

RESOLUTION NO. 2018 - 339

**A RESOLUTION BY THE BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY, FLORIDA,
AUTHORIZING THE COUNTY ADMINISTRATOR, OR DESIGNEE, TO AWARD RFP NO. 18-71 AND TO
EXECUTE AGREEMENTS FOR MANAGEMENT OF CDBG-DR FOR HURRICANE PROJECTS & PROGRAMS
RECITALS**

WHEREAS, the County desires to enter into contract with Tetra Tech, Inc. to provide services for the Management of CDBG-DR for Hurricane Projects & Programs; and

WHEREAS, the scope of services shall be to provide Management of CDBG-DR for Hurricane Projects & Programs supported by U.S Department of Housing and Urban Development (HUD) such as Community Development Block Grant (CDBG) and Community Development Block Grant – Disaster Recovery (CDBG-DR), for countywide use on a continuing basis. Assisting the county in administering the Sub-recipient agreement with DEO to ensure proper execution and compliance with Federal, State, and Local rules, regulations, and program intent. By providing management of programs and projects, along with a range of services including; a Housing Program, Public Facilities Program, and an Infrastructure Program, in order to help people, properties, and communities recover from storm related damage due to Hurricanes; and

WHEREAS, through the County's formal RFP process, Tetra Tech, Inc. was selected as the most qualified respondent to enter into a contract with the County to perform the work referenced above; and;

WHEREAS, the County has reviewed the terms, provisions, conditions and requirements of the proposed contract (attached hereto, an incorporated herein) and finds that entering into contracts to complete the work services serves a public purpose.

WHEREAS, the contract will be finalized after negotiations but will be in substantial conformance with the attached draft contract.

NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY, FLORIDA, as follows:

Section 1. The above Recitals are incorporated by reference into the body of this Resolution and such Recitals are adopted as finds of fact.

Section 2. The County Administrator, or designee, is hereby authorized to award RFP18-71 to Tetra Tech, Inc. and to conduct negotiations to provide the services set forth therein.

Section 3. Upon successful negotiations, the County Administrator, or designee, is further authorized to execute agreements in substantially the same form and format as the attached draft on behalf of the County to provide the scope of services as specifically provided in RFP 18-71.

Section 4. To the extent that there are typographical and/or administrative errors that do not change the tone, tenor, or concept of this Resolution, then this Resolution may be revised without subsequent approval by the Board of County Commissioners.

PASSED AND ADOPTED by the Board of County Commissioners of St. Johns County, Florida, this 2 day of Oct, 2018.

**BOARD OF COUNTY COMMISSIONERS OF
ST. JOHNS COUNTY, FLORIDA**

By: Henry Dean

Henry Dean, Chair

ATTEST: ST. JOHNS COUNTY, FL

CLERK OF COURT - Hunter S. Conrad, Clerk

By: Lam Halterman Deputy Clerk

RENDITION DATE 10/4/18





CONTRACT AGREEMENT

RFP NO: 18-71

Management of CDBG-DR for Hurricane Projects & Programs

Master Contract #: _____

This Contract Agreement (Agreement) is made as of this 2 day of October, 20____, between St. Johns County, FL ("County"), a political subdivision of the state of Florida, whose principal offices are located at 500 San Sebastian View, St. Augustine, FL 32084, and Tetra Tech, Inc. ("Consultant"), authorized to do business in the state of Florida, with mailing address: 2301 Lucien Way, Suite 120; Maitland, FL 32751; Phone: (321) 441-8500 Email: betty.kamara@tetrattech.com.

In consideration of the mutual promises contained herein, the County and the Consultant agree as follows:

ARTICLE 1 – DURATION AND RENEWAL

This Agreement shall become effective upon the date of execution by all parties, shall be in effect for an initial contract term of five (5) calendar years, and may be renewed for up to five (5), one (1) year renewal periods. This Agreement may be renewed, upon satisfactory performance by the Consultant, mutual agreement by both parties, and the availability of funds. While this Agreement may be renewed as stated in this Article, it is expressly noted that the County is under no obligation to renew this Agreement. It is further expressly understood that the option of renewal is exercisable only by the County, and only upon the County's determination that the Consultant satisfactorily performed the Services specified in the Contract Documents.

ARTICLE 2 - ENUMERATION OF CONTRACT DOCUMENTS

The term "Contract Documents" includes the following:

- This Agreement, including any amendment executed as provided in Article 29;
- St. Johns County Request for Proposals No. 18-71 and all issued Addenda (Exhibit A);
- Community Development Block Grant – Disaster Recovery (CDBG-DR) Required Contract Clauses (Exhibit B);
- Florida Department of Economic Opportunity Agreement # H2338 (Exhibit C);
- Any task order, or any amendment of a task order, issued as provided in Article 4 of this Agreement; and
- Any Certificate of Insurance required pursuant to Article 12 of this Agreement.

Any document not identified above is not a Contract Document and does not form part of this Agreement. In interpreting the Contract and resolving any inconsistencies or ambiguities, the main body of this Agreement takes precedence over any of the Exhibits provided above.

ARTICLE 3 - SERVICES

The Consultant's responsibility under this Agreement is to provide all labor, materials, and equipment necessary to perform the Scope of Work set forth in Part III A of St. Johns County Request for Proposals No: 18-71.

Services provided by the Consultant shall be under the general direction of the St. Johns County Department requesting services, or the St. Johns County Purchasing Department, who shall act as the County's representative during the performance of services under this Agreement.

The Consultant shall provide and perform all services pursuant to this Agreement in accordance with generally accepted standards of professional practice and in accordance with applicable federal, state, and local laws and regulations.

The Consultant shall be responsible for the professional quality, technical adequacy and accuracy, timely completion, and the coordination of all data, studies, reports, memoranda, other documents and other services, work, and materials performed, provided, or furnished by the Consultant. The Consultant shall, without additional compensation, correct or revise any errors, omissions, or other deficiencies in such data, studies, and other services, work, and materials resulting

from the negligent acts, errors, omissions, or intentional misconduct of the Consultant.

Review, approval, or acceptance by the County of data, studies, reports, memoranda, and incidental professional services, work, and materials furnished by the Consultant under this Agreement shall not relieve the Consultant of responsibility for the adequacy, completeness, and accuracy of its services, work, and materials. Neither the County's review, approval, or acceptance of, nor payment for, any part of the Consultant's services, work, and materials shall be construed to operate as a waiver of any of the County's rights under this Agreement, or any cause of action it may have arising out of the performance of this Agreement.

ARTICLE 4 – TASK ORDERS

The Consultant shall not perform any services under this Agreement until a task order for such services has been executed by the Consultant's authorized representative and the County Administrator, or his authorized designee, in accordance with County Purchasing Policy. All task orders under this Agreement shall be issued on a form provided by the County. The task order shall set forth a description and summary of the services to be performed, the total compensation for satisfactory completion of the work to be performed, and the estimated time for completion of the services. Any amendment to an executed task order shall be in writing and shall be executed by the County Administrator or his authorized designee.

ARTICLE 5 – COMPENSATION/BILLING/INVOICES

- A. Compensation for services under this Agreement is contingent upon the execution of a task order as provided in Article 4 prior to the provision of the services by the Consultant.
- B. Compensation for each Task Order shall be based on the method of payment as stated in each Task Order. The Consultant shall submit a cost proposal and scope for each project, in the format, as requested by the County. Compensation for all task orders issued under this Agreement shall either be on a lump sum basis or a not-to-exceed amount accompanied by a project estimate.
- C. It is expressly understood that Consultant is not entitled to the amount of compensation set forth in any given task order. Rather, Consultant's compensation is based upon Consultant's satisfactory completion and delivery of all work product and deliverables noted in each task order.
- D. The Consultant shall bill the County for services satisfactorily performed as provided in each task order. Payment by the County shall be made in compliance with the provisions of the Local Government Prompt Payment Act (Section 218.70, Florida Statutes, et seq.).
- E. Though there is no billing form or format pre-approved by either the County, or the Consultant, invoices submitted by the Consultant shall include a detailed written report of the services accomplished in connection with the Scope of Work. The County may return an invoice from the Consultant, and request additional documentation or information. Under such circumstances, the timeframe for payment will be extended by the time necessary to receive a verified bill/invoice.

ARTICLE 6 – TERMINATION

- A. This Agreement may be terminated by the County without cause upon at least thirty (30) calendar days advance written notice to the Consultant of such termination without cause.
- B. This Agreement may be terminated by the County with cause upon at least seven (7) calendar days advanced written notice of such termination with cause. Such written notice shall indicate the exact cause for termination.

ARTICLE 7 – NOTICE OF DEFAULT/RIGHT TO CURE

- A. Should the Consultant fail to perform (default) under the terms of this Agreement, then the County shall provide written notice to the Consultant, which such notice shall include a timeframe of no fewer than seven (7) calendar days in which to cure the default. Failure to cure the default within the timeframe provided in the notice of default (or any such amount of time as mutually agreed to by the parties in writing), shall constitute cause for termination of this Agreement.

- B. It is expressly noted that, should the County issue more than one notice of default to the Consultant within any six consecutive months during the term of this Agreement, such action shall constitute cause for termination of this Agreement.
- C. Consistent with other provisions in this Agreement, Consultant shall be paid for services authorized and satisfactorily performed under this Agreement up to the effective date of termination.
- D. Upon receipt of a notice of termination, except as otherwise directed by the County in writing, the Consultant shall:
1. Stop work on the date to the extent specified.
 2. Terminate and settle all orders and subcontracts relating to the performance of the terminated work.
 3. Transfer all work in process, completed work, and other material related to the terminated work to the County.
 4. Continue and complete all parts of the work that have not been terminated.

ARTICLE 8 – PERSONNEL

The Consultant represents that it has, or shall secure at its own expense, all necessary personnel required to perform the services as noted in the Contract Documents. It is expressly understood that such personnel shall not be employees of, or have any contractual relationship with, the County.

All of the services required hereunder shall be performed by the Consultant, or under its supervision. All personnel engaged in performing the services shall be fully qualified and, if required, authorized or permitted under federal, state and local law to perform such services.

Any changes or substitutions in the Consultant's key personnel must be made known to the County's representative and written approval granted by the County before said change or substitution can become effective.

The Consultant warrants that all services shall be performed by skilled and competent personnel to the highest professional standards in the field.

The Consultant shall provide the designated Key Personnel to perform work under this Agreement, as follows:

Name:	Title:	Phone #:	Email:

ARTICLE 9 – SUBCONTRACTING

The County reserves the right to approve the use of any sub-consultant, or to reject the selection of a particular sub-consultant, and to inspect all facilities of any sub-consultants in order to make a determination as to the capability of the sub-consultant to perform the work described in the Contract Documents. The Consultant is encouraged to seek minority and women business enterprises for participation in subcontracting opportunities.

If a sub-consultant fails to satisfactorily perform in accordance with the Contract Documents, and it is necessary to replace the sub-consultant to complete the work in a timely fashion, the Consultant shall promptly do so, subject to approval by the County.

The County reserves the right to disqualify any sub-consultant, vendor, or material supplier based upon prior unsatisfactory performance.

ARTICLE 10 – FEDERAL AND STATE TAX

In accordance with Local, State, and Federal law, the County is exempt from the payment of Sales and Use Taxes. The County shall execute a tax exemption certificate submitted by the Consultant. The Consultant shall not be exempt from the payment of all applicable taxes in its performance under this Agreement. It is expressly understood by the County and by the Consultant that the Consultant shall not be authorized to use the County's Tax Exemption status in any manner.

The Consultant shall be solely responsible for the payment and accounting of any and all applicable taxes and/or withholdings including but not limited to Social Security payroll taxes (FICA), associated with or stemming from Consultant performance under this Agreement.

ARTICLE 11 – AVAILABILITY OF FUNDS

The County's obligations under this Agreement are subject to the availability of lawfully appropriated County funds. While the County will make all reasonable efforts, in order to provide funds needed to perform under this Agreement, the County makes no express commitment to provide such funds in any given County Fiscal Year. Moreover, it is expressly noted that the Consultant cannot demand that the County provide any such funds in any given County Fiscal Year.

ARTICLE 12 - INSURANCE

The Consultant shall not commence work under this Agreement until it has obtained all insurance required under this section and such insurance has been approved by the County. All insurance policies shall be issued by companies authorized to do business under the laws of the state of Florida. The Consultant shall furnish proof of insurance to the County prior to the commencement of operations. The Certificate(s) shall clearly indicate the Consultant has obtained insurance of the type, amount, and classification as required by contract and that no material change or cancellation of the insurance shall be effective without thirty (30) days prior written notice to the County. Certificates shall specifically include the County as Additional Insured for all lines of coverage except Workers' Compensation and Professional Liability. A copy of the endorsement must accompany the certificate. Compliance with the foregoing requirements shall not relieve the Consultant of its liability and obligations under this Agreement.

Certificate Holder Address: St. Johns County, a political subdivision of the State of Florida
500 San Sebastian View
St. Augustine, FL 32084

The Consultant shall maintain during the life of this Agreement, Comprehensive General Liability Insurance with minimum limits of \$1,000,000 per occurrence, \$2,000,000 aggregate, to protect the Consultant from claims for damages for bodily injury, including wrongful death, as well as from claims of property damages which may arise from any operations under this contract, whether such operations be by the Consultant or by anyone directly employed by or contracting with the Consultant.

The Consultant shall maintain Umbrella or Excess Liability Insurance covering workers compensation, commercial general liability and business auto liability with minimum limits of liability of \$1,000,000.

The Consultant shall maintain during the life of the Agreement, Professional Liability or Errors and Omissions Insurance with minimum limits of \$1,000,000, if applicable.

The Consultant shall maintain during the life of this Agreement, Comprehensive Automobile Liability Insurance with minimum limits of \$2,000,000 combined single limit for bodily injury and property damage liability to protect the Consultant from claims for damages for bodily injury, including the ownership, use, or maintenance of owned and non-owned automobiles, including rented/hired automobiles whether such operations be by the Consultant or by anyone directly or indirectly employed by a Consultant.

The Consultant shall maintain during the life of this Agreement, adequate Workers' Compensation Insurance in at least such amounts as required by the law for all of its employees.

In the event of unusual circumstances, the County Administrator, or his designee, may adjust these insurance requirements.

ARTICLE 13 - INDEMNIFICATION

The Consultant shall indemnify and hold harmless the County and its officers and employees from claims, liabilities, damages, losses, and costs, including court costs, expert witness and professional consultation services, and attorneys' fees, arising out of the Consultant's errors, omissions, or negligence. The Consultant shall not be liable to, nor be required to indemnify the County for, any portions of damages arising out of any error, omission, or negligence of the County or its officers and employees.

ARTICLE 14 - SUCCESSORS AND ASSIGNS

The County and the Consultant each binds itself and its partners, successors, executors, administrators and assigns to the other party of this Agreement and to the partners, successors, executors, administrators and assigns of such other party, in

respect to all covenants of this Agreement. Except as above, neither the County nor the Consultant shall assign, sublet, convey or transfer its interest in this Agreement without the written consent of the other. Nothing herein shall be construed as creating any personal liability on the part of any officer or agent of the County, which may be a party hereto, nor shall it be construed as giving any rights or benefits hereunder to anyone other than the County and the Consultant.

ARTICLE 15 - REMEDIES

No remedy herein conferred upon any party is intended to be exclusive, or any other remedy, and each and every such remedy shall be cumulative and shall be in addition to every other remedy given hereunder or now or hereafter existing at law or in equity or by statute or otherwise. No single or partial exercise by any party of any right, power, or remedy hereunder shall preclude any other or further exercise thereof.

In any action brought by either party for the enforcement of the obligations of the other party, the prevailing party shall be entitled to recover reasonable attorney's fees.

ARTICLE 16 - CONFLICT OF INTEREST

The Consultant represents that it presently has no interest and shall acquire no interest, either directly or indirectly, which would conflict in any manner with the performance of services required hereunder. The Consultant further represents that no person having any interest shall be employed for said performance.

The Consultant shall promptly notify the County in writing by certified mail of all potential conflicts of interest for any prospective business association, interest or other circumstance, which may influence or appear to influence the Consultant's judgment or quality of services being provided hereunder. Such written notification shall identify the prospective business association, interest or circumstance, the nature of work that the Consultant may undertake and request an opinion of the County, whether such association, interest, or circumstance constitutes a conflict of interest if entered into by the Consultant.

The County agrees to notify the Consultant of its opinion by certified mail within 30 days of receipt of notification by the Consultant. If, in the opinion of the County, the prospective business association, interest or circumstance would not constitute a conflict of interest by the Consultant, the County shall so state in the notification and the Consultant shall, at his/her option enter into said association, interest or circumstance and it shall be deemed not in conflict of interest with respect to services provided to the County by the Consultant under the terms of this Agreement.

ARTICLE 17 - NO THIRD PARTY BENEFICIARIES

Both the County and the Consultant explicitly agree, and this Agreement explicitly states that no third party beneficiary status or interest is conferred to, or inferred to, any other person or entity.

ARTICLE 18 - EXCUSABLE DELAYS

Neither party shall be held to be in non-compliance with this agreement, or suffer any enforcement or penalty relating to this agreement, where such non-compliance occurs as the result of a force majeure event. For the purposes of this section, a force majeure event is defined as an event beyond the control and without the fault or negligence of the affected party which could not have been prevented through the exercise of reasonable diligence, including natural disaster (including hurricane, flood, or other acts of nature), strike, riot, war, terrorism or threat of terrorism, or other event that is reasonably beyond either party's ability to anticipate or control. When there is an event of force majeure, the affected party shall immediately notify the other party in writing giving the full particulars of the event of force majeure. The affected party must use reasonable efforts to mitigate the effect of the event of force majeure upon its performance under this agreement. Upon completion of the event of force majeure, the affected party shall resume its performance under this agreement as soon as reasonably practicable. If, due to an event of force majeure, the Consultant is unable to complete the scope of services within the term of this agreement, the term of this agreement may be extended for an amount of time not to exceed the length of the event of force majeure.

ARTICLE 19 - ARREARS

The Consultant shall not pledge the County's credit, or make it a guarantor of payment, or surety for any contract, debt, obligation, judgment, lien, or any form of indebtedness. The Consultant further warrants and represents that it has no obligation or indebtedness that would impair its ability to fulfill the terms of this Agreement.

ARTICLE 20 - DISCLOSURE AND OWNERSHIP OF DOCUMENTS

Before being eligible for final payment of any amounts due, the Consultant shall deliver to the County all documents and materials prepared by and for the County under this Agreement.

Consultant shall keep all information not in the public domain or not previously known, and all information and data obtained, developed, or supplied by the County, or at its expense, confidential. Such information shall not be disclosed to any other party, directly or indirectly, without the County's prior written consent, unless required by a lawful order. All drawings, maps, sketches, and other data developed, or purchased under this Agreement, or at the County's expense, shall be and remains the County's property and may be reproduced and reused at the discretion of the County.

The County and the Consultant shall comply with the provisions of Chapter 119, Florida Statutes (Public Records Law).

All covenants, agreements, representations and warranties made herein, or otherwise made in writing by any party pursuant hereto, including but not limited to, any representations made herein relating to disclosure or ownership of documents, shall survive the execution and delivery of this Agreement and the consummation of the transactions contemplated hereby.

ARTICLE 21 - INDEPENDENT CONSULTANT RELATIONSHIP

With respect to the Consultant's performance of all work services and activities under this Agreement, the Consultant shall be an independent consultant, and not an employee, agent, or servant of the County. All persons engaged in any of the work or services performed pursuant to this Agreement shall at all times and in all places be subject to the Consultant's sole direction, supervision, and control.

The Consultant shall exercise control over the means and manner in which it and its employees perform the work, and in all respects the Consultant's relationship and the relationship of its employees to the County shall be that of an independent consultant and not as employees or agents of the County. The Consultant does not have the power or authority to bind the County in any promise, agreement or representation other than specifically provided for in this agreement.

ARTICLE 22 - CONTINGENT FEES

The Consultant warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the Consultant to solicit or secure this Agreement and that it has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for the Consultant, any fee, commission, percentage, gift, or any other consideration contingent upon or resulting from the award or making of this Agreement.

ARTICLE 23 - ACCESS AND AUDITS

The Consultant shall maintain adequate records to justify all charges, expenses, and costs incurred in performing the work for at least three years after completion of this Agreement. The County shall have access to such books, records, and documents as required in this section for the purpose of inspection or audit during normal business hours, at the County's cost, upon five days written notice.

ARTICLE 24 - NONDISCRIMINATION

The Consultant warrants and represents that all of its employees are treated equally during employment without regard to race, color, religion, physical handicap, sex, age or national origin.

ARTICLE 25 - ENTIRETY OF CONTRACTUAL AGREEMENT

The County and the Consultant agree that this Agreement, signed by both parties sets forth the entire agreement between the parties, and that there are no promises or understandings other than those stated herein, or are incorporated by reference into this Agreement. None of the provisions, terms, conditions, requirements, or responsibilities noted in this Agreement may be amended, revised, deleted, altered, or otherwise changed, modified, or superseded, except by written instrument, duly executed by authorized representatives of both the County, and the Consultant.

ARTICLE 26 - ENFORCEMENT COSTS

If any legal action or other proceeding is brought for the enforcement of this Agreement, or because of an alleged dispute, breach, default or misrepresentation in connection with any provisions of this Agreement, the successful or prevailing party or parties shall be entitled to recover reasonable attorney's fees, court costs and all reasonable expenses even if not taxable as court costs (including, without limitation, all such reasonable fees, costs and expenses incident to appeals), incurred in that action or proceedings, in addition to any other relief to which such party or parties may be entitled.

ARTICLE 27 - AUTHORITY TO PRACTICE

The Consultant hereby represents and warrants that it has and shall continue to maintain all licenses and approvals required to conduct its business and that it shall conduct its business activities in a reputable manner at all times.

ARTICLE 28 - SEVERABILITY

If any term or provision of this Agreement, or the application thereof to any person or circumstances shall, to any extent, be held invalid or unenforceable, the remainder of this Agreement, or the application of such items or provision, to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected and every other term and provision of this Agreement shall be deemed valid and enforceable to the extent permitted by law.

ARTICLE 29 - AMENDMENTS AND MODIFICATIONS

No amendments or modifications of this Agreement shall be valid unless in writing and signed by each of the parties.

The County reserves the right to make changes in the work, including alterations, reductions therein or additions thereto. Upon receipt by the Consultant of the County's notification of a contemplated change, the Consultant shall: (1) if requested by the County, provide an estimate for the increase or decrease in cost due to the contemplated change; (2) notify the County of any estimated change in the completion date; and (3) advise the County in writing if the contemplated change shall effect the Consultant's ability to meet the completion dates or schedules of this Agreement. If the County instructs in writing, the Consultant shall suspend work on that portion of the project, pending the County's decision to proceed with the change. If the County elects to make the change, the County shall issue an amended task order as provided in Article 4. The Consultant shall not commence work on any such change until such amended task order has been issued and signed by each of the parties.

ARTICLE 30 - FLORIDA LAW & VENUE

This Agreement shall be governed by the laws of the State of Florida. Any and all legal action necessary to enforce the Agreement shall be held in St. Johns County, Florida.

ARTICLE 31 - ARBITRATION

The County shall not be obligated to arbitrate or permit any arbitration binding on the County under any of the Contract Documents or in connection with the project in any manner whatsoever.

ARTICLE 32 - NOTICES

All notices required in this Agreement shall be sent by certified mail, return receipt requested, and if sent to the County shall be mailed to:

St. Johns County Purchasing Department
Attn: Jaime Locklear, Purchasing Manager
500 San Sebastian View
St. Augustine, FL 32084

and if sent to the Consultant shall be mailed to:

ARTICLE 33 - HEADINGS

The heading preceding the articles and sections herein are solely for convenience of reference and shall not constitute a part of this Agreement, or affect its meaning, construction or effect.

ARTICLE 34 –PUBLIC RECORDS

- A. The cost of reproduction, access to, disclosure, non-disclosure, or exemption of records, data, documents, and/or materials, associated with this Agreement shall be subject to the applicable provisions of the Florida Public Records Law (Chapter 119, Florida Statutes), and other applicable State and Federal provisions. Access to such public records, may not be blocked, thwarted, and/or hindered by placing the public records in the possession of a third party, or an unaffiliated party.
- B. In accordance with Florida law, to the extent that Consultant's performance under this Contract constitutes an act on behalf of the County, Consultant shall comply with all requirements of Florida's public records law. Specifically, if Consultant is expressly authorized, and acts on behalf of the County under this Agreement, Consultant shall:
- (1) Keep and maintain public records that ordinarily and necessarily would be required by the County in order to perform the Services;
 - (2) Upon request from the County's custodian of public records, provide the County with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost as provided in Chapter 119, Florida Statutes, or as otherwise provided by law;
 - (3) Ensure that public records related to this Agreement that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by applicable law for the duration of this Agreement and following completion of this Agreement if the Consultant does not transfer the records to the County; and
 - (4) Upon completion of this Agreement, transfer, at no cost, to the County all public records in possession of the Consultant or keep and maintain public records required by the County to perform the Services.
- C. If the Consultant transfers all public records to the County upon completion of this Agreement, the Consultant shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Consultant keeps and maintains public records upon completion of this Agreement, the Consultant shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the County, upon request from the County's custodian of public records, in a format that is compatible with the County's information technology systems.
- D. Failure by the Consultant to comply with the requirements of this section shall be grounds for immediate, unilateral termination of this Agreement by the County.

IF THE CONSULTANT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO ITS DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT: OCA, ATTN: Public Records Manager, 500 San Sebastian View, St. Augustine, FL 32084, PH: (904) 209-0805, EMAIL: publicrecords@sjcfl.us.

ARTICLE 35 – REVIEW OF RECORDS

As a condition of entering into the Agreement, and to ensure compliance, especially as it relates to any applicable law, rule, or regulation, the Consultant authorizes the County, or any of their authorized representatives to examine, review, inspect, and/or audit the books and records, in order to determine whether compliance has been achieved with respect to the terms, conditions, provisions, rights, and responsibilities noted in the Agreement. The Consultant agrees to permit any of the foregoing parties to reproduce by any means whatsoever or to copy excerpts and transcriptions as reasonably needed. The Consultant agrees to provide the County or their authorized representatives' access to construction or other work sites pertaining to the work being completed under the contract. It is specifically noted that Consultant is under no duty to provide access to documentation not related to the Agreement, and/or otherwise protected by County, State, or Federal law.

ARTICLE 36 – USE OF COUNTY LOGO

Pursuant to, and consistent with, County Ordinance 92-2 and County Administrative Policy 101.3, the Consultant may not manufacture, use, display, or otherwise use any facsimile or reproduction of the County Seal/Logo without express written approval of the Board of County Commissioners of St. Johns County, Florida.

ARTICLE 37 – SURVIVAL

It is explicitly noted that the following provisions of this Agreement, to the extent necessary, shall survive any suspension, termination, cancellation, revocation, and/or non-renewal of this Agreement, and therefore shall be both applicable and enforceable beyond any suspension, termination, cancellation, revocation, and/or non-renewal: (1) Federal and State Taxes; (2) Insurance; (3) Indemnification; (4) Access and Audits; (5) Enforcement Costs; and (6) Access to Records.

ARTICLE 38 – INCORPORATION OF HUD REQUIRED CONTRACT CLAUSES

The Consultant's performance under this Agreement shall be subject to the HUD Required Contract Clauses attached as Exhibit B hereto, the contents of which are incorporated herein.

ARTICLE 39 – INCORPORATION OF FLORIDA DEO AGREEMENT

The Consultant's performance under this Agreement shall be subject to terms of Florida Department of Economic Opportunity (agreement # H2338) attached as Exhibit C hereto, the contents of which are incorporated herein.

IN WITNESS WHEREOF, authorized representatives of the County, and Consultant have executed this Agreement on the day and year below noted.

ST. JOHNS COUNTY, FL:

Printed Name of County Representative

Signature County Representative

Title of County Representative

Date of Execution

ATTEST:
ST. JOHNS COUNTY, FL
CLERK OF COURT

Deputy Clerk

Date

LEGALLY SUFFICIENT:

Deputy County Attorney

Date of Execution

CONSULTANT:

Company Name

Signature of Consultant Representative

Printed Name & Title

Date of Execution

RFP NO: 18-71 Management of CDBG-DR for Hurricane Projects & Programs

EXHIBIT "A"

Request for Proposals & Issued Addenda
(separate attachment)

RFP NO: 18-71 Management of CDBG-DR for Hurricane Projects & Programs

EXHIBIT "C"

The U.S. Department of Housing and Urban Development has awarded Community Development Block Grant Disaster Recovery (CDBG-DR) funds to Florida Department of Economic Development for activities authorized under Title I of the Housing and Community Development Act of 1974 (42 United States Code (U.S.C.) 5301 et seq.) and described in the State of Florida Action Plan for Disaster Recovery. St. Johns County has entered into an agreement with Florida Department of Economic Opportunity (agreement # H2338) to administer these disaster recovery funds. The consultant is bound by all terms of the H2338 agreement attached hereunder as Exhibit C

(separate attachment)



St. Johns County Board of County Commissioners

Purchasing Division

NOTICE OF INTENT TO AWARD

September 7, 2018

RE: RFP 18-71, Management of CDBG-DR for Hurricane Projects & Programs

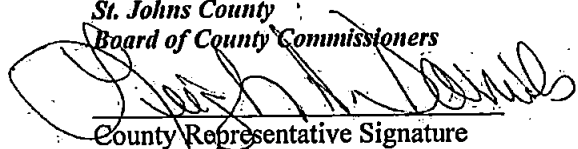
Please be advised that the Purchasing Department of St. Johns County is issuing this notice of its Intent to Award a contract to Tetra Tech, Inc. under **RFP 18-71, Management of CDBG-DR for Hurricane Projects & Programs**. This notice will remain posted to the **St. Johns County Purchasing Department bulletin board** until 10:00 AM, Wednesday, September 12, 2018.

Any person (including any bidder or proposer) who is, or claims to be, adversely affected by the County's decision or proposed decision shall file a written Notice of Protest with the Purchasing Department of St. Johns County within 72 hours after the posting of the notice of decision or proposed decision. Failure to file a Notice of Protest within the time prescribed in Section 304.10 of the St. Johns County Purchasing Manual (the Bid Protest Procedure), or failure to post the bond or other security required by the County within the time allowed for filing a bond, shall constitute a waiver of proceedings and a waiver of the right to protest. The protest procedures may be obtained from the Purchasing Department and are included in the County's Purchasing Manual. All of the terms and conditions of the County Purchasing Manual are incorporated herein by reference and are fully binding.

Should the Purchasing Department receive no protests in response to this notice, an agenda item will be submitted to the St. Johns County Board of County Commissioners for their consideration and subsequent approval to negotiation, and upon successful negotiations, execute a contract.

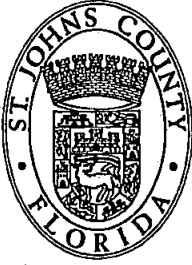
Please forward all correspondence, requests or inquiries directly to my attention at the information provided below.

Sincerely,
*St. Johns County
Board of County Commissioners*


County Representative Signature

Date: 9/17/18

Leigh Daniels, CPPB
Procurement Supervisor
(904) 209-0154 – Direct
(904) 209-0155 – Fax
(904) 209-0150 – Main
ldaniels@sjcfl.us



**ST. JOHNS COUNTY
PURCHASING DEPARTMENT**

500 San Sebastian View
St. Augustine, Florida 32084

I N T E R O F F I C E M E M O R A N D U M

TO: Joseph Giammanco, Disaster Recovery Grant Director
FROM: April Bacon, DR Procurement Coordinator
SUBJECT: RFP 18-71 Management of CDBG-DR for Hurricane Projects & Programs
DATE: September 4, 2018

Please review, evaluate and make a written recommendation for this project. Also, indicate the budgeted amount for this item along with the appropriate charge code and return to my attention as soon as possible.

Please let me know if I can assist your department in any other way.

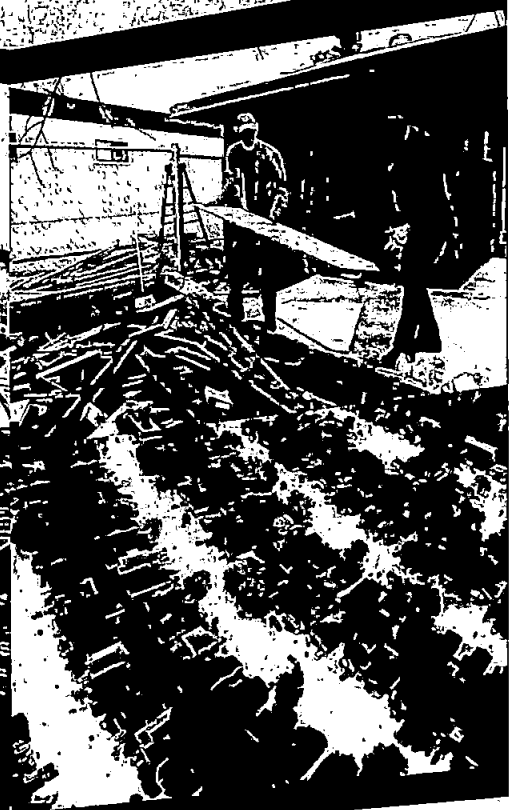
Dept. Approval *[Signature]*
Date 9/6/18
Budget Amount it is proportioned to the # of houses
Account Funding Title CDBG-DR
Funding Charge Code Dept 0112, 0113, 0114, 0115
Award to Tetra tech
Award Amount TASK order Based.

PROPOSAL FOR

RFP #18-71

Management of CDBG-DR for Hurricane Projects and Programs

St. Johns County, Florida



TETRA TECH

complex world

CLEAR SOLUTIONS™

Original | August 2018

Table of Contents

RFP Cover Page.....	SECTION 1
Cover Letter.....	SECTION 2
Company and Staff Qualifications.....	SECTION 3
■ Résumés	
■ Florida Certificate of Good Standing and Sunbiz Registration	
Related Experience.....	SECTION 4
■ Project Profiles	
Approach and Innovation.....	SECTION 5
■ Project Profiles	
Quality and Schedule Control	SECTION 6
Socioeconomic Business Enterprise	SECTION 7
■ Subcontractor WBE Certificate	
Pricing	SECTION 8
Administrative Information.....	SECTION 9
■ Corporate Resolution	
■ Evidence of Insurance	
■ Drug Free Work Place Form	
■ RFP Affidavit	
■ RFP Affidavit of Solvency	
■ Conflict of Interest Disclosure Form	
■ Claims/Liens/Litigation History	
■ Equal Opportunity Report	
■ Certification Regarding Debarment and Suspension	
■ Ineligibility and Voluntary Exclusion	
■ Certification Regarding Lobbying	
■ Certification of Non-Segregated Facilities	
■ Non-Collusion Certification	
■ RFP Package Checklist	
■ Acknowledged Addenda	

PART VII: FORMS & ATTACHMENTS

ATTACHMENT B

**REQUEST FOR PROPOSALS (RFP) NO: 18-71
MANAGEMENT OF CDBG-DR FOR HURRICANE PROJECTS & PROGRAMS**

COVER PAGE

**SUBMIT ONE (1) ORIGINAL HARD-COPY AND ONE (1) EXACT
ELECTRONIC PDF COPY ON A USB DRIVE IN A SEALED
ENVELOPE OR CONTAINER TO:**

**PURCHASING DEPARTMENT
ST. JOHNS COUNTY
500 SAN SEBASTIAN VIEW
ST. AUGUSTINE, FLORIDA 32084
ATTN: April Bacon, Disaster Recovery Procurement Coordinator**

COMPANY NAME: Tetra Tech, Inc.

CONTACT NAME & TITLE: Jonathan Burgiel, Business Unit President, Disaster Recovery

CONTACT PHONE NUMBER: (407) 803-2551

CONTACT EMAIL ADDRESS: betty.kamara@tetrattech.com

DATE: August 30, 2018



TETRA TECH

August 30, 2018

Ms. April Bacon
Disaster Recovery Procurement Coordinator
St. Johns County Purchasing Department
500 San Sebastian View
St. Augustine, FL 32084

Subject: Management of CDBG-DR for Hurricane Projects & Programs (RFP No: 18-71)

Dear Ms. Bacon and Members of the Evaluation Committee,

Tetra Tech, Inc. is pleased to submit this proposal to provide disaster recovery project management consulting services to St. Johns County (County). Our team of Community Development Block Grant – Disaster Recovery (CDBG-DR) program experts offers a unique integration of program design and implementation for housing and infrastructure program services to include residential construction and assistance management, as well as SR 207 supportive housing. As a result, Tetra Tech is well suited to assist the County for the following reasons:

- **Unmatched Experts in HUD CDBG-DR Disaster-Related Project Management and Engineering/Environmental Services.** Tetra Tech has successfully assisted numerous local and state clients in Louisiana, New York, Pennsylvania, Texas, and South Carolina with managing HUD CDBG-DR funds over the last five years. This has included implementing comprehensive housing rehabilitation programs, managing infrastructure projects in response to Hurricane Sandy and flooding events in South Carolina and Louisiana, and assisting clients with economic development projects for low to moderate income (LMI) communities across the country. We have also prepared over 27,000 HUD-required Tier 2 environmental reviews over the last four years, including 15,000+ in response to the 2016 Louisiana floods and 4,500 in response to Hurricane Sandy in New York and New Jersey. Our staff has also unmatched experience performing over 6,000 HUD-required lead assessments and testing.
- **Unmatched Florida Disaster Recovery Experience.** Our firm has assisted numerous communities in Florida with response and recovery efforts after Hurricanes Charley, Frances, Jeanne, Ivan, Dennis, Katrina, Wilma, and most recently, Matthew and Irma. Tetra Tech is proud of our experience in Florida and is committed to successfully managing all phases of disaster response and recovery activities.

Recently, our team provided debris monitoring services to the County following Hurricanes Matthew and Irma. As a result, we have an in-depth understanding of the challenges faced by St. Johns County and other Florida communities and a unique ability to begin work immediately with no learning curve. Additionally, Tetra Tech has 22 offices throughout Florida, including our Response and Recovery Division located in the Orlando area. Tetra Tech is available to the County on a moment's notice.

- **Unparalleled Federal Disaster Grant Management and Engineering Experience.** Tetra Tech is the nation's leading provider of post-disaster grant management and engineering services. We have assisted clients in response to every major disaster occurring in the United States in the last 10 years. **We have assisted our clients with obtaining and managing over \$6 billion in post-disaster grants.** We are intimately familiar with Federal Emergency Management Agency (FEMA) reimbursement and methods for maximizing the County's disaster grant funding. Our team is committed to the County for the entire financial recovery process, including appeals and audits, and will treat the County as if they are Tetra Tech's only client.

- **Project Management Team with Local Experience.** We have assembled a team of recognized experts in the relatively new field of CDBG-DR programs. This team includes *Mr. Danny Hinson, who has been extensively involved in numerous emergency management and recovery missions in Florida since 2006.* Mr. Hinson previously worked for the Florida Division of Emergency Management, where he served as the State of Florida Community Rating System (CRS) Coordinator. Additionally, *following Hurricane Matthew in 2016, Mr. Hinson was staged at the St. Johns County emergency operations center (EOC) where he served as state liaison for a week and assisted with conducting damage assessments to four Northeast Florida counties.* Because of our established working relationships throughout Florida with groups like the Florida Department of Economic Opportunity (DEO), the Florida Division of Emergency Management (FDEM), FEMA Region IV, the U.S. Department of Housing and Urban Development (HUD), and other State of Florida and federal agencies, Mr. Hinson will be able to provide the County with unique knowledge and practical understanding of disaster recovery and reimbursement that will greatly assist the County.
- **Immediate Response Capability.** Our team has never failed to respond to a client's needs, providing each community with a dedicated project management team. For example, *following Hurricane Irma, Tetra Tech simultaneously deployed over 2,400 staff in the State of Florida, while still responding to Hurricanes Harvey and Maria in other parts of the country.* Tetra Tech stands ready to work with the County as a trusted partner who will respond immediately and provide high-quality services throughout the engagement.
- **Full-Service Disaster Recovery Firm.** Tetra Tech is one of the only firms in the country that can provide FEMA reimbursement and FEMA/FHWA/HUD/NRCS disaster grant support combined with engineering capabilities to offer full-service disaster support solutions. Tetra Tech has the internal resources that can support the County's needs. Whether it is helping the County obtain additional HUD CDBG-DR or FEMA HMGP disaster grant funds or developing cost estimates and bid specs for damaged assets, Tetra Tech has the full range of staff and capabilities to support the County in any of its disaster-related needs.
- **Local Government Relationships:** As a result of our longstanding history of representing local government clients in the State of Florida, we have established relationships throughout the region that we can leverage to assist the County in working with local government grantees.

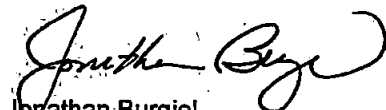
Additionally, Tetra Tech acknowledges receipt of Addendum 1.

Tetra Tech would be honored to serve as the County's disaster recovery consulting services provider. We are fully prepared to provide the high-quality service the County expects. For questions regarding this response, please to contact the representatives listed below. As an authorized representative of the firm, I am able to contractually bind the firm.

Technical representative:
Danny Hinson, CFM, Program Manager
 (904) 610-4897 | danny.hinson@tetratech.com

Contractual representative:
Ms. Betty Kamara, Contracts Administrator
 (407) 803-2551 | betty.kamara@tetratech.com

Sincerely,
Tetra Tech, Inc.



Jonathan Burgiel
 Business Unit President, Tetra Tech Disaster Recovery

Tetra Tech, Inc.
 2301 Lucien Way, Suite 120, Maitland, FL 32751
 Tel 321-441-8500 Fax 321-441-8501 tetratech.com

Our Firm

Founded in 1966, Tetra Tech is a worldwide provider of consulting, engineering, and technical services. Tetra Tech supports government and commercial clients by providing innovative solutions to complex problems focused on water, environment, energy, infrastructure, and natural resources. With a team of over 250 dedicated emergency management and grant specialists supported by more than 16,000 other professionals working in over 100 disciplines, Tetra Tech is one of the leading firms in delivering emergency management and community resilience services. Tetra Tech has the experience, expertise, and resources to service public and private sector clients alike through the entire continuum of addressing the devastating impacts of human-caused, technological, and natural disasters, including preparedness, mitigation, response, and recovery.

Tetra Tech's funding team conducts a full complement of financial, economic, and management studies. Over the last five years, Tetra Tech has successfully completed more than 500 emergency management and grant management projects for over 300 clients in 44 states throughout the country. Tetra Tech is one of the leading firms in the nation in the field of emergency management and community resilience, serving more state, local, and private sector clients than any other single company.

As experts in disaster recovery reimbursement, Tetra Tech technical advisors have worked with and, in some cases, are former employees of many of the federal funding agencies that will be providing federal grant support. With these relationships, many of the critical decisions and key issues can be addressed at the highest level. In addition, Tetra Tech's close relationship with the Federal Emergency Management Agency (FEMA) and other federal agencies has resulted in a collaborative, nonconfrontational approach. This collaborative approach results in strong working relationships, frequent discussions, less disputes, and a faster, more efficient recovery process that ultimately generates higher financial reimbursement to our clients. As previous and current clients will attest, our relationship with FEMA has allowed us to be strong advocates for our clients' needs and to achieve successful results.

Additionally, Tetra Tech offers engineering and architecture design services, including green design and sustainability. Together with our program compliance services for projects related to water infrastructure, mitigation, and flood control, buildings, transportation, and facilities, our capabilities include:

- FEMA Grant Application Development, Implementation, and Administration
- Construction Management
- Hazard Mitigation Planning
- Floodplain Management
- Coastal Planning and Design
- National Flood Insurance Program (NFIP) Compliance Issue Resolution/Training
- National Environmental Policy Act (NEPA) expertise
- Architecture
- Civil Engineering
- Geotechnical Engineering
- Structural Engineering



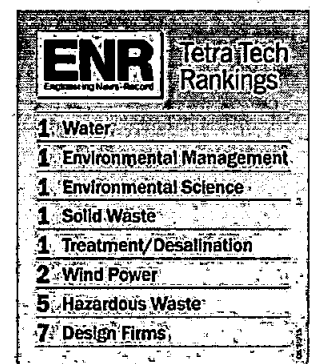
TETRA TECH

Firm Name: Tetra Tech, Inc.

Form of Business: Corporation

State of Incorporation: Delaware

Years in Business: 52



- Mechanical/Electrical/Plumbing
- Water/Wastewater Design/Build

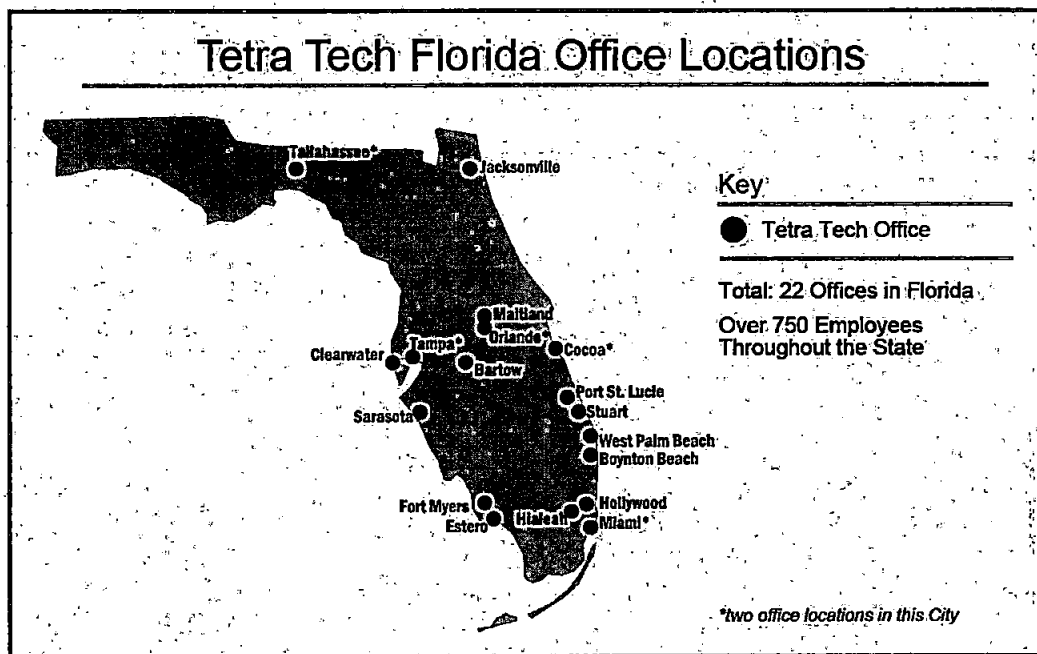
Having a national firm with broad capabilities allows St. Johns County (County) to bring in the right skills and background for the required scope of work, from engineers with technical capabilities (i.e., transit, coastal, road/bridge, water/wastewater, cost estimating) to grant management and disaster recovery experts included on our project team. Tetra Tech is fully staffed to immediately support the County's scope of work.

Due to our existing relationship and history of assisting the County with disaster debris recovery coupled with our national disaster recovery successes, Tetra Tech is able to provide the most qualified and experienced team. In this proposal, Tetra Tech will offer recommendations and solutions to the broad range of issues that will be encountered by the County. More detailed information about Tetra Tech's experience and qualifications is included in **Section 4: Related Experience.**

Office Location

As depicted in Exhibit 3-1, Tetra Tech maintains 22 offices in Florida. The County's proposed project will be managed from our Maitland office located at 2301 Lucien Way, Suite 120, Maitland, FL 32751.

