

STATE OF TEXAS §
 §
COUNTY OF FORT BEND §

**AGREEMENT FOR INFRASTRUCTURE INVESTMENT AND JOBS ACT CONSULTING SUPPORT
PURSUANT TO RFP 19-041 – CONTINGENCY ALL HAZARDS CONSULTING SERVICES**

THIS AGREEMENT is made and entered into by and between Fort Bend County, (hereinafter “County”), a body corporate and politic under the laws of the State of Texas, and Tetra Tech, Inc. (hereinafter “Consultant”), a company authorized to conduct business in the State of Texas.

WITNESSETH

WHEREAS, County desires that Consultant provide Infrastructure Investment and Jobs Act Consulting Support pursuant to RFP 19-041, and

WHEREAS, Consultant represents that it is qualified and desires to perform such services in accordance with the advertised specifications of RFP 19-041.

NOW, THEREFORE, in consideration of the mutual covenants and conditions set forth below, the parties agree as follows:

AGREEMENT

Section 1. Scope of Services

Consultant shall render the Infrastructure Investment and Jobs Act Consulting Support to County as described in Consultant’s proposal attached hereto as Exhibit A, and incorporated herein for all purposes.

Section 2. Personnel

- A. Consultant represents that it presently has, or is able to obtain, adequate qualified personnel in its employment for the timely performance of the Scope of Services required under this Agreement and that Consultant shall furnish and maintain, at its own expense, adequate and sufficient personnel, in the opinion of County, to perform the Scope of Services when and as required and without delays.
- B. All employees of Consultant shall have such knowledge and experience as will enable them to perform the duties assigned to them. Any employee of Consultant who, in the opinion of County, is incompetent or by his conduct becomes detrimental to the project shall, upon request of County, immediately be removed from association with the project.

Section 3. Compensation and Payment

- A. The Compensation for the performance of Services within the Scope of Services described in Exhibit A is sixty-five thousand three hundred twenty dollars and no/100 (\$65,320.00) as set forth in Exhibit A. In no case shall the amount paid by County under this Agreement

exceed the Maximum Compensation without an agreement executed by the parties. Travel expenses submitted for reimbursement (if any), must be incurred in accordance with County's current Travel Policy, and are subject to approval by the County Auditor prior to reimbursement.

- B. All performance of the Scope of Services by Consultant including any changes in the Scope of Services and revision of work satisfactorily performed will be performed only when approved in advance and authorized by the County.
- C. County will pay Consultant based on the following procedures: Upon completion of the tasks identified in the Scope of Services, Consultant shall submit to County one (1) electronic (pdf) copy of the invoice showing the amounts due for services performed in a form acceptable to County. County shall review such invoices and approve them within thirty (30) calendar days with such modifications as are consistent with this Agreement and forward same to the Auditor for processing. County shall pay each such approved invoice within thirty (30) calendar days. County reserves the right to withhold payment pending verification of satisfactory work performed.

Section 4. Limit of Appropriation

- A. Consultant clearly understands and agrees, such understanding and agreement being of the absolute essence of this Agreement, that County shall have available the total maximum sum of sixty-five thousand three hundred twenty dollars and no/100 (\$65,320.00) specifically allocated to fully discharge any and all liabilities County may incur.
- B. Consultant does further understand and agree, said understanding and agreement also being of the absolute essence of this Agreement, that the total maximum compensation that Consultant may become entitled to and the total maximum sum that County may become liable to pay to Consultant shall not under any conditions, circumstances, or interpretations thereof exceed sixty-five thousand three hundred twenty dollars and no/100 (\$65,320.00) specifically allocated to fully discharge any and all liabilities County may incur.

Section 5. Term of Agreement

Time for performance of the Scope of Services under this Agreement shall begin with receipt of the Notice to Proceed and end no later than January 31, 2023. Consultant shall complete the tasks described in the Scope of Services, within this time or within such additional time as may be extended by the County.

Section 6. Modifications and Waivers

- A. The parties may not amend or waive this Agreement, except by a written agreement executed by both parties.

- B. No failure or delay in exercising any right or remedy or requiring the satisfaction of any condition under this Agreement, and no course of dealing between the parties, operates as a waiver or estoppel of any right, remedy, or condition.
- C. The rights and remedies of the parties set forth in this Agreement are not exclusive of, but are cumulative to, any rights or remedies now or subsequently existing at law, in equity, or by statute.

Section 7. Termination

- A. Termination for Convenience: County may terminate this Agreement at any time upon thirty (30) days written notice.
- B. Termination for Default
 - 1. County may terminate the whole or any part of this Agreement for cause in the following circumstances:
 - a. If Consultant fails to perform services within the time specified in the Scope of Services or any extension thereof granted by the County in writing;
 - b. If Consultant materially breaches any of the covenants or terms and conditions set forth in this Agreement or fails to perform any of the other provisions of this Agreement or so fails to make progress as to endanger performance of this Agreement in accordance with its terms, and in any of these circumstances does not cure such breach or failure to County's reasonable satisfaction within a period of ten (10) calendar days after receipt of notice from County specifying such breach or failure.
 - 2. If, after termination, it is determined for any reason whatsoever that Consultant was not in default, or that the default was excusable, the rights and obligations of the parties shall be the same as if the termination had been issued for the convenience of the County in accordance with Section 7(A) above.
- C. Upon termination of this Agreement, County shall compensate Consultant in accordance with Section 3, above, for those services which were provided under this Agreement prior to its termination and which have not been previously invoiced to County. Consultant's final invoice for said services will be presented to and paid by County in the same manner set forth in Section 3 above.
- D. If County terminates this Agreement as provided in this Section, no fees of any type, other than fees due and payable at the Termination Date, shall thereafter be paid to Consultant.

