

**CITY OF EVERGLADES CITY
NOTICE OF EXTRAORDINARY MEETING AND AGENDA
Everglades City Council
Mayor: Howell Grimm, Jr.
Mayor Pro Tem: Vicky Wells
City Council Members:**

**Michael McComas, Josh Minton, Tony Pernas, Parker Oglesby
City Attorney: Zach Lombardo*City Clerk: Dottie Joiner**

THE CITY OF EVERGLADES CITY WILL HOLD AN EXTRAORDINARY CITY COUNCIL MEETING ON TUESDAY, DECEMBER 20, 2022, AT 5:30 PM CONDUCTED HYBRID WITH A QUORUM OF COUNCIL MEMBERS PRESENT IN COUNCIL CHAMBERS AT CITY HALL EVERGLADES CITY, FLORIDA AND OTHERS PRESENT BY VIDEO CONFERENCE.

1. CALL TO ORDER
2. INVOCATION AND PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. APPROVAL, ADDITIONS, OR DELETIONS TO AGENDA
5. PRIMARY BUSINESS
 - a. Consideration and Approval of 2nd Reading of Ordinance 2022-07 Amending and Extending a Temporary Moratorium on Wastewater Connections
 - b. Consideration and approval of Tetra Tech Task Order No. 1-Hurricane Ian
6. PUBLIC COMMENT
7. CITY REPORTS
 - a. Council Members: Michael McComas, Josh Minton, Vicky Wells, Tony Pernas, Parker Oglesby
 - b. City Attorney
 - c. Mayor
8. ADJOURNMENT

APPEAL NOTICE: ANY PERSON WHO DECIDES TO APPEAL A DECISION BY THIS COUNCIL WILL NEED A RECORD OF THE PROCEEDINGS PERTAINING THERETO, AND THEREFORE MAY NEED TO ENSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, UPON WHICH THE APPEAL IS TO BE BASED. THE CITY OF EVERGLADES SHALL NOT BE RESPONSIBLE FOR PROVIDING THIS RECORD. THIS AGENDA WAS POSTED AT CITY HALL AND EVERGLADES CITY STRONG FB PAGE, THIS 15th DATE OF DECEMBER, 2022 BY DOTTIE JOINER, CITY CLERK.

PUBLIC COMMENT NOTICE: ALL PERSONS WISHING TO SPEAK ON ANY AGENDA ITEM MUST REGISTER PRIOR TO THE MEETING BY EMAILING CITY CLERK DOTTIE JOINER @ dsmallwood@cityofeverglades.org. ALL REGISTERED PUBLIC SPEAKERS WILL BE LIMITED TO THREE (3) MINUTES, OR IF IN WRITING 400 WORDS.

INSTRUCTIONS ON HOW TO VIEW AND PARTICIPATE IN MEETING

The public may attend either electronically or in person on December 20, 2022, which begins at 5:30 p.m.

1. **Watch the meeting online and provide public comment live during the meeting:**

Request to speak instructions:
To request to speak during the virtual meeting, you must send an email to Dottie Joiner, City Clerk @ dsmallwood@cityofeverglades.org prior to 5 p.m. on December 20, 2022.

Zoom instructions: For the December 20, 2022 meeting, please use the meeting link <https://us02web.zoom.us/j/2916297131?pwd=MTJMTUkzMGEuUjNlZ2JwQmtnVksRdz09/Password:34139> virtually attend and watch the meeting by computer, tablet, or smartphone. Those who have pre-registered to speak, will be called upon and the appropriate time limits will be enforced. If joining from a tablet or smartphone, you will need to download the free Zoom app from your device's app store. If joining from a computer, your computer will automatically download and install (if needed) the Zoom program. If you currently have Zoom installed on your computer, tablet, or smartphone, you may join the meeting by entering the meeting ID: 291 629 7131 and Password: 34139.
Dial in option: 1 929 205 6099 US

Persons with disabilities needing assistance to participate in any of these proceedings should contact the City Clerk's office (239-695-4559) 48 hours in advance of the meeting.

For additional information or assistance please contact the following prior to the meeting:

 - a. For public comment questions:
Dottie Joiner, City Clerk, dsmallwood@cityofeverglades.org or (239) 695-4558
 - b. For questions on connecting to the meeting:
Karen Cochran, kcochran@cityofeverglades.org (239) 777-6614
2. **Provide public comment in writing:**

To provide public comment in writing to be read during the virtual meeting, you must send an email to Dottie Joiner, City Clerk @ dsmallwood@cityofeverglades.org prior to 5 p.m. on December 20, 2022. All submissions will be read into the record, as limited to the first 400 words.

