STATE OF TEXAS §
§
COUNTY OF FORT BEND §

AGREEMENT FOR CONTINGENCY ALL HAZARDS CONSULTING SERVICES PURSUANT TO RFP 25-015 – PRIMARY

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 (hereinafter each referred to as a "party" or collectively as the "parties").

W I T N E S S E T H

WHEREAS, County desires that Consultant provide contingency professional planning, consulting and recovery services for emergency response, disaster recovery and all hazards planning services pursuant to County RFP 25-015 and any and all Federal Emergency Management Agency ("FEMA") rules and regulations; and

WHEREAS, Consultant represents that it is qualified and desires to perform such services in accordance with the advertised specifications of RFP 25-015; and

WHEREAS, County may receive funding assistance from FEMA to provide for these services; and

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

AGREEMENT

Section 1. Scope of Services

A. Consultant shall render services to County in accordance with the requirements and specifications of County's RFP 25-015, which is incorporated fully by reference for all purposes; and in accordance with Consultant's Proposal, which is attached hereto as Exhibit "A" and incorporated fully by reference for all purposes, including but not limited to the following services:

1. Emergency operations, planning and response, contingency, risk assessment, vulnerability, hazards and operability, hazard mitigation, incident response, testing, training and exercise programs, asset management, logistics and support, regional response, decontamination, continuity of operations planning, data management, documentation, debris clean-up and removal monitoring. Also included would be

services related to FEMA programs and policies, especially recovery activities in the areas of Public Assistance (PA) and the Hazard Mitigation Grant Program (HMGP);

2. Professional technical services in the preparedness, response, recovery, and mitigation of any natural or manmade disaster or emergency situation, as required by the County.

B. This Agreement pertains to the entire geographical area of Fort Bend County including the unincorporated areas of Fort Bend County and the following Joint Resolution Jurisdictions (JRJ), and any additional added during the duration of the contract:

City of Arcola	City of Beasley
City of Fairchilds	City of Fulshear
City of Kendleton	City of Meadows Place
City of Missouri City	City of Needville
City of Orchard	City of Richmond
City of Rosenberg	City of Simonton
City of Stafford	City of Weston Lakes
Town of Thompsons	Village of Pleak
LID 20 Kingdom Heights	Pecan Grove MUD
LID 6 River Park West	LID 11 Greatwood
LID 7 New Territory	LID 19 Riverstone
LID 15 Sugar Land	Sienna Plantation LID
MUD 46 Missouri City	MUD 49 Missouri City

Section 2. <u>Personnel</u>

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. <u>Compensation and Payment</u>

A. The maximum rates for the performance of services are identified in Exhibit “B”, which are incorporated fully by reference and attached to this Agreement. In no case shall the amounts paid by County under this Agreement exceed these maximum rates without an agreement executed by the parties.

B. Upon approval of the County Auditor, any travel and mileage expenses incurred in the performance of required services will be reimbursed to Consultant to the extent that those costs that do not exceed Fort Bend County travel reimbursement allowances. A copy of the County's Travel Policy with those reimbursement limits is attached and incorporated as Exhibit "C" to this Agreement. Consultant will not be reimbursed for costs in excess of those listed in Exhibit C.

C. 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 Fort Bend County Homeland Safety & Emergency Management Director.

D. 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 two (2) original copies of invoices showing the amounts due for services performed in a form acceptable to County. County shall review such invoices and approve them within 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 hereinafter certified as available by the Fort Bend County Auditor 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 the amount approved by the County Judge and certified as available by the Fort Bend County Auditor specifically allocated to fully discharge any and all liabilities County may incur. In no event will the amount paid by the County for all Services under this Agreement exceed this Limit of Appropriation without an amendment executed by the parties.

Section 5. Time of Performance

Response time shall be deemed as having Consultant's representative physically present at a location within Fort Bend County, as determined by Fort Bend County, within six (6) hours after notification of need. Performance shall be deemed as the commencement of services

within twenty-four (24) hours of issuance of Notice to Proceed.

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. Term and Termination

A. The term of the Agreement is effective February 1, 2025, and shall expire no later than January 31, 2028, unless terminated sooner pursuant to this Agreement. The Agreement is renewable annually for two (2) additional one (1) year renewal options (potentially through January 31, 2030) if mutually agreeable under the same terms, conditions and recertification of Consultant's capabilities.

B. Termination for Convenience: County may terminate this Agreement at any time upon thirty (30) days written notice.

C. 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(B) above.

D. 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.

E. 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 as specified in the Scope of 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 60 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.

B. County and the members of Commissioners Court shall be named as additional insured 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. For Commercial General Liability, the County shall be named as an Additional Insured on a Primary & Non-Contributory basis.

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 Agreement is completed.

D. Consultant shall not commence any portion of the work under this Agreement 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 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 never-the-less 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. <u>Confidential and Proprietary Information</u>

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. Nothing in this Agreement will be construed to waive the requirements of any record retention laws applicable to County.

F. Consultant expressly acknowledges that County is subject to the Texas Open Meetings Act, TEX. GOV'T CODE ANN. §§ 551.001 *et seq.*, as amended, and notwithstanding any provision in the Agreement to the contrary, County will comply with the provisions of the Texas Open Meetings Act, as applicable, in relation to the Agreement.

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 Consultant 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:	Homeland Security & Emergency Management Attn: Director 307 Fort Street Richmond, TX 77469-7728
With a copy to:	Fort Bend County Attn: County Judge 401 Jackson Street Richmond, Texas 77469
Consultant:	Tetra Tech, Inc. ATTN: TDR Contracts Department 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 15. 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.

Consultant shall comply with all federal, state, and local laws during the performance of this Agreement and shall maintain services and products that fulfill all Americans with Disabilities Act (ADA) requirements.

Consultant shall provide any and all notices as may be required under the Drug-Free Workplace Act of 1988, 28 CFR Part 67, Subpart F, to their employees and all subcontractors to insure that the County maintains a drug-free workplace.

Section 16. Performance Warranty

A. 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.

B. Consultant warrants to County that the Services will be free from material errors and will materially conform to all requirements and specifications contained in the attached Exhibits, and in accordance with the requirements and specifications of County's RFP 25-015.

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.

D. Nothing herein shall be construed as creating any personal liability on the part of any officer or agent of the County.

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. County does not agree to submit disputes arising out of the Agreement to binding arbitration. County does not agree to pay any and/or all attorney fees incurred by Consultant in any way associated with the Agreement.

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. Grant Clauses

Consultant understands that and acknowledges that this Agreement may be totally or partially funded with federal funds and/or state funds. Consultant represents and warrants that it is and will remain in compliance with all applicable federal and/or state provisions, including the clauses referenced within the County's RFP 25-015, which are now attached to this Agreement as Exhibit D and incorporated fully by reference.

Section 24. Certain State Law Requirements for Contracts

The contents of this Section are required by Texas law and are included by County regardless of content For purposes of Sections 2252.152, 2271.002, and 2274.002, Texas Government Code, as amended, Consultant hereby verifies that Consultant 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, Consultant 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 § 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, Consultant 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 § 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, Consultant 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 § 2274.001(3) of the Texas Government Code. "Firearm entity" and "firearm trade association" have the meanings provided in § 2274.001(6) and (7) of the Texas Government Code.

Section 25. Human Trafficking

BY ACCEPTANCE OF THIS AGREEMENT, CONSULTANT ACKNOWLEDGES THAT FORT BEND 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.

Section 26. 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 27. Conflict

In the event there is a conflict between this Agreement and the attached Exhibits, this Agreement controls.

(Remainder of Page Intentionally Left Blank)

(Execution Page Follows)

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

_____
KP George, County Judge

_____
Date

ATTEST:

_____
Laura Richard, County Clerk

APPROVED:

_____
Homeland Security & Emergency Management

TETRA TECH, INC.

_____
Authorized Agent – Signature

Jonathan Burgiel
Authorized Agent- Printed Name

Business Unit President
Title

12/20/2024
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 Agreement.

_____
Robert Ed Sturdivant, County Auditor

Exhibit A: Consultant's Proposal
Exhibit B: Consultant's Pricing
Exhibit C: County Travel Policy
Exhibit D: Grant Clauses

I:\AGREEMENTS\2025 Agreements\Purchasing\Purchasing\Tetra Tech, Inc (25-Purch-100327)\V.2\Agreement - Contingency All Hazards Consulting Services-Tetra Tech.docx. aw

EXHIBIT A

November 26, 2024

Sent via email to: Brooke.Lindemann@fortbendcountytx.gov

Brooke Lindemann, CPPB
Contracts Manager
Fort Bend County Purchasing
301 Jackson St, Suite 201
Richmond, TX 77469

RE: RFP 25-015 - Contingency All Hazards Consulting Services for Fort Bend County
Tetra Tech, Inc. – Confirmation of Offer as Proposed

Good afternoon Ms. Lindemann,

Tetra Tech, Inc. (Tetra Tech) is in receipt of Fort Bend County's Memorandum Contractor Selection recommending that Tetra Tech be awarded as the primary vendor for the above referenced solicitation. Tetra Tech agrees to move forward in the contracting process for this solicitation with the pricing as originally proposed with no changes to the final offer as the primary vendor.

Please contact Kayla Lemaire, Contract Administrator II at TDR.contracts@tetratech.com or 407-735-6580 to finalize the agreement once prepared.

Tetra Tech looks forward to continuing our valued partnership with Fort Bend County.

Sincerely,

Jonathan Burgiel
Business Unit President
Tetra Tech, Inc.

Tetra Tech, Inc.
2301 Lucien Way, Suite 120, Maitland, FL 32751
Tel (407) 735-6580 **Fax** (321) 441-8501 | **Email** TDR.contracts@tetratech.com

Letter of Transmittal

Fort Bend County
Purchasing Department
ATTN: Mr. Travis Annex
301 Jackson, Suite 201
Richmond, TX 77469

November 12, 2024

Subject: Contingency All Hazards Consulting Services | RFP 25-015

Dear Mr. Annex and Members of the Evaluation Committee,

Tetra Tech, Inc. (Tetra Tech) is honored to continue our partnership with Fort Bend County (County) by submitting the enclosed proposal to provide Contingency All Hazards Consulting Services. Our team is uniquely familiar with the County's needs and goals, offering an integrated approach that seamlessly supports emergency preparedness, response, recovery, and mitigatiosn. With our depth of experience in disaster recovery and our longstanding commitment to Fort Bend County, we bring solutions tailored for the County. Our approach leverages both national expertise and local knowledge, drawing from our engagements in disaster relief programs administered by FEMA, the U.S. Army Corps of Engineers, and other federal agencies, as well as insights gained through over 1,000 projects supporting communities just like Fort Bend County.

We are proud of being a dedicated team and substantial resources to Fort Bend County, backed by Tetra Tech's national strength – 28,000 employees, 550 offices, and $5 billion in annual revenue, making us one of the few firms able to provide the comprehensive, one-stop services the County seeks, including disaster response and recovery, logistics, infrastructure engineering, mitigation, resilience, emergency supply chain management and technical support to local governments, planning, volunteer coordination, implementation of individual assistance, event damage assessments, identification of state and federal response, and the continuation of critical programs.

The Tetra Tech team has the staffing and financial resources, as well as the direct programmatic experience, needed to successfully complete the services requested. **Tetra Tech offers Fort Bend County the following:**

Full-Service Firm with Comprehensive Staff and Logistical Resources Dedicated to Fort Bend County.

Tetra Tech offers unmatched end-to-end broad capabilities across the full spectrum of emergency management, disaster response, and recovery services. We are the only firm to have the full complement of subject matter experts, support staff and logistical resources to meet the needs of any disaster response and recovery effort. Our robust team consists of case managers, grant analysts, data and reporting staff, environmental/engineering professionals, and cost estimating staff that can assist the County with all federal funding programs, comprehensive cost-recovery activities, and coordination with federal agencies. We are adept at rapidly standing up field offices for applicant intake and servicing post-disaster requirements with a full-service logistical team experienced in acquiring necessary resources. **We are the end-to-end, one-stop solution for all the County's staffing needs.**

Longstanding Offices in Texas & Dynamic Staff with Disaster Response Experience.

Tetra Tech has 13 longstanding offices in Texas, including our Missouri City office located within Fort Bend County. Our Texas-based staff understands the unique challenges of the region, having supported the County and other Texas communities through recent disasters. Our commitment to Fort Bend County means our teams are not only prepared to respond but are invested in building resilience for the long term. With Tetra Tech, Fort Bend County has a proven, trusted partner with both the resources and the local expertise to effectively manage every phase of disaster preparedness and recovery.

Strong and Lasting Relationships with Critical Partners to Augment our Staff and Industry Expertise.

Strong partnerships are a hallmark of Tetra Tech's approach, and we are proud to complement our team with industry leaders like **All Hands Consulting** for emergency response and **Baker Donelson** for legal support. These partnerships allow us to

enhance the breadth of services we offer, delivering a robust combination of Tetra Tech's technical expertise and our partners' specialized skills – all aimed at helping Fort Bend County recover faster and stronger.

Ability to Rapidly Deploy Staffing and Logistical Support Required by the County.

Tetra Tech has developed a time-tested approach to quickly respond to our clients' disaster response and recovery needs. We operate every day within the classic Incident Command Structure and have a team of experienced staff ready to deploy within hours of a client's request. Many of the disasters Tetra Tech responds to are "no notice" events– we are always prepared to mobilize staff quickly and efficiently no matter the complexity or size of the disaster. **We have deployed as many as 3,800 staff to respond to multiple disasters**, standing up field offices, establishing communications networks, and developing reporting functions in order to support our clients' needs.

Tetra Tech's innovative use of technology, data, and analytics has led to streamlining processes across the disaster and cost recovery pipeline, which has resulted in reduced delivery times and costs to our clients. We commit to helping Fort Bend County develop strategic programs and ensure that federal funds are spent on eligible projects while being properly documented. Tetra Tech would be honored to serve as the County's disaster recovery consulting services provider. We are fully prepared to provide the high-quality service that the County and its agencies expect and have satisfied or exceeded the minimum qualifications of this RFP. For questions regarding this response, please feel free to contact the representatives listed below.

Technical Representative:
Mr. Nick Russo, Regional Project Manager
(713) 492-1174 | nick.russo3@tetratech.com

Contractual Representative:
Ms. Betty Kamara, Contracts Administrator
(407) 803-2551 | TDR.Contracts@tetratech.com

Sincerely,

Jonathan Burgiel
Business Unit President
Tetra Tech, Inc.

Continuity Of Operations Planning	86
Data Management	87
Documentation	87
Debris Clean-Up and Removal Monitoring	25
FEMA Programs and Policies (PA) And (HMGP)	11

We live in Texas, we work in Texas, and we raise our families in Texas.

Since 2008, our firm has **assisted more than 100 communities in Texas** with response and recovery efforts after disaster events such as Hurricanes Rita, Dolly, Ike, Harvey, Hanna, Nicholas, and Laura, the 2023 Winter Storms in the Austin area, the severe storms in Harris County in May 2024, and most recently, Hurricane Beryl that affected multiple communities throughout the state. In addition, our team has assisted communities after a variety of other disasters, including tropical storms, droughts, floods, and the COVID-19 pandemic. Our diverse experience in the state gives us an in-depth understanding of the challenges faced by Texas communities. Additionally, Tetra Tech has 13 offices in Texas, allowing us to quickly respond to the County's needs. As proven by our extensive past performance in Texas and throughout the country, the County can rely on Tetra Tech to execute this effort successfully.

Tab 3. Firm Management Plan

Project Understanding

Fort Bend County located in the southeastern part of Texas, is part of the Greater Houston metropolitan area. Known for its rapid growth, the County has a population of over 850,000 residents and is one of the most diverse counties in the United States. It encompasses a mix of suburban areas, rural communities, and developing urban centers. The County's geography includes the scenic Brazos River, which winds through the area, along with several large parks and green spaces like Brazos Bend State Park, where visitors can hike, fish, and spot alligators in the natural wetlands. Fort Bend's cities, such as Sugar Land and Missouri City, provide residents and visitors with shopping, dining, and cultural experiences, making it a dynamic and attractive area in Texas.

The County has faced a series of natural disasters that have shaped its resilience and emergency preparedness over the years. Located near the Gulf of Mexico, the County is vulnerable to hurricanes, which have brought severe flooding and wind damage. Notably, Hurricane Harvey in 2017 caused extensive flooding along the Brazos River, displacing thousands of residents, damaging infrastructure, and leading to major recovery efforts. Prior to Harvey, the County had faced other destructive storms like Hurricane Ike in 2008. Flooding is a recurring threat, as the County's low-lying areas and proximity to rivers make it susceptible to heavy rains and overflowing waterways. In response, Fort Bend County has invested in flood control measures, improved emergency response systems, and partnered with state agencies to mitigate future impacts.

