

**RICHLAND COUNTY, SOUTH CAROLINA  
TASK ORDER No. 7-2016-RichlandCo**

**CHANGE ORDER  
AUTHORIZATION No. 7  
Effective date: September XX, 2019**

In accordance with **TASK ORDER No. 7-2016-RichlandCo** dated June 27, 2016 between **Richland County, South Carolina** (County) and **Tetra Tech, Inc.** (Tetra Tech), County hereby authorizes the following **Scope of Services** to be performed for the **Period of Performance** and **Estimated Project Cost** as set forth herein:

**PROJECT:** Community Development Block Grant Disaster Recovery (CDBG-DR) Planning and Implementation Services -- October/2015 Severe Storm and Flooding

The Task Order is amended as follows:

**SCOPE OF SERVICES:**

**Delete:** The County and Tetra Tech agree that Tetra Tech will provide services described in the scope of work attached hereto as **Exhibit A6**.

**Add:** The County and Tetra Tech agree that Tetra Tech will provide services described in the scope of work attached hereto as **Exhibit A7**.

**PROJECT SCHEDULE/TIMELINE:**

The Change Order #6 scope of work is based on a 45-month timeframe beginning June 27, 2016 and extending to March 31, 2020 (the "Period of Performance"). Based on the length of time it took the County to amend the Action Plan to allow for rebuilds to begin, Tetra Tech will require a work extension of an additional 3 ½ months. The new Period of Performance will end on July 17, 2020. The project work schedule will be reviewed during the last 90 days of the Period of Performance to determine if a work extension is required for one or more of the positions budgeted for in this task order.

**ESTIMATED COST (not to exceed):**

The project not-to-exceed amount will increase by \$250,865.00 from \$4,365,059.00 to \$4,615,924.00.

This change order reflects the revised project scope found in Change Order #6 and extended period of performance to July 17, 2020.

All other terms of **TASK ORDER No. 7-2016-RichlandCo** shall continue in full force and effect unless further amended by the Parties.

**APPROVED BY:**

**Tetra Tech, Inc.**

Signature: \_\_\_\_\_

Name: Jonathan Burgiel

Title: Vice President/Ops Manager

Date: \_\_\_\_\_

**Richland County, South Carolina**

Signature: Leonardo Brown

Name: Leonardo Brown

Title: County Administrator

Date: 10/29/19

## EXHIBIT A7

# Richland County, South Carolina CDBG-DR Planning and Implementation Services SEVENTH Change Order Request

September XX, 2019

### BACKGROUND AND PURPOSE

The flooding event that impacted the State of South Carolina from Oct 1 thru 5, 2015 was unprecedented in nature, destroying significant infrastructure throughout the State. Richland County was one of the most impacted areas, with many residents' homes flooded and hundreds of roads made impassable. As a result of the storm, many homeowners, many with low to moderate income, experienced significant losses not fully covered by insurance or FEMA Individual Assistance.

As a result of the disaster, Richland County was provided a direct allocation of \$23.5 million in U.S. Department of Housing and Urban Development (HUD) CDBG-DR funds to assist the County with the unmet needs of its citizens from the storm. The County has developed and had HUD approve an Action Plan and must implement the plan to manage these funds meticulously and comply with all HUD regulations.

Richland County (the "County") approved **Task Order No. 7-2016-RichlandCo** for Tetra Tech, Inc. (Tetra Tech) to provide experienced staff to help develop the processes for administering the CDBG-DR funds and implement the resulting housing programs thru June 26, 2017. This Task Order No. 7 was subsequently modified without an increase in budget (**Task Order No. 7-2016-RichlandCo Change Order #1**) to include certain Tetra Tech staff to the task order to handle tasks associated with applicant intake, processing, funding approval, and field work management.

The County approved a second change order (**Task Order No. 7-2016-RichlandCo Change Order #2**) to authorize Tetra Tech to provide a full complement of staff to plan and implement the County's CDBG-DR program thru June 15, 2017 without changing the original task order budget (attached hereto as Attachment B).