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1. CALL TO ORDER

Mayor Grimm called the meeting to order at 5:30 pm.

2. INVOCATION AND PLEDGE OF ALLEGIANCE

Councilperson Oglesby led the Pledge of Allegiance.

Mayor Grimm gave the Invocation.

3. ROLL CALL

Michael McComas, Josh Minton, Vicky Wells, Tony Pernas, Parker Oglesby, Mayor Grimm, City Clerk Dottie Joiner, Clerk Assistant Karen Cochran, Financial Administrator Tammie Pernas.

Zoom Attendance: See attached attendance sheet.

Attendance: See attached attendance sheet.

4. APPROVAL, ADDITIONS, OR DELETIONS TO AGENDA

None.

5. PRIMARY BUSINESS

a. Consideration and Approval of 2nd Reading of Ordinance 2022-07 Amending and Extending a Temporary Moratorium on Wastewater Connections

Mayor Grimm reads Ordinance 2022-07.

Councilperson McComas made a motion to approve Ordinance 2022-07/Amending and Extending a Temporary Moratorium on Wastewater Connections.

Councilperson Minton second.

Discussion-

All in favor.

b. Consideration and approval of Tetra Tech Task Order No. 1-Hurricane Ian

Councilperson Pernas made a motion to approve Tetra Tech Task Order No. 1-Hurricane Ian.

Councilperson Wells second.

Discussion-Asad Khan-Have met with Dottie & Tammie already and have had 1st scope meeting with FEMA-Task Order #1 looks at the damages from Hurricane Ian-we are in initial right now.

Councilperson Pernas-Will your order include the dredging of the waterways?

Asad Khan-If it is the responsibility of the city we are more than happy to advise.

All in favor.

6. PUBLIC COMMENT

None.

7. CITY REPORTS

a. Councilpersons:

Michael McComas-County has on their agenda in January approval of the clerk's website for advertisements and they will let us know in February which will help us in advertising.

Josh Minton-No report.

Vicky Wells-No report.

Tony Pernas-Howie and I have a meeting tomorrow with Eileen to figure out \$500,000 donation to help elevate homes-lost some trees in the medians due to Hurricane Ian and maybe getting some cabbage palms donated and the Lions Club will water them.

Parker Oglesby-No report.

b. City Attorney

Zach Lombardo-Reminder to the council there are fines on the airport property the city will receive the rest of the money if it sells-thank you so much for convening before Christmas.

c. Mayor

Mayor Grimm-We have received an estoppel on the airport property so hopefully is it sells we will be getting the rest of our money.

8. ADJOURNMENT

Councilperson Minton made a motion to adjourn the meeting at 5:46 pm.

Councilperson Oglesby second.

Discussion-None.

All in favor.


ATTEST:

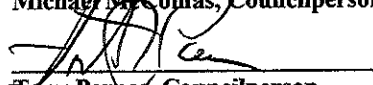

Dottie Joiner, City Clerk

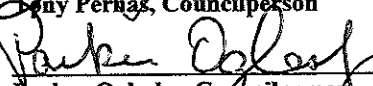

Howell Grimm Jr., Mayor


Vicky Wells, Councilperson


Josh Minton, Councilperson


Michael McComas, Councilperson


Tony Pernas, Councilperson


Parker Oglesby, Councilperson

December 20, 2022

ALL PERSONS WISHING TO SPEAK ON ANY AGENDA ITEM MUST REGISTER PRIOR TO THE OPENING OF THE MEETING. REGISTERED SPEAKERS WILL HAVE THREE (3) MINUTES TO SPEAK. WHEN REGISTERING TO SPEAK YOU MUST IDENTIFY WHICH AGENDA ITEM NUMBER YOU WISH TO SPEAK.

Example: 1.) John Doe #5 & #12

Address:

1.)

2.)

3.)

4.)

5.)

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9.)

10.)

11.)

12.)