The County is currently seeking professional support from qualified firms to enhance its disaster and emergency management capabilities across a comprehensive range of services. This includes emergency operations, planning, risk and vulnerability assessments, hazard mitigation, incident response, and continuity of operations, along with training, logistics, and regional response initiatives. The selected contractor will also facilitate FEMA recovery programs, specifically focusing on Public Assistance (PA) and the Hazard Mitigation Grant Program (HMGP), ensuring that Fort Bend County is prepared for both natural and man-made disasters. Services under this contract will be utilized within the County's entire jurisdiction, covering both incorporated and unincorporated areas. This project seeks to establish robust disaster readiness and responsive systems that meet both the immediate and long-term resilience needs of Fort Bend County. **Tetra Tech is prepared to provide comprehensive services across the disaster recovery continuum, including preparedness, response, recovery, and mitigation services.**

Tetra Tech is a **proven partner** for Fort Bend County and has been since 2008. Our ongoing partnership with the County and the State of Texas uniquely align our team to provide seamless disaster recovery services for the County as needed. **Please see Tab 2. Firm Experience for additional information regarding Tetra Tech's local experience.**

Tetra Tech will respond within **six (6) hours** after notification of need and will begin services within **twenty-four (24) hours** of issuance of Notice to Proceed.

Managing All Hazards Events

Tetra Tech is a full-service emergency management firm that works in all phases of emergency management. As an experienced leader in the emergency management industry, Tetra Tech knows what it takes to respond effectively and to initiate recovery activities almost simultaneously, while maintaining transparency for the public and elected officials. We are better planners because of our active involvement in response and recovery efforts, and we are better first responders because our involvement in pre-planning and preparedness exercises.

.

Debris Cleanup and Removal Monitoring

For over 16 years, Tetra Tech has proudly supported Fort Bend County in monitoring debris cleanup and removal efforts, ensuring efficient and compliant recovery operations following disasters. Our team brings extensive experience and a dedicated, collaborative approach to help the county quickly restore safety and normalcy to affected communities.

Hurricane Beryl

Most recently, Tetra Tech once again played a pivotal role in Fort Bend County's disaster recovery efforts, completing debris monitoring services following Hurricane Beryl. This work underscores the strength of our partnership and their ongoing commitment to the safety and resilience of the community. Tetra Tech has completed LHS work and monitored nearly 600,000CYs of debris for this project utilizing 5 DMS, 3 landfill locations, 45 trucks, and more than 100 monitors.

Local Expertise

Fort Bend County is well supported by seasoned experts like Nick Russo and Scott Simpson. Regional Project Manager Nick has more than 20 years in debris management, brings a wealth of knowledge from managing high-stakes recovery operations across Texas and beyond, and is intimately involved with Fort Bend's disaster recovery and response operations. His deep expertise in compliance and field operations ensures a seamless, organized response tailored to Fort Bend's needs. Also bringing more than two decades of hands-on experience, Project Manager Scott Simpson excels in operations management and quality control, overseeing daily tasks and ensuring meticulous documentation. Together, **Nick and Scott's leadership and commitment make Fort Bend County's recovery operations efficient, resilient, and ready for any challenge.**

Nick Russo

Mr. Nick Russo has extensive experience in disaster debris management, having overseen debris removal operations for multiple federally **declared disasters, including Hurricane Ike, Hurricane Harvey, and Hurricane Ian.** He has managed the coordination of debris removal teams, established field operations, and ensured compliance with FEMA guidelines. His leadership in recruiting and training local debris monitors, combined with his expertise in damage assessment and regulatory coordination, has contributed to the successful recovery efforts following these significant events.

Nick is local to the Fort Bend County area and has recently served the County as a Regional Manager for Hurricane Beryl response operations.

Scott Simpson

Mr. James "Scott" Simpson is a **Fort Bend County resident** and an experienced professional providing program management services for response and recovery. He has supported multiple projects in **Texas, where he was responsible for supervision and scheduling of staff and daily safety briefings.** In addition, Scott has previous knowledge of working in construction / plant maintenance, and has experience in interpreting and reading blueprints, diagrams, and drawings.

Scott has worked directly with Fort Bend County to provide support following both Hurricane Harvey and Hurricane Beryl.

Tetra Tech's Time-Tested Approach to Debris Management

For clarity, we have elected to divide the key services to be performed by Tetra Tech into four critical phases: **Preparedness, Response, Recovery, and Reimbursement/Closeout.**

This deliberate approach benefits our clients in several key ways. First, by breaking down complex technical concepts into manageable phases, we ensure clarity and minimize how overwhelming the debris management lifecycle can be; it's not just about being prepared or ensuring a thorough and FEMA-compliant response. There are key tasks in each phase that we need to achieve, and this approach outlines a clear path through them.

Second, this phased approach promotes transparency and accountability, as clients can track progress and provide feedback at each stage, fostering a collaborative partnership. At Tetra Tech, we understand that transparency is key in creating long-term partnerships for the better of our communities. We will always be up front with Fort Bend County. Finally, by presenting the information in this manner, we empower our clients to understand the full lifecycle and how Tetra Tech can serve as a valued partner throughout the year.

	Preparedness 1	Response 2	Recovery 3	Reimbursement/ Closeout 4
Key Tasks	• Debris Management Plan Development • Contractor Procurement • Debris Site Pre-Approval • ROE Gathering (PPDR) • Staff Training and Exercises	• Damage Assessment (Debris Estimation) • Public Information and Call Center • Emergency Roadway Push • Debris Site Permitting • Truck Certification	• Right of Way Monitoring • Hazardous Tree/Stump Monitoring • DMS Operations • Specialty Program (PPDR, Waterways, Drainage, etc.) • Data Management/ Invoice Reconciliation • Grant Management/PW Development	• Final Closeout • PW Completion • Responding to FEMA Request for Information (RFIs) • Audit Support
On-going Tasks				
Reporting | Technology | Health and Safety				

Based on Tetra Tech's understanding of the County and its needs, we have developed a draft mobilization schedule with key project management tasks in chronological order. The timeline is based on a typical activation; however, Tetra Tech is prepared to work with the County to adjust the timing of the specific elements below to meet the County's needs.

Prior to an event with warning (such as a hurricane), our team will begin monitoring the landfall of any tropical system at Hour-96 and will coordinate via conference call with the County.

Following an event without warning (such as tornadoes or flooding), Tetra Tech will begin response at Hour-0.

1 Preparedness

2 Response

Exhibit 3. Operational Response Timeline for Debris-Generating Events

Time	Task	Deliverables/Milestones
		Pre-Event Planning
Pre-event (normal conditions)	Meet with the County to review plans and documents	• Conduct annual pre-event meeting with the County and debris contractor • Review the County's disaster recovery contracts for FEMA compliance • Update critical documents and files, including any GIS files
H-96	Review capabilities and resources	• Contact the County and initiate daily conference call • Determine resource requirements from debris model • Review the County's emergency policies and contracts • Establish contact with the County's debris hauler and ensure Tetra Tech has the most up to date copy of the debris hauler contract
		Incident Planning
H-72	Execute responsibilities and activate contracts	• Review possible critical areas of concern, hospitals, major transit systems, historic districts, environmental issues, and critical infrastructure • Review protocols for private property, gated communities, and public drop-off sites • Review debris management site (DMS) locations and follow up with the State on permitting procedures • Estimate equipment requirements and DMS capacity to haul and stage debris • Prepare ADMS technology for mobilization
H-48	Monitor storm track and continue preparations	• Conduct regular meetings with County staff as requested • Confirm staging location and begin mobilization of resources • Mobilize project assets and begin base camp coordination and logistics (food, water, housing, etc.) with the County and Tetra Tech headquarters (if necessary) • Review list of priority roads and the operational plan • Obtain GIS files for municipalities that the County will assist with debris removal • Continue to update and gather updates from the County's debris hauler
H-24	Prepare final reports	• Save all critical documents and files to the network drive, USB drive, and laptop hard drive • Certify emergency road clearance equipment (in coordination with the County's debris hauler) • Determine emergency road clearance priorities
H-0	ARRIVAL OF NOTICE EVENT/INITIATE RESPONSE TO NO-NOTICE EVENT	
		Execution

H +24	Emergency push	• Receive notice to proceed with not to exceed and begin emergency push • Maintain time and materials (T&M) logs for push equipment • Coordinate with the County to conduct preliminary damage assessments and road closures (if requested) • Supervisors report to pre-designated locations and prep staff on project • Begin establishing ADMS infrastructure • Begin recruiting and training monitors, project coordinators, and data staff • Initiate opening of DMS locations • Follow up with State-level environmental regulations on debris permits (if required) • Work with the County to establish public information protocols to respond to concerns and comments
H +48	Emergency push/damage assessment	• Continue emergency push • Continue preliminary damage assessment • Develop debris cost estimate required for presidential disaster declaration • Develop operational plan for disaster-specific issues • Refine health and safety plan for disaster-specific issues
H +72	Disaster debris vehicle certification/ site preparation	• Begin hauling truck certification • Install ADMS tower monitor infrastructure • Train monitors on policies, ADMS, and safety • Open public drop-off sites as requested
	Recovery/Disaster Debris Collection Monitoring	
H +96	Begin debris collection monitoring	• Assign monitors to trucks • Assign supervisors to monitors • Hold morning and afternoon meeting with County staff and debris hauler • Implement Quality Assurance/Quality Control (QA/QC) procedures
Week 1+	Right-of-way (ROW) debris collection monitoring	• Continue ROW collection • Address household hazardous waste (HHW) issues (if critical) • Issue daily reports/GIS maps • Hold daily meetings with the County, hauler, and/or State/FEMA as required • Staff citizens debris management hotline (if requested) • Define supplemental programs required (private roads, HHW) and prepare eligibility request
Week 1+	Data management and invoice reconciliation	• Provide ADMS reports and real-time monitoring access • Establish client GeoPortal to provide insight into project progress • Review truck metrics provided by *RecoveryTrac*™ • Initiate weekly reconciliation • Initial payment recommendations with retainage

Week 2+	Special projects (if required)	• Waterway debris removal; private property debris removal (PPDR) • Public drop-off sites • HHW • Mud/silt/sand removal (from storm drains, ditches, etc.) • Identify areas of operational concern and make disaster-specific recommendations to FEMA to improve efficiency
	Reimbursement and Project Closeout	
Week 1+	Reimbursement support/grant administration (FEMA, NRCS)	• Prepare damage/cost estimates • Compile supporting documentation (debris permits, debris contracts, etc.) • Liaise with local FEMA region officers, state-level emergency management representatives, U.S. Army Corps of Engineers (USACE), etc.
Week 3+	Financial recovery assistance staff engaged (if requested)	• Facilitate kickoff meetings with primary stakeholders • Draft a PA work plan • Conclude/review preliminary damage assessments • Gather documentation for project worksheet (PW) development • Identify opportunities for mitigation • Conduct site visits
Project completion	Document turnover/ closeout	• Final reconciliation • Retainage release • Release hard copy files • Provide electronic database • Assist with PW development • Assist the County with long-term reimbursement • Audit assistance • Appeal support if necessary

Ongoing Tasks

Throughout the duration of our project, various task areas such as technology, health and safety, and reporting are integrated seamlessly into Tetra Tech's workflow. Our daily efforts are supported by *RecoveryTrac*™ automated debris management system (ADMS) software and other technology that evolves continuously, requiring constant updates and adaptations to meet project needs. Similarly, health and safety protocols are consistently monitored and adjusted to ensure the well-being of all involved. Ongoing reporting entails regular documentation to track progress and address any emerging challenges, ensuring transparency and accountability at every stage of the project. These processes occur concurrently, reflecting the dynamic nature of our project environment.

Technology

In the realm of a response following a disaster, our effectiveness is intricately linked to the technological resources at our disposal. The quality and capabilities of our response are directly proportional to the advanced tools and systems we employ, enabling us to mitigate the aftermath of any disaster scenario swiftly and efficiently. For Tetra Tech, that technology is *RecoveryTrac*™ – the industry-leading software that powers our response activities.

RecoveryTrac™ Automated Debris Management System

Our team has spent years on research and development to streamline the debris collection documentation process, with a focus on minimizing the cost to our clients while improving the visibility of debris project operations. *RecoveryTrac*™ ADMS is the result of these efforts. *RecoveryTrac*™ ADMS is a scalable and fully featured disaster management application designed to address the operational challenges faced during a disaster recovery project.

Our proprietary *RecoveryTrac*™ ADMS technology was validated by the U.S. Army Corps of Engineers (USACE) in 2015 and again in 2023. The system provides real-time collection of data and offers multiple solutions to data management, reporting, invoice reconciliation, and project controls that cannot be achieved with a paper-based program.

Tetra Tech has implemented *RecoveryTrac*™ ADMS technology on our last 200 FEMA PA-eligible projects. On these projects, our clients and FEMA found this state-of-the-art technology to increase efficiency and improve the management of debris removal efforts.

Tetra Tech's *RecoveryTrac*™ ADMS system is regarded as the #1 debris tracking system in the industry for the following reasons:

- **Most Broadly Tested ADMS in the Industry** – *RecoveryTrac*™ ADMS is a proven system that has been used to execute the largest USACE activations involving ADMS technology, including the State of California NORCAL Fire response and the State of Georgia Hurricane Michael statewide activations. During simultaneous response to Hurricanes Harvey and Irma in 2017, Tetra Tech deployed approximately 6,000 ADMS devices to collect and manage data for over 100 projects. **No other system has tracked and documented as much debris as *RecoveryTrac*™.**
- **Stable and Secure ADMS System** – *RecoveryTrac*™ ADMS is the industry leader in secure data systems. The *RecoveryTrac*™ system is securely hosted in the Microsoft Azure Government high-availability, cloud-based data center with restricted access and transaction-level auditing. The database is continually backed up and immediately replicated to an off-site location. The database is geospatially based and is maintained and synchronized with the reporting database in near real-time to maximize system performance, availability, and security.
- **Unmatched Flexibility to Meet the Needs of Any Client** – The system is designed to be fully customizable and allows for multiple data collection methods to streamline the debris collection documentation process with a focus on minimizing the cost to our clients and improving the visibility and transparency of debris project operations.

- **Unrestricted by Hardware –** Because *RecoveryTrac*™ ADMS utilizes readily available hardware, there are no restrictions to the amount of ADMS units our team can provide. Our team stocks thousands of units and can expand to fit any client's needs, including multiple simultaneous activations.

Benefits of *RecoveryTrac*™ ADMS

Ability to Respond. Combined with the on-hand inventory of thousands of handheld devices and the ability to rapidly procure additional equipment through preferred vendor relationships, the County can rely on our mobilization strategy for zero-day activations in disasters covering large areas with little or no-notice. **The on-hand inventory can be on-site and ready to use within 24 hours of a notice to proceed,** and additional needs can be met quickly (in most cases, 72 hours or less).

Simple and Intuitive. A key foundation of our mobilization strategy is the ability to quickly hire and train local residents and begin debris removal operations. The mobile application is simple to understand and intuitive, allowing most users to begin using the device once the standard monitor training is completed.

Cost Effective. *RecoveryTrac*™ ADMS combines the advantage of automation and the desire of our customers to control costs by utilizing widely available commercial equipment and increasing the simplicity of operations.

Reliable and Stable. Based on the Android operating system, *RecoveryTrac*™ ADMS is secure and reliable. This minimizes the interruptions in field operations due to technical difficulties and reduces the number of support personnel required to maintain the system.

Technical Support. *RecoveryTrac*™ ADMS is designed to be self-repairing when possible; most support needs are resolved by field supervisors who are able to reach field monitors within 15–30 minutes in most cases. In addition, we have dedicated technicians at disposal sites and provide a field service center to maintain and repair equipment.

Truck Tracking. Our system is capable of providing with real-time location data for debris hauler assets. This translates into the ability to manage assets to those hardest hit locations or distribute assets more evenly based on issues such as first-pass completion, traffic patterns, and hot spots.

Real-Time, Customized Reporting. The key to successful management of a debris project is the timely availability of relevant information needed to make sound decisions and respond to anomalies before they become issues. Our powerful reporting engine allows the user to monitor contractor performance, track damages, track street-by-street debris removal progress, and identify and resolve potential problems as they happen. The geospatial reporting systems within *RecoveryTrac*™ provide real-time information that raises the bar for post-disaster project management.

