

May 3, 2018

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

Subject: Hurricane Harvey HMGP Grant Application

Dear Mr. Braun,

Tetra Tech understands that the Fort Bend County, Texas (County) requested Tetra Tech to provide a scope and cost proposal to assist the County with applying for 15 infrastructure projects under the Hurricane Harvey (DR-4332-TX) HMGP allocation. This proposal and cost proposal is for the completion of the grant applications to the State for this grant period.

SCOPE OF WORK

Tetra Tech will prepare the supporting information to submit the HMGP applications to the Texas Department of Emergency Management (TDEM). The following steps will be used to accomplish this task.

- a. Determine if project is Phase 1 or Phase 2 application
- b. Prepare HMGP Application
- c. Prepare supporting Map(s), Photo(s), Drawing(s), etc.*
- d. Complete the EHP Checklist**
- e. Prepare a FEMA Insurance Rate Map (FIRM) for each area
- f. Prepare supporting documentation per EHP Checklist
- g. Prepare a Budget Worksheet†
- h. Prepare Property Site Inventory Worksheet‡
- i. Complete BCA zip file for submittal.
- j. Assist City with preparing the Certification and Signature of Authorized Agent
- k. Assist City with preparing the Floodplain Manager Authorization Form
- l. Prepare the DSA Form
- m. All three SF424 forms
- n. Provide QA/QC of all technical information
- o. Compile Applications
- p. Respond to Questions from TDEM

PROJECT TIMELINE

Tetra Tech will work with the County to determine if the delivery schedule below is appropriate given County's priorities and operational considerations. Exhibit 1 illustrates the anticipated completion dates for each task.

Tetra Tech - TDR

2901 Wilcrest Drive, Suite 400, Houston, Texas 77042
Tel (713) 737-5763 Fax (321) 441-8501 tetratech.com

Exhibit 1: Estimated Project Schedule

Deliverable	Anticipated Completion Date
Tranche 1 – 5 Applications Submitted	June 30, 2018
Tranche 2 – 5 Applications Submitted	July 30, 2018
Tranche 3 – 5 Applications Submitted	August 30, 2018

PROJECT COST PROPOSAL

The cost is based on Tetra Tech's current understanding of the project requirements and best estimates of level of effort required to perform the basic services and may be subject to change upon agreement between the County and Tetra Tech. The fee for the services will be based on the actual hours of services furnished multiplied by Tetra Tech's hourly rate in accordance with the Master Services Agreement procured under the Houston-Galveston Area Council Bid No. HP08-17 for All Hazards Preparedness, Planning, Consulting & Recovery Services. The tables below offer a breakdown of our proposed price by application.

Exhibit 2: Estimated Cost Breakdown by Task (Includes labor, materials, and travel expenses)

Task	Estimated Cost
Flat Bank Creek Diversion	\$24,612
Harlem Road Elevation	\$31,449
Brazos River Erosion Barrier	\$31,449
Big Creek Expansion	\$18,630
Stafford Run Improvements	\$17,775
Cangelosi Ditch	\$18,630
Mustang Bayou Channel Improvements	\$21,193
Dry Creek Detention Pond Improvements	\$17,775
Dry Creek Channel Improvements	\$17,775
Construction of Dam #3 Emergency Bypass	\$17,775
Willow Waterhole	\$17,775
Covington Woods Drainage Improvements	\$16,408
2 nd Street Outfall Structure	\$15,040
Ft. Bend County Rain Gauge Network	\$19,826
Estimated Total	\$286,112

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

ASSUMPTIONS

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.

- Application Task Assumptions include:
 - * Photos are provided by the County. No site visits are necessary
 - ** County will consult with SHPO and THPO
 - ** County will perform the procedures for public notices
 - † County does not have a detailed cost estimate
 - ‡ No property inventory worksheets are required because the projects do not include elevations/property buyouts.
- **Project Sponsor.** The 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 (5) 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.
- **Applications for Phase 1 or Phase 2.** Tetra Tech does not distinguish the Level of Effort (LOE) between Phases 1 and 2 applications. It is based on how robust the design of the project is. Tetra Tech will work with the County to determine that need during the scoping process.
- **Work Location/Meeting Space.** Tetra Tech will perform work on and off-site at the County offices or participate via conference call during the performance period.
- **Terms and Conditions.** The awarded Task Order shall fall under the Master Services Agreement between Fort Bend County and Tetra Tech which was procured under the Houston-Galveston Area Council Bid No. HP08-17 for All Hazards Preparedness, Planning, Consulting & Recovery Services.
- **Period of performance.** The project budget and timeline above assumes a period of performance of April 23, 2018 through December 31, 2018. To the extent the period of performance is required to be extended due to reasons beyond the Tetra Tech Team's control; such unforeseen circumstances may result in an increase in the project timeline and budget.
- **Payment Plan.** The County will be invoiced monthly for labor expended and expenses incurred in the prior calendar month. Invoice payment terms are net 30 days.
- **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.

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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:

Ms. Betty Kamara

2301 Lucien Way, Suite 120

Maitland, FL 32751

Phone: (321) 441-8518

Fax: (321) 441-8501

E-mail: betty.kamara@TetraTech.com

Technical representative:

Mr. John Buri

2901 Wilcrest, Suite 400

Houston, Texas 77042

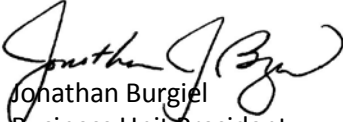
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E-mail: john.buri@tetrattech.com

Sincerely,

Tetra Tech, Inc.



Jonathan Burgiel
Business Unit President