ORDINANCE NO. 2022-07

AN ORDINANCE AMENDING AND EXTENDING A TEMPORARY MORATORIUM ON ADDITIONAL WASTEWATER TREATMENT PLANT CONNECTIONS; PROVIDING FOR LIMITED DEVELOPMENT ORDERS AND BUILDING PERMITS SUBJECT TO HOLDS ON CERTIFICATES OF OCCUPANCY; PROVIDING FOR ASSUMPTION OF RISK; PROVIDING FOR VIOLATIONS; PROVIDING FOR PUBLICATION; PROVIDING FOR SEVERABILITY; PROVIDING AN EFFECTIVE DATE.

WHEREAS, on October 25, 2021, there was a failure at the City of Everglades City Wastewater Treatment Plant (the "Plant"), resulting in a reduction of wastewater treatment capacity;

WHEREAS, the City has since been advised by its wastewater treatment plant and system operator, U.S. Water, that the Plant cannot support additional connections at this time;

WHEREAS, the City is under a consent final judgment with the Department of Environmental Protection regarding prior failures at the Plant;

WHEREAS, the City is in the process of rebuilding the Plant, consistent with the consent final judgment and expects to break ground on the replacement Plant by July of 2022;

WHEREAS, the City, on May 3, 2022, enacted a temporary moratorium on additional wastewater treatment plant connections, which was extended on August 2, 2022;

WHEREAS, the City, as part of the Plant rebuild has engaged PWC Joint Ventures, LLC, a contractor who will, in addition to replacing the Plant, will be able to assist with portions of a contingency plan submitted to the Florida Department of Environmental Protection (the "Contingency Plan") in the event of additional Plant failures;

WHEREAS, the City, because a contractor has been hired, would like to allow property owners to begin constructing new residential Single-Family Dwellings, provided a hold on the certificate of occupancy is put in place pending the completion of the wastewater treatment plant or the contingency plan;

WHEREAS, the City, after consultation with its operator, finds to maintain a safe, efficient, and sufficient utility service and to protect the health, safety, and welfare of the City, a continuation of the current moratorium is necessary; and

WHEREAS, the City now, therefore, wishes to continue the short-term moratorium on additional connections to the Plant to provide time for the City hired contractor to begin rebuilding the Plant and perform part of the Contingency Plan, if necessary.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EVERGLADES CITY, FLORIDA:

Section 1. Recitals – The above recitals are true, correct, and incorporated by reference as if set forth fully herein.

Section 2. Definitions – Any definitions in this Ordinance not specifically defined in this Ordinance shall have the meanings provided in the City's Land Development Code. Wastewater System is defined as the wastewater treatment utility system operated by the City.

Section 3. Continued Moratorium – For a period of 4 months from the Effective Date (defined below) any and all new connections to the Plant, regardless of whether the infrastructure is already in place, are hereby prohibited and a moratorium on new connections shall continue to be in place.

Section 4. Limited Exception for Development Orders – Notwithstanding the foregoing, applications for Development Orders involving new wastewater treatment system connections, exclusively for Single-Family Dwellings, excluding Manufactured Homes, Mobile Homes, Motor Homes, Park Model, Recreational Vehicles, and Travel Trailers, may be applied for provided the property owner(s) submits the affidavit attached as Exhibit A. In the event there are multiple owners, each owner must execute an affidavit. Any Development Orders issued pursuant to this section shall be contingent upon available Wastewater System connection and shall not expire until after such connection is available.

Section 5. Limited Exception for Building Permits with CO Hold – Notwithstanding the foregoing, applications for building permits involving new wastewater treatment system connections, exclusively for Single-Family Dwellings, excluding Manufactured Homes, Mobile Homes, Motor Homes, Park Model, Recreational Vehicles, and Travel Trailers, may be applied for and issued provided the property owner(s) submits the affidavit attached as Exhibit A and subject to the provisions of this Ordinance including section 6. In the event there are multiple owners, each owner must execute an affidavit.

Section 6. CO Hold – For all building permits issued during this moratorium, a hold shall be placed on the issuance of the Certificate of Occupancy and/or the Certificate of Completion until the moratorium is terminated. Further, the final plumbing inspection for any permit issued subject to this moratorium shall not take place until this moratorium is lifted.

Section 7. Assumption of Risk – Any person who applies for a Development Order or building permit pursuant to this Ordinance assumes all risks arising out of the uncertainty of the completion date of the Plant.

