



City of Galveston

DEPARTMENT OF DISASTER RECOVERY

October 13, 2020

To: Brian Maxwell, City Manager

From: Tesa Wroblewski, FEMA Public Assistance Program Manager
Hon. Mayor and City Council Members

RE: Consider approval of DCMC Partners Task Order #5 authorizing the expenditure of an amount not to exceed \$25,000 for Technical Assistance and disaster consulting services related to BRIC project and application development activities. Authorize the City Manager to sign all necessary documents upon final approval by the City Attorney.

I. **Background**

The City of Galveston entered into contract with DCMC, LLC. Dba DCMC Partners (Company) on October 31, 2018 for disaster consulting services.

II. **Current Situation**

- A. City Council approved entering into a disaster consulting services contract #18-149 proposed by DCMC Partners, per RFP 18-30, for disaster consulting services on October 25, 2018. Task Order #5 is governed by the terms and conditions set forth in the aforementioned DCMC Partners contract. The City needs DCMC Partners to assist with technical issues as related to project and application development for FEMA's new hazard mitigation funding program, Building Resilient Infrastructure and Communities (BRIC).
- B. Due to the complexity and newness of the funding source, DCMC will work with the FEMA Public Assistance Program Manager to develop BRIC projects and application packages on behalf the City.
- C. The City intends to submit two projects under the BRIC program. These projects will be defined during the grant development process and will be a focused on the continuing efforts of the City to address critical drainage issues.
- D. Complete BRIC application packages must be submitted to TDEM no later than December 01, 2020.





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II. Issues

The approval of DCMC Partners Task Order #5 for a not to exceed \$25,000 to assist the in-house FEMA Public Assistance Program Manager as needed with BRIC project and application development.

1. Funding Source - \$25,000 – Drainage Utility Fund
2. Timing – The need is immediate to meet the December 1, 2020 application deadline
3. Impact or Ramifications – Due to the complexity of the application process, the use of an outside resource will greatly improve the quality of the City's application.

III. Alternatives in order of priority

A. Approval of DCMC Task Order #5.

1. Funding Source – The not to exceed cost of \$25,000 will be paid from the Drainage Utility Fund.
2. Timing – Immediate effort needed for the development of projects and application packages for BRIC mitigation projects due December 1, 2020.

B. Do not approve the Agreement with DCMC Partners.

1. Cost – No Additional cost at this time.
2. Timing – The possible delay in receiving funds or loss in identifying grant funding opportunities.
3. Impact or Ramifications – The City may not have the outside expertise to assist with the project and application development or Technical Assistance resulting in the loss of this grant funding opportunity.

IV. Recommendation

Concur with Alternative A and approve the not to exceed amount of \$25,000 for Disaster Consulting Services.

V. Fiscal Impact Report





City of Galveston

DEPARTMENT OF DISASTER RECOVERY

Requested by:

Tesa Wroblecki, FEMA Public Assistance Program Manager

Funding Source: \$25,000 – Drainage Utility Fund

Respectfully Submitted

Tesa Wroblecki

Tesa Wroblecki
FEMA PA Program Manager





515 Braxton Place, Alexandria, VA 22301
24/7 Support: 1.855.CRISIS-8 (1.855.274.7478)

October 13, 2020

Tesa Wroblewski, Disaster Recovery
City of Galveston
825 Rosenberg Street
Galveston, TX 77550

Dear Ms. Wroblewski –

On behalf of DCMC Partners, I am pleased to provide you with this task order for hazard mitigation project and application development and initial grant management for the upcoming cycle of FEMA's non-disaster grant programs, including Flood Mitigation Assistance (FMA) and Building Resilient Infrastructure and Communities (BRIC) and any potential new federal disaster declarations. This task order is based on the awarded contract between the City of Galveston and DCMC, LLC (dba DCMC Partners), signed October 04, 2018.