The County subsequently approved a third change order to the scope and budget (**Task Order No. 7-2016-RichlandCo – Change Order #3**) to authorize Tetra Tech to provide CDBG-DR staffing thru February 28, 2019 during which time it was anticipated the majority of the CDBG-DR funds would have been expended. This third change order covered work beginning June 27, 2016 and continuing through February 28, 2019. The third change order increased the amount of the not to exceed cost for Tetra Tech's services from \$996,843 to \$2,968,564.

In February, 2017, Richland County formally sought additional CDBG-DR funding from HUD. As a result, HUD awarded Richland County an additional \$7.25 million in HUD CDBG-DR funds to further assist the County with unmet needs of its citizens from the storm. As a result of this additional funding, the County has requested Tetra Tech to submit a fourth change order to extend the period of performance through December 31, 2019 in order to administer the additional HUD funding. (**Task Order No. 7-2016-RichlandCo – Change Order #4**). This additional change order covers the increased project costs with repairing an increased number of single-family homes and/or replacing mobile home units from an originally estimated 178 units to up to 200 units. This fourth change order covers work beginning June 27, 2016 and continuing through December 31, 2019. It is anticipated that any remaining work beyond December 31, 2019 would be transitioned to County staff for project wrap-up and closeout. This fourth change order will also increase the amount of the not to exceed cost for Tetra Tech's services from \$2,968,564 to \$4,268,564.

On June 31, 2018, the task order that was paying for the Project Manager's travel expenses ends. Prior to June 13, 2018, the Project Manager's time was split amongst several other Richland County task orders. Starting July 1, 2018, the Project Manager will focus his time on **Task Order No. 7-2016-RichlandCo**. As a result, the County has requested that Tetra Tech submit a fifth change order to cover the Project Manager's travel expenses under **Task Order No. 7-2016-RichlandCo**. This fifth change order will also increase the amount of the not to exceed cost for Tetra Tech's services from \$4,268,564 to \$4,365,059.

In March, 2019, Richland County made a decision to implement control and oversight changes to the CDBG-DR program. At the time, the cost to this change had not been determined. This change order reflects the cost of the changes found in Change Order #6 and the increased period of performance in Change Order #7.

## SCOPE OF WORK

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The County has requested that the following technical staff/services be provided by Tetra Tech:

- CDBG-DR Project Manager
- Housing Construction Manager
- Compliance Manager
- Case Workers Outreach/Intake and Application Review Specialists
- Environmental Review of Record and Historical Reviewers (ERR)
- Lead-Based Paint Inspectors
- 2 Inspectors/Cost Estimators
- Electronic/IT Specialist
- Uniform Relocation Act (URA) Services
- Additional support as required

The staff shown for the positions listed will be phased in when required by the project and phased out when no longer required. Project responsibilities for each position to be performed by Tetra Tech (Attachment A) along with the level of effort in hours during this task order are provided in the exhibits below.

## PROJECT SCHEDULE/TIMELINE

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Tetra Tech will work with the County to determine if the delivery schedule below is appropriate given the County's priorities and operational considerations. The Change Order #7 scope of work is based on a 48.5-month timeframe beginning June 27, 2016 and extending to July 17, 2020 (the "Period of Performance"). The project work schedule will be reviewed during the last 90 days of the Period of Performance to determine if a work extension is required for one or more of the positions budgeted for in this task order.

## PROJECT COST PROPOSAL

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The proposed Change Order #7 budget of \$4,615,924 is based on Tetra Tech's current understanding of the project requirements and best estimate of the level of effort required for each position to perform the basic services over the 48.5-month Period of Performance and may be subject to change upon mutual agreement between Richland County and Tetra Tech.

The fee for the services will be based on a combination of Tetra Tech staff time and materials. The time and materials costs will be charged based on the actual hours of services furnished multiplied by Tetra Tech's hourly rate along with direct project related expenses reimbursed to Tetra Tech in accordance with the Professional Services Agreement procured under the Richland County RFP No. RC-651-P-2016. Exhibit 1 shows the estimated cost breakdown for the time and materials costs and is exclusive of the \$4,365,059 budget previously approved by Richland County Council plus the additional budget under this Change Order #7.

