

CITY OF CORPUS CHRISTI, TEXAS
TASK ORDER No. 2-CorpusChristi-2017HurricaneHarvey

In accordance with the Notice-to-Proceed dated _____, 2017 issued by the **City of Corpus Christi, Texas** (City) to **Tetra Tech, Inc.**, City hereby authorizes the services to be performed for the period of performance and estimated budget set forth herein:

PROJECT: FEMA Public Assistance Consulting Services
2017 Hurricane Harvey

ESTIMATED PROJECT TERM: Three (3) months

To the extent the estimated project term 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:

The City of Corpus Christi is one of several communities within the State of Texas recently impacted by Hurricane Harvey. As a result of this disaster, the City is seeking staff from Tetra Tech to provide staff augmentation to assist the City with their FEMA Public Assistance - Category A, Debris, Force Account (FA) Documentation. As such, Tetra Tech shall provide the following services:

1. Project Listing Development and Project Formulation

1.1 Documentation Collection and Desktop Review

Upon issuance of a Notice to Proceed, the City will provide Tetra Tech with its debris force account labor, equipment, material and invoice records directly related to Hurricane Harvey debris removal efforts for which the City is seeking reimbursement for via FEMA's Public Assistance program. Upon receipt of this documentation, Tetra Tech will provide one (1) staff member to work remotely and on-site to conduct a preliminary desktop review of the data to identify systematic data/information deficiencies that would impact data entry and reconciliation and the creation of force account summary records. Any identified issues or deficiencies will be reported to the City's Project Sponsor for resolution.

During this task, Tetra Tech will also dedicate one (1) staff member to be onsite to collect, scan and organize the files provided by the City throughout the debris removal process. This will include a process whereby we rename, file and archive this data in accordance with disaster documentation best practices.

1.2 Data Entry and Reconciliation

Upon digitization of the force account documentation, Tetra Tech will begin the process of entering and reconciling each force account records in our RecoveryTrac™ database consistent with FEMA PA Force Account Summary Requirements. Should documentation issues or deficiencies be further identified during the data entry and reconciliation process, they will be reported to the City's Project Sponsor for resolution.

1.3 Complete Force Account Summary Record(s)

At the completion of the data entry and reconciliation process, Tetra Tech will create a report off of the force account data input for each project for emergency work. This report will serve as the completed force account summary record by project and will quantify force account costs by category (labor, equipment, materials). The force account summary report will be submitted to the City's Project Sponsor upon completion for final review and acceptance.

Deliverables: Force Account Summary Record

2. Executive Assistance

The Tetra Tech team will provide executive assistance as City staff and leadership encounter overarching, complex recovery issues. Executive assistance is defined as support for broad disaster-related issues directly associated with the Stafford Act, FEMA PA, FHWA ER, and HUD CDBG-DR programs that may have an impact on one or more projects or the Parish as a whole as well as additional technical resources related to the scope of the project, state law, or federal law unrelated to the FEMA PA Program or Substantial Damage process.

The Tetra Tech PM will act as the gatekeeper for Tetra Tech involvement in such tasks and provide visibility to activities, meetings, and accomplishments in the Tetra Tech team weekly reports. Support for these activities will be tracked separately from the FEMA PA Program unless the activities specifically relate to them.

ESTIMATED COST (not to exceed):

Initial Not-to Exceed Amount: **\$90,427.00**

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 the City 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 plus reasonable non-labor expenses as set forth in Contract No. HGAC/HP07-13. The table below outlines the anticipated staff positions and level of effort for this assignment.

Labor Category	Hourly Rate	Estimated Number of Hours	Estimated Total
Supervising Consultant	\$158.00	80	\$12,640.00
Consultant I	\$115.00	240	\$27,600.00
Administrative Assistant	\$44.00	960	\$42,240.00
Estimated Expenses*			\$7,947.00
Estimated Total			\$90,427.00

**Non-labor expenses shall be invoiced as follows: 1) travel expenses including airfare and car rental shall be invoiced at cost, without mark-up; 2) lodging shall be invoiced up to the per diem rate according to the GSA rates established at www.gsa.gov; 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 6) other required non-labor expenses as may be applicable to the project and pre-approved by the City shall be invoiced at cost, without mark-up.*

ASSUMPTIONS:

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

- **Project Sponsor.** The City 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 City 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.** City will provide on-site workspace during the trips schedule by Tetra Tech
- **Remote Assistance.** Tetra Tech shall complete the majority of the documentation collection and organization remotely.
- **Direct Administrative Cost (DAC).** Tetra Tech will track time consistent with FEMA Policy and provide the City with the support documentation to submit Tetra Tech costs for reimbursement under the DAC program.
- **Indirect Costs.** Costs associated with general program delivery that cannot be attributed to project delivery as DAC are known as indirect project costs. . Such costs include project setup, status meetings, status reporting, accounting, and program management. These types of costs are not typically reimbursable under the FEMA Public Assistance program. To the extent possible, Tetra Tech will minimize indirect costs.

INVOICE AND PAYMENT:

Monthly Invoices -- Invoices are to be mailed/emailed to:

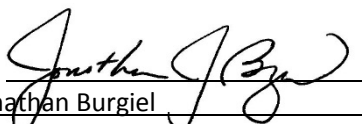
Attn: Accounts Payable
City of Corpus Christi
2525 Hygeia Street
Corpus Christi, TX 78415

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

City of Corpus Christi, Texas

Signature: _____
Name: _____
Title: _____