RecoveryTrac™ ADMS Key Facts

- Owned and operated by Tetra Tech
- Thousands of mobile units on-hand and ready for state-wide multi-district mobilizations
- Meets USACE specifications for electronic debris monitoring handhelds
- Real-time situation awareness of field resources and efficient direction to support County priorities
- Real-time GIS web services for EOC information and visualization systems
- Capable of collecting data regardless of cellular service
- Automated photograph and GPS capture
- Provides reports and pass map tracking in real-time
- Minimizes chance of fraud through real-time monitoring
- Minimizes data entry and human error
- Expedites invoice reconciliation
- Intuitive and user-friendly

RecoveryTrac™ Flex: Kiosk Mode Feature

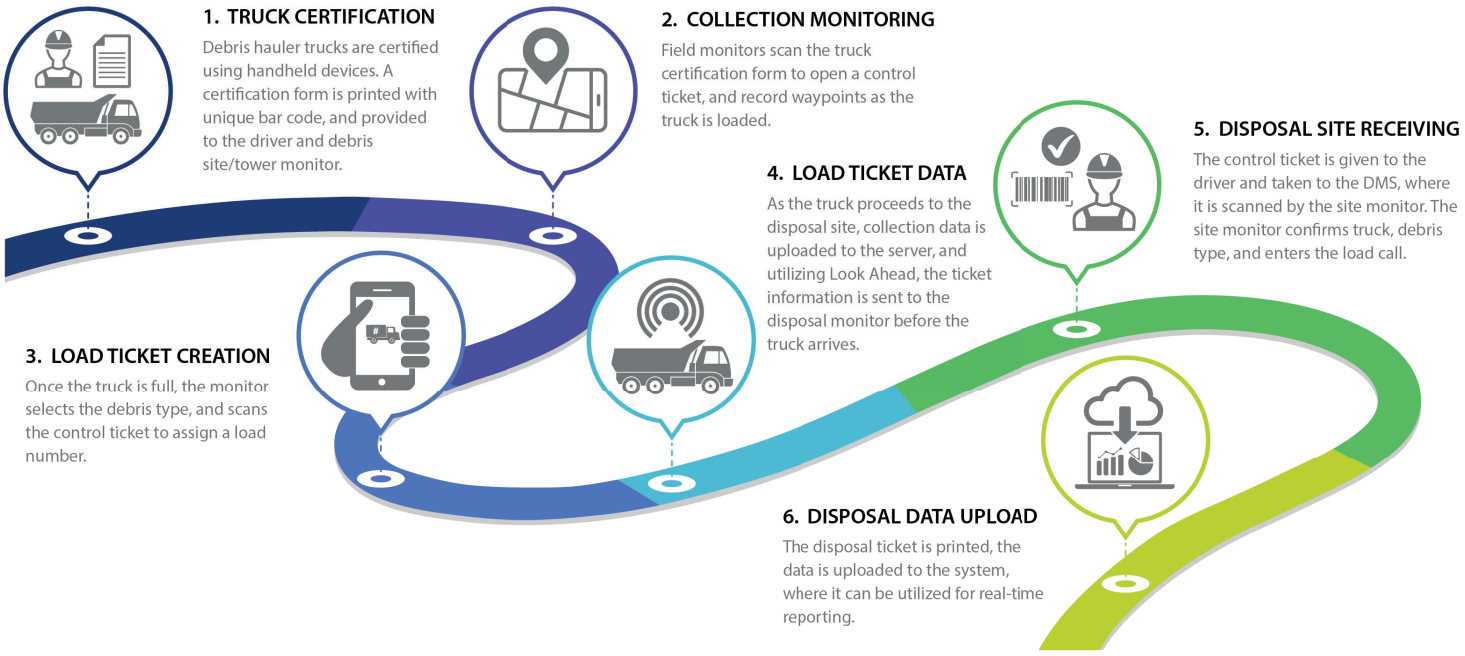
The latest addition to *RecoveryTrac*™ suite is a kiosk mode called Flex. This function allows the completion of forms that repeat operation of the same form in a loop, increasing the monitor's efficiency. The demo at the QR code to the right walks you through the new *RecoveryTrac*™ mobile data collection tool called Flex. The demo highlights the Form Builder, Mobile Data Collection App, Completed Form Processing, and final Email Delivery. Another intuitive side of *RecoveryTrac*™ suite, users can easily push the required forms out to end users in the field. Once the field worker completes the form, the form is automatically uploaded when Internet connection is available.

Several *RecoveryTrac*™ applications have received SOC 2 certification. The purpose of Service Organization Control Type 1 (SOC 2) is to ensure that third-party service providers store and process client data in a secure manner. The framework SOC 2 utilizes is based on five trust service principles: security, privacy, availability, confidentiality, and processing integrity.

www.aicpa.org/soc4so

The *RecoveryTrac*™ Process

The steps of the *RecoveryTrac*™ ADMS process are as follows:



1. TRUCK CERTIFICATION

Debris hauler trucks are certified using handheld devices. A certification form is printed with unique bar code, and provided to the driver and debris site/tower monitor.

2. COLLECTION MONITORING

Field monitors scan the truck certification form to open a control ticket, and record waypoints as the truck is loaded.

3. LOAD TICKET CREATION

Once the truck is full, the monitor selects the debris type, and scans the control ticket to assign a load number.

4. LOAD TICKET DATA

As the truck proceeds to the disposal site, collection data is uploaded to the server, and utilizing Look Ahead, the ticket information is sent to the disposal monitor before the truck arrives.

5. DISPOSAL SITE RECEIVING

The control ticket is given to the driver and taken to the DMS, where it is scanned by the site monitor. The site monitor confirms truck, debris type, and enters the load call.

6. DISPOSAL DATA UPLOAD

The disposal ticket is printed, the data is uploaded to the system, where it can be utilized for real-time reporting.

Even when there is no cellular connection, the handheld devices continue to operate in connected mode; however, the data is stored on the device until a data connection is restored. The device periodically searches for this connection, and when services are device automatically uploads the stored ticket data.

RecoveryTrac™ ADMS Features

Tetra Tech brings significant experience and understanding in the design and build of disaster debris removal data management systems that offer data collection, storage, sharing, analysis, and reporting.

Because of our previous experience, we have several ready-to-use components already built and ready to deploy. These components can be quickly repurposed saving time and cost while ensuring field work starts quickly. Some examples of these existing capabilities and tools include:

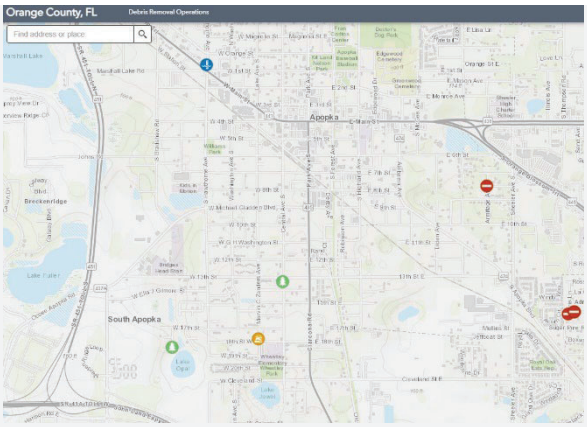
Our operational and data experience with disaster debris monitoring, combined with the best GIS and data professionals in the industry, results in **top-shelf solutions to the most complicated data and tracking needs.**

Industry-standard ArcGIS Feature Services allows us to transmit *RecoveryTrac*™ ADMS data as GIS layers by way of internet and serves as a foundational building block for client applications.

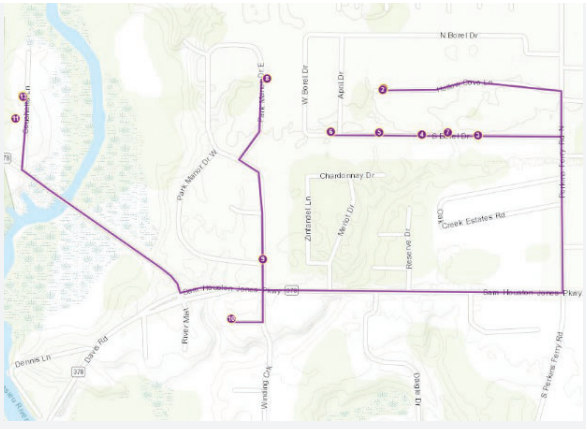
Services:

- RT/RecoveryTrac_DebrisAuditData_RT2020 (FeatureServer)
- RT/RecoveryTrac_DebrisAuditData_RT2020 (MapServer)
- RT/RecoveryTrac_DebrisRemovalData_RT2020 (FeatureServer)
- RT/RecoveryTrac_DebrisRemovalData_RT2020 (MapServer)
- RT/RecoveryTrac_MonitorLocations_v1 (MapServer)
- RT/RT2018_ProjectBoundaryData_v1 (FeatureServer)
- RT/RT2018_ProjectBoundaryData_v1 (MapServer)
- RT/RT2018_ProjectZoneData_v1 (FeatureServer)
- RT/RT2018_ProjectZoneData_v1 (MapServer)
- RT/RT2018_SiteObservationsIncidentData_v1 (FeatureServer)
- RT/RT2018_SiteObservationsIncidentData_v1 (MapServer)
- RT/RT2020_ProjectZoneData_v1 (FeatureServer)
- RT/RT2020_ProjectZoneData_v1 (MapServer)

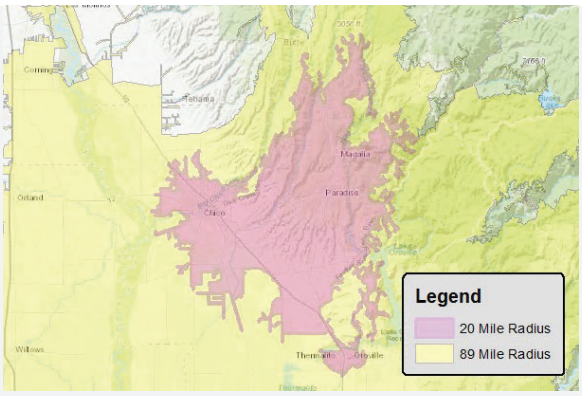
Initial Work Surveys document results of initial surveys to quickly collect, display, and summarize data into actionable operations planning. This data, including photographs, can be used to organize and deploy resources to improve speed and efficiency of the operation.



Work lists and **optimized routes** can be generated by the *RecoveryTrac*™ system. As the routes are completed, the locations are marked complete.

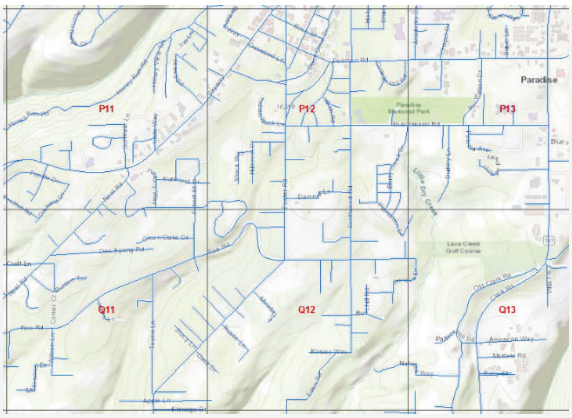


The **Driving Distance Analysis** tool is used to calculate estimated distance and drive time based on the existing road network. This planning tool is used as a parameter to design the shortest route, work list planning, and other operational factors.

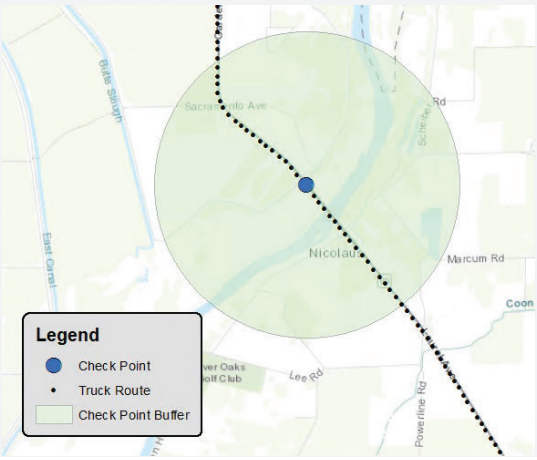


The **Standardized ROW Grid Index** layout is available in several formats, including GIS Mapping applications, mobile data collection apps, and hard copy maps.

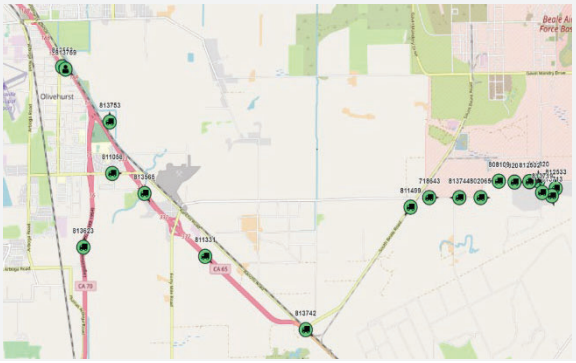
Map segment areas are configurable for size and allow attribute modification for tasks, including contractor, quality, and safety review tasks.



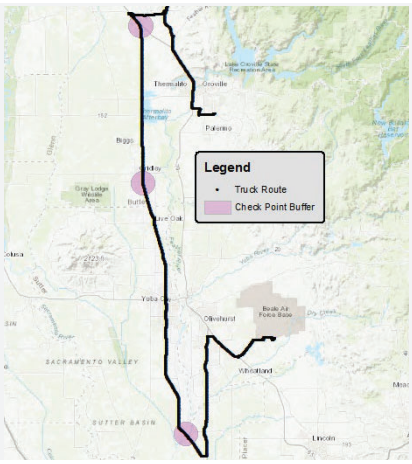
An **automation tool** built to validate routes taken to TDSRS/DMS. When a vehicle enters a checkpoint buffer area, the position record is annotated as passing the checkpoint. Route maps can be created, along with custom reporting as specified by operational requirements.



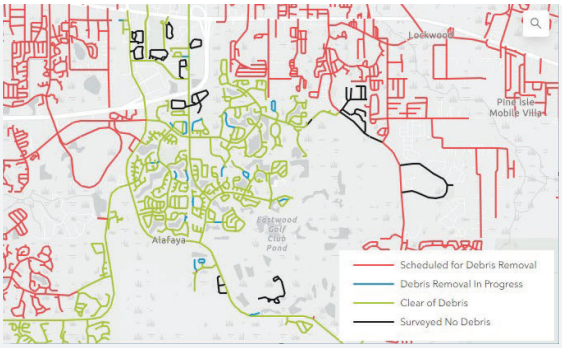
Fleet tracking is a powerful platform to manage mission resources, monitor and report on compliance. A key benefit of the *RecoveryTrac*™ solution is the ability to start tracking simply and quickly without the need for expensive equipment installations, service contracts and other expenses of commercial tracking systems.



Fleet tracking data provides **complete route information**. The data can be made available to show live tracking or view route history. Transportation analysis services are available, or data exports can be provided for Fort Bend County's requests.



An automated method of assigning **road pass status** to roadways. When a pick-up location is logged into the system, spatial analysis is performed to determine which roadways have been visited and which ones have yet to be cleared of debris.



Road Surveys are performed to determine if there is any remaining debris along the roadways. The extent and exact location of the frame is extracted and shown on the map as the video plays from the starting point until end point.

Health and Safety

As part of our on-site operations, Tetra Tech puts the health and safety of our staff first. Tetra Tech's employees are the foundation of our business and protecting them at all work sites is our highest priority. The company subscribes to the philosophy that all occupational incidents can be prevented and that no incident is treated as an acceptable event when we execute our work. To achieve this, the company's health and safety processes are a vital and integral part of our work.

Health and safety addressed in our operations and management systems is supported by strong leadership. Tetra Tech's leaders understand their responsibility and accountability to plan for safety and to ensure that safety measures are implemented. Preventing incidents also relies on a management system that regularly evaluates performance and identifies necessary adjustments to target continual improvement. The principal objectives of our program are codified in our written health and safety policy, which is endorsed and regularly monitored by the highest levels of our management team.

Industry Metrics for 2023 Health and Safety Performance		
0.54	**0.24**	**0.08**
US Experience Modification Rate (EMR) - average industry workers' compensation claims	2023 Enterprise-Wide Total Recordable Injury Rate (TRIR)	2023 Enterprise-Wide Lost Workday Incident Rate (LWDIR)

Tetra Tech is committed to workplace safety. As such, a project-specific health and safety plan will be developed for the scope of work. Field staff assigned to the project will be trained on the health and safety plan. Additionally, Tetra Tech project managers are well-trained and have completed courses such as OSHA HAZWOPER 40-Hour course and several FEMA independent study certifications.

Commitment to Safety

As a company that is committed to providing and maintaining a healthy and safe work environment for our employees, Tetra Tech's Health & Safety program is designed to address the hazards associated with our business and prevent injury and illness in the workplace. Tetra Tech intends to meet its responsibilities for health and safety by committing to the following:

- Complying with applicable standards, laws, and regulations
- Designating personnel accountable for implementing health and safety programs
- Communicating health and safety programs and practices throughout the organization
- Mitigating potential risks through hazard identification and assessment, employee training, and safe work practices
- Allocating sufficient resources to the program
- Implementing enforcement and accountability measures
- Establishing health and safety performance standards
- Management is responsible for ensuring that Tetra Tech workplaces are safe and that risks, hazards, and safety violations brought to their attention are investigated and promptly corrected.