Section 8. Occupancy without CO Violation – If any person occupies any structure permitted under this Ordinance before the certificate of occupancy and/or certificate of completion is issued will result in Code Enforcement action for violation of this Ordinance jeopardizing health and life safety.

Section 9. Severability - Each provision of this Ordinance shall be deemed separate and severable and if any section or part thereof is held to be invalid by a court of competent jurisdiction, the remainder of the Ordinance shall not be affected.

Section 10. Publication - This Ordinance shall be published in accordance with the requirements of law.

Section 11. Effective Date - This Ordinance shall become effective immediately upon its passage and adoption (the "Effective Date").

PASSED ON FIRST READING November 1, 2022.

PASSED ON SECOND AND FINAL READING Dec. 20, 2022.

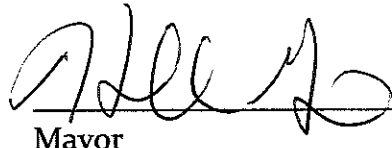
APPROVED AS TO LEGAL FORM:



City Attorney

ATTEST:

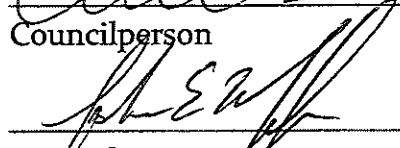
Dottie Joiner, City Clerk



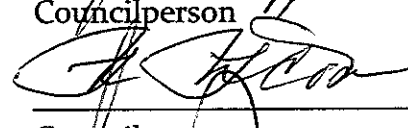
Mayor



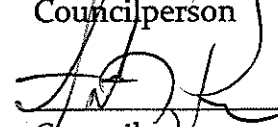
Councilperson



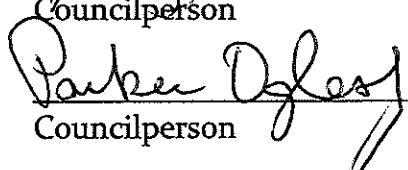
Councilperson



Councilperson



Councilperson



Councilperson

CITY OF EVERGLADES CITY, FLORIDA
TETRA TECH, INC.
TASK ORDER NO. 1-HURRICANE IAN

AGENDA ITEM
NUMBER 5.6

In accordance with the Notice-to-Proceed dated **December 13, 2022** issued by the City of Everglades City, Florida (City) to Tetra Tech, Inc. (Tetra Tech), City hereby authorizes the services to be performed for the period of performance and estimated budget set forth herein:

PROJECT: Preliminary Recovery Consulting Support for Hurricane Ian DR-4673

I. DURATION OF WORK:

The estimated project term is three (3) months for the services and cost described below. The period of performance may be extended upon approval by both parties. 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.

II. SCOPE OF WORK:

Following the impacts of Hurricane Ian, the State of Florida received a major Disaster Declaration on 9/29/2022, FEMA-4673-DR, aiding in the ability of affected communities to respond to and recover from this event. Tetra Tech will provide technical assistance support with the Public Assistance (PA) recovery program, as well as support to other relevant grant opportunities and recovery operations through the following services:

Task 1: Public Assistance Technical Assistance and Preliminary Compliance Support

(Under RFP Scope Section No. 5, 6, 7, 10)

Tetra Tech will provide support with identifying the City's disaster impacts and recovery priorities, as well as provide support with collecting critical information required to initiate a FEMA Public Assistance claim.

Subtask 1.1 - Force Account Labor (FAL) Compliance Support

Tetra Tech will perform a review of the City's labor and payroll policies and provide feedback regarding eligible labor costs able to be claimed through the PA program for both Debris Removal operations and Emergency Protective Measures activities. Tetra Tech will also provide (if requested) timesheet templates for capturing and documenting response and recovery labor activities performed by City staff. Tetra Tech will also provide control language regarding best practices and procedures for documenting eligible activities on timesheet logs.

Subtask 1.2 - Force Account Equipment (FAE) Compliance Support

Tetra Tech will provide (if requested) equipment usage log templates for capturing and documenting response and recovery equipment hours for City owned assets. Tetra Tech will also provide control language regarding best practices and procedures for documenting eligible activities on usage logs.

Subtask 1.3 - Emergency Procurement Compliance Support

Tetra Tech will perform a review of the City's procurement and purchasing policies and provide support with regards to proper procurement compliance procedures during emergency periods and response efforts. Tetra Tech will also provide support concerning documenting emergency procurement justifications and reasons and supply Procurement Justification Templates to the City if requested.