Section 8. Ownership and Reuse of Documents

All documents, data, reports, research, graphic presentation materials, etc., developed by Consultant as a part of its work under this Agreement, shall become the property of County upon completion of this Agreement, or in the event of termination or cancellation thereof, at the time of payment under Section 3 for work performed. Consultant shall promptly furnish all such data and material to County on request.

Section 9. Inspection of Books and Records

Consultant will permit County, or any duly authorized agent of County, to inspect and examine the books and records of Consultant for the purpose of verifying the amount of work performed under the Scope of Services. County's right to inspect survives the termination of this Agreement for a period of four years.

Section 10. Insurance

- A. Prior to commencement of the Services, Consultant shall furnish County with properly executed certificates of insurance which shall evidence all insurance required and provide that such insurance shall not be canceled, except on 30 days' prior written notice to County. Consultant shall provide certified copies of insurance endorsements and/or policies if requested by County. Consultant shall maintain such insurance coverage from the time Services commence until Services are completed and provide replacement certificates, policies and/or endorsements for any such insurance expiring prior to completion of Services. Consultant shall obtain such insurance written on an Occurrence form from such companies having Best's rating of A/VII or better, licensed or approved to transact business in the State of Texas, and shall obtain such insurance of the following types and minimum limits:
1. Workers Compensation in accordance with the laws of the State of Texas. Substitutes to genuine Workers' Compensation Insurance will not be allowed.
 2. Employers' Liability insurance with limits of not less than \$1,000,000 per injury by accident, \$1,000,000 per injury by disease, and \$1,000,000 per bodily injury by disease.
 3. Commercial general liability insurance with a limit of not less than \$1,000,000 each occurrence and \$2,000,000 in the annual aggregate. Policy shall cover liability for bodily injury, personal injury, and property damage and products/completed operations arising out of the business operations of the policyholder.
 4. Business Automobile Liability coverage applying to owned, non-owned and hired automobiles with limits not less than \$1,000,000 each occurrence combined single limit for Bodily Injury and Property Damage combined.
 5. Professional Liability insurance may be made on a Claims Made form with limits not less than \$1,000,000.
- B. County and the members of Commissioners Court shall be named as additional insured on a Primary & Non-Contributory basis to all required coverage except for Workers' Compensation and Professional Liability (if required). All Liability policies written on behalf of Consultant shall contain a waiver of subrogation in favor of County and members of Commissioners Court.
- C. If required coverage is written on a claims-made basis, Consultant warrants that any retroactive date applicable to coverage under the policy precedes the effective date of the Contract and that continuous coverage will be maintained or an extended discovery

period will be exercised for a period of 2 years beginning from the time the work under this Contract is completed.

- D. Consultant shall not commence any portion of the work under this Contract until it has obtained the insurance required herein and certificates of such insurance have been filed with and approved by Fort Bend County.
- E. No cancellation of or changes to the certificates, or the policies, may be made without sixty (60) days prior, written notification to Fort Bend County.
- F. Approval of the insurance by Fort Bend County shall not relieve or decrease the liability of the Consultant.

Section 11. Indemnity

CONSULTANT SHALL INDEMNIFY AND DEFEND COUNTY AGAINST ALL LOSSES, LIABILITIES, CLAIMS, CAUSES OF ACTION, AND OTHER EXPENSES, INCLUDING REASONABLE ATTORNEYS FEES, ARISING FROM ACTIVITIES OF CONSULTANT, ITS AGENTS, SERVANTS OR EMPLOYEES, PERFORMED UNDER THIS AGREEMENT THAT RESULT FROM THE NEGLIGENT ACT, ERROR, OR OMISSION OF CONSULTANT OR ANY OF CONSULTANT'S AGENTS, SERVANTS OR EMPLOYEES.

- A. Consultant shall timely report all such matters to County and shall, upon the receipt of any such claim, demand, suit, action, proceeding, lien or judgment, not later than the fifteenth day of each month; provide County with a written report on each such matter, setting forth the status of each matter, the schedule or planned proceedings with respect to each matter and the cooperation or assistance, if any, of County required by Consultant in the defense of each matter.
- B. Consultant's duty to defend, indemnify and hold County harmless shall be absolute. It shall not abate or end by reason of the expiration or termination of the Agreement unless otherwise agreed by County in writing. The provisions of this section shall survive the termination of the Agreement and shall remain in full force and effect with respect to all such matters no matter when they arise.
- C. In the event of any dispute between the parties as to whether a claim, demand, suit, action, proceeding, lien or judgment appears to have been caused by or appears to have arisen out of or in connection with acts or omissions of Consultant, Consultant shall nevertheless fully defend such claim, demand, suit, action, proceeding, lien or judgment until and unless there is a determination by a court of competent jurisdiction that the acts and omissions of Consultant are not at issue in the matter.
- D. Consultant's indemnification shall cover, and Consultant agrees to indemnify County, in the event County is found to have been negligent for having selected Consultant to perform the work described in this request.
- E. The provision by Consultant of insurance shall not limit the liability of Consultant under an agreement.
- F. Consultant shall cause all trade contractors and any other contractor who may have a contract to perform construction or installation work in the area where work will be

performed under this request, to agree to indemnify County and to hold it harmless from all claims for bodily injury and property damage that arise may from said Consultant's operations. Such provisions shall be in form satisfactory to County.

