

August 31, 2016

Mr. Jeff Braun  
Emergency Management Coordinator  
307 Fort Bend  
Richmond, Texas 77469

**Subject: Consulting Services to Prepare for the Federal Emergency Management Agency (FEMA) Hazard Mitigation Grant Program (HMGP) and to Process Eligible Properties and Back-Up Documentation for a HMGP Grant Submittal for the October 31, 2016 and January 17, 2017 Application Deadlines**

Dear Mr. Braun,

Tetra Tech understands that Fort Bend County, Texas (County) seeks to prepare and submit a competitive application for the Hazard Mitigation Grant Program Submittal for the October 31, 2016 and January 17, 2017 Application Deadlines to acquire or elevate properties to reduce flooding risks across Fort Bend County. This application will consist of properties that sustained damage during the April and May 2016 Floods.

## **BACKGROUND AND PURPOSE**

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The HMGP grant provides funding to mitigate against the effects of flooding and awards funding on a competitive basis to applicants in the State of Texas. It is Tetra Tech's understanding that Fort Bend County is interested applying for to this program in the hopes of elevating homes to help prevent future flooding with an emphasis on properties that were damaged in the April and May 2016 Floods. For applications awarded under the HMGP grant, eligible pre-award costs, project management and project implementation costs will be reimbursed to the County at the rate of 75%.

Tetra Tech's goal in this scope of work is to lay the foundation to support and then implement a grant applicant outreach process. The foundation needed to support the application will begin with a mailing outreach campaign identifying the program's requirements and collection of all homeowner documentation and will conclude with a public meeting. This foundation is needed to initially inform and identify potentially eligible and interested property owners. Tetra Tech's goal will be to prepare a grant application utilizing the identified interested property owners and outreach to other strong candidates, intake of property specific information and required forms including a voluntary interest notice, submission of environmental and historical compliance information, documentation of each properties benefit cost justification and submission of the County's HMGP grants for consideration. The following scope of work describes the tasks necessary to achieve these goals.

**Tetra Tech - EMCR**

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## **Task 1 –Initiate Outreach Efforts and Support**

### **Subtask 1.1 – Property Review**

Tetra Tech will preliminarily identify properties within the County that are candidates for mitigation under the HMGP program in this funding cycle. Tetra Tech will evaluate and verify the eligibility of these properties by utilizing the Substantial Damage Estimation Data (SDE) compiled by the County and Tetra Tech as well as the SDE data compiled by the participating Municipalities.

### **Subtask 1.2 – Outreach Materials Update and Mailing**

Outreach materials will be developed for the Fort Bend County HMGP Program and these materials will be used in an initial outreach mailing. The materials will emphasize that Fort Bend County is preparing for the grant application period and that the property owners *MAY BE* eligible for the program and further determination must take place prior to inclusion into the application. The mailing will also provide instructions for homeowners to submit required documentation (via email, fax or in person at the County Courthouse) by established deadlines set forth by the Tetra tech team and approved by the County. The following items will be requested from each homeowner who would like consideration to be included in the HMGP Application:

- Completed Voluntary Interest Notice with all contact information
- Color Photos of Property taken from all four sides

### **Subtask 1.3 – Physical Site Visit and Program Outreach Material Distribution**

Tech will conduct a site visit to the identified properties contact the current occupant. The end result of this outreach will be to quickly canvas the properties to try to include them in the application. This will include the following steps:

1. If the occupant is home, Tetra Tech will provide the occupant with the program's outreach materials and determine if they are the property owner.
  - a. If the occupant is not the property owner, attempt to obtain owner information from the occupant
  - b. If the occupant is the property owner, provide an initial description of the program, supply the outreach documents, obtain the property owner's contact information, and request the property owner to sign the Voluntary Interest Notice form to begin the intake process.
2. If the occupant is not home, leave a door-hanging outreach packet.
3. Document the finding of the site visit in Tetra Tech's RecoveryTrac™, including the results of the occupant contact and a photograph of the property.

### **Task 1.4 – Property Owner Outreach and Intake**

Tetra Tech will contact the property owners from the property review, and will begin the process of engaging them for inclusion in the HMGP application. The outreach materials and documentation request will be sent to the identified property owner's mailing address and the physical site address as identified by Fort Bend County's property appraisal data.

Tetra Tech will communicate to the property owner that:

- The HMGP Program is voluntary.