**Exhibit 1: Cost Breakdown by Staff Position**  
**For Period of Performance of**  
**August 1, 2019 through June 30, 2020**  
*(Includes labor, materials, and travel expenses)*

Position	Estimated # of Staff	Estimated Hours	Estimated Cost
<b>CDBG-DR Program Manager</b>	1	841	\$117,740
<b>Construction Project Manager<sup>1</sup></b>	1	2,346	\$293,250
<b>CDBG-DR Compliance Manager/ Case Workers Outreach/Intake and Application Review Specialist<sup>2</sup></b>	1-2	2,048	\$193,360
<b>Inspectors/Cost Estimators<sup>3</sup></b>	1-2	3,304	\$379,960
<b>Principal in Charge</b>		10	\$2,250
<b>Electronic Records/IT Specialist<sup>4</sup></b>		104	\$15,600
<b>Other Support<sup>5</sup></b>			\$35,319
<b>Other Project Related Expenses Support<sup>6</sup></b>			\$20,575
<b>Estimated Total:</b>		<b>8,653</b>	<b>\$1,058,054.00</b>
<b>Minus Remaining Task Order Budget on August 1, 2019</b>			<b>- \$807,189.00</b>
<b>Net Increase for Change Order 7</b>			<b>\$250,865.00</b>

This estimate is valid for 60 days from the date of the proposal. To the extent the proposed scope and budget do not meet the County's needs; Tetra Tech would be willing to negotiate a revised scope and budget.

## PROJECT ASSUMPTIONS AND CONSTRAINTS

This project is based on the following key assumptions and constraints. Deviations that arise during the proposed project will be managed through a standard change control process.

- **Budget and Staffing Level Assumptions.** The proposed staffing levels and hours for each position are based on our best estimates assuming a mix of programs utilizing the \$30.77 million in CDBG-DR monies allocated by HUD to Richland County. For the purposes of this scope and budget it is assumed that Tetra Tech will assist with the implementation of approximately \$17 million of housing rehabilitation projects. To the extent the mix of programs funded deviates from the estimates provided above, the anticipated level of effort outlined herein is subject to change.
- **Project Sponsor.** County will assign a primary point of contact to serve as project sponsor to address administrative and functional issues.

<sup>1</sup> Assumes 40-50 hours/week over the project timeline. Assumes the Construction Manager will become the Project Manager effective October 9, 2019. Assumes the previous Project Manager will maintain oversight of the project until the end of the project.

<sup>2</sup> Assumes one compliance program manager and 1 case manager effective until August 12, 2019. On August 12, 2019 assumes one compliance manager/case manager 40 hours/week.

<sup>3</sup> Assumes 2 inspectors/cost estimators working 40hrs/week until March 31, 2019. On April 1, 2019 assumes 1 inspector/cost estimator 40 hours/week.

<sup>4</sup> Electronic Records/IT Specialist is responsible for setting up and maintaining the SharePoint records management system.

<sup>5</sup> Includes lead inspectors, environmental reviews, lab work, tech support, back office support, and SMEs. There are 20 Lead-based Clearance Tests remaining and they are fixed cost at a unit rate per test.

<sup>6</sup> Includes travel and other direct costs.