- G. Loss Deduction Clause - County shall be exempt from, and in no way liable for, any sums of money which may represent a deductible in any insurance policy. The payment of deductibles shall be the sole responsibility of Consultant and/or trade contractor providing such insurance.

Section 12. Confidential and Proprietary Information

- A. Consultant acknowledges that it and its employees or agents may, in the course of performing their responsibilities under this Agreement, be exposed to or acquire information that is confidential to County. Any and all information of any form obtained by Consultant or its employees or agents from County in the performance of this Agreement shall be deemed to be confidential information of County ("Confidential Information"). Any reports or other documents or items (including software) that result from the use of the Confidential Information by Consultant shall be treated with respect to confidentiality in the same manner as the Confidential Information. Confidential Information shall be deemed not to include information that (a) is or becomes (other than by disclosure by Consultant) publicly known or is contained in a publicly available document; (b) is rightfully in Consultant's possession without the obligation of nondisclosure prior to the time of its disclosure under this Agreement; or (c) is independently developed by employees or agents of Consultant who can be shown to have had no access to the Confidential Information.
- B. Consultant agrees to hold Confidential Information in strict confidence, using at least the same degree of care that Consultant uses in maintaining the confidentiality of its own confidential information, and not to copy, reproduce, sell, assign, license, market, transfer or otherwise dispose of, give, or disclose Confidential Information to third parties or use Confidential Information for any purposes whatsoever other than the provision of Services to County hereunder, and to advise each of its employees and agents of their obligations to keep Confidential Information confidential. Consultant shall use its best efforts to assist County in identifying and preventing any unauthorized use or disclosure of any Confidential Information. Without limitation of the foregoing, Consultant shall advise County immediately in the event Consultant learns or has reason to believe that any person who has had access to Confidential Information has violated or intends to violate the terms of this Agreement and Consultant will at its expense cooperate with County in seeking injunctive or other equitable relief in the name of County or Consultant against any such person. Consultant agrees that, except as directed by County, Consultant will not at any time during or after the term of this Agreement disclose, directly or indirectly, any Confidential Information to any person, and that upon termination of this Agreement or at County's request, Consultant will promptly turn over to County all documents, papers, and other matter in Consultant's possession which embody Confidential Information.

- C. Consultant acknowledges that a breach of this Section, including disclosure of any Confidential Information, or disclosure of other information that, at law or in equity, ought to remain confidential, will give rise to irreparable injury to County that is inadequately compensable in damages. Accordingly, County may seek and obtain injunctive relief against the breach or threatened breach of the foregoing undertakings, in addition to any other legal remedies that may be available. Consultant acknowledges and agrees that the covenants contained herein are necessary for the protection of the legitimate business interest of County and are reasonable in scope and content.
- D. Consultant in providing all services hereunder agrees to abide by the provisions of any applicable Federal or State Data Privacy Act.
- E. Consultant expressly acknowledges that County is subject to the Texas Public Information Act, TEX. GOV'T CODE ANN. §§ 552.001 et seq., as amended, and notwithstanding any provision in the Agreement to the contrary, County will make any information related to the Agreement, or otherwise, available to third parties in accordance with the Texas Public Information Act. Any proprietary or confidential information marked as such provided to County by Consultant shall not be disclosed to any third party, except as directed by the Texas Attorney General in response to a request for such under the Texas Public Information Act, which provides for notice to the owner of such marked information and the opportunity for the owner of such information to notify the Attorney General of the reasons why such information should not be disclosed. The terms and conditions of the Agreement are not proprietary or confidential information.

Section 13. Independent Consultant

- A. In the performance of work or services hereunder, Consultant shall be deemed an independent contractor, and any of its agents, employees, officers, or volunteers performing work required hereunder shall be deemed solely as employees of contractor or, where permitted, of its subcontractors.
- B. Consultant and its agents, employees, officers, or volunteers shall not, by performing work pursuant to this Agreement, be deemed to be employees, agents, or servants of County and shall not be entitled to any of the privileges or benefits of County employment.

Section 14. Notices

- A. Each party giving any notice or making any request, demand, or other communication (each, a "Notice") pursuant to this Agreement shall do so in writing and shall use one of the following methods of delivery, each of which, for purposes of this Agreement, is a writing: personal delivery, registered or certified mail (in each case, return receipt requested and postage prepaid), or nationally recognized overnight courier (with all fees prepaid).

- B. Each party giving a Notice shall address the Notice to the receiving party at the address listed below or to another address designated by a party in a Notice pursuant to this Section:

County: Fort Bend County
Attn: County Judge
401 Jackson Street
Richmond, Texas 77469

Consultant: Tetra Tech, Inc.
ATTN: Betty Kamara
2301 Lucien Way, Suite 120
Maitland, Florida 32751

- C. Notice is effective only if the party giving or making the Notice has complied with subsections 14. A. and B. and if the addressee has received the Notice. A Notice is deemed received as follows:

1. If the Notice is delivered in person, or sent by registered or certified mail or a nationally recognized overnight courier, upon receipt as indicated by the date on the signed receipt.
2. If the addressee rejects or otherwise refuses to accept the Notice, or if the Notice cannot be delivered because of a change in address for which no Notice was given, then upon the rejection, refusal, or inability to deliver.