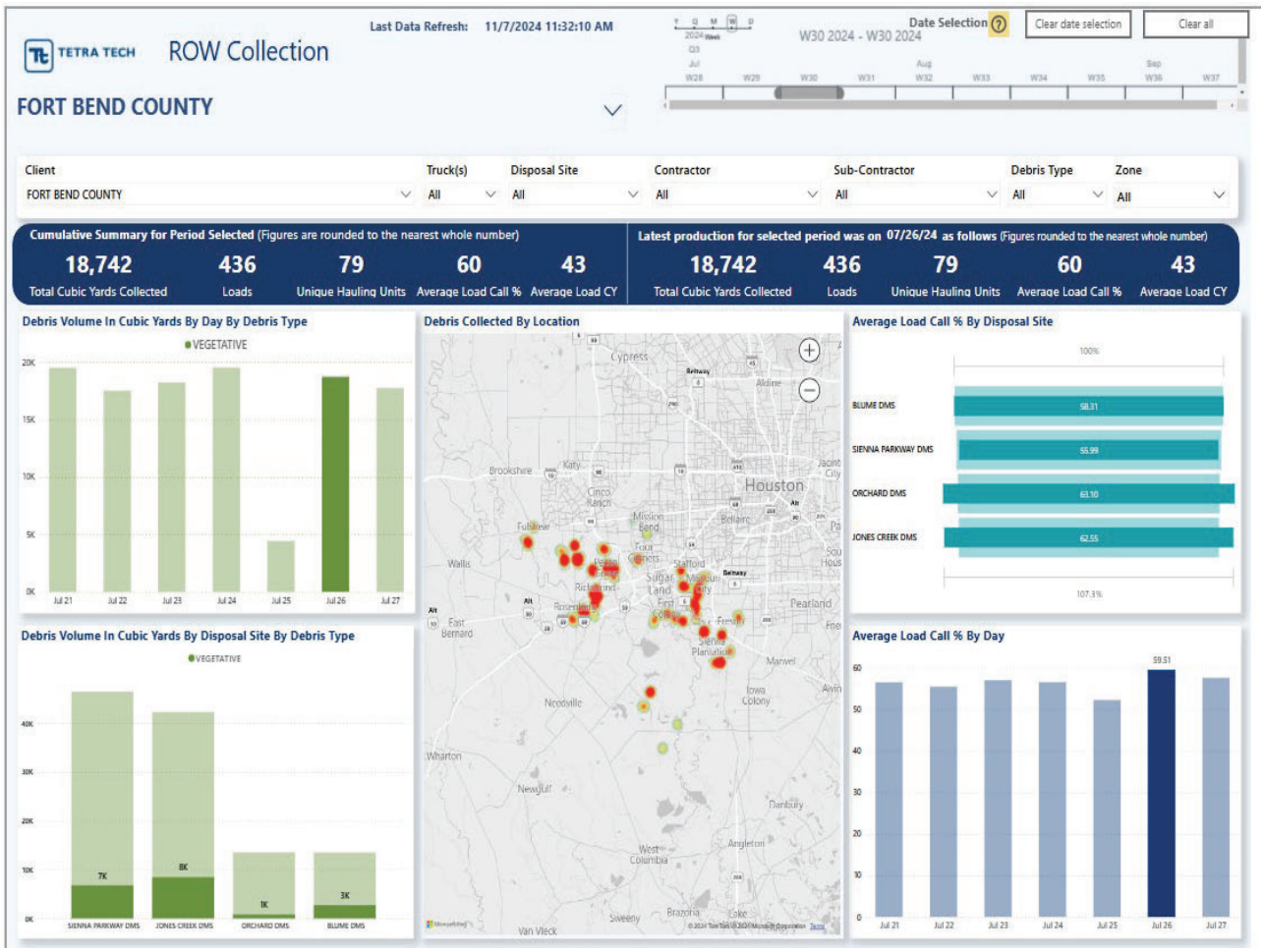
Tetra Tech employees are responsible for complying with Tetra Tech's health and safety policy, programs and standards, and conducting their work safely and without detriment to themselves, other employees, or property. Compliance with health and safety program requirements are mandatory.

Reporting

Daily Report

Tetra Tech has a suite of reports that are automated from *RecoveryTrac*™ ADMS and available in real-time via PC, tablet, or smart phone. Although the reports are available at any time to the County, Tetra Tech will submit a daily status report that includes daily cubic yards/tons collected by material and program, cumulative cubic yard/tons collected, number of debris monitors in the field, cumulative cubic yards/tons hauled to final disposal, and daily/cumulative hazard removals. Below is a sample of this report created for a recent project. Additionally, Tetra Tech takes pride in the customization of reports to meet our client's specific needs and provided reports tailored to any metrics not captured in the generic reports.

Figure 1. Daily Report Sample



Preparedness

Debris Management Plan Development and Review

The goal of a disaster debris management plan (DDMP) is to better prepare state and local governments to respond to and recover from a debris-generating event. DDMPs help communities restore public services and streamline public health and safety efforts in the aftermath of a disaster by outlining the coordination and debris removal management operations and integrating with the overall emergency management plan. DDMPs also provide the organizational structure, guidance, and standardized procedures for the clearance, removal, and disposal of debris caused by a major debris-generating event and outline pre-event preparations during times of normalcy, operations immediately prior to a known disaster threat, operations following the disaster event, and demobilization and closeout following completion of debris removal efforts.

As a leading provider of emergency management services, Tetra Tech knows what it takes to respond effectively and initiate recovery activities almost simultaneously while maintaining transparency for the public and elected officials. Our active involvement in response and recovery efforts enables us to develop realistic plans that can be effectively implemented during a response. Tetra Tech offers the County support with the various phases of debris management planning, development, and review, including:

- Vulnerability assessment
- Identification of management team organizational structure
- Working with leadership and stakeholders to establish and define roles and responsibilities
- Development of pre-event, immediate threat, response, and recovery checklists
- Development of public information programs for the various stages of response and recovery
- Debris estimation
- Analysis and identification of debris management sites (DMS)
- Development and evaluation of debris removal and disposal contracts

Debris Management Site Identification/Pre-Approval

Tetra Tech has industry-leading experience assisting local and state governments with locating and permitting DMS before a disaster event as well as post-disaster. Based on State environmental agency guidelines, DMS typically require baseline soil testing before use. We work with municipalities to pre-approve potential debris sites with environmental agencies.

Right of Entry Gathering for Private/Gated Road Debris Removal

Our team has administered many of the largest private property debris removal (PPDR) programs in U.S. history. We work with each County to follow their process, should they already have one in place, when managing debris generated from private property and gated communities. Tetra Tech assists communities with ensuring they have the legal authority via local and state ordinances to enter onto private property. We also assist with preparing submittal packages for FEMA to approve the program, promoting the right-of-entry (ROE) program with homeowners' associations and residents, and ensuring the program is properly documented.

Staff Training and Exercises

Tetra Tech will schedule annual training with Fort Bend County staff. The purpose of the training will be to ensure that Tetra Tech and the Fort Bend County are operating on a common operational platform and that the Fort Bend County is well prepared for the upcoming season. We will explain the documentation requirements of the FEMA Public Assistance Program and review the County's permitted debris management sites for appropriate use and capacity. We will explain the documentation requirements of the FEMA Public Assistance Program and review the Fort Bend County's permitted debris management sites for appropriate use and capacity. In planning for each year's training, Tetra Tech and County staff will work out an agenda to include any pertinent topics that the County feels should be addressed.

Response

Response 2

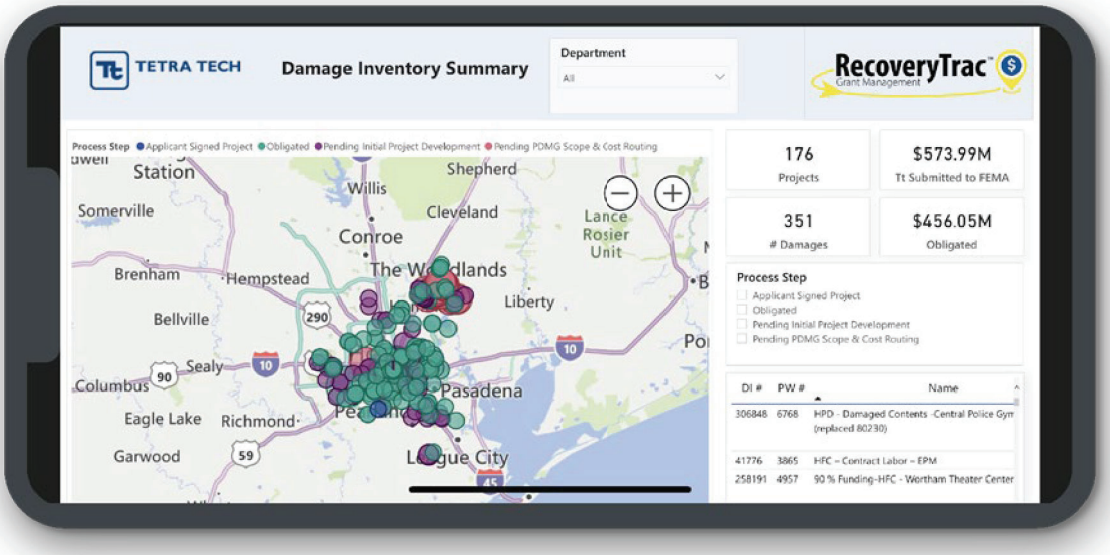
In the aftermath of a natural disaster or other event, swift action is imperative, with the first few days playing a pivotal role in the response. Upon receiving the Notice to Proceed, Tetra Tech's staff will swiftly deploy to the affected County. Upon receiving the Notice to Proceed, Tetra Tech's staff will swiftly deploy to the affected Fort Bend County. Their primary objective will be to set up the debris monitoring operations for success by rapidly mobilizing and training a local team, conducting damage assessments, securing the necessary permits, and more to aid in the recovery process.

Damage Assessment (Debris Estimation)

It is critical to understand estimated quantities of debris to adequately plan for project operations and mobilization. Tetra Tech has found that rather than relying on a single approach, a combination of debris-estimating methodologies generally produces a more accurate estimate. Tetra Tech's *RecoveryTrac*™ ADMS technology would be used to conduct damage assessments and collect supporting data, including photo documentation of damages.

The collected information would be reported real-time through web-based maps that depict damage assessment progress. Tetra Tech has recently supported damage assessment efforts for local governments following Hurricane Harvey in Texas and Hurricane Maria in Puerto Rico. A sample image of Tetra Tech's web-based damage assessment report is provided below.

Figure 2. Damage Assessment Report



Tetra Tech uses the following debris-estimating methodologies:

- **Data-driven debris-estimating model.** Tetra Tech has developed a data-driven debris-estimating model that takes into consideration factors such as hurricane strength category, estimated storm surge, coastal households, amount of vegetative cover, dockage, and other unique factors to develop debris estimates for a community.
- **Field survey.** "Boots on the ground" Tetra Tech staff will also work to estimate the expected volume of debris. Tetra Tech's experienced field staff complete windshield surveys, and the information collected is aggregated by an experienced project manager to generate field survey-based debris estimates.

- **Aerial surveys.** Finally, Tetra Tech can develop debris estimates using Unmanned Aircraft Systems (UAS, or more commonly drones) to estimate debris quantities from inaccessible areas. Tetra Tech drones can capture topographic survey data, including orthophoto, contour, digital terrain, and dense point cloud data to develop estimated volumes of debris within an impacted community.

Tetra Tech has utilized several methods to complete and document damage estimates and will work with the Fort Bend County to identify and deploy the preferred solution. In addition to the assessment conducted on the ground by both Fort Bend County and Tetra Tech personnel, potential tactics include:

- Public-accessible QR codes to report damage
- GIS mapping
- Social media mining to geotag photos of damages
- UAS/drone documentation to identify most heavily impacted areas

Surveying Affected Areas for Special Situations or Emergencies

Tetra Tech will customize the *RecoveryTrac*™ ADMS system to meet the data capture needs of the special situation or emergency surveys outlined in the RFP (including identifying tree stumps, root balls and associated cavities, hazardous trees, construction and demolition debris, or other potentially hazardous situations). Benefits of using digital data capture and custom electronic forms include:

- **Integration with applications:** The *RecoveryTrac*™ survey tool can be integrated into Survey123, iForms, Collector, and other standard geospatial survey tools typically used for surveying affected areas.
- **Implementation of required fields:** Tetra Tech will designate required fields that must be completed on forms before the user can move on to the next data capture event. This avoids incidents of failure to capture key information in the field due to user error.
- **Standardized data entry:** Tetra Tech will use drop-down menus and pick lists whenever practical to standardize data capture. This approach avoids use of synonyms and personalized nomenclature that can hinder data analysis and cause confusion during data interpretation.
- **Direct correlation with project-specific database:** Tetra Tech's electronic forms and custom database are developed in concert, allowing for direct mapping between data fields captured in electronic forms and those used within the database. These tools facilitate rapid and accurate upload and storage of data, without requiring manipulation of data.

After surveying and logging findings of special situation or emergency surveys, Tetra Tech maintains a list of potentially hazardous locations and situations. The *RecoveryTrac*™ database is used to coordinate and track the appropriate dispatch of staff and equipment to remediate the hazard, as well as reporting to the Fort Bend County on the status of the hazard, actions taken, and post-event status.

Integrated Mapping Solutions – Unmanned Aircraft Systems

Tetra Tech provides integrated mapping solutions using state-of-the-art mapping software, airborne and mobile sensors and camera systems, and a robust information technology infrastructure. Our clients receive accurate, innovative geospatial and mapping solutions for commercial, governmental, and defense applications.

Evidence of this innovation in action is our disaster response team's utilization of Unmanned Aircraft Systems (UAS or more commonly, "drones") in a variety of applications to enhance our documentation and provide our clients with increased visibility into project scope and operations.

Our team has used UAS technology to help conduct damage assessments in communities affected by disasters. Data and imagery provided via UAS not only provides a more complete visual than photos alone, but also allow our team to survey areas that may be inaccessible after an incident. We can leverage this technology to reduce time spent accumulating ground survey data for large areas, to collect higher resolution data, and to provide real-time data capture to our clients. In addition to damage assessments, the technology is used in a similar fashion to provide increased visibility into debris removal operations and is particularly helpful for documenting parcel demolition and site remediation to better illustrate work progression throughout the course of a project. Our project teams have also used aerial imagery obtained from UAS to illustrate the progression of debris processing and removal at DMS locations.

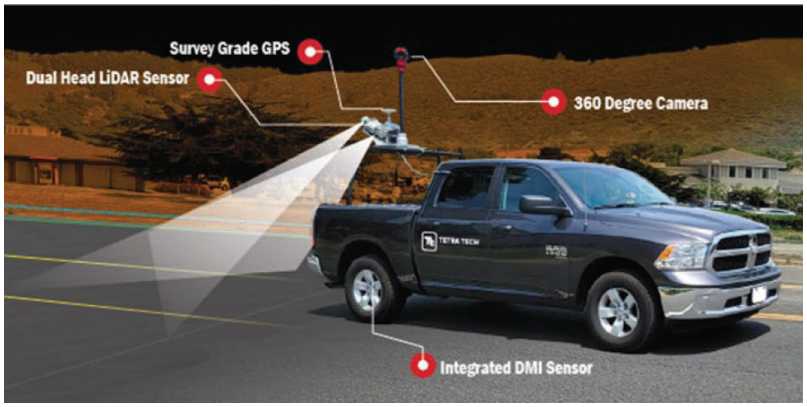
Our ASPRS-certified photogrammetrists, FAA-certified UAS pilots, certified geographic information systems professionals, LiDAR analysts, and remote sensing and survey professionals work together to provide the latest tools and technologies to support our clients' goals and objectives. Tetra Tech's geomatic technologies professionals support our clients with a full suite of services—from air, land, water, and desktop.

UAS technology is especially useful in monitoring waterway disaster debris removal projects. Oftentimes, ease of accessibility can be an issue when working the length of some waterbodies. By using the data provided by UAS, our project team can assess the area and develop smart workplans. Furthermore, aerial images provided by UAS can demonstrate work progression on waterways where visibility from the shore is obscured.

Video/LiDAR Roadside Survey

Another way that Tetra Tech can quickly capture and quantify damage resulting in faster obligation is Tetra Tech's continued focus on using "data-driven insight" such as Light Detection and Ranging (LiDAR). Tetra Tech has the capability to provide video and LiDAR roadside surveys to identify road damage and other hazards to provide a real-time, ground-level picture of the damage caused by disasters. These data captures can be taken prior to the disaster, immediately after the event, throughout operations, and upon closeout.

Once the data is collected, it is synchronized into a single geographic information services (GIS) viewer to see side-by-side comparisons at any point in time the data capture took place. This "single viewer" approach can benefit the County whether to show progress, to identify hazards that need to be removed (e.g., hazardous hanging limbs in the right of way), or to deploy/assign resources to aid in expediting recovery.



FusionMap™ Technology

When planning for and responding to disasters, knowledge is one of our most powerful tools. The amount of damage that is caused by major disasters often means that in heavily impacted areas, response crews and the County emergency personnel may face significant barriers to assessing post-disaster impacts and may need to enter hazardous areas to survey damage.

To allow our clients to have the whole story at their fingertips, Tetra Tech has developed a unique FusionMap™ tool, which can be utilized if needed **within six hours of an event** to provide updated satellite imagery of an area post-disaster so that we can analyze and assess the situation.

FusionMap™ is a leading-edge technology for AI-powered geospatial data visualization, asset extraction, and management with seamless GIS integration. FusionMap is scalable, modular, and easy to use. From roadway surveys to satellite image captures to AI capability of automatically detecting changes between scans, FusionMap is a forward-thinking instrument for the 21st century disaster response toolbox.

Figure 3. Before and After Satellite Images of Lahaina in Maui County, Hawai'i

Training During an Event Response

In disaster response and recovery, training is not one-size-fits-all. Tetra Tech customizes formal trainings to the duties of each new employee, and hosts trainings in the Hiring Center with a Tetra Tech certified trainer. These trainings include modules specific to each client's needs and requirements, complete with information to ensure accurate field monitoring and ADMS implementation. By using interactive qualifying tools throughout training modules, Tetra Tech helps trainees better retain information while also screening and selecting the most qualified personnel as field monitors.

To properly instruct newly hired employees, Tetra Tech has developed a training program that includes modules specific to the Fort Bend County. These modules are complete with the information required to facilitate accurate field monitoring and ADMS implementation. Tools included in the training modules assist with the retention of the material and assist Tetra Tech in screening and selecting the most qualified personnel for the monitoring task. Training module topics include truck certification, load site monitor responsibilities, disposal monitor responsibilities, hazardous trees monitor responsibilities, and field supervisor responsibilities. Project managers, data managers, and operations managers follow standard operating procedures and protocols established in our concept of operations plan.