Subtask 1.4 - Insurance Review

Tetra Tech will provide insurance support through the review of insurance policies for facilities and damages related to the event, with the objective of verifying and identifying projects that may be completely or partially reimbursed by insurance proceeds.

Subtask 1.5 - Public Infrastructure Site Inspection Planning

As the City moves from emergency protective measures and debris removal tasks to permanent repairs, the Tetra Tech will work with the City to draft a site inspection plan compliant with FEMA PA and FDEM program policies. This

plan will identify processes and procedures for the City including site inspections, mitigation inspections, Damage Description & Dimensions (DDD) development, scope of work formulation, cost estimating and construction.

Subtask 1.6 – Disaster Recovery Technical Assistance

Tetra Tech shall collect and review key policies and procedures relevant to the Public Assistance program and provide guidance regarding best practices surrounding recovery operations as required. Tetra Tech will also provide support regarding Public Assistance programmatic timelines, requirements, key milestones and deliverables, and general recovery strategies. Tetra Tech shall also provide support with identifying other potential funding/reimbursement methods for disaster related costs, as well as providing financial recovery strategy support for multiple potential sources if requested to do so.

Task 2: Damage Intake Support (Optional Services)

(Under RFP Scope Section No. 5, 8, 9, 10, 12, 13)

Tetra Tech will provide support to accomplish critical Public Assistance milestones and prepare key deliverables to accomplish objective of capturing and documenting incident related damages. This support will be provided through the following subtasks:

Subtask 2.1- Damage Inventory Capture and Generation

Tetra Tech will provide support gathering and preparing 60-day Damage Inventory (DI) and uploading relevant supporting documentation to Grants Portal.

Subtask 2.2- Site Inspection Execution

Tetra Tech will provide a staff member to attend FEMA Site Inspections with City staff. The Team will assist the City's staff by capturing critical information during the visits. Tetra Tech staff will review FEMA's Site Inspection Report alongside City technical staff and advise on potential compliance pitfalls.

Subtask 2.3- Damage Description and Dimensions (DDD) development and capture support

Tetra Tech will prepare DDD based on data and technical information captured during the site inspection process, as well as compare results to FEMA prepared DDD for verification that all damages identified by applicant and Tetra Tech staff were captured in totality and correctly.

Subtask 2.4- Completed Work Data Intake and Desktop Review

Tetra Tech will work with identified department points-of-contact (POCs) to collect, and capture completed force account labor, equipment, material and contract purchase/ invoice records and expense documentation related to the disaster. Upon receipt of this documentation, Tetra Tech will conduct a preliminary desktop review of the data to identify systematic data/information deficiencies that may impact data entry, reconciliation and the creation of project cost summary records and reimbursement submissions. The team will identify issues and deficiencies will be reported for resolution.

Task 3: Public Assistance Project Formulation (Optional Services)

(Under RFP Scope Section No. 6, 7, 10, 13)

Tetra Tech with the development of scope and cost for projects to submission to FEMA. Depending on project type, this support will be provided through the subtasks listed below:

Subtask 3.1- Completed Work Data Reconciliation and Review

Tetra Tech will reconcile completed work cost expenses, create project cost summary documents, as well as prepare supporting documentation for eventual submission to Grants Portal. Tetra Tech will also review documentation for validity, and compliance with FEMA Public Assistance programmatic requirements. If supporting documentation or compliance deficiencies are identified, Tetra Tech will work with client points of contact to collect missing documentation or rectify compliance issues if able.

Subtask 3.2- Permanent Work Procurement and Compliance Support

Tetra Tech will review emergency and permanent work procurements for 2CFR compliance, and provide feedback regarding compliance issues, and pitfalls.

Subtask 3.3- Work to-be-completed Cost Estimation

Upon finalization of permanent work DDD's, Tetra Tech will prepare repair cost estimates using FEMA approved cost estimation software (RS Means). Tetra Tech will also prepare additional project cost estimation documentation including project CEF as relevant.

Subtask 3.4- Work to-be-completed 406 Mitigation Alternatives Support, and 406 Hazard Mitigation Proposal (HMP) Development

Upon completion of site inspection, and DDD finalization, and during cost estimation phase, Tetra Tech technical staff will present 406 mitigation alternative options for review by relevant points of contact with the goal of developing 406 Hazard Mitigation Proposals (HMPs). Upon selection of preferable 406 mitigation alternative option, Tetra Tech technical staff will prepare 406 HMP for submission for applicable permanent work projects.