Exhibit 3-1: Tetra Tech Florida Office Locations



Financial Stability

Tetra Tech is a financially sound and successful firm with fiscal year 2017 annual revenues of more than \$2.7 billion. Tetra Tech has a Dun & Bradstreet (D&B) rating of 5A2. A complete copy of our financial reports can be provided upon request.



Our Staff

Tetra Tech has drawn from our large pool of resources to assemble a team of experienced grant management, emergency management, and infrastructure specialists who possess hands-on experience in recent disasters and emergencies as well as prevention, mitigation, preparedness, response, and recovery programs.

Our disaster recovery professionals are uniquely familiar with the policies, procedures, and requirements associated with providing disaster recovery services subject to FEMA, Federal Highway Authority (FHWA), U.S. Department of Housing and Urban Development (HUD), NRCS, and other federal agency reimbursement programs. Our team's extensive experience leading organizations; shaping policy; successfully working with diverse stakeholders, homeowners, and elected leaders; and leading response and long-term recovery efforts in response to some of the most notable disasters.

Our staff offers expert knowledge of all applicable fiscal recovery eligibility criteria required for HUD Community Development Block Grant-Disaster Recovery, FEMA Public Assistance (PA), and Hazard Mitigation Grant Program (HMGP) funding. Our staff's technical expertise is also utilized in the development of communications to the State of Florida and FEMA for policy guidance, cost reconciliations, and appeals. Our teams have overturned FEMA decisions regarding eligibility based on the extensive knowledge of FEMA policy, Code of Federal Regulations (CFR), and the expectations of auditors, which includes the Office of Inspector General (OIG).

We are aware of the magnitude and importance of the various tasks listed in the County's request for proposal (RFP), and we are committed to providing a consistent and coordinated team to perform these services upon activation. **As demonstrated by our successful history of working with the County following recent disasters, our project team will continue to dedicate themselves to the County's needs throughout the length of this contract.**

Our proposed program manager, Mr. Danny Hinson, will be dedicated to the County's project and will provide overall leadership and direction for the project. He will have full responsibility for contract performance and financial management. With his direct reporting to the Tetra Tech Disaster Recovery Business Unit President, he will have the ability to access and direct the necessary company resources. Mr. Hinson will serve as the primary point of contact to the County for all contractual items and client satisfaction.

Mr. Hinson has over 40 years of broad emergency management and project management experience. Prior to joining Tetra Tech, Mr. Hinson was with the Florida Division of Emergency Management, where he served as the State of Florida Community Rating System (CRS) Coordinator and developed a state-wide initiative to increase local community participation in the National Flood Insurance Program (NFIP). Mr. Hinson also served as State Liaison during Hurricane Irma in Miami-Dade County, and also in Monroe County conducting activation activities. Additionally, **following Hurricane Matthew in 2016, Mr. Hinson was staged at the St. Johns County emergency operations center (EOC) where he served as state liaison for a week and assisted with conducting damage assessments to four Northeast Florida counties.**

Tetra Tech provides St. Johns County with an experienced project team of local and national experts who have a proven track record of helping Florida communities recover from disaster events while maximizing reimbursement.

Our proposed project manager, Mr. Danny Hinson, is a resident of the neighboring community of Jacksonville. Following Hurricane Matthew, Mr. Hinson was staged at the County's EOC, where he served as the FDEM State Liaison and assisted with conducting damage assessments for four Northeast Florida counties.

Mr. Hinson will be supported by staff that have extensive experience working with the CDBG program throughout their careers. This experience includes:

- Environmental Review Record (ERR) management and completion
- Client liaison activity with HUD and state governments
- Comprehensive program compliance
- IDIS and DRGR program management
- CDBG-DR Action Plan development and approval
- 5-Year Consolidated Plan development and approval
- Verification of project eligibility, project prioritization, and selection
- Service area identification and verification
- Contractor assistance and program education
- Project and program closeout
- Program and plan substantial amendments and modifications

Included below is our proposed organizational structure, followed by a brief summary of our key staff's experience. Detailed résumés for the key staff presented below has been included at the end of this section to demonstrate the capabilities and competencies provided by the Tetra Tech team for this engagement. Additional personnel can be provided at the County's request.

Exhibit 3-1. Organizational Chart

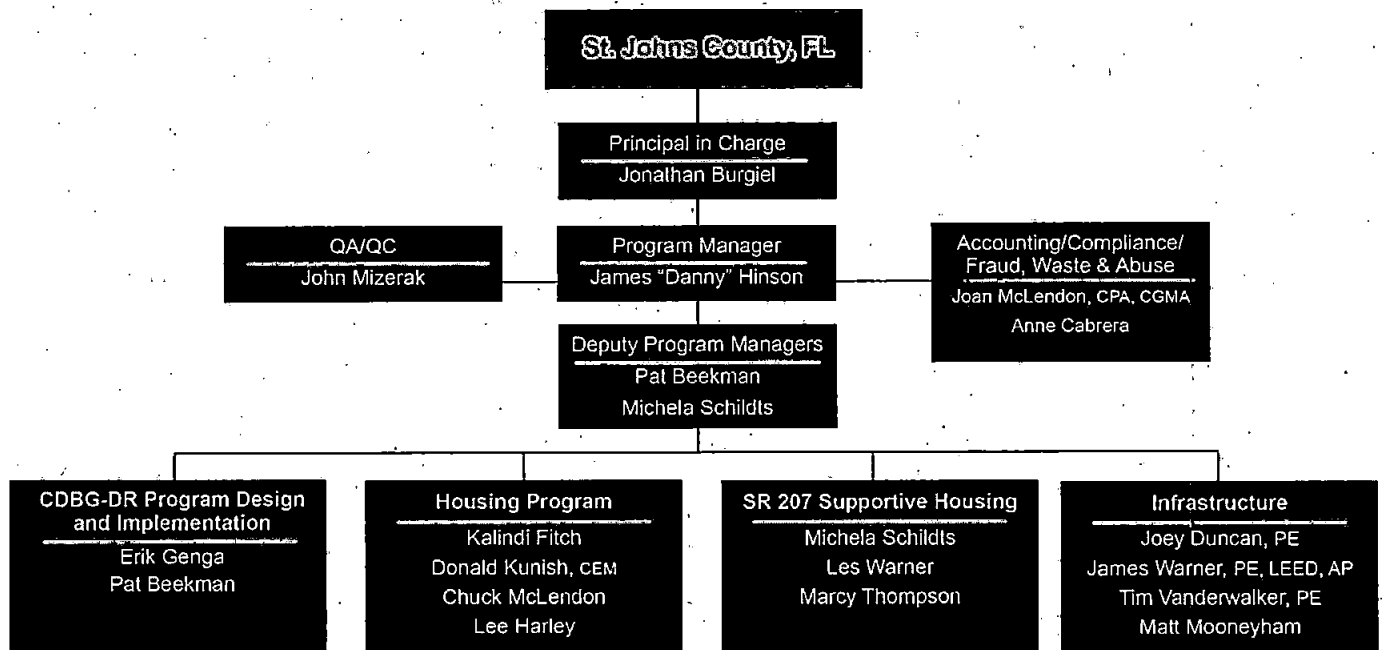


Exhibit 3-3. Staff Qualifications Summary

Name	Summary of Qualifications
Jonathan Burgiel <i>Principal in Charge</i>	• 30+ years of solid waste and disaster recovery experience. • Disaster-related work has included serving as principal in charge of over 50 projects, helping clients prepare for, respond to, and recover from natural and human-caused disasters, including over \$6 billion in disaster grant funds. • Intimately familiar with local, state, and federal solid waste and hazardous waste regulations, as well as the U.S. Department of Housing and Urban Development (HUD), FEMA, and FHWA policies and reimbursement procedures as they relate to disaster management and recovery. • Served as Project Manager for the Restore Louisiana HUD CDBG-DR Housing Program, involving the preparation of over 20,000 Tier 2 environmental reviews and over 5,000 lead risk assessment and clearance inspections. • Oversees Richland and Lexington Counties, SC residential rehabilitation and buyout programs funded by HUD CDBG-DR and FEMA HMGP funds
James D. Hinson, Jr. (Danny) <i>Program Manager</i>	• Seasoned homeland security and emergency management professional with over 42 years of experience. • Served as the State of Florida Community Rating System (CRS) Coordinator, including working directly with various County emergency management programs to maximize CRS credit points and create new CRS User Groups. • Led the Florida Division of Emergency Management in development of a State-wide Initiative increasing local community participation in the National Flood Insurance Program's CRS with a goal of 100% state-wide participation. • Served as an Emergency Management Director for Nassau County, Florida, where he managed presidentially declared disaster responses, developed and managed operating budgets, and various emergency management Urban Area Security Initiative (UASI) and State Homeland Security Grant Program (SHSGP) grants, and established a National Incident Management System / Incident Command System (NIMS/ICS) training program for employees.
Pat Beekman <i>Deputy Program Manager/Grant Administration Lead</i>	• Over 35 years of experience in such areas of expertise as Housing Program Design and Implementation, Recovery Planning and Implementation, Hurricane Planning and Response, and State Homeland Security Strategies. • Managed over \$52.6 million in HUD grant program funds and over \$11 million in FEMA HMGP grant program funds for Richland County, South Carolina. Oversaw Richland County's Public Assistance (PA) Program and also Hazard Mitigation Grant Programs (HMGP) for three disasters, including the buyouts of over 70 properties, and the CDBG-DR Housing Program. • Led the team that designed and developed Richland County's housing program and has led the implementation of the program in doing public outreach, screening and prioritizing applicants, casework management, replacing damaged or destroyed mobile homes, repairing damaged residential properties, and rebuilding destroyed residential properties from project scoping through closeout.
Michaela Schildts <i>Deputy Project Manager/Case Management Lead</i>	• Assists in the oversight and implementation of disaster recovery programs with expertise in the rehabilitation homes affected by disasters. • Background in direction construction oversight as well as case management allows clients to maximize their federal funding and current resources to assist their residents with efficiency.



SECTION 3: COMPANY AND STAFF QUALIFICATIONS

Name	Summary of Qualifications
	Familiar with various federal grants, including CDBG and CDBG-DR, HOME and USAID grant, as well as private donor and state grants.
John Mizerak <i>QA/QC Subject Matter Expert</i>	19 years of experience in both the public and private sectors, providing a wide variety of services related to strategic planning, focusing on defining goals and objectives, identifying priority projects and initiatives, communicating with key stakeholders, and defining the necessary steps for implementation. - Leads the Long-Term Recovery Planning and Economic Development Program Practice Areas where he works with public- and private-sector clients to develop and implement strategic plans. - These efforts include identifying and prioritizing a community's infrastructure improvements, economic development opportunities, disaster recovery and resiliency projects, and other initiatives that focus on the collective support necessary to complete a project. - Assists with the development of financing strategies to leverage local, state, federal, and private funding for project implementation.
Joan McLendon* <i>Accounting, Compliance, and Fraud Waste and Abuse</i>	- Experienced Certified Public Accountant (CPA) and Chartered Global Management Accountant (CGMA), with over 25 years of experience. - Served as Director of Operations for a major debris monitoring mission following Hurricane Irma where she provided administrative oversight over more than a dozen large projects funded by FEMA Public Assistance funding and a team of approximately 1,000 staff. Specific clients served included Polk County, Seminole County, Highlands County, Lake County, and St. Johns County. - Oversaw contractor invoice reconciliation for more than a dozen communities in Texas following Hurricane Harvey.
Anne Cabrera <i>Accounting, Compliance, and Fraud, Waste and Abuse</i>	- Highly regarded expert in the debris management industry with over 12 years of experience. - Served in a variety of roles focusing on reimbursement for more than \$2 billion from FEMA and has worked with a number of clients on longer-term financial recovery. - Assisted in the preparation, development, and review of FEMA project worksheets, state appeals, and closeouts.
Erik Genga <i>Policies and Procedures Lead</i>	- Community and regional planner with 16 years of experience managing and contributing to diverse land use and community planning projects as well as redevelopment and growth planning initiatives specializing in providing community development consulting services. - Work history includes assisting municipalities and counties with federal and state grant programs, including all phases of grant activity from application completion and submission to funding and compliance management. - Primarily worked with counties and municipalities to obtain and manage federal grant programs through the HUD, including the CDBG program and the HOME Investment Partnership program.
Donald Kunish, CEM <i>Buyout/Elevation Lead</i>	- Certified emergency manager with 18 years of experience. Former Deputy Bureau Chief for the Florida Division of Emergency Management, he was responsible for managing Florida's Hazard Mitigation Planning and Grant Programs, Statewide Emergency Management All-hazards Planning, Training and Exercise Programs, and many other tasks.

SECTION 3: COMPANY AND STAFF QUALIFICATIONS

Name	Summary of Qualifications
	- Provides multiple communities with grant applications and managing awarded funding to elevate and buy out residences, build back damaged infrastructure to be more disaster resilient, and work for reimbursement of local governments for response and recovery efforts - Worked with the State of Florida's growth management programs (including CDBG) to represent the emergency management perspective; this interaction helps support Mr. Kunish's involvement in the production of Florida's Regional Evacuation Studies
Kalindi Fitch <i>Intake Center Lead</i>	8 years of experience with grant administration processes, eligibility requirements, regulations, and policies across many federal programs - Provides oversight throughout the grant administration period and is familiar with application development, environmental review, project and process monitoring, and closeout and audit activities - Has assisted clients in applying for funding from multiple federal grant programs such as the FEMA PA Grant Program, HMGP, and the Community Development Block Grant-Disaster Recovery (CDBG-DR) Programs
Chuck McLendon* <i>Housing/Construction Lead</i>	- More than 26 years of experience providing consulting engineering services to federal, state, and local government clients, including administration of over \$2 billion in federal disaster recovery funding, - Principal in charge for debris monitoring services to St. Johns County following Hurricanes Matthew and Irma - Recently served South Carolina Department of Emergency Management as a Senior FEMA PA Policy Advisor in support of project worksheet formulation for the October 2015 flooding event.
Lee Harley* <i>Housing/Construction</i>	- Over 5 years of experience as a cost estimator and construction project manager for fire, water damage, mitigation, construction, reconstruction and restoration projects. - Designs and implements housing inspection and cost estimating programs for housing rehabilitations, elevations and demolitions funded through CDBG-DR and FEMA HMGP programs, including supporting Richland County, SC following Hurricane Joaquin.
Les Warner* <i>SR 207 Supporting Housing</i>	27 years of experience in housing and community service, including serving at the state level as the office chief for the Ohio Department of Development (ODOD) - Oversaw implementation of the State of Ohio's annual allocation of over \$120 million of HUD funding, including CDBG, HOME Investment Partnerships Program (HOME), Emergency Solutions Grants Program, and Housing Opportunities for Persons with AIDS Program, along with the state's Affordable Housing Trust Fund. - Provided advisory services to help New Jersey Department of Community Affairs (DCA) implement its \$4.1 billion Superstorm Sandy CDBG-DR grant consisting of 20+ programs for CDBG and the Federal Emergency Management Agency Hazard Mitigation Grant Program.
Marcy Thompson* <i>SR 207 Supporting Housing</i>	- National expert on homelessness policy, with 14 years of experience in the areas of housing and homelessness services and policy. - Served as senior advisor on homelessness and special needs populations at the U.S. Department of Housing and Urban Development (HUD), where she led or otherwise informed the development and implementation of regulations, guidance, and policy

Name	Summary of Qualifications
	coming out of the Office of Special Needs Assistance Programs (SNAPS), as well as all significant federal and national initiatives related to homelessness. Served as a staff lead on disaster response and recovery for SNAPS, informing guidance to CoCs impacted by disaster as well as ensuring that overall community response efforts were always inclusive of persons experiencing homelessness both pre- and post-disaster.
Joey Duncan <i>Infrastructure Lead</i>	35 years of experience in power and infrastructure, with additional experience in project management, government procurement, design, planning and scheduling; budget preparation and project selection/prioritization - Served as Director of the Public Works Department for the City of Jacksonville, Florida from June 2006 until September 2011. - Oversaw the second largest department in the City of Jacksonville, which had nearly 800 employees and included engineering and construction management, public buildings, real estate, right-of-way, and grounds maintenance and solid waste - Served as Project Manager at Jacksonville Electric Authority (JEA) and oversaw initial installation, modification and/or repair of electrical power generation systems for water and wastewater processing
James Warner <i>Infrastructure</i>	- Over 25 years of engineering experience, primarily in the state of Florida - Possesses a broad range of design, permitting, and management experience in federal, state, and private civil engineering projects - Experience includes roadways (from local, rural sections to urban, sections); stormwater master drainage systems; commercial, industrial, military and residential developments; utility systems (water mains, force mains, gravity sanitary sewer systems, and reclaimed water mains); and numerous small site development plans. - Recently supported Richland County to assess damages, prepare proposal request for local engineering support, and prepare biddable documents for road repairs
Timothy Vanderwalker, PE <i>Infrastructure</i>	- Registered Professional Engineer in the State of Florida with 11 years of experience - Experience in preparation of contract documents including plans, specifications, and opinion of cost development for numerous infrastructure projects including transportation and roadway improvement projects, water system improvement projects, and water reuse projects. - Experienced with transportation geometric design, stormwater design, and railroad coordination and design. He also has experience in developing reports relevant to reclaimed water use and emergency response policy.
Matt Mooneyham* <i>Infrastructure</i>	12 years of experience in a variety of disciplines, including commercial construction, residential construction, local government infrastructure, federal government construction, and emergency management and disaster response. - Has executed millions of dollars of infrastructure projects, including housing, road and bridge, storm water, and other large-scale capital projects. - Served as Capital Project Manager for Escambia County, Florida where he was responsible for all phases of construction, including procurement, design, permitting, construction management, operations, etc.

* Indicates subcontractor staff

Proposed Subcontractors



ICF is a multidisciplinary, publicly traded, large business specializing in all of the areas needed to successfully design and implement the CDBG-DR programs in St. John's County. They have experts in disaster recovery, housing, policy, PSH development and management, financial controls and data management, procurement, energy, environmental reviews, communications and outreach, transportation, training, workforce development, and building back for resilience (energy, environmental, and economic). ICF has had a 30-year partnership with HUD; 20+ years successfully performing work for FEMA; 12+ years implementing CDBG-DR programs; and, based on client feedback, a stellar reputation for quality in managing more than \$17.5 billion in CDBG-DR funds to date.

ICF has 30 years of experience working with HUD and state and local governments on the design, implementation, and evaluation of affordable housing, community development, and economic development programs, especially those funded under programs such as Community Development Block Grant (CDBG), Home Investment Partnerships (HOME), and Neighborhood Stabilization (NSP) programs. Our work includes direct implementation, staff augmentation, policy support, technical assistance, developing guidebooks, tools to aid in program planning, and execution and oversight, all of which are designed to operationalize sustainable community development initiatives.

ICF is currently leading the team providing startup and implementation technical assistance to the U.S. Virgin Islands for their \$1.8 billion CDBG-DR and mitigation grant program. ICF is the company that made New Jersey's Superstorm Sandy recovery a model for CDBG-DR programs, resulting in New Jersey achieving HUD's low-risk grantee status in 2017. ICF's impressive performance has resulted in New Jersey recently extending our contract for a sixth year, with an expanded scope to provide construction management services.

Urban Ventures (UV) provides a wide range of services related to supportive housing for people with special needs, including families exiting homelessness, chronically homeless, and people living with mental illness. Urban Ventures provides:

- Project design consulting for the unique needs of the residents
- Comprehensive development assistance, including property selection, feasibility analysis, budget preparation, securing financing, and management of construction draw process
- Public policy recommendations for efficient and effective use of public resources to for supportive housing



Joan K. McLendon, CPA, PLC (JKM) provides accounting, grant management, and program management related services within the fields of public infrastructure, disaster recovery, and solid and hazardous waste management. They offer a unique ability to envision and execute the full lifecycle of a program from planning to procurement, permitting, staffing, design, construction, and close-out. *JKM is certified by the State of Florida Office of Supplier Diversity as a Women Business Enterprise. A copy of their certification is included in Section 7.*

Licensing/Certifications

A copy of the Certificate of Status from the State of Florida Secretary of State is enclosed at the end of this section for Tetra Tech, Inc.

Section 3: Company and Staff Qualifications

Résumés



Jonathan Burgiel Principal in Charge

EXPERIENCE SUMMARY

Mr. Burgiel has 30+ years of disaster recovery and associated experience. His disaster-related work has included serving as principal in charge of over 50 projects, helping clients throughout the country prepare for, respond to, and recover from natural and human-caused disasters. In total, Mr. Burgiel has assisted obtain, administer and manage over \$6 billion dollars in disaster grant funds for Tetra Tech clients across the country. He is intimately familiar with local, state, and federal policies and reimbursement procedures as they relate to disaster and recovery grants for U.S. Department of Housing and Urban Development (HUD), Federal Emergency Management Agency (FEMA), and Federal Highway Administration (FHWA).

Hurricane Maria Debris Mission (2017 – Present): Currently supporting the Commonwealth of Puerto Rico Department of Transportation's disaster debris monitoring efforts following Hurricane Irma and Maria. Also, overseeing team that is working with Puerto Rico's Governor's Authorized Representative to implement FEMA's as the grantee for the Public Assistance program.

Restore Louisiana HUD CDBG-DR Housing Rehab Project – Environmental Services: Served as Project Manager over the preparation of over 10,000 Tier 2 environmental reviews and over 5,000 lead risk assessment and clearance inspections. This \$20 million project performed by Tetra Tech utilized state of the art technology and cloud based technology to decrease the cost of performing a Tier 2 review by over 50% from prior state led residential rehab projects.

Richland & Lexington Counties, South Carolina: 2016 1,000-year Flooding Event - Comprehensive Disaster Recovery Support Services (FEMA PA, HMGP 404 and \$40 million in HUD CDBG-DR grant support services, HUD Action Plan development, procurement package development for over 270 road and bridge repairs, well testing and disinfection program management, post-disaster needs assessment, flood mitigation grant funding strategic plan development, coordination activities among County, State and FEMA agencies). Also overseeing the residential rehabilitation and buyout programs funded by HUD CDBG-DR and FEMA HMGP grant funds. As part of this effort, Tetra Tech will develop Tier 2 environmental review and perform lead inspection and testing on over 250 homes. The work involves management of over \$40 million of HUD CDBG-DR and FEMA HMGP grants.

35 Communities in Florida/South Carolina/North Carolina/Georgia: Hurricane Matthew: Program manager of 800 staff – FEMA PA reimbursement support for \$150 million in disaster related costs. Management of recovery operations for over ~1 million properties.

75 Communities in Texas and Louisiana: Hurricane Ike: Program manager of 3,100 staff – Assisted in obtaining >\$160 million in FEMA HMGP grants for 700+ housing buyouts, 125 house elevations, and infrastructure projects and FEMA PA reimbursement of over \$1 billion.

Hays County/City of Wimberley, Texas – Severe Flooding Disaster Recovery Assistance (right-of-way debris removal program and subsequently obtaining approval for a private property debris removal (PPDR) program from FEMA). Mr. Burgiel supported the County and City of Wimberley in providing expert technical advice associated with providing the County/City appropriate measure for responding to the event and methods for best tracking the County's disaster-related costs to maximize the County's/City's FEMA reimbursement post-disaster.

Galveston County, Texas – Hurricane Ike: Led the team that assisted Galveston in receiving a \$36 million FEMA SRL grant award to elevate 225 flood-prone homes, the largest award of its type in the history of the FEMA program.

City of New Orleans, Louisiana – Hurricane Katrina Principal-in-Charge of a FEMA funded 2,000 structure Residential Demolition Program.

State of Vermont – Hurricane Irene Provided senior management oversight of grant management team that managed the recovery process. Our team collected, reviewed, and offered technical assistance to applicants on their HMGP applications.

EDUCATION

University of Central Florida
Master of Business
Administration, 1989
Tufts University
Bachelor of Arts, Economics,
1984

AREA OF EXPERTISE

- Post-Disaster Environmental Services
- Tier 2 Report Development
- Lead Inspection and Testing
- Disaster Recovery Program Design and Management
- Post-Disaster Needs Assessment
- Disaster Funding Strategy Development
- Disaster Grant Fund Acquisition & Management

GRANT EXPERIENCE

- FEMA PA/IA
- HMGP 404 and 406
- HUD CDBG-DR
- FEMA FMA/PDA

DISASTERS

- 4286 SC Hurricane Matthew
- 4245 TX Flood
- 4241 SC Flood
- 4087 Hurricane Sandy
- 4084 Hurricane Isaac
- 4029 TX Wildfires
- 4024 Hurricane Irene
- 4106 CT Winter Storm
- 1791 Hurricane Ike
- 1786 Hurricane Gustav
- 1780 Hurricane Dolly
- 1679 FL Tornadoes
- 1606 Hurricane Rita
- 1609 Hurricane Wilma
- 1602 Hurricane Katrina
- 1595 Hurricane Dennis
- 1561 Hurricane Jeanne
- 1551 Hurricane Ivan
- 1545 Hurricane Frances
- 1539 Hurricane Charley

**EXPERIENCE SUMMARY**

Mr. James D. Hinson, Jr. (Danny) is an experienced professional with over 42 years of experience. Prior to joining Tetra Tech, Mr. Hinson was with the Florida Division of Emergency Management where he served as the State of Florida CRS Coordinator and developed a state-wide initiative to increase local community participation in the National Flood Insurance Program (NFIP). Mr. Hinson also served as State Liaison during Hurricane Irma in Miami-Dade County, and also in Monroe County conducting activation activities. He has previously served as an Emergency Management Director for Nassau County, Florida, where he managed presidentially declared disaster responses, developed and managed operating budgets, and various emergency management UASI and State Homeland Security Grant Program (SHSGP) grants, and established a National Incident Management System / Incident Command System (NIMS/ICS) training program for employees.

RELEVANT EXPERIENCE**State of Florida Community Rating System (CRS) Coordinator
(November 2013 – December 2017)****Florida Division of Emergency Management (FDEM)**

While working with FDEM, developed a State-wide Initiative increasing local community participation in the National Flood Insurance Program's CRS with a goal of 100% state-wide participation.

September 2017 - staged at Miami-Dade County emergency operations center (EOC) during Hurricane Irma as State Liaison for a week then relocated to Monroe County as State Liaison for a week conducting activation activities

October 2016 - staged at the St. Johns County EOC during Hurricane Matthew as State Liaison for a week, conducting damage assessment to four NE FL counties

Fall 2015 - participated in the *AlertFlorida* committee developing a scope of work and selection of a vendor to provide a statewide alert notification system

July 2015 - conducted NFIP Community Assistance visits to determine community eligibility for CRS participation

July 2014 - Appointed to the CRS Task Force representing Emergency Management / Floodplain Mgt. contributing to the direction of the Community Rating System

In addition to coordinating activities such as Emergency Management (EM), worked directly with various County EM programs to maximize CRS credit points and create new CRS User Groups. Managed a staff of three, coordinating activities and assignment of work. Regularly worked one on one with Community CRS Coordinators, conducted Webinars, worked with CRS User Groups to maximize their community program. The overall goal was to use the CRS Manual with over 25 years of experience as a resource for Florida. Participation in the CRS will provide improved community resilience and protect lives and property. The secondary benefit will result in lowering flood insurance premiums. In addition, provided the following: Liaison with Kings Bay Navy Base, coordinating response from State and Participate with the Georgia Florida Trident Network alert notification exercise and training.

**Emergency Management Director (September 2011 – November 2013)
Nassau County, FL**

Implemented county-wide Emergency Management program including development and updating All Hazards Planning procedures. Establish NIMS/ICS training program to employees, provide guidance to county staff supporting the Comprehensive Emergency Management Plan activation roles. Support to the US Navy Kings Bay Submarine base, participating in the Georgia/Florida Trident Network (GFTN) exercises, actively participating in the GFTN Alert Notification and on site exercises maintaining Department of Justice (DOJ) Security Clearance. Other projects include: Developed and managed operating budgets, and various emergency management UASI and State Homeland Security Grant Program (SHSGP) grants. Activated EOC twice, managed presidentially declared disaster response, recovery and reimbursement process.

YEARS OF EXPERIENCE

42 years

DISASTERS

- Hurricane Irma
- Hurricane Harvey
- Hurricane Matthew

GRANT EXPERIENCE

- SHSGP

TRAINING/CERTIFICATIONS

- Federal Bureau of Investigations (FBI) Security Clearance - 2010
- Certification in Homeland Security (CHS-III) - 8/2010
- Florida Professional Emergency Manager (FPEM) - 12/2009
- Trainer Certification for Incident Command System Classes (I-449) - 2008
- Critical Infrastructure & Management System (CITAMS) - 8/2008

PROFESSIONAL AFFILIATIONS/MEMBERSHIP

- American Board for Certification in Homeland Security (ABCHS)
- Florida Emergency Preparedness Association (FEPA)
- Florida Floodplain Managers Association (FFMA)
- Association of State Floodplain Managers Association (ASFPM)

**EXPERIENCE SUMMARY**

Mr. Patrick Beekman is a seasoned homeland security and emergency management professional with over 35 years of experience, including significant operational and recovery experience. Mr. Beekman's specific areas of expertise include developing regional emergency response and recovery plans; disaster response; housing program design and implementation; incident command; exercise design, execution, and evaluation; and program management of large, complicated projects.

Besides his 20 years of military operational experience, Mr. Beekman was deployed as part of an incident management team to counties devastated by Hurricanes Isabel and Frances, and was deployed to Incident Command Post Mobile, Alabama, to help with the hurricane response planning for the Deepwater Horizon oil spill, and the historic 1,000-year flood that affected South Carolina in 2015.

FEATURED RELEVANT EXPERIENCE**Program Management, Recovery Planning and Operations
(October 2015 – Current)****Richland County, SC**

Much of South Carolina and North Carolina experienced a historical rainfall event from October 1-October 4, 2015. The County did not have a recovery plan in place or anyone capable of managing the lengthy recovery process. Based on Mr. Beekman's extensive real-world operational experience and his planning background, he was deployed immediately to Richland County to build and implement recovery plan, processes, and procedures. Mr. Beekman quickly conducted an unmet needs assessment, developed a recovery concept of operations that complied with the National Disaster Recovery Framework (NDRF), and a recovery plan that brought together the resources necessary to meet the County's unmet needs with a process that supported and involved the whole community to build back to a new desired recovery end state. Mr. Beekman was then appointed as the Assistant Local Disaster Recovery Manager (LDRM) to help the county implement their recovery operations and to mentor the County's Recovery Manager. Mr. Beekman developed and oversaw the County's selection and development of projects for the Hazard Mitigation Grant Program (HMGP) that were the first projects approved by the State of South Carolina's Hazard Mitigation Officer (SHMO).

Mr. Beekman oversees Richland County's Public Assistance (PA) Program and also Hazard Mitigation Grant Programs (HMGP) for three disasters, including the buyouts of over 70 properties, and the Community Development Block Grant – Disaster Recovery (CDBG-DR) Housing Program. Overall, he is managing over \$52.6 million in HUD grant program funds and over \$11 million in FEMA HMGP grant program funds for Richland County. Mr. Beekman led the team that designed and developed the housing program and has led the implementation of the program in doing public outreach, screening and prioritizing applicants, casework management, replacing damaged or destroyed mobile homes, repairing damaged residential properties, and rebuilding destroyed residential properties from project scoping through closeout. Mr. Beekman and his client have given presentations about the remarkable recovery efforts in Richland County to Washington D.C.'s Homeland Security and Emergency Management Agency (HSEMA); Albany, Georgia and the Georgia Emergency Management Agency (GEMA); the City of Philadelphia Office of Emergency Management; and the American Society of Public Administrators annual conference in Denver, CO.

YEARS OF EXPERIENCE

35 Years

AREAS OF EXPERTISE

- Housing Program Design and Implementation
- Recovery Planning and Implementation
- Hurricane Planning and Response
- Project Management
- State Homeland Security Strategies
- National Planning Scenarios
- Investment Justification Process
- Emergency Management
- Homeland Security
- Training and Exercise Development
- Urban Areas Security Initiative (UASI) Compliance
- Target Capabilities Assessments

TRAINING/CERTIFICATIONS

- Federal Emergency Management Agency (FEMA)-Certified Instructor of Homeland Security for Local Governments and WMD Awareness Course
- Certified Instructor of ICS 100 and ICS 200
- HSEEP-Certified
- Hazardous Materials (HAZMAT) Operations Level

EDUCATION

Miami University
Bachelor of Arts, Political Science,
1980



EXPERIENCE SUMMARY

Michela Schildts' assists in the oversight and implementation of disaster recovery programs with expertise in the rehabilitation homes affected by disasters. Her background in direction construction oversight as well as case management allows clients to maximize their federal funding and current resources to assist their residents with efficiency. Ms. Schildts is familiar with various federal grants, including CDBG and CDBG-DR, HOME and USAID grant, as well as private donor and state grants.

Her background in non-profit and international aid, in addition to her work in domestic disaster relief, allows Ms. Schildts to bring a well-rounded view to case management work and construction techniques used in differing regions post disaster. She is currently providing direct oversight of administrative support, environmental review, hazard testing, case management policies and procedures, project monitoring and development for clients utilizing federally funded disaster recovery programs.

RELEVANT EXPERIENCE

CDBG DR Housing Manager (June 2017- Present)

Richland County | SC Severe Storms and Flooding, DR-4241. Responsible for the direct oversight of HUD grant compliance for the County's \$17 M Single Family Homeowner Rehabilitation Program for an estimated 240 homes, \$2 M Small Rental Rehab Program for an estimated 50 units, and CDBG DR compliance for County's HMGP buyout program. This project includes case management for all CDBG-DR applicants in the county, construction scopes and estimation, hazard testing (lead and asbestos) and ERR implementation. In addition, she assists in the Action Plan revisions and budget amendments for the County's entire \$30M DR federal aid.

DR Program Specialist (June 2017- Present)

Lexington County | SC Severe Storms and Flooding, DR-4241. Following severe storms and flooding during October 2015, Lexington County was one of the communities to receive a disaster declaration in October 2015. Provides CDBG-DR program management and direct oversight for the County's \$12 M Homeowner Buyout Program estimated to cover 80+ properties. Her responsibilities include all home buyout closings, pre-demo, demo and lot restoration construction management, policies and procedures and URA requirements. Her direct oversight includes HUD expertise for the buyout applicants and process monitoring throughout the project.

Executive Director & Operations Manager (January 2016-June 2017)

SBP, Inc. | SC Severe Storms and Flooding, DR-4241, SC Hurricane Mathew, DR-4286. As Executive Director for the operational site in South Carolina, she was responsible for the executive oversight of the non-profit affiliate acting as the sole long-term rebuilding organization in the Columbia area. Her project utilized federal and private grants, including CDBG and CDBG-DR grants, upwards of \$3.5 M to accomplish rebuilding goals across central and coastal SC. Under her direction, SBP SC was selected as the Lexington County, SC contractor to oversee the County's CDBG-DR Minor Rehabilitation program. She was responsible for implementing new programs within SBP to tailor rebuilding services to the needs of the community as well as designing trainings for other non-profit organizations focusing on SBP's rebuild, volunteer and case management model.

Supply and Logistics Coordinator (April 2015-January 2016)

SBP, Inc. | Hurricane Katrina, New Orleans, LA. Facilitated the construction of homes for SBP's Owner Occupied Rehab and Opportunity Housing programs. Projects ranged from \$20,000 to \$160,000 in costs and were based on tailored scopes of work to the damage caused by Hurricane Katrina in addition to individual grant requirements. Funding varied per project and included CDBG and HOME grants, in addition to privately funded and New Orleans County grants. She was also responsible for the progress of each project with specific focus to expenses tracking and Gantt oversight. She utilized the non-profit's corporate models, including Toyota's TPS systems, to increase efficiency across the construction, warehouse and case management operations.

YEARS OF EXPERIENCE

4 years

AREA OF EXPERTISE

- Program Management
- Construction Oversight
- Case Management
- Grant Compliance

GRANT EXPERIENCE

- CDBG
- CDBG-DR
- HOME
- USAID

DISASTERS

- Hurricane Katrina, New Orleans
- SC Severe Storms, DR-4241
- SC Hurricane Mathew, DR-4286

EDUCATION

University of Florida
Bachelors of Science,
Psychology, Philosophy
2011



Joan K. McLendon, CPA, CGMA

Areas of Expertise

- Public Accounting
- Forensic Accounting / Fraud Prevention
- Auditing
- Grant Management
- Staff Augmentation
- Quality Control
- Property Management

Education

Bachelor of Science,
Accounting, Florida State
University, 1992
Magna Cum Laude
Liberal Studies Honors
Program

Disasters Worked

- DR-4337FL, Hurricane Irma
- DR-4332TX, Hurricane Harvey
- DR-1791TX – Hurricane Ike

Mrs. McLendon brings broad based knowledge across many disciplines including accounting, auditing, forensic accounting, and grant management. In addition to running a consulting practice, Ms. McLendon also manages a real estate and property management operation focused on residential housing.

Relevant Qualifications

- Experienced Certified Public Accountant (CPA) and Chartered Global Management Accountant (CGMA) with over 25 years of experience
- Provided forensic accounting litigation assistance to Florida Department of Transportation and various other corporate clients
- Strong background in quality assurance and quality control (QA/QC), staff augmentation, data management, and contractor invoice reconciliation (payment approvals)
- Manages a portfolio of approximately 30 residential properties – responsible for contracting for repairs, preventative maintenance, etc.

Professional Experience

Hurricane Irma (2017)

Numerous Communities in Central Florida

Ms. McLendon served as Director of Operations for a major debris monitoring mission following Hurricane Irma. She provided administrative oversight over more than a dozen large projects funded by FEMA Public Assistance funding and a team of approximately 1,000 staff. Her duties included staffing, risk management, invoice reconciliation, and quality control. Specific clients served included Polk County, Seminole County, Highlands County, Lake County, and St. Johns County.

Hurricane Harvey (2017)

Various Communities in Texas

Ms. McLendon oversaw contractor invoice reconciliation for more than a dozen communities in Texas following Hurricane Harvey. She managed a team of accounting professionals in reconciling contractor invoices to ensure that accurate payments were made.



EXPERIENCE SUMMARY

Ms. Cabrera has worked nationwide on numerous major post-disaster activations since Hurricane Wilma in 2005, where she has served in a variety of roles focusing on reimbursement for more than \$2 billion from the Federal Emergency Management Agency (FEMA). She has worked on behalf of cities and counties throughout the United States and is a highly regarded expert in the debris management industry. In addition to her work with post-disaster recovery operations, Ms. Cabrera has worked with a number of clients on longer-term financial recovery, including serving as a technical resource to clients during implementation of the FEMA Public Assistance (PA) Program and other federal grant programs and assisting in the preparation, development, and review of FEMA PA Project Worksheets (PWs) for disaster related activities, state appeals, and closeout processes. Within the Tetra Tech post-disaster practice she is the lead technical expert on the FEMA PA Program remaining up to date on policy and guidance changes and providing a resource to our post-disaster projects across the board to ensure consistency in understanding and implementation of requirements. Ms. Cabrera is often called on by our regional project managers to provide technical expertise on various projects.

FEATURED RELEVANT EXPERIENCE

Regional Contract Manager (September 2017–Present). Hurricane Irma. Hurricane Irma affected the entire state of Florida and has severed as the regional program manager for one of the hardest hit areas including Collier County where the storm made landfall. In addition she has been the Contracts Manager for the Cities of Naples, Marco Island, Cape Coral and Charlotte County and is the Project Manager for an FDEP waterway debris removal project.

Regional Contract Manager (October 2016–March 2017). Hurricane Matthew. After Hurricane Matthew impacted the east coast of the United States in October 2016, served as the regional contract manager for many of Tetra Tech's Florida clients overseeing all aspects of operations for Brevard and St. Johns Counties and the Cities of Cocoa Beach, Port Orange, Holly Hill, South Daytona, New Smyrna Beach, Oak Hill and Lake Helen.

Debris Program Manager (January 2016–February 2016). Collier County, Florida | 2016 Straight-Line Winds. In January 2016, Collier County was forced to manage debris after a straight-line windstorm left a swath of damaged and downed trees across the County. After a long history of helping Collier County to plan for such disasters, including annual trainings and a 2015 update of their Disaster Debris Management Plan, Ms. Cabrera assisted with the rapid ramp-up to monitor disposal of debris from the impacted areas. Tetra Tech worked for the County for a three-week period and monitored and documented the contractor's removal of over 44,000 cubic yards of vegetative debris during this brief time-frame.

Debris Subject Matter Expert (June 2008–Present). Broward County, Florida | County-Wide Debris Site Assessments Study. Has provided consultation and debris subject matter expertise to the County in preparation for a potential FEMA declared disaster. Has worked closely with many members of various County departments to ensure information has been gathered based on past experiences and improvements made to proactively prepare for managing the execution of a Stafford Act PA Grant Program. In addition to providing management on several County planning projects, has worked with the County's Solid Waste and Recycling accounting department to update their internal database systems to support account reconciliations necessary to control and report on County PW accounts as well as the disposal accounts for the 31 separate applicant municipalities that may use the County solid waste disposal sites in a declared disaster event.

YEARS OF EXPERIENCE

12 Years

AREA OF EXPERTISE

- FEMA Compliance Monitoring
- FEMA Reimbursement
- Disaster Debris Management
- Reimbursement Policies and Procedures
- Data Management
- Invoice Reconciliation
- Database Systems
- Project Staffing
- Multiagency Coordination

GRANT EXPERIENCE

- FEMA PA

DISASTERS

- 4337 Hurricane Irma
- 4332 Hurricane Harvey
- 4283 Hurricane Matthew
- 4241 SC Flooding
- 4240 CA Wildfires
- 4223 TX Severe Storms
- 4165 GA Winter Storm
- 4145 CO Flooding
- 4087 Hurricane Sandy
- 4084 Hurricane Isaac
- 4029 TX Wildfires
- 4024 Hurricane Irene
- 4106 CT Winter Storm
- 3268 NY Snowstorm
- 1791 Hurricane Ike
- 1786 Hurricane Gustav
- 1676 MO Winter Storms
- 1679 FL Tornadoes
- 1609 Hurricane Wilma
- 1602 Hurricane Katrina

EDUCATION

Florida Atlantic University
Master of Business
Administration, International
Business, 2011

Bachelor of Arts, Liberal
Arts, 1999

**EXPERIENCE SUMMARY**

Mr. Mizerak has worked for more than 19 years in both the public and private sectors, providing a wide variety of services related to strategic planning. The focus of these services is to define goals and objectives, identify priority projects and initiatives, communicate with key stakeholders, and define the necessary steps for implementation. He managed the Pennsylvania State Planning program and was the staff lead for the Interagency Team on Land Use and the State's Planning Board. He also has experience working with the Pennsylvania Department of Health and Public Welfare to develop a statewide strategic plan. In his role with Tetra Tech, Mr. Mizerak leads the Long Term Recovery Planning and Economic Development Program Practice Areas. In this position, he works with public- and private-sector clients to develop and implement strategic plans. These efforts include identifying and prioritizing a community's infrastructure improvements, economic development opportunities, disaster recovery and resiliency projects, and other initiatives that focus on the collective support necessary to complete a project. Once projects have been identified, Mr. Mizerak assists with the development of financing strategies to leverage local, state, federal, and private funding for project implementation. He has first-hand experience working with state agencies, elected officials, planning commission members, private developers, key stakeholders and the general public to develop and implement strategic community and economic development plans and projects.

RELEVANT PROJECT EXPERIENCE

Economic Development Program Manager. Utilizing experts and design professionals from Tetra Tech's comprehensive service areas, Mr. Mizerak manages the entire continuum of community and economic development projects. This continuum includes the development of strategic plans, preparation of public funding strategies, securing funding, and managing drawdown, developing economic impact analyses to identify and quantify the impacts of future development or redevelopment; and assisting clients with interfacing with the local, state, and federal agencies for the various reviews of any required approvals related to successful project development and implementation.

Lycoming County "Implementable" Comprehensive Plans and Project Implementation, Pennsylvania – 2007- Present. During the past seven years while working for Tetra Tech and his previous employer, Mr. Mizerak has assisted the County with the development of annual strategic plans and implementation of public funding strategies to secure and leverage public funding. Currently, he is assisting the County with the development of six multi-municipal comprehensive plans and the county comprehensive plan under the guides of Pennsylvania's "Creating an Implementable Comprehensive Plan". During the development of these plans, Mr. Mizerak has been involved in the development of the process for the steering committees, public and community outreach, engagement with key focus groups, development of the proposed projects and will include the development of public funding strategies; all focused on the implementation of priority projects. He has also worked with the county annually to identify their priority economic development projects and strategically plan for their implementation. The implementation included developing public funding strategies to access and leverage state, federal and private funding for the projects in excess of \$50 million for infrastructure, housing, brownfield, emergency management, economic development projects.

Richland County, South Carolina's Long Term Recovery – 2015-2016. Mr. Mizerak assisted with developing a long term recovery plan for the County of Richland to respond to the devastating flooding which occurred in October 2015. As part of these efforts he participated on the project team that lead the development of an Action Plan for \$23 million dollars of CDBG-DR funding and the public outreach efforts to the residents and key stakeholders.

EDUCATION

MPA, Public Administration
Shippensburg University, 1993

BS, Public Administration
Shippensburg University, 1992

AREAS OF EXPERTISE

Statewide Strategic Planning
State Policy Development & Analysis
Community and Economic Development Strategies/Plans
Community Outreach and Public Participation
Public Funding Strategies
Program Management
Redevelopment Projects
Community Recovery and Resiliency Plans
CDBG-DR program
Policy Development
Training

YEARS OF EXPERIENCE

19

**EXPERIENCE SUMMARY**

Mr. Genga works with counties and municipalities to obtain and manage federal grant programs through the U.S. Department of Housing and Urban Development (HUD), including the Community Development Block Grant (CDBG) program and the HOME Investment Partnership program. Mr. Genga's comprehensive knowledge of the CDBG process includes:

- Application and Action Plan completion and submittal
- 5-Year Consolidated Plan development
- Verification of project eligibility, project prioritization and selection
- Service area identification and verification
- Contractor assistance and program education including pre-bid and preconstruction meetings
- Compliance management services including Davis-Bacon wage monitoring, MBE/WBE and Section 3 requirements
- Environmental Review Record (ERR) management and completion
- Client liaison activity with HUD

RELEVANT EXPERIENCE**CDBG Plan Writing and Program Management**

Richland County, South Carolina – 2016. Mr. Genga is assisting in the development of the Long Term Recovery Plan, CDBG-DR Action Plan, Policies and Procedure manuals and program materials for Richland County, SC. In March, 2016 the County was awarded an allocation of \$23.5 million in CDBG-DR funding related to flooding that devastated the County in 2015. Mr. Genga is assisting developing the materials necessary to properly run housing and infrastructure recovery projects, ensure compliance with federal regulations and assist in implementation.

Dauphin County, Community Development Block Grant 2017- 2021 5-Year Consolidated Plan

Mr. Genga is currently developing the 5-year Consolidated Plan for Dauphin County, Pennsylvania. Dauphin County is a direct HUD entitlement and receives CDBG and HOME funds which assist in housing, infrastructure and public service projects across the county. The Consolidated Plan is a critical document in not only recording data necessary to identify and develop projects, programs and policies that address greatest needs but also to ensure that these items can be implemented and sustained over a period of time.

