



January 11, 2022

Tesa Wroblewski, Director Disaster Recovery & Grants
Finance Department
P.O. Box 779
Galveston, TX 77553

RE: GLO South Shore Contract No. 22-085-005-D233 -Grant Administrator Budget Milestones

Dear Ms. Wroblewski:

Plexos Group, L.L.C. ("Plexos") is pleased to submit this task order to continue our assistance to the City of Galveston in fulfilling state and federal statutory responsibilities related to the GLO South Shore Contract No. 22-085-005-D233. As requested, this task order is limited to Phase I and II of the GLO Grant Administrator Budget Milestones (Attachment A, page 6) related to submittal of start-up documentation to GLO, commencement of design and environmental review activities, as well as on-going grant management activities in order to ensure city compliance with all HUD regulations and GLO contractual requirements. More specifically, these services include both pre-funding and post funding grant administrative responsibilities specified in our current Community Development Block Grant – CDBG-MIT Administrative Services Contract (RFP-20-11), a fix fee contract dated June 1, 2020, summarized as follows:

Pre-funding Services

- CDBG-MIT Project Identification
- CDBG-MIT Competitive Application Development and Submittal

Post-funding Services

- Project Start-Up Activities
- General Grant Administrative Services
- Construction Management
- Mitigation Grant Administrative Services
- Acquisition duties (if selected as a project activity)
- Environmental Services.



Based upon the GLO South Shore Contract No. 22-085-005-D233 Grant Administrator Budget Milestones (Attachment A, page 6), the tasks to be completed during Phase I and II of the South Shore Drainage Project include, but are not limited to, the following:

GLO South Shore Contract No. 22-085-005-D233 -Grant Administrator Budget Milestones

Item No	Scope of Work	Scheduled Fee %	Scheduled Value	Timeframe for Completion
	Task Order 1			
1	Startup Documentation Submitted to GLO			
	<i>Pre-Funding Services:</i>			100% Complete
a	CDBG-MIT Project Identification			
b	CDBG-MIT Competitive Application Development and Submittal			
	<i>Post-Funding Services:</i>			1/28/2022
c	GLO Contract Review and Contract/Project Management Plan.			90% Complete
d	Development and submittal of project Start-Up Documentation in GLO's Texas Integrated Grant Reporting (TIGR) system of record.			90% Complete
e	Establishment of Project File Management and Record-Keeping System.			100% Complete
f	Assist the city with procurement of A/E services to ensure compliance with 2 CFR 200 and GLO Implementation Manual Requirements.			90% Complete
	<i>Other Grant Administrative Services to include:</i>			
g	Overall Project Development and Grant Administration in compliance with HUD CDBG-MIT requirements and GLO policies.			Ongoing through Project Design
h	Coordination, as necessary, between the city and any other appropriate service providers (i.e., Engineer, Environmental, etc.), contractor, subcontractor and GLO to effectuate the services requested in compliance with program compliance.			Ongoing through Project Design
	Phase I Total (Estimated Timeframe May 2020 - June 2022)	15%	\$ 407,325.00	

2	Commencement of Project Design and Environmental Assessment Activities			
a	Coordination of EA Activities in compliance with HUD 24 CFR Part 58.36 with the city and project engineer during project design activities.			6/1/2022
b	Project description review and verification of required level of review (ongoing)			6/1/2022
c	Site visit to the subject properties proposed for installation of the project components			6/1/2022
d	GIS mapping of factors potentially affecting the project			6/1/2022
e	Solicitation of state and federal agency comments as well as affected Native American Indian tribes via letter			7/1/2023
f	Review of potential impacts to specific local services (public works, traffic, wastewater treatment, etc.) via a Local Response Questionnaire			7/1/2023
g	Perform a floodplain and wetlands analysis (the Eight-Step Process), to include the publication of an Early Floodplain Notice and a Floodplain Explanation			7/1/2023
h	Identification of potential mitigation or consultation requirements;			7/1/2023
i	Draft documentation referred to as the Environmental Assessment Determinations and Compliance Findings for HUD-assisted Projects, including Compliance with 24 CFR 50.4, 58.5, 58.6 and 58.40 Laws and Authorities, and an Executive Summary			10/1/2023
j	Draft and publication of the Combined Notice (Finding of No Significant Impact / Notice of Intent to Release Funds) and associated Request for Release of Funds.			12/31/2023
	Grant Administrator Activities:			
k	Overall Project Development and Grant Administration in compliance with HUD CDBG-MIT requirements and GLO policies.			Ongoing through Project Design/EA



i	Coordination, as necessary, between the city and any other appropriate service providers (i.e., Engineer, Environmental, etc.), contractor, subcontractor and GLO to effectuate the services requested in compliance with program compliance.			Ongoing through Project Design/EA
Phase II Total (Estimated Timeframe June 2022 - December 2023)		15%	\$ 407,325.00	
TOTAL BOTH PHASES		30%	\$ 814,650.00	

Signed:

Brian Maxwell
 City Manager
 City of Galveston

Signed:

Lara Robertson

Lara B. Robertson, AICP
 Senior Vice President, Compliance
 Plexos Group, L.L.C.