



## Task Order – JC2015-1

This Task Order dated August 4, 2015, pertains to the Agreement by and between Tidal Basin Government Consulting, LLC, (“Consultant”), and Johnson County, Texas (“Client”), a member of the Choice Partners purchasing cooperative network. The Agreement between the Consultant and Choice Partners is dated April 15, 2015 (“Agreement”). The Consultant shall perform the Services on the Project as provided herein and in the Agreement. This Task Order shall not be binding until it has been properly signed by both parties. Upon execution, this Task Order shall supplement the Agreement as it applies to the Project described below.

TASK ORDER NUMBER: **JC2015-1**

CHOICE PARTNERS CONTRACT NUMBER: **15/002CG03**

PROJECT NAME: **DR-4223 Texas Severe Storms, Tornadoes, Straight-line Winds, and Flooding**

### PART 1.0 PROJECT DESCRIPTION:

- To provide claims and other professional services to support the County in their recovery efforts from the severe storms and flooding that struck the State of Texas in 2015.

### PART 2.0 SCOPE OF BASIC SERVICES TO BE PERFORMED BY CONSULTANT ON THE PROJECT:

1. The Consultant shall perform work, as directed, for claim recovery, FEMA PA Program administration, and management services as described in Attachment A of this Task Order.
2. The Consultant will provide guidance on execution of the County’s role and responsibilities under the FEMA Public Assistance Program in compliance with the Stafford Act, applicable federal regulations and policies, and the administrative requirements of the State of Texas.
3. The Consultant will assist the County in developing and implementation of appropriate document and information management to maximize opportunity for disaster claims recovery.
4. The Consultant will periodically meet with the County to determine the Project Action Plan and keep the County updated on progress of project development.
5. The Consultant will advise the County regarding the eligibility of disaster-related losses and expenditures under the FEMA Public Assistance and Hazard Mitigation Programs.



6. The Consultant will make all reasonable efforts to track and document labor and expenditures for providing services under this Task Order in accordance with FEMA policy for reimbursement of direct costs of administering the Public Assistance Program (DAP 9525.9).

**PART 3.0 DELIVERABLES AND ADDITIONAL SERVICES:**

- The Consultant will work with the County to develop a preliminary resource needs analysis and recovery strategy
- Implement project document tracking system and matrix to support County Project Worksheet (PW) production, submittal and payment
- Provide an project work plan with specific project milestones, goals and deliverables
- Gather all associated documentation, and if needed, create documentation to support PW development
- Support development of PWs for Emergency Work and Debris Removal (FEMA Category A & B)
- Begin development of Permanent Work PWs (FEMA Category C-G)
- Work with County's staff to identify potential 406 mitigation projects, develop justifications and Benefit Cost Analysis

**PART 4.0 CLIENT'S RESPONSIBILITIES:**

- The County will provide the Consultant in a timely manner all documentation and information requested and make reasonable effort to provide access to County representatives and staff as necessary to answer questions as needed.

**PART 5.0 PERIODS OF SERVICE:**

August 10, 2015 – November 30, 2015

**PART 6.0 CONSULTANT'S COMPENSATION FOR SERVICES:**

The Consultant shall provide staff to deliver the services as described in Attachment A at the hourly rates provided in Attachment B. In accordance with the pricing and terms under the Choice Partners Contract 15/002CG03, travel, rental car, lodging and per diem charges for service pertaining to this engagement will be shown separately and billed at actual costs per General Services Administration (GSA) rates. See Attachment B for current GSA rates (<http://www.gsa.gov/portal/category/100120>).



# Tidal Basin

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The Consultant shall provide services as needed or directed for the period of performance for total costs not to exceed \$50,000.

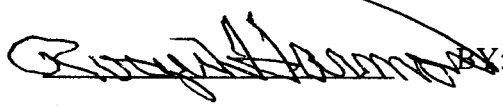
**PART 7.0 EXECUTED PRIME AGREEMENT BETWEEN CONSULTANT AND CLIENT ATTACHED HERETO:**

IN WITNESS WHEREOF, the parties have executed this Task Order as of the day and year first written above.

JOHNSON COUNTY, TX  
"CLIENT"

TIDAL BASIN HOLDINGS, LLC  
"CONSULTANT"

BY:





NAME:

Roger Harmon

NAME:

Steven Kral

TITLE:

Johnson County Judge

TITLE:

Executive Vice President

ADDRESS:

#2 main, Rm 120

ADDRESS:

675 N Washington St, Ste 400

Cleburne, Tx 76033

Alexandria, VA 22314



## **Choice Partners Contract 15/002CG03 Attachment A Comprehensive Disaster Management Consulting Services**

This Attachment defines the comprehensive disaster recovery management services available under this Task Order, as needed. Available services include:

- I. FEMA Public Assistance Program Consulting Services;
- II. FEMA 404 Hazard Mitigation Support;
- III. Financial and Grant Management Support.
- IV. Data Management

More detailed descriptions of these services are provided below.

