

City of Bay St. Louis, Mississippi
TASK ORDER No. 1 – Flood Mitigation Assistance (FMA)/FMA Swift Application Development

In accordance with the Master Services Agreement between **The City of Bay St. Louis** (Client) and **Tetra Tech, Inc.** (Tetra Tech; Consultant) for grant application development services, dated April 21, 2026, Client hereby authorizes the services to be performed for the period of performance and estimated budget set forth herein:

I. PROJECT: Grant Application Development Services
City of Bay St. Louis FMA/FMA Swift Current Grant Application Development

II. DURATION OF WORK:

Estimated Project Term: June 18, 2026 through May 1, 2027, or until completion of the scope of work below or until the funds have been expended in full, whichever first occurs. 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.

III. SCOPE OF WORK:

Tetra Tech will work with the City of Bay St. Louis to develop up to three (3) project applications to be submitted under the 2024/2025 FMA/FMA Swift program. The project applications will focus on elevating or acquiring and demolishing repetitive or severe repetitive loss properties throughout the City.

Task 1: Project Management

Tetra Tech will provide overall project management, coordination, scheduling, and communication support necessary to successfully complete the FEMA Flood Mitigation Assistance (FMA)/FMA Swift application development effort within program deadlines.

Sub-task 1.1 – Progress Reporting

Tetra Tech will prepare and submit monthly written progress reports summarizing project implementation status, completed activities, ongoing coordination efforts, schedule status, outstanding action items, and anticipated next steps. Reports will also identify potential issues affecting schedule, participation, eligibility, or application development progress.

Sub-task 1.2 – Coordination Meetings

Tetra Tech will conduct bi-weekly coordination meetings with the City of Bay St. Louis to review project status, discuss application development progress, identify outstanding information needs, and support timely completion of activities necessary to meet FEMA and MEMA program deadlines. Meeting agendas, action items, and follow-up coordination documentation will be maintained by Tetra Tech throughout the project period.

Task 2: Project Outreach and Property Site Inventory Development

Tetra Tech will support the City of Bay St. Louis in identifying potentially eligible flood-prone properties and conducting outreach activities to inform property owners about participation opportunities under the FEMA Flood Mitigation Assistance (FMA)/FMA Swift program.

Specific activities will include:

- Coordinate with the City of Bay St. Louis to obtain and review available Repetitive Loss (RL) and Severe Repetitive Loss (SRL) property information to assist in identifying potentially eligible properties for mitigation consideration.

- Review available flood risk information, claims history data, and local property information to support prioritization of candidate elevation and acquisition properties.
- Develop and maintain a Property Site Inventory database to track candidate properties, outreach activities, and property owner expressions of interest throughout the application development process.
- Coordinate with the City to schedule and facilitate up to two (2) in-person public informational meetings for potentially eligible property owners. These meetings will provide information regarding the FMA program, property elevation and acquisition as mitigation options, eligibility requirements, anticipated project timelines, and participation procedures. These meetings will take place Monday and Tuesday the same week before the end of June 2026, given the deadline to submit applications to MEMA on July 3, 2026.
- Conduct one (1) in-person contractor outreach meeting targeted toward local and regional contractors that may be interested in providing elevation, demolition, site restoration, or related mitigation construction services associated with future grant-funded projects.
- Develop presentation materials, informational handouts, sign-in sheets, and other outreach materials for all meetings. Draft materials will be provided to the City in advance for review and comment prior to distribution or presentation.
- Establish and monitor a dedicated project e-mail address to facilitate communication between Tetra Tech and participating property owners, respond to inquiries, and maintain documentation of outreach coordination activities.
- Maintain records of outreach activities, meeting attendance, and stakeholder coordination to support subsequent FEMA application development activities.

Task 3: Application Development

Tetra Tech will develop FMA/FMA Swift application materials for eligible properties identified through the project outreach and screening process. Based on property classifications, eligibility requirements, engineering feasibility, and Benefit-Cost Analysis (BCA) results, Tetra Tech may organize proposed properties into up to three (3) separate FMA applications to maximize competitiveness and alignment with FEMA program requirements.

Potential application groupings may include:

- Repetitive Loss (RL) Properties
- Severe Repetitive Loss (SRL) Properties
- Other eligible flood-prone properties located within the Special Flood Hazard Area (SFHA)

The number of potential properties will be limited to no more than twenty (20) properties in total. The final number and composition of applications will be determined during application development and may vary based on participating properties and FEMA eligibility requirements.

Sub-task 3.1 – Scope of Work and Supporting Documentation Development

Tetra Tech will prepare application materials and supporting documentation required for FEMA FMA/FMA Swift application submission for participating properties identified through the outreach and screening process. Activities may include collection and organization of voluntary participation forms, property owner information, flood loss documentation, photographs, maps, and other supporting materials required by FEMA and MEMA.

Tetra Tech will prepare project narratives, schedules, budget documentation, and application attachments necessary to support FEMA GO application packages. For properties that are forty-five (45) years of age or older, Tetra Tech will prepare historic preservation documentation required to support FEMA environmental and historic preservation (EHP) review. This scope assumes participating property owners and the City will provide documentation necessary to support application development in a timely manner. Additional documentation collection efforts, environmental

review activities, or historic preservation requirements beyond those contemplated in this task order may require a task order amendment.