- **County Oversight:** Tetra Tech is not responsible for selecting the general contractors doing the MHU replacements, SFR repairs, or rebuilds and therefore, cannot be liable for the performance of these contractors selected by and reporting to the County. Furthermore, since prior to this change order, Tetra Tech was not responsible for implementing the SFHRP program except for the scope of work outlined in the Task Order #7 as modified by the previous five change orders, Tetra Tech shall not be held responsible for any issues the program or County has as a result of decisions or actions by the County or other general contractors employed by the County in overseeing and running the overall SFHRP. From the time this change order goes into effect, Tetra Tech will become the implementing contractor responsible for implementing County policies and procedures as included in the County's Action Plan and the County's SFHRP Guidebook. Tetra Tech will not be responsible for developing policies and procedures, nor held liable for the County's policies and procedures contained in the County's Action Plan or the SFHRP Guidebook. Tetra Tech will be responsible to take the County's policy, guidance and direction from the County's SFHRP Oversight Committee as articulated in the County's Action Plan and SFHRP Guidebook. Tetra Tech will advise the Oversight Committee as to changes in policies and procedures to be included or changed in the County's Action Plan and/or SFHRP Guidebook. Tetra Tech will keep the Oversight Committee informed of the performance of the program and any issues that may arise from the performance of the County's other contractors.
- **Access to Materials.** Documentation pertinent to the execution of this project should be made available to Tetra Tech for review in electronic format within five business days of the request from Tetra Tech.
- **Payment for Incomplete Projects:** Tetra Tech will be compensated for work completed on a property even if the property owner decides to withdraw their application or the property is deemed ineligible to include, but not limited to, time spent on such properties for URA assistance, case management by Tetra Tech staff, inspections and cost estimation.
- **Lead-based Paint Clearance Tests:** Currently, the properties identified for repair have been tested for lead-based paint. Only twenty of these units tested positive for lead-based paint. This budget assumes that Tetra Tech will conduct twenty clearance tests. Tetra Tech reserves the right to request an adjustment to the budget for costs associated with any additional lead-based paint tests or clearance tests.
- **Inspection Cost Estimate:** Currently, we are estimating 107 rehabs remaining to be completed in the period of performance. If additional properties above the 107 rehabs require repair cost estimates, Tetra Tech reserves the right to request an adjustment to the budget for costs associated with developing cost estimates for such additional properties. Tetra Tech will use Xactimate for developing estimate scopes of work and cost estimates.
- **Access to Key Personnel.** Availability of County key personnel is critical to obtaining the information required for the overall success of this project. Information presented by key personnel will be accepted as factual and no confirmation will be made.
- **Work Location/Meeting Space.** Tetra Tech will perform work on-site at Richland County offices or participate via conference call during the performance period. The work location of each individual assigned to the project by Tetra Tech will be mutually agreed to by the County and Tetra Tech. It is envisioned that case management staff; cost estimators and inspectors will be located on site in Richland County. It is anticipated that the Project Manager will work on site.
- **Period of Performance.** 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.
- **Payment Plan.** The County will be invoiced monthly for labor expended and expenses incurred. Invoice payment terms are net 30 days.



**Attachment A**  
**Position: CDBG-DR Project Manager**  
**Position Description**

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This Tetra Tech position will report directly to the County's Oversight Committee or their designated representative and will manage the day to day activities and the staff of the County's CDBG-DR SFHRP Programs.

**Description of role and responsibilities** -- More specifically, the position will provide technical guidance, strategic direction and management assistance to the County's Oversight Committee for the development and implementation of the County's SFHRP by providing the following specific services in accordance with The County's Action Plan and SFHRP Guidebook:

- Develop all forms for tracking each step of the process for the implementation program;
- Manage the development of the data and information management procedures;
- Manage the development of the administrative procedures;
- Manage the development of internal compliance reports and monitoring process for quality control;
- Manage the process to design and ensure accurate project work records are maintained and accessible to meet Grantee/Sub-Grantee needs and auditory requirements;
- Manage the required Environmental Reviews of Record and Historic Preservation reviews for projects;
- Develop processes and implementation plans that meet HUD requirements for the Uniform Relocation Act requirements;
- Manage the development of the Duplication of Benefits review.
- Manage the process for damage assessments and development of project cost estimates and the scopes of work for the projects;
- Manage the construction process to ensure that work is being completed which would include the inspectors;
- Assist with the coordination between the County's Oversight Committee and the County's Legal Department to develop the project agreements between the County and the contractors;
- Develop and deliver, along with the County Oversight Committee, training of internal County staff on the implementation of the SFHRP.
- Develop and deliver training programs on the County's SFHRP for the construction contractors;
- Communication with senior leadership and elected officials with the coordination and direction of the County's Oversight Committee and/or the County Administrator;
- Attend client's internal staff meetings at the request of the Oversight Committee designee;
- Attend meetings and conference calls with US HUD with the Oversight Committee designee;
- Travel throughout the County and visit sites of proposed projects and projects;
- Assist with the preparation of materials for and attend public meetings, meetings with key stakeholder groups and residents, and meetings with property owners and businesses along with the Oversight Committee and other representatives of the County;
- Attend the County's Blue Ribbon Advisory Committee along with the Oversight Committee designee and representatives from the County;
- Attend the County's Work Group meetings along with the Oversight Committee designee and representatives from the County;
- Attend other meetings as assigned with the Oversight Committee and representatives from the County;
- Interface with County Departments along with the Oversight Committee or their designee;
- Work with the County staff and other Tetra Tech staff to identify opportunities to use and leverage the CDBG-DR funding with other Federal and State awarded funding for disaster recovery including HMGP, Flood Mitigation Assistance, FEMA 404 and 406 funding;
- Coordinate with the internal staff to conduct required inspections of projects for compliance with CDBG-DR program requirements;
- Coordinate with the County's staff to conduct required inspections of projects for compliance with the applicable County's codes, rules and regulations;
- Coordinate with the internal staff to assign the required Environmental Reviews of Record and Historic Preservation reviews for projects;