Task 4: Public Assistance Grant Management (Optional Services)

(Under RFP Scope Section No. 9, 11, 12, 13, 16, 24)

Tetra Tech shall support client through FEMA review, obligation, and reimbursement processes through the following subtasks:

Subtask 4.1- Grants Portal Project Submission Support, and Obligation Support

Tetra Tech will support applicant with the final creation, collection, and upload of critical documentation and information required through Grants Portal, including EEI support and completion, and upload of relevant project documentation. During FEMA's review process, Tetra Tech will also support applicant with responses to FEMA Requests for Information (RFIs) that may be requested prior to securing project obligations. Tetra Tech will also support applicant with relevant project versioning/ amendment requests if/ when required to do so.

Subtask 4.2- Grant Management Reporting

Tetra Tech will support client with FEMA reporting requirements including Time Extensions, Quarterly Progress Reports (QPRs), as well as associated monitoring requirements such as permanent work project work validation and completed cost collection.

Subtask 4.3- Completed Work Request for Reimbursement Support

Tetra Tech will provide support with submitting requests for reimbursement from State agency, as well as responding to State RFIs if required.

Task 5: Public Assistance Closeout Support (Optional Services)

(Under RFP Scope Section No. 16, 17, 18)

Tetra Tech will support applicant through process of final confirmation of eligibility of all costs submitted, and final reimbursement reconciliations for projects as required. This support can be carried out through the following subtasks:

Subtask 5.1 Closeout Reviews

Tetra Tech will support final project cost reconciliations versus reimbursements for concurrence with alignment of each.

Subtask 5.2 Closeout Inspection Support

Tetra Tech will support with recipient large project closeout site inspections for verification of work completed as designed and approved by FEMA and FDEM prior to closeout.

Subtask 5.3 Closeout Form Submission Support

Tetra Tech will support client with completion of project specific closeout forms, including P4/P5, and disaster encompassing forms if relevant.

Task 6: Hazard Mitigation Grant Program (HMGP) Support (Optional Services)

(Under RFP Scope Section No. 7, 21)

The Stafford Act, Section 404 allows for funding to be awarded to eligible applicants following a disaster to provide for mitigation measures to protect undamaged facilities or reduce damages caused by future disaster through other

eligible measures. Tetra Tech will support the City with identifying eligible projects, application development and submission, and program management for awarded grants through the following subtasks:

Subtask 6.1 Project Identification and Assessment Support

HMGP's objectives are to reduce or eliminate risk to lives from natural hazards, implement projects according to hazard mitigation plans, and enable the implementation of other mitigation measures during the recovery process. The program can fund a wide variety of mitigation projects, and thus the City may require feedback on specific project types with regards to program eligibility. Tetra Tech will support the City with project specific scope of work reviews to assess the eligibility of the project, as well as provide feedback on required, and critical BCA data inputs for the project.

Subtask 6.2 Application Development Support

Tetra Tech will work with the City to gather relevant application information and data required to formulate project applications and run project Benefit Cost Analysis (BCA). Tetra Tech will develop application(s) in FEMA's approved template and submit on the City's behalf to FEMA's HMGP portal.

Subtask 6.3 Request for Information Support

Following the closure of the application window, Tetra Tech will provide technical assistance to the City with responding to potential application RFIs. This includes RFIs from the State as well as FEMA prior to grant awards.

Subtask 6.4 Program Management Support

Following award of project applications, Tetra Tech will support the City with administrative requirements including; preparation of cost share documentation, scope of work changes, budget changes, program period of performance (POP) monitoring and extensions, requests for advances and reimbursements, and project closeout procedures.

Task 7: Long Term Recovery and Resiliency Planning and Grant Management Support (Optional Services)

(Under RFP Scope Section No. 3, 7, 21)

Tetra Tech will support the City with assessment of unmet needs, development of a long-term Recovery and Resiliency Plan, application for identified funding opportunities, and management of awarded grants through the following subtasks:

Subtask 7.1 Recovery and Resiliency Planning

Tetra Tech will work with City key stakeholders to capture a list of unmet needs, and future recovery priorities across all parties. Tetra Tech will develop a long-term recovery and resiliency plan, outlining these unmet needs, and providing Federal and State Grant alternative options for consideration by the City. Tetra Tech will monitor identified unmet needs funding sources for applicable guidance, Notice of Funding Opportunities (NOFOs), and application deadlines, and communicate these alternatives to the City for review. Tetra Tech will also facilitate communications between applicable Federal and State agency partners during this process.