Comprehensive CDBG and HUD Program Services (Pennsylvania, New Jersey, New York, Delaware and Virginia): Provided comprehensive CDBG planning, grant writing and program management services for municipalities and counties through several states in the eastern United States. This has included working with both entitlement and competitive CDBG grant recipients. This work has included development of 5-Year Consolidate and 1 Year Action Plans, development of applications, completion of Environmental Review Records (ERRs), compliance management, project identification and eligibility certification, IDIS management, public outreach, procurement and contractor education services and liaison work between clients and HUD. C

EDUCATION

BS, University of Arizona, 1997

AREAS OF EXPERTISE

- Land Use and Redevelopment Planning
- Comprehensive Planning
- Disaster Recovery Planning
- Community and Economic Development Planning
- Project Management
- Real Estate Development and Finance
- Site Planning and Urban Design
- Market and Feasibility Analysis

KEY TRAINING/ CERTIFICATIONS

Lead Safe Work Practices Certification

Integrated Disbursement of Information System (IDIS) training certificate

YEARS OF EXPERIENCE

16

**EXPERIENCE SUMMARY**

Ms. Kalindi Fitch assists clients in the administration of federal grant programs for disaster recovery and mitigation. Her extensive understanding of the grant administration process, eligibility requirements, regulations, and policies across many federal programs allows clients to maximize reimbursement. She provides oversight throughout the grant administration period and is familiar with application development, environmental review, project and process monitoring, and closeout and audit activities. Ms. Fitch has assisted clients in applying for funding from multiple federal grant programs such as the Federal Emergency Management Agency (FEMA) Public Assistance (PA) Grant Program, Hazard Mitigation Grant Program (HMGP), and the Community Development Block Grant Disaster Recovery (CDBG-DR) Programs.

RELEVANT EXPERIENCE**PA Program Manager (October 2016-Present)****Volusia County, Florida | FEMA - PA Consulting**

Following 2016 Hurricane Matthew, Volusia County activated Tetra Tech to provide post-disaster PA services following the declaration. As the program manager, Ms. Fitch is providing PA grant application and administration services and technical assistance to the County.

PA Project Manager (October 2016-Present)**City of South Daytona, Florida | FEMA - PA Consulting**

Following 2016 Hurricane Matthew, the City of South Daytona activated Tetra Tech to provide post-disaster PA services following the declaration. As the program manager, Ms. Fitch is providing PA grant application and administration services and technical assistance to the County. Tetra Tech has prepared, reconciled, and packaged the City's emergency and permanent work claims for submission to FEMA for reimbursement.

PA Project Manager (October 2016-Present)**Horry County, South Carolina | FEMA - PA Consulting**

Following 2016 Hurricane Matthew, Horry County activated Tetra Tech to provide post-disaster PA services following the declaration. Specifically, Tetra Tech has collected and reconciled the County's Category A, force account records and has prepared them for submission to FEMA for reimbursement.

Grant Management Specialist (January 2013–December 2014)**Terrebonne Parish, Louisiana | Community Development Block Grant Disaster Recovery, Buyout Program Management**

Our team provided Terrebonne Parish with professional services, including project management, environmental review, and environmental testing required to implement their CDBG-Disaster Recovery (DR) Buyout Program. On this project, Ms. Fitch served as a grant management specialist assisting with overall program management and HUD compliance.

EDUCATION

Rollins College,
Master of Business
Administration

Rollins College
Bachelor of Arts, Spanish

AREA OF EXPERTISE

- EOC Augmentation
- Damage Assessments
- Grant Application Development & Management
- Program Administration
- Data Collection
- Data Reconciliation
- Audits
- Policy Research

GRANT EXPERIENCE

- FEMA PA
- FEMA HMGP, FMA
- CDBG-DR
- FHWA-ER

TRAINING/CERTIFICATIONS

- FEMA IS 100.b
- FEMA IS 102.b
- FEMA IS 212
- FEMA IS 230.b
- FEMA IS 630
- FEMA IS 393.a
- Project Management Professional (PMP), 2017

YEARS OF EXPERIENCE

7 years

**EXPERIENCE SUMMARY**

Mr. Kunish is a Certified Emergency Manager with 19 years of experience and has worked on 47 disasters throughout his career. Currently he provides multiple communities with support to utilize U.S. Government grants to respond, recover and mitigate to natural and manmade disasters across the country. These programs include the management of applications and awarded funding to elevate and buy out residences, build back damaged infrastructure to be more disaster resilient, and work for reimbursement of local governments for response and recovery efforts. In addition to his disaster grant management and response work, Mr. Kunish has been a project manager on numerous disaster debris removal and debris removal monitoring projects and supports communities as they evaluate flooded properties to make substantial damage estimations under the National Flood Insurance Program.

RELEVANT EXPERIENCE

Technical Expert (March 2018–Ongoing). Commonwealth of Puerto Rico | Public Assistance Program Implementation. With the devastating damage following Hurricane Maria's impact to Puerto Rico, Mr. Kunish has been supporting Puerto Rico's Governor's Authorized Representative to implement FEMA's as the grantee for the Public Assistance program. His support included advising and implantation of a Section 428 Alternate Procedure that is required for all permanent work in Puerto Rico, setup of an island wide private property debris removal program, focused support for grant work for the Island of Vieques, and project formulation strategy for replacement of flood public housing projects. Mr. Kunish also administers over a hundred field inspectors and grant managers.

Project Manager (October 2015–Ongoing). Richland County, South Carolina | Post Flood Disaster Flood Assistance. Following the flood disaster that impacted Richland County in October 2015, Mr. Kunish supported the management of the county's claims development and administration. Mr. Kunish is currently providing programmatic and implementation support for the FEMA Public Assistance (PA) Grant Program, Hazard Mitigation Grant Program (HMGP), and the Community Development Block Grant Program.

Project Manager (June 2016–December 2016) and Principal-In-Charge (August 2017 – Ongoing). Fort Bend County, Texas | Substantial Damage Estimation and HMGP Application. In 2016, Fort Bend County experienced flooding of over 1,500 homes as a result of an historic rain event. Mr. Kunish supported the County's efforts to identify, inspect and issue notices for Substantial Damage Estimation (SDE) determination as required to maintain compliance with the National Flood Insurance Program. He also assisted with the County's application process to elevate or buyout 76 properties that were damaged during the flooding event. In 2017, Hurricane Harvey causes another historic flood where many homes that flooded in 2016 were also damaged where Mr. Kunish once again provided support to the County's SDE efforts.

Project Manager (December 2013–Ongoing). Galveston County, Texas | HMGP and SRL Assistance. Mr. Kunish assisted Galveston County with its HMGP and Severe Repetitive Loss (SRL) programs following Hurricanes Ike and Gustav, which devastated the county with storm surge. Mr. Kunish served as the project manager in the implementation of the SRL Program, where 121 houses were elevated to mitigate their risk to future flooding. Mr. Kunish also managed the closeout of 150 properties that were bought with funding under the HMGP.

Deputy Bureau Chief and various other positions (February 1998 – February 2011). State of Florida – Division of Emergency Management | Day to Day Emergency Management Operations. Prominent experience during his State of Florida tenure included; administration of the Florida Hazardous Materials Program, administration of the State's Mitigation Bureau that encompassed the hazard mitigation planning program, the State's Hazard Mitigation Plan, the Hazard Mitigation Grant Program and the Hazard Mitigation Assistance (formerly RL, SRL and PDM) Program. Mr. Kunish also worked with the State's growth management programs (including CDBG) to represent the emergency management perspective. This interaction help support Mr. Kunish's involvement in the production of Florida's Regional Evacuation Studies.

EDUCATION

University of Florida
Bachelor of Arts, Sociology,
Minor in Education

AREA OF EXPERTISE

- Project Management
- Disaster Response
- Disaster Recovery
- Hazard Mitigation
- Emergency Operations
- Hazardous Material Planning
- Duplication of Benefits Recovery

TRAINING/CERTIFICATIONS

- Certified Emergency Manager
- FEMA Professional Development Series
- OSHA 40-Hour Construction Safety
- O-400 Incident Commander
- ICS-100 through ICS-400 Incident Command System
- G-202 Debris Management
- G-137 Exercise Program Manager
- Homeland Security Exercise and Evaluation Program (HSEEP) Exercise Evaluation
- Construction Quality Management (CQM)

YEARS OF EXPERIENCE

19 years



Charles M. "Chuck" McLendon

Housing Program/Construction

Areas of Expertise

- Infrastructure Program Management
- Procurement (2CFR)
- Grant Management
- Residential Construction / Property Management
- Staff Augmentation

Education

Bachelor of Science, Business Marketing, Florida State University, 1991

Recent Disasters Worked

- DR 4337FL, Hurricane Irma
- DR-4283FL, Hurricane Matthew
- DR-4241SC, Severe Flooding
- DR-4138FL, Severe Flooding

Mr. McLendon has been providing consulting engineering services to federal, state, and local government clients for more than 26 years. He specializes in infrastructure program management for state and local clients, but also manages a Central Florida property management firm. Mr. McLendon has administered in excess of \$2 billion in federal disaster recovery funding.

Relevant Qualifications

- Principal in Charge for debris monitoring services to St. Johns County following Hurricanes Matthew and Irma
- Over 26 years of experience working with state and local government agencies on the finance, design, permitting, procurement, construction, and operations of major infrastructure projects.
- Strong understanding of Federal Register 2 CFR Part 200 ("the Super Circular")
- Chair of Florida Chapter of American Public Works Association Emergency Management Committee
- Investor / Operator of a Central Florida property management firm

Professional Experience

Florida Residential Real Estate Construction and Property Management (2000 – 2018)

Mr. McLendon owns and manages a portfolio of residential properties across Florida. He has designed and constructed numerous residential properties. He is routinely engaging with tenants, conducting property inspections, and procuring contractors for repairs.

Hurricanes Matthew (2016) and Irma (2017)

St. Johns County, Florida

Following Hurricanes Matthew and Irma in 2016 and 2017, Mr. McLendon provided senior oversight of debris monitoring operations on behalf of St. Johns County. As such, Mr. McLendon is highly familiar with St. Johns County's staff, neighborhoods, and infrastructure.

Severe Flooding (2017)

South Carolina Department of Emergency Management

Mr. McLendon was retained by the SCEMD to serve as a Senior FEMA PA Policy Advisor in support of project worksheet formulation for the October 2015 flooding event.

**EXPERIENCE SUMMARY**

Mr. Harley is an experienced cost estimator and construction project manager for fire, water damage, mitigation, construction, reconstruction and restoration projects. He has assisted with a number of residential and commercial property projects requiring inspections and cost estimation, and is well versed with the Xactimate software program. He is experienced in managing a team of staff at various sites and handling complex project budgets. During his tenure with Tetra Tech, he has been a part of the team responsible for designing and implementing the housing inspection and cost estimating program for housing rehabilitations, elevations and demolitions funded through CDBG-DR and FEMA HMGP programs. These residential properties were impacted by the 2015 Hurricane Joaquin disaster that impacted communities throughout South Carolina. Additionally, Mr. Harley has worked in the private sector performing the roles of logistics manager and construction superintendent for the U.S. Air Force.

RELEVANT EXPERIENCE**Cost Estimator/Inspector (July 2017 –Present)****Richland County, South Carolina**

Mr. Harley serves as cost estimator/inspector for the Single Family Homeowner Rehabilitation Program and Small Rental Rehabilitation Program. To date, he has walked and written estimates and scopes of repairs for 123 properties in Richland County. He is also overseeing the general contractors that were procured through the County and are completing the construction of these rehabs. His role is to complete inspections, provide feedback, and perform quality control for projects that started construction. By the end of the program (approximately Dec 2019), he will have been the cost estimator for 250 properties, and the inspector for 200 rehabs. Mr. Harley also completes Tier II field inspections for County properties. The information he gathers on site is sent to our environmental review team who review and compile environmental determinations for HUD.

Project Manager (January 2016 – July 2017)**Kenai Companies, Construction Division | Atlanta, GA**

Mr. Harley served as project manager for fire, water damage, mitigation, construction, reconstruction, restoration projects, involving single family, multi-family and commercial properties. Mr. Harley used Xactimate software and handled the project budgets. He was also responsible for scheduling subs and inspections.

Logistics Manager (April 2012 – May 2015)**Navmar Applied Sciences Corporation | Kandahar Air Field, Afghanistan**

Mr. Harley was the logistics manager/inventory control for the Navair 4.5x Special Surveillance Programs in Afghanistan. He managed all parts and equipment moving in and out of Afghanistan. He was responsible for inventory control, making sure all equipment was moved to and from all Navair sites within Afghanistan by convoy or airlift. He coordinated with the military, civilian cargo companies, and US customs to ensure all documentation is correct for Navair equipment. He managed a team of 30 personnel and 10 sites. He was also a UAV Technician and performed scheduled and unscheduled maintenance along with troubleshooting and systems checks on the Tigershark unmanned aerial vehicle systems.

YEARS OF EXPERIENCE

5 years

AREA OF EXPERTISE

- Xactimate
- Cost Estimating
- Housing Inspections
- Logistics

GRANT EXPERIENCE

- FEMA HMGP
- CDBG-DR

EDUCATION

Southern Wesleyan
University, Masters in
Science in Management,
2000

University of South Carolina,
Bachelors in Science in
Criminal Justice, 1996

Greenville Technical
College, Associate Degree in
Industrial Technology, 1991



LES WARNER

SR 207 Supportive Housing

ICF

EXPERIENCE OVERVIEW

Mr. Warner has more than 27 years of experience in housing and community service, including serving at the state level as the office chief for the Ohio Department of Development (ODOD). In this role, he oversaw implementation of the State of Ohio's annual allocation of over \$120 million of HUD funding, including CDBG, HOME Investment Partnerships Program (HOME), Emergency Solutions Grants Program, and Housing Opportunities for Persons with AIDS Program, along with the state's Affordable Housing Trust Fund. Programs included community development, affordable housing, disaster recovery, economic development, and homeless assistance. In his initial position, he served as the State of Ohio's Uniform Relocation Act (URA) specialist and designed a training program for grantees and a process for the early identification of potential URA compliance issues. Mr. Warner has continued to work with URA, including his ongoing work with a national developer of affordable housing. He continues to work with state and local clients on URA and serves as ICF's liaison with HUD's Office of Affordable Housing coordinating training and technical assistance.

Education

- B.A., History, Bowling Green State University, 1981
- 65 hours completed toward M.P.A., Ohio State University, 1985–1988

Certifications and Professional

Affiliations

- Certified HOME Program Specialist—Regulations 2005
- Certified HOME Program Specialist—Administration 2009
- Certified HOME Program Specialist—Rental Housing 2011
- National Development Council
- Economic Development Professional, July 1993
- Housing Development Finance Professional, September 1995

RELEVANT WORK EXPERIENCE

URA Technical Consultant, CDBG-DR Grant for Superstorm Sandy, New Jersey Housing and Mortgage Finance Agency and New Jersey Department of Community Affairs (DCA), May 2013–Present. ICF provides advisory services to help DCA implement its \$4.1 billion Superstorm Sandy CDBG-DR grant consisting of 20+ programs for CDBG and the Federal Emergency Management Agency Hazard Mitigation Grant Program. Mr. Warner provides expertise to assist with policy recommendations and training to ensure compliance with all applicable federal requirements including Uniform Relocation Assistance and Real Property Acquisition Act.

Assistance Office Chief/Office Chief, Home and CDBG Administration, ODOD, 2000–2007. Mr. Warner oversaw the implementation of the HUD Office of Community Planning and Development CDBG, CDBG-DR, and HOME funds. CDBG-DR activities included disaster recovery in local communities impacted by flooding. Projects included buyout programs along with elevation of existing structures and infrastructure/economic development investments.

Program Manager, Housing Program Management, ODOD, 1997–2000. While employed with ODOD, Mr. Warner managed funding and implementation of the state's Community Housing Improvement Program, an annual \$32 million competitive housing program. The program utilized a combination of HOME, CDBG, and state housing trust funds. Activities included housing rehabilitation, down payment assistance, rental rehabilitation, emergency repair, tenant-based rental assistance, infrastructure, and housing-related public service activities. A total of 121 local governments were eligible to receive funding for undertaking a range of activities based on a locally developed Community Housing Improvement Strategy. The program worked with communities to take a longer-term, comprehensive approach to addressing affordable housing and related public service and infrastructure needs.

MARCY THOMPSON

SR 207 Supportive Housing

Ms. Thompson oversees the Homelessness and Supportive Housing practice at ICF and has more than fourteen years of experience in the areas of housing and homelessness services and policy. Prior to coming to ICF in May 2017, Ms. Thompson served as a Senior Advisor on homelessness and special needs populations at the U.S. Department of Housing and Urban Development (HUD). During her tenure at HUD, Ms. Thompson led or otherwise informed the development and implementation of regulations, guidance, and policy coming out of the Office of Special Needs Assistance Programs (SNAPS), as well as all significant federal and national initiatives related to homelessness. Ms. Thompson also served as a staff lead on disaster response and recovery for SNAPS informing guidance to CoCs impacted by disaster as well as ensuring that overall community response efforts were always inclusive of persons experiencing homelessness both pre- and post-disaster. Ms. Thompson is considered a national expert on homelessness policy and is frequently sought out to present at conferences, participate in interagency working groups, and advise on national initiatives. Ms. Thompson led or otherwise informed the development of HUD regulation, guidance, and policy coming out of HUD's Office of Special Needs Assistance Programs.

Years of Experience

- 14-plus years of experience in the areas of housing and homelessness services and policy

Education

- Master of Social Work, University of Maryland, Baltimore, School of Social Work, 2005
 - BA, Social Work, University of Maryland, Baltimore County, 2002
-

Project Experience

HUD, Continuum of Care and HMIS Technical Assistance, 05/2017- Present

Homelessness and Supportive Housing Practice Lead. Ms. Thompson oversees ICF's Homelessness and Supportive Housing Practice, which provides technical assistance and consulting services to communities around the country to support their efforts to end homelessness. The majority of this work is done under cooperative agreements with HUD. ICF receives more than \$6 million annually from HUD's Office of Special Needs Assistance Programs to provide technical assistance to communities as well as support HUD with the development of policy guidance and tools. Currently, Ms. Thompson is leading work on behalf of HUD related to providing guidance to communities on diversion as well as newer concepts such as dynamic prioritization. Ms. Thompson is also part of an interfirm working group supporting HUD in the development and implementation of a new technical assistance initiative related to unsheltered homelessness. Ms. Thompson also supports ICF activities related to disaster response and recovery. As an example, Ms. Thompson provided expertise and guidance to the ICF team developing *Disaster Recovery Homelessness Toolkit*.

Coordinated Entry Evaluation, Montgomery County, OH, 11/2017 – Present

Officer in Charge. Ms. Thompson is currently leading a comprehensive evaluation of the Front Door Assessment process in Montgomery County, OH (their coordinated entry implementation). Ms. Thompson has planned, executed, and overseen all aspects of the of the evaluation which has sought to understand how the Front Door Assessment process is designed to operate, how it is actually being implemented, and how it is performing. This evaluation included targeted interviews with key stakeholders; focus groups with providers, front line staff, and consumers; site visits of all access points within the CoC; review of CoC- and agency-level policies and procedures; analysis of the CoCs homegrown assessment tool; and, a comprehensive data analysis examining HMIS data as well as all other publicly available data. The result of this evaluation is a detailed report providing all of ICF's findings and observations along with recommendations for improvements to increase the efficiency and efficacy of the system.

HUD, Office of the Deputy Assistant Secretary for Special Needs, 01/2015-05/2017

Senior Advisor to the Deputy Assistant Secretary for Special Needs. Ms. Thompson led or otherwise informed the development and implementation of all homelessness-related regulations, guidance, and policy coming out of the Office of Special Needs Assistance Programs.

**EXPERIENCE SUMMARY**

Mr. Duncan has 35 total years of experience in power and infrastructure. Mr. Duncan has experience in management, project management, government procurement, design, planning and scheduling, budget preparation and project selection/prioritization. In Tetra Tech's Jacksonville office since November 2011, Mr. Duncan is a Program Manager and is the supervising PE for civil design work. Mr. Duncan was the Director of the Public Works Department for the City of Jacksonville, Florida from June 2006 until September 2011. Mr. Duncan oversaw the second largest department in the City of Jacksonville, which had nearly 800 employees and included engineering and construction management, public buildings, real estate, right of way and grounds maintenance and solid waste. The department played a significant role in the voter-approved Better Jacksonville Plan, a \$2.25 billion comprehensive growth management strategy that provided road and infrastructure improvements, environmental preservation and targeted economic development and new and improved public facilities.

FEATURED EXPERIENCE

Civil PE; Tetra Tech, Inc.; U.S. Army Corps of Engineers; Corrective Actions at Landfill #13; Fort Benning, Georgia; 2016 – Present; \$75,000. Civil design for the production of plans in AutoCAD Civil 3D 2017 for repairs of damages to rock armored drainage flumes caused by erosion which has exposed underlying materials down to the cap liner. Designs/plans include initial, intermediate and final erosion and sediment controls, flume plans, profiles, cross-sections, details and specifications.

Civil PE; Tetra Tech, Inc.; U.S. Army Corps of Engineers; Demolition of McBride Elementary School; Fort Benning, Georgia; 2016 – Present; \$20,000. Civil design for the production of plans in AutoCAD Civil 3D 2017 for initial, intermediate and final erosion and sediment controls.

Civil PE; Tetra Tech, Inc.; Seefried Industrial Properties, Inc.; Amazon Fulfillment Center ; Jacksonville, Florida; January 2016 – Present; \$1,200,000. Development of an e-commerce 2.4 million square foot distribution fulfillment center located in Jacksonville, Florida. Mr. Duncan has supported the client development team in the evaluation and site selection process associated with this development, and provides local project support including the following disciplines and services: expediting services associated with permit issuance and local jurisdictional approval, civil engineering site design, development and permitting, local zoning and jurisdictional variance support services, utility coordination and commitment, civil engineering design services associated with the relocation and construction of several local, state, and federal roadways associated with the project, natural resource planning and management including endangered species studies, wetlands delineation and permitting, and environmental due diligence services.

Civil PE; Tetra Tech, Inc.; C.W. Ferrell Construction, Inc.; Pipe Rehabilitation and Drainage Improvements at Naval Outlying Landing Field Whitehouse; Jacksonville, Florida; 2015 – Present; \$ 80,000. Civil design for the in-situ rehabilitation of three storm sewer culverts under the runway at NOLF Whitehouse. Design includes regrading approximately 3,000 linear feet of existing ditches and addition/replacement of culvert end treatments.

EDUCATION

MS, Engineering Management,
1993, University of South Florida
BS, Civil Engineering, 1981,
Clemson University

AREA OF EXPERTISE

Project Management

**REGISTRATIONS/
AFFILIATIONS**

Professional Engineer, Florida,
Number 41890
Professional Engineer, Georgia
Number PE040151
Member, American Public Works
Association

TRAINING/CERTIFICATIONS

29 CFR 1910.120 OSHA 40-Hour
Hazardous Waste Operations and
Emergency Response Standard
(2012), with 8-hour Refreshers
(current)

OFFICE

Jacksonville, Florida

YEARS OF EXPERIENCE

35



Mr. Warner has been employed in the engineering field since 1989. He has worked from the ground level up as a CAD production specialist to his current position as a project manager. He has a broad range of design, permitting, and management experience in federal, state, and private civil engineering projects. His experience ranges several states but primarily in the state of Florida. His experience includes roadways (from local, rural sections to urban, sections); stormwater master drainage systems; commercial, industrial, military and residential developments; utility systems (water mains, force mains, gravity sanitary sewer systems, and reclaimed water mains); and numerous small site development plans.

EXPERIENCE

City of Cape Coral Southwest 6 & 7 Utility Expansion Program, Cape Coral, FL. Senior civil design support for the design, permitting and construction management of 65 miles of roadway reconstruction necessary to install eight to 12-inch gravity sewer, 6- to 16-inch potable water main, 6- to 30-inch reuse water main, and associated drainage infrastructure requiring upsizing or replacement and renewal.

Walton County Storm Event Stormwater Evaluation, Walton County, FL. Senior civil design support for the design, permitting requiring review of the project for constructability. The project involved hydrologic and hydraulic modeling of 13 identified problem areas within 7 individual basins. After the April 30th, 2015, extreme flooding event.

McQuage Bayou Stormwater Retrofit Improvements, Walton County, FL. Design review support for project including reviews for permitting and constructability of stormwater improvements to ameliorate nuisance flooding and property damage resulting from high frequency storm events.

Estero Boulevard Water Main Improvements Phases 2-4, Town of Fort Myers Beach, FL. Sr. Civil Engineer. Design and permitting for segments 2-4. As part of the Fort Myers Beach refresh program, the Town and Lee County are providing water, sewer, and streetscape improvements along Estero Boulevard. As a consultant for the Town for stormwater improvements, multiple joint outfalls were modeled, designed, and constructed to provide relief for runoff collected on Estero Boulevard. In total, more than 15 outfalls will provide a connection to Estero Bay to improve the nuisance flooding conditions within the County and Town right-of-way, increase water quality discharged into the Bay, and prevent tidal backflow into the streets.

Phase 2 Additional Joint Outfalls, Town of Fort Myers Beach, FL. Lead Civil Engineer. Design and construction administration services of four joint stormwater outfalls and water main on side streets.

Assess Infrastructure Damage throughout the County, Richland County, Columbia, SC. Supported the County Department of Public Works (DPW) to assess damage, prepare proposal request for local engineering support according to the procurement procedures of the County and prepare biddable documents for road repairs for projects that the county DPW was not able to complete in a reasonable timeframe. Intercompany support with Tetra Tech EMI.

Lake Hiawatha Preserve – Phase 1B, City of Clermont, FL. Project Manager for the design, permitting, construction administration for the Lake Hiawatha Preserve. The project included park amenities, restroom, pavilion, fishing dock, floating dock, walking trails and roundabout coordination

Education:

BS, Civil Engineering, University of Central Florida, 1999

AS, Drafting and Design, Valencia Community College, 1991

Registrations/Certifications:

Professional Engineer:
Florida, No. 61871, 2004

LEED® Accredited Professional
10304589, 2009

Georgia Soil and Water
Conservation Commission,
Level II Certified Design
Professional No. 0000068891

Years of Experience:

29

Years with Tetra Tech:

25



Mr. Vanderwalker's experience includes involvement in many diverse and challenging projects. He has gained experience in project execution through planning, design, permitting, construction, and certification. He has worked with private and public clients from the municipal to federal level. His technical expertise includes the preparation of contract documents including plans, specifications, and development of opinions of cost for numerous infrastructure projects including transportation and roadway improvement projects, water system improvement projects, and water reuse projects. He has experience in transportation geometric design, stormwater design, and railroad coordination and design. He also has experience in developing reports relevant to reclaimed water use and emergency response policy, along with aiding clients in obtaining grant funding. As a project manager, he has worked with clients to identify project needs and provide solutions that meet stakeholders' needs while meeting project budgets and time constraints.

Education:

BS, Civil Engineering, Arizona State University, 2007

Registrations/Certifications:

Professional Engineer, Florida, No. 74415, 2012

Years of Experience:

11

Years with Tetra Tech:

11

EXPERIENCE

McQuage Bayou Stormwater Retrofit Improvements, Walton County, Florida. Project Manager for the design, permitting, and construction administration of stormwater improvements to ameliorate nuisance flooding and property damage resulting from high frequency storm events. Project included swale construction, culvert crossings, and roadway paving. Stormwater modeling was performed to assess level of service performance of the improvements.

Hewett Bayou Stormwater Retrofit Improvements, Walton County, Florida. Project Manager for the design, permitting, and construction administration of stormwater improvements to ameliorate nuisance flooding and property damage resulting from high frequency storm events. Project included swale construction, culvert crossings, and roadway paving. Stormwater modeling was performed to assess level of service performance of the improvements.

Estero Boulevard Water Main Improvements Phases 2-4, Town of Fort Myers Beach, FL. Project Engineer. Design, permitting, and construction oversight for Segments 2-4. As part of the Fort Myers Beach reFRESH program, the Town of Fort Myers Beach (Town) and Lee County are providing water, sewer, and streetscape improvements along Estero Boulevard. As a consultant for the Town for stormwater improvements, multiple joint outfalls were modeled, designed, and constructed to provide relief for runoff collected on Estero Boulevard. In total, more than 15 outfalls will provide a connection to Estero Bay to improve the nuisance flooding conditions within the County and Town right-of-way, increase water quality discharged into the Bay, and prevent tidal backflow into the streets.

Doyle Road Reuse Watermain Construction Management Services, Deltona, FL. Resident Project Representative for a reuse watermain project involving the installation of six miles of 20-inch HDPE and PVC pipeline. Inspected drilling operations, HDPE fusing, maintenance of traffic, erosion and sediment control, and open cut installation.

Kelly Street Phase II Improvements, Destin, FL. Project Manager for the design of improvements for a local collector within the Destin City Multi-Modal District. Project involved the widening of an existing two-lane roadway to include bike lanes, sidewalks, drainage swales, and improvements to an existing 5-way intersection. Safety improvements to the 5-way intersection included a realignment of the existing roadway to improve sight distance as well as traffic calming measures. Role consisted of lead designer for roadway, grading, drainage, signing and striping, and utility adjustments. During the conceptual design stage, presented design options in City CRA Board meetings as well as public input meetings.

Areas of Expertise

- Construction Management
- Public Works/Infrastructure
- Grant Management
- Data Management
- Debris Management

Education

Associate of Arts, General
Studies, Pensacola State College

Disasters Worked

- DR 4337FL, Hurricane Irma
- DR 1551FL, Hurricane Ivan
- DR 1806FL, Hurricane Gustav
- BP Deepwater Horizon Oil Spill
- Escambia County Flooding Event, May 2014
- Escambia County Ice Storm, January 2014

Mr. Mooneyham has been a capital projects manager in various sectors for more than 12 years. He has significant experience in a variety of disciplines including commercial construction, residential construction, local government infrastructure, federal government construction, and emergency management and disaster response. He has completed millions of dollars of infrastructure projects including housing, road and bridge, storm water, and other large-scale capital projects.

Relevant Qualifications

- Served as Capital Project Manager for Escambia County, Florida where he was responsible for all phases of construction including procurement, design, permitting, construction management, operations, etc.
- Project Manager for construction firm focused on construction and maintenance projects at Federal facilities (DOD)
- Served as Project Manager for multiple Florida Counties during the Hurricane Irma DR-4337FL event

Professional Experience**Severe Flooding***Escambia County, Florida*

Following a FEMA declared flooding event in 2014, Matt took a lead role for the Escambia County Public Works Dept. in coordinating damaging assessment, emergency repair, and permanent repair activities for the County. This work included over 700 sites of damaged infrastructure. Mr. Mooneyham acted as a direct liaison to FEMA and FDOT District 3 to coordinate repair efforts and maximize eligible FEMA and FHWA funds.

Hurricane Irma (2017)*Polk County and Highlands County, Florida*

Following Hurricane Irma in September of 2017, Mr. Mooneyham provided project management services to both Highlands County and Polk County in Central Florida. He provided daily oversight of monitors and staff, offered guidance and expertise on FEMA guidelines, and acted as client relations contact for the County representatives. He was responsible for the daily operations, data management, documentation, QA/QC, and overall program efficiency, quality, and cost management.

Section 3: Company and Staff Qualifications

Florida Certificate of Good Standing

State of Florida

Department of State

I certify from the records of this office that TETRA TECH, INC. is a Delaware corporation authorized to transact business in the State of Florida, qualified on April 28, 1988.

The document number of this corporation is P19034.

I further certify that said corporation has paid all fees due this office through December 31, 2018, that its most recent annual report/uniform business report was filed on January 3, 2018, and that its status is active.

I further certify that said corporation has not filed a Certificate of Withdrawal.

*Given under my hand and the
Great Seal of the State of Florida
at Tallahassee, the Capital, this
the Fifth day of February, 2018*



Ken DeFries
Secretary of State

Tracking Number: CU1493210055

To authenticate this certificate, visit the following site, enter this number, and then follow the instructions displayed.

<https://services.sunbiz.org/Filings/CertificateOfStatus/CertificateAuthentication>

[Florida Department of State](#)

DIVISION OF CORPORATIONS

[Department of State](#) / [Division of Corporations](#) / [Search Records](#) / [Detail By Document Number](#) /**Detail by FEI/EIN Number**

Foreign Profit Corporation

TETRA TECH, INC.

Filing Information

Document Number P19034
FEI/EIN Number 95-4148514
Date Filed 04/28/1988
State DE
Status ACTIVE
Last Event CORPORATE MERGER
Event Date Filed 12/30/2003
Event Effective Date 01/02/2004

Principal Address

3475 E. FOOTHILL BLVD.
PASADENA, CA 91107

Changed: 07/14/2003

Mailing Address

3475 E. FOOTHILL BLVD.
PASADENA, CA 91107

Changed: 07/14/2003

Registered Agent Name & Address

CT CORPORATION SYSTEM
1200 S. PINE ISLAND ROAD
PLANTATION, FL 33324

Name Changed: 03/18/1992

Address Changed: 03/18/1992

Officer/Director Detail**Name & Address**

Title Senior Vice President, Chief Engineer and Corporate Risk Management Officer

BROWNLIE, WILLIAM R
3475 E. Foothill Blvd.
Pasadena, CA 91107

Title Senior Vice President, Corporate Administration

LEMMON, RICHARD A
3475 E. FOOTHILL BLVD.
PASADENA, CA 91107

Title VPFS

JENKINS, LAWRENCE E
201 E. PINE ST.
ORLANDO, FL 32801

Title Executive Vice President, CFO and Assistant Secretary

BURDICK, STEVEN M
3475 E. FOOTHILL BLVD.
PASADENA, CA 91107

Title Senior Vice President, General Counse and Secretary

SALIN, JANIS B
3475 E FOOTHILL BLVD.
PASADENA, CA 91107

Title Chairman of the Board, Chief Executive Officer and President

Batrack, Dan L.
3475 E. FOOTHILL BLVD.
PASADENA, CA 91107

Title Senior Vice President, Chief Information Officer

Christensen, Craig L
3475 E. FOOTHILL BLVD.
PASADENA, CA 91107

Title Executive Vice President, Operations and President of the Commercial/International Services Group

Shoemaker, Leslie L
3475 E. Foothill Blvd.
Pasadena, CA 91107

Title Senior Vice President of Human Resources and Leadership Development

McDonald, Kevin P
3475 E. FOOTHILL BLVD.
PASADENA, CA 91107

Title Senior Vice President, Corporate Controller

Carter, Brian N

3475 E. FOOTHILL BLVD.
PASADENA, CA 91107

Title Director

Smith, Albert E
3475 E. FOOTHILL BLVD.
PASADENA, CA 91107

Title Director

Lewis, J. Christopher
10900 Wilshire Blvd.
Suite 850
Los Angeles, CA 90024

Title Director

Haden, Patrick C
3475 E. FOOTHILL BLVD.
PASADENA, CA 91107

Title Director

Grant, Hugh M
3475 E. FOOTHILL BLVD.
PASADENA, CA 91107

Title Director

Thompson, J. Kenneth
1120 Huffman Rd.
Suite 24 PMB203
Anchorage, AK 99515

Title Director

Ritrievi, Kimberly E
1850 Brightwaters Blvd. NE
St. Petersburg, FL 33704

Title Director

Volpi, Kirsten M
c/o Colorado School of Mines, 1500 Illinois St.
Golden, CO 80401

Title SVP

BIAGI, JAMES Q, Jr.
4967 U.S. Hwy 42
Ste. 210
Louisville, KY 40222

Title Director

Maguire, Joanne M.
3475 E. FOOTHILL BLVD.
PASADENA, CA 91107

Title Senior Vice President and President of the Commercial Account Management Division

Amidon, Derek G
4750 W. 2100 South
Ste. 400
Salt Lake City, UT 84120

Title Senior Vice President of the Government Services Group and President of the United States Government Division

Argus, Roger R.
1230 Columbia Street
Suite 1000
San Diego, CA 92101

Title Senior Vice President and President of the Global Development Services Division

Auman, Jan K
159 Bank Street
Suite 300
Burlington, VT 05401

Title Senior Vice President and President of the United States Infrastructure Division

Rynning, Mark A
201 East Pine Street
Suite 1000
Orlando, FL 32801

Title Senior Vice President and President of the Canada and South America Division

Teufele, Bernard
14940 123 Avenue
Edmonton, AB T5V 1B4 CA

Annual Reports

Report Year	Filed Date
2017	01/05/2017
2017	11/21/2017
2018	01/03/2018

Document Images01/03/2018 -- ANNUAL REPORT[View image in PDF format](#)11/21/2017 -- AMENDED ANNUAL REPORT[View image in PDF format](#)01/05/2017 -- ANNUAL REPORT[View image in PDF format](#)

<u>01/12/2016 – ANNUAL REPORT</u>	View image in PDF format
<u>01/07/2015 – ANNUAL REPORT</u>	View image in PDF format
<u>04/24/2014 – AMENDED ANNUAL REPORT</u>	View image in PDF format
<u>01/10/2014 – ANNUAL REPORT</u>	View image in PDF format
<u>01/03/2013 – ANNUAL REPORT</u>	View image in PDF format
<u>02/09/2012 – ANNUAL REPORT</u>	View image in PDF format
<u>01/18/2012 – ANNUAL REPORT</u>	View image in PDF format
<u>02/15/2011 – ANNUAL REPORT</u>	View image in PDF format
<u>01/29/2011 – ANNUAL REPORT</u>	View image in PDF format
<u>01/28/2010 – ANNUAL REPORT</u>	View image in PDF format
<u>01/14/2009 – ANNUAL REPORT</u>	View image in PDF format
<u>02/15/2008 – ANNUAL REPORT</u>	View image in PDF format
<u>03/12/2007 – ANNUAL REPORT</u>	View image in PDF format
<u>02/08/2006 – ANNUAL REPORT</u>	View image in PDF format
<u>02/23/2005 – ANNUAL REPORT</u>	View image in PDF format
<u>01/31/2005 – ANNUAL REPORT</u>	View image in PDF format
<u>05/13/2004 – ANNUAL REPORT</u>	View image in PDF format
<u>05/05/2004 – ANNUAL REPORT</u>	View image in PDF format
<u>03/01/2004 – ANNUAL REPORT</u>	View image in PDF format
<u>12/30/2003 – Merger</u>	View image in PDF format
<u>07/14/2003 – ANNUAL REPORT</u>	View image in PDF format
<u>03/03/2002 – ANNUAL REPORT</u>	View image in PDF format
<u>05/15/2001 – ANNUAL REPORT</u>	View image in PDF format
<u>05/04/2000 – ANNUAL REPORT</u>	View image in PDF format
<u>04/07/1999 – ANNUAL REPORT</u>	View image in PDF format
<u>07/29/1998 – ANNUAL REPORT</u>	View image in PDF format
<u>04/09/1997 – ANNUAL REPORT</u>	View image in PDF format
<u>02/09/1996 – ANNUAL REPORT</u>	View image in PDF format
<u>04/14/1995 – ANNUAL REPORT</u>	View image in PDF format

Florida Department of State, Division of Corporations

Summary of Experience

Tetra Tech, Inc. (Tetra Tech), a worldwide provider of consulting, engineering, and technical services, is one of the leading firms in the nation in the field of disaster management and homeland security, with millions of dollars in revenue coming from contracts in such diverse areas as infrastructure hardening and protection; disaster recovery; emergency management, planning, and preparedness; community resilience; and grant management. Our experience providing disaster response and recovery services dates back over 25 years.

Firm Name: Tetra Tech, Inc.

Form of Business: Corporation

State of Incorporation: Delaware

Years in Business: 52

The Tetra Tech team has provided FEMA Public Assistance (PA), Individual Assistance, Hazard Mitigation Grant Program (HMGP), HUD's Community Development Block Grant – Disaster Recovery Grants support to hundreds of communities and several states across the nation. Understanding the program eligibility requirements is critical to successfully leverage public funds. We work with jurisdictions to complete project worksheets and identify, evaluate, and prioritize recovery projects, ensuring eligibility with various public funding programs whenever possible. Tetra Tech's comprehensive public funding recovery services provide our clients with the necessary expertise and capacity to maximize the amount of available funding to successfully implement their disaster recovery efforts quickly and cost effectively and to achieve genuine community resilience.

Tetra Tech's recovery services are genuinely comprehensive in that our team has the experience and vision to provide not just traditional post-disaster funding management support but proven experiencing identifying, securing, and coordinating the use of non-disaster related funding programs to support rapid recovery efforts. Our team has worked with dozens of communities across the nation to ensure that recovery planning efforts are launched and implemented with long-term sustainability, risk reduction and elimination, and community economic and safety resiliency in mind. Recent examples include recovery support to communities in Texas following Hurricane Harvey and the 2015/2016 floods, communities across 4 states in response to Hurricane Matthew and active leadership roles in new innovative community recovery programs jointly developed by FEMA and state governments following the devastation of Hurricane Sandy.

Our team has administered approximately \$6B in disaster related grants and have been activated for 58 disasters over the last 10 years. Due to our experience responding to most major natural disasters occurring in the United States in the last dozen years, Tetra Tech offers broad and deep experience with strategic planning, coordination of recovery efforts, and technical assistance.

As described in Section 3 of this proposal, **Tetra Tech is being joined in this submittal by ICF and Joan K. McLendon, CPA, PLC (JKM), hereinafter referred to as the Tetra Tech Team.** ICF is a multidisciplinary, publicly traded, large business specializing in disaster recovery, housing, policy, PSH development and management, financial controls and data management, procurement, energy, environmental reviews, communications and outreach, transportation, training, workforce development, and building back for resilience (energy, environmental, and economic). JKM provides accounting, grant management, and program management related services within the fields of public infrastructure, disaster recovery, and solid and hazardous waste management.

Environmental Review Experience

Tetra Tech has extensive experience working with the U.S. Department of Housing and Urban Development (HUD) environmental procedures. Tetra Tech has been providing Responsible Entities with HUD environmental review services. These Responsible Entities have included the Louisiana Office of Community Development Disaster Recovery Unit, New York Governor's Office of Storm Recovery and New York State Homes and

Community Renewal, New Jersey Department of Environmental Protection, Richland County, South Carolina, and San Francisco Mayor's Office of Housing and Community Development.

As the nation's #1 provider of environmental services across the United States for the last decade (as independently measured by Engineering News-Record Reports), Tetra Tech has developed and successfully implemented a unique set of technology-based solutions and processes to streamline the HUD CDBG-DR environmental review process (the Tetra Tech Environmental Compliance Service Suite [TTES]). These processes and technology solutions have shaved years off the timeframe for performing tiered environmental reviews and have been named Best Management Practices (BMP) by HUD's CPD staff for their use administering the Restore Louisiana (ReLa) CDBG-DR funds in 2017-18. The results have been nothing other than breathtaking:

Tetra Tech's Environmental processes have been named a Best Management Practice by HUD's CBD staff for their use administering the Restore Louisiana CDBG-DR funds in 2017-18 with over 40,000 Tier 2's completed in less than 12-months and over 2,000 Tier 2's completed at a weekly rate at the program peak.

- Over 40,000 Tier 2's completed in less than 12-months
- Over 2,000 Tier 2's completed at a weekly rate at the program peak.

And just as important, these environmental reviews were performed at a fraction of the cost of the Tier 2 reviews performed by contractors after Hurricane Ike – on average 50-60% less costly.

Tetra Tech specializes in the preparation of environmental and historic preservation reviews in support of disaster recovery and hazard mitigation programs. This work is conducted under the National Environmental Policy Act (NEPA) regulations of the US Department of Housing and Urban Development (HUD, 24 CFR Part 58) and the Federal Emergency Management Agency (FEMA, 44 CFR Part 10). In support of Superstorm Sandy disaster recovery programs, Tetra Tech has been assigned over 4,600 Tier II environmental review records, 89 Environmental Assessments, and 44 Categorical Exclusions under HUD's environmental regulations. For the Restore Louisiana program, Tetra Tech has been assigned over 23,000 Tier II environmental review records. These projects include site inspections, desktop analysis, historic preservation reviews, and other required consultation and compliance activities. For FEMA, we prepared a categorical exclusion for an Oahu rockfall mitigation project and developed a cultural resources technical report, a report on the findings under Section 106 of the National Historic Preservation Act, and a similar report of the Section 7 findings under the Endangered Species Act. Additional FEMA work includes environmental and historic preservation reviews for over 20 hazard mitigation projects throughout the state of California.

Tetra Tech's experience preparing HUD National Environmental Policy Act (NEPA) documents and Environmental Review Records (ERR) demonstrates our experience and working knowledge of the HUD NEPA regulations (under Code of Federal Regulations [CFR], Title 24, Part 58). Tetra Tech's HUD environmental review documents have addressed disaster recovery programs and similar projects, infrastructure, economic development, and housing programs for municipalities and other governmental entities.

Tetra Tech has also conducted hundreds of lead-based paint inspections under several state and government programs. Recently, Tetra Tech was named a teaming partner on the Restore Louisiana Homeowner Assistance Program. In just a one month, Tetra Tech conducted and produced lead-based paint risk assessment reports for over 500 impacted properties.

Program Development and Management of Affordable Housing Programs Experience

Tetra Tech customizes community-sensitive approaches that respect the indigenous natural, demographic, and cultural environments in ways that leverage and partner existing and potential new resources. Our strength is in marshalling creative, sensible solutions that address housing, infrastructure, water, energy, emergency preparedness/response/recovery, and other community needs in inclusive, transparent, and engaging forums. In short, we assist communities of every geographic and demographic type. For nearly half a century, Tetra Tech has repeatedly demonstrated its ability to produce workable solutions for some of the nation's most complex problems, ranging from disaster management to infrastructure development and community revitalization.

Collectively, the Tetra Tech Team has over 15 years of affordable housing program experience and has supported the following projects:

- Cordell Permanent Supportive Housing Project in Bethesda, MD: Secured \$8.8 million in permanent financing for this 40-unit Single Room Occupancy project for singles exiting homelessness, from a range of state and county government sources, and helped the nonprofit owner – Montgomery County Coalition for the Homeless – to manage the overall development process.
- Dale Drive Permanent Supportive Housing Project in Silver Spring, MD: Secured \$2.2 million in permanent financing for this 10-unit permanent supportive housing project, from a range of state and county government sources, as consultant to county government, which is owner of project.
- Seneca Heights in Gaithersburg MD: Served as team leader of this supportive housing project developed by county government in Montgomery County MD. Project involved conversion of former motel into 40 permanent supportive housing units for single adults, and 17 transitional housing units for families. Project included over \$8 million in county, state, Section 8, and McKinney funding.
- Mid-Shore Mental Health Systems, Inc.: Developed 10 units of permanent, rental housing for mentally ill clients who are ready to live more independently, as joint venture between a non-profit housing provider and a non-profit mental health services provider.
- McKinney Transitional and Supportive Housing Programs for the Homeless: Obtained \$3.5 million for agencies and nonprofits in Montgomery County, MD, in housing and supportive services.
- Bethlehem Haven (Pittsburgh, Pennsylvania): Conducted a review of federal policy and made strategic recommendations for a transitional housing program considering programmatic redesign to Permanent Supportive Housing and accompanying renovation of their existing transitional facility.
- DC Department of Housing and Community Development: Redesigned multifamily underwriting scoring system to prioritize Permanent Supportive Housing. Educated underwriting staff on the evaluation of permanent supportive housing programs
- Montgomery County Coalition for the Homeless: Managed the development of Cordell Permanent Supportive Housing in Bethesda, MD, the conversion of an office building into 40 Single Room Occupancy units for individuals exiting homelessness. Responsibilities included managing the development team, preparing development and operating budgets, obtaining construction and permanent financing, advising on physical and programmatic design, and managing the construction draw process.