Sub-task 3.2 – Benefit-Cost Analysis (BCA) Development

Tetra Tech will evaluate each property included in this effort utilizing FEMA’s pre-calculated benefit criteria to determine cost effectiveness. This scope and budget assume properties will qualify using FEMA’s pre-calculated benefits methodology. Should FEMA require development of a full Benefit-Cost Analysis (BCA) for one or more properties, such work shall be considered outside the scope of this task order and may require a change order.

Sub-task 3.3 – GIS Analysis

Tetra Tech will develop GIS-based mapping and spatial analysis products to support FEMA FMA/FMA Swift application development. No more than three maps will be completed per property included in the application. Tetra Tech will address one (1) round of consolidated comments on the developed maps.

Task 4: Requests for Information

Tetra Tech will review agency (MEMA and FEMA) comments, coordinate response strategy with the City, and prepare written responses addressing technical, financial, environmental, or administrative clarification requests. Where necessary, scope language, supporting documentation, cost estimates, work schedule, benefit-cost documentation, or GIS materials will be revised. Tetra Tech will support up to two (2) formal rounds of RFI responses per application and maintain version control throughout the process.

IV. ESTIMATED COST (not to exceed)

Estimated Not-to-Exceed: \$63,875.00

The estimated budget is based on Tetra Tech’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 Tetra Tech. The fee for services under this task order will be based on the actual hours of services furnished multiplied by Consultant's hourly rates plus non-labor expenses as set forth in the Master Services Agreement between Client and Tetra Tech. Table 1 below provides the estimated cost breakdown by project task and Table 2 outlines the anticipated staff positions.

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

Project Task	Estimated Amount
Task 1 – Project Management	\$9,710.00
Task 2 – Project Outreach and Property Site Inventory Development	\$9,760.00
Task 3 – Application Development	\$29,960.00
Task 4 – Requests for Information	\$12,720.00
Travel/Other Discretionary Costs	\$1,725.00
Estimated Total	\$63,875.00

Table 2: Hourly Rate Schedule [1] [2]

Labor Category	Hourly Rate
Subject Matter Expert	\$225.00
Project Executive	\$205.00
Project Manager	\$185.00
Preparedness/Response/Recovery Consultant IV	\$165.00
Preparedness/Response/Recovery Consultant III	\$145.00
Preparedness/Response/Recovery Consultant II	\$120.00

Preparedness/Response/Recovery Consultant I	\$105.00
Senior Closeout Specialist	\$145.00
Closeout Specialist	\$125.00
Project Accountant	\$105.00

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

[2] Tetra Tech reserves the discretion to manage labor resources and non-labor expenses as necessary to efficiently perform the work, provided that total costs do not exceed the approved not-to-exceed Task Order amount unless otherwise authorized by the City. This may include reallocating hours among labor categories, adjusting hours between tasks, or reallocating non-labor expenses as necessary to meet project needs while maintaining compliance with the overall Task Order budget.

V. 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.
- **Public and Contractor Meetings.** The scope and budget include up to two (2) public information meetings and one (1) in-person contractor outreach meeting within the City of Bay St. Louis. Additional meetings requested by the Client may require a task order amendment.
- **Travel to Bay St. Louis for public meetings.** Tetra Tech will make available a Senior Hazard Mitigation Grant Specialist and Grant Specialist to be present in Bay St. Louis for the proposed public meetings. The two will travel together requiring one rental car. Travel to Bay St. Louis will take place on Monday and return travel will be on Wednesday. Staff may not work exclusively on Bay St. Louis while on travel so labor billed will be based on hours incurred working on the Bay St. Louis application.
- **Application Development Assumption.** The estimated level of effort and budget are based on development of application materials for participating properties identified through the outreach and screening process. If the number of participating properties requiring BCAs, environmental reviews, or application complexity materially exceeds assumptions used to prepare this task order, Tetra Tech and the City may negotiate a task order amendment.
- **Participating Properties.** The project application will be limited to no more than 20 properties.
- **Benefit Cost Analysis.** The BCA will be focused on pre-calculated benefits rather than a full BCA. If a full BCA is needed, a change order will be required.
- **GIS/Spatial Analysis:** No more than three maps will be created for each participating property. This will be limited to Aerial, Flood and Topographic Maps
- **Property Owner Documentation.** Property owners interested in participating in this project will be required to provide the needed documentation (i.e. insurance documentation, voluntary participation agreements, acknowledgement of conditions form) in a timely manner.
- **Estimated Costs.** The cost estimate presented above is based on information known at the time the estimate was prepared. 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.

- **Additional Services.** The estimated budget is limited to the scope of work as described above. Should the City request additional services, Tetra Tech will provide a separate scope, timeline, and budget for the requested additional services in a separate submission to the City for approval.

VI. INVOICE AND PAYMENT:

Monthly Invoices -- Invoices are to be emailed to:

Kim Fore', Mayor's Administrative Assistant
688 Highway 90
Bay St. Louis, MS 39520
Email kfore@baystlouis-ms.gov

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

Tetra Tech, Inc.
PO Box 200191
Dallas, TX 75320-0191
Email brad.wesolowski@tetrattech.com

VII. APPROVED BY:

Tetra Tech, Inc.

Signature: _____

Name: Jonathan Burgiel

Title: Business Unit President

City of Bay St. Louis

Signature: _____

Name: Michael J. Favre

Title: Mayor, City of Bay St. Louis