

**CITY OF BAY ST. LOUIS, MISSISSIPPI**  
**TASK ORDER No. 1 – Hazard Mitigation Assistance**

In accordance with the 2024 Professional Services Agreement between the City of **BAY ST. LOUIS, MISSISSIPPI** (Client; City) and **Tetra Tech, Inc.** (Tetra Tech) for Federal Grant Administrative Services, dated September 1, 2024, and with the Notice to Proceed (NTP) dated October 8, 2024, Client hereby authorizes the services to be performed for the period of performance and estimated budget set forth herein:

**PROJECT:** Hazard Mitigation Assistance  
Flood Mitigation Assistance Swift Current

**I. DURATION OF WORK:**

Estimated Project Term: **October 8, 2024** through **September 1, 2026** or until completion of the below scope of work 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.

**II. SCOPE OF WORK:**

Tetra Tech understands that the City of Bay St. Louis requires 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.

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: Post Award Grants Management - Construction
- Task 4: Closeout

**Task 1: Approval**

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
<b>Subgrantee Agreement</b>	Subgrantee Agreement and all required forms and acknowledgements.
<b>Project Kickoff Meeting</b>	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.

## **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 2: Task 2 Deliverables**

<b>Task/Deliverable</b>	<b>Description</b>
<b>Quarterly and Final Progress Reports</b>	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).
<b>Amendment Requests</b>	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).

## **Task 3: Post Award Grants Management - Construction**

### Grants Management for Construction Monitoring

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

- General Administration – Construction file set up, data entry, document control in FMA database for life of project (field tickets, milestone observations, communications)
- Construction Contractor/Homeowner Coordination – Communication with contractor and homeowner to provide explanation of eligible activities and review of preliminary engineering and cost principles, post kick-off troubleshooting of construction items over the course of the project, perform additional field visits as requested, correspondence with homeowner and contractor.
- Pre-Construction Site Visit – Site visit evaluation of initial engineering, including travel, pictures, and measurements for square foot verification.
- Review and Approve Engineering – Verification and approval of minimum engineering; FMA standards, licenses, insurances, and facilitation of any necessary revisions.
- Review and Approve Cost Proposal and Contract – Verification and approval of a cost-effective/compliant cost proposal and contract language based on approved engineering.
- Construction Kickoff Meeting – Notice to proceed issuance, construction contract signing, review of construction process; including document preparation for meeting.
- Milestone Site Visits/Observations – Milestone site visits to document construction progress. Milestone observations based on predetermined milestones: includes observations, travel, photos, and subsequent completion of a milestone report for each observation.
- Property Closeout – Collect final elevation certificate, certificate of occupancy, extra work contracts (if applicable), proof of payment, and warranty documents.

**Table 3: Task 3 Deliverables**

Task/Deliverable	Description
<b>Milestone Observation Reports</b>	Milestone Observation field visits based on predetermined milestones and report for each observation
<b>Milestone Deliverables</b>	Deliverables for Milestone 1 – A&E Drawings, Pre-Construction Elevation Certificate, City Building Permit, Notice to Proceed Deliverables for Milestone 2 – Foundation Layout, Photos Deliverables for Milestone 3 - Update Mid-Elevation Certificate, Photos Deliverables for Milestone 4 – Certificate of Occupancy/Completion, Final Elevation Certificate, Red-Line Design Plans, Photos

**Task 4: 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 4: Task 4 Deliverables**

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

**III. ESTIMATED COST (not to exceed)****Initial Estimated Not-to-Exceed: \$53,438.00**

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 below pursuant to the 2024 Professional Services Agreement between Client and Tetra Tech for Federal Grant Administrative Services, dated September 1, 2024. Tables 5-8 below outlines the anticipated staff positions and level of effort by project task and Table 9 outlines the overall cost breakdown for the Task Order.

