

RICHLAND COUNTY, SOUTH CAROLINA
TASK ORDER No. 6-2016-RichlandCo

Richland County, South Carolina (County) hereby authorizes the services to be performed by Tetra Tech, Inc. (Tetra Tech) for the period of performance and estimated budget set forth herein:

PROJECT: Community Development Block Grant Disaster Recovery (CDBG-DR) Action Plan
October/2015 Severe Storm and Flooding

DURATION OF WORK:

Estimated period of performance is from **June 22, 2016** through **October 31, 2016**

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.

SCOPE OF SERVICES:

The County and Tetra Tech agree that Tetra Tech will provide services associated with the development of a Community Development Block Grant Disaster Recovery (CDBG-DR) Action Plan as described in the scope of work attached hereto as **Exhibit A**.

ESTIMATED COST (not to exceed):

Initial Not-to Exceed (NTE) Amount: **\$69,733.00**

The cost 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 Richland County 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 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** for Consulting and Representation Services - Disaster Recovery. Exhibit 1 shows the estimated cost breakdown by project tasks.

Exhibit 1: Estimated Cost Breakdown by Task
(Includes labor, materials, and travel expenses)

Task	Estimated Cost
Task 1 – Technical Guidance and Compliance Assistance	\$2,132
Task 2 – Unmet Needs Assessment	\$39,670
Task 3 – Action Plan Development and Submission	\$27,931
Estimated Total:	\$69,733

OTHER DIRECT COST (ODC):

Non-labor expenses shall be invoiced as follows: 1) travel expenses including airfare and car rental shall be invoiced at cost, without mark-up and with approved documentation (bills/receipts are required); 2) lodging shall be invoiced up to the GSA per diem rate (receipts are required; must be itemized on a daily basis and broken down per person); 3) meals and incidentals shall be invoiced at the GSA per diem rate (receipts are not required); 4) mileage shall be invoiced at the federally published rate; 5) Field documents and other equipment/supplies shall be invoiced at cost, without markup and with approved

documentation, and 6) other required non-labor expenses as may be applicable to the project and pre-approved by the County shall be invoiced at cost, without mark-up (receipts are required).

INVOICE AND PAYMENT:

Monthly Invoices -- Invoices are to be mailed to:

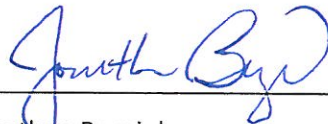
Richland County Finance Dept.
P.O. Box 192
Columbia, SC 29204

Payment terms are Net 30 days -- Payments are to be mailed to:

Tetra Tech, Inc.
PO 911642
Denver, CO 80291-1642

APPROVED BY:

Tetra Tech, Inc.

Signature: 
Name: Jonathan Burgiel
Title: Vice President/Ops Manager

Richland County, South Carolina

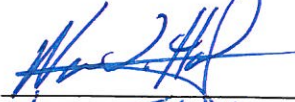
Signature: 
Name: Warren Hartley
Title: Asst. County Admin.

EXHIBIT A
SCOPE OF SERVICES

Project Approach

The following scope of services describes Tetra Tech, Inc.'s (Tetra Tech) process for developing a Community Development Block Grant Disaster Recovery (CDBG-DR) Action Plan for Richland County, South Carolina (the "Action Plan"). This scope complements the significant level of recovery efforts already performed by Richland County in the aftermath of the flooding disaster of October 2015.

This scope of work builds upon and expands the recent efforts related to the development of a Long Term Recovery Plan for Richland County (the "County"). Tetra Tech will incorporate into the Action Plan the relevant components of the Long Term Recovery Plan that have already been performed as follows:

- Kickoff and Status meetings with County staff (2.10.16; 3.9.16; 3.11.16)
- Blue Ribbon Committee Meeting #1 (2.11.16)
- Blue Ribbon Committee Meeting #2 (2.18.16)
- Blue Ribbon Committee Meeting #3 (3.10.16)
- Work Group Meeting #1 (2.16.16)
- Work Group Meeting #2 (3.17.16)
- Guidance on CDBG-DR funding opportunity and compliance procedures
- Initial data collection and analysis
- Development and approval of long term recovery goals
- Development of an initial summary and narrative of disaster impacts
- Initial program and project identification and eligibility review
- Initial development of unmet needs assessment
- Community and stakeholder engagement strategy development, coordination and materials preparation

The Action Plan will meet the requirements of the United States Department of Housing and Urban Development (HUD) and the CDBG-DR program and will focus on assessing unmet needs and developing programs and projects to maximize the recovery potential of limited resources.