During a debris recovery operation, Tetra Tech project managers and supervisors routinely examine the safety of field and debris staging site operations and have the authority to shut down unsafe operations. Debris staging site monitors are equipped with the appropriate personal protective equipment, which may include hard hats, appropriate footwear, reflective vests, hearing protection, and eye protection. Additionally, Tetra Tech project managers conduct regular tailgate safety sessions with their field employees to alert them of potential work hazards and review safe work practices.

EOC Staff Augmentation

Tetra Tech stands ready to serve as a force multiplier for Fort Bend County's staff in the event of an emergency, disaster, or preplanned special event by providing appropriate staff augmentation services as well as administrative support to the EOC.

Tetra Tech's cadre of trained, credentialed, and experienced emergency management professionals have real-world experience in almost every EOC position from executive leadership to administrative support. Many of our team members have served on Incident Management Teams (IMT) or are former state and federal executive leaders who can provide proven expertise gained via real-world disaster response and recovery experience to serve in operational, advisory, liaison, and advocacy roles. All emergency management staff proposed to support SEOC operations have direct EOC management and operations experience.

Having served over 300 state and local government clients in response to over 90 declared presidential disasters, our staff has the experience to begin operations in multiple EOC roles on day 1 of this contract. Our work includes rapidly deploying professionals to support EOCs, logistic staging areas (LSA), FEMA's Joint Operations Centers (JOC), or Forward Operating Bases (FOB). During response operations, Tetra Tech fulfills command and general staff positions or direct support to the mission. We routinely support the following activities:

- Incident Action Plan (IAP) and Situation Report (SitRep) development
- Emergency and Recovery Support Function coordination
- Geographic Information System (GIS) Dashboard preparation
- Resource management and disaster logistics
- Preliminary damage assessment
- Finance/Administration Section support
- Joint information system/center support

Tetra Tech understands that running an EOC requires ample resources coupled with established relationships and an understanding of local, regional, and state nuances. Tetra Tech is prepared to be flexible in the support provided in an EOC environment. While Tetra Tech team members are fully capable of staffing executive leadership positions, we understand that contractors are sometimes best used in roles supporting existing agency/department staff to help build internal capacity. The table on the following page provides examples of the types of assistance Tetra Tech could provide for each of the EOC positions/sections listed. This is not an exhaustive list.

The Tetra Tech Advantage

In an EOC environment, where teamwork and established relationships are critical, Tetra Tech can offer our clients a cadre of existing team members who have experience working together as a cohesive unit to support our clients. Additionally, we prioritize providing staff who already have established relationships with clients and their stakeholders in times of crisis to allow for maximum integration into the client's EOC structure and process.

EOC Support Capabilities	
EOC Position/Section	Tetra Tech Support Capabilities
Support Advisory Staff	
Incident Support Manager (or Deputy)	• Experienced and qualified incident commanders and EOC managers who can either directly run an operation or provide support and mentorship
External Affairs/Public Information	• Public Information Officers (PIOs), technical writers, media monitors • JIC/JIS management support
Legal Advisor	• Advise on key decisions and assist with legal analysis
Lessons Learned Advisor	• Establish and implement a data collection process to inform future development of an AAR/IP
Disability Integration Advisor	• Advise on issues specific to access and functional needs specific to the incident/event
Legislative Liaison	• Serve as a liaison with elected officials
Incident Specific Liaison	• Subject matter experts specific to the incident/event
EOC Sections	
Planning Section	• Credentialed section chiefs, unit leaders and support staff • IAP and SitRep development • GIS analysis dashboarding • Social media monitoring • Subject matter experts specific to the incident/event • Demobilization planning • Recovery transition planning and future planning
Operations Section	• Operational coordination as section chief, branch director, group supervisory, unit leaders, or liaisons • Data collection, analysis, and reporting • EMAC and resource management support
Logistics Section / Finance and Administration Section	• Credentialed section chiefs, unit leaders, or support staff • Staging area management • Cost tracking; travel/logistical support

Public Information

Tetra Tech is prepared to assist with developing a means for the Fort Bend County to manage inquiries from residents regarding the debris removal process. Tetra Tech has staffed debris hotlines for some of the largest disasters that have impacted the United States and can help the Fort Bend County establish and staff a debris hotline (including supplying equipment, phone lines, etc.) to respond to public inquires and concerns.

Public information for debris operations should focus on two components: safety for handling debris and proper set-out procedures. Many hurricane-related injuries and deaths occur after the incident because citizens do not safely address disaster damage and debris. Some of these deaths and injuries could be avoided if residents were provided timely information on how to safely address disaster-related damage to their homes. Public information for residents should include safety precautions for assessing their damaged homes and operating dangerous equipment to remove debris. In addition to safety

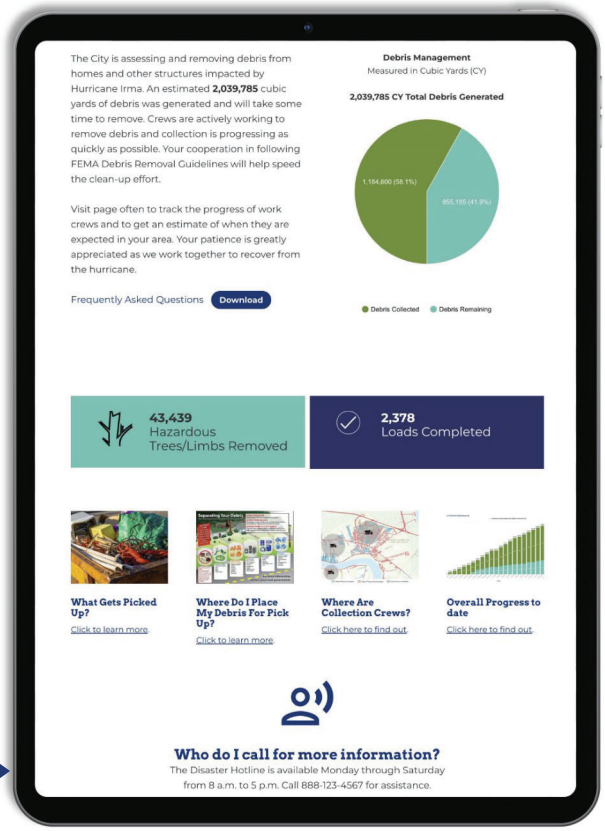
instructions, proper set-out procedures are critical to ensure that the Fort Bend County can maximize recycling opportunities, reduce impacts to landfill capacity, and maintain efficient debris removal operations.

Public information should include instructions for residents to properly separate their debris streams such as HHW, electric waste, construction and demolition debris, vegetative debris, and white goods. Public information should provide residents with specific instructions for separating and bundling their debris and include any information for citizen drop-off locations.

Public messages must meet the needs of the community to ensure all populations receive and understand critical information in a culturally appropriate and effective manner. Tetra Tech will coordinate with the Fort Bend County public information officer to ensure the correct information regarding debris operations is provided to the public in a format that is accessible to the Fort Bend County diverse population, in a language all can understand.

Figure 4. Public Information Campaign

Flyer detailing debris separation and placement guidance for residents.



Public-facing website detailing collection information, debris removal status, and more.

Call Center Operations

Emergency events place tremendous stress on public information centers. Tetra Tech routinely provides call center operations to our clients following natural disaster events. We can deploy a remote call center with trained staff if needed by the Fort Bend County. With our experienced team and advanced technical infrastructure, Tetra Tech can quickly assess needs and provide an end-to-end solution that includes a communications plan, toll-free numbers, operator staffing, call documentation, and reporting. Providing this service allows our clients to focus on the problems at hand, while staying connected and responsive to the community's need for information. Tetra Tech has provided these services to communities impacted by some of the worst disasters of our time.

Tetra Tech successfully operated a call center for Harris County OHSEM following Hurricane Harvey in 2017 and stood it up within 24 hours of a Notice to Proceed. We have also provided this service to Osceola and Polk County, FL following Hurricane Irma; and the City of Houston, City of Galveston, Galveston County, and Montgomery County, Texas, following Hurricane Ike.

Emergency Roadway Push

During the emergency push period, debris removal contractors coordinate with Fort Bend County crews to clear blocked roadways for emergency vehicle passage. Tetra Tech can support the Fort Bend County with emergency push efforts. Tetra Tech services may include the following:

- Document blocked roads that require immediate clearance
- Help staff maintain maps or databases to track road clearance progress and other essential tasks, as requested
- Administer the sign-in and sign-out of labor and equipment to track time and materials (T&M) charges
- Maintain reimbursement documentation of emergency push work
- Coordination with the Fort Bend County to conduct preliminary damage assessments and road closures
- Establish public information protocols to respond to concerns and comments

Debris Management Site Permitting

Once the activation has started, we work with the Fort Bend County to ensure we have the proper permits in place. We can assist the Fort Bend County in reaching out to environmental agencies to ask them to validate the pre-approval, as well as ensure a historical review is conducted. Once permits are issued, the hauling contractor can begin setting up the debris monitoring sites. We will work in conjunction with the haulers to ensure that our own operations are ready to go.

Truck Certification

Tetra Tech uses the *RecoveryTrac*™ system to electronically certify all trucks used in an activation. Our team follows a proven vehicle certification procedure that complies with FEMA guidelines and results in maximum reimbursement. Our certification includes:

- Unique truck numbers for contractor crews and equipment
- Automated truck certification form, including:
    - FEMA guidelines on truck certification documentation and volume calculations
    - Barcode for automated ticket scanning
- Vehicle notations on the truck certification form and vehicle placard, informing tower monitors of sideboards, tailgates, or other modifications
- Photographs of vehicles, vehicle cavities, and drivers
- Periodic spot checks and recertification of trucks to identify trucks altered after initial certification

Figure 5. Truck Certification Report

Project: FORT BEND COUNTY - HU

Certification Date: 07/26/2024

Truck: 834009

Show Photos? True False

RecoveryTrac Truck Certification Report Date: 11/7/2024

FORT BEND COUNTY - HURRICANE BERYL - ROW PROGRAM - Truck Certification Summary

	Tot Trucks Certified	Tot Certified Capacity	Avg Certified Capacity
Contractor: ASHBRITT	3	73	24.33
Totals:	3	73	24.33

FORT BEND COUNTY - HURRICANE BERYL - ROW PROGRAM - Truck Certification Details

Contractor: ASHBRITT

Sub-Contractor 1: PAUL BUNYAN

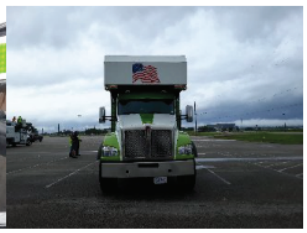
Sub-Contractor 2	Truck No.	Capacity	Cert Date	Status	Vehicle Tag	Vehicle Type	Vehicle Features
87 PIT STOP	834009	73	07/26/2024 8:18 AM	ACTIVE	0C1917 (MO)	SELF-LOADING TRUCK	

Driver-Placard View

Side View

Back-Interior View

Front View

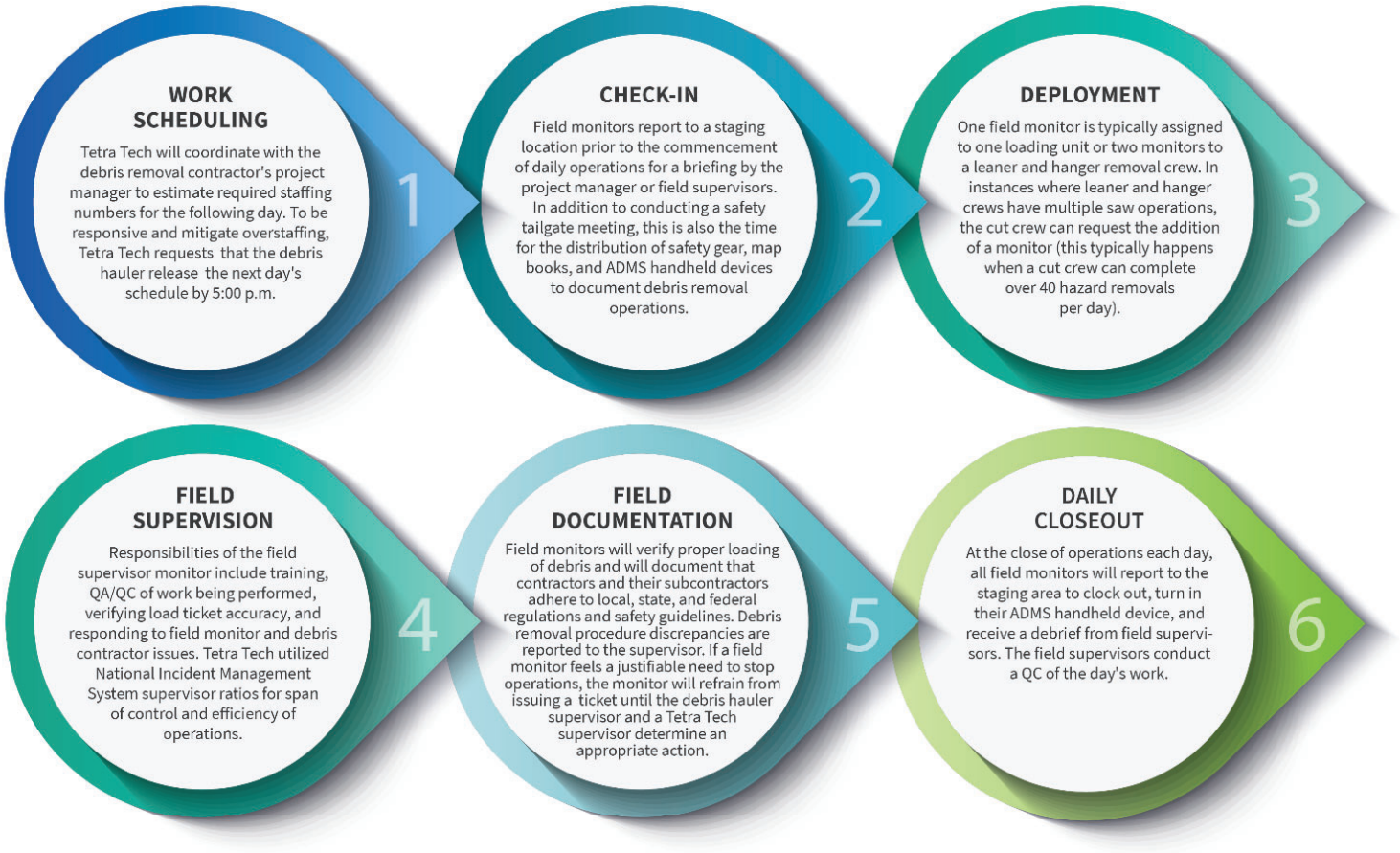


Throughout the Response phase, Tetra Tech is cognizant of the various pressures that the Fort Bend County is facing from its residents, elected officials, and in the case of a major event, the rest of the country. Following a notice to proceed, we activate quickly to get the community the relief it needs. Each part of this phase is integral in ensuring that life gets back to normal for the residents of Fort Bend County.

Recovery

Throughout the Recovery phase, the Tetra Tech team follows a systematic approach to ensure the daily operations run smoothly. By receiving the debris hauler's schedule by 5:00 p.m. on the previous day, Tetra Tech is able to staff adequately and inform monitors if they are needed for work. A thorough check-in and assignment process gets the day started on the right foot. As the teams complete the work that is detailed on the following pages, both field monitors and field supervisors have checklists and documentation to complete throughout the day to keep compliant records. The teams return to the staging area at the end of the day to return equipment and report out before the field supervisors conduct a quality check of the work.

Figure 6. Daily Field Operations



Right of Way Monitoring

Our *RecoveryTrac*™ ADMS technology allows the County to view debris collection points, truck locations, monitor locations, damage, incidents, and daily metrics at any given time. The additional geospatial reporting capabilities are made possible through the Tetra Tech approach to field monitoring. For the Fort Bend County's private/gated communities, we return to the ROEs that were collected in the Preparedness phase; for any communities that did not have the pre-work completed, we then work with them to get the paperwork completed.

Figure 7. ROW Monitoring following Hurricane Sally, Baldwin County, Alabama

At each debris collection point, the field collection monitor marks the waypoint or location of the debris pile to collect GPS coordinates. The map below displays the waypoints associated with each collection ticket issued in the field. The waypoint collection report is updated in real time and can be filtered by date. Through *RecoveryTrac*™ ADMS, we have the ability to overlay road layers on the map to track pickup collections on Fort Bend County-maintained roads, as well as State roads once the Department of Transportation has completed their pass through. An additional feature of our ADMS technology is that each handheld device reports back the location of the device regularly. By leveraging this location information, Tetra Tech can view monitor locations and truck locations in real time, as demonstrated below.