Housing Program Experience

Tetra Tech is currently providing comprehensive disaster recovery services to **Richland County, South Carolina** in response to the historic 1,000-year flood disaster of 2015. Tetra Tech has provided services to oversee and manage the implementation of the CDBG-DR action plan to include single family home repairs, mobile home replacements, small rental rehabilitation, public infrastructure project support, and HMGP buyout local match for

residential and non-residential buyouts of 79 properties. **The Richland County project is very similar in terms of size and scope to the St. Johns County project. We encourage St. Johns County to contact Richland County to inquire of our services.**

Following Hurricane Ike, **Galveston County, Texas** engaged our team to assist with its overall recovery process. This included consulting services for the FEMA Public Assistance (PA) program and evaluating the feasibility of submitting an application for the buyout of substantially damaged or destroyed structures and the elevation of less damaged structures under the FEMA Hazard Mitigation Grant Program (HMGP). Our team began collecting applications from property owners and compiling an HMGP application for the buyout of up to 1,000 properties and the elevation of 12 others through two HMGP funded projects totaling over \$136 million, which our team secured and implemented. The buyout program, with a \$102 million federal share, **is the largest single grant of its type in FEMA Region 6 history** and resulted in over 200 acres of coastal green space on the delicate Bolivar Peninsula. Due to the success of the buyout, Galveston County then engaged the Tetra Tech team to apply for an HMA elevation grant. Our team secured a FEMA SRL (now FMA) grant to elevate up to 225 homes flood-prone homes throughout County, resulting in a \$36 million SRL grant award, **the largest SRL grant in the history of the program.**



Following Hurricane Katrina, our team developed a compliant and efficient demolition process for the **City of New Orleans**. This included surveying and inspecting over 5,000 properties, many of which were not condemned for demolition and placed in the Chapter 28 program. Our team then managed over 2,000 demolitions, including residential, commercial, and selective salvage properties. The project team verified and documented legal authority to demolish properties, managed environmental and utilities disconnect due diligence, managed the contracting of the debris removal contractor, managed all legal and reimbursement-related paperwork to support reimbursement, and provided field monitoring as required to meet FEMA guidelines. **In total, our team assisted the City of New Orleans with documentation and applications necessary to recover nearly \$40 million in FEMA PA reimbursement.**

Following the historic Nor'easter of 2009, our team was contracted by the **City of Virginia Beach** to evaluate over 30 properties for elevation under the SRL program. The team conducted public outreach workshops, direct mailings, and phone outreach to inform and educate homeowners. In addition, the team was able to reevaluate several repetitive loss (RL) properties and have them reclassified as SRL properties. The resulting SRL grant funded the elevation of nine homes in the City which the Tetra Tech team managed from application through design and construction to closeout. As a result of this successful project, the City engaged the Tetra Tech team to secure an FMA grant for the elevation of an additional seven homes.

Additionally, our team was contracted by **Gwinnett County, Georgia** to do an initial evaluation and feasibility assessment of 19 properties in order to determine the viability of acquiring properties for demolition with HMGP funding. After this evaluation and feasibility assessment, 11 properties were identified to be included on an application for HMGP. Our team assisted Gwinnett County with application, administration, and program management for the 11 properties. At the conclusion of this grant, these properties were converted to open space, allowing the current homeowners to acquire residence in less vulnerable areas, ultimately creating a more disaster-resistant community.

The Tetra Tech Team is accustomed to providing step-by-step assistance to clients throughout the FEMA reimbursement process.



Ability & Capacity to Perform

Clients count on us to respond in their time of need, and we deliver. As a United States Army Corps of Engineers (USACE) contractor for large-scale debris removal missions and a firm with multiple statewide contracts, Tetra Tech prepares and responds to multiple contractual obligations routinely by planning, implementing, and updating a concept of operations (CONOPS) plan. The Tetra Tech CONOPS provides the project team with established common processes for managing resources, timelines, schedules, problem resolution, and tasks.

Our internal structure mirrors the Incident Command System (ICS) structure, which allows the project team to scale as needed, coordinate responses, and adapt to match the needs and complexities of our response. Some positions within the Tetra Tech organization structure are responsible for field level responsibilities and some are an overarching support function for the project's needs.

We prepare our team and assess our resource reserves regularly by conducting firm-wide exercises. The firm-wide exercises test our readiness while also identifying areas for improvement. Topics that are continually addressed and refined are managing logistical deployment resources, recruiting, automated debris management system (ADMS) implementation, and changes necessary to comply with current Federal guidance.

Our team has successfully deployed large-scale mobilizations of hundreds of staff and thousands of dollars' worth of equipment to multiple clients in a matter of days and on very short notice. For example, our team activated on behalf of **38 cities and counties in response to Hurricane Harvey, while simultaneously providing services to over 75 additional clients in Florida, Puerto Rico, and the Virgin Islands.** We provided more than 6,000 emergency response personnel immediately after Hurricanes Harvey, Irma, and Maria to assist with response and recovery. As demonstrated during the very active 2017 hurricane season, Tetra Tech has the capacity to perform the work in relation to other current, ongoing, and future engagements and is prepared to start work upon notice to proceed from the County.

Our Disasters and Simultaneous Contracts

- Hurricane Irma: 58
- Hurricane Harvey: 37
- Hurricane Matthew: 35
- Winter Storm Pax: 7
- Superstorm Sandy: 13
- Hurricane Isaac: 5
- Winter Storm Alfred: 19
- Hurricane Irene: 22
- Hurricane Ike: 80

Similar Project Experience

The project profiles on the following pages demonstrate our extensive experience with services similar to the County's proposed project. Tetra Tech understands the importance of our interactions with FEMA, HUD, Florida Department of Economic Opportunity (DEO), and the Florida Department of Environmental Protection as well as the public, County contractors, community stakeholders and engineering firms will affect the overall success of this project. Each project profile demonstrates our ability to manage multi-faceted, complex engagements on behalf of local and state government clients within federal and state guidelines throughout the performance period.

Tetra Tech is proud of the long-term relationships we have developed with our clients and encourages the County to contact each of our references to obtain comments on the quality of our services.

Section 4: Related Experience

Project Profiles

**KEY FEATURES**

- FEMA PA Reimbursement Services (\$4 million grant)
- HUD CDBG-DR Action Plan Development (\$30.75 million grant)
- HUD CDBG-DR Implementation and Staff Augmentation Services
- FEMA HMGP 404 Grant Application Services (11 applications - \$14.7 million grant)
- Long Term Recovery Planning and Workshop Facilitation
- Disaster Grant Funding Strategy Development
- Flood Mitigation Alternative Assessment
- Road Repair Procurement Package Development
- Well Testing and Disinfection Project Management
- Consulting Services to the County Recovery Manager
- Debris Monitoring

PROJECT DESCRIPTION

Tetra Tech was selected by Richland County under an emergency contract to provide comprehensive disaster recovery services in response to the 1,000 year flood disaster of October 1-5, 2015, which caused extensive damage throughout Richland County and surrounding communities.

Tetra Tech assisted the County immediately after the flood to perform a comprehensive needs assessment of the County followed by a strategic analysis of available grant funds to support the County's recovery efforts. A direct allocation of \$23.5 million in HUD CDBG-DR grant funds was subsequently awarded to the County followed up a year later with supplemental grant funds of an additional \$7.25 million in HUD CDBG-DR grant funds. Tetra Tech assisted the County with preparation of an Action Plan that was approved by HUD in 5 working days. Tetra Tech is now providing comprehensive grant implementation services including outreach, case management, and management of permanent home repairs, mobile home replacements, and economic development projects.

The full list of services provided by Tetra Tech to the County included the following:

1. **FEMA Public Assistance (PA) Reimbursement Support:** Tetra Tech assisted the County, City of Forest Acres, and County School Districts in preparation of their documentation for FEMA reimbursement.
2. **Preparation of Road Repair Procurement Packages:** Tetra Tech assisted the County's Department of Public Works prepare quantities and cost estimates to repair over 270 roads and bridges Countywide.

CLIENT

Richland County

LOCATION

South Carolina

DURATION

October 2015 – Ongoing

COST

\$7.1 million

REFERENCES

Tracy Hegler, Director of
Planning and Development
Services
2020 Hampton Street, 1st Floor
Columbia, SC 29204
Phone: (803) 576-2168
heglert@rcgov.us

3. **Management of Countywide Well Testing and Disinfection Program:** Tetra Tech provided overarching management of a comprehensive well testing and disinfection program.
4. **Performance of Outstanding Need Assessment:** Tetra Tech completed a needs assessment study to identify any outstanding post-disaster unmet needs of the citizens of Richland County.
5. **Disaster Debris Monitoring:** Tetra Tech monitored the County disaster debris drop-off locations and SCDOT debris collection vehicles removing debris from County public rights of way to ensure the County was properly charged for the SCDOT services provided.
6. **FEMA, NRCS and State Meetings:** Tetra Tech participated in meetings with FEMA and the State including the Applicant Briefing, FEMA Kick-Off Meeting and FEMA Advanced Evaluation Team to identify the long term recovery needs of the County and funding sources available to Richland County to fund the County's long term recovery needs.
7. **Long Term Recovery Funding and Strategy Development:** Tetra Tech has assisted the County in identifying long term disaster funding sources to assist fund the County's recovery efforts and develop a strategy to help maximize the amount of funds the County could realize through a comprehensive recovery strategic plan.
8. **County Council Long Term Recovery Workshop Facilitation:** Tetra Tech has worked with the County to facilitate a County Council workshop to brief the Council on the status of the recovery effort and long term recovery path forward.
9. **Consulting Services to the County Recovery Manager:** Tetra Tech provide to the County a full-time staff member to act as the Assistant Local Disaster Recovery Manager. His role was to advise and mentor the County Recovery Manager, to help the region's VOADs establish a Long Term Recovery Group, and to assist in coordinating all County recovery efforts with other local and State jurisdictions and agencies.
10. **Community Development Block Grant – Disaster Recovery Services:** Tetra Tech has assisted the County in first winning a direct CDBG-DR allocation from HUD and then facilitating the process for the County to develop the implementation plan and action plan for their CDBG-DR program. Tetra Tech subsequently helped the County submit substantial and minor amendments to the action plan for their CDBG-DR program.
11. **Community Development Block Grant – Disaster Recovery Implementation:** Tetra Tech has provided services to oversee and manage the implementation of the CDBG-DR action plan to include single family home repairs, mobile home replacements, small rental rehabilitation, public infrastructure project support, and HMGP buyout local match for residential and non-residential buyouts of 79 properties.

These services included extensive support to Housing, Infrastructure and Economic Development Programs. Tetra Tech staff members worked full-time at the County to implement the CDBG-DR case management and construction oversight as well CDBG-DR program management. Case managers worked directly with residents of the County to compile their applications for the housing programs. Tetra Tech cost estimators/inspectors completed all Housing Program scope of repairs and cost estimates using Xactimate software. Throughout the rehabilitation of the homes, cost estimators/inspectors provided construction supervision and all necessary inspections for both HUD and local building code compliance.
12. **FEMA HMGP Grant Application Services:** Tetra Tech has provided services to the County to develop the County's HMGP full-applications to the State and to FEMA.
13. **FEMA HMGP Grant Application Services:** Tetra Tech is providing services to the County to implement the County's HMGP Programs including all aspects of grant and property owner management, as well as demolition monitoring, HMGP grant compliance and closeout.

**KEY FEATURES**

- CDBG-DR Implementation
- Buyout, Acquisition & Demolition Projects
- Action Plan Assistance
- Section 106 Environmental Review Assistance

PROJECT DESCRIPTION

Tetra Tech was selected by Lexington County to provide planning and implementation services for the Community Development Block Grant Disaster Recovery (CDBG-DR) Buyout Program. This program is related to the 1,000 year flood disaster of October 1-5, 2015, which caused extensive damage throughout Lexington County and surrounding communities. Lexington County anticipates funding a 65-property buyout/demolition program with the use of CDBG-DR funds. Tetra Tech has been tasked with providing Lexington County with pre-implementation planning, program management, and post-implementation grant closeout.

To date, Tetra Tech has developed a process for appealing the sale price for buyout projects, buyout and demolition policies and procedures, and project checklists. Tetra Tech also assisted Lexington County staff with writing the Action Plan and provided qualified historic preservation staff to allow Lexington County to sign the HUD Addendum to the South Carolina Programmatic Agreement for Section 106 compliance.

Upon implementation, Tetra Tech will provide the following services:

- Site Eligibility Review for Buyout and Acquisition Properties
- Property Specific Preparation Activities
- Determine Relocation Assistance
- Prepare Buyout Offers
- Assist County with Property Closings
- Provide Relocation Assistance to Eligible Property Owners
- Demolition Coordination of Buyout and Acquisition Properties
- Project Closeout

CLIENT

Lexington County

LOCATION

South Carolina

DURATION

September 2016 – Ongoing

COST

Grant: \$16.3 Million

Contract: \$729,500

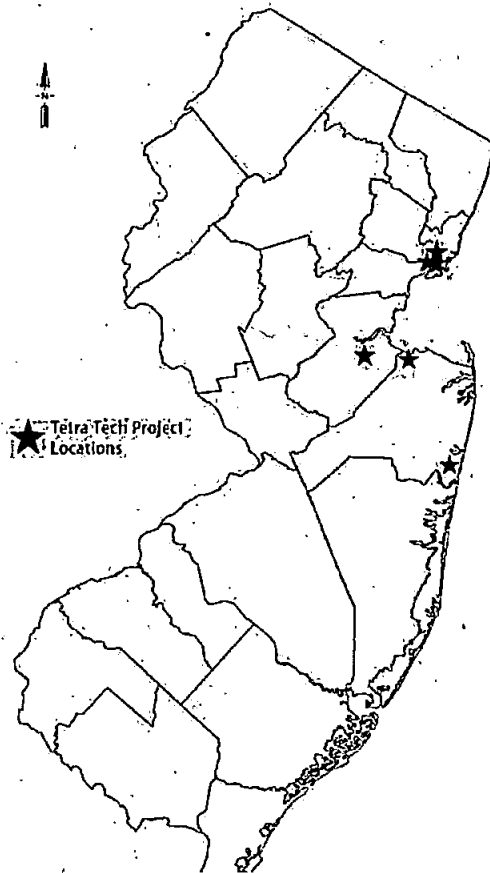
REFERENCE

Charles Garren
Community Development Director
Lexington County
212 South Lake Drive
Lexington, SC 29072
Phone: (803) 785-8121
Cell: (803) 543-2862
Email: Cgarren@lex-co.com



TETRA TECH

New Jersey Environmental Infrastructure Trust – Integrity Monitoring Services



CLIENT

New Jersey Environmental Infrastructure Trust

LOCATION

New Jersey

DURATION

2013 - Ongoing

COST

\$1M

REFERENCES

George Rolon
Project Manager
New Jersey Environmental Infrastructure Trust
3131 Princeton Pike
Building 4 Suite 216
Lawrenceville, NJ 08648
T: 609-219-8600

And

Steven M. Betz
Division of Water Quality-
Municipal Finance and
Construction
steven.betz@dep.state.nj.us
(609)-633-1170

401 East State Street
Mail Code: 401-03D
Trenton, New Jersey 08625

KEY SERVICES

- Technical and engineering oversight and monitoring
- Construction Management
- Program Management
- Communications and Outreach
- Regulatory Compliance

PROJECT DESCRIPTION

Integrity monitoring services for multiple wastewater rebuild projects in the State of NJ related to Hurricane Sandy rebuilding efforts. Following services are being provided:

- Assist NJEIT with the processing and review of projects including technical and engineering oversight and monitoring assistance.
- Coordinate with multiple parties including NJEIT, NJDEP, the utilities, construction contractors, and utilities' engineers.
- Establish the list of permits required for each construction project. Verify permits are procured prior to breaking ground.

- Verify that State of NJ contracting requirements are met, and provide input to each of the utilities to help them meet NJ contracting requirements.
- Assist NJDEP project milestones related to Authorization to Advertise and Authorization to Award.
- Perform Request For Reimbursement reviews and assist NJEIT with the disbursement of funds.
- Establish costs pre-determined to be eligible for FEMA funding and ensure that FEMA disbursed funds have been utilized for items listed in the FEMA Project Worksheets.
- Prevent, detect, and remediate waste, fraud, and abuse so that only eligible projects proceed to construction.
- Ensuring compliance with regulations and FEMA de-obligation is minimized.

Tetra Tech is monitoring the construction activities on behalf of NJEIT and providing the above services at a number utilities including:

1. South Monmouth Regional Sewerage Authority – \$3M construction cost
2. Bayshore Regional Sewerage Authority – \$40 M construction cost.
3. Kearny Municipal Utilities Authority – \$3M construction cost
4. Middlesex County Utilities Authority – \$10M construction cost
5. Passaic Valley Sewerage Commission - \$100M+



TETRA TECH

CDBG-DR Environmental Reviews and Lead Inspection and Testing



KEY FEATURES

- Completed over 10,600 Tier 2 Environmental Reviews in 60 days
- Averaged >1,000 Tier 2 ERRs completed per week
- Used proprietary software system to streamline Tier 2 process
- Reduced average cost per Tier 2 by over 50% from most recent statewide CDBG-DR program
- Performing over 5,000 residential lead risk assessment and clearance inspections and lab testing
- Work was performed in 51 parishes statewide
- Work included field site assessments, Section 106 reviews, and development of standardized Tier 2 ERRs

PROJECT DESCRIPTION

Tetra Tech has been selected as the lead environmental services firm to assist the State of Louisiana (as a subcontractor to IEM) with rehab of over 36,000 residential properties located in 51 parishes that were flooded as a result of the historic 2016 floods. The work is being funded from a \$1.6 billion U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant-Disaster Recovery (CDBG-DR) grant.

Tetra Tech is the lead environmental services firm performing the project's Tier 2 environmental and Section 106 reviews. Tetra Tech developed an innovative, streamlined process to completing the Tier 2 environmental reviews that allowed the State to realize a 50%+ savings in cost per Tier 2 review compared to previous state CDBG-DR housing rehab projects. During the first 60 days of the project, Tetra Tech completed an unprecedented 10,600 Tier 2 reviews. To date, Tetra Tech has completed over 23,200 Tier 2 environmental reviews.

Tetra Tech is also leading the lead risk assessment inspections, clearance inspections, and lab testing for all homes built prior to 1978. It is estimated that Tetra Tech will perform between 5,000 to 10,000 risk assessment inspections and clearance inspections as part of the project. Tetra Tech has over 20 full-time accredited staff performing lead inspections and testing as part of the Restore Louisiana (ReLa) project.

CLIENT

State of Louisiana
Office of Community Development
(Subcontractor to IEM)

LOCATION

Louisiana (51 Parishes)

DURATION

May 2017–Ongoing

COST

\$20 million

REFERENCES

John Mabry, Vice President
8710 Jefferson Highway
Baton Rouge, LA 70809
(225) 952-8191
(601) 953-4562 – cell
Jon.mabry@iem.com

Lauren Bahlinger, Environmental
Lead
(225) 776-4283
Lauren.bahlinger@iem.com



TETRA TECH

New York Rising Community Redevelopment Plans NY Housing Trust Fund Corporation



KEY FEATURES

Preparation of comprehensive reconstruction and redevelopment plans for eleven communities impacted by Hurricane Irene and Tropical Storm Lee.

Locations: Village of Margaretville, Delaware County, NY; Towns of Shandaken and Hardenburgh, Ulster County, NY; Village of Washingtonville, Town of Blooming Grove, City of Middletown, Town of Walkill, Orange County, NY; Town of Chenango, Broome County, NY; Town of Windham, Greene County, NY; Towns of Fulton and Blenheim, Schoharie County, NY.

PROJECT DESCRIPTION

Tetra Tech was awarded a contract by the New York State Housing Trust Fund Corporation (HSTF) to support the New York Rising Community Reconstruction Program (NYSCR). Tetra Tech is preparing a comprehensive reconstruction and redevelopment plan for three communities impacted by Hurricane Irene and Tropical Storm Lee. Tetra Tech performed community outreach, strategic visioning, risk assessment, housing and community needs assessments, and critical infrastructure analysis in support of an overarching economic redevelopment plan for each community. This multi-faceted approach incorporated hydraulic analysis of vulnerable areas to determine the feasibility of projects that will reduce the vulnerability of the community designated critical and significant facilities to increase the resilience against future disasters. In addition through a facilitated risk analysis as well as economic and housing market analyses, Tetra Tech worked with the communities to develop ways to implement additional strategies for economic revitalization, human services, housing, infrastructure, natural and cultural resources therefore increasing the community's capacity to implement changes. The strategies and projects address a broad range of flood mitigation projects as well as provide opportunities to stimulate economic

CLIENT

NY State Housing Trust
Fund Corporation

LOCATION

New York State

DURATION

August 2013 to 2015

COST

\$3.2M

REFERENCE

William C. Harding,
Executive Director
New York State Department
of State
2 John Walsh Boulevard -
Suite 206, Peekskill, New
York 10566
Phone: 914-734-1347 |
Fax: 914-734-1763
william.harding@dps.ny.gov

development and vibrancy. This plan provides a roadmap for the communities to rebuild better in the wake of the devastation created by the recent disasters.

During the planning process, Tetra Tech employed a wide array public outreach from providing outreach booths at the local community festivals, on local cable and radio media outlets, employment of surveys to gather public and agency input, to support of a student-produced video highlighting challenges faced by a rural community in the wake of more frequent flooding disasters. In addition, Tetra Tech used a unique state-of-the-art on-line community mapping portal to facilitate data input from the communities and to capture locations, historical damages, road closures, and community values of life-safety and economic critical facilities and systems.

These plans effectively address the technical issues and challenges facing the flood vulnerabilities of each community's housing and infrastructure in light of the need for increased economic vitality, to result in plans for more resilient communities. The NYRCR program was established by Governor Andrew M. Cuomo to provide additional rebuilding and revitalization assistance to communities damaged by Hurricane Sandy, Irene, and Tropical Storm Lee. This program empowers communities to prepare locally-driven recovery plans to identify innovative reconstruction projects and other needed actions to allow each community not only to survive, but also to thrive in an era when natural risks will become increasingly common.



State of New Jersey Superstorm Sandy Disaster Recovery Program

PROJECT DESCRIPTION

Since May 2013, ICF has been providing advisory and program implementation services to help New Jersey implement its \$4.1-billion Superstorm Sandy CDBG-DR grant consisting more than 30 CDBG housing, economic development, and infrastructure programs. ICF experts have helped the Department of Community Affairs (DCA) assess its unmet needs, draft action plan amendments and waiver requests, stand up the Sandy Recovery Division within DCA, develop program policies and procedures, train DCA and subrecipient staff, conduct internal compliance and monitoring, implement five housing programs, respond to HUD audits, advise on resiliency programs, develop and implement an outreach effort to reach low-to-moderate income (LMI) and limited English proficiency (LEP) communities, and develop reporting tools for managing budgets and programs. ICF also provides training to improve program performance and increase staff capacity. To help DCA expand capacity quickly, ICF provided more than 160 staff to augment DCA staff at headquarters and nine housing recovery centers. Staff at the recovery centers assisted residents in completing applications to four housing programs, provided and continue to provide case management during the application review/construction management process, and completed file closeout of more than 25,000 individual files. To help DCA maximize use of federal dollars for recovery, ICF is managing on DCA's behalf \$250 million of CDBG-DR funds as non-federal match/cost share for the FEMA Public Assistance Program, the Federal Highway Administration (FHWA), and the U.S. Environmental Protection Agency (EPA) State Revolving Fund Non-Federal Cost Share Program (local government and state agencies), which to date has leveraged more than \$1.2 billion in additional funding.

As a result of ICF's support, New Jersey has recovered from Superstorm Sandy at a historically fast pace. As the program matured and needs were refined, ICF helped DCA to design and implement a number of new programs, roughly doubling the number of programs represented in the original method of distribution. And, in May of 2018, ICF was asked to manage construction for a subset of homes where construction completion is difficult. These include review of cases to evaluate changes in scope that would eliminate or reduce a potential overpayment to the homeowner and re-inspecting homes with contractor fraud to determine the scope of work needed to complete construction.

Key Accomplishments:

- **Initial program standup:** ICF staff helped DCA stand up the Sandy Recovery Division, including departments for procurement, financial management, compliance and monitoring; constituent services; appeals; reporting and information technology (IT); outreach and citizen participation; grant processing operations; housing programs; and subrecipient communication and monitoring. Senior ICF staff served as acting assistant directors for finance, compliance and monitoring, operations, housing programs, non-housing programs, and reporting/IT. *The Result: DCA's recovery programs were able to immediately begin implementation while DCA was working to fill permanent staff positions. ICF is providing ongoing technical support to these functions.*
- **Compliance and monitoring:** ICF staff helped DCA stand up the compliance and monitoring function, which reviews applications for eligibility, reviews appeals, provides quality assurance and quality control (QA/QC) of award amounts, files restrictive covenants, and coordinates with subrecipients. ICF developed policies and

CLIENT
State of New Jersey Department of Community Affairs
LOCATION
New Jersey
DURATION
May 2013 - Current

procedures, defined staffing needs, assisted in staffing the function, and continues to provide ongoing technical support. *The Result: ICF helped New Jersey to achieve HUD low-risk grantee status—the first grantee to achieve this status in more than a decade.*

- **Policies and procedures:** ICF worked closely with DCA to develop crosscutting and program-specific policies and procedures for housing and other programs. ICF also created and maintained a policy and procedures library that provided program managers with hyperlink access to all Federal Register notices and the most current applicable federal and program-specific requirements. Program staff and managers were then trained on these policies and procedures, and regularly monitored for compliance. *The Result: New Jersey is viewed by HUD as being a “best practice” grantee.*
- **Reporting:** ICF developed financial dashboards, tools, and trackers to monitor and report transparently on metrics for recovery programs; overall expenditures against budgets; LMI expenditures; and weekly actual-versus-required burn rate to meet program expenditure deadlines, along with HUD performance metrics such as number of permanent jobs created and retained, number of public facilities, and number of linear feet of public improvement. *The Result: 2017 HUD Office of Inspector General (OIG) determination that New Jersey fully complies with all HUD internal audit requirements that safeguard the distribution of federal funds and improve recovery operations.*
- **Financial/procurement compliance and procedural support:** ICF staff helped DCA stand up the financial review and processing function, which reviews and approves invoices, coordinates payments, and reports to DRGR. ICF provides ongoing data analysis and reporting support to the financial department. ICF conducted more than 30 independent cost estimates in preparation for procuring services and continues to provide these estimates. *The Result: When ICF was involved, DCA had no procurement findings.*
- **Use of CDBG-DR funds for non-federal cost share/matching requirements for state and local infrastructure projects:** At DCA’s request, ICF is managing both the state and local portion of the non-federal cost share/match program. This program provides matching funds for EPA water/wastewater treatment facility resiliency improvements, a Federal Highway Administration road reconstruction project, and FEMA Public Assistance (PA) projects. For the FEMA PA match, in seven months, ICF developed an application and process, received applications, reviewed hundreds of project worksheets to determine CDBG-DR eligibility, and determined match amounts for local municipalities. These grants were an important lifeline for many towns still recovering from the storm. *The Result: ICF helped DCA disburse more than \$30 million to local governments before the start of its current fiscal year. To date, ICF has helped New Jersey use more than \$250 million CDBG-DR funds as a match to leverage \$1.2 billion across all federal programs.*

Approach

Tetra Tech's primary goal under this engagement is to work closely with St. Johns County to execute its programmatic responsibilities associated with the award and implementation of HUD CDBG-DR funds in a timely and accurate manner in conformance with state and federal regulations. ***Tetra Tech staff members have substantial experience and familiarity with HUD requirements (with some staff members possessing 20 years of experience working with HUD and HUD-funded programs), familiarity with St. Johns County and FEMA HMGP grants.***

Representative CDBG-DR Projects

- 2011 Irene - Dauphin County, PA
- 2012 Floods - Boulder County, CO
- 2015 Floods - Richland County, SC
- 2015 Flood - Houston, TX

As a large firm with a large footprint in disaster recovery, Tetra Tech has worked with a wide variety of clients on a diverse array of federally funded projects - including St. Johns debris removal mission following Hurricane Matthew in 2016. Tetra Tech understands the obstacles associated with the CDBG-DR program and HUD in general and this experience helps us streamline the CDBG-DR process as Tetra Tech makes significant efforts to identify potential issues, delays, and conflicts and develops plans and actions to address them in a proactive manner.

The 4 key components to our approach in implementing a successful CDBG-DR program include:

- Program Design and Implementation
- Grant Administration
- Monitoring and Oversight
- Customer Service

Program Design and Implementation

Tetra Tech will be responsible for assisting the County with implementing multiple housing and infrastructure programs inclusive of Program Design, Outreach, Intake, Verification and Acceptance of applicants into housing programs as well as Program Execution.

HOUSING PROGRAMS

Housing Program Unmet Needs Verification

Tetra Tech will conduct an evaluation of the current data available to determine or confirm existing unmet needs as it relates to housing recovery needs in St. Johns County. This will include analyzing data to verify that there may be substantial numbers of Low-Moderate Income (LMI) qualified households to support a housing recovery program to meet the national objective of primarily assisting low-moderate income households.

Tetra Tech has conducted and written complete unmet needs analyses for inclusion in CDBG-DR Action Plans in 2011, 2012 and 2015 for subgrantees and is therefore extremely familiar with the process and requirement of unmet needs analysis as required by HUD.

Development of Policies and Procedures for Housing Recovery Program(s)

Tetra Tech has developed policy and procedure (P&P) manuals and Standard Operating Procedures (SOPs) for a variety of clients utilizing CDBG-DR funds. ***This includes developing P&Ps for programs which Tetra Tech now manages and implements such as Richland County, SC \$57M CDBG-DR program.*** Tetra Tech will develop a comprehensive P&P document(s) for the County's housing recovery program(s) which will address applicable local, state and federal issues and provide guidance and structure to the programs themselves including:

SECTION 5: APPROACH AND INNOVATION

- SR 207 Housing Program
- Environmental Review
- Record Keeping
- Reporting
- Outreach and Public Involvement
- Inspections
- Internal Auditing
- Action Plan Amendment Processes
- Program Implementation
- Program Intake Processes

Impacts to County: P&Ps will be reviewed and designed to ensure they are functional under existing county capacity. The P&Ps will be constructed to existing county processes to assist in ease of implementation and to ensure that P&Ps meet any internal regulatory or procedural processes or requirements. Program/project specific P&Ps will be designed and/or reviewed in coordination with the County to ensure they are accurately describing and recording processes and actions..

Tetra Tech will provide guidance during this process to include any federal, state or local regulatory references or requirements which must be included as part of proper CDBG-DR program management and program/project implementation. All P&Ps will be reviewed for and designed to properly address any federal and state laws and regulations as well as to incorporate any waivers provided within the Federal Register associated with the grant funds. Policies and procedures will consist of, but not be limited to, the following content;

- Open and fair bidding
- Program structure
- Intake process
- Eligibility review
- Nondiscrimination activities
- Public outreach and involvement
- Inclusion of Section 3 processes
- Conformity with CDBG National Objectives
- Record keeping requirement
- Reporting requirements
- Transparency
- Environmental requirements

On-Going Reviews of P&Ps: Tetra Tech will advise the County on the potential need for additional P&Ps if such issues are evident. It is critical the P&Ps are fluid documents which may undergo ongoing changes and modifications as unique or unanticipated situations occur or as programs, projects, and policies naturally evolve. Changes to the P&Ps are extremely common and are often required to ensure the proper implementation of projects/programs over time. HUD understands that that these changes occurs but requires the any P&Ps be up to date with any actions and processes currently being undertaken

"Start-Up", Intake and Eligibility Review

Once the P&Ps have been developed by Tetra Tech, and reviewed and approved by the County, the intake period will begin as described in the P&Ps. Tetra Tech will assist with all necessary public outreach, outreach

material preparation and document development as part of the housing recovery program(s). Programmatic documents and applications will be developed during this initial "start-up" period and submitted to the County for review and approval. Tetra Tech's electronic case management and tracking system will be set up and put in place and technical issues will be addressed regarding space, staff, supplies and other needs for the program(s) to run efficiently and effectively. Necessary staffing will occur during this period such as the identification, vetting and hiring of case managers, inspectors and other staff necessary to manage and implement the housing recovery program(s). Inspectors will also be identified and hired during this period so that site inspections and work write-ups can begin as soon as possible once eligible applicants have been approved.

Our case managers will be the "face of the program" as most applicant interaction will take place with these individuals. Tetra Tech understands critical to identify extremely competent, detail-oriented staff who work well with the public as case managers for the program(s).

Tetra Tech staff have managed hundreds of housing recovery cases across several states and are very familiar with effective processes for case management. All applications will be received and processed by case managers who will collect, record, and file all necessary documents. Any necessary follow-up with applicants will be conducted by the case managers as well as eligibility reviews. Our housing program manager will provide oversight to the case managers and inspectors and will provide final review and approval for individuals cases. Case managers will also be responsible for identifying, recording, and calculating any duplication of benefits issues for all applicants. These will need to be addressed on a case-by-case basis as applicants are being processed.

As cases are being processed inspectors will be sent to the properties to verify property damage, collect environmental data, take photographs, and collect information to complete a work write-up for rehabilitation, replacement or reconstruction needs depending on the program and housing type. Our team will verify applicants for eligibility requirements. Once all these factors have been confirmed, the applicant and property will be eligible for recovery services.

Procurement

During the "start-up" phase Tetra Tech will assist the County in procuring the necessary contractors to provide:

- Rehab/Repair
- Elevation
- Demolition
- Manufactured Housing Unit (MHU) Installation
- New Construction

Tetra Tech will work with the County to expedite the process as much as possible to ensure that a contractor or contractors are ready and available once the first eligible applicants have been identified.

Tetra Tech, with partner Urban Ventures, will also assist the County in procuring the necessary contractors and service providers for the new rental construction and public facility development projects.

- Developer/contractor
- Property manager familiar with managing rent restricted properties

Public Service Facility Assisting Vulnerable Populations

- Developer/contractor
- Property manager
- Shelter operator

Tetra Tech will work with the County to identify qualified entities to construct and manage these facilities to ensure that they function properly over time and do not become a burden on the community due to mismanagement or facility neglect over time. Tetra Tech will work with the County to ensure that procurement meets regulatory

requirements and that all federal requirements such as an open, public notification process and Section 3 considerations are addressed as part of the procurement process.

Housing Program(s) Program Management

Up completion of the "start-up" phase and procurement, Tetra Tech will continue to provide services through the rehab/repair, elevation, demolition, MHU installation, reconstruction and close-out phase of the individual housing recovery projects as well.

Process Development: A complaint process for the housing program management post-applicant award will be developed for each program and presented to the County before construction begins. Tetra Tech will develop protocols for securing documentation, inspection, complaint intake and processing. This process will be designed and provided for county review and approval before any applicant work begins.

Securing Documentation: Tetra Tech will assist the County in obtaining necessary agreements developed and signed by the necessary parties for construction, elevation, and demolition to move forward. This may include title, tri-party agreements between County, Homeowner and Contractor, or notices to proceed.

Construction Inspection: Tetra Tech's inspectors will work closely with County inspectors to ensure that housing recovery projects are being completed in a timely manner and in compliance with all local and state building codes. Tetra Tech inspectors will ensure that construction is meeting the requirements set by HUD regarding housing rehabilitation/reconstruction and replacement. Additionally, inspectors will identify whether special ADA accommodations are needed and are being included as part of the project and work write-up. Inspectors will ensure that the work conforms to that described in the work write-ups and that any change orders are necessary and reasonable before undertaking them. Tetra Tech's inspectors will review projects for cost reasonableness and will also check on contractors to make sure they are not in violation of any regulations which may be applicable to a CDBG-DR funded project. All housing recovery projects will require a final inspection and sign off from the property owner acknowledging that all agreed upon services and activities have been satisfactorily completed.

Closeout: Tetra Tech will manage construction and project oversight until final close-out for each project and program. This includes staff being present at the final inspection and signing of any legal documents required as part of any housing recovery program or project.

Other Support Services

Development of Activity Work Plan: Tetra Tech will also work with the County to develop an activity work plan for the 80-unit residential rental development project and the Unified Service Center development project. The work plan will outline and describe the timelines and activities to take place in order to see the project through to completion within the CDBG-DR budgetary time window. Tetra Tech has extensive experience working on large, federally funded projects many of which require work plans or similar documents to layout and track the project through development phases.

Tetra Tech's partner, Urban Ventures, is a nationally recognized expert in affordable housing program developments like the SR 207 project.

Tetra Tech will provide specialized staff to assist the County with the development of this plan which will include everything from the environmental review process, through procurement, construction, close-out and ending with lease-up. The work plan may require revisions once the property management team and other interested parties are secured as the specific details related to how they function may require changes to the plan.

Applicable Relocation Assistance: Applicants who are found to be eligible and successfully completed their application will move on to the construction phase. Tetra Tech will provide technical services regarding the scheduling of any necessary construction meetings and enforcing construction schedule timelines. Services will include necessary program oversight and management in order to ensure the construction phase proceeds properly and that all requirements and processes in the P&Ps are being met and that the construction is being

completed in an expedient and safe manner. This will begin by addressing any actions or activities required under the Uniform Relocation Act (URA) or voluntary financial assistance provided by the County to applicants to assist in temporary living costs during rehabilitation, replacement or reconstruction. It is assumed that all homeowner housing recovery activity will be voluntary and will not involve the displacement of tenants, therefore, Tetra Tech will provide services outlined in the policies and procedures to provide financial assistance for temporary relocation and property storage costs for applicants receives housing recovery services under this/these program(s).

Housing Program(s) Construction Management

Upon completion of the "start-up" phase, Tetra Tech will continue to provide services through the construction and close-out phase of the individual housing recovery projects as well. Depending on the process the County selects, Tetra Tech can assist with bidding projects to contractors if necessary and assisting in pre-bid and pre-construction meetings. We will also assist in getting all necessary agreements developed and signed by the necessary parties in order for construction to move forward.

Tetra Tech's inspectors will work closely with any county inspectors to ensure that housing recovery projects are being completed in a timely manner and in compliance with all local and state building codes. Tetra Tech inspectors will ensure that construction is meeting the requirements set by HUD regarding housing rehabilitation/reconstruction and replacement. Additionally, inspectors will identify whether special ADA accommodations are needed and are being included as part of the project and work write-up. Inspectors will ensure that the work conforms to that described in the work write-ups and that any change orders are necessary and reasonable before undertaking them. Tetra Tech's inspectors will review projects for cost reasonableness and will also check on contractors to make sure they are not in violation of any regulations which may be applicable to a CDBG-DR funded project. All housing recovery projects will require a final inspection and sign off from the property owner acknowledging that all agreed upon services and activities have been satisfactorily completed. A complaint process will be developed for each program and presented to the applicant before construction begins. Tetra Tech will manage complaint intake and processing except where a challenge to a decision is challenged to escalation for county review. This process will be designed and provided for county review and approval before any applicant approval begins.

Tetra Tech will manage construction and project oversight until final close-out for each project and program. This includes staff being present at the final inspection and signing of any legal documents required as part of any housing recovery program or project. All project files will be maintained by Tetra Tech at county facilities except when digital copies or files are maintained. All digital material will be accessible to the County throughout the program and will be delivered digital format upon project completion.

INFRASTRUCTURE

Tetra Tech will provide assistance in the management and implementation of the identified CDBG-DR funded infrastructure projects within St. Johns County. The County has identified 8 projects, including one HMGP local match project for this funding.

Our support will begin by conducting the necessary unmet needs analysis to ensure that information applicable to the local geographic and area and specific project sites aligns with unmet needs data being collected and processed by the state. Tetra Tech will utilize existing county, state, FEMA and SBA data in order to calculate the geographic area of unmet need as well as the type and financial amount of need which remains.

Once the unmet need and eligibility of the specific projects is verified Tetra Tech will develop policy and procedure (P&Ps) documents that provide guidance on the management and implementation of the general system in place for infrastructure projects as well as specific processes which may be applicable to specific projects, as needed. Tetra Tech will assist with infrastructure program and project management based upon the details of the associated P&Ps. This will include development of record keeping procedures and internal auditing

processes for infrastructure projects. Tetra Tech will not only assist in the development of these systems but will also help monitor and enforce policies.

Tetra Tech will provide services to assist the County with any CDBG-DR funded infrastructure projects which the County is responsible for managing. This will begin with ensuring that any potential projects meet and conform to CDBG-DR and applicable state regulations. Tetra Tech may assist with the project implementation including:

- Project budgeting and construction schedule development
- Project activity plan
- Verification of HUD programmatic eligibility
- Outreach and public input
- Duplication of Benefits verification
- Project bidding and RFP design
- Contractor vetting
- Section 3 Compliance
- Hosting pre-bid and preconstruction meetings
- Contractor programmatic training and education
- Form and document development (invoices, change orders, applications, bid and award documents)
- Reporting
- Compliance enforcement
- Enforcement of Davis-Bacon regulations

Representative Projects

- **Richland County, SC** – CDBG-DR Action Plan and Program Implementation
- **NY Rising Community Reconstruction Plans** – CDBG-DR Strategic Plans
- **Boulder County, CO** – CDBG-DR Assistance
- **Brick Township, NJ** – Master Plan
- **Dougherty County, SC** – CDBG DR Administrative Support and Project Design

Tetra Tech will track project progress, develop and enforce construction schedules and assist with contractor invoice verification and drawdown requests through the Disaster Recovery Grant Reporting system (DRGR). This will also include managing budget, programmatic and construction schedules to ensure the timely utilization of funds and implementation of projects/programs.

Grant Administration

Tetra Tech has extensive experience with performing grant administrator duties across the U.S. for disaster recovery programs.

Project Cost Tracking

Tetra Tech has developed project/program tracking forms, which include expenditure tracking as well as project/program progress tracking. These forms have been used by Tetra Tech in places such as South Carolina and Pennsylvania to assist in identifying financial goals and to ensure project/program timeliness.

These forms can be used internally but have also been provided to HUD upon request to help HUD better understand project/program processes and help confirm that funds will be spent within agreed upon timeframes. These tracking forms include fully developed budgets which would be included as part of the tracking forms for reference.

Tetra Tech staff will support the County in meeting the responsibilities of the CDBG-DR program during program design, including:

- Managing timely expenditure of funds
- Tracking individual project/program costs
- Assigning and recording costs (e.g. project/program hard costs and delivery costs) to the appropriate cost center
- Confirming eligible administration costs
- Identifying and evaluating planning costs for eligibility
- Monitoring spending limits for programmatic, administration and planning activities

Tetra Tech's project/program tracking forms are now **recognized as a best practice**.

Quality Control

Our quality control plan incorporates best practices from the 53,000 projects we perform annually. This includes the 250+ disaster recovery projects we have been engaged in over the last 2 years alone. Our approach to quality begins with the assignment of a quality control and assurance manager (QC manager) for each project that reports directly to the president of Tetra Tech's Disaster Recovery Business Unit. The QC manager meets with project managers and program managers to establish protocols during project startup.

Stakeholder Outreach and Engagement

Tetra Tech will assist the County in developing an outreach and engagement strategy with key stakeholders to collect data related to unmet needs and identify potential projects. These stakeholders include state agencies, federal agencies, non-governmental organizations, and county/local governments.

Key Performance Metrics Monitoring

To ensure effective reporting of all program activity, our team sets key performance metrics and milestones during the planning stage and tracks them through closeout. These standards apply to design, finances, reviews, inspection, communication, reporting, complaints, appeals, and other related matters. We ensure expectations for communication and accountability are set early and often, ensuring we have an established method for measuring success. Some key metrics include reporting grant allocations, project costs, and funds usage. We provide regular reports that wrap up these metrics to demonstrate our commitment to quality and timely service.

Technical Assistance

Tetra Tech's strategy for disaster recovery operations is based on strict adherence to the federal guidance provided by each grant. Our team's Policy Analysis Group monitors and examines new and amended regulatory guidance including:

- Federal Register Notices
- Updated Fact Sheets
- ONE CPD Technical Assistance
- DHS and HUD OIG Findings
- Policy Digests
- Alternate Procedures Programs
- Disaster Specific Guidance
- Continuing Resolutions associated with Federal Allocations

Our team provides white papers and training to our staff and clients when adjustments are made to guidance that may impact recovery operations. Most recently, our staff has worked with the City of Houston and Richland County, SC to develop SOPs associated with FEMA's new alternate procedures programs and FEMA 428 and 404 programs.

Tetra Tech provides services tailored to the specific needs of its clients. Additional services related to HUD-funded activities:

- Monitoring preparation
- On-site monitoring assistance
- HUD training
- Innovative program design
- HUD resilience planning
- Public outreach services
- Project/program development and eligibility review
- Liaison services with HUD
- Construction expertise, including HUD required Green Building Retrofit

Monitoring and Oversight

Tetra Tech will assist and support with monitoring and oversight activities throughout the program lifecycle. This includes both internal monitoring and auditing as well as those activities conducted by HUD or other state agencies. Assistance would not merely be provided to support the auditing and monitoring but would also include preparatory action in anticipation of those activities.

Tetra Tech staff are extremely familiar and comfortable with CDBG-DR programmatic guidelines. Staff regularly attend trainings and work closely with HUD to ensure that they are current on all programmatic and monitoring requirements and regulations. Tetra Tech will work with the state and HUD to make sure that both Tetra Tech and the County completely understand the expectations and requirements of the HUD regional office.

Tetra Tech utilizes HUD's monitoring checklist in preparation of any HUD monitoring. These will be dispersed to Tetra Tech and County staff and reviewed to ensure that all staff members involved with CDBG-DR and any impending monitoring are familiar with the expectations and requirements of HUD for those activities. Tetra Tech's process to address monitoring and audits includes the following:

- Develop policies and procedures describing monitoring/auditing processes.
- Ensure all relevant staff members are aware of and fully understand the requirements and processes.
- Develop any material necessary for monitoring activities.
- Establish pre-monitoring/auditing review processes.
- Identify staff to assist with monitoring.
- Confirm monitoring findings.
- Prioritize monitoring findings to be addressed.
- Develop strategies and actions to address findings.
- Ensure follow-up and enforcement is conducted to address findings.

Thorough and effective development of policies and procedures combined with skilled staff familiar with the CDBG-DR program can greatly reduce the demands and results of monitoring and audits.

Monitoring activities not related to financial duties include but are not limited to the following:

- Develop policies and procedures.
- Ensure applicable Section 3 and Davis-Bacon employment and wage requirements are being met.
- Verify open bid process for CDBG-DR related work.
- Review projects and programs for eligibility.
- Ensure staffing is adequate and resources are available to meet program needs.
- Review price reasonableness for projects/programs.
- Ensure environmental compliance for both federal and state requirements.

Findings resulting from monitoring or auditing activities will be reviewed and evaluated by Tetra Tech for validity. Any items Tetra Tech finds to be invalid or questionable will be presented to the County for review. Often a simple miscommunication or oversight can result in an unjustified finding. Tetra Tech will verify that this is not the case with any findings since this may indicate a breakdown in the established policies and procedures or transfer of information. Any valid findings will be reviewed with CDBG-DR staff and the source of the finding confirmed. Tetra Tech will work with county staff to address these items in a timely fashion. Where Tetra Tech may have staff who solely manage a particular item found to have a monitoring finding, Tetra Tech will notify the County of the issue and describe the steps Tetra Tech anticipates taking to resolve the issue.