Section 15. Compliance with Laws

Consultant shall comply with all federal, state, and local laws, statutes, ordinances, rules and regulations, and the orders and decrees of any courts or administrative bodies or tribunals in any matter affecting the performance of this Agreement, including, without limitation, Worker's Compensation laws, minimum and maximum salary and wage statutes and regulations, licensing laws and regulations. When required by County, Consultant shall furnish County with certification of compliance with said laws, statutes, ordinances, rules, regulations, orders, and decrees above specified.

Section 16. Performance Warranty

Consultant warrants to County that Consultant has the skill and knowledge ordinarily possessed by well-informed members of its trade or profession practicing in the greater Houston metropolitan area and Consultant will apply that skill and knowledge with care and diligence to ensure that the Services provided hereunder will be performed and delivered in accordance with the highest professional standards.

Section 17. Assignment and Delegation

- A. Neither party may assign any of its rights under this Agreement, except with the prior written consent of the other party. That party shall not unreasonably withhold its consent. All assignments of rights are prohibited under this subsection, whether they are

voluntarily or involuntarily, by merger, consolidation, dissolution, operation of law, or any other manner.

B. Neither party may delegate any performance under this Agreement.

C. Any purported assignment of rights or delegation of performance in violation of this Section is void.

Section 18. Applicable Law

The laws of the State of Texas govern all disputes arising out of or relating to this Agreement. The parties hereto acknowledge that venue is proper in Fort Bend County, Texas, for all legal actions or proceedings arising out of or relating to this Agreement and waive the right to sue or be sued elsewhere. Nothing in the Agreement shall be construed to waive the County's sovereign immunity.

Section 19. Successors and Assigns

County and Consultant bind themselves and their successors, executors, administrators and assigns to the other party of this Agreement and to the successors, executors, administrators and assigns of the other party, in respect to all covenants of this Agreement.

Section 20. Third Party Beneficiaries

This Agreement does not confer any enforceable rights or remedies upon any person other than the parties.

Section 21. Severability

If any provision of this Agreement is determined to be invalid, illegal, or unenforceable, the remaining provisions remain in full force, if the essential terms and conditions of this Agreement for each party remain valid, binding, and enforceable.

Section 22. Publicity

Contact with citizens of Fort Bend County, media outlets, or governmental agencies shall be the sole responsibility of County. Under no circumstances whatsoever, shall Consultant release any material or information developed or received in the performance of the Services hereunder without the express written permission of County, except where required to do so by law.

Section 23. Federal Clauses

Consultant understands and acknowledges that this Agreement may be totally or partially funded with federal and or state funds. As a condition of receiving these funds, Consultant represents that it is and will remain in compliance with all federal and or state terms as stated in Exhibit B.

Section 24. Certain State Law Requirements for Contracts

For purposes of section 2252.152, 2271.002, and 2274.002, Texas Government Code, as amended, Contractor hereby verifies that Contractor and any parent company, wholly owned subsidiary, majority-owned subsidiary, and affiliate:

- A. Unless affirmatively declared by the United States government to be excluded from its federal sanctions regime relating to Sudan or Iran or any federal sanctions regime relating to a foreign terrorist organization, is not identified on a list prepared and maintained by the Texas Comptroller of Public Accounts under Section 806.051, 807.051, or 2252.153 of the Texas Government Code.
- B. If employing ten (10) or more full-time employees and this Agreement has a value of \$100,000.00 or more, Contractor does not boycott Israel and is authorized to agree in such contracts not to boycott Israel during the term of such contracts. "Boycott Israel" has the meaning provided in section 808.001 of the Texas Government Code.
- C. If employing ten (10) or more full-time employees and this Agreement has a value of \$100,000.00 or more, Contractor does not boycott energy companies and is authorized to agree in such contracts not to boycott energy companies during the term of such contracts. "Boycott energy company" has the meaning provided in section 809.001 of the Texas Government Code.
- D. If employing ten (10) or more full-time employees and this Agreement has a value of \$100,000.00 or more, Contractor does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association and is authorized to agree in such contracts not to discriminate against a firearm entity or firearm trade association during the term of such contracts. "Discriminate against a firearm entity or firearm trade association" has the meaning provided in section 2274.001(3) of the Texas Government Code. "Firearm entity" and "firearm trade association" have the meanings provided in section 2274.001(6) and (7) of the Texas Government Code.

Section 25. Captions

The section captions used in this Agreement are for convenience of reference only and do not affect the interpretation or construction of this Agreement.

Section 26. Conflict

In the event there is a conflict between this Agreement and the attached exhibit(s), this Agreement controls.

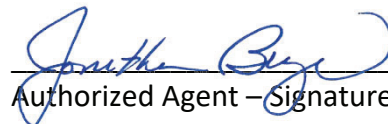
BY ACCEPTANCE OF AGREEMENT, CONSULTANT ACKNOWLEDGES THAT THE COUNTY IS OPPOSED TO HUMAN TRAFFICKING AND THAT NO COUNTY FUNDS WILL BE USED IN SUPPORT OF SERVICES OR ACTIVITIES THAT VIOLATE HUMAN TRAFFICKING LAWS.

IN WITNESS WHEREOF, the parties hereto have signed or have caused their respective names to be signed to multiple counterparts to be effective on the date signed by the last party hereto.

