

On this the 12th day of March 2024, the Commissioners' Court, with the following members being present:

KP George	-	County Judge
Vincent Morales	-	Commissioner Precinct #1
Grady Prestage	-	Commissioner Precinct #2
Andy Meyers	-	Commissioner Precinct #3
Dexter McCoy	-	Commissioner Precinct #4

THAT WHEREAS, theretofore, on September 12, 2023, the Court heard and approved the budget for the year 2024 for Fort Bend County; and WHEREAS, on proper application, the Commissioners' Court has transferred an existing budget surplus to a budget of a similar kind and fund. The transfer does not increase the total of the budget.

Department Name: ARPA - Tetra Tech Accounting Unit: ARPA-REVENUE

ACCOUNT NAME	ACCOUNT NUMBER	AMOUNT
ARPA- Tetra Tech	ARPA-REVENUE	\$ 715,590
	TOTAL TRANSFERRED TO:	\$ 715,590

ACCOUNT NAME	ACCOUNT NUMBER	AMOUNT
<u>ARPA-ADMIN Contingency</u>	<u>ARPA-ADMIN 32600</u>	<u>\$ 715,590</u>
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	TOTAL TRANSFERRED FROM:	<u>\$ 715,590</u>

This will fund the expansion of TetraTech contract for FY2024 Federal and State Level Grant Administration and Application Support. Fort Bend has the potential to receive up to \$202,000,000 in grant funding due to this expanded scope.

Department Head: Samuel Gubels Date: 2/26/2024

BY: KP George, County Judge

Form BO1
Revised 10/2005

Proposal to Fort Bend County, TX for Fiscal Year 2024 Federal and State Level Grant Administration and Application Support

Submitted to:

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A. INTRODUCTION

In response to the pressing challenges posed by climate change and the increasing frequency of natural hazards, a suite of federal grant programs has been established, extending financial support to states, U.S. territories, federally recognized tribal governments, and local communities for strategic hazard mitigation initiatives. These programs underscore the imperative for proactive measures that not only address acute extreme weather events but also navigate the complexities of chronic stressors anticipated to escalate in the future.

Tetra Tech is committed to support the County with navigating the intricate landscape of hazard mitigation by formulating meticulous grant applications. These applications are meticulously tailored to align with the unique requirements of Federal and State Grant Programs. Our strategic approach focuses on securing funding for pivotal projects identified in Fort Bend County's proposed project list, as well as those that may emerge in the dynamic landscape of the first and second quarters of 2024.

The synergy between Tetra Tech's expertise and the diverse grant programs available positions us to address the critical projects outlined in Fort Bend County's strategic plan. We recognize the importance of resilience and disaster mitigation efforts in fostering sustainable communities, and we are dedicated to maximizing funding opportunities to support initiatives that contribute to the overall well-being and preparedness of Fort Bend County.

By leveraging these opportunities, we aim to secure funding for the following projects that are integral to the resilience and disaster mitigation efforts in Fort Bend County:

Project Description	Estimated Project Cost
Upper Brooks Branch Upstream of Pink Taylor Run Road	\$2,500,000
Mustang Bayou eastern Fort Bend County	\$10,000,000
Upper Fairchild Creek Upstream of FM 360	\$10,000,000
Upper Chocolate Bayou Watershed Improvements	\$15,000,000
City of Orchard Regional Detention	\$8,000,000
Improvements within the Upper Watershed of Ditch II-B-6 (upstream of Highway 36)	\$10,000,000
Improvements within the Upper Watershed of Ditch II-B-10-b (upstream of Highway	\$10,000,000
Jones Creek Overflow to the Brazos Upstream of FM 359 and west of FM 723	\$50,000,000
Gapps Slough Drainage Improvements	\$20,000,000
Woods Edge/S. McCrary Road area Drainage Improvements	\$20,000,000
Drainage Improvements to Andrus Creek in vicinity of Rolling Oaks Subdivision	\$25,000,000
Drainage Improvements within Ditch II-B-7	\$10,000,000
Drainage Improvements within Ditch II-B-9 watershed	\$10,000,000
Flood Plain Mapping Project	\$3,500,000
Bridge Mitigation	\$320,000
Mitigation Bank (Planning/Design)	\$1,200,000
	\$202,000,000