- I. FEMA Public Assistance Program Consulting Services

Specific tasks include:

1. Develop a process/system to efficiently submit Federal grant applications, identify eligible projects, capture costs, prepare cost reports, reconcile invoices, and close-out projects.
2. Attend meetings with the state and FEMA to address eligibility and process issues, at the request of the client
3. Provide extensive knowledge, experience and technical competence in dealing with Federal regulations, specifically including the Stafford Act, Post Katrina Emergency Management Reform Act, and the Sandy Recovery Improvement Act.
4. Proactively identify and resolve issues that may arise related to the funding of work completed or to be completed by the client.
5. Provide technical assistance, as requested. Technical assistance may involve engineering and architectural support, among other types of assistance.
6. Support in completing an assessment of damage to infrastructure components, transportation systems, and facilities.
7. Obtain, analyze and gather field documentation, including gathering relevant records in order to extract pertinent information necessary for submittal including timekeeping and staff assignment records.
8. Review for clarity and completeness, as well as consistency and accuracy, all data and supporting documentation.
9. Evaluate and assist in the formulation of FEMA PA Emergency and Permanent Work Project Worksheets. This will involve expertise in Cost Estimating, developing Detailed Damage Descriptions and Dimensions (“DDDs”) and a project’s Scope of Work (“SOW”).



10. Assist in the development of hazard mitigation proposals under Section 406 of the Stafford Act.
11. Evaluate alternate and/or improved projects.
12. Review Project Worksheets to verify accurate scope of work and reasonable cost estimate.
13. Reconcile eligible costs and prepare Project Worksheet versions, as necessary.
14. Prepare first and second appeals, as requested.

## II. FEMA 404 Hazard Mitigation Support

### Specific tasks include:

1. Assist in identifying, developing and evaluating opportunities for hazard mitigation programs to reduce or eliminate risk from future events.
2. Provide experienced hazard mitigation staff to identify and prepare hazard mitigation proposals, grant applications, benefit cost analysis, and other services related to Hazard Mitigation Grant Program, Pre-Disaster Mitigation, and other mitigation programs.

## III. Financial and Grant Management Support

### Specific tasks include:

1. Assist in the compilation and presentation of costs for filing insurance claims.
2. Provide assistance and oversight to departments having difficulty with defining and documenting claims.
3. Provide assistance with reconciliation of insurance proceeds to avoid duplication of proceeds and grant funding and identify unmet needs.
4. Advise on FEMA's rules, practices and procedures and advise on how to track costs, including direct administrative costs to facilitate reimbursement for all eligible client costs, including contractor costs.
5. Provide general grant management advice.
6. Conduct pre-audit activities and prepare documentation for audit.
7. Meet as necessary with Client/State/Federal representatives in connection with the programmatic, financial, contracting and accounting services necessary to meet Federal and State regulations.
8. Prepare reports for the State and FEMA, as needed.
9. Provide oversight of contractors' billing to ensure that they invoice properly and are only compensated for work actually performed, and that all costs eligible for the disaster grant funding are documented and claimed.



10. Categorize, record, track, and file costs in support of the financial reimbursement process.
11. Track Project Worksheet status and status of payment from the State.
12. Assist in providing interagency (Federal, State, Client) Coordination and technical support, as well as identifying funding resources that may be available to assist in the long-term recovery process.

#### IV. Information Technology, Data Management and Reporting Support

Specific tasks include:

1. Provide support in managing data for disaster recovery programs.
2. Provide expertise using systems to report information to assist in the management of the disaster recovery programs.
3. Provide expertise to analyze data and information for process improvement and optimization.

#### **Consultant Expectations:**

The Consultant will be required to track all of their hours and costs to facilitate reimbursement by FEMA, when applicable. Invoices will include specific descriptions of tasks, tied to specific project worksheets, and the time each individual spent on the task.



## Choice Partners Contract 15/002CG03 Attachment B Hourly Rates

<b>Labor Category</b>	<b>Minimum Qualifications</b>	<b>Rate \$/Hr.)</b>
<b>Project Manger</b>	Minimum of 7 years of relevant experience that includes management of at least three projects of similar size and complexity; possesses relevant professional certification or accreditation; minimum of 5 years of experience in successful delivery or performance of services described in the contract or Task Order.	<b>154.00</b>
<b>PA Coordinator</b>	Individuals should have a working knowledge of the Stafford Act, 44 CFR et. seq., and some experience such as a Project Officer or Public Assistance Coordinator in the PA program. Individuals in this position will be representing clients and will be assisting in setting up and facilitating and/or running kick-off meetings and applicant briefings for state and local agencies and offices. Individuals in this position will be advising local emergency managers, mayors, and county executives on how the PA program works and will be assisting in providing all resources needed at the local level to insure reimbursement is made as quickly as possible. Other duties include resolving eligibility issues between applicants and FEMA, tracking program activity and costs, reviewing project worksheets, and conducting close-out operations.	<b>154.00</b>
<b>Project Specialist</b>	Individuals should have particular subject matter expertise in some particular discipline(s)—accounting, engineering, environmental issues, fire, law enforcement, etc.—and how they relate to the preparation and review of project worksheets under the PA Program. Duties include resolving eligibility issues between applicants and FEMA, tracking program activities and costs, preparing and reviewing project worksheets, and conducting close- out operations	<b>128.00</b>
<b>Technical Assistance Advisor</b>	Minimum of 2 years of relevant project management experience; minimum of 5 years of experience in successful delivery or performance of services described in the contract or Task Order.	<b>90.00</b>

### GSA Rates (Oct. 2014-Sept. 2015):

Max. Lodging: \$83.00/day

Meals and Incidental Expenses (M&IE): \$46.00/day