**Table 5: Estimated Task 1 Cost Breakdown by Labor Category [1][2]**

Labor Category	Estimated Hours	Hourly Rate	Estimated Cost
Project Executive	2	\$205.00	\$410.00
Project Manager	5	\$185.00	\$925.00
Consultant III	2	\$145.00	\$290.00
Sr. Program and Admin	1	\$110.00	\$110.00
<b>Estimated Task 1 Total:</b>			<b>\$1,735.00</b>

**Table 6: Estimated Task 2 Cost Breakdown by Labor Category [1][2]**

Labor Category	Estimated Hours	Hourly Rate	Estimated Cost
Project Executive	20	\$205.00	\$4,100.00
Project Manager	70	\$185.00	\$12,950.00
Consultant III	30	\$145.00	\$4,350.00
Sr. Program and Admin	10	\$110.00	\$1,100.00
<b>Estimated Other Direct Costs:</b>			<b>\$768.00</b>
<b>Estimated Task 2 Total:</b>			<b>\$23,268.00</b>

**Table 7: Estimated Task 3 Cost Breakdown by Labor Category [1][2]**

Labor Category	Estimated Hours	Hourly Rate	Estimated Cost
Project Executive	8	\$205.00	\$1,640.00
Project Manager	81	\$185.00	\$14,985.00
Consultant III	53	\$145.00	\$7,685.00
Sr. Program and Admin	10	\$110.00	\$1,100.00
<b>Estimated Task 3 Total:</b>			<b>\$25,410.00</b>

**Table 8: Estimated Task 4 Cost Breakdown by Labor Category [1][2]**

Labor Category	Estimated Hours	Hourly Rate	Estimated Cost
Project Executive	2	\$205.00	\$410.00
Project Manager	10	\$185.00	\$1,850.00
Consultant III	3	\$145.00	\$435.00
Financial Manager	3	\$110.00	\$330.00
<b>Estimated Task 4 Total:</b>			<b>\$3,025.00</b>

**Table 9: Summary of Cost Breakdown for All Tasks [1][2]**

Labor Category	Estimated Hours	Hourly Rate	Estimated Cost
Project Executive	32	\$205.00	\$6,560.00
Project Manager	166	\$185.00	\$30,710.00
Consultant III	88	\$145.00	\$12,760.00
Sr. Program and Admin	24	\$110.00	\$2,640.00
<b>Estimated Other Direct Costs:</b>			<b>\$768.00</b>
<b>Estimated Task Order Total:</b>			<b>\$53,438.00</b>

[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 plus non-labor expenses. All non-labor related project costs (including travel, communications, supplies, rental equipment, and other direct project expenses) will be billed to the City at cost without mark-up. Lodging shall be invoiced up to the per diem rate according to the General Services Administration (GSA) rates established at [www.gsa.gov](http://www.gsa.gov) and per diem shall be invoiced at the GSA per diem rate.

[2] Tetra Tech 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.

#### IV. ASSUMPTIONS:

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

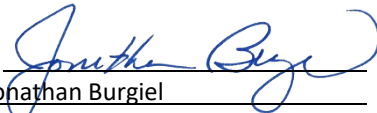
- **Project Sponsor.** Client will assign a primary point of contact to serve as project sponsor to address administrative and functional issues.
- **Access to Materials.** Documentation pertinent to the execution of this project should be made available to Tetra Tech for review in electronic format within 5 business days of the request from Tetra Tech.
- **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.

- **Additional Services.** The estimated budget is limited to the scope of work as described in this Task Order. 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.
- **Remote Application Development.** It is anticipated that the majority of any potentially required 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.
- **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.
- **Project Costs.** The costs identified in this proposal are based upon Tetra Tech's estimate of the Level of Effort (LOE) for each task. Invoiced costs will be based on actual work performed.
- **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.

**V. APPROVED BY:**

**Tetra Tech, Inc.**

**BAY ST. LOUIS, MISSISSIPPI**

Signature:   
 Name: Jonathan Burgiel  
 Title: Business Unit President

Signature: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Title: \_\_\_\_\_