- Coordinate with the internal staff to assign and review the damage assessments, project cost estimates and the scopes of work for the projects;
- Coordinate with the internal SFHRP Inspectors/Cost Estimators to assign inspectors to inspect the construction work that is being completed, (including the County's Building Department and Floodplain Manager for relevant inspections);
- Manage the interface with the selected contractor for the work to monitor the completion of the work in compliance with the County's policies and procedures contained in the SFHRP Guidebook;
- Review and provide recommendation for invoices submitted to the County;
- Attend meetings with the State of South Carolina along with the Oversight Committee and/or appropriate representatives from the County; and
- Interface with the general public.

The position will report to the County Administrative Building and Oversight Committee designee each week for the entire period of performance.

**Assumption:** It is assumed that the County's Oversight Committee or the County's responsible representative will be responsible for making all binding and legal decisions related to the CDBG-DR program. This includes signing and approving decisions of award, contracts, invoices and requisitions for payment of CDBG-DR funding. It also includes the hiring, termination and discipline of County employees and contractors other than the Tetra Tech staff assigned to this project. This position will not provide legal services to the County.

### **Position: CDBG-DR Construction Project Manager**

#### **Position Description**

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This Tetra Tech position will report directly to the CDBG-DR Project Manager and will assist the Project Manager with management of the day to day construction and financial management activities and the staff of the County's CDBG-DR SFHRP Programs.

**Description of role and responsibilities** – More specifically, the position will provide construction management, financial management, technical guidance, strategic direction and management assistance to the CDBG-DR Project Manager for the development and implementation of the County's SFHRP by providing the following specific services in accordance with The County's Action Plan and SFHRP Guidebook:

- Manage the development of the implementation plan/evidence of financial control<sup>7</sup> to be submitted 30 days after the public notice is published by US HUD and the Action Plan which is due 90 days after the public notice if published in the Federal Register by US HUD;
- Manage the development of the policy and program guidelines for the SFHRP which are in compliance with US HUD guidelines and the County's Action Plan and SFHRP Guidebook;
- Develop all forms for tracking each step of the process for the implementation program;
- Manage the development of the data and information management procedures;
- Manage the development the administrative procedures;
- Manage the development of internal compliance reports and monitoring process for quality control;
- Manage the process to design and ensure accurate project work records are maintained and accessible to meet Grantee/Sub-Grantee needs and auditory requirements;
- Manage the required Environmental Reviews of Record and Historic Preservation reviews for projects; Develop processes and implementation plans that meet HUD requirements for Davis Bacon, The Uniform Relocation Act requirements;
- Manage the process for damage assessments and development of project cost estimates and the scopes of work for the projects;

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<sup>7</sup> This is a new HUD requirement and the official definition of this document will be included in the Public Notice published in the Federal Register

- Manage the solicitation process of the contractors for the work associated with the SFHRP programs and projects;
- Manage the construction process to ensure that work is being completed which would include the inspectors;
- Coordinate between the SFHRP Project Manager and the County's Legal Department to develop the project agreements between the County and the contractors;
- Develop and deliver, along with the SFHRP Project Manager training of internal County staff on the implementation of the CDBG-DR program.
- Develop and deliver training programs on the County's CDBG-DR program for the construction contractors;
- Assist with the preparation of materials for public meetings, meetings with key stakeholder groups and residents, and meetings with property owners and businesses;
- Interface with County Departments along with the SFHRP Project Manager;
- Work with the County staff and other Tetra Tech staff to identify opportunities to utilize and leverage the CDBG-DR funding with other Federal and State awarded funding for disaster recovery including HMGP, Flood Mitigation Assistance, FEMA 404 and 406 funding.

