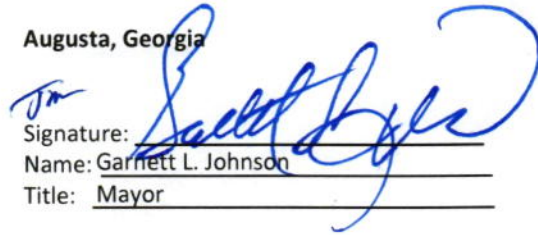
Augusta, Georgia

TASK ORDER No. 1 Hurricane Helene Public Assistance

APPROVED BY:
Tetra Tech, Inc.

Signature: 
Name: Jonathan Burgiel
Title: Business Unit President

Augusta, Georgia

Signature: 
Name: Garnett L. Johnson
Title: Mayor

Attestation

Signature: 
Name: Lena Bonner
Title: Clerk of Commission

