3 of 1

PROFESSIONAL SERVICES TASK ORDER

Task Order Number: 06

Subject to the Agreement for Professional Services between the City of Diamondhead ("**CLIENT**") and Rostan Solutions, LLC ("**ROSTAN**"), effective as of March 26, 2021 ("**Agreement**") the CLIENT hereby authorizes ROSTAN to perform services as specified in this Task Order and in accordance with the above-mentioned Agreement.

1. **Basic Project Information**.

Project Name:	Residential Mitigation Consulting Services FMA Swift 2024
Services Project Location:	Diamondhead, MS
CLIENT Representative:	Jeannie Klein, City Clerk
ROSTAN Representative:	Erica Bennett

2. **Scope of Services:** ROSTAN shall perform its services as described in Attachment 1, Scope of Services, attached and incorporated into this Task Order.

3. **Period of Service:** The period of service shall be **June 1, 2024,** through **March 25, 2027.**

4. **Compensation:** ROSTAN's compensation under this Task Order, which shall not be exceeded without prior written authorization of the CLIENT, is **$85,000.00**.

5. **Fee Schedule:** This Task Order's Fee Schedule is incorporated and provided as Attachment 2.

ISSUED AND AUTHORIZED BY:
CITY OF DIAMONDHEAD, MS

By: _____

Name: _____

Title: _____

ACCEPTED AND AGREED TO BY:
ROSTAN SOLUTIONS, LLC

By: _____

Name: _____

Title: _____

PROFESSIONAL SERVICES TASK ORDER

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ATTACHMENT 1

Scope of Services

Grant Management Tasks:

- Provide general grant management consulting services.
- Provide consulting services for mitigation projects as appropriate and participate/facilitate meeting with MEMA, FEMA, Etc.
- Prepare draft correspondence to State and FEMA as necessary.
- Facilitate the management of all submitted documentation and respond to all STATE/FEMA Requests for Information (RFI).
- Prepare application for mitigation program and submit in accordance with respective grant program guidelines.

Eligibility Tasks:

- Review eligibility issues. Work with CLIENT to develop justifications for work performed to mitigate against future damages.
- Develop Benefit Cost Analysis (BCA) and supporting methodology.
- Assist CLIENT in developing approach to filing and tracking costs.
- Prepare Letters of No Objection.
- Prepare Letters of Project Support.
- Review documentation prepared by CLIENT.
- Assist CLIENT with compiling costs for presentation to FEMA and STATE.
- Assist CLIENT to prepare project reconciliations.

Engagement Task Deliverables:

- Work with STATE and FEMA representatives to facilitate the coordination of the project application submittal.
- Status meetings; Notes I Actions Items.
- Recommendation Memos regarding FEMA Process and/or Policy (as needed).
- Support Services for project engagement.
- Support in required responses to information requests and state/federal RFIs.

An assigned project manager will serve as engagement leader and perform the tasks outlined above, taking direction from CLIENT's designee. Other Rostan consulting staff will provide support or support or technical services as required for implementation and accounting of emergency protective measures.

CLIENT Responsibilities:

To assist us in completing the various work tasks described, CLIENT may need to assemble and provide the following information and resources:

- Identify a central contact person / key contact.
- Provide access to all relevant insurance and facility-related files.
- Provide access to knowledgeable individuals who can answer questions and assist in obtaining additional information, including engineering staff, finance staff, accounting staff, grant management staff, and operational staff.
- Provide a work area, such as a conference room or large office (this may be negotiated based on operational feasibility).

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ATTACHMENT 2

Fee Schedule

1. **Pricing**. The scope of services set forth herein for this Task Order is being estimated based upon current knowledge of project scope.The budget estimate for this Task Order is a not-to-exceed amount of $85,000.00. The Task Order budget amount will not be increased without prior written authorization from CLIENT.

2. **Expenses and Travel.** Rates are inclusive of all costs.

3. **Rate Schedule.** See Schedule B of the Agreement for Professional Services.