FORT BEND COUNTY

TETRA TECH, INC

KP George, County Judge



Authorized Agent – Signature

Date

Jonathan Burgiel

Authorized Agent – Printed Name

ATTEST:

Business Unit President

Title

Laura Richard, County Clerk

02/23/2022

Date

AUDITOR'S CERTIFICATE

I hereby certify that funds are available in the amount of \$_____ to accomplish and pay the obligation of Fort Bend County under this contract.

Robert Ed Sturdivant, County Auditor

Exhibit A: Scope of Service
Exhibit B: Federal Clauses

EXHIBIT A

FORT BEND COUNTY/IIJA Support

Table 1: Estimated Cost Breakdown by Task [1] [2]

Project Timeline	Estimated Total
Phase I: Task 1: Program Design and Management Subtask 1.1: Planning and Standup Assistance for County's IIJA Program Subtask 1.2: Administration Support for IIJA Projects and Grants Subtask 1.3: Project Management Forecasting and Oversight Task 2: Technical Assistance Subtask 2.1: General Technical Assistance Subtask 2.2: Documentation Repository Management	\$65,320.00
Phase II: Task 1: Program Design and Management Subtask 1.1: Planning and Standup Assistance for County's IIJA Program Subtask 1.2: Administration Support for IIJA Projects and Grants Subtask 1.3: Project Management Forecasting and Oversight Task 2: Grant Management Subtask 2.1: Grant Application Outreach Subtask 2.2: Eligibility Recommendations for Projects and Grants Subtask 2.2: Application Assistance for Formula Grant Funding Subtask 2.4: Application Assistance for Competitive Grant Funding Task 3: Technical Assistance Subtask 3.1: General Technical Assistance Subtask 3.2: Subrecipient Monitoring Subtask 3.3: Documentation Repository Management	To be provided upon authorization
Estimated Total	To be provided upon authorization

[1] The above estimated costs are based on available information at the time the estimates were prepared and do not represent the actual cost of each project task. The fee for services will be based on the actual hours of services furnished multiplied by Tetra Tech's hourly rates plus all applicable non-labor expenses.

[2] Tetra Tech may take the following actions, in its discretion, so long as Tetra Tech does not exceed the estimated grand total: (i) Use fewer hours of one labor category and more hours of another labor category or categories and/or (ii) use fewer hours within one task and more hours within another task.

SCOPE OF SERVICES**A. INTRODUCTION**

On November 15, President Biden signed the Infrastructure Investment and Jobs Act (IIJA/P.L. 117-58). The bipartisan infrastructure law provides \$973 billion over five years from FY 2022 through FY 2026, including \$550 billion in new investments for modes of transportation, water, power and energy, environmental remediation, public lands, broadband and resilience. The County of Fort Bend (County) is one of many communities within the State of Texas who received funding from the Infrastructure Investment and Jobs Act.

Under the bill, the State of Texas is estimated to receive \$35,440,000.00, broken down into categories below:

- Transportation-related funds
- Water infrastructure funds
- Broadband funds
- Energy and power funds
- Environmental remediation
- Water infrastructure funds
- Resiliency project funds

The specific allocation for Fort Bend County will be determined at a later date, and Tetra Tech will work with the County to maximize funding opportunities.

Phase I – Program Startup

Task 1 – Project Design and Management

In support of the County's IIJA program, Tetra Tech will provide guidance and support on the standup of an IIJA-focused team within the County. Assistance will be in three main categories, as outlined below:

Tetra Tech will support the County by program and grant management for funding received under the IIJA:

- Assistance on the stand up and execution of a program management team within the County for IIJA funding
- Program management support includes close coordination with County officials and daily and weekly meetings with County department officials

Sub-Task 1.1 – Planning and standup assistance for the County's IIJA Program Office

- Tetra Tech will provide assistance and guidance on the standup of a program management office within the County for IIJA funding
- Tetra Tech will provide overall guidance and support on the initial operation of the IIJA-focused program management office

Sub-Task 1.2 – Administration Support for IIJA Projects and Grants

- Administrative support includes close coordination with County officials, daily and weekly meetings with County department officials, and documentation of all correspondence between County staff, sub-recipient officials, and Tetra Tech employees
- The creation and dissemination of weekly Project Manager Reports focused on both financial and programmatic status updates, as well as sub-recipient RFIs and responses as required

Sub-Task 1.3 – Project Management Forecasting and Oversight

- Project Management Forecasting - activities related to financial projections, daily tracking and reconciliation of actual versus projected spend
- Project Management Oversight - tasks related to oversight of operations for Task Order processes and projects, identification of other grant opportunities

Tetra Tech will actively monitor applicable sources for new guidance and Grant/Fund requirements, as well as explore new reimbursement or cost recovery opportunities not yet identified. Tetra Tech will also assist the County with facilitating communications between applicable Federal, State, and other local stakeholders as requested. Tetra Tech will also provide expert guidance and advisory services regarding applicable legislation, regulations, policies, and rules related to the Infrastructure Investment and Jobs Act (IIJA/P.L. 117-58), Federal Procurement rules, etc.

Tetra Tech will actively review and reconcile relevant initial project documentation for compliance with selected Grant/ Fund source (Treasury, FHWA, other) and submit Compliance Memorandum deliverables outlining potential reimbursement pitfalls and corrective action. Tetra Tech will also submit Requests for Information (RFIs) to County or sub-recipient points of contact if it is determined that project files are lacking information required for reporting and recordkeeping requirements and to pass final audits.