**Assumption:** It is assumed that the County's Oversight Committee or the County's responsible representative will be responsible for making all binding and legal decisions related to the CDBG-DR program. This includes signing and approving decisions of award, contracts, invoices and requisitions for payment of CDBG-DR funding. It also includes the hiring, termination and discipline of county employees and contractors other than the Tetra Tech staff assigned to this project. This position will not provide legal services to the County.



**Position: CDBG-DR Compliance Manager and Case Manager**  
**Position Description**

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These Tetra Tech management positions will report directly to Tetra Tech's SFHRP Project Manager. These positions will provide compliance and case management services related to the County's SFHRP programs. The compliance manager position will provide oversight and management to the other Tetra Tech case manager.

**Description of role and responsibilities** – More specifically, these two positions will provide technical guidance, strategic direction and management services during the implementation of the County's SFHRP. The roles and responsibilities are as follows:

- Manage the implementation of the SFHRP developed in the Action Plan and in accordance with the SFHRP Guidebook;
- Provide expert technical assistance to the County and the applicants on SFHRP applicant requirements and regulations;
- Meet with the residents, citizens and property owners interested in SFHRP assistance;
- Meet with prospective applicants to describe the SFHRP, review applicable required materials and provide technical assistance on the application;
- Review submitted applications for compliance with the program guidelines and policies;
- Review and evaluate applications for compliance with all the County's SFHRP policies, procedures and guidelines in accordance with the County's Action Plan and SFHRP Guidebook and provide recommendations for decisions;
- Coordinate with the internal staff to conduct site inspections of proposed projects and the development of the damage assessment, cost estimate and definition of the scope of work for the application;
- Conduct eligibility calculations;
- Coordinate with the internal staff to conduct required inspections of projects for compliance with SFHRP program requirements in accordance with the County's Action Plan and SFHRP Guidebook;
- Coordinate with the County's staff to conduct required inspections of projects for compliance with the applicable County's codes, rules and regulations;
- Meet with applicants to advise them regarding the award and the time schedule for the completion of the project;
- Prepare documents for the Pre-Construction and Closing meetings;
- Coordinate and schedule Pre-Construction and Closing Meetings as required;
- Manage the data and information for the assigned applications and cases per the required policies and procedures to ensure accurate project work records are maintained and accessible to meet Grantee/Sub-Grantee needs and auditory requirements;
- Coordinate with the internal staff to assign the required Environmental Reviews of Record and Historic Preservation reviews for projects;
- Coordinate with the internal staff to assign and review the damage assessments, project cost estimates and the scopes of work for the projects;
- If required; coordinate with the internal staff to conduct required title searches and appraisals;
- Evaluate issues and work with the Assistant SFHRP Project Manager to developed proposed solutions;
- Prepare a written recommendation on the received applications;
- Review and provide recommendation for invoices submitted to the County;
- Attend required training programs on the County's SFHRP program offered by the County;
- Communication with senior leadership staff from clients;
- Attend client's internal staff meetings at the request of Tetra Tech's SFHRP Project Manager;
- Travel throughout the County and visit sites of proposed projects;

- Assist with the preparation of materials for public meetings, meetings with key stakeholder groups and residents, and meetings with property owners and businesses;
- Assist with the preparation of the internal compliance reports and monitoring process for quality control;
- Attend other meetings as assigned;
- Interface with County Departments;
- Work with the County staff and other Tetra Tech staff to identify opportunities to utilize and leverage the CDBG-DR funding with other Federal and State awarded funding for disaster recovery including HMGP, Flood Mitigation Assistance, FEMA 404 and 406 funding; and
- Prepare applicable written correspondence to applicants for the County's Oversight Committee approval and signature.

Each of the positions will report to the County Administrative Building daily. They will be managed by the Tetra Tech's SFHRP Project Manager an average of 40 hours per week, for each position, beginning November 15, 2015. Effective August 9, 2019, the case management position will be eliminated based off reduced work load. Effective December 27, 2019, the compliance manager position will go away based of anticipated reduced workload requirements. The construction project manager and project manager will pick up their remaining duties.