Customer Service

Throughout this entire process, one of our chief concerns is always in providing quality customer service at all times. We recognize that the primary recipients of disaster recovery services are disaster survivors who should be treated with empathy and respect. We recognize each applicant's unique circumstances and strive to tailor our service to their needs. By treating each applicant as an individual and showing kindness and respect, we establish clearer, quicker, and more accurate communication. Our case managers are trained to show this kind of respect to all applicants, regardless of background or attitude. We also try our best to maintain a single case manager for each applicant from start to finish, allowing relationships to build over time and establish trust.

When dealing with appeals and complaints, we apply this same attitude of honesty, kindness, and respect. We establish a clear and understandable appeals and grievance procedures and make sure clients who have a complaint are educated in how to navigate that process. We have also built an exceptions system into the appeals process, in recognition that every client will not fit into the same bubble and establish defined timelines and milestones to keep the appeals and complaint process timely and active. We have built this process in compliance with the applicable Federal Register Notice.

Customer service to our clients and program participants is of paramount importance. Our approach to customer service includes:

- Assignment of program delivery manager for each client to be available 24/7
- On-site staff during program implementation
- A sole case manager assigned to each program applicant from their application to project closeout
- A sole inspector/cost estimator to each property throughout the construction phase
- Client and homeowner hotlines
- Dedicated websites for real-time data in tabular or geospatial formats
- Dedicated e-mail addresses with replies within 1 business day
- Public meetings

Project Management

While Tetra Tech conducts its projects using a proven project management approach that has been battle-tested in response to 58 different disasters and over 400 activations, the very nature of disaster work can involve overcoming unpredictable challenges. While new challenges do occur, our broad experience has given us the opportunity to translate lessons learned into actionable solutions. We know what can go wrong, and we prepared to respond to common challenges that can occur during disaster response and recovery operations. We have codified solutions to such challenges into a series of standard operating procedures. Moreover, we continually test those standard operating procedures by conducting regular training and exercises to prepare our staff for real-world events.

Tetra Tech takes pride in satisfying our clients by delivering products and services that meet their specified requirements at the agreed price and on schedule. Our goal is to fully understand our client's expectations so that we can meet and exceed these requirements. We understand the nature of grant-funded projects, including milestones, deadlines, supporting documentation, and compliance.

Representative Projects

- USACE New Orleans Hurricane & Storm Damage Risk Reduction System Projects (Infrastructure)
- State of Louisiana Rebuild Louisiana (ReLa) Housing Rehab Project (Housing)
- Richland County, South Carolina Comprehensive CDBG-DR program management services (Housing, Infrastructure, and Economic Development)
- New York Rising Resiliency Planning, engineering, and technical support (Economic Development)
- Lexington County, South Carolina CDBG DR Buyout Program (Housing)

Approach

Tetra Tech is one of the nation's leading firms specializing in the management of highly complex, capital intensive infrastructure, housing, and economic development projects funding utilizing post-disaster HUD CDBG-DR grant funding. As a result of our extensive and broad-based engineering and management experience, Tetra Tech has the technical and project management expertise to provide the County with technical assistance on any of the

projects to be funded using the State's HUD CDBG-DR funding allocation. As a result, Tetra Tech has substantial capability to provide the County with assistance in the areas listed below:

- Review of program applications
- Housing program construction oversight
- Engineering review of projects
- Create, monitor, and update project schedules
- Technical assistance to County, contractors, and service providers
- Forecasting and reporting metrics program-wide
- Review and process certificates of completion reports and review construction closeout documents for compliance with applicable contractual language
- Support and participate in quality control plan or audit conducted by the state or the County
- Develop and ensure compliance with program management plan
- Develop and ensure compliance with programmatic policies and procedures
- Other project management activities that may arise

Tetra Tech's management expertise includes some of the largest, most challenging federally funded post-disaster infrastructure, housing, and economic development projects. The following table provides representative examples of Tetra Tech technical expertise in the management of infrastructure, housing, and economic development projects funded using HUD CDBG-DR grants dollars.

Key Benefits and Risk Mitigation

To deliver the County's requested scope of work, Tetra Tech will use its proven project management process that is built on the philosophy that open and frequent communication leads to project success. Our project management approach includes:

1. **Assemble a highly trained team to lead the project.** Tetra Tech has assigned a highly trained, senior-level program manager to serve St. Johns County. Our proposed program manager, Mr. Danny Hinson, has over 40 years of broad emergency management and project management experience. Prior to joining Tetra Tech, Mr. Hinson was with the Florida Division of Emergency Management, where he served as the State of Florida Community Rating System (CRS) Coordinator. Following Hurricane Matthew in 2016, Mr. Hinson was staged at the St. Johns County emergency operations center (EOC) where he served as state liaison for a week and assisted with conducting damage assessments to four Northeast Florida counties. Mr. Hinson is supported by team of skilled individuals who have built their experience responding to disasters nationwide, including during the extremely active 2017 hurricane season. These individuals are familiar with the response and recovery challenges in Florida.
2. **Data sharing portal.** The portal will allow the County to view accurate information related to the project in real-time, which will allow both Tetra Tech and the County to identify issues early and to begin working on issue resolution immediately. Our program manager will communicate regularly, clearly, and directly with the County project sponsor regarding issue identification and resolution. Conversely, we implore the County project sponsor to contact our program manager immediately with any concerns regarding the timeliness or quality of our work.
3. **Communicate effectively and regularly.** The close coordination of contractors through real-time data sharing and daily meetings verifies the assigned priorities of the County are executed per the project schedule. Immediate feedback on performance and operational issues along with suggested mitigation activities are key to effective communications. Our team will conduct weekly status calls to discuss project status.

4. ***Demand commitment to quality.*** Tetra Tech's quality assurance/quality control program has been honed and sharpened over hundreds of disaster response and recovery programs. Our quality program is the backbone of our work, and we constantly work to refine our processes. Our quality program meets the standards demanded by FEMA, FHWA, NRCS, USACE, and other regulatory agencies and programs for reimbursement of disaster-related costs.
5. ***Maintain focus on early issue identification and effective issue resolution.*** While we take extensive measures to control or prevent issues from occurring, the nature of our work requires us to respond to issues that do occur with agility and flexibility. Our team is consistently coached on the importance of carefully observing and analyzing project data for indicators that issues may occur and on pivoting quickly to resolve issues effectively.

Representative Projects - Project Management Examples

- **Infrastructure:** Tetra Tech managed several large HUD CDBG-DR funded risk assessments and levee infrastructure projects for the U.S. Army Corps of Engineers following Hurricane Katrina. These projects were part of the greater New Orleans Hurricane & Storm Damage Risk Reduction System (HSDRRS), an infrastructure system in southern Louisiana designed to provide the greater New Orleans area a 100-year level of risk reduction from future flooding. Tetra Tech provided technical assistance in the design, costing, scheduling, procurement, and review of several infrastructure projects associated with the HSDRRS including levees and other flood mitigation infrastructure – projects similar in nature to those identified in Governor Abbot's Rebuild Texas Report.
- **Housing:** Tetra Tech has managed the scheduling and performance of over 25,000 Tier 2 EAs and 8,000 lead assessments associated with the State of Louisiana's Rebuild Louisiana (ReLa) HUD CDBG-DR housing rehabilitation project following the historic 2016 Flood of Louisiana. Tetra Tech has also managed a \$50 million 450 home comprehensive low-income housing rehabilitation and buyout project for Richland County (State of South Carolina capital), in response to the 2015 1,000 Year Flood. This project has included all facets of project management, from project outreach, intake, case management, duplication of benefit and income verification, to cost estimating, inspections, scheduling, quarterly reporting to HUD, and project close out. Moreover, Tetra Tech has managed the \$12 million CDBG DR Home Buyout Program for Lexington County for 100 properties across the County. Management included the oversight of the program from intake verification to demolition and lot restoration.
- **Economic Development:** Tetra Tech is working with the New York State GOSR supporting the New York Rising Community Reconstruction Program with community reconstruction planning, engineering, and technical support and project management. This \$3.2 million assignment involved managing an 11 community assessment of infrastructure reconstruction needs with an emphasis on design for resiliency.

In each of these projects, Tetra Tech has used a comprehensive team of engineers, financial managers, logisticians, schedulers, budgeters, environmental reviewers, and construction managers to ensure that each project was completed on time, within budget, and in compliance with all local state and federal laws and

Project Schedule and Timeline

A copy of our proposed schedule is included at the end of this section.



Capacity

It is the practice of the Tetra Tech Team to review projected workloads and assess the firm's staffing requirements on a continuous basis to ensure that we can provide responsive services to all our clients. Clients count on us to respond in their time of need, and we deliver. ***The firm has never failed to respond to our clients' deployment and mobilization needs, regardless of location or disaster - including to St. Johns County in 2016.*** Tetra Tech understands the organized chaos of an effective response and recovery.

The Tetra Tech Team has a proven track record of meeting even the most challenging staffing level requirements. We can rapidly provide additional well-trained support in a cost-effective manner by accessing qualified staff, as demonstrated in the additional examples of our staffing for nationally significant events:

- **Hurricane Harvey** – Assisting 40 coastal and inland local governments from Corpus Christi to Orange County, Texas to address short and long-term recovery operations. Communities include the City of Houston, Harris County, Jefferson County, Victoria, Montgomery and Fort Bend Counties.
- **Hurricane Irma** – Activated to 60 communities throughout the State of Florida impacted by storm surge, high winds, and rainfall associated with Hurricane Irma.
- **Hurricane Matthew** – Activated in four states on the East Coast over 800 trained responders on behalf of over 40 clients in the aftermath of Hurricane Matthew.
- **Louisiana Great Flood** – Provided PA and IA staff as well as managed flood plain offices following the 2016 flood. This included staff in eight parishes across south Louisiana.
- **California Wildfires** – Mobilized over 100 environmental scientists, engineers and responders to the State of California Office of Emergency Services (CalOES) and CalRecycle to manage the cleanup and documentation associated with the wildfires in 2015 and 2016.
- **Hurricane Sandy** - Provided over 150 trained personnel throughout New York within 48 hours of customer request to support both PA and Hazard Mitigation Grant Program (HMGP) programs. Over 75 of these employees were dedicated to supporting the hazard mitigation program, which included policy advisors, cost estimators, grant managers, and BCA analysts.
- **Hurricane Ike** - Activated on behalf of 118 cities and counties spanning the Gulf Coast from Brownsville on the southern tip of Texas to the southern tip of Louisiana in response to Hurricane Ike. We provided more than 3,000 emergency response personnel immediately after the storm to assist with response and recovery. Our firm provided services simultaneously for 85 clients.
- **Hurricane Katrina** - Without relying on subcontractor staff, Tetra Tech supported the START Region 6 prime contractor during the Hurricane Katrina response by providing 130 professional-level and trained responders. At the same time, as prime contractor for Region 4 START, we provided another 100 Tetra Tech staff to support the Katrina response in Region 4 states.

Initially, Tetra Tech propose the following staffing for this project. We believe this program will require our team to be integrated within the County during the duration of the contract:

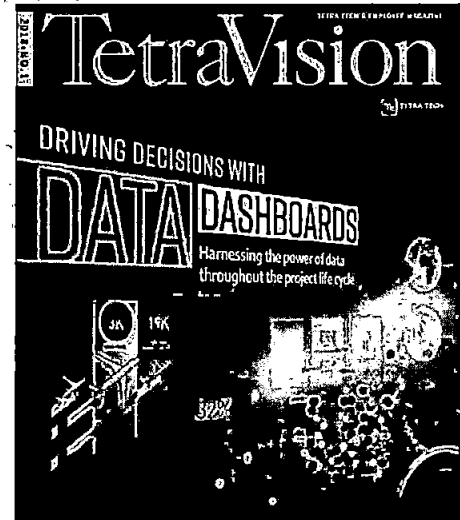
- **Program Manager:** Responsible for the scope of work of the contract.
- **Compliance Manager:** Responsible for overseeing all CDBG-DR procedural compliance and will act as direct supervisor to the case managers.
- **Case managers** who are responsible for validating all program applications and maintaining positive customer relationships with all program applicants. Our goal is to always have one case manager assigned to each program applicant throughout the applicant's time in the program.
- **Cost Estimators/Inspectors** who are responsible for home inspections, cost estimating, and construction oversight. Like case managers, our goal is to assign a cost estimator/Inspector to each property from the beginning until construction closeout.

Tetra Tech will bring in additional qualified personnel as the project requires.

Physical and Electronic Security

Tetra Tech takes seriously the protection of personal identifiable information (PII) as well as County sensitive information. As a part of our work in 2017 for the historic disasters in Texas, Puerto Rico, US Virgin Islands, California and Florida - our team has collected and managed **petabytes** of data for residential and infrastructure programs for HUD and FEMA purposes. Most recently our work was highlighted in Tetra Tech's own Tetra Vision magazine illustrating our ability to secure and utilize this data on behalf of our customers.

Tetra Tech has successfully managed the filing, retention, and retrieval of documents in a secure environment of disaster programs. Our audit preparation begins with organized and accessible documents, keeping the desired compliance goal in mind. We have utilized the latest technologies to maintain the highest quality records through secure, cloud-based document management tools to image and index all program records. A user-friendly interface is critical to managing the document standards set for the program. We propose to work with the County to design and implement robust document managing tools and techniques based on our proven experience with previous successful programs.



Document Management is a support function of Operations and is the crucial point for several tasks including receipt and processing of all incoming mail, identification, and uploading of documents in the systems of record, proper disposal of hard copy documents according to policy, as well as production and processing all outgoing applicant mail communication. Storing applicant documents digitally in the cloud allows program staff to quickly locate, view, and supply critical program information directly from their computers or hand-held devices. This approach further assists governing bodies with document accessibility to review progress and inventory files.

Physical Security

Tetra Tech will provide proven best practices and guidance to the County at every step of the process for the storage of hard copies of sensitive and PII located in Tetra Tech facilities as well as those of the County complying fully with federal, state, and County requirements. Our project offices and mobile intake center(s) are secured facilities including file storage rooms that meet strict compliance regulations. Files are only accessible by locked devices and by approved personnel. These storage rooms are climate controlled and assessable to the County at their request. These storage rooms are in the center of buildings where possible, with no outside walls. Physical access is restricted and a record of personnel entering the storage room is available to the County by request until project completion. Our servers are secured and safe within cages, cabinets or vaults designed to keep them safe and only utilized by IT operators approved by Tetra Tech. Additionally, provisioning of our servers and other IT equipment is only allowed by Tetra Tech IT professionals at the request and approval of the Operations Manager. Our facilities are also equipped with fire detection systems and our entire team is educated about security. We see our data centers and storage facilities as tool to improve productivity and an opportunity to protect our clients from threats internally and externally whether deliberate or because of negligence.

After intake steps are completed, documents are immediately stored in the nearest facility's storage room and documented as such. Electronic data capture provides redundancy to program files if one system fails.



Data Security

Tetra Tech fully understands the responsibility of providing secure data storage and transmission and follows all state and federal record retention policies. Document naming conventions and system organization for program record storage will be provided within days of program start. Our data capture of online web-applications, inbound mail processing (via website, fax servers, and email), outbound mail processing (via USPS and FedEx), as well as program management and reporting documentation will be securely stored in compliance and accessible real time to the County. Document management ties the entire program to a rigid process and our staff will be thoroughly trained with knowledge of the programs systems, policies and agreed upon approach. We manage data using Microsoft SharePoint and other applications utilizing cloud-based storage. Project data is stored on the cloud with up-to-date electronic security safeguards. These sites are only accessible by Tetra Tech employees and select County employees with a need for access to this sensitive information. We manage privileges in real-time therefore once the need for access is no longer required for a certain individual, their access will be removed. Further, all Tetra Tech employees must comply with our internal acceptable use and confidentiality requirements which can be made available to the County. Tetra Tech can provide quick and easy applicant facing website allows for real-time progress updates.

Outline Process:

Tetra Tech has a multitude of intake of customary eligibility documentation (FEMA docs, income documentation (when applicable), photographs, ownership info, etc.) options available that can be tailored to the preferred process. Currently, Tetra Tech is experienced in intake via portal, email, hand-delivery, fax, mail, and on the spot scanning and indexing. During the intake process, during outreach, or once received at an approved facility, Case Managers will scan, upload and index personal documents within the applicants file, securing documents in an organized and audit ready manner as well as expedite their movement through the application process. While documents are stored at the County facility, the application process moves forward in a paperless record process reducing inefficiencies, security risks, and allows for transparency in status to the County. A comprehensive Record Retention plan can be provided within days after the official program start date. Tetra Tech can provide quick and easy applicant facing website, allowing for real-time progress updates.

Document Management

Tetra Tech has created processes for each activity and developed tiered levels of responsibility. Each Document Management staff member is responsible for specific functions but will also be trained across functional areas within the group. This staff flexibility allows the document management team to efficiently complete routine efforts like opening and processing incoming mail while balancing large projects needed by the production teams. Each program location will have an embedded Document Management staff member to ensure that all documentation is scanned and placed into the system of record and is legible. Personnel may also be dispatched for large outreach efforts to allow Case Managers to focus on applicant interaction and education.

The Document Management Team will be responsible for the following day to day requirements:

- Receive, store and retrieve applicant documents, written correspondence, and other material as required under program policies and procedures
- Maintain a secure environment and inventory, with appropriate periodic reviews
- Scan and upload documentation into the State-owned systems of record
- Perform mail-out functions as requested, as well as mail intake services
- Participate in special projects
- Continue to identify areas for improvement and create synergies from shared activities
- Perform periodic file inventory
- Store electronic records for each meeting

Project Schedule and Timeline

Projects/Programs	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9 - 21	Month 22	Month 23	Month 24 - 29	Month 30	Month 31	Month 32	Month 33 - 47	Month 48	Month 49 - 55	Month 56	Month 57 - 60		
CDBG-DR Administration	Kickoff Meeting	Ongoing oversight and regulatory compliance services																		Ongoing oversight and regulatory compliance services	Begin withdrawal process	Withdrawal process
Housing Recovery Programs	Begin development of P&P, begin environmental review process	Development of P&P, send EIR letters to necessary state agencies, submit P&P to county for review	Complete Tier 1 EIR process, begin procurement process, develop program documents, begin outreach	Secure contractors, continue outreach, begin intake and application verification	Continue intake and application verification, begin inspections and Tier 2 EIRs	Continue intake, application verification, inspections and Tier 2 EIRs, begin construction	Continue intake, application verification, inspections, Tier 3 EIRs and construction	Continue Intake, application verification, inspections, Tier 2 EIRs, construction and close-out								Discontinue Intake, Continue application verification, inspections, Tier 2 EIRs, construction and close-out	Continue inspections, Tier 3 EIRs, construction and close-out	Finalize construction	Close-out projects and withdrawal			
Infrastructure Programs	Begin Development of P&P, begin environmental review process	Development of P&P, send EIR letters to necessary state agencies, submit P&P to county for review	Finalize EIR Process, begin procurement process, develop program documents	Secure contractors	Begin construction	Construction										Construction and close-out on projects as they finalize.			Finalize construction, begin final close-out	Close-out projects and withdrawal		
SR 207 Recovery Projects	Begin Development of P&P, begin environmental review process	Development of P&P, send EIR letters to necessary state agencies, submit P&P to county for review	Finalize EIR Process, begin procurement process, develop program documents	Secure contractors, property managers and shelter operator	Begin construction of 80 residential rental units and the Unified Service Center	Construction			Construction, begin rental unit lease-up as first phase meet completion	Continue lease-up for rental units, Finalize construction for Unified Service Center	Lease-up of rental units, Close out construction portion of Unified Service Center	Continue construction and lease-up of rental units.	Finalize construction of rental units, continue lease-up.	Finalize lease-up of rental units.	Close out construction portion of 80 residential rental units	Property management phase				Close-out projects and withdrawal		



Quality Assurance/Quality Control Overview

Tetra Tech has an outstanding record of responsive, timely, high-quality deliverables exceeding our clients' expectations. Tetra Tech will customize and implement a robust quality control and quality assurance (QA/QC) program for the County across all of the services areas to identify any issues with compliance in real time and work collaboratively with the County to resolve them.

All members of our staff and subcontractor partners are responsible for quality and are expected to follow available guidance (e.g., regulatory requirements, review guidance) to ensure the quality of their work products.

Deliverable-based QA/QC. Each deliverable produced by Tetra Tech undergoes a rigorous technical review and approval by qualified professional(s) other than the originator(s) to ensure concepts, assumptions, features, methods, analyses, and details are appropriate, complete, fully coordinated, and correct; results and recommendations are reasonable, within policy guidelines, and supported in the deliverable; and deliverables are in compliance with plans, policy, guidance, and standards with deviations appropriately identified and properly approved.

Holistic QA/QC. Tetra Tech's overarching QA/QC process will complement and enhance our deliverables-based procedures. To accomplish this, Tetra Tech's QA/QC Manager will provide direction and guidance to the program manager, environmental review coordinators, technical reviewers, and the other personnel who are completing the work assignments.

Establishing Expectations. Tetra Tech will work with the County in the program design phase to establish mutually acceptable quality requirements. Tetra Tech will also verify the County's needs, expectations, and quality requirements as work progresses. When appropriate, the QA/QC Manager may develop program-specific quality plans to help meet the County's requirements for a particular service area. Additional QA/QC activities may include conducting quality audits and assessments of our activities with County staff and identifying quality improvement opportunities.

Subcontractor Commitment. Subcontractors that are part of the Tetra Tech team will adhere to Tetra Tech's quality requirements. Tetra Tech will be responsible for ensuring the quality of its work and the work of its subcontractors throughout the course of the work order, while also addressing the schedule, scope, and budget requirements.

Duties of the QA/QC Manager

For this engagement, Tetra Tech has identified John Mizera as the QA/QC Manager.

Project leads report directly to the QA/QC Manager who is responsible for ensuring policies and procedures are followed throughout the task order. The QCM conducts and coordinates technical and financial QA/QC reviews of project activities, serving as a link between staff doing the work and Tetra Tech's corporate quality management team.

1

Proof Point TCFRC

Developed county-specific FEMA and State-compliant hazard mitigation plan standards for 16 counties in the Colorado River Basin in central Texas.

2

Proof Point TX DOT

Developed and implemented a field QA/QC Program to ensure defensible results for an on-call 24/7 sampling capability for stormwater required by TPDES permits.

3

Proof Point Air Force

Gathered over 800 soil samples, 10 concrete samples and 30 water samples at the former Keesler AFB Building 258 and/or Metal Plating Shop. Tetra Tech adapted to changing site conditions while optimizing the budget and finishing ahead of schedule.

Tetra Tech has well-established mechanisms for overseeing the work of subcontractors and maintaining effective communications to ensure they provide high-quality, cost-efficient services. Subcontractors will be integrated into our seamless project team; we have obtained commitments from their senior management that they will work under the direction of our program manager. We fully understand our obligation to manage our subcontractors effectively, and to ensure that this contract operates as a seamless, accountable operation. Appropriate contract clauses and certifications will be incorporated into all subcontract documents, and our subcontractors will be managed to ensure that they adhere to those requirements.

As the prime contractor, Tetra Tech will manage its subcontractors to ensure that project requirements for quality work will be met on time and within budget. Our approach is to work closely with subcontractors throughout a project and vigorously apply our quality assurance/control procedures to subcontractor work products. Each subcontractor has designated a responsible corporate officer who will allocate and commit the resources of the company and ensure that work it performs meets the County and Tetra Tech expectations. Our program manager will meet as needed with each subcontractor corporate officer to address any issues and make changes, as needed.

As firm policy, Tetra Tech conscientiously looks for opportunities to work with small, women-, minority-owned and disadvantaged business enterprises where specific and individual capabilities complement our own for the benefit of the successful completion of a project. In fact, in 2016 Tetra Tech was presented with the **Mentor of the Year Award by the U.S. Agency for International Development's Office of Small and Disadvantaged Business Utilization**. The Mentor of the Year Award annually recognizes a large prime contractor for effective development assistance given to a small business. Tetra Tech received the award at the USAID Annual Small Business Conference held on May 4, 2016, in Washington, DC.

We have established working relationships with a number of small, women-, and minority-owned firms, and have worked with many agencies having equal employment opportunity requirements. In addition, we maintain a comprehensive file of the qualifications and experience of these firms to aide us in selecting appropriate subcontractors for specific project tasks. Should the need for a particular specialty arise during a project, Tetra Tech diligently promotes an equitable opportunity to subcontractors whose capabilities complement our own.

Proposed Subcontractor - Joan K. McLendon, CPA, PLC



For St. Johns County, we have chosen to team with **Joan K. McLendon, CPA, PLC (JKM)**.

Following long and successful careers with major engineering and public accounting firms, JKM's owners desired to create a firm that could utilize the skill sets that they had developed during their careers but in a more focused and customer service-driven platform. JKM was launched with this objective in mind, and since then the firm has successfully executed on a wide variety of public infrastructure and disaster recovery projects for local government agencies.

JKM provides accounting, grant management, and program management related services within the fields of public infrastructure, disaster recovery, and solid and hazardous waste management. They offer a unique ability to envision and execute the full lifecycle of a program from planning to procurement, permitting, staffing, design, construction, and close-out.

JKM is certified by the State of Florida Office of Supplier Diversity as a Women Business Enterprise. A copy of their certification is included at the end of this section.

Section 7: Socioeconomic Business Enterprise

Subcontractor WBE Certificate

State of Florida

Woman Business Certification

Joan K McLendon, CPA, PLC

Is certified under the provisions of
287 and 295.187, Florida Statutes, for a period from:

05/15/2017 to 05/15/2019



Erin Rock, Interim Secretary
Florida Department of Management Services



office of supplier
DIVERSITY

ATTACHMENT A COST
PROPOSAL FORM
RFP NO. 18-71. MANAGEMENT OF CDBG-DR
FOR HURRICANE PROJECTS & PROGRAMS

Each Respondent shall submit estimated cost for all necessary components to fulfill the requirements and project goals of this RFP as proposed in Part III Scope of Services.

TASK SPECIFIC COST

Launching Intake Center				
Assist the County in designing and launching Intake Center			\$290,000.00	
Launching Intake Center Subtotal			\$290,000.00	
Description	Unit	Qty.	Estimated Monthly Cost*	Estimated Total Cost
Administration of Intake Center and Case Management				
Operate and Manage Intake center on behalf of the County	MTH	6	\$29,318.25	\$175,910.00
*Should County utilize the three (3) additional months, it shall be billed at this monthly rate.				
Administration of Intake Center and Case Management Subtotal			\$175,910.00	
Description			Estimated Cost	
207 Supportive Housing Subtotal				
Assist County in the development of approximately eighty (80) units of new construction rental housing serving people who earn low-income in the Supportive Housing Initiative Planned Unit Development. Project shall include developing an integrated social services public facility serving LMI populations that will be known as the United Service Center.			\$787,200.00	
207 Supportive Housing Subtotal			\$787,200.00	

Infrastructure- Assist the County in mobilizing and launching an infrastructure recovery program		Estimated Project/Task Cost(s)
Armstrong Drainage		\$64,137.93
Hastings Phase I Sewer		\$64,137.93
Hastings Phase II Sewer		\$64,137.93
Oyster Creek Drainage		\$64,137.93
Orange St Drainage		\$64,137.93
St Augustine Blvd & Cypress Rd Drainage		\$64,137.93
Avenue D Drainage		\$64,137.93
St Augustine - Lake Maria Sanchez HMGP Match Drainage		\$16,034.48
Infrastructure Subtotal		\$465,000.00
Total Estimated Cost (Launching Intake Center, Administration of Intake Center and Case Management, Housing, 207 Supportive Housing, and Infrastructure Cost)		\$1,718,110.00

Residential Management/Compliance Unit Cost		
Repair	EA	\$10,000.00
Elevation	EA	\$11,000.00
Reconstruction of properties that were substantially damaged from the storm and where repair is no longer cost reasonable	EA	\$12,000.00
Temporary Relocation of homeowners (and if necessary tenants) while repairs or reconstruction is completed, in compliance with the Uniform Relocation Act (URA)	EA	\$1,000.00
Mortgage Payment Assistance to help homeowners in financial distress minimize their exposure to foreclosure and reduce the risk of homelessness due to the storm	EA	\$500.00
Replacement of Manufactured Houses that were substantially damaged from the storm and where repair is no longer cost reasonable	EA	\$8,000.00
Buyout and Acquisition for Redevelopment Pilot Programs	EA	\$7,000.00

ATTACHMENT A (CONT.)
COST PROPOSAL FORM
REP NO. 18-71. MANAGEMENT OF CDBG-DR
FOR HURRICANE PROJECTS & PROGRAMS

RATES FOR ST. JOHNS COUNTY

Approval (initial date)
Purchasing Manager: _____
Buyer: _____

Company Name: Tetra Tech, Inc.

<u>Employee (optional)</u>	<u>Classification</u>	<u>Base Rate*</u>	<u>Fringe and Overhead**</u>	<u>Profit**</u>	<u>Requested Billing Rate</u>	<u>County Approved Billing Rate</u>
	Project Manager	\$54.00	\$81.00	\$15.00	\$150.00	
	Assistant Project Manager	\$48.60	\$72.90	\$13.50	\$135.00	
	Subject Matter Expert	\$63.00	\$94.50	\$17.50	\$175.00	
	Policy Analyst / Planner	\$45.00	\$67.50	\$12.50	\$125.00	
	Intake Specialist	\$23.40	\$35.10	\$6.50	\$65.00	
	Eligibility Specialist / Case Worker	\$23.40	\$35.10	\$6.50	\$65.00	
	Field Supervisor	\$34.20	\$51.30	\$9.50	\$95.00	
	Inspector	\$30.60	\$45.90	\$8.50	\$85.00	
	Cost Estimator	\$41.40	\$62.10	\$11.50	\$115.00	
	IT Specialist	\$54.00	\$81.00	\$15.00	\$150.00	
	Web Designer	\$30.60	\$45.90	\$8.50	\$85.00	
	Administrative Specialist	\$16.20	\$24.30	\$4.50	\$45.00	

***NOTE: Average hourly rate charged will be limited to no greater than \$108/hour**

*Base rate is actual hourly wage rate, exclusive of fringe, overhead and profit.

**Maximum 150% for fringe and overhead; maximum profit 10%; or audited rates, which ever are less.

Travel Expense Maximum	\$,445 per mile			
Sub-Consultants Markup	None Allowed			
FCCM	None Allowed			
CADD Charges	None Allowed			
Reimbursable Expenses Markup	None Allowed			

Approval of Rate Structure

Consultant:  Date: August 30, 2018

SJC Purchasing Manager: _____ Date: _____

Assumptions

1. Task Specific Costs:

- a. Overall Assumptions
 - i. Tetra Tech's cost estimates based on the best publicly available data made available associated with the project including the St. Johns RFP, Addendum #1 to the RFP and CDBG-DR Action Plan.
- b. Operate and Manage Intake Center:
 - i. Includes \$4,500 for inspector to confirm damage at the house for eligibility purposes. The physical operation and management cost of operating an intake center is \$24,818.25.
- c. 207 Supportive Housing
 - i. Assumes that the County will be provided plans and specification, thereby excluding architectural services from our scope of work, similar to the County's approach under the infrastructure program.
 - ii. Assumes that Tetra Tech will be only managing the grant and providing oversight to operations during implementation phase.
 - iii. Lump sum cost excludes case management and construction management services as these tasks will be the responsibility of the property development and management firm procured by the County with Tetra Tech assistance. We anticipate that the firm selected will have experience building and managing rent restricted properties including the intake of prospective residents.
 - iv. Assumes a 2-year period of performance - year 1 planning and year 2 for construction.
 - v. Tetra Tech has included \$163,200 in costs for the necessary Davis-Bacon and Section 3 monitoring that may be triggered for this program.
- d. Other Housing
 - i. Assumes that Tetra Tech will not be responsible for real property acquisition services such as title, survey, closing, or any legal services required.
 - ii. Assumes environmental reviews will be performed by another 3rd party vendor.
- e. Infrastructure
 - i. Assumes that some of the administrative cost associated with implementation of the Lake Maria Sanchez HMGP Match Drainage project will be borne by the FEMA grant and therefore the Level of Effort is adjusted.
 - ii. Assumes that the engineering and design services associated with the projects are NOT included in this estimate.

Section 9: Administrative Information Forms

- Corporate Resolution
- Evidence of Insurance
- Drug Free Work Place Form
- RFP Affidavit
- RFP Affidavit of Solvency
- Conflict of Interest Disclosure Form
- Claims/Liens/Litigation History
- Equal Opportunity Report
- Certification Regarding Debarment and Suspension
- Ineligibility and Voluntary Exclusion
- Certification Regarding Lobbying
- Certification of Non-Segregated Facilities
- Non-Collusion Certification
- RFP Package Checklist
- Acknowledged Addenda

CERTIFICATE
TETRA TECH, INC.

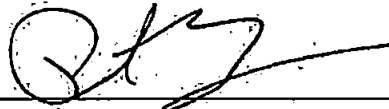
To: St. Johns County, Florida

I hereby certify to you that I am a duly elected and qualified Senior Vice President, General Counsel and Secretary of Tetra Tech, Inc., a Delaware corporation (the "Company"), and that, as such, I am authorized to execute this Certificate on behalf of the Company. I further certify to you on behalf of the Company that:

Jonathan Burgiel, Business Unit President within the Company's United States Government Division of the Government Services Group, is authorized and empowered, in accordance with the Company's Signature Approval Authority Matrix, as approved by the Company's Board of Directors, for and on behalf of the Company, to sign a proposal in response to St. Johns County RFP 18-71 for Management of CDBG-DR for Hurricane Projects and Programs.

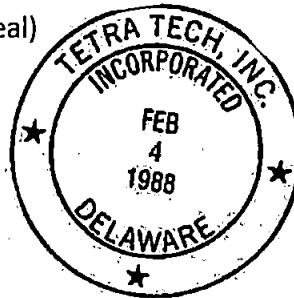
Further, Mr. Burgiel is authorized and empowered to sign any resulting contract and is authorized to bind the Company.

IN WITNESS WHEREOF, I have hereunto set my hand as of this 29th day of August 2018.



Preston Hopson
Senior Vice President, General Counsel and
Secretary

(Seal)





CERTIFICATE OF LIABILITY INSURANCE

DATE(MM/DD/YYYY)
09/26/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Aon Risk Insurance Services West, Inc. Los Angeles CA Office 707 Wilshire Boulevard Suite 2600 Los Angeles CA 90017-0460 USA		CONTACT NAME: PHONE (A/C. No. Ext): (866) 283-7122 FAX (A/C. No.): (800) 363-0105 E-MAIL ADDRESS:		
INSURED Tetra Tech, Inc. 1 S Wacker Drive. 37th Floor Chicago IL 60606 USA		INSURER(S) AFFORDING COVERAGE		NAIC #
		INSURER A: Lexington Insurance Company		19437
		INSURER B: National Union Fire Ins Co of Pittsburgh		19445
		INSURER C: The Insurance Co of the State of PA		19429
		INSURER D: American Home Assurance Co.		19380
		INSURER E: AIG Europe Limited		AA1120841
INSURER F:				

COVERAGES **CERTIFICATE NUMBER: 570063784534** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS. Limits shown are as requested

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
B	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR ☒ X,C,U Coverage GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☒ PRO-JECT ☒ LOC OTHER:		GL7468716	10/01/2017	10/01/2018	EACH OCCURRENCE	\$2,000,000
						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$1,000,000
						MED EXP (Any one person)	\$10,000
						PERSONAL & ADV INJURY	\$2,000,000
						GENERAL AGGREGATE	\$4,000,000
						PRODUCTS - COMP/OP AGG	\$4,000,000
B	AUTOMOBILE LIABILITY ☒ ANY AUTO OWNED AUTOS ONLY ☐ SCHEDULED AUTOS NON-OWNED AUTOS ONLY ☐ HIRED AUTOS ONLY		CA4288055	10/01/2017	10/01/2018	COMBINED SINGLE LIMIT (Ea accident)	\$2,000,000
						BODILY INJURY (Per person)	
						BODILY INJURY (Per accident)	
						PROPERTY DAMAGE (Per accident)	
E	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE DED ☒ RETENTION \$100,000		CSUSA1702199	10/01/2017	10/01/2018	EACH OCCURRENCE	\$5,000,000
						AGGREGATE	\$5,000,000
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR / PARTNER / EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N N/A	WC014629496 WC014629497 WC014629498 WC014629499	10/01/2017 10/01/2017 10/01/2017 10/01/2017	10/01/2018 10/01/2018 10/01/2018 10/01/2018	☒ PER STATUTE ☐ OTH-ER	
C						E.L. EACH ACCIDENT	\$1,000,000
C						E.L. DISEASE-EA EMPLOYEE	\$1,000,000
						E.L. DISEASE-POLICY LIMIT	\$1,000,000
A	Professional Liability and Contractor's Pollution Liability		028182375 Prof/Poll Liab SIR applies per policy terms & conditions	10/01/2017	10/01/2019	Each Claim Aggregate	\$5,000,000 \$5,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER**CANCELLATION**

Evidence of Insurance	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE <i>Aon Risk Insurance Services West, Inc.</i>

ATTACHEMENT D

**REQUEST FOR PROPOSALS (RFP) NO: 18-71
MANAGEMENT OF CDBG-DR FOR
HURRICANE PROJECTS & PROGRAMS**

**St. Johns County Board of County Commissioners
Drug-Free Workplace Form**

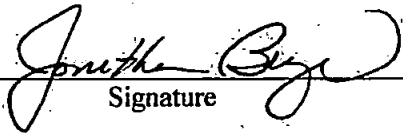
The undersigned firm, in accordance with Florida Statute 287.087 hereby certifies that

Tetra Tech, Inc. does:

Name of Firm

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the danger of drug abuse in the workplace, the business' policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, employee assistance programs and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the contractual services that are described in St. Johns County's request for Proposals to provide bond underwriter services a copy of the statement specified in paragraph 1.
4. In the statement specified in paragraph 1, notify the employees that, as a condition of working on the contractual services described in paragraph 3, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Florida Statute 893, as amended, or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction or plea.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community by, any employee who is so convicted.
6. Consistent with applicable provisions with State or Federal law, rule, or regulation, make a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1 through 5.

As the person authorized to sign this statement, I certify that this firm complies fully with the above requirements.


Signature

August 30, 2018

Date

ATTACHEMENT E

REQUEST FOR PROPOSALS (RFP) NO: 18-71
MANAGEMENT OF CDBG-DR FOR
HURRICANE PROJECTS & PROGRAMS

AFFIDAVIT

TO: ST. JOHNS COUNTY BOARD OF COUNTY COMMISSIONERS
ST. AUGUSTINE, FLORIDA

At the time the Proposal is submitted, the Respondent shall attach to his RFP a sworn statement.
The sworn statement shall be an affidavit in the following form, executed by an officer of the firm, association or corporation submitting the Request for Proposals and shall be sworn to before a person who is authorized by law to administer oaths.

STATE OF Florida COUNTY OF Orange Before
me, the undersigned authority, personally appeared _____ who, being duly sworn,
deposes and says he is _____ (Title) of
(Firm) the respondent submitting the attached Request for Proposals for the services covered by the RFP
documents for RFP No: 18-71; Management of CDBG-DR for Hurricane Projects & Programs.

The affiant further states that no more than one Request for Proposals for the above referenced project will be submitted from the individual, his firm or corporation under the same or different name and that such respondent has no financial interest in the firm of another respondent for the same work, that neither he, his firm, association nor corporation has either directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with this firm's RFP on the above described project. Furthermore, neither the firm nor any of its officers are debarred from participating in public contract lettings in any other state.

Tetra Tech, Inc.
(Proposer)
By [Signature]
Business Unit President
(Title)

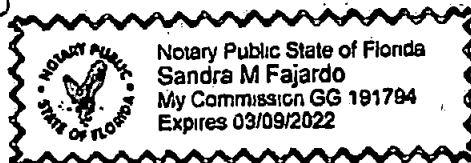
STATE OF Florida)

COUNTY OF Orange)

Subscribed and sworn to before me this 30th day of August, 2018, by Jonathan Burgiel
who personally appeared before me at the time of notarization, and who is personally known
to me or who has produced _____ as identification.

[Signature]
Notary Public

My commission expires:
03/09/2022



VENDORS ON ALL COUNTY PROJECTS MUST EXECUTE
AND ATTACH THIS AFFIDAVIT TO EACH REQUEST FOR PROPOSALS.

ATTACHEMENT F

REQUEST FOR PROPOSALS (RFP) NO: 18-7118-71
MANAGEMENT OF CDBG-DR FOR
HURRICANE PROJECTS & PROGRAMS

AFFIDAVIT OF SOLVENCY

PERTAINING TO THE SOLVENCY OF {insert entity name} Tetra Tech, Inc.
being of lawful age and being duly sworn I, {insert affiant name} Jonathan Burgiel, as {insert position or title} Business Unit President (ex.CEO, officer, president, duly authorized representative, etc.)

hereby certify under penalty of perjury that:

1. I have reviewed and am familiar with the financial status of above stated entity.
2. The above stated entity possesses adequate capital in relation to its business operations or any contemplated or undertaken transaction to timely pay its debts and liabilities (including, but not limited to, unliquidated liabilities, un-matured liabilities and contingent liabilities) as they become absolute and due.
3. The above stated entity has not, nor intends to, incur any debts and/or liabilities beyond its ability to timely pay such debts and/or liabilities as they become due.
4. I fully understand failure to make truthful disclosure of any fact or item of information contained herein may result in denial of the application, revocation of the Certificate of Public Necessity if granted and/or other action authorized by law.

The undersigned has executed this Affidavit of Solvency, in his/her capacity as a duly authorized representative of the above stated entity, and not individually, as of this 30th day of August, 2018.

30th

Jonathan Burgiel
Signature of Affiant

STATE OF Florida

COUNTY OF Orange

Subscribed and sworn to before me this 30th day of August, 2018, by Jonathan Burgiel who personally appeared before me at the time of notarization, and who is personally known to me or who has produced _____ as identification.

Sandra M Fajardo
Notary Public

My commission expires:
03/09/2022



ATTACHEMENT G

REQUEST FOR PROPOSALS (RFP) NO: 18-71
MANAGEMENT OF CDBG-DR FOR
HURRICANE PROJECTS & PROGRAMS

St. Johns County Board of County Commissioners
Conflict of Interest Disclosure Form

Project (RFP) Number/Description: 18-71, Management of CDBG-DR for Hurricane Projects & Programs

The term "conflict of interest" refers to situations in which financial or other considerations may adversely affect, or have the appearance of adversely affecting a consultant's/contractor's professional judgment in completing work for the benefit of St. Johns County ("County"). The bias such conflicts could conceivably impart may inappropriately affect the goals, processes, methods of analysis or outcomes desired by the County.

Consultants/Contractors are expected to safeguard their ability to make objective, fair, and impartial decisions when performing work for the benefit of the County. Consultants/Contractors, therefore must there avoid situations in which financial or other considerations may adversely affect, or have the appearance of adversely affecting the consultants/contractors professional judgement when completing work for the benefit of the County.

The mere appearance of a conflict may be as serious and potentially damaging as an actual distortion of goals, processes, and methods of analysis or outcomes. Reports of conflicts based upon appearances can undermine public trust in ways that may not be adequately restored even when the mitigating facts of a situation are brought to light. Apparent conflicts, therefore, should be disclosed and evaluated with the same vigor as actual conflicts.

It is expressly understood that failure to disclose conflicts of interest as described herein may result in immediate disqualification from evaluation or immediate termination from work for the County.

Please check the appropriate statement:

☒ I hereby attest that the undersigned Respondent has no actual or potential conflict of interest due to any other clients, contracts, or property interests for completing work on the above referenced project.

☐ The undersigned Respondent, by attachment to this form, submits information which may be a potential conflict of interest due to other clients, contracts or property interests for completing work on the above referenced project.

Legal Name of Respondent:

Tetra Tech, Inc.

Authorized Representative(s) :

Signature

Jonathan Burgiel
Business Unit President
Print Name/Title

Signature

Print Name/Title

ATTACHEMENT H

REQUEST FOR PROPOSALS (RFP) NO: 18-71 MANAGEMENT OF CDBG-DR FOR HURRICANE PROJECTS & PROGRAMS CLAIMS/LIENS/LITIGATION HISTORY

1. Within the past 7 years, has your organization filed suit or a formal claim against an owner or entity, or been sued by or had a formal claim filed by an owner, subcontractor or supplier resulting from a contract dispute? Yes ☒ No ☐ If yes, please attach additional sheet(s) to include:

Description of every action Captions of the Litigation or Arbitration Please see attached for supplemental information
Amount at issue: _____ Name (s) of the attorneys representing all parties: _____

Amount actually recovered, if any: _____

Name(s) of the project owner(s)/manager(s) to include address and phone number: _____

2. List all pending litigation and or arbitration. Please see attached for supplemental information
3. List and explain all litigation and arbitration within the past seven (7) years - pending, resolved, dismissed, etc. Please see attached for supplemental information
4. Within the past 7 years, please list all Liens, including Federal, State and Local, which have been filed against your Company. List in detail the type of Lien, date, amount and current status of each Lien.

None

5. Have you ever abandoned a contract, been terminated for cause? Yes ☐ No ☒ if yes, please explain in detail: _____

6. For all claims filed against your company within the past five-(5) years, have all been resolved satisfactorily with final judgment in favor of your company within 90 days of the date the judgment became final? Yes ☒ No ☐ if no, please explain why? _____

7. List the status of all pending claims currently filed against your company:

Please see attached for supplemental information

Financial Consequences

1. Has an owner or entity ever withheld payment, assessed fees or penalties, or made a claim against any Performance and Payment Bonds? Yes ☐ No ☒ If yes, please explain in detail: _____

(Use additional or supplemental pages as needed)

TETRA TECH, INC.

L00273 | DeSoto County (Astaldi Construction) v. Hartman & Associates

Date Opened: 05/18/09

Plaintiff: Desoto County, Florida
Defendant: Hartman & Associates, Inc.
Case Number: 142009CA000086
Date Filed: 05/11/09
Court: Circuit Court, 12th Circuit, Desoto County, FL
Cause of Action: Contract and Indebtedness
Disposition of Case: Settled

Amt. at issue: none stated
Attorney representing Plaintiff: John Pelham
Attorney representing Defendant: Edward Baird
Amt. recovered: the terms of the settlement agreement are confidential
Project Owner: Desoto County

L00298 | Poole and Kent Co. and Myers Construction v. Tetra Tech

Date Opened: 07/08/09

Plaintiff: The Poole and Kent Company and Myers Construction Group
Defendant: Tetra Tech, Inc.
Case Number: 1:09-cv-21749-ASG
Date Filed: 06/24/09
Court: Federal, Miami-Dade
Cause of Action: Tort, Personal Property, Fraud
Disposition of Case: Settled

Amt. at issue: none stated
Attorney representing Plaintiff: Herman Braude
Attorney representing Defendant: Donald Wright
Amt. recovered: the terms of the settlement agreement are confidential
Project Owner: City of North Miami Beach

L00338 | ECI v. White Holly Expeditions

Date Opened: 11/03/10

Plaintiff: Tetra Tech EC, Inc.
Defendant: White Holly Expeditions LLC
Case Number: 3:10-cv-00465-TJC-MCR
Date Filed: 05/28/10
Court: District Court for the Middle District, FL
Cause of Action: Writ for Maritime Garnishment and Attachment
Disposition of Case: Closed

Amt. at issue: \$142,500
Attorney representing Plaintiff: Lindsay Brock
Attorney representing Defendant: Daniel Kearney
Amt. recovered: \$0.00
Project Owner: N/A

L00402 | Northside Marina Venture v. Tetra Tech EC

Date Opened: 8/9/12

Plaintiff: Northside Marina Venture, LLC
Defendant: Tetra Tech EC, Inc.
Case Number: 2012 009366
Date Filed: 05/16/12
Court: Circuit Court of the Fifteenth Judicial Circuit in and for Palm Beach County, FL
Cause of Action: Duty Breach
Disposition of Case: Closed

Amt. at issue: in excess of \$15,000.00
Attorney representing Plaintiff: Raymond Masciarella
Attorney representing Defendant: Edward Baird
Amt. recovered: \$0.00
Project Owner: Northside Marina Venture LLC

TETRA TECH, INC.