Figure 8. Waypoint Collection

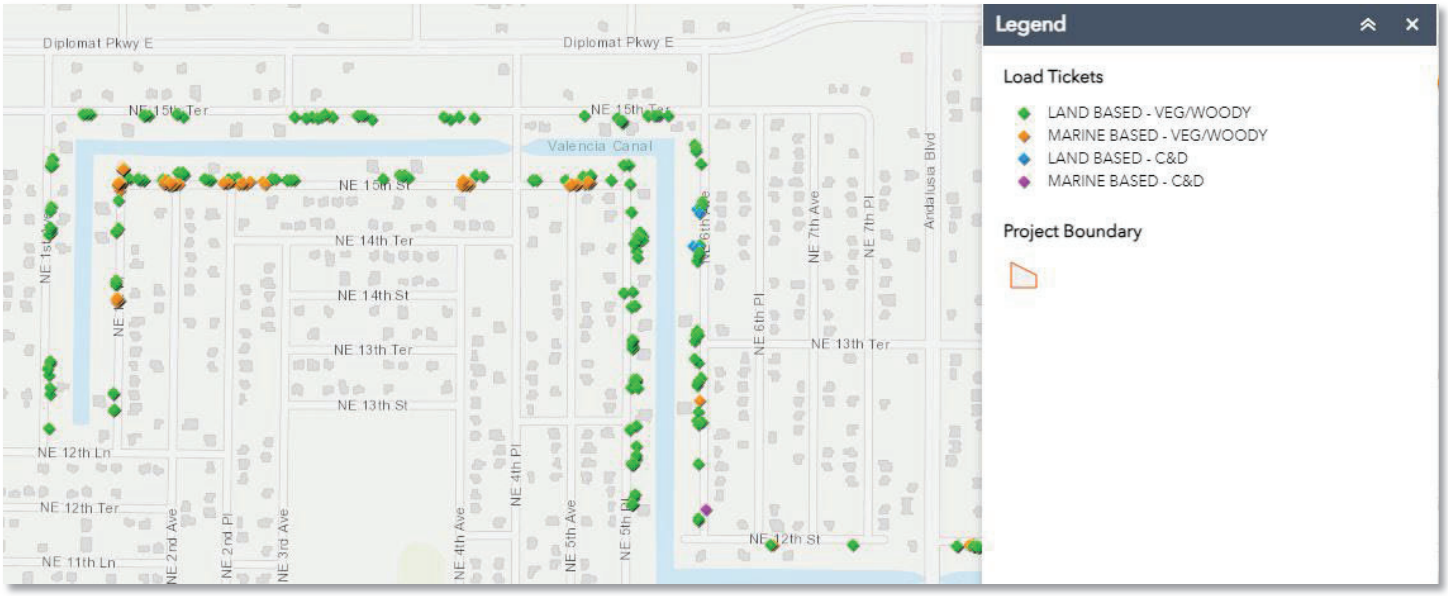
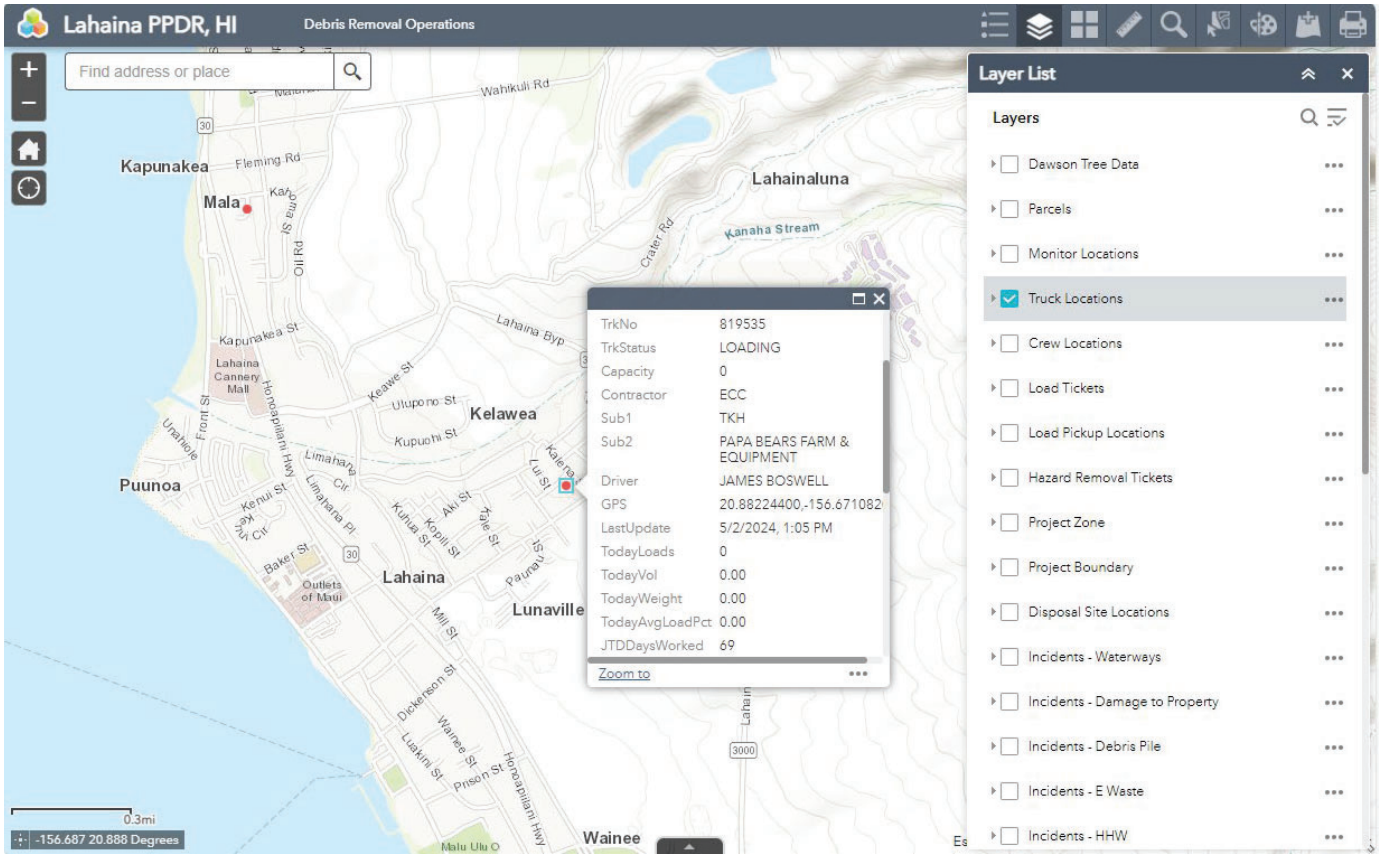


Figure 9. Truck Locations



Hazardous Tree/Stump Monitoring

Guidance established by FEMA requires supporting photo documentation for each ticket issued for hazardous tree or hanger removal services. The previous standard for monitoring firms was to take supporting photographs with a digital camera and manually associate the photos to each tree ticket. Tetra Tech utilizes ADMS technology to automatically associate photographs for all hazardous tree and hanger removal operations, which eliminates the potentially extensive labor associated with this task. Additionally, our ADMS technology and software is designed to manage photo documentation by compressing and securely storing photos for field validations and audits in real time. The ability to associate photo documentation to unit rate tickets is critical for FEMA reimbursement, QA/QC, and fraud deterrence.

As work in the field is completed, the information and supporting photos are uploaded directly to our database for QA/QC checks. A QA/QC manager verifies that the photographs comply with FEMA regulations and that all measurements meet the Fort Bend County's contractual agreement with the contractor.

Figure 10. Hazardous Tree Removal

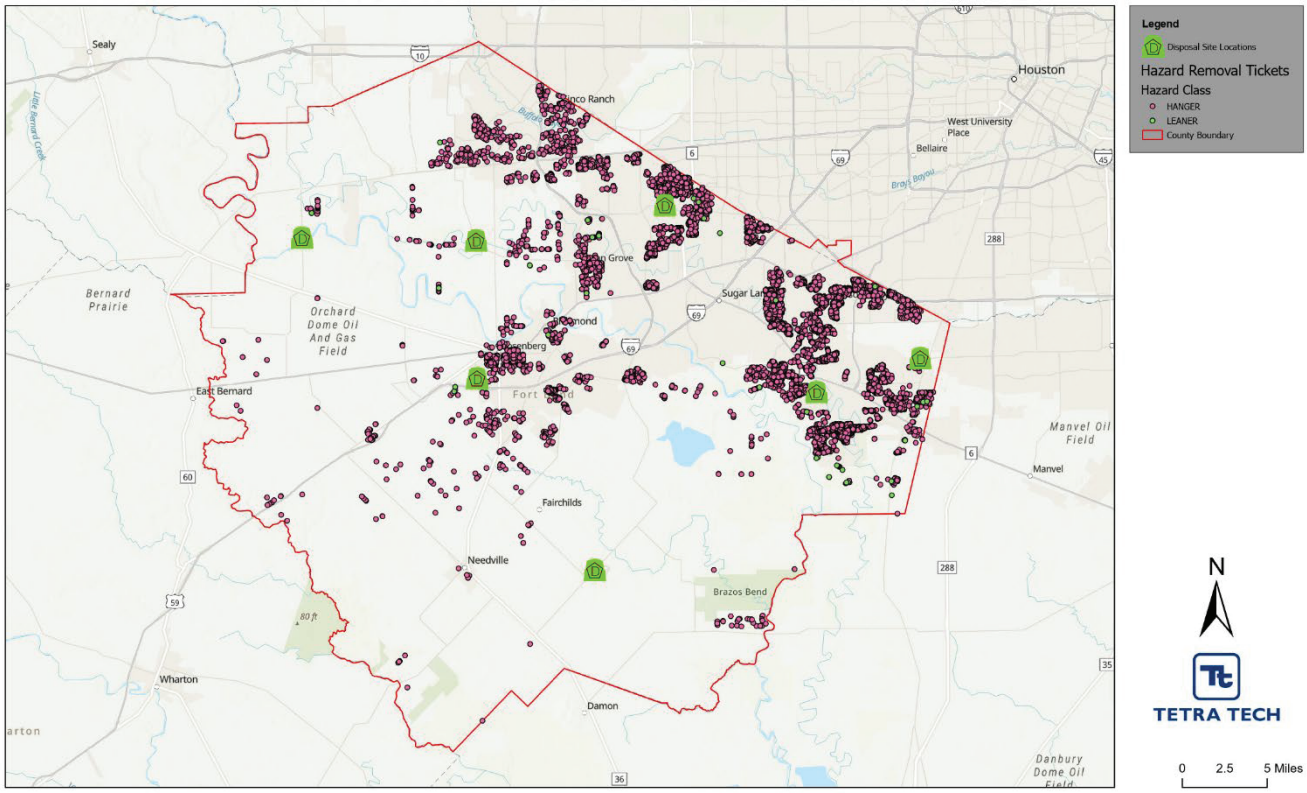


Figure 11. Real-Time Ticket Report

Project: FORT BEND COUNTY - HL | Ticket Type: LOAD TICKET | View report

Show Tickets Starting: 07/24/2024 | and Ending: 07/26/2024

RecoveryTrac Reconciled Ticket Data Export

Date	Ticket No.	Trans No.	Quan.	UOM	Service Description	Service Code	Rate	Amount	Trk/Crw No.	Truck Cap.	Load Call	
7/24/2024 12:00:00 AM	8583163	1	33.30	CUBIC YARD (CY)	PICKUP VEG DEBRIS FROM PUBLIC PROPERTY <15 MI	50A	10.65	354.6450	817238	74.00	45	AS
7/24/2024 12:00:00 AM	8583163	2	33.30	CUBIC YARD (CY)	TDSR SITE OPERATION FOR GRINDING	60A	4.86	161.8380	817238	74.00	45	AS
7/24/2024 12:00:00 AM	8583164	1	27.00	CUBIC YARD (CY)	PICKUP VEG DEBRIS FROM PUBLIC PROPERTY <15 MI	50A	10.65	287.5500	817239	60.00	45	AS
7/24/2024 12:00:00 AM	8583164	2	27.00	CUBIC YARD (CY)	TDSR SITE OPERATION FOR GRINDING	60A	4.86	131.2200	817239	60.00	45	AS
7/24/2024 12:00:00 AM	6103088	1	42.00	CUBIC YARD (CY)	PICKUP VEG DEBRIS FROM PUBLIC PROPERTY <15 MI	50A	10.65	447.3000	817200	84.00	50	AS
7/24/2024 12:00:00 AM	6103088	2	42.00	CUBIC YARD (CY)	TDSR SITE OPERATION FOR GRINDING	60A	4.86	204.1200	817200	84.00	50	AS
7/24/2024 12:00:00 AM	9432553	1	32.40	CUBIC YARD (CY)	PICKUP VEG DEBRIS FROM PUBLIC PROPERTY <15 MI	50A	10.65	345.0600	823353	72.00	45	AS
7/24/2024 12:00:00 AM	9432553	2	32.40	CUBIC YARD (CY)	TDSR SITE OPERATION FOR GRINDING	60A	4.86	157.4640	823353	72.00	45	AS
7/24/2024 12:00:00 AM	9432554	1	34.65	CUBIC YARD (CY)	PICKUP VEG DEBRIS FROM PUBLIC PROPERTY <15 MI	50A	10.65	369.0225	823354	77.00	45	AS
7/24/2024 12:00:00 AM	9432554	2	34.65	CUBIC YARD (CY)	TDSR SITE OPERATION FOR GRINDING	60A	4.86	168.3990	823354	77.00	45	AS
7/24/2024 12:00:00 AM	6103089	1	44.00	CUBIC YARD (CY)	PICKUP VEG DEBRIS FROM PUBLIC PROPERTY <15 MI	50A	10.65	468.6000	817201	88.00	50	AS
7/24/2024 12:00:00 AM	6103089	2	44.00	CUBIC YARD (CY)	TDSR SITE OPERATION FOR GRINDING	60A	4.86	213.8400	817201	88.00	50	AS
7/24/2024 12:00:00 AM	8576893	1	36.50	CUBIC YARD (CY)	PICKUP VEG DEBRIS FROM PUBLIC PROPERTY <15 MI	50A	10.65	388.7250	817220	73.00	50	AS
7/24/2024 12:00:00 AM	8576893	2	36.50	CUBIC YARD (CY)	TDSR SITE OPERATION FOR GRINDING	60A	4.86	177.3900	817220	73.00	50	AS
7/24/2024 12:00:00 AM	8576894	1	32.85	CUBIC YARD (CY)	PICKUP VEG DEBRIS FROM PUBLIC PROPERTY <15 MI	50A	10.65	349.8525	817221	73.00	45	AS

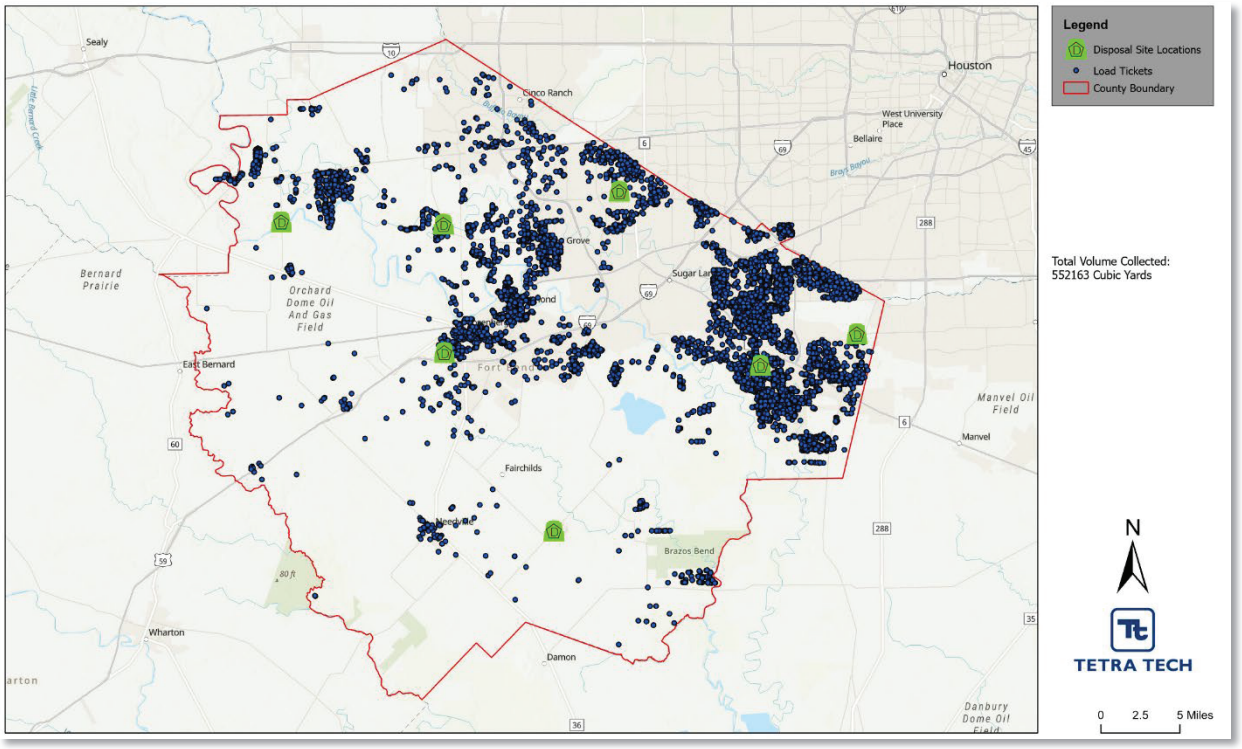
Spotlight On: ANSI A300 Tree Care Standards

Tetra Tech recognizes the importance of complying with the ANSI 300 standards to ensure the health of the trees and the surrounding environment. Tetra Tech supports many local, state, and provincial governments and federal regulators, completing projects on their behalf that require an understanding of the latest agency policies and guidance. Our work includes field compliance oversight; permit development, review, and deficiency notifications; document review; and litigation support.

