



City of Galveston

DEPARTMENT OF DISASTER RECOVERY

Tesa Wroblewski, Director of Disaster Recovery & Grants
twroblewski@galvestontx.gov | Office Number: (409) 797-3517 | www.galvestontx.gov

Date September 14, 2021

To: City Manager
Mayor and City Council Members

From: Tesa Wroblewski, Director of Disaster Recovery and Grants
Department of Disaster Recovery

Project location: Various locations

Project: Development of Funding Requests to support roads, water, and sewer mitigation projects

Request: Consider for approval, issuance of a Task Order #11 to DCMC Partners for development and documentation of the funding request packages for various projects for roads, water, and sewer mitigation, and authorize the City Manager to sign all documents upon the review and approval of the City Attorney.

Prior Council Action

None

Background

- 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 #09 is governed by the terms and conditions set forth in the aforementioned DCMC Partners contract. The City needs DCMC Partners to develop and document the funding request packages for roads, water, and sewer mitigation projects.
- B) The City is seeking funding from TDEM/FEMA for road, water, and sewer mitigation projects.
- C) The scope of this task is the development, refinement, and packaging of all required documentation for the funding request packages, so that the projects may be considered by TDEM/FEMA for funding under one of the open HMGP grants for the State of Texas.





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D) If one or more of the projects are selected for funding, the City will be eligible to request reimbursement for some or all of the associated fees.

Fiscal Impact Report

Funding Source	Amount
2019 CO Bonds	\$11,656.00
2017 GO Bonds	\$11,656.00
Total	\$23,312.00

Alternatives

- A) Approve Task Order #11 for DCMC Partners for development road, water, and sewer funding request packages, and authorize the City Manager to execute all necessary contracts and documents for the project.
- 1) Cost - \$23,312
 - 2) Timing – As soon as possible
 - 3) Departmental Improvements – Staff will work to provide all necessary documentation to support the funding request
- B) Do not approve Task Order #11 for DCMC Partners for development of road, water, and sewer funding request packages
- 1) Cost - none at this time.
 - 2) Timing - NA
 - 3) Departmental Improvements – the funding request packages will not be completed, and no funding will be available to complete the projects

Staff Recommendation

Staff recommends approval of Task Order #11 for DCMC Partners for development of development road, water, and sewer funding request packages for \$23,312.





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

September 14, 2021

Tesa Wrobleski, Disaster Recovery
City of Galveston
825 Rosenberg Street
Galveston, TX 77550
twrobleski@galvestontx.gov

Dear Ms. Wrobleski –

On behalf of DCMC Partners, I am pleased to provide you with this task order for HMGP application development. 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 understands the City of Galveston is seeking technical assistance and support from DCMC Partners in the development of multiple Hazard Mitigation Grant Program (HMGP) applications, seeking approval and funding from TDEM and FEMA for various streets, water, and sewer projects currently under consideration by the City. We understand that the City will provide resources to refine or collect any technical documentation or supporting information that is necessary to complete the application package. As a result, all DCMC effort will be completed remotely.

DCMC Partners understands that the application packages must be completed and submitted to TDEM by the published deadline(s) for the funding project available.

To support this need, DCMC proposes engaging one of our Project Manager, Kelly George, CFM, as your point of contact to manage the work. The proposed scope will allow for:

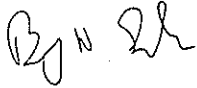
- Task 01: Project scope refinement and framing to ensure eligibility for funding under the HMGP;
- Task 02: Data and documentation collection, review, and validation;
- Task 03: Development and documentation of the application's required benefit-cost analysis;
- Task 04: Application package development and finalization;
- Task 05: Application package entry into GMS (submission to TDEM);
- Task 06: TDEM/FEMA RFI response development and management; and
- Task 07: 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 of \$23,312. This estimate is based on the attached budget to perform the work described, utilizing the rate sheet contained in our contract and our estimated level of effort by task. DCMC will only bill for work actually performed, and assumes all work will be completed remotely. DCMC expects that our fees for this work will be eligible for inclusion in the application's sub-recipient management cost pre-award cost estimate, thereby allowing the City to claim up to 100% of fees for federal reimbursement upon project funding.

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

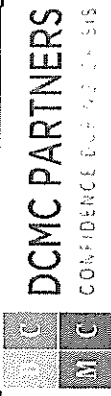
Printed Name

Title

Date

City of Galveston

Task Order # 11 (Potential HMGP Application Development - Streets, Water, & Sewer)



Contract Title	Contract Hourly Rate	Contract Hourly Rate with Expenses	Estimated Hours by Task				Total Estimated Hours	Estimated Labor Cost	Estimated Expenses	Total Estimated Cost
			Quarter 01	Quarter 02	Quarter 03	Quarter 04				
Principal	\$ 189.00	\$ 212.00						\$ -	\$ -	\$ -
Project Manager	\$ 154.00	\$ 180.00	4	4			8	\$ 1,232.00	\$ -	\$ 1,232.00
Mitigation Specialist	\$ 138.00	\$ 160.00	80	80			160	\$ 22,080.00	\$ -	\$ 22,080.00
TOTAL								\$ 23,312.00	\$ -	\$ 23,312.00

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 _____