L00405 | H. G. Construction/Luxor Residences v. Ardaman

Date Opened: 9/26/12

Plaintiff: H. G. Construction, Inc. et al. (Third Party Plaintiff(s))

Defendant: Ardaman & Associates, Inc.

Case Number: 12-20234 CA (02)

Date Filed: 09/20/12

Court: Circuit Court of the 11th Judicial Circuit in and for Miami-Dade County, FL

Cause of Action: Indemnification

Disposition of Case: Closed

Amt. at issue: none stated

Attorney representing Plaintiff: Anthony Dieguez

Attorney representing Defendant: Curtis Brown

Amt. recovered: \$0.00

Project Owner: The Luxor Residences Condo. Assoc.

L00412 | Phillip Stokes et al. v. Hartman & Associates

Date Opened: 10/30/12

Plaintiff: Phillip A. Stokes

Defendant: Tetra Tech, Inc.

Case Number: 2012 32170CICI

Date Filed: 10/30/12

Court: Circuit/County Court, Volusia County, FL

Cause of Action: Negligence

Disposition of Case: Settled

Amt. at issue: none stated

Attorney representing Plaintiff: Joseph Clark

Attorney representing Defendant: Trevor Arnold

Amt. recovered: the terms of the settlement agreement are confidential

Project Owner: Orange City, Florida

L00421 | HRK Holdings v. Ardaman

Date Opened: 01/10/13

Plaintiff: HRK Holdings, LLC

Defendant: Ardaman & Associates, Inc.

Case Number: 2013-CA-000098-0

Date Filed: 01/07/13

Court: Circuit Court, Manatee County, FL, Civil Division

Cause of Action: Breach of Contract, Negligence

Disposition of Case: Ongoing

Amt. at issue: none stated

Attorney representing Plaintiff: Paul Byron

Attorney representing Defendant: Curtis Brown

Amt. recovered: N/A

Project Owner: Manatee Port Authority

L00435 | Summerhill Partners/Vestcor Construction v. Ardaman

Date Opened: 11/04/13

Plaintiff: Vestcor Construction Services, Inc.

Defendant: Ardaman & Associates, Inc.

Case Number: 16-2013-CA-007504

Date Filed: 8/6/13

Court: Circuit Court, 4th Circuit, Duval County, FL

Cause of Action: Breach of Contract

Disposition of Case: Closed

Amt. at issue: none stated

Attorney representing Plaintiff: Todd MacLeod

Attorney representing Defendant: Curtis Brown

Amt. recovered: \$0.00

Project Owner: Summerhill Partners LLC

TETRA TECH, INC.

L00436 | Wanda Vazquez v. Ardaman

Date Opened: 11/04/13

Plaintiff: Wanda Vazquez

Defendant: Ardaman & Associates, Inc.

Case Number: 2013-CA-005511

Date Filed: 10/28/13

Court: Circuit Court, 6th Circuit, Pasco County, FL, Civil Division

Cause of Action: Negligence

Disposition of Case: Settled

Amt. at issue: none stated

Attorney representing Plaintiff: Donna DeVaney

Attorney representing Defendant: Mark Snelson

Amt. recovered: the terms of the settlement agreement are confidential

Project Owner: Wanda Vazquez

L00437 | SWS Environmental Services v. Tetra Tech Construction

Date Opened: 11/04/13

Plaintiff: Progressive Environmental Services, Inc. dba SWS Environmental Services

Defendant: Tetra Tech Construction, Inc.

Case Number: 33 192 Y 58 13

Date Filed: 2/27/13

Court: American Arbitration Association

Cause of Action: misrepresentation

Disposition of Case: Settled

Amt. at issue: in excess of \$6,000,000.00

Attorney representing Plaintiff: C. Walker Ingraham

Attorney representing Defendant: Robert Hager

Amt. recovered: \$57,165.00

Project Owner: Orlando Stanton Energy Center

L00439 | Inlet Marina of Palm Beach, Ltd. v. Ardaman

Date Opened: 11/27/13

Plaintiff: Inlet Marina of Palm Beach, Ltd.

Defendant: Ardaman & Associates, Inc.

Case Number: 502013CA012363XXXXMBAJ

Date Filed: 11/22/13

Court: Circuit Court, 15th Circuit, Palm Beach County, FL

Cause of Action: Breach of Contract, Negligence

Disposition of Case: Closed

Amt. at issue: in excess of \$15,000.00

Attorney representing Plaintiff: Raymond Masciarella

Attorney representing Defendant: Curtis Brown

Amt. recovered: \$0.00

Project Owner: Loggerhead Marina

L00443 | Broward County v. Williams Hatfield & Stoner

Date Opened: 10/14/13

Plaintiff: Broward County

Defendant: Williams Hatfield & Stoner, Inc.

Case Number: 13-014214 (03)

Date Filed: 10/14/13

Court: Circuit Court, 17th Circuit, Broward County, FL

Cause of Action: Breach of Contract, Negligence

Disposition of Case: Settled

Amt. at issue: in excess of \$15,000.00

Attorney representing Plaintiff: Joni Coffey

Attorney representing Defendant: William Convey

Amt. recovered: the terms of the settlement agreement are confidential

Project Owner: Broward County

TETRA TECH, INC.

L00491 | Regions Bank v. Ardaman

Date Opened: 10/16/15

Plaintiff: Regions Bank D/B/A Regions Mortgage
Defendant: Ardaman & Associates, Inc.
Case Number: 2015CA011328
Date Filed: 10/7/15
Court: Circuit Court, 15th Circuit, Palm Beach County, FL
Cause of Action: Foreclosure litigation
Disposition of Case: Ongoing

Amt. at issue: N/A
Attorney representing Plaintiff: J. Bennett Kitterman
Attorney representing Defendant: N/A
Amt. recovered: N/A
Project Owner: unknown

L00508 | Callaway Marine Tech. v. Tetra Tech

Date Opened: 03/16/16

Plaintiff: Callaway Marine Technologies, Inc.
Defendant: Tetra Tech, Inc.
Case Number: 1:16-cv-20855-DPG
Date Filed: 3/9/16
Court: U. S. District Court for the Southern District of Florida, Miami Division
Cause of Action: Contract Indebtedness
Disposition of Case: Closed

Amt. at issue: none stated
Attorney representing Plaintiff: David Adelstein
Attorney representing Defendant: Mark Snelson
Amt. recovered: the terms of the settlement agreement are confidential
Project Owner: Miami Harbor

L00516 | Aanya Hospitality v. Tetra Tech

Date Opened: 7/8/16

Plaintiff: Aanya Hospitality, Inc.
Defendant: Tetra Tech, Inc.
Case Number: 2016-CA-550
Date Filed: 5/24/16
Court: Circuit Court, Fourth Judicial Circuit, in and for Clay County, FL
Cause of Action: Breach of Contract
Disposition of Case: Ongoing

Amt. at issue: none stated
Attorney representing Plaintiff: J. Michael Lindell
Attorney representing Defendant: Curtis Brown
Amt. recovered: N/A
Project Owner: Hampton Inn

L00517 | Phoenix Building Corp v. Tetra Tech

Date Opened: 8/4/16

Plaintiff: Phoenix Building Corp SE
Defendant: Tetra Tech, Inc.
Case Number: 16-2016-CA-004896-XXXX-MA
Date Filed: 7/25/16
Court: Circuit Court of the 4th Judicial Circuit in and for Duval County, FL
Cause of Action: Breach of Contract
Disposition of Case: Settled

Amt. at issue: none stated
Attorney representing Plaintiff: David King
Attorney representing Defendant: Erin Whitmore
Amt. recovered: the terms of the settlement agreement are confidential
Project Owner: Hampton Inn

TETRA TECH, INC.

L00527 | Two City Plaza Condo. Assoc. v. Ardaman

Date Opened: 10/21/16

Plaintiff: Two City Plaza Condominium Association, Inc.
Defendant: Ardaman & Associates, Inc.
Case Number: 50-2016-CA-011149-XXX-MB
Date Filed: 10/18/16
Court: Circuit Court of the 15th Judicial Circuit, Palm Beach County, FL
Cause of Action: Negligence
Disposition of Case: Ongoing

Amt. at issue: none stated
Attorney representing Plaintiff: Michele Ammendola
Attorney representing Defendant: Curtis Brown
Amt. recovered: N/A
Project Owner: Kolter Property Company

L00528 | Phoenix Building Corp SE v. Tetra Tech

Date Opened: 10/31/16

Plaintiff: Phoenix Building Corp SE
Defendant: Tetra Tech, Inc.
Case Number: 2016-ca-009194-o
Date Filed: 10/19/16
Court: Circuit Court of the 9th Judicial Circuit, Orange County, FL
Cause of Action: Breach of Contract
Disposition of Case: Closed

Amt. at issue: none stated
Attorney representing Plaintiff: Jason Blevis
Attorney representing Defendant: Erin Whitmore
Amt. recovered: N/A
Project Owner: Hyatt house Hotel

L00532 | Chubb Custom Insurance Co. v. Ardaman

Date Opened: 12/16/16

Plaintiff: Chubb Custom Insurance Company as subrogee of First Church of Christ Scientist
Defendant: Ardaman & Associates, Inc.
Case Number: 2016-031146-CA-01
Date Filed: 12/08/16
Court: Circuit Court of the 11th Judicial Circuit in and for Miami Dade County, Florida
Cause of Action: Negligence
Disposition of Case: Closed

Amt. at issue: none stated
Attorney representing Plaintiff: Joseph Rich
Attorney representing Defendant: Curtis Brown
Amt. recovered: N/A
Project Owner: First Church of Christ Scientist

TETRA TECH, INC.

PL00004 | Barcelona I Condominium Assoc. v. Ardaman

Date Opened: 07/17/17

Plaintiff: Barcelona I Condominium Association, Inc.
Defendant: Ardaman & Associates, Inc.
Case Number: 17-12847 CA 09
Date Filed: 05/26/17
Court: 11th Judicial Circuit, Miami-Dade County, Florida
Cause of Action: Negligence
Disposition of Case: Dismissed, Reopened, Closed 9/19/18

Amt. at issue: none stated
Attorney representing Plaintiff: Jose Herrera
Attorney representing Defendant: Curtis Brown
Amt. recovered: N/A
Project Owner: Barcelona I Condo. Assoc.

PL00008 | Cecilia Sed et al. v. Ardaman

Date Opened: 08/08/17

Plaintiff: Cecilia Sed and Jorge Sed
Defendant: Ardaman & Associates, Inc.
Case Number: 17-CA-7271
Date Filed: 08/02/17
Court: Hillsborough County, Florida
Cause of Action: Negligence
Disposition of Case: Ongoing

Amt. at issue: none stated
Attorney representing Plaintiff: John Adams
Attorney representing Defendant: Curtis Brown
Amt. recovered: N/A
Project Owner: Cecilia Sed

Tetra Tech Main Point of Contact:
Karen Miller
Direct: 626.470.2480
Karen.Miller@tetrattech.com

ATTACHEMENT I

REQUEST FOR PROPOSALS (RFP) NO: 18-71 MANAGEMENT OF CDBG-DR FOR HURRICANE PROJECTS & PROGRAMS

LIST OF PROPOSED SUB-CONSULTANTS (if applicable)

Any and all sub-consultants are subject to approval by the County. Each Respondent shall submit any sub-consultants proposed to perform any portion of the required services as provided herein. Each Respondent shall submit any proposed sub-consultants qualifications, licensing, and certifications (including MBE/WBE/DBE)

Company Name	Division/Discipline	Primary Contact Name	Contact Number and Email Address
Joan K McLendon, CPA, PLC	WBE	Joan McLendon Co-Owner	jmcclendon@ soundsideconsulting.com
ICF Incorporated, LLC	N/A	Mark Lee Senior Vice President	mark.lee@icf.com

ATTACHEMENT J

REQUEST FOR PROPOSALS (RFP) NO 18-71 MANAGEMENT OF CDBG-DR FOR HURRICANE PROJECTS & PROGRAMS

EQUAL OPPORTUNITY REPORT STATEMENT

The Respondent (Proposer) shall complete the following statement by signing this form where indicated. Failure to complete this form may be grounds for rejection of bid:

The awarded Contractor shall comply with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987 and the Florida Civil Rights Act of 1992, as amended) prohibiting employment discrimination and shall comply with the regulations and guidelines promulgated pursuant to this Act by the Secretary of the Interior and the Heritage Conservation and Recreation Service.

During the performance of this contract, the awarded Contractor, for itself, its assignees and successors in interest (hereinafter referred to as the "Contractor") agrees as follows:

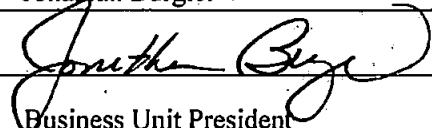
- (1) The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.
- (2) The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive considerations for employment without regard to race, color, religion, sex, or national origin.
- (3) The Contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the Contractor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- (4) The Contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
- (5) The Contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
- (6) In the event of the Contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the Contractor may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions as may be imposed

and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

- (7) The Contractor will include the portion of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each sub-Contractor or vendor. The Contractor will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance: Provided, however, That in the event a Contractor becomes involved in, or is threatened with, litigation with a sub-Contractor or vendor as a result of such direction by the administering agency the Contractor may request the United States to enter into such litigation to protect the interests of the United States.

Handwritten Signature of Authorized Principal(s):

NAME (print): Jonathan Burgiel

SIGNATURE: 

TITLE: Business Unit President

NAME OF FIRM: Tetra Tech, Inc.

DATE: August 30, 2018

ATTACHEMENT K

**REQUEST FOR PROPOSALS (RFP) NO 18-71
MANAGEMENT OF CDBG-DR FOR
HURRICANE PROJECTS & PROGRAMS**

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Primary Covered Transactions

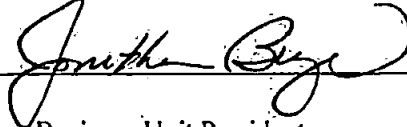
The Bidder certifies that, the firm or any person associated therewith in the capacity of owner, partner, director, officer, principal, investigator, project director, manager, auditor, and/or position involving the administration of federal funds:

1. are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions, as defined in 49 CFR s29.110(a), by any federal department or agency;
2. have not within a three-year period preceding this certification been convicted of or had a civil judgment rendered against it for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a federal, state, or local government transaction or public contract; violation of federal or state antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property
3. are not presently indicted for or otherwise criminally or civilly charged by a federal, state, or local governmental entity with commission of any of the offenses enumerated in paragraph (b) of this certification; and
4. have not within a three-year period preceding this certification had one or more federal, state, or local government public transactions terminated for cause or default.

The Respondent certifies that it shall perform a debarment verification on any subcontractor, sub-consultant, material supplier or vendor, that it proposes to contract with to perform any work under this RFP, and shall not enter into any transaction with any sub-Contractor, material supplier, or vendor who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this project by any federal agency unless authorized by St. Johns County.

Handwritten Signature of Authorized Principal(s):

NAME (print): Jonathan Burgiel

SIGNATURE: 

TITLE: Business Unit President

NAME OF FIRM: Tetra Tech, Inc.

DATE: August 30, 2018

ATTACHEMENT L

**REQUEST FOR PROPOSALS (RFP) NO 18-71
MANAGEMENT OF CDBG-DR FOR
HURRICANE PROJECTS & PROGRAMS**

**BYRD ANTI-LOBBYING COMPLIANCE AND
CERTIFICATION REGARDING LOBBYING**

Certification for Contracts, Grants, Loans, and Cooperative Agreements (To be submitted with each bid or offer exceeding \$100,000). The undersigned [Contractor] certifies, to the best of his or her knowledge, that:

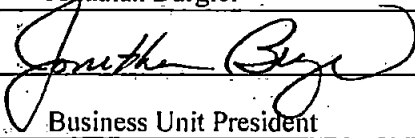
1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or Current as of 9-26-16 11 cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The Contractor, Tetra Tech, Inc., certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. § 3801 et seq., apply to this certification and disclosure, if any.

Handwritten Signature of Authorized Principal(s):

NAME (print): Jonathan Burgiel

SIGNATURE: 

TITLE: Business Unit President

NAME OF FIRM: Tetra Tech, Inc.

DATE: August 30, 2018

ATTACHEMENT M

**REQUEST FOR PROPOSALS (RFP) NO 18-71
MANAGEMENT OF CDBG-DR FOR
HURRICANE PROJECTS & PROGRAMS**

**St. Johns County
Certification of Non-segregated Facilities**

The federally assisted construction Contractor certifies that he does not maintain or provide for his employees, any segregated facilities at any of his establishments and that he does not permit his employees to perform their services at any location under his control, where segregated facilities are maintained. The federally assisted construction Contractor certifies that he will not maintain or provide for his employees segregated facilities at any of his establishments and that he will not permit his employees to perform their services at any location under his control, where segregated facilities are maintained. The federally assisted construction Contractor agrees that a breach of this certification is a violation of the equal opportunity clause in this contract. As used in this certification, the term "segregated facilities" means any waiting room, work areas, rest rooms and washrooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing facilities provided for employees which are segregated by explicit directives or are in fact segregated on the basis of race, color, religion, or national origin because of habit, local custom, or any other reason. The federally assisted construction Contractor agrees that (except where he has obtained identical certifications from proposed sub-Contractors for specific time periods) he will obtain identical certifications from proposed sub-Contractors prior to the award of subcontracts exceeding ten thousand (\$10,000.00) dollars US which are not exempt from the provisions of the equal opportunity clause and that he will retain such certifications in his files.


Signature of Contractor

Tetra Tech, Inc.
Jonathan Burgiel, Business Unit President
Title

August 30, 2018
Date

ATTACHEMENT N

**REQUEST FOR PROPOSALS (RFP) NO 18-71
MANAGEMENT OF CDBG-DR FOR
HURRICANE PROJECTS & PROGRAMS**

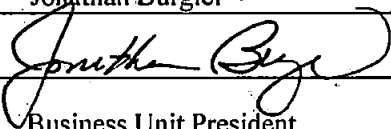
NON-COLLUSION CERTIFICATION

St. Johns County requires, as a matter of policy, that any Firm receiving a contract or award resulting from the Request for Proposals issued by St. Johns County shall make certification as below. Receipt of such certification, under oath, shall be a prerequisite to the award of contract and payment thereof.

I (we) hereby certify that if the contract is awarded to me, our firm, partnership or corporation, that no members of the elected governing body of St. Johns County nor any professional management, administrative official or employee of the County, nor members of his or her immediate family including spouse, parents or children, nor any person representing or purporting to represent any member or members of the elected governing body or other official, has solicited, has received or has been promised, directly or indirectly, any financial benefit including but not limited to a fee, commission, finder's fee, political contribution, goods or services in return for favorable review of any Proposal submitted in response to the Request for Proposals or in return for execution of a contract for performance or provision of services for which Proposals are herein sought.

Handwritten Signature of Authorized Principal(s):

NAME (print): Jonathan Burgiel

SIGNATURE: 

TITLE: Business Unit President

DATE: August 30, 2018

NAME OF FIRM/PARTNERSHIP/CORPORATION:

Subcontractor: Joan K McLendon, CPA, PLC

Subcontractor: ICF Incorporated, LLC

REQUEST FOR PROPOSALS PACKAGE CHECKLIST

REQUEST FOR PROPOSALS (RFP) NO 18-71 MANAGEMENT OF CDBG-DR FOR HURRICANE PROJECTS & PROGRAMS

SECTION	ATTACHMENT NAME	CHECK BOX	ST. JOHNS COUNTY USE
Section 1	RFP Cover Page	X	
Section 2	Cover Letter	X	
Section 3	Company and Staff Qualifications	X	
	List of Proposed Sub-Consultants (if applicable)	X	
	Proper and Valid Licensing for conducting business in State of FL	X	
	Current Applicable Department of Regulation License(s)	Not Applicable	
	Current Applicable Certification(s)	Not Applicable	
Section 4	Related Experience	X	
Section 5	Approach and Innovation	X	
Section 6	Quality and Schedule Control	X	
Section 7	Socioeconomic Business Enterprise	X	
Section 8	Pricing	X	
	Cost Proposal Form	X	
Section 9	Administrative Information (include the following):	X	
	Proof of Liability Insurance and Limits	X	
	Drug Free Work Place Form	X	
	RFP Affidavit	X	
	RFP Affidavit of Solvency	X	
	Conflict of Interest Disclosure Form	X	
	Acknowledged Addenda	X	
	Claims/Liens/Litigation History	X	
	Equal Opportunity Report Statement	X	
	Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion – Primary Covered Transactions	X	
	Certification Regarding Lobbying	X	
	Certification of Non-segregated Facilities	X	
	Non-Collusion Certification	X	



St. Johns County Board of County Commissioners

Purchasing Division

ADDENDUM #1

August 21, 2018

To: Prospective Respondents
From: St. Johns County Purchasing Department
Subject: RFP No: 18-71, Management of CDBG-DR for Hurricane Projects & Programs

This Addendum #1 is issued for further respondent's information and is hereby incorporated into the RFP documents. Each respondent shall ascertain before submitting a proposal that he/she has received all Addenda, and shall submit one (1) hard-copy original and one (1) electronic copy of this signed addendum with their submitted proposal.

Questions/Answers:

- 1) (Memo, pg. 8, Part III-B.1.a.iii) What is the existing financial system used by the County and does it provide capability for grant accounting?

The County uses eFinancePLUS as our financial System and all funds from County grants are tracked through that system.

- 2) (Memo, pg. 8, Part III-B.2.A.3.d) Are there anticipated languages other than Spanish and who will incur the cost for translating written materials (should it be included in proposed pricing)?

Yes, consultants should be prepared to provide interpreters for any applicant who requests one. It is the intent of the Housing Program to provide appropriate auxiliary aids and interpreters to persons with disabilities and/or to persons with limited-English proficiency when necessary to afford such persons an equal opportunity to participate in or benefit from program services.

The selected consultant must have the capability to address a variety of persons with disabilities and/or limited-English proficiency when necessary.

Auxiliary aids and services will be billed at hourly rates.

- 3) (Memo, pg. 9, Part III-B.2.A.5) The scope mentions others that will be responsible for "managing construction" for the homeowner services but then in the next section (B.2.B), it describes the scope for this RFP including residential construction and assistance management. Who is responsible for "managing construction" and what responsibilities does that actually include?

The selected consultant will be responsible for case management and construction management of all Housing Programs activities. This includes but is not limited to: eligibility review, verification of documents, award determination, closing of application phase/transition into construction, construction management, scheduling of inspections, Davis-Bacon Act compliance, and on-going compliance monitoring.

Services do not include the actual construction of homes. The selected consultant will assist the County with the procurement of construction contractors for the Housing Program and will be responsible for overseeing those vendors while ensuring that all CDBG-DR regulations are being followed throughout the process.

- 4) (Memo, pg. 9, Part III-B.2.A.13) The scope identified environmental review for the housing program. Confirm that the recently solicited vendors to perform environmental review are not going to be tasked to complete the Tier 1 or Tier 2 NEPA reviews and that this work should be included in our unit prices.

County will provide Environmental Consultants to perform the environmental reviews. The selected consultant will be responsible for ensuring all CDBG-DR regulations are being followed by the Environmental consultants under their contracts.

- 5) (Memo, pg. 9, Part III-B.2.A.13) Housing services scope also includes home inspections, what is meant by this? Will St. John's County Building Services be responsible for code/permit inspections and issuing a Certificate of Occupancy/Completion?

The selected consultant shall be responsible for providing Home Inspectors. The Scope of Services shall include providing home inspections, written reports, specifications work write-ups, and repair estimates in accordance to program requirements.

Home inspections include, but are not limited to, rehabilitation, reconstruction, elevation of homes, replacement of manufactured houses, buyout and acquisitions services for the housing program. Inspections are to be conducted to determine the type(s) of repairs necessary to bring houses up to Florida Building code and according to the Construction Standards provided by the State's Action Plan. Special emphasis must be placed on documenting damage and demonstrating tie-back to the storm.

Inspection services for the housing programs will be scheduled by the selected consultant. The selected consultant must have the capacity and flexibility to schedule inspections and respond quickly to requests for services and to conduct inspections with existing homeowners or family members being present. Inspections must be scheduled within six (6) working days after a request for service is submitted. If unable to schedule the inspection within this time frame due to workload, the Contractor must notify the requestor as to when the inspection can be conducted and provide the reason for the delay. Inspection documentation shall be provided within 48 working hours of the inspection. Consultant will need to follow St. Johns County Building Department Policy for code/permit inspections and issuing a Certificate of Occupancy/Completion.

- 6) (Memo, pg. 11, Part IV-A.2) Task Orders. Does the County anticipate issuing multiple task orders to the selected contractor or just one? If multiple, how will they be divided and at what frequency?

The County's intent is to award a contract to the top ranked firm. County anticipates the issuance of multiple task orders throughout the duration of the contract; individual task orders will be based on the needs of the County as well as the scope of work to be performed.

- 7) (Memo, pg. 12, Part IV-H) Confirm that subcontractors don't need same insurance as the primary Consultant.

All consultants (prime & sub) need the same insurance coverages; per specifications provided in the RFP document.

- 8) (Memo, pg. 13 and 18 (Part IV-H and Part V.I. Section 7) What entity must certify sub-consultant as MBE/WBE/DBE?

Sub-Contractor must provide proof of certification with an entity at the State or Federal Level.

- 9) (Memo, pg. 13, Part IV-H) Is there a minimum requirement or a goal (percentage) for MBE/WBE/DBE participation on this contract? How will the MBE/WBE/DBE requirement in Section 7 as detailed on Page 18 be scored?

There is no minimum requirement or a goal established for MBE/WBE/DBE participation. Respondents will receive the maximum available points (10 Points) in this section if they include a Socioeconomic Business Enterprise as part of their proposal. If respondent does not include a Socioeconomic Business Enterprise, no points will be awarded.

- 10) (Memo, pg. 15, Part V-D) Does the County consider that firms (Contractors or Subcontractors) who are assisting the Florida DEO with preparing the Matthew-related Action Plan, policies and procedures, subrecipient agreement or providing technical assistance on behalf of the Florida DEO have a conflict of interest due to the information obtained during these work assignments?

All Respondents are required to submit a completed Conflict of Interest Disclosure Form with their proposals. If a respondent feels that there may be a potential conflict they must indicate such on the Disclosure Form. Respondents must provide the County with a complete and detailed description of any potential conflicts; County will review upon receipt of the proposal.

- 11) (Memo, pg. 18, Part V.I. Section 8 - Hourly Rates) Will there be any ability to increase hourly rates over the 5-yr duration of the project?

Hourly rates that are submitted will remain in effect for five (5) years. Once the initial term is completed, County will have the option to renew the contract. At that time, Consultant may negotiate increase pending County approval.

- 12) (Memo, Pg. 19, Part V.I. Section 8- CDBG-DR Program Design and Implementation). Regarding the public website for transparency. Does the County intend to host this website as part of the County website or should the consultant include costs for a new domain and website?

No. County will be responsible for designing, hosting, and maintenance of the website. Consultant will provide technical assistance on website content.

- 13) (Memo, Pg. 20, Part V.I. Section 8 – Administration of Intake Center and Case Management) RFP indicates that the consultant is responsible for utilities and furnishing costs of the intake center. The rent/lease cost are not addressed in the RFP. Will the County pay the monthly rent for the center(s) and does the county contemplate more than one center?

Consultant will be responsible for the rent/lease cost. Rent/lease cost should not be included in the estimated monthly cost for the Administration of Intake Center and Case Management requested in this RFP. Location of intake center has not been determined. Consultant will assist County and propose locations for intake center. Once an approved location is determined by County, rent/lease cost will be negotiated between Consultant and County at that time.

In the event County decides to establish intake center on County property, County will be responsible for energy cost associated with the space used. Consultant will still be responsible for other utilities and furnishings needed to provide intake services. The intent is to have one (1) intake service center with the consultant having capabilities to provide mobile intake center as requested by County. Use of mobile intake center will be billed at actual cost and should not be reflected in the pricing.

- 14) (Memo, Pg. 20, Part V.I. Section 8 – Administration of Intake Center and Case Management) RFP indicates the intake center hours of operation are M-F, 8:30 to 5:00 but the RFP also requires that the centers are accessible to working families (see Pg. 8, Part III-B.2.A.3.b). Will those be the hours or will different hours be required to accommodate the working families?

The intent is for the intake center to operate between the hours of 8:30AM to 5:00PM, M-F. Depending on the demand, those hours are subject to change. Any additional cost with extended hours will be negotiated with the selected consultant at that time.

- 15) (Memo, Pg. 20, Part V.I. Section 8 – Administration of Intake Center and Case Management) Scope lists duplication of benefits in part i. Confirm that the entire DOB process will be conducted as part of intake and will not instead be performed by the FL DEO vendor under their centralized DOB review scope of work. If FL DEO vendor is simply reviewing, has a turnaround time for review been established so we can plan for and use in the detailed schedule required for proposal?

DEO (Department of Economic Opportunity) is responsible for final DOB (Duplication of Benefits) determination. The selected consultant will be responsible for obtaining required documents, providing an initial review of DOB, and providing the findings to DEO for their final determination. No turnaround time has been established.

- 16) (Memo, Pg. 20, Part V.I. Section 8 – Administration of Intake Center and Case Management) Will FL DEO be providing SBA and FEMA data necessary for conducting this work or will the County enter into a separate agreement directly with SBA and FEMA to obtain this information?

DEO will provide County access to redacted SBA and FEMA data. County will be able to share the redacted information with the selected consultant to be able to perform the initial DOB review.

- 17) (Memo, Pg. 21, Part V.I. Section 8 - Infrastructure Program) In order to estimate each infrastructure project cost as requested, and to complete the detailed schedule requested, additional details on each infrastructure project are required. Can you provide information on the anticipated project durations, whether engineering is already complete and other relevant details?

Infrastructure Projects must be completed within the term of the grant. This CDBG-DR grant is valid through February 28, 2022. Current Infrastructure projects are at varying stages of design. County will be responsible for contracting an Engineering firm to complete the remaining designs.

- 18) (Memo, pg. 22 Part V.I. Section 8 - Residential Management Unit Cost) Scope includes "Prepare and file program liens" Will the selected contractor be responsible for payment of the cost of filing or will County be responsible for these costs?

The selected consultant will be responsible for preparing and filing program liens. County will pay actual cost of fees associated with the transactions.

- 19) (Memo, pg. 28, Attachment A) A line is included for mileage, isn't this to be a fully loaded rate or can local mileage to the homeowner locations be tracked and billed?

Travel for daily operations must be included in the fully loaded rate. See the answer to Question 20 (below) for additional information pertaining to mileage and travel.

- 20) (Memo, Page 11, IV.A.1) Indicates that unit rates are to include all materials, sub-contractors and rentals invoiced for the project and that the County will not pay any fees in addition to the unit prices per hour with any and all transportation, fuel and other charges to be included in the unit price per hour. Attachment A for hourly rates includes a maximum mileage rate and overhead is capped at 150%. How are related travel expenses to be reflected for per hour services unit price?

Mileage and travel expenses are reimbursed as provided on Attachment A and shall be restricted to out-of-County travel beyond the daily services required herein. Travel request shall be approved by the County.

- 21) (Memo, pg. 44, Part IX: Sealed RFP Mailing Label) The due date on the label is September 6, 2018 page 3 lists the due date as August 30, 2018. Please confirm the due date?

This is a typographical error the correct due date is August 30, 2018. Please see attached corrected label.

- 22) Where the RFP seeks services that fall within the scope of Florida Statutes Chapter 725.08, will the County agree to amend the indemnity obligation in Article G to comply with the statute?

This contract does not involve any direct construction services.

- 23) With respect to a bond, is the only requirement a Performance bond in the amount of \$1 million written by a duly qualified surety as described in Articles I and J of the RFP?

Yes.

- 24) Please provide Attachment O, the "Performance Bond form." Also, the checklist provided on page 43 of the RFP does not include any submission requirements related to Performance or Surety Bonds, could the County specify what is required in the submittal?

Performance Bond document and instructions will be given to the selected consultant at the receipt of executed contract. Any reference to Attachment O is a typographical error.

- 25) RFP (Page 8-9) Scope of Services – 2. Housing Program; A. Intake and Eligibility Operations Part 13 Subparts "a through e." Some of these activities will continue after the intake process and not every home will go through each of these subparts (based on eligibility determinations, damage amount, etc.). Including them in a monthly price may result in a higher-than necessary cost to St. Johns County. Would St. Johns County consider pricing items "a through e" as separate unit rate contract line items outside of monthly intake operations?

Pricing that is submitted should be in accordance with "Section 8: Pricing" listed under RFP Components within the RFP. County's intent is to get monthly pricing for day to day activities that involve applicants that have not been given an award determination. Once an applicant is deemed eligible and an award determination has been made, the cost of that applicant would be a unit cost. The "Residential Management/Compliance Unit Cost" will capture all cost after an award determination has been made.

- 26) RFP (Page 9) Section 2.A.5 states, "Assist in the procurement and selection of vendors, sub- recipients, and/or staff that will be responsible for managing construction for the homeowner services project."; however, Section 2.B states: "Residential Construction and Assistance Management: ...the consultant will be responsible for the management of approved applicant(s) through project close out." reads as though the selected firm will be performing the actual management of those activities rather than assisting in selecting management firms: Will the selected firm manage the firms or the actual processes, including intake, preconstruction, and construction?

The selected consultant will be responsible for actual process (including intake) and managing construction of homes under the Home Services Program. Consultant is not responsible for actual construction. The selected consultant will assist the County with the procurement of actual construction contractors. Consultant will be responsible for ensuring all CDBG-DR regulations are being followed.

- 27) RFP (Page 9) Both Section, 2.A.13, "Provide all necessary actions to complete a home services program including but not limited to: Environmental review, b) Environmental mitigation....." and 2.B, "Consultant shall provide quality and timely aspects of environmental compliance..." seem to indicate that the selected firm will be responsible for Environmental Clearances. Will the selected firm under this contract work with

the firm or firms selected under the recent Environmental Services RFP ("CDBG-DR ENVIRONMENTAL CONSULTING SERVICES, RFP NO: 18- 68") or will the selected firm under this solicitation be responsible for the clearances?

Please see response to Question #4 above.

- 28) RFP (Page 13-14) Item I, Performance Bond and Item J, Surety Bond, are typically reserved for construction contracts. Does the County expect to issue construction task orders under this contract or should the bonding items be removed analogous to Professional Services Contracts?

The selected consultant will not be providing direct construction services. A Performance Bond is a requirement of this Contract.

- 29) RFP (Page 16) I. RFP Package Components: Is adding a Table of Contents after our Cover Letter acceptable?

Yes.

- 30) RFP (Page 18 & 24) Section 7/Evaluation Criteria 6: What are the County's goals for DBE/MBE/WBE participation that will achieve 10 Points for Socioeconomic Business Enterprise?

Please see response to Question #9 above

- 31) RFP (Page 21) Section 8: Pricing – Infrastructure Program: Can you please provide project detail on each of the Infrastructure projects identified on Page 21 (subpart "h" numbers i through viii)? A clearer understanding of the scope of these projects is needed to properly estimate management costs.

The selected consultant is responsible for ensuring all CDBG-DR regulations are being followed. The selected consultant will assist the County with the procurement of actual construction contractors. Pricing should be based only on the required services for compliance oversight.

- 32) RFP (Page 21) Section 8: Pricing – Infrastructure Program: To prevent an excessively low-bid due to many unknown pricing factors and thus skewed scores, will St. Johns County consider using the price ratio scoring method for complete bid packages only?

No. Price is not the only factor in scoring and is weighted accordingly.

- 33) Attachment A (Page 26) – Please clarify "Estimated Project/Task Cost(s)" in the Infrastructure section: What costs do you want included in each line item? Are these costs to manage each of the projects, or do you want the entire project cost included?

Description of what is expected for "Infrastructure Cost" is included in Section 8: Pricing. The cost requested is the entire cost to perform the required services to manage the project(s).

- 34) Attachment A (Page 27) - Similar question to above – For "Residential Management/Compliance Unit Cost": Are each of the line items the average estimated cost of that activity or the cost to manage that activity?

The entire cost to manage that activity.

- 35) If our firm is currently working for the State of Florida Department of Economic Opportunity or the U.S. Department of Housing and Urban Development (HUD), either as a prime or subcontractor, related to these storms, would it be considered a conflict of interest which would make us ineligible to propose or work on this project?

Please see response to Question #10 above.

- 36) Part III Scope of Services, A: What is the anticipated number of applications to be received for the Housing Program?

Number of applicants is unknown.

- 37) Part III Scope of Services, A, Item 7: Please confirm that the vendor is responsible for development of the system. If yes, is there a preference in the platform to be used?

The selected consultant is not responsible for the development of System of Record. Consultant will be responsible for the population of data into system of record.

- 38) Page 21, Infrastructure Program; Item H: There are 8 projects listed. Are there additional infrastructure projects as part of this RFP?

No.

39) Page 19, Launching Intake Center: Does the vendor need to have a physical presence within the State of Florida?

The Consultant must be able to operate an intake center within St. Johns County, which will require a local presence. However, corporate offices are not required to be within St. Johns County.

40) What prevailing credentialing agency does the County accept for Section 7: Socioeconomic Business Enterprise; provide current copy of certificate of MBE/WBE/DBE?

Respondents must provide proof of certification with an entity at the State or Federal Level, if applicable.

41) Can the County please provide a copy of Attachment O, Performance Bond Form?

Performance Bond document and instructions will be given to the selected consultant at the receipt of executed contract. Any reference to Attachment O is a typographical error.

42) Will the County please confirm a certificate of insurance is required to be submitted with the offeror's proposal?

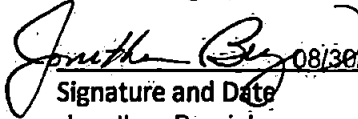
All Respondents must submit proof of the required insurance coverages as part of their proposals.

43) Will the successful offeror be given an opportunity to negotiate mutually agreeable contract terms with the County following award? Please clarify the contract award, negotiation, execution process for this RFP.

Yes. Negotiations shall be part of the contract award process.

Bid Due Date: Thursday, August 30, 2018

Acknowledgment

 08/30/18
Signature and Date

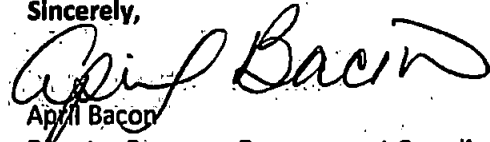
Jonathan Burgiel
Business Unit President

Printed Name/Title

Tetra Tech, Inc.

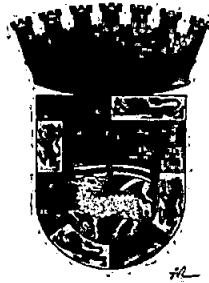
Company Name (Print)

Sincerely,



April Bacon
Disaster Recovery Procurement Coordinator

END OF ADDENDUM NO. 1



**ST. JOHNS COUNTY
BOARD OF COUNTY COMMISSIONERS**

**RFP NO: 18-71
REQUEST FOR PROPOSALS**

**MANAGEMENT OF CDBG-DR
FOR HURRICANE
PROJECTS & PROGRAMS**

**St. Johns County Purchasing Department
500 San Sebastian View
St. Augustine FL 32084
904-209-0150
www.sjcfl.us/Purchasing/Index.aspx**

FINAL 8/2/18

REQUEST FOR PROPOSALS (RFP) NO: 18-71
MANAGEMENT OF CDBG-DR FOR
HURRICANE PROJECTS & PROGRAMS

TABLE OF CONTENTS

PART I:	ADVERTISEMENT
PART II:	INTRODUCTION
PART III:	SCOPE OF SERVICES
PART IV:	CONTRACT REQUIREMENTS
PART V:	PROPOSAL SUBMITTAL INSTRUCTIONS & FORMAT
PART VI:	EVALUATION AND AWARD
	EVALUATOR'S SCORE SHEET
	COST PROPOSAL FORM
PART VII:	FORMS AND ATTACHMENTS
PART VIII:	SEALED RFP MAILING LABEL
PART IX:	EXHIBITS (<i>SEPARATE ATTACHMENTS</i>)
	EXHIBIT A – HUD REQUIRED PROVISIONS
	EXHIBIT B – SUB-RECIPIENT AGREEMENT
	EXHIBIT C – STATE'S ACTION PLAN

**ST. JOHNS COUNTY, FL – REQUEST FOR PROPOSALS (RFP) NO: 18-71
MANAGEMENT OF CDBG-DR FOR HURRICANE PROJECTS & PROGRAMS**

PART I: ADVERTISEMENT

Notice is hereby given that St. Johns County, FL is soliciting responses for **RFP No: 18-71; Management of CDBG-DR for Hurricane Projects & Programs**. Interested and qualified respondents may submit RFP Packages, according to the requirements described herein, to the St. Johns County Purchasing Department. **All RFP Packages are due by or before 4:00PM (EST) on Thursday, August 30, 2018.** Any packages delivered to or received after the 4:00PM deadline will not be considered and shall be returned unopened to the addressee.

The U.S. Department of Housing and Urban Development has awarded Community Development Block Grant - Disaster Recovery (CDBG-DR) funds to Florida Department of Economic Development for activities authorized under Title I of the Housing and Community Development Act of 1974 (42 United States Code (U.S.C.) 5301 et seq.) and described in the State of Florida Action Plan for Disaster Recovery. St. Johns County has entered into an agreement with Florida Department of Economic Opportunity (agreement # H2338) to administer these disaster recovery funds.

St. Johns County solicits responses from qualified and experienced firms to provide Management of CDBG-DR for Hurricane Projects & Programs supported by U.S Department of Housing and Urban Development (HUD) such as Community Development Block Grant (CDBG) and Community Development Block Grant – Disaster Recovery (CDBG-DR), for countywide use on a continuing basis. All submitted proposals shall be for principal consultant and may include all sub-consultants.

RFP Packages are available for downloading from Onvia Demandstar, Inc., at their website www.demandstar.com, or by calling 800-711-1712 and requesting Document #18-71. Vendors registered with Demandstar may download most packages at no cost from the website. Download fees may apply to vendors not registered on the website. Packages are also available from the SJC Purchasing Department. When making a request provide the full company name, full company address, company phone number, primary contact and email address.

Any and all **questions** or requests for information relating to this Request for Proposals shall be **submitted in writing** by or before close of business (**5:00PM**) on **Thursday, August 16, 2018**.

Designated Point of Contact: April Bacon, Disaster Recovery Procurement Coordinator
SJC Purchasing Department
500 San Sebastian View
St. Augustine FL 32084
Email: abacon@sjcfl.us

If the above representative is absent, or unavailable for three (3) or more business days, interested firms may direct questions or inquiries to Jaime Locklear, MPA, CPPB, FCCM Purchasing Manager, at jlocklear@sjcfl.us.

Interested firms shall not contact, lobby, or otherwise communicate with any St. Johns County staff member, including any member of the Board of County Commissioners, except the above referenced individual from the point of advertisement of the solicitation, until contract(s) are executed by all parties, per SJC Purchasing Code 304.6.5 "Procedures Concerning Lobbying". According to SJC Policy, any such communication shall result in disqualification from consideration for award of a contract for these services.

RFP Packages **MUST** be submitted in a **SEALED** envelope/container and clearly marked on the exterior of the package: **RFP No: 18-71; Management of CDBG-DR for Hurricane Projects & Programs**. Each package submitted must have the respondent's name and mailing address marked plainly on the outside of the envelope/container. Each package shall consist of one (1) hard-copy original document, and one (1) exact electronic PDF copy on a USB Drive, which shall include all required documents and any supplemental information. In the event of a discrepancy between the submitted original hard-copy and the electronic copy, the hard-copy original will supersede.

Deliver or Ship RFP Packages to: St. Johns County Purchasing Department
500 San Sebastian View
St. Augustine FL 32084

Any respondent, proposer or person substantially and adversely affected by an intended decision or by any term, condition, procedure or specification with respect to any bid, invitation, solicitation of Proposals or Request for Proposal, shall file with the Purchasing Department for St. Johns County, a written notice of intent to protest no later than seventy two (72) hours (excluding Saturdays, Sundays, and legal holidays for employees of St. Johns County) after the posting either electronically or by other means of the notice of intended action, notice of intended award, bid tabulation, publication by posting electronically or by other means of a procedure, specification, term or condition which the person intends to protest, or the right to protest such matter shall be waived. The protest procedures may be obtained from the Purchasing Department and are included in St. Johns County's Purchasing Manual.

All of the terms and conditions of the County's Purchasing Manual are incorporated by reference and are fully binding.

The St. Johns County Board of County Commissioners reserves the right to reject any or all proposals, waive minor formalities or award to/negotiate with the firm whose proposal best serves the interest of St. Johns County.

BOARD OF COUNTY COMMISSIONERS
OF ST. JOHNS COUNTY, FLORIDA
HUNTER S. CONRAD, CLERK

BY: _____
Deputy Clerk

PART II: INTRODUCTION

A. PURPOSE

St. Johns County is soliciting sealed RFP packages from qualified firms to provide Management of CDBG-DR for Hurricane Projects & Programs supported by U.S Department of Housing and Urban Development (HUD) such as Community Development Block Grant – Disaster Recovery (CDBG-DR).

St. Johns County will use CDBG-DR funds to principally benefit low- and moderate-income persons in a manner that ensures that at least seventy percent (70%) of the grant amount awarded is expended for activities that benefit such persons. Funds will be used for: economic revitalization and infrastructure activities, to identify how any remaining unmet housing needs will be addressed, and how its economic revitalization and infrastructure activities will contribute to the long-term recovery and restoration of housing; in the most impacted and distressed areas.

B. TENTATIVE SCHEDULE OF EVENTS

The County proposes the tentative schedule of events provided below for this Request for Proposals (RFP), and subsequent award of contract(s). This schedule is for planning purposes only, and is subject to change, without notice, based upon the County's needs.

Advertisement of Request for Proposals	Saturday, August 4, 2018
Deadline for Bid Questions	5:00 PM EST, Thursday, August 16, 2018
Issuance of Final Addendum	Thursday, August 23, 2018
Proposal Package Submission Deadline	4:00 PM EST, Thursday, August 30, 2018
Evaluation of Submitted RFP Packages	Thursday, September 6, 2018
Presentation of Award Recommendation to SJC BOCC	Tuesday, October 16, 2018
Issuance of Notices of Award & Contracts	Wednesday, October 17, 2018

C. DUE DATE & LOCATION

Packages submitted in response to this Request for Proposals must be delivered to, and received by the SJC Purchasing Department by or before **4:00 PM on Thursday, August 30, 2018**. Any packages received after this deadline will be deemed unresponsive, and shall be returned to the addressee unopened.

RFP Packages shall be delivered to: St. Johns County Purchasing Department
500 San Sebastian View
St. Augustine, FL 32084

D. DESIGNATED POINT OF CONTACT

Any and all questions or requests for information relating to this RFP shall be directed, *in writing*, to the following Designated Point of Contact: April Bacon, Disaster Recovery Procurement Coordinator at abacon@sjcfl.us.

In the event the Designate Point of Contact, provided above, is absent or unavailable for more than three (3) business days, interested firms may contact Jaime Locklear, MPA, CPPB, FCCM Purchasing Manager, at jlocklear@sjcfl.us.

