

February 14, 2023

Tesa Wrobleski, Director, Disaster Recovery & Grants
City of Galveston
825 Rosenberg Street
Galveston, TX 77550

Dear Ms. Wrobleski –

On behalf of DCMC Partners, I am pleased to provide you with this task order for application development and support for the 59th Street Tank Project. 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 Pre-Disaster Mitigation (Community Funded Project) application for the 59th Street Tank project, seeking approval and funding from TDEM and FEMA. There is an existing HMGP 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 14, 2023.

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 PDM;
- Task 02: Data and documentation collection, review, and validation;
- Task 03: Validation and documentation of the application's required benefit-cost analysis (BCA);
- Task 04: Application package validation and finalization;
- Task 05: Application package entry into e-Grants and 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.

Title	Rate	Estimated Hours	Estimated Total
Project Manager	\$154	6	\$924.00
Mitigation Specialist	\$138	80	\$11,040.00
Total		86	\$11,964

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
(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