DCMC Partners is a crisis management and public safety consulting firm that helps public and private organizations approach the unknown with confidence. Our firm brings extensive experience managing and implementing the FEMA Public Assistance (PA) and Hazard Mitigation Grant (HMGP) programs, including helping clients across the country obtain and keep well over \$21 billion in FEMA funding, plus billions more from other federal agencies and insurance. We have managed recovery efforts and solved many of the most challenging and complex problems standing in their way, securing literally billions of dollars more assistance for our clients than FEMA originally offered through our efforts. DCMC Partners has an extensive background working with municipalities to develop public assistance claims. Currently, members of the DCMC Partners are currently working with impacted communities throughout Texas.

DCMC Partners understands the City of Galveston is seeking technical assistance from DCMC Partners in the development of up to two (2) hazard mitigation grant applications through the BRIC program as directed by the City. DCMC Partners will provide additional technical assistance, at the City's request, in seeking additional funding opportunities to promote resiliency. To support this need, DCMC proposes engaging one of our Senior Recovery Specialists, Rick Patterson, as your point of contact to manage the work. The proposed scope will allow for:

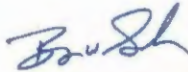
- project identification and development;
- data and documentation collection;
- application development (including any required BCA and EHP work);
- application submission to TDEM;
- TDEM/FEMA RFI response development and management; and
- pre-award grant management activities (including management cost set up and pre-award cost tracking).

This work would be initiated based on authorization from the City.

To provide the services and deliverables described above, DCMC Partners proposes a cost not to exceed \$25,000. This estimate is based on the attached budget to perform the work described, utilizing the rate sheet contained in our proposal. DCMC will only bill for work actually performed.

DCMC Partners appreciates the opportunity to provide continued support the City of Galveston with its mitigation efforts. After you have considered this task order, we would be happy to discuss any questions you may have. We look forward to continuing our successful relationship with the City. If you would like to discuss this proposal, please contact me.

Sincerely,



Barry W. Scanlon, President
DCMC Partners
bscanlon@dcmcpartners.com
(570) 233-3137

ENGAGEMENT AUTHORIZATION

By signing below, City of Galveston ("Client") agrees to the described scope of work and authorizes DCMC, LLC (dba DCMC Partners – "Consultant") to proceed with work necessary under this engagement. The signatory also stipulates that he/she is authorized to sign on behalf of Client and to commit the necessary funds to pay for completion of the project.

Authorized Signature

Printed Name

Title

Date

City of Galveston Task Order # 5



CONTRACT TITLE	HOURLY RATE, PER CONTRACT	Hourly Rate, with expenses per contract	ESTIMATED HOURS FOR BUDGETING PURPOSES							EST. LABOR COST	EST. ESPENSES	TOTAL COST	
			Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21				Apr-21
			Development of BRIC Application for Drainage Improvement Grant										
Principal	\$ 189.00	\$ 212.00			1					\$ 189.00		\$ 189.00	
Project Manager	\$ 154.00	\$ 180.00		5	10	4	2			\$ 3,234.00		\$ 3,234.00	
Subject Matter Expert	\$ 142.00	\$ 168.00		20	90	12	10			\$ 18,744.00		\$ 18,744.00	
Mitigation Specialist	\$ 138.00	\$ 160.00			20					\$ 2,760.00		\$ 2,760.00	
TOTAL									\$ 24,927.00	\$ -	\$ 24,927.00		

The staffing plan and budget described above is hereby approved by the City of Galveston ("Client"), and DCMC Partners ("Consultant") is hereby authorized to continue and complete necessary work per terms of the contract between Client and Consultant. For estimating purposes, the hourly rate is used. When available, DCMC Partners will use local resources on this job. If a resource is needed that will result in travel, the City will be notified prior to deployment. Additional Task Orders may be required, depending on the level of engagement requested by the client, complexity of the work to be done, and duration of the recovery project.

_____ Signature

_____ Printed Name

_____ Title