Interested firms **SHALL NOT** contact any staff member of St. Johns County, including members of the Board of County Commissioners, except the above referenced individual, with regard to this RFP as stated in SJC Purchasing Code 304.6.5 "Procedures Concerning Lobbying". All inquiries will be routed to the appropriate staff member for response. Any such communication shall result in disqualification from consideration for award of a contract for these services.

E. SUBMITTAL OF QUESTIONS/INQUIRIES

Any and all questions and/or inquiries related to this RFP, shall be directed, in writing, to the Designated Point of Contact as provided above, by or before five o'clock (**5:00PM**) EST on **Thursday, August 16, 2018**. Any questions received after this deadline will not be addressed or clarified by the County, unless it is determined to be in the best interest of the County to do so. The County reserves the right to extend the deadline for RFP submission in order to clarify or answer questions as necessary to serve the best interest of the County.

F. ADDENDA

Any and all clarifications, answers to questions, or changes to this RFP shall be provided through a County issued Addendum, posted on www.demandstar.com. Any clarifications, answers, or changes provided in any manner other than a formally issued addendum, are to be considered "unofficial" and shall not bind the County to any requirements, terms or conditions not stated herein.

The County shall make every possible, good faith effort to issue any and all addenda no later than seven (7) days prior to the due date for Proposals. Any addenda issued after this date, shall be for material, necessary clarifications to the Request for Proposal.

G. EQUAL EMPLOYMENT OPPORTUNITY

In accordance with Federal, State and Local law, the submitting firm shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, or handicap. The submitting firm shall be required to comply with all aspects of the Americans with Disabilities Act (ADA) during the performance of the work.

H. PUBLIC RECORDS

The access to, disclosure, non-disclosure, or exemption of records, data, documents, and/or materials associated with this RFP shall be subject to the applicable provisions of the Florida Public Records Law (Chapter 119, Florida Statutes), and other applicable State or Federal Law. Access to such public records, may not be blocked, thwarted, and/or hindered by placing the public records in the possession of a third party, or an unaffiliated party.

I. SOLICITATION POSTPONEMENT / CANCELLATION

The County may, at its sole and absolute discretion, postpone, cancel, or re-advertise, at any time, this solicitation process for any reason, as determined by County Staff, in order to best serve the interests of St. Johns County.

J. RIGHT TO REJECT / ACCEPT

The County reserves the right to accept or reject any or all submitted packages, waive minor formalities, and to award to the Respondent(s) that best serve the interests of St. Johns County.

K. COMPLIANCE WITH ST. JOHNS COUNTY PURCHASING POLICY AND PROCEDURES MANUAL

All terms and conditions of the St. Johns County Purchasing Procedure Manual are incorporated into this RFP Document by reference, and are fully binding. Respondents are required to submit their responses to this RFP, and to conduct their activities during this process in accordance with the St. Johns County Purchasing Procedure Manual. This solicitation, the subsequent evaluation, negotiations, and contract award shall be in accordance with the St. Johns County Purchasing Procedure Manual. The County reserves the right to disqualify, remove from consideration, or debar as appropriate, any vendor that does not comply with the applicable requirements set for in the St. Johns County Purchasing Procedure Manual.

PART III: SCOPE OF SERVICES

A. GENERAL INFORMATION

The U.S. Department of Housing and Urban Development (HUD) allocated Community Development Block Grant - Disaster Recovery (CDBG-DR) funds to the State of Florida Department of Economic Opportunity (DEO) to be distributed in the Federal Emergency Management Agency (FEMA) declared counties impacted by Hurricane Matthew for activities authorized under Title I of the Housing and Community Development Act of 1974 (42 United States Code (U.S.C.) 5301 et seq.) and described in the State of Florida Action Plan for Disaster Recovery (Exhibit C).

St. Johns County will use CDBG-DR funds to principally benefit low- and moderate-income persons in a manner that ensures that at least seventy percent (70%) of the grant amount awarded is expended for activities that benefit such persons. Funds will be used for economic revitalization and infrastructure activities. To identify how any remaining unmet housing needs will be addressed as well as how its economic revitalization and infrastructure activities will contribute to the long-term recovery/restoration of housing in the most impacted and distressed areas.

St. Johns County will conduct all program, design, and implementation services necessary to mobilize/launch its production implementation systems. To support programs and projects in order to help people, properties, and communities recover from storm related damage due to Hurricane Matthew. St. Johns County will offer a range of services including; a Housing Program, Public Facilities Program, and an Infrastructure Program. St Johns County was declared the most impacted and distressed county and was allocated through DEO \$45,837,520 to be used as follows:

Housing Program

1. St. Johns County will mobilize and launch a Homeowner Services Project to help owner-occupants of one (1) to four (4) unit residential properties recover from storm related damage due to Hurricane Matthew (including allowances for subsequent damage by Hurricane Irma; but not damage solely caused by Irma). The range of services offered includes the following range of eligible CDBG-DR activities:
 - a. Repair and Elevation;
 - b. Reconstruction of properties that were substantially damaged from the storm and where repair is no longer cost reasonable;
 - c. Replacement of Manufactured Houses that were substantially damaged from the storm and where repair is no longer cost reasonable;
 - d. Temporary Relocation of homeowners (and if necessary tenants) while repairs or reconstruction is completed, in compliance with the Uniform Relocation Act (URA);
 - e. Mortgage Payment Assistance to help homeowners in financial distress minimize their exposure to foreclosure and reduce the risk of homelessness due to the storm;
 - f. Buyout and Acquisition for Redevelopment Pilot Programs.
2. St. Johns County will invest CDBG-DR funds to develop up to approximately eighty (80) units of new construction rental housing serving people who earn low-income in the Supportive Housing Initiative Planned Unit Development.
3. St. Johns County will invest CDBG-DR funds to develop an integrated social services public facility serving Low and Moderate-Income Vulnerable Populations such as those experiencing homelessness and/or at risk of homelessness in St. Johns County. The Unified Service Center will be developed in the Supportive Housing Initiative Planned Unit Development.

Infrastructure Program

1. St. Johns County will mobilize and launch an Infrastructure Recovery Program to assist in the recovery from storm related damage due to Hurricane Matthew.
 - a. The range of services offered shall include:
 - i. Roadway reconstruction/repair – reconstructing/repairing of County roadway(s) substantially damaged from the storm.
 - ii. Storm-sewer conveyance capacity improvements – increasing the capacity of existing storm-sewer infrastructure (culverts) that were inadequate based on flooding during the storm event.
 - iii. Storm water and drainage improvements – increasing the capacity of existing storm water and drainage infrastructure that was inadequate based on flooding during the storm event. This includes construction of new storm water ponds and/or storm water pump systems.
 - iv. Replacement of sanitary sewer pipes – Replacement of gravity sanitary sewer pipes damaged during the storm event.
 - v. In-place repair sanitary sewer pipes – In-place repair via slip-lining/waterproofing of gravity sanitary sewer pipes that were damaged during the storm event.
 - vi. Sanitary sewer pump stations – repair of sanitary sewer pump stations damaged during the storm event.

The County solicits responses from qualified and experienced individuals or firms to provide the Management of CDBG-DR for Hurricane Projects & Programs as listed below through a Continuing Services Contract.

B. SCOPE OF SERVICES

St Johns County is soliciting consultants to assist the county in administrating the Sub-recipient agreement with DEO to ensure proper execution and compliance with Federal, State, and Local rules, regulations, and program intent. A copy of the sub-recipient agreement (Exhibit B) and the State's action plan (Exhibit C) is being provided. All services shall

comply with the U.S. Department of Housing and Urban Development (HUD) and Florida Department of Economic Opportunity guidelines. Consultants shall submit a program methodology sufficient to accomplish, but not limited to, the requirements below:

1. CDBG-DR Program Design and Implementation

- a. Assist St. Johns County in developing the program, design, and implementation services necessary to mobilize/launch its production implementation systems. To support the programs and projects to help people, properties, and communities recover from storm related damage due to Hurricane Matthew (including allowances for subsequent damage by Hurricane Irma; but not damage solely caused by Irma) as follows:
 - i. Assist in developing a staffing plan for St. Johns County CDBG-DR Program that includes:
 - (1) Organizational Chart;
 - (2) Job Descriptions for County, contracted staff, and vendors;
 - (3) Scope of work and procurement plan for vendors and construction consultants.
 - ii. Assist in the procurement of vendors necessary for program execution and implementation.
 - iii. Assist in the administration of the financial management system in a manner that complies with all applicable HUD, CDBG-DR, and DEO rules.
- b. Establish and administer quality assurance and quality control system in a manner that complies with all applicable HUD, CDBG-DR, and DEO rules.
- c. Establish and administer an interim system record, applicant case management, and construction project tracking system.
- d. Establish and administer public information/communications program.
- e. Establish and administer production/grants management reporting system.
- f. Assist the County in populating DEO's system of record.
- g. Provide ongoing program administration, policy, grants, and financial management services to support St. Johns County CDBG-DR Programs and Projects.

2. Housing Program

- A. **Intake and Eligibility Operations:** Assist St. Johns County in mobilizing/launching a homeowner services program to help owner-occupants of one (1) to four (4) unit residential properties recover from storm related damage due to Hurricane Matthew (including allowances for subsequent damage by Hurricane Irma; but not damage solely caused by Irma) as follows:
 - 1) Develop policies, procedures, and provide guidance for managing a CDBG-DR home repair program.
 - 2) Complete program/project design and process maps for launch of intake and construction services.
 - 3) Administration of intake center and applicant case management;
 - a) Consultant to provide Intake and Eligibility operators who are capable of quickly and efficiently conducting application processing to include determination of program eligibility in accordance with all program requirements, ownership, FEMA, insurance and other payments, duplication of benefits, and other documentation as required.
 - b) Intake center must be operational and staffed in a manner to reduce wait time and to accommodate working families.
 - c) Consultant must have capabilities to provide mobile intake center as requested by County.
 - d) Consultant will ensure that bi-lingual (Spanish) as well as any other language issues are addressed with all applicants.
 - e) Consultant must be granted approval from the County before the closing of any Intake center.
 - i. Intake operations will begin within forty-five (45) days of award of this contract unless otherwise agreed to by the County.

- ii. Intake operations will last six (6) months for application acceptance. County reserves the right to extend operations for up to three (3) additional months.
- f) Provide timely, ongoing communications with each applicant regarding the status of their application.
- 4) Finance Compliance and Reporting
- 5) Assist in the procurement and selection of vendors, sub-recipients, and/or staff that will be responsible for managing construction for the homeowner services project.
- 6) Develop and operate an interim system record, applicant case management, and construction project tracking system.
- 7) Assist in populating DEO system of record.
- 8) Complete update of unmet needs data.
- 9) Assist in submitting revised budget for homeowner services project based on updated unmet needs and intake center data.
- 10) Provide ongoing project implementation, compliance management supervision/support, and reporting services.
- 11) Assist with document verification insuring that there is no duplication of benefits in accordance with HUD, federal, and state policy.
- 12) Consultant will work closely with County staff; providing weekly status updates on pending, active, and completed assistance applications during the time the Intake center is open.
- 13) Provide all necessary actions to complete a home services program including but not limited to:
 - a) Environmental review,
 - b) Environmental mitigation,
 - c) Damage identification,
 - d) Damage appraisals,
 - e) Home inspections
 - f) Ensuring that all CDBG-DR regulations are being followed

B. Residential Construction and Assistance Management: Assist St. Johns County with residential construction and assistance management. Once residential applicant(s) are deemed eligible and an award determination has been made by the intake center; the consultant will be responsible for the management of approved applicant(s) through project close out. The range of services offered includes the following eligible CDBG-DR activities:

- 1) Repair and Elevation;
- 2) Reconstruction of properties that were substantially damaged from the storm and where repair is no longer cost reasonable;
- 3) Replacement of Manufactured Houses that were substantially damaged from the storm and where repair is no longer cost reasonable;
- 4) Temporary Relocation of homeowners (and if necessary tenants) while repairs or reconstruction is completed, in compliance with the Uniform Relocation Act (URA);
- 5) Mortgage Payment Assistance to help homeowners in financial distress minimize their exposure to foreclosure and reduce the risk of homelessness due to the storm;
- 6) Buyout and Acquisition for Redevelopment Pilot Programs.

Consultant shall provide quality and timely management services for disaster housing assistance. Including, all aspects of environmental compliance, damage assessments, cost of repair estimates, work write-ups, progress inspections, compliance with Uniform Relocation Act (federal state, and local requirements – as applicable), final inspection, and close-out/ certificate of occupancy.

Consultant must ensure all workers are knowledgeable in enforcing housing policies and will ensure compliance with CDBG-DR requirements. Consultant will be responsible for assessing the cost effectiveness of each proposed project undertaken to assist household; including criteria for determining when the cost of the

rehabilitation or reconstruction of the unit will not be cost-effective relative to other means of assisting the applicant. Consultant will work closely with County staff to provide weekly status updates on pending, active, and finished assistance projects.

3. SR 207 Supportive Housing Project

A. Assist St. Johns County in the development of approximately eighty (80) units of new construction rental housing serving people who earn low-income in the Supportive Housing Initiative Planned Unit Development as follows:

- 1) Complete update of Unmet Needs for Rental Housing serving vulnerable LMI populations tied to Hurricanes Matthew and submit documentation for DEO review and approval;
- 2) Complete Procurement and/or Engagement of Rental Housing Project Development and Property Management Team;
- 3) Develop an activity work plan detailing activities involved in the successful completion of the Supportive Housing Initiative Planned Unit Development Rental Housing Project for review and approval by DEO;
- 4) Complete activities as detailed in the activity work plan approved by DEO. Provide ongoing production, compliance management supervision/support, and reporting services for the successful construction, lease-up, and stabilization of approximately eighty (80) unit rental housing project.

B. Assist St Johns County in the development of an integrated social services public facility serving Low and Moderate-Income Vulnerable Populations such as the homeless and/or those at risk of homelessness in St. Johns County as follows:

- 1) Complete update of Unmet Needs for Homeless Shelter serving vulnerable LMI populations tied to Hurricane Matthew and submit documentation for DEO review and approval.
- 2) Complete Procurement and/or Engagement of Shelter Operator, Project Development, and Property Management Team.
- 3) Develop an activity work plan detailing activities involved in the successful completion of the Homeless Shelter and Social Services Center Project for review and approval by DEO.
- 4) Complete activities detailed in the activity work plan approved by DEO. Provide ongoing production, compliance management supervision/support, and reporting services for successful construction and operation of the Unified Service Center project.

4. Infrastructure Program

A. Assist St. Johns County with mobilizing/launching an Infrastructure Recovery Program to assist in the recovery from storm related damage due to Hurricane Matthew. As part of the Infrastructure Program Mobilization, consultant shall assist the County with the following tasks:

- 1) Complete procurement and selection of its consultants and/or staff that will manage assessment, design, permitting, bidding, and construction of the Infrastructure Recovery Program.
- 2) Complete Operations Management Plan for Infrastructure Improvement projects including process map, plan for consultants, and construction.
- 3) Complete update of Unmet Needs for Infrastructure Improvement serving vulnerable LMI areas tied to Hurricane Matthew and submit documentation for DEO review and approval.
- 4) Assist in submitting to DEO for review and approval an updated Budget for the Infrastructure Recovery Program based on updated unmet needs data, on-going design, and updated construction estimates.
- 5) Develop activity work plans for review and approval by DEO detailing activities involved in the successful completion of infrastructure improvement projects, including:
 - a) Complete activities as detailed in the activity work plans approved by DEO; provide ongoing production, compliance management supervision, and reporting services in support of successful completion of Infrastructure Improvement projects.

PART IV: CONTRACT REQUIREMENTS

A. CONTRACT AGREEMENT & TERM

If Contracts are awarded, the contract term for each agreement shall be a period of five (5) calendar years, and may be renewed for up to five (5), one (1) year renewal periods providing satisfactory performance has been maintained by

each Consultant, availability of appropriated funds, and the County has a continued need for the services. The County reserves the right to extend the term of the awarded agreements, as necessary, to have authorized services completed.

1. Pricing Proposals

Any pricing proposals submitted by Consultant for work under this contract must be on company letterhead, signed by an authorized representative of the Consultant, and shall contain the following information:

- Description of the scope of work to be performed;
- Total Project Cost Proposal – with a breakdown of unit costs/rates provided in the Pricing Sheets including all Materials, Sub-Consultant and Rentals invoiced for the project;
- Schedule for Completion;
- List of sub-consultants proposed to work on the project, and the portions of work they'll perform.

2. Task Orders

Projects awarded under this Contract shall be authorized by a Task Order, which shall be executed by the Consultant and St. Johns County. Task Orders shall be issued by the SJC Purchasing Department, as approved by the Administrator, or his authorized designee. The Task Order shall not be considered effective until executed by the County Administrator, or authorized designee, as required per the SJC Purchasing Code. No Task Order will be issued for over \$200,000.00 unless approved the Board of County Commissioners.

Each Task Order shall include, at a minimum, the following information:

- Master Contract Name & Number
- Consultant Name & Address
- Task Order Number
- Project Name
- Detailed Description of Scope of Work
- Total Project Cost Proposal with Supporting Pricing Sheets and Invoices (see above)
- Schedule for Completion
- Any and all specific terms and conditions associated with the project

a. Change Orders

Any and all changes to any project being performed under a Task Order, which effect the scope, cost, or time of the project shall be authorized through a Contract Change Order. Changes requested by the Consultant shall be stated in a written proposal to the County for approval. The County reserves the right to reject any changes requested by the Consultant. Changes must be approved by the Project Manager, and the Purchasing Manager, or an authorized designee prior to the Change Order being issued and/or executed. No additional or alternate work shall be performed by the Consultant until receipt of a fully executed Change Order.

B. CONTRACT PERFORMANCE

At any point in time during the term of the Contract with the awarded Consultant, County Staff may review records of performance to ensure that the Consultant is continuing to provide sufficient financial support, equipment and organization as prescribed herein. The County may place said contract on probationary status and implement termination procedures if the County determines that a Consultant no longer possesses the financial support, equipment and organization which would have been necessary during the RFP evaluation period in order to comply with this demonstration of competency section.

C. TERMINATION

Failure on the part of the Consultant to comply with any portion of the duties and obligations under the Contract Agreement shall be cause for termination. If the Consultant fails to perform any aspect of the responsibilities described herein, St. Johns County shall provide written notification stating any and all items of non-compliance. The Consultant shall then have seven (7) consecutive calendar days to correct any and all items of non-compliance. If the items of non-compliance are not corrected, or acceptable corrective action, as approved by the County, has not been taken within the seven (7) consecutive calendar days, the Contract Agreement may be terminated by St. Johns County for cause, upon giving seven (7) consecutive calendar days written notice to the Consultant.

In addition to the above, the County may terminate the Contract Agreement at any time, without cause, upon thirty (30) days written notice to the Consultant.

D. GOVERNING LAWS & REGULATIONS

It shall be the responsibility of the Consultant to perform all work in accordance with 2 CFR 200 requirements (Exhibit A), any additional grant requirements, and comply with any and all federal, state, and local laws, ordinances, rules and regulations as provided herein and any others that are relevant and applicable to the services to be performed, under the awarded Contract. The Contract Agreement shall be governed by the laws of the State of Florida and the County both as to interpretation and to performance.

E. LICENSES, PERMITS & FEES

The Consultant shall be responsible for obtaining and holding any and all necessary licenses, permits, certifications required to perform the work described herein throughout the duration of the Contract. Payment of any fees or fines resulting in the lack of permits, licenses or certifications shall be the sole responsibility of the Consultant.

F. INSURANCE REQUIREMENTS

The Respondent shall not commence work under this Contract until he/she has obtained all insurance required under this section and such insurance has been approved by the County. All insurance policies shall be issued by companies authorized to do business under the laws of the State of Florida. The Respondent shall furnish proof of Insurance to the County prior to the commencement of operations. The Certificate(s) shall clearly indicate the Respondent has obtained insurance of the type, amount, and classification as required by contract and that no material change or cancellation of the insurance shall be effective without thirty (30) days prior written notice to the County. Certificates shall specifically include the County as Additional Insured for all lines of coverage except Workers' Compensation and Professional Liability. A copy of the endorsement must accompany the certificate. Compliance with the foregoing requirements shall not relieve the Respondent of its liability and obligations under this Contract.

Certificate Holder Address: St. Johns County, a political subdivision of the State of Florida
500 San Sebastian View
St. Augustine, FL 32084

The Respondent shall maintain during the life of this Contract, Comprehensive General Liability Insurance with minimum limits of \$1,000,000 per occurrence, \$2,000,000 aggregate to protect the Respondent from claims for damages for bodily injury, including wrongful death, as well as from claims of property damages which may arise from any operations under this Contract, whether such operations be by the Respondent or by anyone directly employed by or contracting with the Respondent.

The Respondent shall maintain during the life of the contract, Professional Liability or Errors and Omissions Insurance with minimum limits of \$1,000,000, if applicable.

The Respondent shall maintain during the life of this Contract, Comprehensive Automobile Liability Insurance with minimum limits of \$2,000,000 combined single limit for bodily injury and property damage liability to protect the Respondent from claims for damages for bodily injury, including the ownership, use, or maintenance of owned and non-owned automobiles, including rented/hired automobiles whether such operations be by the Respondent or by anyone directly or indirectly employed by a Respondent.

The Respondent shall maintain Umbrella or Excess Liability Insurance covering workers compensation, commercial general liability and business auto liability with minimum limits of liability of \$1,000,000.

The Respondent shall maintain during the life of this Contract, adequate Workers' Compensation Insurance in at least such amounts as are required by the law for all of its per Florida Statute 440.02.

In the event of unusual circumstances, the County Administrator, or his designee, may adjust these insurance requirements.

G. INDEMNIFICATION

To the fullest extent permitted by law, the Respondent shall indemnify and hold harmless St. Johns County, Florida, and employees from and against liability, claims, damages, losses and expenses, including attorney's fees, arising out of or resulting from performance of the Work, provided that such liability, claims, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or injury to or destruction to tangible property (other than the Work itself) including loss of use resulting there from, but only to the extent caused in whole or in part by negligent acts or omissions of the Consultant, a Sub-consultant, or anyone directly or indirectly employed by them or anyone for whose acts they

may be liable, regardless of whether or not such liability, claim, damage, loss or expense is caused in part by a party indemnified hereunder.

In claims against any person or entity indemnified under this Paragraph by an employee of the Consultant, a Sub-consultant, any one directly or indirectly employed by them or anyone for whose acts they may be liable; the indemnification obligation under this Paragraph shall not be limited by a limitation on amount or type of damages, compensation or benefits payable by or for the Consultant or a Sub-Consultant under workers' compensation acts, disability benefits acts or other employee benefit acts.

H. SUB-CONSULTANTS

If the Consultant elects to sub-contract with any firm, for any portion of the work, the Consultant shall be responsible for all work performed by any sub-contract and the Consultant shall not be relieved of any obligations under this Contract.

At any time, the County may, at its discretion, require any Consultant to submit all relevant data required to establish to the satisfaction of the County, the reliability and responsibility of the proposed sub-Consultants to furnish and perform the work proposed.

Prior to the award of the Contract, the County will notify the Consultant in writing if the County, after due investigation, has reasonable and substantial objection to any person or organization proposed as a sub-contract. The Consultant then may, at his option, withdraw his RFP Package, or submit an acceptable substitute at no increase in price. If the Consultant fails to submit an acceptable substitute within seven (7) days of the original notification, the County then may disqualify the Consultant, at no cost to the County.

The County reserves the right to disqualify any Consultant, Consultant, Sub-Consultant, Vendor, or material supplier due to previously documented project problems, either with performance or quality.

Sub-Consultants and other persons and organizations proposed by the Consultant and accepted by the County, must be used on the work for which they were proposed and accepted and shall not be changed except with the written approval of the County.

In the event of an emergency declaration, it is the intent of the County to ensure that Disadvantaged Business or Small Business Enterprise (DBE/SBE), Minority Business Enterprise (MBE) and Women Business Enterprise (WBE) have equal opportunity to receive and participate in Federal assisted contracts and also uphold the following standards:

- To ensure nondiscrimination in the award and administration of Federal assisted contracts;
- To create a level playing field on which DBEs can compete fairly for Federal assisted contracts;
- To ensure that the DBE Program is narrowly tailored in accordance with applicable law;
- To help remove barriers to the participation of DBEs in Federal assisted contract; and
- To assist the development of firms that can compete successfully in the market place outside the DBE Program.

If the consultant is not a DBE/MBE/WBE firm the contractor entering into an agreement for this project must meet the following criteria:

1. Achieve DBE/MBE/WBE participation by using DBE/MBE/WBE Sub-consultants **OR**
2. If unable to utilize DBE/MBE/WBE certified sub-consultants, must be able to submit documentation detailing the Good Faith Efforts made in utilization of potential DBE/MBE/WBE sub-consultants.

I. PERFORMANCE BOND

The Consultant shall be required to obtain and submit a recorded Performance Bond covering the faithful performance of the Contract and the payment of all obligations arising thereunder in the amount of one million dollars (\$1,000,000.00), with such acceptable sureties, secured through the Respondent's usual sources as may be agreeable to the parties. The Consultant shall furnish the required bond, after full execution of the awarded Contract. The Bond shall be released upon satisfactory completion of the project.

J. SURETY BOND

Acceptable Surety Companies: To be responsible to the Owner as Surety on Bonds, Surety shall comply with the following provisions:

1. Surety must be licensed to do business in the State of Florida;

2. Surety must have been in business and have a record of successful continuous operations for at least three (3) years;
3. Surety shall not have exposed itself to any loss on any one risk in an amount exceeding twenty percent (20%) of its surplus to policyholders;
4. Surety must have fulfilled all of its obligations on all other bonds given to the Owner;
5. Surety must have good underwriting, economic management, adequate reserves for undisclosed liabilities, and net resources for unusual stock and sound investment.

Time of Delivery and Form of Bonds

The Performance Bond form (Attachment O) will be forwarded to the successful Respondent with his copy of the fully executed contract. **The Performance Bond must be recorded after the contract is signed by all parties.** The respondent will have three (3) days from receipt of fully executed contract to have the Performance Bond recorded. The respondent shall have the Performance Bond recorded at the St. Johns County Clerk of Courts office, in St. Augustine, Florida. After the book and page number have been assigned to the bond by the recording person, the respondent is to obtain from the recording person a certified copy of the recorded bond, and deliver the certified copy to the Owner's Contract Administrator. No work can commence until the required bond and Insurance Certificates have been delivered to the Owner. Upon receipt of the certified copy of the recorded bond, the Owner may issue a Notice to Proceed.

Unless otherwise specified in the Bid Documents, the bonds shall be written on the form provided herein. The respondent shall require the Attorney-in-Fact who executes the required bonds on behalf of the Surety to affix thereto a certified and current copy of his Power of Attorney authorizing his firm to act as agent for the Surety in issuing the bonds.

PART V: REQUEST FOR PROPOSAL SUBMITTAL INSTRUCTIONS & FORMAT

A. MINIMUM QUALIFICATIONS

In order for Respondents to be considered for qualification and award of a Contract, Respondents must meet the following minimum qualifications:

1. Must be fully licensed to perform work or do business in the State of Florida;
2. Must possess, or be willing to obtain upon award, a Local Business Tax Receipt for St. Johns County.

In order for RFP Packages to be considered, respondents must submit with their package sufficient evidence that they are qualified to satisfactorily perform the specified work. Evidence shall include any and all information necessary to certify that the respondent has:

- a) Three (3) years of experience in program development and management of affordable housing program.
- b) Experience working with CDBG Disaster programs
- c) Has technical knowledge and practical experience in the type of work included in the scope;
- d) Has the available organization and qualified manpower to do the work;
- e) Has adequate financial status to meet the financial obligation indicative of the work;
- f) Does not have just or proper claims pending against the individual or firm or their work;
- g) Has previously performed or provided the work, materials and services as described in the scope of services/specifications.

B. RESPONDENTS RESPONSIBILITIES

Respondents are responsible for any and all costs associated with developing and submitting a RFP Package in response to this Request for Proposals. Respondents are also solely responsible for any and all costs associated with interviews and/or presentations requested by the County. It is expressly understood, no Respondent may seek or claim any award and/or re-imbursement from the County for any expenses, costs, and/or fees (including attorneys' fees) borne by any Respondent, during the entire RFP process. Such expenses, costs, and/or fees (including attorneys' fees) are the sole responsibility of the Respondent.

All submitted Request for Proposals Packages received in response to this RFP shall become the property of St. Johns County and will not be returned. In the event of contract award, all documentation produced as part of the contract will become the exclusive property of St. Johns County.

Each Respondent, by submitting a Request for Proposals Package in response to this RFP, hereby agrees to comply with, and perform in accordance with any and all policies and procedures provided in the SJC Purchasing Manual, the

County Administrative Code, and any and all other local, state, and federal rules, regulations, laws, codes and ordinances throughout the solicitation and contract term.

By submitting a Request for Proposals Package, each Respondent certifies that the proposer has fully read and understands any and all instructions in the RFP, and has full knowledge of the scope, nature, and quality of work to be performed, and certifies that the Respondent agrees to perform in accordance with any and all policies and procedures provided in the SJC Purchasing Manual and County Administrative Code, and all other local, state and federal rules, regulations, laws, codes and ordinances throughout the solicitation and subsequent contract term.

All submitted Request for Proposals Packages submitted shall be binding for not less than one hundred twenty (120) consecutive calendar days following the submittal due date.

C. TRADE SECRETS

All material marked as a trade secret must be separated from all non-trade secret material, such as being submitted in a separate envelope clearly marked as "trade secret". If the office of department receives a public records request for a document or information that is marked and certified as a trade secret, the office or department shall promptly notify the person that certified the document as a trade secret.

To invoke the provisions of Florida Statute 812.081, Trade Secrets, or other applicable law, the requesting firm must complete an Affidavit of Trade Secret Confidentiality, signed by an officer of the company, and submit the affidavit with the information classified as "Trade Secret" with other proposed documents. The affidavit must reference the applicable law or laws under which trade secret status is to be granted.

D. CONFLICT OF INTEREST

Respondents must certify that they presently have no interest and shall acquire no interest, either directly or indirectly, which would conflict in any manner with the performance of required services as provided herein. Respondents must certify that no person having any interest shall be employed for the performance of any of the required services as provided herein.

Respondents are required to disclose to the County any and all potential conflicts of interest for any prospective business association, interest or circumstance, the nature of work the Respondent may undertake and request an opinion from the County, whether such association, interest, or circumstance constitutes a conflict of interest.

E. USE OF COUNTY LOGO

Pursuant to, and consistent with, County Ordinance 92-2 and County Administrative Policy 101.3, the Respondent may not manufacture, use, display, or otherwise use any facsimile or reproduction of the County Seal/Logo without express written approval of the Board of County Commissioners of St. Johns County, Florida.

F. PUBLIC RECORDS

In accordance with Chapter 119 of the Florida Statutes (Public Records Law) and Chapter 286 Freedom of Information Act, and except as may be provided by other applicable State and Federal Law, all proposers should be aware that Request for Proposals and the responses thereto are public record. Proposers should identify specifically any information contained in their proposals which they consider confidential and/or proprietary and which they believe to be exempt from disclosure, citing specifically the applicable exempting law. Failure to identify confidential and/or proprietary information prior to submission of the Proposals may result in such information being subject to release if requested in a public records request.

G. DETERMINATION OF RESPONSIVENESS

The County shall make a determination for each respondent, as to the responsiveness of the submitted RFP Package to the requirements provided herein. Any respondent who is not responsive to the requirements of this RFP may be determined non-responsive, and may be removed from consideration by the Evaluation Committee. Only those respondents who are fully responsive to the requirements herein will be evaluated for consideration of award.

The County reserves the right to waive any minor formality or irregularity in any submitted RFP Package. However, any missing information or document(s) that are material to the purpose of the RFP shall not be waived as a minor formality.

H. RFP PACKAGE SUBMITTAL INSTRUCTIONS:

The RFP Package format must sufficiently address and demonstrate all required components, and follow the order of sections described below. The aim of the required format is to simplify the preparation and evaluation of the RFP Packages.

RFP Packages shall be submitted in a sealed envelope or container, and labeled, on the exterior of the package, with the Respondent's full legal company name and mailing address, as well as "RFP No: 18-71, Management of CDBG-DR for Hurricane Projects & Programs". RFP Packages shall be mailed or hand-delivered to:

St. Johns County Purchasing Department
500 San Sebastian View
St. Augustine, FL 32084

RFP Packages must be submitted, in the format provided herein, by or before four o'clock (4:00PM) EST on **Thursday, August 30, 2018**.

St. Johns County Purchasing will not accept any RFP Packages that are not submitted in the manner described above. Any unsealed, unlabeled, or otherwise incomplete packages may be rejected. Respondents are not permitted to deliver packages to any County Department or County Employee other than the Purchasing Department, as provided herein. Any packages delivered to any County Staff other than the Purchasing Department shall be disqualified.

Any packages received after the deadline as provided above, shall not be provided to the Evaluation Committee for review, and shall be returned to the sender, unopened.

I. RFP PACKAGE COMPONENTS

RFP Packages **MUST** be submitted in a **SEALED** envelope/container and clearly marked on the exterior of the package: **RFP 18-71; MANAGEMENT OF CDBG-DR FOR HURRICANE PROJECTS & PROGRAMS**. Each package submitted must have the respondent's name and mailing address marked plainly on the outside of the envelope/container. Each package shall consist of one (1) hard-copy original document, and one (1) exact electronic PDF copy on a USB Drive, which shall include all required documents and any supplemental information. In the event of a discrepancy between the submitted original hard-copy and the electronic copy, the hard-copy original will supersede.

Each Respondent shall submit a list of proposed sub-Consultants (if applicable) to be used if awarded the contract. Each Respondent must provide a list of Sub-Consultants/Sub-Consultants, under Section 3: Qualifications and Experience, and attach a copy of any and all licenses and certificates for each sub-consultant/sub-consultant listed and submit with each copy of the RFP Package. If sub-consultants/sub-consultants are to be included in the Proposal, all terms and conditions must be disclosed including method and reason for selection, sub-consultants/sub-consultants compensation, and sub-consultants/sub-consultants billing rate. At the County's request, provide all internal sub-consultant documentation for federal reimbursement review. If no sub-consultants/sub-consultants are proposed, so state there on.

All RFP Packages must include the following components:

<u>Section</u>	<u>Topic</u>
1	RFP Cover Page
2	Cover Letter
3	Company and Staff Qualifications
4	Related Experience
5	Approach and Innovation
6	Quality and Schedule Control
7	Socioeconomic Business Enterprise
8	Pricing
9	Administrative Information

In order to insure a uniform review process and to obtain the maximum degree of comparability, it is recommended that proposals be organized in the manner specified as follows:

Section 1: RFP Cover Page (Complete and Submit)

Section 2: Cover Letter

Respondent shall provide a cover letter, not exceeding two pages, which is signed by an officer of the firm who is responsible for committing the firm's resources.

The cover letter should provide the following:

- Respondent's name, primary contact name, business address, phone number, fax number and e-mail address;
- Name and title of the individual with responsibility for the response and to whom matters regarding this RFP should be directed;
- A brief statement of the respondent's understanding of the services required and qualifications to provide Management of CDBG-DR for Hurricane Projects & Programs;
- A brief company background statement to include, but not limited to, years in business, corporate structure, professional affiliations, and capability of meeting deadlines;
- A brief description of the policies, procedures, and practices respondents have in place to provide for the physical and electronic security of our data centers and other sites where government information will be hosted, accessed, or maintained;
- Such other information as the respondent deems appropriate;

Section 3: Company and Staff, Qualifications

In this section, respondent shall demonstrate the qualifications of company, staff, and any proposed sub-consultant or sub-consultant who may perform any aspect of the scope of services provided herein. In addition, respondent shall provide a brief summary of the overall capabilities of staff and any proposed sub-consultants or sub-consultants relative to the Management of CDBG-DR program as outlined in the scope of work. Consultants and/or Sub-Consultants that possess staff and company qualifications in multiple disciplines should provide documentation of all qualifications for each discipline in this section.

- Provide key personnel that may perform work under the award of this contract
- Provide an Organization Chart
- Include a one (1) page resume for each key personnel
- Identify the primary contact for this contract
- List of Proposed Sub-Consultants (Attachment I)
- Proper and valid licensing to conduct business in the State of Florida
- Current Applicable Department of Professional Regulation License(s)
- Current Applicable Certification(s)

Section 4: Related Experience

In this section, respondent shall provide evidence of performance related to the Scope of Requested Services. Consultants and/or Sub-Consultants that possess experience in multiple disciplines should provide documentation of all qualifications for each discipline in the section. In addition, respondents will need to describe any prior engagements in which respondent and/or respondent's sub-consultants/sub-consultants assisted a governmental entity in dealings with HUD Environmental Review requirements.

Respondents shall demonstrate a minimum of three (3) years of experience in program development and management of affordable housing programs; and demonstrate experience working with CDBG-DR.

Section 5: Approach and Innovation

In this section, the Respondent shall provide comprehensive narrative statements that outline the project approach and methodology intended to be employed illustrating how the methodology will serve to accomplish the project goals and the objectives of the program. Respondents may propose alternative approaches or recommendations while still complying with the objectives of the RFP. Alternative approaches should be focused on mitigating project risks to time, scope, and cost.

Approach- Describe the recommended approach based on the information provided in the RFP. To accurately assess department cost and workload; the Respondent should explicitly address in man-hours the extent their reply would require department changes to backend systems.

Project Management- Describe the proposed project management approach and methodology; explain the benefits and risk(s) associated with the methodology and identify any industry standards incorporated into the approach for each risk identified. Respondent should identify the source and steps that can be taken by each stakeholder to eliminate or reduce the risk(s).

Project Schedule and Timeline- Provide a fully defined, resource loaded, leveled project schedule/timeline; with all of the tasks and associated effort to deliver the scope of services.

Capacity- Provide a detailed description demonstrating the consultants' the capacity to handle the needs stated in this RFP; in addition to any current/future workloads. Consultant shall describe how it intends to integrate staff and maintain presence with the County during the duration of the contract.

Physical and Electronic Security- Provide a detailed description of the policies, procedures, and practices respondents have in place to provide for both physical and electronic security of our intake center(s), data centers, and other sites where applicant/government information will be hosted, accessed, or maintained.

Section 6: Quality and Schedule Control

In this section, the respondent shall provide a written narrative of the firm's project management methods to establish, monitor, and track quality control methods; including coordination of sub-consultants and the ability to meet schedules in a timely manner.

Section 7: Socioeconomic Business Enterprise

Provide current copy of certificate of MBE/WBE/DBE.

Section 8: Pricing

In this section, respondent shall provide proposed pricing (Attachment A) for the hourly rates and project specific task (Program Design and Implementation, Housing Program, SR 207 Supportive Housing Project, and Infrastructure Program) needed to complete the scope of service, in accordance with the requirements previously provided herein.

This section shall be evaluated based on the formula below to determine the best pricing proposal. The respondent submitting the lowest proposed hourly rates with the lowest proposed project cost will receive the highest points in this section. The points available for this section shall be as follows: five (5) points for hourly rates, five (5) points for task specific costs, and five (5) points for unit cost to assist residential property within the eligible CDBG-DR housing activities; for a total of fifteen (15) points possible.

Each Respondent shall submit a pricing proposal which shall consist of the proposed unit prices per hour for services performed, task costs, and unit pricing to assist residential property within the eligible CDBG-DR housing activities. Consultant is to complete the cost proposal form listed as Attachment A.

Hourly Rates: As part of the cost proposal, respondent must include hourly rates (Attachment A – Rates for St. Johns County)* for anticipated work classifications needed to complete the scope of service. Respondent must identify all staff required to be able to do the scope of service. The County shall not pay any fees in addition to the unit prices per hour. Any and all transportation, fuel, and other charges must be included in the unit price per hour.

*Please note "County approved Billing Rate" column is to be completed by St. Johns County Purchasing Division once rates are approved through negotiations with the selected firm.

Points will be awarded based on the average hourly rate of all the anticipated work classifications needed to complete the scope of service. The lowest average shall receive the maximum score for this section. All other submitted proposals shall receive a score based on the percentage differential between the lowest proposed average hourly rate and the highest proposed average hourly rate. Example below:

Consultant	Average Hourly Rate	Percentage	By	Weight	Equals	Weighted Score
A	\$100.00	100.0%	x	5	=	5
B	\$120.00	83.3%*	x	5	=	4.2
C	\$140.00	71.4%**	x	5	=	3.6

*Consultant B's percentage is $\$100.00 \div \$120.00 = 83.3\%$

**Consultant C's percentage is $\$100.00 \div \$140.00 = 71.4\%$

***Weighted Score shall be rounded to nearest tenth of a whole number

CDBG-DR Program Design and Implementation

- A. Assist the County in developing a staffing plan for the CDBG-DR Program, including but not limited to:
- Identifying the total personnel who will be supported under the program, position titles, education/experience, qualifications, general responsibilities, hourly salary, etc.
 - Provide training plan for those personnel who will be supported under CDBG-DR program. Training plan shall include all applicable employees as well as all sub-consultants that are to be used throughout the duration of the CDBG-DR program. Plan must also include mechanisms to provide updated training when changes to Federal, State, or Local policy occur; training must be done in a timely and efficient manner.
- B. Assist the County in the administration of the financial management system in a manner that complies with all applicable HUD, CDBG-DR, and DEO rules; including but not limited to:
- Ensuring that financial management and accounting information is up-to-date
 - Internal financial controls are in place and adequate
 - Documentation is available to support accounting record entries
 - Financial reports and statements are complete, current, and reviewed periodically
 - Audits are conducted in a timely manner in accordance with applicable standards.
- C. Establish and administer quality assurance and quality control system in a manner that complies with all applicable HUD CDBG-DR and DEO rules, including but not limited to:
- Compliance testing and oversight plan to ensure the program policies and procedures are being followed consistently and effectively throughout the process.
 - Develop a continuous improvement process that identifies inefficiencies in the policies or procedures in order to streamline workflow. This process will serve as an internal check and balance.
- D. Establish and administer public information and communications program; including but not limited to:
- Maintaining a public website, providing public transparency on progress and financial expenditures for all the completed and ongoing recovery efforts.
 - Providing effective outreach to Community via telephone, print, multi-media, electronic and web-based mediums, and personal interactions
 - Providing effective communications with internal and external audiences at all levels of required engagements.

Task Specific Cost: As part of the cost proposal, County is requesting consultant to provide pricing (Attachment A) for specific task listed in scope of services. Pricing will be based on the approach the consultant recommends to accomplish the project goals and objectives of the program. Task specific pricing requested will be for the following task(s):

Launching Intake Center

- A. Assist the County in designing and launching an Intake Center; including but not limited to:
- Developing policies, procedures, and providing guidance for managing a CDBG-DR housing program.
Program design and process to include:
 - Application Intake
 - Eligibility Review
 - Verification of Documents and Duplication of Benefits Check
 - Award Determination
 - Closing
 - Construction/Assistance Management
 - Compliance Monitoring
 - Develop Outreach plan to improve community knowledge and awareness of the CDBG-DR program.
 - Provide web based applications that can be securely initiated and completed via the public website.

- d. Provide an appointment system for applicants.
- e. Assist County in finding optimum location for intake center. County will decide the location of the intake center.

Administration of Intake Center and Case Management

A. Operate and Manage Intake center on behalf of the County; including but not limited to:

- a. Consultant will operate Intake Center for six (6) months. County reserves the right to extend operations for up to three (3) additional months. Normal operating hours for the intake center are to be Monday through Friday 8:30AM to 5:00PM. Intake center will be closed during County observed holidays.
- b. Consultant will be responsible for Utilities (electricity, internet, phone, etc.) used during operation of Intake Center.
- c. Consultant will be responsible for providing the furnishings and all personal equipment (i.e. – computers, printers, office supplies, etc.) necessary for operation.
- d. Advise applicants on eligibility/program requirements as well as assist in application preparation and submission.
- e. Provide multi-lingual capabilities to address applicant language barriers.
- f. Process applications; including necessary communications with applicant and/or County.
- g. Perform Eligibility Reviews.
- h. Conduct initial damage inspection of residential units and provide cost repair analysis on each home.
- i. Document verification insuring that there is no duplication of benefits in accordance with HUD, federal, and state policy.
- j. Follow-up with applicants providing them with the status of their applications.
- k. Participate in the appeals process and handle disputes for disallowed/ineligible applications.
- l. Capture applicant fallout reasons.
- m. Provide weekly briefing to the County regarding program intake, program construction progress, and program close out. The briefing will provide an update on program metrics as requested and established by the County.
- n. Complete update of unmet needs data.
- o. Assist in submitting revised budget for homeowner services project based on updated unmet needs and intake center data
- p. Provide compliance, management, supervision, and support.

207 Supportive Housing

A. Assist County in the development of approximately eighty (80) units of new construction rental housing serving people who earn low-income in the Supportive Housing Initiative Planned Unit Development. Project shall include developing an integrated social services public facility serving LMI populations that will be known as the United Service Center. This includes; but is not limited to:

- a. Assist the County in completing an update of Unmet Needs for Rental Housing and Homeless Shelter serving vulnerable LMI populations tied to Hurricanes Matthew.
- b. Assist the County in the procurement of construction contractors, property management team, and United Service Center/Homeless Shelter operators.
- c. Assist the County in developing an activity work plan detailing activities involved in the successful completion of the Supportive Housing Initiative Planned Unit Development Rental Housing Project, Homeless Shelter, and United Service Center Project. Activity work plans will include action steps with estimated start and completion dates. Examples of action steps include:
 - i. Obtaining release of funds;
 - ii. Requesting wage decisions;
 - iii. Complete design and specifications;
 - iv. Procurement process.

Activity work plan will serve as the baseline of the 207 Supportive Housing Project. County and DEO will review the activity work plan for approval; once activity work plan is approved Consultant will assist County in completing activities by providing ongoing production, compliance, management, supervision, support, and reporting services for the successful construction, lease-up, stabilization of supportive housing project, homeless shelter, and United Service Center.

- d. Consultant to attend meetings as needed (Examples: Pre-Bid, Pre-Proposal, Pre-Construction, Etc.)

Infrastructure Program

- A. Assist the County in mobilizing and launching an infrastructure recovery program. This includes, but not limited to:
- Assist the County in the management of assessments, design, permitting, bidding, and construction of the projects.
 - Assist the County in completing operation management plan for infrastructure improvement projects.
 - Assist the County in the procurement of construction contractors.
 - Assist the County in developing an activity work plan detailing activities involved in the successful completion of each individual infrastructure project. Activity work plans will include action steps with estimated start and completion dates. Examples of action steps include:
 - Obtaining release of funds;
 - Requesting wage decision(s);
 - Complete design and specifications;
 - Procurement process.