Task 1 Deliverable(s): Tetra Tech will produce Weekly Project Manager Reports.

Task 2 – Technical Assistance

In support of the County's IIJA program, Tetra Tech will provide expert-level technical assistance on all aspects of grant and project management, to include federal policy guidance, grant and project proposal support, and the creation and implementation of a document repository for County, Tetra Tech, and external audit personnel use as required.

Sub-Task 2.1 – General Technical Assistance

- Technical assistance for initial grant proposals, to include both recipient and sub-recipient support
- Technical assistance on compliance with federal reporting requirements from each federal agency that funds are awarded
- Guidance on internal control procedures necessary to comply with federal guidance, to include recipient and sub-recipient grant applications, project management, sub-recipient monitoring and project closeouts

Sub-Task 2.2– Documentation Repository Management

- Tetra Tech will plan and execute the creation, standup, and use of an IT portal to allow for transparent tracking of sub-recipient grant and project management, to include a depository for period reports and closeout documents.
- This portal will also include a shared document library containing relevant project documentation and communications that pertain to IIJA projects and programs and reconciled project costs, and the tracking and management of Requests for Information (RFIs)
- Tetra Tech will assist with compiling and organizing initial project documentation collected by the County and stored in a mutually agreed upon shared location to support the County with responding to subsequent audit requests pertaining to IIJA projects.
- Important elements of this audit support task order will be to:
 - Assist the County in establishing a grant management tracking system that will allow the County to track each discrete grant-related expenditure by department and assign it to a federal grant program.
 - Provide initial audit support of the cost data (time sheets, project specific costs, outgoing payments to funding recipients (residents, businesses) to ensure activities have been performed to follow

County project SOPs and guidelines to avoid fraud, waste, and abuse of funds that could result in the defunding of the activity by the sponsoring federal agency.

Task 2 Deliverable(s): Tetra Tech will stand up and execute an IT Portal to manage and document required to include required reporting, closeout documents, other project management documents, and RFIs. In addition, a weekly report will be provided to County leadership for tracking of monitoring efforts.

Phase II – Program Continuation

Task 1 – Project Design and Management

In support of the County's IIJA program, Tetra Tech will provide guidance and support on the standup of an IIJA-focused team within the County. Assistance will be in three main categories, as outlined below:

Tetra Tech will support the County by program and grant management for funding received under the IIJA:

- Assistance on the stand up and execution of a program management team within the County for IIJA funding
- Program management support includes close coordination with County officials and daily and weekly meetings with County department officials

Sub-Task 1.1 – Planning and standup assistance for the County's IIJA Program Office

- Tetra Tech will provide continued assistance and guidance on the execution of a program management office within the County for IIJA funding
- Tetra Tech will provide overall guidance and support on the continued operation of the IIJA-focused program management office

Sub-Task 1.2 – Administration Support for IIJA Projects and Grants

- Administrative support includes close coordination with County officials, daily and weekly meetings with County department officials, and documentation of all correspondence between County staff, sub-recipient officials, and Tetra Tech employees
- The creation and dissemination of weekly Project Manager Reports focused on both financial and programmatic status updates, as well as sub-recipient RFIs and responses as required

Sub-Task 1.3 – Project Management Forecasting and Oversight

- Project Management Forecasting - activities related to financial projections, daily tracking and reconciliation of actual versus projected spend
- Project Management Oversight - tasks related to oversight of operations for Task Order processes and projects, identification of other grant opportunities

Tetra Tech will actively monitor applicable sources for new guidance and Grant/Fund requirements, as well as explore new reimbursement or cost recovery opportunities not yet identified. Tetra Tech will also assist the County with facilitating communications between applicable Federal, State, and other local stakeholders as requested. Tetra Tech will also provide expert guidance and advisory services regarding applicable legislation, regulations, policies, and rules related to the Infrastructure Investment and Jobs Act (IIJA/P.L. 117-58), Federal Procurement rules, etc.

Tetra Tech will actively review and reconcile relevant project documentation for compliance with selected Grant/Fund source (Treasury, FHWA, other) and submit Compliance Memorandum deliverables outlining potential reimbursement pitfalls and corrective action. Tetra Tech will also submit Requests for Information (RFIs) to County or

sub-recipient points of contact if it is determined that project files are lacking information required for reporting and recordkeeping requirements and to pass final audits.

Task 1 Deliverable(s): Tetra Tech will produce Weekly Project Manager Reports and an After-Action Review (AAR).

Task 2- Grant Management

Grant management support includes the creation of an IT platform for recipient and sub-recipient document management and grant application processing, as well as policy-level support based upon Treasury, U.S. Department of Transportation, Federal Highway Administration the State of Texas, and the County's fiscal management processes.

Sub-Task 2.1 – Grant Application Outreach

- Tetra Tech will provide support to the County for outreach to County departments and potential sub-recipients on project and grant milestones and deadlines.
- Tetra Tech will create initial, follow-up, and final messaging for County departments and sub-recipients to include email communications which outline grant and project guidance and eligible costs.
- Tetra Tech will utilize RecoveryTrac™ for management of outreach responses and RFIs from County departments and sub-recipients.