**Assumption:** It is assumed that the County's Oversight Committee or the County's responsible representative will be responsible for making all binding and legal decisions related to the CDBG-DR program. This includes signing and approving decisions of award, contracts, invoices and requisitions for payment of CDBG-DR funding. It also includes the hiring, termination and discipline of county employees and contractors other than the Tetra Tech staff assigned to this project. This position will not provide legal services to the County.

**Position: CDBG-DR Environmental Review Record and  
Historical Review Specialist  
Position Description**

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This Tetra Tech position will report directly to Tetra Tech's SFHRP Project Manager and will conduct the required Environmental Review Record and Historical Review for projects.

**Description of role and responsibilities** – More specifically, the roles and responsibilities for this position will include:

- Conduct the Broad Environmental Review and draft the Request for Release of Funds (RROF);
- Review the submitted application to understand the project, review the described damage and determine the property address and all relevant information needed to complete the Environmental Review Record and Historical Reviews;
- Conduct the Environmental Review Record and Historical Review and provide a written report;
- Provide technical guidance for steps to resolve issues, if possible;
- Travel to the project site and conduct necessary inspections if required;
- Prepare report of the findings for the Environmental Review Record and Historical Review;
- Perform any required additional work if required – for example Environmental Assessment;
- For projects that include additional funding (for example: HMGP), assist with the required coordination for the required reviews;
- Attend required training programs on the County's CDBG-DR program offered by the County;
- Communication with senior leadership staff from clients including elected officials;
- Assist with the preparation of the internal compliance reports and forms for quality control;
- Attend other meetings as assigned with Tetra Tech's Assistant CDBG-DR Program Manager, the County Community Development Director and other representatives from the County; and
- Interface with County Departments along with the Community Development Director and Tetra Tech's Assistant CDBG-DR Program Manager.

This position will work a combination of remotely and onsite (when onsite, located at the County Administrative Building) and report to Tetra Tech's SFHRP Project Manager beginning October 1, 2016 to begin the Broad Environmental Review (Tier I). Once the Broad Review is submitted and the RROF is signed, this position will be filled by Environmental Review Specialists to conduct the Site-Specific environmental reviews that result in the submission of the Statutory Checklist for each property. This has been priced as a unit rate, billable upon the delivery of each Statutory Checklist.

Understanding that some applicants may drop out of the program voluntarily at any stage, the County agrees to pay for all services rendered up to the point that an applicant withdraws or is discharged from the program. This includes services for environmental review that may be terminated mid-stage and are terminated upon notification of applicant withdrawal or disqualification. In the event that an environmental review is being performed when an applicant withdraws or is disqualified, the ERR will be completed and delivered to the County (despite applicant withdrawal or disqualification) and Tetra Tech will bill for the completed service.

**Assumptions:** It is assumed that the County's Oversight Committee or the County's responsible representative will be responsible for making all binding and legal decisions related to the CDBG-DR program. This includes signing and approving decisions of award, contracts, invoices and requisitions for payment of CDBG-DR funding. It also includes the hiring, termination and discipline of county employees and contractors other than the Tetra Tech staff assigned to this project. This position will not provide legal services to the County.

**Position: Records Management/IT Specialist –  
Documentation Management  
Program Description**

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This Tetra Tech position will report directly to Tetra Tech's SFHRP Project Manager. This position will assist the Tetra Tech team and County with setting up and maintaining the electronic records management system on the Microsoft SharePoint platform.

**Description of role and responsibilities** – More specifically, the position will create the SharePoint site for the project which will store project related files electronically. This individual will provide access to County staff and provide on-call support if necessary. They will also be responsible for maintaining the site throughout the project to QA/QC files storage. At project completion, the individual will turn over the SharePoint files to the County. The roles and responsibilities are as follows:

- Provide guidance on the required documentation related to the storage of files on the SharePoint
- Assist with reviewing issues and proposing potential solutions;
- Communication with County staff and the Tetra Tech SFHRP Project Manager on the documentation management system;
- Assist with the preparation of the internal compliance reports and monitoring process for quality control; and
- Interface with County Departments along with the Community Development Director, if necessary.

The position will work remotely at a Tetra Tech Office. They will report to Tetra Tech's SFHRP Project Manager for an average of 10 hours per month.

**Assumptions:** It is assumed that Tetra Tech will house the information electronically on the firm's servers that are backed-up in a cloud-base system.