Each task of this scope of services and the budget are described below. This scope of services, budget and timeline are subject to change based on the requirements included in the official Federal Register that will be published for the CDBG-DR funding. As of the date of this scope of services the Federal Register has not been published.

Task 1 – Technical Guidance and Compliance Assistance

Tetra Tech will leverage our experience working with the CDBG-DR program to provide Richland County with ongoing technical guidance and compliance monitoring during the development of the CDBG-DR Action Plan and related programs and projects. This will include on-going guidance in the following areas as they relate to the CDBG-DR program:

- **Funding Technical Assistance** – Throughout the development of the Action Plan Tetra Tech will provide expert guidance on the most appropriate, allowable, and effective uses of the

CDBG-DR funds. Tetra Tech will also assist the County with understanding and complying with grant agreement and Action Plan requirements and timelines.

- **Meetings with HUD** – Tetra Tech will continue to attend introductory meetings with HUD as necessary including each in a series of ongoing CDBG-DR Webinars.
- **Policies and Procedures** – Tetra Tech will conduct a review of existing systems, policies, and procedures for CDBG-DR grant management compliance. As needed, our team will assist staff with recommendations for policy and/or procedural updates. As part of this task, Tetra Tech will assist the County in developing and submitting evidence of financial controls to HUD for approval. Within 30 days of the publication of the Federal Register, Tetra Tech will develop and submit to HUD a certification summary detailing proficient financial controls, procurement processes and established procedures to prevent duplication of benefits.
- **Project and Program Eligibility Review** – Tetra Tech will provide guidance throughout the plan development process regarding individual project or program eligibility and compliance with program requirements.

Task 2 – Unmet Needs Assessment

Tetra Tech will build upon initial Long Term Recovery Plan unmet needs identification and will develop a CDBG-DR specific Unmet Needs Assessment. This will include the incorporation of new data and information that will allow Richland County to more fully identify the breadth of remaining community needs and develop eligible programs and projects to maximize the benefits of the limited CDBG-DR resources. The following sub-tasks will be included in the Unmet Needs Assessment:

Task 2.1 – Finalize Data collection and Damage Assessment: During the initial development of a Long Term Recovery Plan, Tetra Tech leveraged past data collection efforts to develop a draft summary of damages from the federally declared disaster. Tetra Tech will continue to collect, review and incorporate additional data necessary to finalize the HUD-required unmet need assessment related to the flooding event of October 2015 (DR-4241). Tetra Tech will develop an informational request to access outstanding data required to develop the Action Plan including data from FEMA, SBA, and NFIP. Once received, Tetra Tech will incorporate this additional data and finalize a summary of damages to be included in the Action Plan.

Task 2.2 – Document current and anticipated funding: Tetra Tech will assess and document recovery resources received or anticipated in Richland County. This will include a review of assistance under traditional recovery programs such as FEMA 404/406, NFIP claims, and SBA loans, as well as additional federal, state, and local funding received or anticipated. This process will support all subsequent duplication of benefit calculations for individual projects to ensure that CDBG-DR funding is used only for eligible projects for which other funding is not available.

Tetra Tech will rely on assistance from the County to access the damage, flood insurance, FEMA, and SBA data regarding funding resources that have been committed to date in the County for damages that resulted from the flooding disaster.

Task 2.3 – Community and stakeholder engagement – During the initial development of a Long Term Recovery Plan, Tetra Tech assisted the County in developing an outreach and public engagement strategy. Following the publication of the Federal Register, Tetra Tech will work with the County to finalize this strategy and conduct a series of stakeholder engagement meetings and public meetings. These meetings will provide opportunities to discuss the impacts from the storm event, unmet needs, impacted populations, actions taken to date, and clarification of long-term needs and resilience opportunities. Public meetings will also be used to educate the public on CDBG-DR program information

and requirements. Tetra Tech will conduct five (6) public meetings and up to four (4) stakeholder engagement meetings.

Public Meetings will be planned for two (2) hours and will be held at separate sites, geographically dispersed throughout the County. Tetra Tech will prepare the agenda, materials, announcements, flyers and summary notes for each of the meetings and will work with the County to identify facilities at which to hold these events. Tetra Tech will communicate with potential attendees of these meetings. Tetra Tech will handle logistics for the three lower Richland County meetings and any costs associated with the meetings will be paid by the County. The County will handle logistics for the remaining three public meetings (including securing and paying for the site locations).

