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**Task Order #06 – BRIC Support  
City of Bay St. Louis**

DCMC Partners proposes Task Order #06 for BRIC Support. The work of this task order will support application and project development of the City’s proposed Building Resilient Infrastructure and Communities (BRIC) funding request. This task order is based on the contract between the City of Bay St. Louis and DCMC, LLC (dba DCMC Partners), signed June 13, 2022.

#### Assumptions

For the purposes of this task order, DCMC assumes the City will propose one BRIC project for funding consideration, in which the scope includes a generator, roof hardening, and other retrofitting activities such as windows at City Hall.

It is our understanding that the City is seeking support from DCMC in the application and development processes, including addressing any Requests for Information (RFIs) received from the Mississippi Emergency Management Agency (MEMA) and the Federal Emergency Management Agency (FEMA).

DCMC’s proposed scope of work and budget are based on this assumption. Any changes to this assumption would necessitate the amendment of this task order.

This task order shall begin on the date of execution and will run through funding/eligibility determination from either MEMA or the Federal Emergency Management Agency (FEMA).

#### Scope of Work

DCMC Proposes the following tasks to support the Cooperative’s HMGP assistance needs:

- A. Project scope refinement and framing to ensure eligibility for funding under BRIC;
- B. Data and documentation collection, review, and validation;
- C. Development of the required benefit-cost analysis;
- D. Application package development and finalization;
- E. Application package entry and submission to MEMA by the published application submission deadline; and
- F. MEMA/FEMA RFI response development, management, and submission.

### Budget

It is anticipated the in-kind application development and RFI response support will be received from a fellow through the Southern Mississippi Planning and Development District at no cost to Bay St. Louis. DCMC will work alongside the identified fellow to develop all application materials that meets DCMC's expectations and will provide QA/QC oversight on all work completed. As such, DCMC proposes the following budget, based on our understanding of the scope of work to be completed:

Tasks & Activities	Position Title	Project Coordinator	Cost Estimator	SMPDD Fellow	Total Anticipated Level of Effort
	Hourly Rate	\$179	\$168	\$0	
Scope Refinement and framing		4	0	4	8
Data and documentation collection, review, and validation		4	0	4	8
Development of the benefit-cost analysis		2	30	0	25
Application development and finalization		10	0	40	45
Application package entry and submission to MEMA		5	0	5	10
MEMA/FEMA RFI responses		20	0	20	40
<b>Total Anticipated Level of Effort (hours):</b>		<b>45</b>	<b>30</b>	<b>73</b>	<b>136</b>
<b>Total Anticipated Not to Exceed:</b>		<b>\$8,055</b>	<b>\$5,040</b>	<b>\$0</b>	<b>\$13,095</b>

To provide the services and deliverables described above, DCMC Partners proposes a not-to-exceed cost of \$13,095 for application development and RFI activities. This estimate is based on the estimated level of effort to perform the work described utilizing the rate sheet contained in our contract. DCMC will only bill for work actually performed and assumes work will be completed remotely. Should the City request major changes to the project or application structure, DCMC Partners reserves the right to request a re-negotiation of this Task Order.

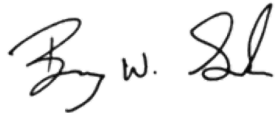
For this work, the primary point of contact for DCMC Partners will be Ashley Hilton, Senior Resiliency Advisor.

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Re: Bay St. Louis - Task Order #06

DCMC Partners appreciates the opportunity to support the City and looks forward to working with you to make Bay St. Louis a more resilient community. After you consider this task order, we would be happy to discuss any questions you may have. We want this engagement to work and to be successful for the City and look forward to growing our relationship in the future. If you would like to discuss this proposal, please contact me.

Sincerely,

A handwritten signature in black ink that reads "Barry W. Scanlon". The signature is written in a cursive style with a large initial "B" and "S".

Barry W. Scanlon

President

DCMC Partners

[bscalon@dcmcpartners.com](mailto:bscalon@dcmcpartners.com)

(571) 233-3137

ENGAGEMENT AUTHORIZATION

By signing below, the City of Bay St. Louis (“Client”) agrees to the described scope of work and authorizes DCMC, LLC (d.b.a. DCMC Partners – “Consultant”) to proceed with work necessary under this engagement. The signatory also stipulates that he/she is authorized to sign on behalf of Client and to commit the necessary funds to pay for completion of the project.

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Authorized Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date