Our strategy involves tailoring each project application to the specific requirements of grant programs, such as:

- **Pre-Disaster Mitigation (PDM) Program:** Mitigating hazards and reducing disaster risks associated with the identified projects.
- **Natural Resources Conservation Service (NRCS) Emergency Watershed Protection (EWP) Program:** Implementing emergency recovery measures for communities affected by natural disasters.
- **WaterSMART Grants:** Supporting water and energy efficiency, conservation, and water management projects.
- **Transportation Investment Generating Economic Recovery (TIGER) Grants:** Backing innovative transportation projects, potentially incorporating resilience and mitigation efforts.
- **Federal Lands Access Program (FLAP):** Improving access to, or within, federal lands for specified projects.
- **Environmental Protection Agency (EPA) Urban Waters Small Grants:** Enhancing water quality, availability, and resilience in urban areas for relevant projects.
- **Community Rating System (CRS) of the National Flood Insurance Program:** Incentivizing communities to surpass floodplain management requirements and reduce flood insurance premiums.
- **Federal Transit Administration (FTA) Grants:** Providing funding for transit-related projects that enhance resilience and reduce vulnerability to natural disasters.
- **National Oceanic and Atmospheric Administration (NOAA) Coastal Resilience Grants:** Supporting projects that enhance coastal communities' resilience to extreme weather events and climate-related hazards.
- **Safe Routes to School (SRTS) Program:** Allocating funds for projects that improve walking and biking infrastructure around schools, potentially contributing to community resilience.
- **Flood Mitigation Assistance (FMA) Program:** Aiding in flood mitigation projects as administered by FEMA.
- **Building Resilient Infrastructure and Communities (BRIC) Program:** Focusing on reducing disaster risk and promoting resilient infrastructure.
- **Additional grant programs that may be made available in 2024.**

This flexible and tailored approach not only aligns with the specific needs of Fort Bend County but maximizes the likelihood of securing funding from multiple sources. We are committed to ensuring that these vital projects receive the financial support they deserve, contributing to the overall safety and well-being of Fort Bend County.

The County wishes to submit applications for critical infrastructure, flood control, and drainage improvement projects.

B. SCOPE OF WORK

Tetra Tech's goal will be to prepare grant applications utilizing the data collected, as well as additional technical data collected in this phase to completed grants for funding consideration by the State of Texas and Federal stakeholders. This will also include providing the County with support through programmatic RFI and review phases. The following tasks will be performed to achieve this goal:

Task 1 – Preliminary Project Assessment:

Subtask 1.1: Conduct a review of Fort Bend County's 2024 project list, identifying key project details, objectives, and potential eligibility for various grant programs.

Subtask 1.2: Engage with Fort Bend County officials to gain insights into community priorities, vulnerabilities, and specific project requirements.

Task 2 – Application Development:

Subtask 2.1: Utilize the collected data to prepare grant applications for key projects, aligning each application with the eligibility criteria of relevant Federal and State Grant Programs.

Subtask 2.2: Conduct a Benefit Cost Analysis (BCA) to demonstrate the economic viability and benefits of each proposed project.

Subtask 2.3: Perform a Cost Reasonableness Analysis to verify that project costs are justified and in line with industry standards.

Subtask 2.4: Develop a Project Cost Estimation, providing accurate financial projections for the proposed projects.

Subtask 2.5: Craft a detailed Scope of Work for each project, outlining key activities, milestones, and deliverables.

Subtask 2.6: Evaluate the cost-effectiveness of various strategies and recommend optimal approaches.

Task 3 – Quality Control/Quality Assurance (QC/QA):

Subtask 3.1: Implement a rigorous QC/QA process for each grant application, ensuring accuracy, completeness, and adherence to grant program requirements.

Subtask 3.2: Conduct a peer review within the Tetra Tech team to assess the quality and consistency of the applications.

Subtask 3.3: Review for compliance with specific guidelines outlined by each grant program.

Subtask 3.4: Establish a standardized checklist to verify adherence to program-specific requirements.

Task 4 – GIS and Mapping Development:

Subtask 4.1: Employ Geographic Information System (GIS) tools to create detailed maps illustrating project locations, environmental factors, and community demographics.