Subtask 7.2 Pre-Award Application Assistance and Program Management Support for Formula or Competitive Grant Opportunities

Tetra Tech staff will perform direct assistance to City departments and sub-recipients on formula or competitive grant application creation, submission, and overall management of block (or formula) funded grant opportunities. Tetra Tech will capture and disseminate periodic best practices being shared with grant applicants. Tetra Tech staff will conduct one-on-one support for entities applying for grants as needed.

Task 8: Floodplain Management (Optional Services)

(Under RFP Scope Section No. 3, 21)

As a result of Hurricane Ian, Tetra Tech is able to provide Technical Assistance in identifying what portion of the estimated parcels in the Special Flood Hazard Area (SFHA or Floodplain) that may have properties that need to be inspected and identified as substantially damaged (SubDam) due to the disaster. Tetra Tech will conduct a desktop review of the structures within the SFHA, and the result of this analysis will be provided to the City with an estimated number of structures that may need to be deemed as substantially damaged. Tetra Tech is able to provide support with this through the following subtasks:

Subtask 8.1 Complete Asset Inventory and Terrain Model

Tetra Tech will gather, compile, and review existing available data for properties in the areas mapped and regulated as floodplain including parcel data, lidar based Digital Elevation Map (DEM) data and other topographic mapping, and available maps at the height of flooding or damage. Tetra Tech will utilize data gathered to establish high water marks, and the result will establish a flood depth grid of the project area to support further analysis.

Subtask 8.2 Utilize HAZUS to screen and Identify SubDam Properties in Project Area

Tetra Tech will run FEMA HAZUS-MH model using depth damage curve to produce list of properties to target for a detailed inspection for substantial damage. Properties that have already been evaluated by the City will be noted for subtraction from the list of properties to be targeted.

Subtask 8.3 Support Evaluation and Implementation of Additional SubDam Estimates

Tetra Tech will provide support to the City with technical assistance and implementation support to the City to assist with analysis of the additional properties identified by the HAZUS model and work to complete the inspections of and notification to properties that were substantially damaged as a result of the disaster.

III. COST FOR SERVICES

The estimated budget of \$122,147 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 services under this task order will be based on the actual hours of services furnished multiplied by Tetra Tech's hourly rates as set forth in the Cooperative Purchasing Agreement between the City and Tetra Tech. Table 1 shows the estimated cost breakdown by task. Table 2 outlines the anticipated staff positions and level of effort for these services.

Table 1: Estimated Cost Breakdown by Task [1] [2]

Project Task	Estimated Total
Task 1: Public Assistance Technical Assistance and Preliminary Compliance Support	
Subtask 1.1 - Force Account Labor (FAL) Compliance Support	\$18,898.00
Subtask 1.2 - Force Account Equipment (FAE) Compliance Support	\$9,898.00
Subtask 1.3- Emergency Procurement Compliance Support	\$25,168.00
Subtask 1.4- Insurance Review	\$5,770.00
Subtask 1.5- Public Infrastructure Site Inspection Planning	\$7,440.00
Subtask 1.6- Disaster Recovery Technical Assistance	\$54,973.00
Task 2: Public Assistance Damage Intake Support (Optional Services)	
Subtask 2.1- Damage Inventory Capture and Generation	TBD
Subtask 2.2- Site Inspection Execution	TBD
Subtask 2.3- Damage Description and Dimensions (DDD) development and capture support	TBD
Subtask 2.4- Completed Work Data Intake and Desktop Review	TBD
Task 3: Public Assistance Project Formulation (Optional Services)	
Subtask 3.1- Completed Work Data Reconciliation and Review	TBD
Subtask 3.2- Permanent Work Procurement and Compliance Support	TBD
Subtask 3.3- Work to-be-completed Cost Estimation	TBD
Subtask 3.4- Work to-be-completed 406 Mitigation Alternatives Support, and 406 Hazard Mitigation Proposal (HMP) Development	TBD
Task 4: Public Assistance Grant Management (Optional Services)	
Subtask 4.1- Grants Portal Project Submission Support, and Obligation Support	TBD
Subtask 4.2- Grant Management Reporting	TBD
Subtask 4.3- Completed Work Request for Reimbursement Support	TBD
Task 5: Public Assistance Closeout Support (Optional Services)	

