

Mike Reso
City of Bay St. Louis, City Clerk

October 8, 2024

Hazard Mitigation Assistance (HMA) Quote for HMGP Assistance

Dear Mr. Reso,

Tetra Tech is pleased to respond to the City of Bay St. Louis's request for assistance with subapplication post-award grant management of its recent funding allocations under Flood Mitigation Assistance Swift Current program. Please accept this letter quotation as our response to the proposed Scope of Work (SOW) sent on October 8th, 2024.

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:

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Sincerely,

Tetra Tech, Inc.

Jonathan Burgiel
Business Unit President | Tetra Tech Disaster Recovery

Understanding

Tetra Tech understands that the City of Bay St. Louis is seeking contractor support for the implementation of Flood Mitigation Assistance Swift Current subapplication post-award grants management. **Tetra Tech recognizes the importance of these efforts in enhancing resilience initiatives in Bay St. Louis at the local level and is committed to providing the necessary expertise and services to implement these activities successfully.**

To meet the objectives outlined, the city requires a contractor with real-world experience in managing post-award activities, including benefit-cost analyses (BCA) with all methodology narratives, proven processes for the resolution of Requests for Information (RFIs), and demonstrated expertise in grant management and project closeout.

The following timelines and objectives outline the approach Tetra Tech intends to use to ensure the smooth, efficient implementation of Flood Mitigation Assistance Swift Current funds for Bay St. Louis.

Timeline

The estimated period of performance (POP) for this quote shall end July 31st, 2028. 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 Bay St. Louis in these efforts:

- Task 1: Approval
- Task 2: Post Award Grant Management
- Task 3: Closeout

Task 1: Approval

Approval Process

Tetra Tech will assist in preparing the subgrantee agreement, outlining the responsibilities, timelines, and terms for executing the grant. After the agreement is signed and submitted to the State, Tetra Tech will collaborate with Bay St. Louis to schedule a project kickoff meeting to review the subgrantee and agreement and address FEMA requirements for the project's period of performance.

Table 1: Task 1 Deliverables

Task/Deliverable	Description
Subgrantee Agreement	Subgrantee Agreement and all required forms and acknowledgements.
Project Kickoff Meeting	Schedule (virtual) Project Kickoff Meeting where Subgrantee Agreement and other relevant information from State Approval Package is discussed and confirmation on next steps and federal grant requirements are clearly outlined for all subgrantees.

Table 2: Estimated Task 1 Cost Breakdown by Labor Category

Staff	Estimated Hours	Hourly Rate	Cost
Principal	2	\$180.00	\$360.00
Senior Grant Manager	5	\$180.00	\$900.00
Mid Grant Manager	1	\$140.00	\$140.00
Financial Manager	1	\$85.00	\$85.00
Totals	9		\$1,485.00

[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.

Task 2: Post Award Grant Management

Period of Performance Monitoring

Upon execution of Subgrantee Agreement, Tetra Tech Staff will work with Bay St. Louis to perform post-award Grant Management activities which include, but are not limited to the following tasks:

- Provide ongoing support for the implementation and management of awarded FEMA grant of the Non-Structural Flood Risk Reduction (Elevation) project.
- Assist with compliance reporting, including quarterly progress reports and financial documentation.
- Monitor project activities to ensure they adhere to the approved scope, schedule, and budget. Process any amendment requests that may arise during the project implementation.
- Address any issues that arise during project execution and propose corrective actions as needed.

Table 3: Task 2 Deliverables

Task/Deliverable	Description
Quarterly and Final Progress Reports	On a regular basis, Monitoring Reports-quarterly and final-will be generated for Bay St. Louis and subsequently entered into eGrants and State System of Record (SOR).
Amendment Requests	Processing Amendment and/or Budget Revision requests in compliance with programmatic guidance for technical feasibility and cost-effectiveness and resolution of amendment-related Requests for Information (RFIs) during subapplication's Period of Performance (POP).

Table 4: Estimated Task 2 Cost Breakdown by Labor Category

Staff	Estimated Hours	Hourly Rate	Cost
Principal	20	\$180.00	\$3,600.00
Senior Grant Manager	70	\$180.00	\$12,600.00
Mid Grant Manager	30	\$140.00	\$4,200.00
Financial Manager	10	\$85.00	\$850.00
Financial Manager	3	\$180.00	\$540.00
Totals	103		\$21,790.00

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Task 3: Closeout

Project Closeout Process

Upon completion of the subapplication, Tetra Tech will initiate and complete closeout activities including final financial reconciliation of the project and processing the fully completed closeout package including all required documentation.

Table 5: Task 3 Deliverables

Task/Deliverable	Description
Closeout Package(s)	Fully completed and processed closeout package for project subapplication.
Closeout Report	Report with Tracking on Closeout Process, updated monthly.

Table 6: Estimated Task 3 Cost Breakdown by Labor Category

Staff	Estimated Hours	Hourly Rate	Cost
Principal	2	\$180.00	\$360.00
Senior Grant Manager	10	\$180.00	\$1,800.00
Mid Grant Manager	3	\$140.00	\$420.00
Financial Manager	3	\$85.00	\$255.00
Financial Manager	2	\$180.00	\$360.00
Totals	20		\$3,195.00

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Cost Summary

Table 7: Estimated Summary of All Task Cost Breakdown by Labor Category

Staff	Estimated Hours	Hourly Rate	Cost
Principal	24	\$180.00	\$4,320.00
Senior Grant Manager	85	\$180.00	\$15,300.00
Mid Grant Manager	34	\$140	\$4,760.00
Financial Manager	14	\$85.00	\$1,190.00
Financial Manager	5	\$180.00	\$900.00
Totals	162		\$26,470.00

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Total Task Order Not-to-Exceed Amount:

The total, not-to-exceed (NTE) of all tasks within this Task Order is \$26,470.00. 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 Bay St. Louis 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, Bay St. Louis 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. Bay St. Louis 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 Project Management. It is anticipated that the majority of any potentially required back-end project management 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 City 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 City of Bay St. Louis.