Subtask 4.2: Integrate GIS data into the grant applications to enhance visual representation and support project justifications.

Subtask 4.3: Conduct spatial analysis to identify potential geographic correlations between hazard events and project locations.

Subtask 4.4: Utilize GIS tools to visualize and communicate the spatial aspects of the proposed mitigation measures.

Subtask 4.5: Develop detailed maps to be included in grant applications, illustrating project locations, affected areas, and proposed infrastructure improvements.

Subtask 4.6: Review that mapping documentation complies with the mapping standards set by each grant program.

Task 5 – Pre-Award Requests for Information (RFI's):

Subtask 5.1: Anticipate potential questions or concerns from grant program administrators.

Subtask 5.2: Develop and informative responses to address pre-award RFIs and enhance the competitiveness of the grant applications.

Task 6 – Collaboration with Fort Bend County Officials:

Subtask 6.1: Foster a collaborative relationship with Fort Bend County officials throughout the application development process.

Subtask 6.2: Conduct regular progress meetings to gather feedback, address concerns, and collect feedback for alignment with community priorities.

Task 7 – Post Award Support and RFI Responses: *Provide ongoing support and address Request for Information (RFI) from State and Federal entities following the successful award of grants.*

Subtask 7.1 - Award Acceptance and Coordination:

- Facilitate the acceptance of awarded grants, ensuring compliance with terms and conditions.
- Initiate coordination efforts with Fort Bend County officials, relevant contractors, and stakeholders to kickstart project implementation.
- Assist in meeting reporting requirements and compliance standards outlined by grant programs.
- Provide support for the successful grants in implementing the approved projects.

Subtask 7.2 - Continuous Communication:

- Establish and maintain open lines of communication with State and Federal entities to address post-award queries or clarifications.
- Act as a liaison between Tetra Tech and grant program administrators to foster collaboration and information exchange.

Subtask 7.3 - RFI Responses:

- Develop detailed responses to RFIs received from State and Federal entities during the post-award phase.
- Prepare responses that are timely and aligned with the requirements of the grant programs.

Subtask 7.4 - Modifications and Amendments:

- Monitor the progress of awarded projects and identify necessary modifications or amendments to the grant agreements.
- Collaborate with Fort Bend County officials and grant program administrators to implement changes while maintaining compliance.

C. PROJECT SCHEDULE

Tetra Tech will work with County to determine if the delivery schedule below is appropriate given County's priorities and operational considerations. These dates may vary on a project-by-project basis and overall as priorities from the County are considered and due to potential changes to the timeline of State and Federal stakeholders.

Task 1 – Application Development:

- **February 2024 – November 2024:**
 - Initial project identification and prioritization based on known grant programs with early release schedules.
 - Begin data collection and analysis for projects that align with early program requirements.
- **March 2024 – December 2024:**
 - Continue refining applications based on additional grant programs opening during this period.
 - Conduct Benefit Cost Analysis (BCA) and finalize project prioritization.

Task 2 – Application QC/QA:

- **May 2024 - December 2024:**
 - Initiate QC/QA processes for grant applications submitted during the early release periods.
 - Conduct internal reviews and verification for compliance.
- **June 2024 – December 2024:**
 - Extend QC/QA processes to applications submitted for grant programs opening in this timeframe.
 - Address issues identified during internal reviews.

Task 3 – Pre-Award RFI's:

- **July 2024 - December 2024:**
 - Prepare and submit RFIs for grant programs with application periods opening during this timeframe.
 - Engage in proactive communication with program administrators.
 - Continue responding to RFIs for programs opening later in the year.
 - Address additional clarification requests.

Task 4 – Cost Reasonableness Analysis and Project Cost Estimation:

- **March 2024 - December 2024:**
 - Conduct Cost Reasonableness Analysis for projects associated with grant programs opening in early 2024 (ongoing).
 - Develop detailed project cost estimations based on program-specific requirements.

Task 5 – Scope of Work Development:

- **April 2024 – October 2024:**
 - Develop detailed scopes of work for projects associated with grant programs opening in early 2024.
 - Scope alignment with program goals and requirements.

Task 6 – GIS and Mapping Development:

- **March 2024 - September 2024:**
 - Initiate GIS and mapping development for projects associated with grant programs with early 2025 deadlines.

