

January 12, 2022

Tesa Wrobleski  
Director, Disaster Recovery & Grants  
City of Galveston  
825 Rosenberg Street  
Galveston, TX 77550  
[twrobleski@galvestontx.gov](mailto: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 a Hazard Mitigation Grant Program (HMGP) application for the Pier 20 project, seeking approval and funding from TDEM and FEMA. There is an existing BRIC application for the project, which DCMC will use as the base for this effort, adjusting and updating as required to meet the current conditions and program requirements.

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), currently April 29, 2022.

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: Validation and documentation of the application's required benefit-cost analysis;
- Task 04: Application package validation and finalization;
- Task 05: Application package entry into GMS (submission to TDEM);
- Task 06: TDEM/FEMA RFI response development and management; and

Re: Task Order 12 Proposal

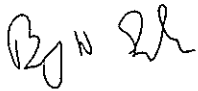
- Task 07: Pre-award grant management activities (including management cost set up and pre-award cost tracking).

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 \$11,964. This estimate includes the initial conversion of the application package from one program to another, refinement/validation of the application package, support for RFI(s) from TDEM and/or FEMA, and any other service/support requested by the City to prior to execution of a sub-recipient agreement. 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. 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](mailto: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.

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Authorized Signature

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Printed Name

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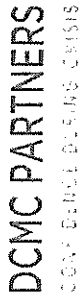
Title

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Date

# City of Galveston

## Task Order # 12 (HMGP Application Development - Pier 20 Drainage Project)



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	2	2	2	6	\$ 924.00	\$ -	\$ 924.00	
Mitigation Specialist	\$ 138.00	\$ 160.00	40	20	20	80	\$ 11,040.00	\$ -	\$ 11,040.00	
<b>TOTAL</b>								<b>\$ 11,964.00</b>	<b>\$ -</b>	<b>\$ 11,964.00</b>

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