Sub-Task 2.2 - Eligibility Recommendations for Projects and Grants

- Tetra Tech will support the County by establishing eligibility criteria for projects and grants and ensuring County departments and sub-recipients are aware of these criteria.
- Tetra Tech will make eligibility recommendations to County staff on potential grant and project applications.

Sub-Task 2.3 - Application Assistance for Formula Grant Funding

- Tetra Tech staff will perform direct assistance to County departments and sub-recipients on block grant application creation, submission, and overall management of block (or formula) funded grant opportunities
- Tetra Tech will capture and disseminate periodic “best practices” being shared with grant applicants
- Tetra Tech staff will conduct one-on-one support for entities applying for grants as needed
- Weekly reports will be created by Tetra Tech and submitted to County leadership to track numbers of grant applications, number reviewed, and number recommended for consideration as eligible
- Grant application closeout support will be provided to grant recipients, both internal and external to the County

Sub-Task 2.4 - Application Assistance for Competitive Grant Funding

- Tetra Tech staff will perform direct assistance to County departments and sub-recipients on block grant application creation, submission, and overall management of block (or formula) funded grant opportunities
- Tetra Tech will capture and disseminate periodic “best practices” being shared with grant applicants
- Tetra Tech staff will conduct one-on-one support for entities applying for grants as needed
- Weekly reports will be created by Tetra Tech and submitted to County leadership to track numbers of grant applications, number reviewed, and number recommended for consideration as eligible
- Grant application closeout support will be provided to grant recipients, both internal and external to the County

Task 2 Deliverable(s): Tetra Tech will create and disseminate outreach messaging (emails, grant applications) for County departments and sub-recipients and weekly tracking data on potential grant recipients (County departments or sub-recipients) included in the Weekly Project Management report

Task 3 – Technical Assistance

In support of the County's IIJA program, Tetra Tech will provide expert-level technical assistance on all aspects of grant and project management, to include federal policy guidance, grant and project proposal support, and the creation and implementation of a document repository for County, Tetra Tech, and external audit personnel use as required.

Sub-Task 3.1 – General Technical Assistance

- Technical assistance for project and grant proposals, to include both recipient and sub-recipient support
- Technical assistance on compliance with federal reporting requirements from each federal agency that funds are awarded
- Guidance on internal control procedures necessary to comply with federal guidance, to include recipient and sub-recipient grant applications, project management, sub-recipient monitoring and project closeouts

Sub-Task 3.2 – Subrecipient Monitoring

- In accordance with the Department of Treasury policies and procedures, as well as the Infrastructure Investment and Jobs Act (IIJA/P.L. 117-58), Tetra Tech will perform sub-recipient monitoring of funding provided to other entities by the County from the IIJA awards.
- Monitoring includes examination of required sub-recipient periodic reporting, invoicing, and closeout procedures.

Sub-Task 3.3 – Documentation Repository Management

- Tetra Tech will plan and execute the creation, standup, and use of an IT portal to allow for transparent tracking of sub-recipient grant and project management, to include a depository for period reports and closeout documents.
- This portal will also include a shared document library containing relevant project documentation and communications that pertain to IIJA projects and programs and reconciled project costs, and the tracking and management of Requests for Information (RFIs)
- Tetra Tech will assist with compiling and organizing project documentation collected by the County and stored in a mutually agreed upon shared location to support the County with responding to subsequent audit requests pertaining to IIJA projects.
- Important elements of this audit support task order will be to:
 - Assist the County in establishing a grant management tracking system that will allow the County to track each discrete grant-related expenditure by department and assign it to a federal grant program.
 - Provide audit support of the cost data (time sheets, project specific costs, outgoing payments to funding recipients (residents, businesses) to ensure activities have been performed to follow County project SOPs and guidelines to avoid fraud, waste, and abuse of funds that could result in the defunding of the activity by the sponsoring federal agency.

Tetra Tech's level of support will be flexible to allow for costs to be moved from one federal funding program to another as new guidance is provided. Our project team will organize in such a way to allow for easy audit of the data by state and federal audit agencies that may perform audits for their respective funds provided (e.g., Department of Transportation) and allow for the County and Tetra Tech to audit the data easily in preparation for audits.

Task 3 Deliverable(s): Tetra Tech will execute an IT Portal to manage and document required reporting, closeout documents, other project management documents for the recipient and subrecipient, and RFIs. In addition, a weekly report will be provided to County leadership for tracking of monitoring efforts.

C. ASSUMPTIONS

The scope of services and project costs were developed with the following assumptions and exclusions: *(Changes to these assumptions may impact the initial cost estimate and warrant a request for an increase)*