Project Task	Estimated Total
Subtask 5.1 Closeout Reviews	TBD
Subtask 5.2 Closeout Inspection Support	TBD
Subtask 5.3 Closeout Form Submission Support	TBD
Task 6: Hazard Mitigation Grant Program (HMGP) Support (Optional Services)	
Subtask 6.1 Project Identification and Assessment Support	TBD
Subtask 6.2 Application Development Support	TBD
Subtask 6.3 Request for Information Support	TBD
Subtask 6.4 Program Management Support	TBD
Task 7: Long Term Recovery and Resiliency Planning and Grant Management Support (Optional Services)	
Subtask 7.1 Recovery and Resiliency Planning	TBD
Subtask 7.2 Pre-Award Application Assistance and Program Management Support for Formula or Competitive Grant Opportunities	TBD
Task 8: Floodplain Management Support (Optional Services)	
Subtask 8.1 Complete Asset Inventory and Terrain Model	TBD
Subtask 8.2 Utilize HAZUS to screen and Identify SubDam Properties in Project Area	TBD
Subtask 8.3 Support Evaluation and Implementation of Additional SubDam Estimates	TBD
Estimated Total	\$122,147.00

Table 2: Estimated Cost Breakdown by Labor Category [1][2]

Labor Category	Hourly Rate	Estimated Hours	Estimated Amount
Project Manager II	\$125.00	24	\$3,000.00
Senior Consultant	\$150.00	432	\$64,800.00
Program Manager	\$165.00	5	\$825.00
Principal in Charge	\$225.00	2	\$450.00
Subject Matter Expert	\$244.00	163	\$39,772.00
Senior FEMA Appeal Legal Specialist	\$350.00	38	\$13,300.00
Estimated Total			\$122,147.00

[1] The above estimated level of effort and associated costs are based on available information at the time the estimates were prepared and do not represent the actual cost of the project. The fee for services will be based on the actual hours of services furnished multiplied by Tetra Tech's hourly rates.

[2] Tetra Tech may take the following actions, in its discretion, so long as Tetra Tech does not exceed the estimated grand total: (i) Use fewer hours of one labor category and more hours of another labor category or categories and (ii) use fewer hours within one task/deliverable and more hours within another task/deliverable as necessary.

IV. PROJECT 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.
- **On-Site/Remote Support.** This budget assumes this assistance will be provided by a combination of on-site support for remote staff.
- **Access to Materials.** Documentation pertinent to the execution of this project should be made available to Tetra Tech for review in electronic format or paper copy upon request.

- **Ineligible Work.** Tetra Tech will provide feedback on expected FEMA eligibility determinations. Tetra Tech will notify City administration of data associated with possible ineligible activities (due to the nature of the activity or lack of documentation).
- **Access to Key Personnel.** Availability of the City key personnel is critical to obtaining the information required for the overall success of this project. Information presented by the key personnel will be accepted as factual and no confirmation will be made.
- **Optional Services.** The City and Tetra Tech will work together to discuss additional services as requested and marked above as *Optional*. Estimates for services will be presented to the City through the proper proposal amendment process.
- **Estimated Period of Performance.** The Scope of Work and project cost detailed above are estimated to cover services for the first three (3) months of engagement. If the City wishes to extend the services above, or add additional recovery support, the City and Tetra Tech will work together to modify this agreement through the proper amendment process.

V. INVOICE AND PAYMENT:

Monthly Invoices -- Invoices are to be emailed to:

Ms. Dottie Smallwood Joiner
 City of Everglades City
 Phone: 239-229-8091
 E-mail: dsmallwood@cityofeverglades.org

Payment terms are Net 45 days -- Payments are to be mailed to:

Tetra Tech, Inc.
 PO Box 911642
 Denver, CO 80291-1642
 Phone 321.441.8545 Brad Wesolowski
 Email brad.wesolowski@tetratech.com

APPROVED BY:
 Tetra Tech, Inc.

City of Everglades City, Florida

Signature: _____
 Name: Jonathan Burgiel
 Title: Business Unit President

Signature: _____
 Name: _____
 Title: _____