- Spatial analysis and mapping documentation meet program standards.

Task 7 – Post Award Support and RFI Responses:

- **January 2025 - August 2025:**
 - Provide post-award support for projects funded through early 2025 grant programs.
 - Address RFIs received during this period.
- **July 2025 - October 2025:**
 - Extend post-award support for projects funded through programs opening in mid-2025.
 - Continue addressing RFIs and facilitating communication with State and Federal entities.

**This methodology allows for a more adaptable timeline that considers the staggered release of different grant programs throughout the year, ensuring that each task is aligned with the specific requirements and timelines of the relevant funding opportunities. Adjustments can be made based on the actual release dates of grant programs and the specific needs of each project.*

D. PROJECT COST

The proposed estimated budget of **\$715,590.00** 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 services under this task order will be based on the actual hours of services furnished multiplied by Tetra Tech's hourly rates as set forth in the Professional Services Agreement for Disaster Recovery and Consulting Services between the County and Tetra Tech, Contract #RFP-19-041. Table 1 shows the estimated cost breakdown by Task. Table 2 outlines the anticipated staff positions and level of effort for these services.

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

Project Task	Estimated Amount
Task 1: Application Development	\$181,965.00
Task 2: Application QC/QA	\$84,110.00
Task 3: Pre-Award RFI’s	\$113,515.00
Task 4: Cost Reasonableness Analysis/Project Cost Estimation	\$105,705.00
Task 5: Scope of Work Development	\$120,815.00
Task 6: GIS and Mapping Development	\$64,190.00
Task 7: Post Award Grant Management Support and RFI Responses	\$45,290.00
Estimated Total	\$715,590.00

Table 2: Estimated Cost Breakdown by Labor Category [1][2]

Labor Category	Hourly Rate	Estimated Hours	Estimated Total
Consultant III	\$120.00	2205	\$264,600.00
Senior Project Manager/Consultant	\$135.00	1047	\$141,345.00
Senior Program Manager	\$155.00	1315	\$203,825.00
Subject Matter Expert	\$220.00	481	\$105,820.00
Estimated Total			\$715,590.00

[1] The above estimated level of effort and associated costs are based on available information at the time the estimates were prepared and do not represent the actual cost of the project. The fee for services will be based on the actual hours of services furnished multiplied by Tetra Tech's hourly rates.

[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 (ii) use fewer hours within one deliverable and more hours within another deliverable.

E. ASSUMPTIONS

This proposed budget 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.

- **Remote Application Development.** Other than presenting at the public meetings, it is anticipated that the majority of the application development will be conducted remotely. This will require some assistance from the County when it is necessary to obtain or remit hard copies of grant documentation.
- **Project Sponsor.** The County will assign a primary point of contact to serve as project sponsor to address administrative and functional issues.
- **Project Costs.** The costs identified in this proposal are based upon Tetra Tech's estimate on the LOE for each task. Invoiced costs will be based on actual work performed.
- **Access to Materials.** Documentation pertinent to the execution of this project should be made available to Tetra Tech for review in electronic format within 5 business days of the request from Tetra Tech.
- **Federal/TDEM/other Grantees Requests.** The County will forward requests from FEMA, TDEM, or other Grantees within 48 hours of receiving the requests. Tetra Tech will respond to FEMA, TDEM, or other Grantees requests on behalf of the County as directed.
- **Ineligible Work.** Tetra Tech cannot make eligibility determinations. Only the federal grant can do this under the federal programs.
- **Access to Key Personnel.** Availability of County key personnel is critical to obtaining the information required for the success of this project. Information presented by key personnel will be accepted as factual and no confirmation will be made.
- **Invoicing/ Payment.** The County will be invoiced monthly in accordance with the Contract. Payment terms are Net 30 days in accordance with the Contract.
- **Post Award Program Management and Closeout Services.** This proposal does not include support for Post-Award Program Management and Closeout of awarded grant funds. If the County requires support with these once funds are awarded Tetra Tech will work in good faith with the County to prepare an additional scope and estimate for these tasks.
- **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 will be part of the awarded Task Order/Purchase Order by reference or incorporated as an exhibit.