- **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 3 business days of the request from Tetra Tech, including available documentation substantiating costs incurred in conjunction with the work performed. Availability of the appropriate documentation is critical to obtaining the information required for the overall success of this project. Information presented will be accepted as factual. If information is not available to Tetra Tech upon request, the project deliverables may be delayed. To the extent that Tetra Tech must instead help the County to recreate this information by contacting contractors or other County personnel, the costs of this time would be grounds for increasing the estimate above.
- **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.
- **Eligibility Determinations.** Tetra Tech cannot make eligibility determinations. Only the federal grant can do this under the federal programs. While Tetra Tech cannot guarantee a specific item is eligible to the County paid for with IIJA funds received by the County, Tetra Tech will provide the County with its most informed opinion regarding eligibility on a given expense based upon current guidance released by federal agencies operating under the IIJA. The County understands that the federal government determines what is eligible as guidance is being further refined. Tetra Tech, upon request by the County, will provide written explanation regarding Tetra Tech's opinions on the use of IIJA funds.
- **Meetings.** Tetra Tech make Subject Matter Expert staff available to attend County of Fort Bend Team meetings, and will be prepared to discuss findings, compliance requirements, recommendations regarding Grant/Fund selection, and provide additional regular updates as agreed upon by both parties. Tetra Tech will also attend and hold recurring meetings with relevant County points of contact to discuss ongoing tasks and challenges so long as it falls within the scope and budget of this agreement.
- **Personnel.** It is understood that the County of Fort Bend may, from time to time, request additional personnel or seek personnel with defined, specialized skills to support its mission and priorities. The position titles and rates contained in the Contract and supplemental positions are approved for use under this Task Order.
- **Deliverables.** Tetra Tech will not disclose the deliverables relating to the services to a third party, including internal departments without written approval by the designated County of Fort Bend Project Manager or designee.
- **Methods.** Except as otherwise provided in the Contract, the County acknowledges that during its performance under the Contract, the Consultant may use products, materials, and methodologies proprietary to the Consultant, and the County agrees that it will have or obtain no rights in such proprietary products, materials, and methodologies except pursuant to a separate written agreement (if) executed by the parties.
- **Data Transfer:** At mutually agreed upon frequency or no later than the conclusion of the project, Tetra Tech will facilitate the transfer of data from the Shared Document Library containing relevant project documentation and communications that pertain to IIJA projects and programs and reconciled project costs.
- **Work Location.** Due to the ongoing nature of the pandemic, work may be performed remotely. At the request of the County, in-person meetings may be accommodated in compliance with the most up-to-date social distancing guidance provided to the community.
- **Invoicing / Payment.** Tetra Tech shall submit monthly invoice for services rendered and expenses incurred. The County shall pay Tetra Tech within sixty (60) days of receipt of invoices less disputed amounts. The County will review invoices for acceptance within ten (10) calendar days of the date of the invoice to which the County shall immediately notify Tetra Tech of invoice disputes. Tetra Tech and the County will work in good faith to resolve such disputes within ten (10) days after notification. Should a dispute result in a partial rejection of item(s) invoiced, the County shall proceed with payment of the undisputed items within sixty (60) days of the date of the invoice. After the dispute is settled, the County and Tetra Tech will then resolve the remaining amount within sixty (60) days. Under no circumstances shall payment of Tetra Tech's invoices be contingent on reimbursement of the County by a third-party authority or funding source.

- **Other Assistance Needed.** The budget presented is limited to the scope of work included in the proposal. Should the County Project Sponsor request additional assistance on activities related to IJJA support, it should be requested through the Task Order Amendment Process. To the extent that the County requests more robust consulting support outside of this scope and budget or with coronavirus recovery programs outside of the scope, Tetra Tech will detail a separate scope, timeline, and budget for the requested effort in a separate task order submission to the County for approval.
- **Project Schedule:** Tetra Tech will work with the County to continue to refine the project schedule to monitor project progress and make mutually agreed upon adjustments as needed.
- **Reporting.** Tetra Tech will develop and provide a weekly or monthly activity report which will detail action items and tasks performed under this task order.
- **Duration of Work.** The estimated project term is 9 months or until the funds have been expended in full. The period of performance may be extended upon approval by both parties. To the extent the term 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/or budget.
- **Acceptance of Deliverables.** Deliverables will be submitted to the County in draft format. The County's comments should be provided within 2 calendar days to meet project timelines. Upon incorporation of revisions to the draft deliverables and one final resubmission to the County, the deliverables will be considered accepted.
- **Federal Requests.** The County will forward requests from federal agencies within an appropriate timeframe of receiving the requests. Tetra Tech will respond to federal agencies requests on behalf of the County as directed.

EXHIBIT B

Code of Federal Regulations

Title 2 - Grants and Agreements

Volume: 1

Date: 2014-01-01

Original Date: 2014-01-01

Title: Appendix II to Part 200 - Contract Provisions for Non-Federal Entity Contracts Under Federal Awards

Context: Title 2 - Grants and Agreements. Subtitle A - Office of Management and Budget Guidance for Grants and Agreements. CHAPTER II - OFFICE OF MANAGEMENT AND BUDGET GUIDANCE. -

Reserved. PART 200 - UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS.

Pt. 200, App. II

Appendix II to Part 200—Contract Provisions for Non-Federal Entity Contracts Under Federal Awards

In addition to other provisions required by the Federal agency or non-Federal entity, all contracts made by the non-Federal entity under the Federal award must contain provisions covering the following, as applicable.

(A) Contracts for more than the simplified acquisition threshold currently set at \$150,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

(B) All contracts in excess of \$10,000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be effected and the basis for settlement.

(C) Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

(D) Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.

(E) Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in

the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

(F) Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of "funding agreement" under 37 CFR § 401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

(G) Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended—Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

(H) Mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (42 U.S.C. 6201).

(I) Debarment and Suspension (Executive Orders 12549 and 12689)—A contract award (see 2 CFR 180.220) must not be made to parties listed on the governmentwide Excluded Parties List System in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR Part 1986 Comp., p. 189) and 12689 (3 CFR Part 1989 Comp., p. 235), "Debarment and Suspension." The Excluded Parties List System in SAM contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

(J) Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—Contractors that apply or bid for an award of \$100,000 or more must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

(K) See § 200.322 Procurement of recovered materials.