Activity work plan will serve as the baseline of the infrastructure projects. County and DEO will review the activity work plan for approval; once activity work plan is approved Consultant will assist County in completing activities by providing ongoing production, compliance, management, supervision, support, and reporting services for successful completion of infrastructure improvement projects.
 - Complete update of unmet needs for infrastructure improvement projects serving LMI areas tied to Hurricane Matthew.
 - Assist in providing updated budgets for the infrastructure recovery program based on updated unmet needs data, on-going design and updated construction estimates.
 - Consultant to attend meetings as needed (Examples: Pre-Bid, Pre-Proposal, Pre-Construction, Etc.)
 - The following projects are included in the Infrastructure program:
 - Armstrong Drainage
 - Hastings Phase I Sewer
 - Hastings Phase II Sewer
 - Oyster Creek Drainage
 - Orange St Drainage
 - St Augustine Blvd & Cypress Rd Drainage
 - Avenue D Drainage
 - St Augustine - Lake Maria Sanchez HMGP Match Drainage

Points will be awarded based on the total cost. The lowest total cost shall receive the maximum score for this section. All other submitted proposals shall receive a score based on the percentage differential between the lowest proposed total cost and the highest proposed total cost. Example:

Consultant	Total Cost	Percentage	By	Weight	Equals	Weighted Score
A	\$400,000	100.0%	x	5	=	5
B	\$600,000	66.6%*	x	5	=	3.3
C	\$800,000	50.0%**	x	5	=	2.5

*Consultant B's percentage is $\$400,000 \div \$600,000 = 66.6\%$

**Consultant C's percentage is $\$400,000 \div \$800,000 = 50.0\%$

***Weighted Score shall be rounded to nearest tenth of a whole number

Residential Management Unit Cost

- A. As part of the cost proposal, consultant must include a proposed unit cost to manage CDBG-DR eligible residential properties through the housing program. Once the residential applicant(s) are deemed eligible and an award determination has been made; the consultant will be responsible for the management of approved

applicant(s) through project close out. The housing program will assist in repair, elevation, reconstruction, temporary relocation of homeowners, mortgage payment assistance, replacement of manufactured houses, and buyout/acquisition. Consultant must include a breakdown of estimated hours and cost associated with performing each CDBG-DR eligible housing activity. This includes but not limited to:

- a. Ensure all workers are knowledgeable in enforcing housing policies (including mobile home, minimum standards, mold remediation, lead paint, asbestos, floodplain, etc.) and ensure compliance.
 - b. Inspection and analysis on each home to establish the home's relative value to determine if it should be replaced/rebuilt or rehabilitated in accordance with policies
 - c. Assess the cost effectiveness of each proposed project undertaken to assist a household.
 - d. Assist the County in the procurement and selection of vendors that will be responsible for construction and repair projects.
 - e. Follow established process for: all homes scheduled for demolition, dispose of mobile homes, and all demolition/construction debris; in accordance with all local, state, and federal guidelines, regulations, and ordinances.
 - f. Ensure all construction meets local/state building codes and established policies; must ensure that the work performed is of good and workmanlike quality; must conduct progress, final inspections, and approve/make timely payments to sub-consultants accordingly.
 - g. Responsible for coordinating the timely move in/move out of applicants whose homes are being repaired or replaced so as to minimize the disruption to the applicant and minimize the amount of time the applicant is out of the home. Consultant is responsible for the coordination of on-site storage units, if necessary, for the storage of an applicant's possessions during the time the applicant is displaced.
 - h. Must closely monitor all construction timelines and provide the County with weekly briefings.
 - i. Prepare and file program liens; in the case of manufactured housing units, the filing of UCC statements with the Florida Secretary of State's office.
 - j. Handle title registration with the Florida Dept. of Motor Vehicles for newly installed manufactured housing units and title retirement for manufactured housing units demolished as part of the program.
 - k. Provide oversight and technical assistance as needed.
- B. Consultant shall provide seven (7) unit prices for the management/compliance of the residential properties through project completion. The unit prices requested will be for the following eligible CDBG-DR housing activities:
- a. Repair
 - b. Elevation
 - c. Reconstruction of properties that were substantially damaged from the storm and where repair is no longer cost reasonable
 - d. Temporary Relocation of homeowners (and if necessary tenants) while repairs or reconstruction is completed, in compliance with the Uniform Relocation Act (URA)
 - e. Mortgage Payment Assistance to help homeowners in financial distress minimize their exposure to foreclosure and reduce the risk of homelessness due to the storm
 - f. Replacement of Manufactured Houses that were substantially damaged from the storm and where repair is no longer cost reasonable
 - g. Buyout and Acquisition for Redevelopment Pilot Programs

Points will be awarded based on the total average unit cost. The lowest average shall receive the maximum score for this section. All other submitted proposals shall receive a score based on the percentage differential between the lowest proposed average unit cost and the highest proposed average unit cost. Example:

Consultant	Average Unit Cost	Percentage	By	Weight	Equals	Weighted Score
A	\$100.00	100.0%	x	5	=	5
B	\$120.00	83.3%*	x	5	=	4.2
C	\$140.00	71.4%**	x	5	=	3.6

*Consultant B's percentage is $\$100.00 \div \$120.00 = 83.3\%$

**Consultant C's percentage is $\$100.00 \div \$140.00 = 71.4\%$

***Weighted Score shall be rounded to nearest tenth of a whole number

Section 9: Administrative Information

Please include the following:

- Proof of Liability Insurance and its limits
- Drug Free Work Place Form (Complete and Submit)
- RFP Affidavit (Complete and submit)
- RFP Affidavit of Solvency (Complete and Submit)
- Conflict of Interest Disclosure Form
- Acknowledged Addenda
- Claims/Liens/Litigation History
- Equal Opportunity Report Statement
- Certification Regarding Debarment, Suspension,
- Ineligibility, and Voluntary Exclusion – Primary Covered Transactions
- Certification Regarding Lobbying
- Certification of Non-segregated Facilities
- Non-Collusion Certification

PART VI: EVALUATION AND AWARD

A. RECOMMENDATION FOR AWARD

Recommendation shall be made to the Board of County Commissioners by County Staff to enter into negotiations with the highest ranked firm as determined by the evaluation committee, with the intention of coming to agreement over terms, conditions, and pricing in order to award a Contract for the services described herein.

B. PROTEST PROCEDURES

Any respondent adversely affected by an intended decision, or by any term, condition, or procedure or specification with respect to this Request for Proposals, shall file, with the SJC Purchasing Department a written Notice of Protest, no later than seventy two (72) hours (excluding Saturdays, Sundays, and legal holidays for employees of St. Johns County) after the posting, either electronically, or by other means, of the notice of intended action, notice of intended award, bid tabulation, publication by posting electronically or by other means of a procedure, specification, term or condition which the person intends to protest, or the right to protest such matter shall be waived. The full protest procedures may be obtained from the SJC Purchasing Department, and are included in St. Johns County's Purchasing Manual. All terms and conditions of the County's Purchasing Manual are incorporated into this Request for Proposals by reference, and are fully binding.

C. EVALUATION OF RESPONSES

All properly submitted Proposal Packages that are determined to be responsive to the requirements of this RFP, shall be evaluated by an Evaluation Committee of no less than five (5) representatives. Each Evaluation Committee Team Member will receive a set of all of the submitted Request for Proposals Packages submitted, and an electronic copy of the RFP document with all issued Addenda, an Evaluator's Score Sheet and an Evaluator's Narrative Sheet. Evaluators shall review and score the submitted, responsive, Request for Proposals Packages individually, with no interaction or communication with any other individual. Evaluators' scores shall be announced at the public Evaluation Meeting.

County Staff may consider any evidence available regarding financial, technical, other qualifications and abilities of a respondent, including past performance (experience) with the County prior to recommending approval of award to the St. Johns County Board of County Commissioners.

The St. Johns County Board of County Commissioners reserves the right to reject any or all proposals, waive minor formalities or award to/negotiate with the firm whose proposal best serves the interest of the County.

D. EVALUATION CRITERIA

The intent of this RFP is to qualify firms based on the firm's qualifications using the evaluation criteria below. Responses will be scored based on the criteria herein. The County intends to select multiple firms as deemed necessary in order to accomplish the goals and objectives established by the County. Only those firms qualified through this RFP process and approved by the St. Johns County Board of County Commissioners will be invited to negotiate a contract. Any qualified firm desiring to provide the required services in any of the listed areas should submit a letter of interest and the documents requested herein. All submittals of qualifications shall be for principal consultant and may include all sub-consultants. Submittals are to be made for the discipline(s) listed in this RFP. Selection(s) are at the sole discretion of the County.

Evaluation of the responses to this RFP will comply with the specific criteria as follows:

Evaluation Criteria:

Maximum Points per Evaluator:

1. Compliance with RFP Instructions	5
2. Company and Staff Qualifications	15
3. Related Experience	20
4. Approach and Innovation	25
5. Quality and Schedule Control	10
6. Socioeconomic Business Enterprise	10
7. Pricing	15
Total Maximum Points Possible: 100	

DATE:
PROJECT:

[illegible]

25

ATTACHMENT A
COST PROPOSAL FORM
RFP NO. 18-71, MANAGEMENT OF CDBG-DR
FOR HURRICANE PROJECTS & PROGRAMS

Each Respondent shall submit estimated cost for all necessary components to fulfill the requirements and project goals of this RFP as proposed in Part III Scope of Services.

TASK SPECIFIC COST

Launching Intake Center				
Assist the County in designing and launching Intake.Center			\$	
Launching Intake Center Subtotal			\$	
Description	Unit	Qty.	Estimated Monthly Cost*	Estimated Total Cost
Administration of Intake Center and Case Management				
Operate and Manage Intake center on behalf of the County	MTH	6	\$	\$
*Should County utilize the three (3) additional months it shall be billed at this monthly rate.				
Administration of Intake Center and Case Management Subtotal			\$	
Description			Estimated Cost	
207 Supportive Housing Subtotal				
Assist County in the development of approximately eighty (80) units of new construction rental housing serving people who earn low-income in the Supportive Housing Initiative Planned Unit Development. Project shall include developing an integrated social services public facility serving LMI populations that will be known as the United Service Center.			\$	
207 Supportive Housing Subtotal			\$	

Infrastructure- Assist the County in mobilizing and launching an infrastructure recovery program		Estimated Project/Task Cost(s)
Armstrong Drainage	\$	
Hastings Phase I Sewer	\$	
Hastings Phase II Sewer	\$	
Oyster Creek Drainage	\$	
Orange St Drainage	\$	
St Augustine Blvd & Cypress Rd Drainage	\$	
Avenue D Drainage	\$	
St Augustine - Lake Maria Sanchez HMGP Match Drainage	\$	
Infrastructure Subtotal	\$	
Total Estimated Cost (Launching Intake Center, Administration of Intake Center and Case Management, Housing, 207 Supportive Housing, and Infrastructure Cost)		\$

Residential Management/Compliance Unit Cost		
Repair	EA	\$
Elevation	EA	\$
Reconstruction of properties that were substantially damaged from the storm and where repair is no longer cost reasonable	EA	\$
Temporary Relocation of homeowners (and if necessary tenants) while repairs or reconstruction is completed, in compliance with the Uniform Relocation Act (URA)	EA	\$
Mortgage Payment Assistance to help homeowners in financial distress minimize their exposure to foreclosure and reduce the risk of homelessness due to the storm	EA	\$
Replacement of Manufactured Houses that were substantially damaged from the storm and where repair is no longer cost reasonable	EA	\$
Buyout and Acquisition for Redevelopment Pilot Programs	EA	\$

RATES FOR ST. JOHNS COUNTY

Buyer: _____

PART VII: FORMS & ATTACHMENTS

ATTACHMENT B

**REQUEST FOR PROPOSALS (RFP) NO: 18-71
MANAGEMENT OF CDBG-DR FOR HURRICANE PROJECTS & PROGRAMS**

COVER PAGE

**SUBMIT ONE (1) ORIGINAL HARD-COPY AND ONE (1) EXACT
ELECTRONIC PDF COPY ON A USB DRIVE IN A SEALED
ENVELOPE OR CONTAINER TO:**

PURCHASING DEPARTMENT
ST. JOHNS COUNTY
500 SAN SEBASTIAN VIEW
ST. AUGUSTINE FLORIDA 32084
ATTN: April Bacon, Disaster Recovery Procurement Coordinator

COMPANY NAME: _____

CONTACT NAME & TITLE: _____

CONTACT PHONE NUMBER: _____

CONTACT EMAIL ADDRESS: _____

DATE: _____

ATTACHMENT C

**REQUEST FOR PROPOSALS (RFP) NO: 18-71
MANAGEMENT OF CDBG-DR FOR
HURRICANE PROJECTS & PROGRAMS**

Respondents shall provide certificates of insurance as part of their submittal package. Certificates of insurance shall meet or exceed the requirements as described in Part IV: Contract Requirements; F. Insurance Requirements (Page 12).

CERTIFICATES OF INSURANCE
(Attach or insert copy here)

ATTACHEMENT D

**REQUEST FOR PROPOSALS (RFP) NO: 18-71
MANAGEMENT OF CDBG-DR FOR
HURRICANE PROJECTS & PROGRAMS**

**St. Johns County Board of County Commissioners
Drug-Free Workplace Form**

The undersigned firm, in accordance with Florida Statute 287.087 hereby certifies that

_____ does:

Name of Firm

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the danger of drug abuse in the workplace, the business' policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, employee assistance programs and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the contractual services that are described in St. Johns County's request for Proposals to provide bond underwriter services a copy of the statement specified in paragraph 1.
4. In the statement specified in paragraph 1, notify the employees that, as a condition of working on the contractual services described in paragraph 3, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Florida Statute 893, as amended, or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction or plea.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community by, any employee who is so convicted.
6. Consistent with applicable provisions with State or Federal law, rule, or regulation, make a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1 through 5.

As the person authorized to sign this statement, I certify that this firm complies fully with the above requirements.

Signature

Date

ATTACHEMENT E

REQUEST FOR PROPOSALS (RFP) NO: 18-71
MANAGEMENT OF CDBG-DR FOR
HURRICANE PROJECTS & PROGRAMS

AFFIDAVIT

TO: ST. JOHNS COUNTY BOARD OF COUNTY COMMISSIONERS
ST. AUGUSTINE, FLORIDA

At the time the Proposal is submitted, the Respondent shall attach to his RFP a sworn statement. The sworn statement shall be an affidavit in the following form, executed by an officer of the firm, association or corporation submitting the Request for Proposals and shall be sworn to before a person who is authorized by law to administer oaths.

STATE OF _____ COUNTY OF _____ Before me, the undersigned authority, personally appeared _____ who, being duly sworn, deposes and says he is _____ (Title) of (Firm) the respondent submitting the attached Request for Proposals for the services covered by the RFP documents for **RFP No: 18-71; Management of CDBG-DR for Hurricane Projects & Programs.**

The affiant further states that no more than one Request for Proposals for the above referenced project will be submitted from the individual, his firm or corporation under the same or different name and that such respondent has no financial interest in the firm of another respondent for the same work, that neither he, his firm, association nor corporation has either directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with this firm's RFP on the above described project. Furthermore, neither the firm nor any of its officers are debarred from participating in public contract lettings in any other state.

(Proposer)

By _____

(Title)

STATE OF _____)

COUNTY OF _____)

Subscribed and sworn to before me this _____ day of _____, 20____, by _____ who personally appeared before me at the time of notarization, and who is personally known to me or who has produced _____ as identification.

Notary Public

My commission expires:

VENDORS ON ALL COUNTY PROJECTS MUST EXECUTE
AND ATTACH THIS AFFIDAVIT TO EACH REQUEST FOR PROPOSALS.

ATTACHEMENT F

REQUEST FOR PROPOSALS (RFP) NO: 18-7118-71
MANAGEMENT OF CDBG-DR FOR
HURRICANE PROJECTS & PROGRAMS

AFFIDAVIT OF SOLVENCY

PERTAINING TO THE SOLVENCY OF {insert entity name}

being of lawful age and being duly sworn I, {insert affiant name}, as {insert position or title} (ex.CEO, officer, president, duly authorized representative, etc.)

hereby certify under penalty of perjury that:

1. I have reviewed and am familiar with the financial status of above stated entity.
2. The above stated entity possesses adequate capital in relation to its business operations or any contemplated or undertaken transaction to timely pay its debts and liabilities (including, but not limited to, unliquidated liabilities, un-matured liabilities and contingent liabilities) as they become absolute and due.
3. The above stated entity has not, nor intends to, incur any debts and/or liabilities beyond its ability to timely pay such debts and/or liabilities as they become due.
4. I fully understand failure to make truthful disclosure of any fact or item of information contained herein may result in denial of the application, revocation of the Certificate of Public Necessity if granted and/or other action authorized by law.

The undersigned has executed this Affidavit of Solvency, in his/her capacity as a duly authorized representative of the above stated entity, and not individually, as of this ___ day of _____, 20__.

Signature of Affiant

STATE OF _____)

COUNTY OF _____)

Subscribed and sworn to before me this ___ day of _____, 20__, by _____ who personally appeared before me at the time of notarization, and who is personally known to me or who has produced _____ as identification.

Notary Public

My commission expires: _____

ATTACHEMENT G

**REQUEST FOR PROPOSALS (RFP) NO: 18-71
MANAGEMENT OF CDBG-DR FOR
HURRICANE PROJECTS & PROGRAMS**

**St. Johns County Board of County Commissioners
Conflict of Interest Disclosure Form**

Project (RFP) Number/Description: **18-71, Management of CDBG-DR for Hurricane Projects & Programs**

The term "conflict of interest" refers to situations in which financial or other considerations may adversely affect, or have the appearance of adversely affecting a consultant's/contractor's professional judgment in completing work for the benefit of St. Johns County ("County"). The bias such conflicts could conceivably impart may inappropriately affect the goals, processes, methods of analysis or outcomes desired by the County.

Consultants/Contractors are expected to safeguard their ability to make objective, fair, and impartial decisions when performing work for the benefit of the County. Consultants/Contractors, therefore must there avoid situations in which financial or other considerations may adversely affect, or have the appearance of adversely affecting the consultants/contractors professional judgement when completing work for the benefit of the County.

The mere appearance of a conflict may be as serious and potentially damaging as an actual distortion of goals, processes, and methods of analysis or outcomes. Reports of conflicts based upon appearances can undermine public trust in ways that may not be adequately restored even when the mitigating facts of a situation are brought to light. Apparent conflicts, therefore, should be disclosed and evaluated with the same vigor as actual conflicts.

It is expressly understood that failure to disclose conflicts of interest as described herein may result in immediate disqualification from evaluation or immediate termination from work for the County.

Please check the appropriate statement:

- ☐ I hereby attest that the undersigned Respondent has no actual or potential conflict of interest due to any other clients, contracts, or property interests for completing work on the above referenced project.
- ☐ The undersigned Respondent, by attachment to this form, submits information which may be a potential conflict of interest due to other clients, contracts or property interests for completing work on the above referenced project.

Legal Name of Respondent: _____

Authorized Representative(s) :

Signature

Print Name/Title

Signature

Print Name/Title

ATTACHEMENT H

**REQUEST FOR PROPOSALS (RFP) NO: 18-71
MANAGEMENT OF CDBG-DR FOR HURRICANE PROJECTS & PROGRAMS
CLAIMS/LIENS/LITIGATION HISTORY**

1. Within the past 7 years, has your organization filed suit or a formal claim against an owner or entity, or been sued by or had a formal claim filed by an owner, subcontractor or supplier resulting from a contract dispute? Yes _____ No _____ If yes, please attach additional sheet(s) to include:

Description of every action Captions of the Litigation or Arbitration

Amount at issue: _____ Name (s) of the attorneys representing all parties: _____

Amount actually recovered, if any: _____

Name(s) of the project owner(s)/manager(s) to include address and phone number: _____

2. List all pending litigation and or arbitration.
3. List and explain all litigation and arbitration within the past seven (7) years - pending, resolved, dismissed, etc.
4. Within the past 7 years, please list all Liens, including Federal, State and Local, which have been filed against your Company. List in detail the type of Lien, date, amount and current status of each Lien.

5. Have you ever abandoned a contract, been terminated for cause?

Yes _____ No _____ if yes, please explain in detail:

6. For all claims filed against your company within the past five-(5) years, have all been resolved satisfactorily with final judgment in favor of your company within 90 days of the date the judgment became final? Yes _____ No _____ if no, please explain why? _____

7. List the status of all pending claims currently filed against your company:

Financial Consequences

1. Has an owner or entity ever withheld payment, assessed fees or penalties, or made a claim against any Performance and Payment Bonds? Yes _____ No _____ If yes, please explain in detail: _____

(Use additional or supplemental pages as needed)

ATTACHEMENT I

**REQUEST FOR PROPOSALS (RFP) NO: 18-71
MANAGEMENT OF CDBG-DR FOR HURRICANE PROJECTS & PROGRAMS**

LIST OF PROPOSED SUB-CONSULTANTS (if applicable)

Any and all sub-consultants are subject to approval by the County. Each Respondent shall submit any sub-consultants proposed to perform any portion of the required services as provided herein. Each Respondent shall submit any proposed sub-consultants qualifications, licensing, and certifications (including MBE/WBE/DBE)

Company Name	Division/Discipline	Primary Contact Name	Contact Number and Email Address

ATTACHEMENT J

REQUEST FOR PROPOSALS (RFP) NO 18-71 MANAGEMENT OF CDBG-DR FOR HURRICANE PROJECTS & PROGRAMS

EQUAL OPPORTUNITY REPORT STATEMENT

The Respondent (Proposer) shall complete the following statement by signing this form where indicated. Failure to complete this form may be grounds for rejection of bid:

The awarded Contractor shall comply with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987 and the Florida Civil Rights Act of 1992, as amended) prohibiting employment discrimination and shall comply with the regulations and guidelines promulgated pursuant to this Act by the Secretary of the Interior and the Heritage Conservation and Recreation Service.

During the performance of this contract, the awarded Contractor, for itself, its assignees and successors in interest (hereinafter referred to as the "Contractor") agrees as follows:

- (1) The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.
- (2) The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive considerations for employment without regard to race, color, religion, sex, or national origin.
- (3) The Contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the Contractor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- (4) The Contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
- (5) The Contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
- (6) In the event of the Contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the Contractor may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions as may be imposed

and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

- (7) The Contractor will include the portion of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each sub-Contractor or vendor. The Contractor will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance: Provided, however, That in the event a Contractor becomes involved in, or is threatened with, litigation with a sub-Contractor or vendor as a result of such direction by the administering agency the Contractor may request the United States to enter into such litigation to protect the interests of the United States.

Handwritten Signature of Authorized Principal(s):

NAME (print): _____

SIGNATURE: _____

TITLE: _____

NAME OF FIRM: _____

DATE: _____

ATTACHEMENT K

**REQUEST FOR PROPOSALS (RFP) NO 18-71
MANAGEMENT OF CDBG-DR FOR
HURRICANE PROJECTS & PROGRAMS**

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Primary Covered Transactions

The Bidder certifies that, the firm or any person associated therewith in the capacity of owner, partner, director, officer, principal, investigator, project director, manager, auditor, and/or position involving the administration of federal funds:

1. are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions, as defined in 49 CFR s29.110(a), by any federal department or agency;
2. have not within a three-year period preceding this certification been convicted of or had a civil judgment rendered against it for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a federal, state, or local government transaction or public contract; violation of federal or state antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property
3. are not presently indicted for or otherwise criminally or civilly charged by a federal, state, or local governmental entity with commission of any of the offenses enumerated in paragraph (b) of this certification; and
4. have not within a three-year period preceding this certification had one or more federal, state, or local government public transactions terminated for cause or default.

The Respondent certifies that it shall perform a debarment verification on any subcontractor, sub-consultant, material supplier or vendor, that it proposes to contract with to perform any work under this RFP, and shall not enter into any transaction with any sub-Contractor, material supplier, or vendor who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this project by any federal agency unless authorized by St. Johns County.

Handwritten Signature of Authorized Principal(s):

NAME (print): _____

SIGNATURE: _____

TITLE: _____

NAME OF FIRM: _____

DATE: _____

ATTACHEMENT L

**REQUEST FOR PROPOSALS (RFP) NO 18-71
MANAGEMENT OF CDBG-DR FOR
HURRICANE PROJECTS & PROGRAMS**

**BYRD ANTI-LOBBYING COMPLIANCE AND
CERTIFICATION REGARDING LOBBYING**

Certification for Contracts, Grants, Loans, and Cooperative Agreements (To be submitted with each bid or offer exceeding \$100,000). The undersigned [Contractor] certifies, to the best of his or her knowledge, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or Current as of 9-26-16 11 cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The Contractor, _____, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. § 3801 et seq., apply to this certification and disclosure, if any.

Handwritten Signature of Authorized Principal(s):

NAME (print): _____

SIGNATURE: _____

TITLE: _____

NAME OF FIRM: _____

DATE: _____

ATTACHEMENT M

**REQUEST FOR PROPOSALS (RFP) NO 18-71
MANAGEMENT OF CDBG-DR FOR
HURRICANE PROJECTS & PROGRAMS**

**St. Johns County
Certification of Non-segregated Facilities**

The federally assisted construction Contractor certifies that he does not maintain or provide for his employees, any segregated facilities at any of his establishments and that he does not permit his employees to perform their services at any location under his control, where segregated facilities are maintained. The federally assisted construction Contractor certifies that he will not maintain or provide for his employees segregated facilities at any of his establishments and that he will not permit his employees to perform their services at any location under his control, where segregated facilities are maintained. The federally assisted construction Contractor agrees that a breach of this certification is a violation of the equal opportunity clause in this contract. As used in this certification, the term "segregated facilities" means any waiting room, work areas, rest rooms and washrooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing facilities provided for employees which are segregated by explicit directives or are in fact segregated on the basis of race, color, religion, or national origin because of habit, local custom, or any other reason. The federally assisted construction Contractor agrees that (except where he has obtained identical certifications from proposed sub-Contractors for specific time periods) he will obtain identical certifications from proposed sub-Contractors prior to the award of subcontracts exceeding ten thousand (\$10,000.00) dollars US which are not exempt from the provisions of the equal opportunity clause and that he will retain such certifications in his files.

Signature of Contractor

Title

Date

ATTACHEMENT N

**REQUEST FOR PROPOSALS (RFP) NO 18-71
MANAGEMENT OF CDBG-DR FOR
HURRICANE PROJECTS & PROGRAMS**

NON-COLLUSION CERTIFICATION

St. Johns County requires, as a matter of policy, that any Firm receiving a contract or award resulting from the Request for Proposals issued by St. Johns County shall make certification as below. Receipt of such certification, under oath, shall be a prerequisite to the award of contract and payment thereof.

I (we) hereby certify that if the contract is awarded to me, our firm, partnership or corporation, that no members of the elected governing body of St. Johns County nor any professional management, administrative official or employee of the County, nor members of his or her immediate family including spouse, parents or children, nor any person representing or purporting to represent any member or members of the elected governing body or other official, has solicited, has received or has been promised, directly or indirectly, any financial benefit including but not limited to a fee, commission, finder's fee, political contribution, goods or services in return for favorable review of any Proposal submitted in response to the Request for Proposals or in return for execution of a contract for performance or provision of services for which Proposals are herein sought.

Handwritten Signature of Authorized Principal(s):

NAME (print): _____

SIGNATURE: _____

TITLE: _____

DATE: _____

NAME OF FIRM/PARTNERSHIP/CORPORATION:

REQUEST FOR PROPOSALS PACKAGE CHECKLIST

**REQUEST FOR PROPOSALS (RFP) NO 18-71
MANAGEMENT OF CDBG-DR FOR
HURRICANE PROJECTS & PROGRAMS**

SECTION	ATTACHMENT NAME	CHECK BOX	ST. JOHNS COUNTY USE
Section 1	RFP Cover Page		
Section 2	Cover Letter		
Section 3	Company and Staff Qualifications		
	List of Proposed Sub-Consultants (if applicable)		
	Proper and Valid Licensing for conducting business in State of FL		
	Current Applicable Department of Regulation License(s)		
	Current Applicable Certification(s)		
Section 4	Related Experience		
Section 5	Approach and Innovation		
Section 6	Quality and Schedule Control		
Section 7	Socioeconomic Business Enterprise		
Section 8	Pricing		
	Cost Proposal Form		
Section 9	Administrative Information (include the following):		
	Proof of Liability Insurance and Limits		
	Drug Free Work Place Form		
	RFP Affidavit		
	RFP Affidavit of Solvency		
	Conflict of Interest Disclosure Form		
	Acknowledged Addenda		
	Claims/Liens/Litigation History		
	Equal Opportunity Report Statement		
	Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion – Primary Covered Transactions		
	Certification Regarding Lobbying		
	Certification of Non-segregated Facilities		
	Non-Collusion Certification		

PART IX: SEALED RFP MAILING LABEL

**REQUEST FOR PROPOSALS (RFP) NO: 18-71
MANAGEMENT OF CDBG-DR FOR
HURRICANE PROJECTS & PROGRAMS**

**Cut along the outer border and affix this label
to your sealed bid envelope to identify it as a
"Sealed RFP"**

SEALED RFP • DO NOT OPEN	
SEALED RFP NO.:	RFP 18-71;
RFP TITLE:	MANAGEMENT OF CDBG-DR FOR HURRICANE PROJECTS & PROGRAMS
DUE DATE/TIME:	By 4:00PM – September 6, 2018
SUBMITTE D BY:	Company Name
	Company Address
	Company Address
DELIVER TO:	St. Johns County Purchasing Dept. ATTN: April Bacon, Disaster Recovery Procurement Coordinator 500 San Sebastian View St St. Augustine FL 32084



PART VIII: EXHIBITS

SEPARATE ATTACHMENTS -

EXHIBIT A – HUD REQUIRED PROVISIONS

EXHIBIT B – SUB-RECIPIENT AGREEMENT

EXHIBIT C – STATE’S ACTION PLAN

END OF DOCUMENT



St. Johns County Board of County Commissioners

Purchasing Division

ADDENDUM #1

August 21, 2018

To: Prospective Respondents
From: St. Johns County Purchasing Department
Subject: RFP No: 18-71, Management of CDBG-DR for Hurricane Projects & Programs

This Addendum #1 is issued for further respondent's information and is hereby incorporated into the RFP documents. Each respondent shall ascertain before submitting a proposal that he/she has received all Addenda, and shall submit one (1) hard-copy original and one (1) electronic copy of this signed addendum with their submitted proposal.

Questions/Answers:

- 1) (Memo, pg. 8, Part III-B.1.a.iii) What is the existing financial system used by the County and does it provide capability for grant accounting?

The County uses eFinancePLUS as our financial System and all funds from County grants are tracked through that system.

- 2) (Memo, pg. 8, Part III-B.2.A.3.d) Are there anticipated languages other than Spanish and who will incur the cost for translating written materials (should it be included in proposed pricing)?

Yes, consultants should be prepared to provide interpreters for any applicant who requests one. It is the intent of the Housing Program to provide appropriate auxiliary aids and interpreters to persons with disabilities and/or to persons with limited-English proficiency when necessary to afford such persons an equal opportunity to participate in or benefit from program services.

The selected consultant must have the capability to address a variety of persons with disabilities and/or limited-English proficiency when necessary.

Auxiliary aids and services will be billed at hourly rates.

- 3) (Memo, pg. 9, Part III-B.2.A.5) The scope mentions others that will be responsible for "managing construction" for the homeowner services but then in the next section (B.2.B), it describes the scope for this RFP including residential construction and assistance management. Who is responsible for "managing construction" and what responsibilities does that actually include?

The selected consultant will be responsible for case management and construction management of all Housing Programs activities. This includes but is not limited to: eligibility review, verification of documents, award determination, closing of application phase/transition into construction, construction management, scheduling of inspections, Davis-Bacon Act compliance, and on-going compliance monitoring.

Services do not include the actual construction of homes. The selected consultant will assist the County with the procurement of construction contractors for the Housing Program and will be responsible for overseeing those vendors while ensuring that all CDBG-DR regulations are being followed throughout the process.

- 4) (Memo, pg. 9, Part III-B.2.A.13) The scope identified environmental review for the housing program. Confirm that the recently solicited vendors to perform environmental review are not going to be tasked to complete the Tier 1 or Tier 2 NEPA reviews and that this work should be included in our unit prices.

County will provide Environmental Consultants to perform the environmental reviews. The selected consultant will be responsible for ensuring all CDBG-DR regulations are being followed by the Environmental consultants under their contracts.

- 5) (Memo, pg. 9, Part III-B.2.A.13) Housing services scope also includes home inspections, what is meant by this? Will St. John's County Building Services be responsible for code/permit inspections and issuing a Certificate of Occupancy/Completion?

The selected consultant shall be responsible for providing Home Inspectors. The Scope of Services shall include providing home inspections, written reports, specifications work write-ups, and repair estimates in accordance to program requirements.

Home inspections include, but are not limited to, rehabilitation, reconstruction, elevation of homes, replacement of manufactured houses, buyout and acquisitions services for the housing program. Inspections are to be conducted to determine the type(s) of repairs necessary to bring houses up to Florida Building code and according to the Construction Standards provided by the State's Action Plan. Special emphasis must be placed on documenting damage and demonstrating tie-back to the storm.

Inspection services for the housing programs will be scheduled by the selected consultant. The selected consultant must have the capacity and flexibility to schedule inspections and respond quickly to requests for services and to conduct inspections with existing homeowners or family members being present. Inspections must be scheduled within six (6) working days after a request for service is submitted. If unable to schedule the inspection within this time frame due to workload, the Contractor must notify the requestor as to when the inspection can be conducted and provide the reason for the delay. Inspection documentation shall be provided within 48 working hours of the inspection. Consultant will need to follow St. Johns County Building Department Policy for code/permit inspections and issuing a Certificate of Occupancy/Completion.

- 6) (Memo, pg. 11, Part IV-A.2) Task Orders. Does the County anticipate issuing multiple task orders to the selected contractor or just one? If multiple, how will they be divided and at what frequency?

The County's intent is to award a contract to the top ranked firm. County anticipates the issuance of multiple task orders throughout the duration of the contract; individual task orders will be based on the needs of the County as well as the scope of work to be performed.

- 7) (Memo, pg. 12, Part IV-H) Confirm that subcontractors don't need same insurance as the primary Consultant.

All consultants (prime & sub) need the same insurance coverages; per specifications provided in the RFP document.

- 8) (Memo, pg. 13 and 18 (Part IV-H and Part V.I. Section 7) What entity must certify sub-consultant as MBE/WBE/DBE?

Sub-Contractor must provide proof of certification with an entity at the State or Federal Level.

- 9) (Memo, pg. 13, Part IV-H) Is there a minimum requirement or a goal (percentage) for MBE/WBE/DBE participation on this contract? How will the MBE/WBE/DBE requirement in Section 7 as detailed on Page 18 be scored?

There is no minimum requirement or a goal established for MBE/WBE/DBE participation. Respondents will receive the maximum available points (10 Points) in this section if they include a Socioeconomic Business Enterprise as part of their proposal. If respondent does not include a Socioeconomic Business Enterprise, no points will be awarded.

- 10) (Memo, pg. 15, Part V-D) Does the County consider that firms (Contractors or Subcontractors) who are assisting the Florida DEO with preparing the Matthew-related Action Plan, policies and procedures, subrecipient agreement or providing technical assistance on behalf of the Florida DEO have a conflict of interest due to the information obtained during these work assignments?

All Respondents are required to submit a completed Conflict of Interest Disclosure Form with their proposals. If a respondent feels that there may be a potential conflict they must indicate such on the Disclosure Form. Respondents must provide the County with a complete and detailed description of any potential conflicts; County will review upon receipt of the proposal.

- 11) (Memo, pg. 18, Part V.I. Section 8 - Hourly Rates) Will there be any ability to increase hourly rates over the 5-yr duration of the project?

Hourly rates that are submitted will remain in effect for five (5) years. Once the initial term is completed, County will have the option to renew the contract. At that time, Consultant may negotiate increase pending County approval.

- 12) (Memo, Pg. 19, Part V.I. Section 8- CDBG-DR Program Design and Implementation). Regarding the public website for transparency. Does the County intend to host this website as part of the County website or should the consultant include costs for a new domain and website?

No. County will be responsible for designing, hosting, and maintenance of the website. Consultant will provide technical assistance on website content.

- 13) (Memo, Pg. 20, Part V.I. Section 8 – Administration of Intake Center and Case Management) RFP indicates that the consultant is responsible for utilities and furnishing costs of the intake center. The rent/lease cost are not addressed in the RFP. Will the County pay the monthly rent for the center(s) and does the county contemplate more than one center?

Consultant will be responsible for the rent/lease cost. Rent/lease cost should not be included in the estimated monthly cost for the Administration of Intake Center and Case Management requested in this RFP. Location of intake center has not been determined. Consultant will assist County and propose locations for intake center. Once an approved location is determined by County, rent/lease cost will be negotiated between Consultant and County at that time.

In the event County decides to establish intake center on County property, County will be responsible for energy cost associated with the space used. Consultant will still be responsible for other utilities and furnishings needed to provide intake services. The intent is to have one (1) intake service center with the consultant having capabilities to provide mobile intake center as requested by County. Use of mobile intake center will be billed at actual cost and should not be reflected in the pricing.

- 14) (Memo, Pg. 20, Part V.I. Section 8 – Administration of Intake Center and Case Management) RFP indicates the intake center hours of operation are M-F, 8:30 to 5:00 but the RFP also requires that the centers are accessible to working families (see Pg. 8, Part III-B.2.A.3.b). Will those be the hours or will different hours be required to accommodate the working families?

The intent is for the intake center to operate between the hours of 8:30AM to 5:00PM, M-F. Depending on the demand, those hours are subject to change. Any additional cost with extended hours will be negotiated with the selected consultant at that time.

- 15) (Memo, Pg. 20, Part V.I. Section 8 – Administration of Intake Center and Case Management) Scope lists duplication of benefits in part i. Confirm that the entire DOB process will be conducted as part of intake and will not instead be performed by the FL DEO vendor under their centralized DOB review scope of work. If FL DEO vendor is simply reviewing, has a turnaround time for review been established so we can plan for and use in the detailed schedule required for proposal?

DEO (Department of Economic Opportunity) is responsible for final DOB (Duplication of Benefits) determination. The selected consultant will be responsible for obtaining required documents, providing an initial review of DOB, and providing the findings to DEO for their final determination. No turnaround time has been established.

- 16) (Memo, Pg. 20, Part V.I. Section 8 – Administration of Intake Center and Case Management) Will FL DEO be providing SBA and FEMA data necessary for conducting this work or will the County enter into a separate agreement directly with SBA and FEMA to obtain this information?

DEO will provide County access to redacted SBA and FEMA data. County will be able to share the redacted information with the selected consultant to be able to perform the initial DOB review.

- 17) (Memo, Pg. 21, Part V.I. Section 8 - Infrastructure Program) In order to estimate each infrastructure project cost as requested, and to complete the detailed schedule requested, additional details on each infrastructure project are required. Can you provide information on the anticipated project durations, whether engineering is already complete and other relevant details?

Infrastructure Projects must be completed within the term of the grant. This CDBG-DR grant is valid through February 28, 2022. Current Infrastructure projects are at varying stages of design. County will be responsible for contracting an Engineering firm to complete the remaining designs.

- 18) (Memo, pg. 22 Part V.I. Section 8 - Residential Management Unit Cost) Scope includes "Prepare and file program liens" Will the selected contractor be responsible for payment of the cost of filing or will County be responsible for these costs?

The selected consultant will be responsible for preparing and filing program liens. County will pay actual cost of fees associated with the transactions.

- 19) (Memo, pg. 28, Attachment A) A line is included for mileage, isn't this to be a fully loaded rate or can local mileage to the homeowner locations be tracked and billed?

Travel for daily operations must be included in the fully loaded rate. See the answer to Question 20 (below) for additional information pertaining to mileage and travel.

- 20) (Memo, Page 11, IV.A.1) Indicates that unit rates are to include all materials, sub-contractors and rentals invoiced for the project and that the County will not pay any fees in addition to the unit prices per hour with any and all transportation, fuel and other charges to be included in the unit price per hour. Attachment A for hourly rates includes a maximum mileage rate and overhead is capped at 150%. How are related travel expenses to be reflected for per hour services unit price?

Mileage and travel expenses are reimbursed as provided on Attachment A and shall be restricted to out-of-County travel beyond the daily services required herein. Travel request shall be approved by the County.

- 21) (Memo, pg. 44, Part IX: Sealed RFP Mailing Label) The due date on the label is September 6, 2018 page 3 lists the due date as August 30, 2018. Please confirm the due date?

This is a typographical error the correct due date is August 30, 2018. Please see attached corrected label.

- 22) Where the RFP seeks services that fall within the scope of Florida Statutes Chapter 725.08, will the County agree to amend the indemnity obligation in Article G to comply with the statute?

This contract does not involve any direct construction services.

- 23) With respect to a bond, is the only requirement a Performance bond in the amount of \$1 million written by a duly qualified surety as described in Articles I and J of the RFP?

Yes.

- 24) Please provide Attachment O, the "Performance Bond form." Also, the checklist provided on page 43 of the RFP does not include any submission requirements related to Performance or Surety Bonds, could the County specify what is required in the submittal?

Performance Bond document and instructions will be given to the selected consultant at the receipt of executed contract. Any reference to Attachment O is a typographical error.

- 25) RFP (Page 8-9) Scope of Services – 2. Housing Program; A. Intake and Eligibility Operations Part 13 Subparts "a through e." Some of these activities will continue after the intake process and not every home will go through each of these subparts (based on eligibility determinations, damage amount, etc.). Including them in a monthly price may result in a higher than necessary cost to St. Johns County. Would St. Johns County consider pricing items "a through e" as separate unit rate contract line items outside of monthly intake operations?

Pricing that is submitted should be in accordance with "Section 8: Pricing" listed under RFP Components within the RFP. County's intent is to get monthly pricing for day to day activities that involve applicants that have not been given an award determination. Once an applicant is deemed eligible and an award determination has been made, the cost of that applicant would be a unit cost. The "Residential Management/Compliance Unit Cost" will capture all cost after an award determination has been made.

- 26) RFP (Page 9) Section 2.A.5 states, "Assist in the procurement and selection of vendors, sub- recipients, and/or staff that will be responsible for managing construction for the homeowner services project."; however, Section 2.B states: "Residential Construction and Assistance Management: ...the consultant will be responsible for the management of approved applicant(s) through project close out." reads as though the selected firm will be performing the actual management of those activities rather than assisting in selecting management firms: Will the selected firm manage the firms or the actual processes, including intake, preconstruction, and construction?

The selected consultant will be responsible for actual process (including intake) and managing construction of homes under the Home Services Program. Consultant is not responsible for actual construction. The selected consultant will assist the County with the procurement of actual construction contractors. Consultant will be responsible for ensuring all CDBG-DR regulations are being followed.

- 27) RFP (Page 9) Both Section, 2.A.13, "Provide all necessary actions to complete a home services program including but not limited to: Environmental review, b) Environmental mitigation....." and 2.B, "Consultant shall provide quality and timely aspects of environmental compliance..." seem to indicate that the selected firm will be responsible for Environmental Clearances. Will the selected firm under this contract work with

the firm or firms selected under the recent Environmental Services RFP ("CDBG-DR ENVIRONMENTAL CONSULTING SERVICES, RFP NO: 18- 68") or will the selected firm under this solicitation be responsible for the clearances?

Please see response to Question #4 above.

- 28) RFP (Page 13-14) Item I, Performance Bond and Item J, Surety Bond, are typically reserved for construction contracts. Does the County expect to issue construction task orders under this contract or should the bonding items be removed analogous to Professional Services Contracts?

The selected consultant will not be providing direct construction services. A Performance Bond is a requirement of this Contract.

- 29) RFP (Page 16) I. RFP Package Components: Is adding a Table of Contents after our Cover Letter acceptable?
Yes.

- 30) RFP (Page 18 & 24) Section 7/Evaluation Criteria 6: What are the County's goals for DBE/MBE/WBE participation that will achieve 10 Points for Socioeconomic Business Enterprise?

Please see response to Question #9 above

- 31) RFP (Page 21) Section 8: Pricing – Infrastructure Program: Can you please provide project detail on each of the Infrastructure projects identified on Page 21 (subpart "h" numbers i through viii)? A clearer understanding of the scope of these projects is needed to properly estimate management costs.

The selected consultant is responsible for ensuring all CDBG-DR regulations are being followed. The selected consultant will assist the County with the procurement of actual construction contractors. Pricing should be based only on the required services for compliance oversight.

- 32) RFP (Page 21) Section 8: Pricing – Infrastructure Program: To prevent an excessively low-bid due to many unknown pricing factors and thus skewed scores, will St. Johns County consider using the price ratio scoring method for complete bid packages only?

No. Price is not the only factor in scoring and is weighted accordingly.

- 33) Attachment A (Page 26) – Please clarify "Estimated Project/Task Cost(s)" in the Infrastructure section: What costs do you want included in each line item? Are these costs to manage each of the projects, or do you want the entire project cost included?

Description of what is expected for "Infrastructure Cost" is included in Section 8: Pricing. The cost requested is the entire cost to perform the required services to manage the project(s).

- 34) Attachment A (Page 27) - Similar question to above – For "Residential Management/Compliance Unit Cost": Are each of the line items the average estimated cost of that activity or the cost to manage that activity?

The entire cost to manage that activity.

- 35) If our firm is currently working for the State of Florida Department of Economic Opportunity or the U.S. Department of Housing and Urban Development (HUD), either as a prime or subcontractor, related to these storms, would it be considered a conflict of interest which would make us ineligible to propose or work on this project?

Please see response to Question #10 above.

- 36) Part III Scope of Services, A: What is the anticipated number of applications to be received for the Housing Program?

Number of applicants is unknown.

- 37) Part III Scope of Services, A, Item 7: Please confirm that the vendor is responsible for development of the system. If yes, is there a preference in the platform to be used?

The selected consultant is not responsible for the development of System of Record. Consultant will be responsible for the population of data into system of record.

- 38) Page 21, Infrastructure Program, Item H: There are 8 projects listed. Are there additional infrastructure projects as part of this RFP?

No.

39) Page 19, Launching Intake Center: Does the vendor need to have a physical presence within the State of Florida?

The Consultant must be able to operate an intake center within St. Johns County, which will require a local presence. However, corporate offices are not required to be within St. Johns County.

40) What prevailing credentialing agency does the County accept for Section 7: Socioeconomic Business Enterprise; provide current copy of certificate of MBE/WBE/DBE?

Respondents must provide proof of certification with an entity at the State or Federal Level, if applicable.

41) Can the County please provide a copy of Attachment O, Performance Bond Form?

Performance Bond document and instructions will be given to the selected consultant at the receipt of executed contract. Any reference to Attachment O is a typographical error.

42) Will the County please confirm a certificate of insurance is required to be submitted with the offeror's proposal?

All Respondents must submit proof of the required insurance coverages as part of their proposals.

43) Will the successful offeror be given an opportunity to negotiate mutually agreeable contract terms with the County following award? Please clarify the contract award, negotiation, execution process for this RFP.

Yes. Negotiations shall be part of the contract award process.

Bid Due Date: Thursday, August 30, 2018

Acknowledgment

Signature and Date

Printed Name/Title

Company Name (Print)

Sincerely,



April Bacon
Disaster Recovery Procurement Coordinator

END OF ADDENDUM NO. 1

PART IX: SEALED RFP MAILING LABEL

**REQUEST FOR PROPOSALS (RFP) NO: 18-71
MANAGEMENT OF CDBG-DR FOR
HURRICANE PROJECTS & PROGRAMS**

**Cut along the outer border and affix this label
to your sealed bid envelope to identify it as a
"Sealed RFP"**

SEALED RFP • DO NOT OPEN

**SEALED
RFP NO.:**

RFP 18-71;

RFP TITLE:

**MANAGEMENT OF CDBG-DR FOR HURRICANE
PROJECTS & PROGRAMS**

**DUE
DATE/TIME:**

By 4:00PM – August 30, 2018

**SUBMITTED
BY:**

Company Name

Company Address

Company Address

**DELIVER
TO:**

**St. Johns County Purchasing Dept.
ATTN: April Bacon,
Disaster Recovery Procurement Coordinator
500 San Sebastian View St
St. Augustine FL 32084**