Tetra Tech will work with the County to identify and conduct up to four meetings with key stakeholders who will include individuals representing a cross-section of the entities in the County, and may include representatives of local governments, emergency service providers, community leaders and others. The purpose of these interviews will be to identify recovery needs and opportunities, and to discuss items of interest such as flood impacts and current projects. Each interview will take 1-1.5 hours, and may include multiple stakeholders. These interviews will be scheduled and held at the Richland County Administration Building in Columbia, South Carolina. The County will provide the meeting space for these interviews, and will issue formal invitations to the stakeholders. Tetra Tech will develop the agenda, interview questions, and summary of findings for each of the interviews.

Public meetings and stakeholder meetings will be scheduled following the publication of the Federal Register. To the extent possible, public and stakeholder meetings will be scheduled in coordination with Work Group and Blue Ribbon Committee meetings.

Task 2.4 – Unmet Need Summary: Tetra Tech will build upon the efforts of Tasks 2.1 through 2.3 to summarize unmet needs in Richland County at the lowest geographic level practicable across three core areas of recovery – housing, infrastructure, and the economy. The unmet need summary will form the basis for identifying eligible programs and projects for implementation through the CDBG-DR program. Particular attention will be paid to determining the conditions and needs of areas of concentrated vulnerable populations and low to moderate income households or persons.

Task 3 – Action Plan Development and Submission

Once the collection of the data and information is complete, Tetra Tech will prepare the required Action Plan with associated programs and projects to guide the appropriate expenditure of CDBG-DR funds. Our team will work collaboratively with the Richland County Work Group and Blue Ribbon Advisory Committee throughout the planning process to establish an overarching direction for the Action Plan and develop related strategies, actions and programs for implementation. Upon completion, Tetra Tech will provide the draft Action Plan to Richland County for review and comment. Once we receive comments, our team will prepare a final draft for submission and approval by HUD. Tetra Tech will conduct the following sub-tasks in preparing the Richland County Action Plan:

Task 3.1 Work Group and Blue Ribbon Advisory Committee Meetings – Tetra Tech will build upon meetings already conducted for the Long Term Recovery Plan and will conduct two (2) additional Work Group Meetings and two (2) additional Blue Ribbon Advisory Committee meetings. These meetings will be used to guide the development of the Action Plan and will include focused discussions on a variety of relevant topics including CDBG-DR program information, impacts from the disaster, the availability of recovery resources, and project identification and prioritization. Meeting dates for Working Group and Blue Ribbon Advisory Committee meetings will be determined and agreed upon by the County and Tetra Tech.

Task 3.2 Program and Project Identification – Utilizing data gathered for the unmet needs analysis, Tetra Tech will assist the Work Group and Blue Ribbon Advisory Committee with the development of a list of programs and projects that are compliant with the CDBG-DR program and will maximize the County’s physical and economic recovery and resilience. Tetra Tech will leverage the findings of past and current efforts, including the HMGP project prioritization process and initial Long Term Recovery Plan development, to inform the identification of programs and projects. Tetra Tech will review and document CDBG-DR eligibility for each proposed use of funding including CDBG eligible activity, national objective, duplication of benefit calculation, connection to the federally declared disaster, relationship to unmet need, timely expenditure of funds, benefits for long-term recovery among others.

- Work Group Meeting #3 - Present unmet needs and public outreach results; discuss initial programs and projects and prioritization criteria (Date - to be determined).
- Blue Ribbon Advisory Committee Meeting #4 – Present initial program and project priorities developed by the Work Group (Date - to be determined).

Tetra Tech will assist the County in developing all required components of each proposed program or project. At minimum this will include:

- Proposed budget
- Administering entity
- CDBG-DR eligibility review
- Relation to specific impact of the disaster and long-term recovery
- Threshold factors and/or eligibility criteria
- Grant size limits
- Start and end dates
- Quantified performance outcomes
- Application procedures (as necessary)

Task 3.3 Program and Project Prioritization – Tetra Tech will assist the Work Group in reviewing and discussing the prioritization of the proposed list of programs and projects. Prioritization will be based on criteria set by the Work Group and may include a program’s or project’s ability to achieve established goals, magnitude of recovery potential, connection to the federally declared disaster, benefits for low to moderate income residents, protection of key local assets, enhancement of critical community services, and CDBG-DR program eligibility among others. Effective programs and projects will be those which are most compatible with current conditions, needs, and desired future outcomes of the County, as well as those that comply with the requirements of the CDBG-DR Program. Prioritization will be finalized with assistance from the Blue Ribbon Advisory Committee. Please note that programs developed and proposed in the final Action Plan may not include specific projects and may require an application intake and evaluation process to determine specific expenditures of CDBG-DR funding.