Unit Rate Ticket Geoportal Report

As monitors complete unit rate tickets for hazardous trees or hangers, their locations are logged and collected. The map below displays locations where hazardous tree or hanger removals were documented in the field. Clicking on the marker allows the user to review the data and photos collected by the field monitor (see example below). The unit rate ticket report is updated in real-time.

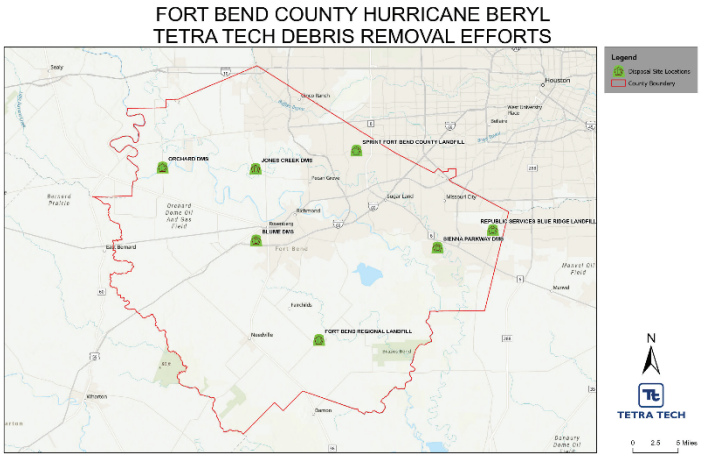
Figure 12. Unit Rate Ticket Map



Debris Management Site (DMS) Operations

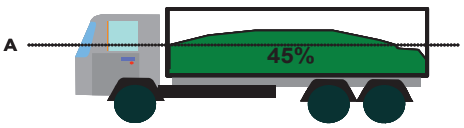
Debris Management Site Monitoring

As DMS are activated, Tetra Tech will provide a minimum of two (2) disposal monitors per site, which may scale depending on site layout and operational needs. The disposal monitors will verify that the debris contractor passes through the DMS, analyze the drive time of the contractor, and verify accurate and complete documentation. Several daily audits will be performed by project managers and supervisors to verify that load call data is consistent and accurate. Documentation kept by Tetra Tech DMS disposal monitors includes:

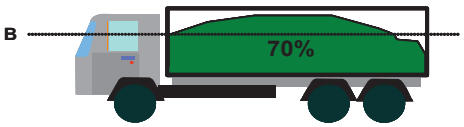


- **Load Ticket.** Documents that debris removal complies with all FEMA requirements.
- **Disposal Monitor Log.** Used as backup documentation as required by FEMA.
- **Scale Manifest Tickets.** For weight-based debris hauling contracts, Tetra Tech will digitize and catalog scale tickets.
- **Incident Report.** Tetra Tech will document property damage, arguments, unsafe practices, and injuries.
- **Photographic Documentation.** Tetra Tech disposal supervisors will photograph a DMS frequently to create a visual timeline of the site.
- **QA/QC of Field Tickets.** Disposal monitors review and verify collection monitors' work in the field.

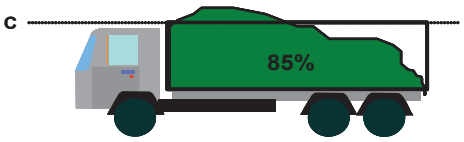
Load Call Estimate Examples



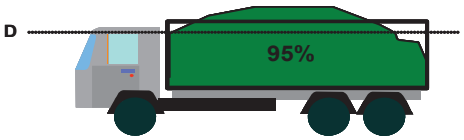
Example A. The mounded portion of the load offsets the areas where the load drops below the fill line. Because the load includes light and medium debris, the load percentage estimate is 45 percent.



Example B. The mounded portion of the load offsets the areas where the load drops below the fill line. Because the load includes light and medium debris, the load percentage estimate is 70 percent.



Example C. The mounded portion at the front of the load offsets the area in the back where the load drops below the fill line. Because the load includes light and medium debris, the load percentage estimate is 85 percent.



Example D. The mounded portion of the load offsets the areas where the load drops below the fill line. Because the load includes light and medium debris, the load percentage estimate is 95 percent.

Following the completion of work at the DMS, the baseline soil testing is used to verify site remediation is complete.

Residential Drop-Off Sites

Residential drop-off sites offer a valuable opportunity for residents to manage disaster debris onsite. To meet FEMA eligibility criteria, the County must ensure that only its residents utilize these sites, while also preventing commercial debris contractors

from misusing them. Tetra Tech stands ready to support the County in monitoring these residential drop-off locations, confirming Fort Bend County residency before residents unload their debris, thereby ensuring compliance with FEMA regulations.

Specialty Program (PPDR, Waterways, Drainage, etc.)

Specialty Programs	
Commercial	For commercial properties, Tetra Tech plays a crucial role in swiftly clearing debris post-disaster, minimizing disruptions to business operations. We supervise the thorough removal of debris, safeguarding the property from potential structural damage and allowing for businesses to then schedule any necessary repairs. Tetra Tech helps commercial properties resume normal business operations quickly, mitigating financial losses and maintaining the trust of their tenants, customers, and stakeholders.
Private Parcel PPDR	Tetra Tech works with homeowners to ensure we have the proper right-of-entry (ROE) paperwork necessary to perform services on private parcels. Whether it's debris collection, reconstruction, demolition, or hazardous tree surveillance, we work with homeowners and ensure the projects are properly documented.
Demolition	Tetra Tech has successfully managed the demolition of over 22,000 uninhabitable residential and commercial structures. We leverage Unmanned Aircraft Systems (UAS) technology to enhance visibility during demolition operations, enabling comprehensive documentation of parcels to effectively track project progress over time.
Waterways and Drainage	Tetra Tech offers extensive services for waterway and drainage system debris removal programs. This includes support in documenting maintenance programs, assessing legal responsibilities and scope eligibility, conducting post-disaster damage assessments (including drone surveys), overseeing right of entry/access programs, and managing field monitoring and storage site operations.
Parks	Tetra Tech is often called upon by local governments to monitor the collection of debris from public parks. The collection and supervision of debris monitoring in County parks results in swift restoration, allowing these public spaces to reopen for community use. Prompt removal of debris mitigates safety hazards, preserving the integrity of park facilities and protecting visitors from potential harm. Additionally, efficient debris management enhances the overall aesthetics of the parks, fostering a sense of normalcy and well-being in the community following sometimes devastating events.
Beaches	Beaches frequently serve as the main attraction for tourists visiting communities; therefore, expeditiously reopening beaches after disasters is crucial. Eliminating hazards such as pressure-treated wood from beach walkovers is essential for public beach access restoration. Tetra Tech has a proven track record of aiding coastal communities in overseeing debris removal and sand screening/replacement operations eligible for reimbursement through the FEMA Public Assistance program.
Vehicles and Vessels	Tetra Tech can support the County in documenting the whereabouts and quantities of vessel and vehicle debris within its jurisdiction, facilitating the presentation of a compelling case to FEMA for program approval and funding. Prior to submission, the County must demonstrate its legal obligation to clear the debris and confirm that it is not the responsibility of other state or federal agencies like the USACE or the NRCS.

Data Management/Invoice Reconciliation

The *RecoveryTrac*™ system significantly reduces the amount of time needed for a contractor to generate an invoice and for the subsequent invoice reconciliation with Tetra Tech.

To expedite contractor invoice reconciliation efforts, Tetra Tech requires copies of contracts for all primary debris contractors. After reviewing the necessary contract(s), Tetra Tech sets up the *RecoveryTrac*™ database to generate transactions applicable to contract terms for tickets issued to each debris contractor. Prior to the start of debris removal operations, Tetra Tech will meet with the debris contractor(s) to review:

- The invoicing processes
- Contract services established in our database
- Tetra Tech data tools available for their use
- Any other accounting needs as tasked by the County

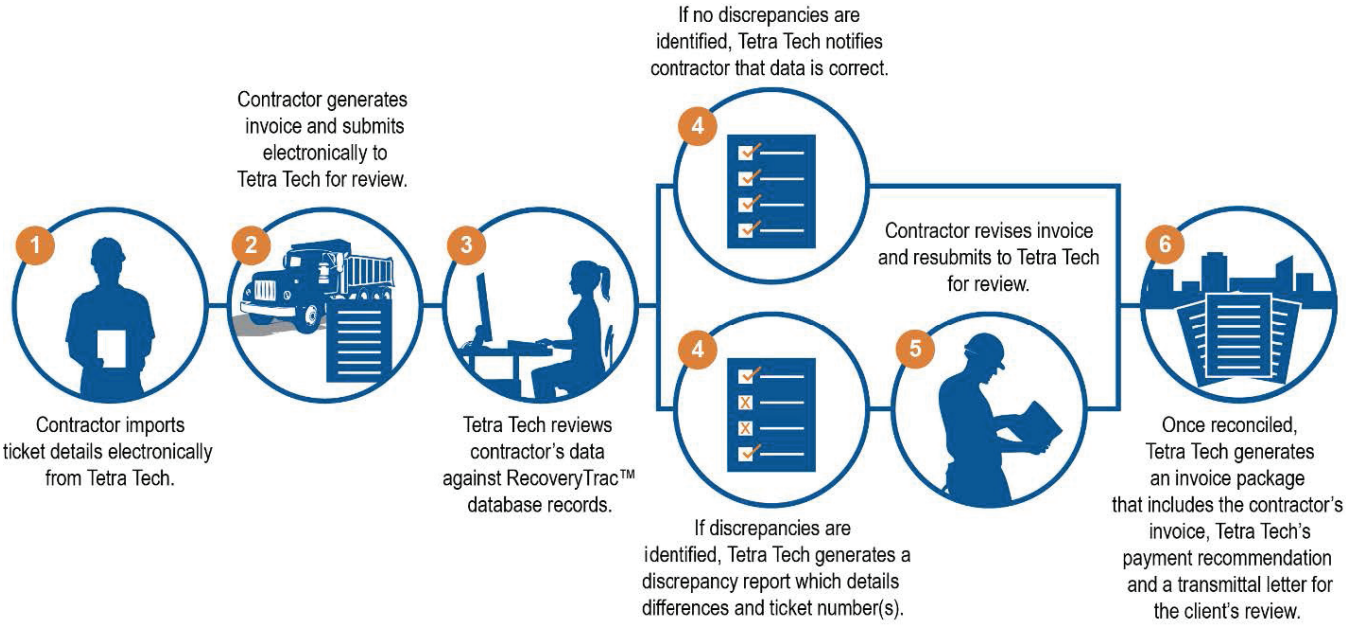
If *RecoveryTrac*™ ADMS will be used to document the debris contractor's work, Tetra Tech will review the automated reports generated by the system to verify that the dataset is sufficient to reconcile with that contractor's subcontractors, and to generate invoices for payment by the County. If another cost tracking system will be used to document the debris contractor's work, Tetra Tech will review the work that has to be documented to verify that our staff will be able to capture the information needed for accounting and invoice review.

Our invoicing process includes several real-time QA/QC checks throughout the day, and a final daily comprehensive data analysis is performed at the close of operations. A final QA/QC check is completed when the debris contractor sends the invoice dataset to Tetra Tech for reconciliation. Incongruencies in the debris contractor's data are flagged for review and must be resolved prior to the issuance of a final invoice.

Whether using *RecoveryTrac*™ ADMS or paper logs, Tetra Tech will use our *RecoveryTrac*™ database to store and review data generated in the field documenting debris contractor work. Several QA and QC checks of data will occur before the dataset is ready for reconciliation with the contractor. Services related to debris contractor work order or change order charges are also tracked within the system.

Tetra Tech will submit invoices within the timeframes determined by the County. The process for contractor invoice reconciliation is as follows:

Figure 13. Summary of Contractor Invoice Reconciliation Process



Tetra Tech's Payment Recommendation Reports provide summarized and reconciled totals for contractor invoices.

Payment Recommendation Report

Tuesday, April 23, 2024

Invoice Cover Information

Applicant:	**CITY OF TULSA**	**Invoice Number:**	**21624**
Contractor:	**CTC DISASTER**	**Date Of Invoice:**	11/07/2023
Disaster:	**OK- SEVERE STORMS AND TORNADOES**	**Gross Amount per Invoice:**	**$169,522.00**
Invoiced Date Range:	FROM 10/29/2023 TO 11/04/2023	**Amount Held in Retainage:**	**$0.00**
		Net Amount Invoiced for Payment:	**$169,522.00**

Supporting Electronic Backup Summary

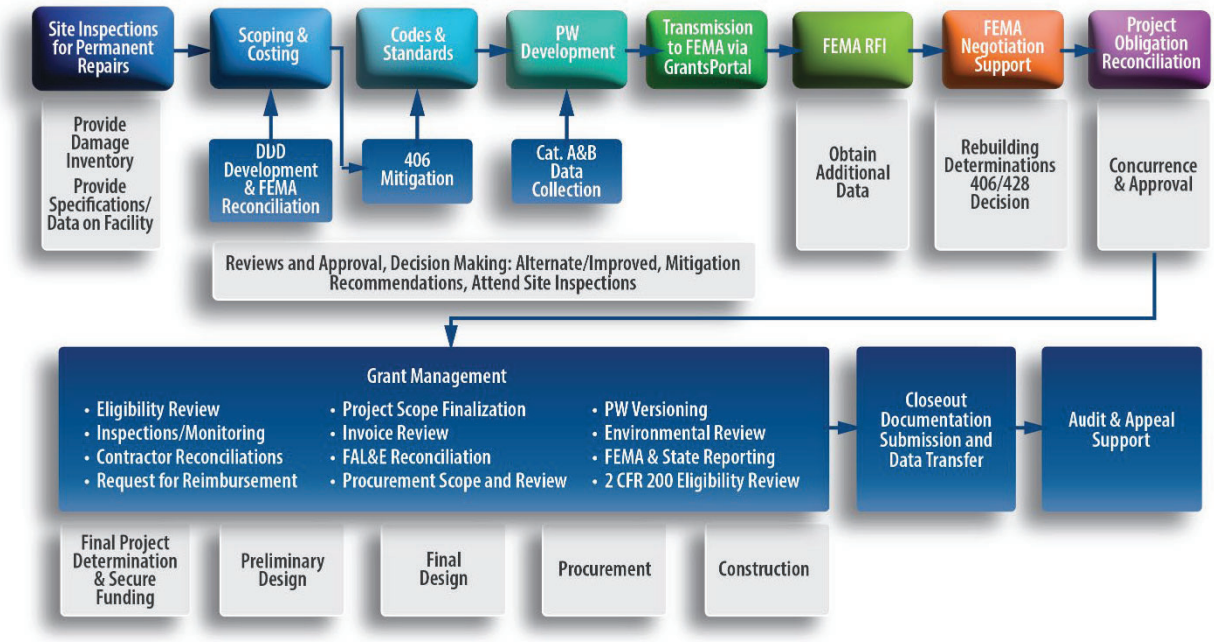
Code	Matching Service Description	Invoiced Qty	Invoiced Rate	Invoiced Total
2C	REMOVAL OF HAZARDOUS TREES 25-36.99 IN	8.00	$175.00	$1,400.00
2B	REMOVAL OF HAZARDOUS TREES 13-24.99 IN	15.00	$95.00	$1,425.00
1A	REMOVAL OF HAZARDOUS LIMBS > 2 IN	2,476.00	$67.00	$165,892.00
2A	REMOVAL OF HAZARDOUS TREES 6.01-12.99 IN	18.00	$30.00	$540.00
2D	REMOVAL OF HAZARDOUS TREES GREATER THAN 37 IN	1.00	$265.00	$265.00
	Total Amount of Supporting Electronic Backup Data (This amount pending reconciliation):			**$169,522.00**
	Amount Adjusted (Deducted) from Gross Invoice Total (Backup Difference):			**$0.00**

100% Payable Transactions:

Ticket Item	Invoiced Qty	Invoiced Rate	Invoiced	Tetra Tech Match	Resolved Date	Resolved Qty	Rate	Resolved Value	Adjustment	Reason
110361028-1	1.00	$67.00	$67.00	110361028	10/30/2023	1.00	$67.00	$67.00	$0.00	Verified and Approved
110361029-1	1.00	$67.00	$67.00	110361029	10/30/2023	1.00	$67.00	$67.00	$0.00	Verified and Approved
110361030-1	1.00	$67.00	$67.00	110361030	10/30/2023	1.00	$67.00	$67.00	$0.00	Verified and Approved
110361031-1	1.00	$67.00	$67.00	110361031	10/30/2023	1.00	$67.00	$67.00	$0.00	Verified and Approved

Grant Management/PW Development

The flowchart below illustrates Tetra Tech's approach to the FEMA PA Program lifecycle. Our team has developed documentation processes to capture the data at each step along the way.



Initial Damage Estimates

Tetra Tech will assist the County in a systematic approach of cataloging, reporting, and documenting disaster-generated debris. We will develop a work plan with the County, ahead of storm season to maximize the efficient use of County and Tetra Tech resources to quickly and accurately find and report debris.

A critical part of painting the picture of the disaster event for FEMA is documentation regarding damage location using mapping and the nature of the damage using photo and descriptive evidence. To support the County in conducting initial damage estimates, Tetra Tech maintains a critical focus on compliance from the outset. Tetra Tech will coordinate with the County and its departments to integrate into the incident response framework by mobilizing staff to designated locations, leveraging local partners in specific jurisdictions, and working with citizen response teams.