- This process is designed to determine project feasibility for an HMGP application and does not represent an offer.
- A mitigation offer may be made only after a grant award by FEMA

Tetra Tech will accomplish this task via the following methods:

- Direct mailing to property owner(s)
- Establishing and utilizing a HMGP Program Hotline and e-mail address
- Staffing the County's Flood Recovery Center

■ **Exhibit 1: Task 1 Project Deliverables**

Deliverable	Description
<b>Outreach Materials</b>	Update outreach materials for approval.
<b>Property Review</b>	Provide a report on the results of the property review.
<b>Mailing Support</b>	Support mass mailing of program outreach information.
<b>Physical Site Visit and Program Outreach Material Distribution</b>	Delivery of outreach materials to each property
<b>Voluntary Interest Notification (VIN) and required documentation Tracking</b>	Provide Galveston County with the file of required documentation received.
<b>Property Owner Contact Database</b>	Records of available name and contact information for the property owner(s)

## **Task 2 – Property Eligibility Determination, Application Development and Submission**

FEMA will select projects for funding based on eligibility, application completeness, and technical aspects of the project application. The State of Texas – Texas Water Development Board (TWDB) and FEMA Region VI will conduct a thorough review of the application to determine eligibility and feasibility. To maximize the strength of the County's application, Tetra Tech will review the application for compliance with applicable TWDB and FEMA requirements.

### **Subtask 2.1 – Property Research**

Tetra Tech will document the location of the properties in the flood zone and then will utilize best available data including: GoogleMaps, CAD data, and Risk Map 6 and photos to identify and record:

- Whether the structure is a residential or commercial property
- Base flood elevation
- Adjacent grade
- Structural details
- Foundation Type
- Elevation Feasibility
- First Floor Elevation

Each property with a signed property owner Voluntary Interest Notice will also undergo a specific property evaluation to verify and record structural details that include the slab type, square footage, attachments, pre-existing conditions, structural integrity, elevation feasibility, and first floor elevation.

The results of the site evaluation will then be analyzed by the Tetra Tech staff to determine whether the property continues to be eligible for elevation and whether the property should continue to move forward under the Cost Effectiveness Determinations for Acquisitions and Elevations in Special Flood Hazard Area (SFHAs) or will require a Benefit Cost Analysis (BCA).

### **Subtask 2.2.1 – Utilize the Cost Effectiveness Determinations for Acquisitions and Elevations and Substantially Damaged in SFHAs**

For properties that the program staff has reviewed the site evaluation and determined that the property is eligible for the grant program's Pre-Calculated Benefits Cost Effectiveness Determinations for Acquisitions and Elevations in SFHAs or for properties that were determined to be Substantially Damaged, a report will be generated to document how the determination was made and the property will be included in the grant application.

### **Subtask 2.2.2 – If necessary, Conduct a Full BCA Module Calculation**

For properties that do not qualify for the Cost Effectiveness Determinations, a full BCA module calculation will need to be conducted. For these properties detailed past loss information from the National Flood Insurance Program or the homeowners will be necessary to run a full BCA module.

### **Subtask 2.3 – Prioritize Organize Potential Properties into Competitive Grant Applications**

HMGP is a statewide competitive program and the County anticipates that there will be a need to be organize prioritize the properties that are submitted for grant funding consideration. Tetra Tech will work present recommendations on how to group applications in the following priorities:

- 1) Properties in the Floodway that were estimated to be Substantially Damaged
- 2) Properties in the Floodway that were damaged
- 3) Properties in the Floodplain that were estimated to be Substantially Damaged
- 4) Properties in the Floodplain that were damaged

In each of these priorities, the earlier a property owner submits their required documents the higher they will be ranked.

### **Subtask 2.4 – Application Formulation and Data Collection**

For those properties that are identified in task 3.2.1 or 3.2.2 as being eligible under the Pre-Calculated Benefits Cost Effectiveness Determinations for Acquisitions and Elevations in SFHAs or were determined to be Substantially Damaged, Tetra Tech will work with the County and property owners to gather information, analyze data, and include the additional standard components necessary for a HMGP application including:

- Community information
- Hazard Mitigation Plan information
- Maps

- Scope of work and budget
- Local match funding source information for properties
- Required community executed documents (maintenance agreements, statement of assurances, declaration and release)
- Project schedule and project implementation narrative
- Property specific documentation (such as property owner information, tax information, structure information and prior flood history)
- National Environmental Policy Act (NEPA) requirements (environmental/historical impacts and alternatives)
- Digital photographs
- Flood Insurance Rate Map (FIRM) information

Tetra Tech will enter the application data and required backup documentation into the FEMA E-grants system. The County will be provided final documentation and documents to electronically sign, and Tetra Tech will submit the application for consideration on the County's behalf.