- Work Group Meeting #4 - Finalize programs and projects (Date - to be determined)
- Blue Ribbon Advisory Committee Meeting #5 – Finalize programs and projects (Date - to be determined)

Task 3.4 Action Plan Development– Tetra Tech will prepare a draft of the Action Plan, including specific sections required by HUD, and will present the Action Plan to the Work Group for review and comment. Tetra Tech will conduct necessary analysis and develop each required section of the CDBG-DR Action Plan including:

- Impact and Unmet Need Assessment
- Description of programs and projects
- Description of the connection between identified unmet needs and the allocation of CDBG–DR resources
- Description of how the grantee will promote sound, sustainable long-term recovery planning informed by a post-disaster evaluation of hazard risk
- Description of how it will coordinate with other local and regional planning efforts to ensure consistency
- Description of how the grantee will leverage CDBG–DR funds with other funding
- Description of how the programs or activities will attempt to protect people and property from harm, and how the grantee will encourage high quality construction methods
- Description of how the grantee will identify and address the rehabilitation, reconstruction, and replacement of public housing
- Description of how the grantee will encourage the provision of housing for all income groups that is disaster-resistant
- Description of how the grantee plans to minimize displacement of persons or entities
- Description of how the grantee will manage program income
- Description of monitoring standards and procedures
- Description of the mechanisms and/or procedures that are in place or will be put into place to detect and prevent fraud, abuse, and mismanagement of funds
- Description demonstrating the capacity to carry out disaster recovery programs
- Grantee certifications

Following the publication of the Federal Register and related timeline requirements set forth by HUD, Tetra Tech will work with Richland County to develop a document review schedule that will accomplish this scope of services within the federally required timeframe and proposed budget.

Task 3.5 Public Comments – Tetra Tech will assist the County with all HUD citizen participation requirements including ensuring that the County provides a reasonable opportunity for public comment and access to information including publishing the draft Action Plan for the minimum period of time as prescribed by HUD in the forthcoming Federal Register. Tetra Tech will incorporate guidance from an existing County Citizen Participation Plan, as appropriate, and will provide recommendations to the County regarding public notices, advertisements, and publishing of the draft Action Plan. Following the mandatory public comment period, Tetra Tech will review public comments on the draft Action Plan and complete any necessary revisions or additions.

Task 3.6 Action Plan Finalization and Submittal – Tetra Tech will prepare and submit to the County an electronic copy of the final draft of the Action Plan including edits made based on public comment. Once approved by the County, Tetra Tech will assist the County in submitting the Action Plan for approval by HUD through the required Disaster Recovery Grant Reporting (DRGR) system.

Optional Task – Action Plan Amendments

Following the submission and approval of the Action Plan by HUD, the County may determine a desire or need to make changes to proposed programs or projects. Depending on the extent of changes, HUD may qualify an amendment as Substantial or Non-substantial. Tetra Tech will provide services related to

both non-substantial and substantial amendments to the Action Plan on a time and materials basis. At the request of the County, Tetra Tech will provide a scope and proposed costs for these services.

Optional Task – Additional Project Assessments

Task 6.1 Catalogue Current and Identified Projects

Tetra Tech realizes that additional projects and critical issues may require assessment, analysis, review, design, or study before a final project is defined. This may necessitate involvement of engineering and architectural services and/or additional planning, mitigation, and resilience experts. Tetra Tech will provide a separate scope of work and budget for these services, as needed, to define additional projects to be included in the Action Plan.

Project Timeline

Following the publication of the Federal Register and related timeline requirements set forth by HUD, Tetra Tech will work with Richland County to develop a project timeline and meeting schedule that will accomplish this scope of services within the federally required timeframe and proposed budget.

Assumptions

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.

- **Project Sponsor.** County 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 five business days of the request from Tetra Tech.
- **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.
- **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 in the prior calendar month. Invoice payment terms are net 30 days.