■ **Exhibit 2: Task 2 Project Deliverables**

Deliverable	Description
Property Review Report	Report on the findings of the property review
BCA Report	Results of the BCA analysis
Prioritization Recommendation	A summary of Tetra Tech's application grouping and prioritizations.
Application Submittal	Submittal of two applications to the TWDB (October 2106 and January 2017.)

### Task 3 – Request for Information (RFI) Support

Tetra Tech will support the County through the FEMA application approval process by (1) TWDB/FEMA requests for additional information to support the submitted HMGP application, (2) working with the County to develop the additional information, and (3) submitting the additional information to TWDB/FEMA for review.

**Exhibit 3: Task 3 Project Deliverables**

Deliverable	Description
RFI Responses	A response to the RFIs on the application that are presented by TWDB or FEMA

### PROJECT SCHEDULE/TIMELINE

Tetra Tech will work with County to determine if the delivery schedule below is appropriate given County's priorities and operational considerations. Exhibit 6 illustrates the completion dates for each task.

**Exhibit 4: Estimated Project Schedule**

Deliverable	Anticipated Completion Timeline
Task 1 – Initiate Outreach Efforts and Support	September 6, 2016
Task 2 – Property Eligibility Determination, Application Development and Submission	October 31, 2016 and January 17, 2017

## PROJECT COST PROPOSAL

Tetra Tech proposes performing the project on a time and materials basis with a not-to-exceed price using an invoicing plan based on monthly invoices. The not-to-exceed price is based on assumptions developed during the initial evaluation of the feasibility of this evaluation. The not-to-exceed price is derived from estimating the number of work hours for each task; estimating the cost of materials, printing, and administrative expenses; and budgeting for reasonable and customary travel expenses for on-site reviews. Exhibit 5 offers a breakdown of our proposed price by project phase.

**Exhibit 5: Estimated Cost Breakdown by Task**  
*(Includes labor, materials, and travel expenses)*

Deliverable	Estimated Cost
Task 1 – Initiate Outreach Efforts and Support	\$29,736
Task 2 – Property Eligibility Determination, Application Development and Submission	\$24,632
Task 3 – RFI Support	\$5,677
<b>Estimated Total:</b>	<b>\$60,045</b>

This estimate is valid for 60 days from the date of the proposal. To the extent the proposed scope and budget do not meet the County's needs; Tetra Tech would be willing to negotiate a revised scope and budget.

## PROJECT ASSUMPTIONS AND CONSTRAINTS

This project is based on the following key assumptions and constraints. Deviations that arise during the proposed project will be managed through a standard change control process.

- **Included Properties.** The initial outreach will be conducted for 374 properties. With Tetra Tech's experience with other outreach efforts, Tetra Tech expects a success rate of 60% of property owners responding to the initial outreach. This should result in 224 properties responding to the initial outreach. Of these, it is expected that 150 will be found to be eligible for inclusion into the final applications.
- **Intake Deadline.** It is assumed that no additional properties will be included for consideration into the application after October 8, 2017
- **There will be no additional individual outreach to the properties after first initial mailings, on site property material delivery.** Homeowners will be required to follow up with the program and return documentation by set deadlines in order to be eligible for inclusion in the application.
- **Intake Deadline.** It is assumed that no additional properties will be included for consideration into the application after October 8, 2017
- **Project Sponsor.** County will assign a primary point of contact to serve as project sponsor to address administrative and functional issues.
- **Access to Materials.** Documentation pertinent to the execution of this project should be made available to Tetra Tech for review in electronic format within five business days of the request from Tetra Tech.

- **Access to Key Personnel.** Availability of County key personnel is critical to obtaining the information required for the overall success of this project. Information presented by key personnel will be accepted as factual and no confirmation will be made.
- **Deliverables.** Tetra Tech agrees to deliver the following:
  - Outreach Materials
  - Mailing Support
  - Public Meeting
  - Required Documentation
  - Property Owner Contact Database
  - Outreach Report
  - VIN Report/Documentation Report
  - Site Evaluation
  - Eligibility Review or BCA Report
  - HMGP Application
  - RFI Responses
- **Work Location/Meeting Space.** County will provide on-site workspace.
- **Terms and Conditions.** This proposal is contingent on the acceptance of mutually acceptable terms and conditions.
- **Proposal.** This proposal is based on our current understanding of the project and revisions will be subject to mutual agreement on the final work scope/schedule and other technical/management requirements desired by the County. The final approved proposal should be part of the awarded contract/purchase order by reference or incorporated as an exhibit.

Tetra Tech is pleased to offer this proposal and looks forward to the opportunity to continue working with the County. Please contact the representatives listed below with questions concerning this letter.

**Contractual representative:**

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Sincerely,

**Tetra Tech, Inc.**

Jonathan Burgiel  
Vice President