The County is supported by Deputy Business Unit Leader and debris management consultant Chuck McLendon, who has served as principal in charge for 30+ major disaster activations, managing more than 100 million CYs of debris removed and **upwards of $2.5 billion in FEMA PA reimbursement**. Mr. McLendon maintains in-depth knowledge of the FEMA PA program, including an expert understanding of Federal Register 2 CFR Part 200 ("the Super Circular").

Immediate Needs Funding (INF)

Immediate Needs Funding (INF), also referred to as Expedited Funding, is intended to meet an applicant's urgent needs in the initial aftermath of a disaster and is often a critical part of the initial disaster response and short-term recovery. In utilizing Expedited Projects for Emergency Work, FEMA provides expedited funding for Emergency Work Projects. Eligible activities typically include debris removal and emergency protective measures; as such, the funding may be used to cover such costs as overtime payroll, equipment costs, materials purchases, and debris removal and monitoring contracts when these costs are incurred for emergency work.

FEMA and the State normally require PA applicants to provide all supporting documentation for reimbursement for completed work, but they can relax this document requirement and provide initial funding to applicants for emergency work required in response to a declared event. Throughout the Expedited Project development process, Tetra Tech will assist the County in gathering and documenting work undertaken as well as providing a summary of the costs for emergency work not yet completed. Tetra Tech will assist the County with gathering the necessary inputs for completed work and developing and applying a sound methodology to present any projections of costs that are to be used to develop Expedited Projects.

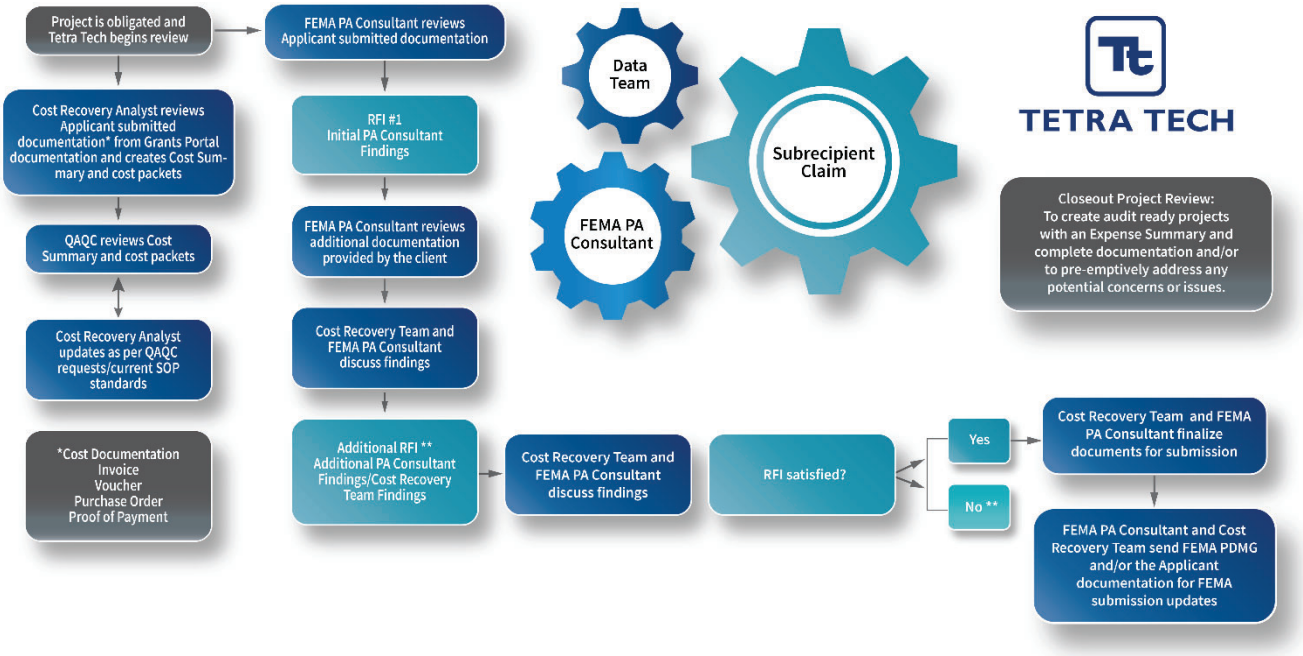
After the receipt of the initial funding, Tetra Tech will assist the County in documenting the use of the expediting funding for eligible activities and work to develop the next version/amendment of the project, accounting for those funds and presenting any others that may have been incurred.

During the Recovery phase, Tetra Tech's staff is laser-focused on performing each aspect of the operations in a safe and FEMA-compliant manner. We engage our deep bench of subject matter experts and technicians to ensure that all specialty programs are performed expertly. The effectiveness of the Recovery phase positions Tetra Tech and the County for success in the final phase.

Reimbursement/Closeout

Reimbursement/ Closeout 4

Tetra Tech has extensive experience in collecting, managing, and tracking financial and project data. Our firm has a full suite of existing reports to allow for custom reporting on all metrics requested from our clients. Tetra Tech has years of experience tracking invoice amounts and payments, budget forecasting, change order and work order attributable costs, etc. We understand the importance of accurate data and cost tracking and have developed several reports over the years to enhance visibility into essential project aspects. A sample of the variety of reports we are able to issue are summarized on the following pages.



Final Report

Tetra Tech has extensive experience completing final reports for disaster debris removal projects. If requested, the Final Report will summarize the pre-debris removal, pre-tree removal, and post-debris and post-tree removal conditions. The Final Report typically includes the initial and final assessments, ROE, summary of quantities of materials removed, environmental sampling information, pre- and post-work photographs, and final sign off.

In addition, data can be downloaded directly from the *RecoveryTrac*™ system using ESRI's ArcGIS feature services. These feature services allow location base selection and download of the data contained within the selected area. *RecoveryTrac*™ Fleet history, including individual route history can be downloaded and is available over the life of the project.

Project Worksheet Development and Completion

Tetra Tech's experienced grant managers are poised to help the County submit its initial Request for Public Assistance and attend or provide support for State-led applicant briefings, FEMA recovery scoping meetings (formerly known as kickoff meetings), or any other meetings with FEMA or the State in the development of projects. With the changes FEMA has made to their PA Delivery Model, eligibility determinations are no longer made "in the field" and the projects are written at the Consolidated Resource Centers. Close and consistent interaction with FEMA staff is still crucial, so the County needs an experienced team to augment efforts in presenting any and all eligible costs and activities to FEMA for inclusion in projects.

Submitting a complete damage inventory is key to presenting disaster-caused damage and costs to FEMA. Experienced Tetra Tech project support staff will help gather all necessary inputs for the best possible outcomes. By timely addressing requests for information and uploading related information and documentation, Tetra Tech facilitates timely obligation of project funding and access to federal dollars for recovery.

One of the most often experienced barriers to timely obligation of projects and reimbursement of funds is lack of proper documentation. We work hand in hand with our clients to identify, gather, organize, and submit records reflecting any and all eligible activities undertaken. These records are audit-ready for our clients and paint the picture of well documented eligible work and costs to FEMA, the Department of Homeland Security's Office of Inspector General, County Inspector General, State Legislative Auditor, or others.

Tetra Tech is a nationwide leader in the administration of federal funding for disaster response and recovery. Our dedicated staff includes former federal and state level executives with decades of experience working with FEMA Region 6.

Responding to FEMA Request for Information (RFIs)

We serve as a force multiplier for your staff and recognize the importance of timely responding to any Requests for Information (RFIs) received from federal or state officials. We coordinate with all involved to minimize any "back and forth" on such requests that often result in the loss of precious time. Our team of experts can also be on site with FEMA's site inspectors to adequately capture, measure, and quantify damages. Time equals money, and our goal is to minimize the length of time the County spends waiting for return of eligible program dollars.

Audit Support

Our team has a proven track record of success in helping our clients resolve disputes with funding agencies such as FEMA or the Grantee (State). This includes support post-obligation audit and the appeal process. Throughout our FEMA-funded disaster response operations, we have only been involved with a handful of disputed projects over documentation.

We believe in remaining proactive in preventing further appeals requires frequent meetings with state partners and FEMA regions to avoid situations whenever possible.

Furthermore, due to our staff's in-depth knowledge of FEMA reimbursement policies, we are often hired by applicants to assist them after FEMA determination memos and Office of Inspector General (OIG) audits even when we were not involved with the applicant during the recovery period.

Tetra Teach **uploads documentation and project support with consistent file naming conventions**. This organized, systematic approach enables timely and thorough review of documentation presented to FEMA and State of Texas.

Recently, there has been a shift in the direct of FEMA to perform audits earlier in the disaster so that corrective actions can be made for the subrecipient or recipient. The three most common types of audits that we have supported within the first two years of the disaster include:

Tetra Tech has supported clients across disasters from 2016 through today on these up-front audits by:

1. Conducting pre-meeting with stakeholders
2. Preparing compliance checklists
3. Developing documentation notebooks
4. Attending meetings and providing subject matter expertise support
5. Responding to for Requests for Information

Elements of our audit support strategy include:

- **Maintain Data Quality:** Consistent quality checks are integrated throughout project operations to maintain data integrity from the beginning.
- **Retain the Data:** Maintain the data on our secure, cloud-based storage site to mitigate the risk of data loss.
- **Respond Quickly:** Acknowledge the question within 12 hours and respond to the audits within 48 hours of a request.
- **Maintain Communication:** Establish weekly calls with auditors that provide visibility into County activities.
- **Stay Positive:** Maintaining a positive spirit between the parties to foster a solution quickly.

This Technical Approach serves as a comprehensive testament to Tetra Tech's proficiency in managing the entire disaster life cycle with finesse and expertise. From meticulous planning and rigorous preparedness measures to swift and effective response strategies, from dedicated recovery efforts to the final closeout phase – our organization showcases a robust capability in addressing every aspect of disaster management and recovery. With a wealth of experience, cutting-edge technology, and a highly skilled team, Tetra Tech is uniquely positioned to support all our clients' needs across every stage of the disaster life cycle, ensuring resilience, efficiency, and successful outcomes in even the most challenging circumstances.

Emergency Operations

Tetra Tech stands ready to serve as a force multiplier for the County's staff in the event of an emergency, disaster, or pre-planned special event by providing appropriate staff augmentation services as well as administrative support to the state and/or regional or local emergency operations centers (EOC). Tetra Tech's cadre of trained, credentialed, and experienced emergency management professionals have real-world experience in almost every EOC position from executive leadership to administrative support. Many of our team members have served on Incident Management Teams (IMTs) or are former state and federal executive leaders who can provide proven expertise gained via real-world disaster response and recovery experience to serve in operational, advisory, liaison, and advocacy roles.

The Tetra Tech Advantage

In an EOC environment, where teamwork and established relationships are critical, Tetra Tech can offer our clients a cadre of existing team members who have experience working together as a cohesive unit to support our clients. Additionally, we prioritize providing staff who already have established relationships with clients and their stakeholders in times of crisis to allow for maximum integration into the client's EOC structure and process.

Recently, our team provided staff and EOC augmentation support to multiple communities impacted by Hurricanes Helene and Milton in NC and FL; to Harris County, TX in 2024 for Hurricane Beryl, the May Derecho and April Floods; Arlington County, VA; City of Baltimore, State of Colorado, State of Illinois and the State of Missouri to support COVID-19 management and vaccine operations, to Harris County, TX after Winter Storm Uri; to Hillsborough County after Hurricane Michael and Dorian and to the State of Florida after Hurricane Ian.

As a national leader in disaster response, having served over **300 state and local government clients in response to over 100 declared presidential disasters,** our staff has the experience to begin operations in multiple EOC roles on day one of this contract. Tetra Tech maintains a cadre of members dedicated to responding to our standby clients.

Our work includes rapidly deploying professionals to support EOCs, logistic staging areas (LSA), FEMA's Joint Operations Centers (JOC), or Forward Operating Bases (FOB). During response operations, Tetra Tech fulfills command and general staff positions or direct support to the mission. We routinely support the following activities:

- Incident Action Plan (IAP) and Situation Report (SitRep) development
- Geographic Information System (GIS) Dashboard preparation
- Resource management and disaster logistics
- Finance/Administration Section support
- Emergency Support Function (ESF) coordination
- Recovery Support Function (RSF) coordination
- Points of distribution logistics, and administrative support
- Joint Information System/Center support

Our staffing mixture of local, regional, and national geographically based individuals ensures a quick response on a continual basis without the risk of having all our available personnel in the affected impacted area. Emergency management staff proposed to support EOC operations have earned Incident Command System (ICS) certifications, including ICS 300 and 400, and have direct EOC management and operations experience.

As a result of our involvement in most major response efforts occurring in the United States within the past decade, we have a deep understanding of how to manage a large-scale response and the components of an effective recovery.

Our subject matter experts have been deployed to natural and human-caused disasters across the United States in support of our local, state, and federal clients. Whether it was serving as part of a flood response team in a client's EOC, conducting damage assessments in the field, assessing structures for substantial damage following a flood, or managing security or points of dispensing sites, our team is battle-tested under the most taxing of disaster circumstances.

Tetra Tech understands that running an EOC requires ample resources coupled with established relationships and an understanding of local, regional, and state nuances. Tetra Tech is prepared to be flexible in the support provided in an EOC environment. While Tetra Tech team members are fully capable of staffing executive leadership positions, we understand that contractors are sometimes best utilized in roles supporting existing agency/department staff to help build internal capacity. The table on the following page provides examples of the types of assistance Tetra Tech could provide to for each of the County's EOC positions/sections listed. This is not an exhaustive list.

EOC Support Capabilities

EOC Position/Section	Tetra Tech Support Capabilities
Support Advisory Staff	
Incident Support Manager (or Deputy)	• Experienced and qualified incident commanders and EOC managers who can either directly run an operation or provide support and mentorship
ESF #15 External Affairs/Public Information	• Public Information Officers (PIOs), technical writers, media monitors • JIC/JIS management support
Legal Advisor	• Advise on key decisions and assist with legal analysis
Lessons Learned Advisor	• Establish and implement a data collection process to inform future development of an AAR/IP
Disability Integration Advisor	• Advise on issues specific to access and functional needs specific to the incident/event
Legislative Liaison	• Serve as a liaison with elected officials
Incident Specific Liaison	• Subject matter experts specific to the incident/event
EOC Sections	
Situational Awareness Section	• Develop SitReps • GIS analysis dashboarding • Social media monitoring • Subject matter experts specific to the incident/event
Planning Support Section	• Credentialed Planning Section Chiefs and support staff • IAP development • Demobilization planning • Recovery transition planning and future planning
Resource Support Section/Operations Section	• Operational coordination as branch director, group supervisory, or ESF liaison • Data collection, analysis, and reporting • EMAC and resource management support
Center and Staff Support Section/ Logistics Group Support / Finance and Administration Section	• Develop Health and Safety Plans • Serve as Safety Officers, Finance/Admin Chiefs and support staff, and Logistics Group Supervisory or support staff • Cost tracking; travel/logistical support

Planning and Response

With dozens of in-house emergency management planners and subject matter experts, Tetra Tech has the depth, experience, and track record to support the nation's largest and most demanding clients. While proud of the diversity, complexity, and effectiveness of our plans and projects, our team appreciates the strength of our long-term client relationships, which have resulted in **80% of our work coming from repeat business.** This remarkable statistic highlights our value and motivates us to outperform expectations and set the benchmark for excellence.

In addition to a long history of supporting the federal government, military, and private sector, Tetra Tech stands out as the largest provider in the nation of emergency management services to state and local clients. This footprint provides exposure to best practices and lessons learned from the largest metro areas and urban centers, translating into innovative plans and preparedness/mitigation activities tailored to our client's needs.

Tetra Tech has provided emergency management preparedness services to complex States and the largest and highest threat urban areas in the country. An illustrative sample of our largest metro clients includes:

- State of Pennsylvania
- State of New Jersey
- State of New York
- State of Delaware
- State of California
- State of Mississippi
- State of Vermont
- State of North Carolina
- State of Connecticut
- State of Rhode Island
- State of Ohio
- State of Missouri
- State of Iowa
- State of Illinois
- State of Hawaii
- Philadelphia
- Houston & Harris County
- Maui County
- New York City
- National Capital Region
- Los Angeles
- Chicago
- Atlanta
- Jersey City/Newark
- Boston
- Minneapolis
- San Francisco Bay

Preparedness Planning

Tetra Tech has assembled a team that features emergency management and homeland security experts with decades of real-world experience who have implemented all types of preparedness planning elements. Our team is experienced in developing all three tiers of CPG 101 plans:

- **Strategic Planning:** Describe how a jurisdiction wants to meet its emergency management or homeland security responsibilities over the long term. These plans are driven by policy from senior officials and establish program goals and objectives.
- **Operational Planning:** Provide a description of roles and responsibilities, tasks, integration, and actions required of a jurisdiction or its departments and agencies during emergencies.
- **Tactical Planning:** Break down bigger-picture goals and strategies into narrower, actionable tasks. Tactical plans are steps for implementing strategic and operational goals (for example, incident scenes or emergency operation center [EOC] standard operating procedures [SOPs] and checklists).

Graphic Source: CPG 101

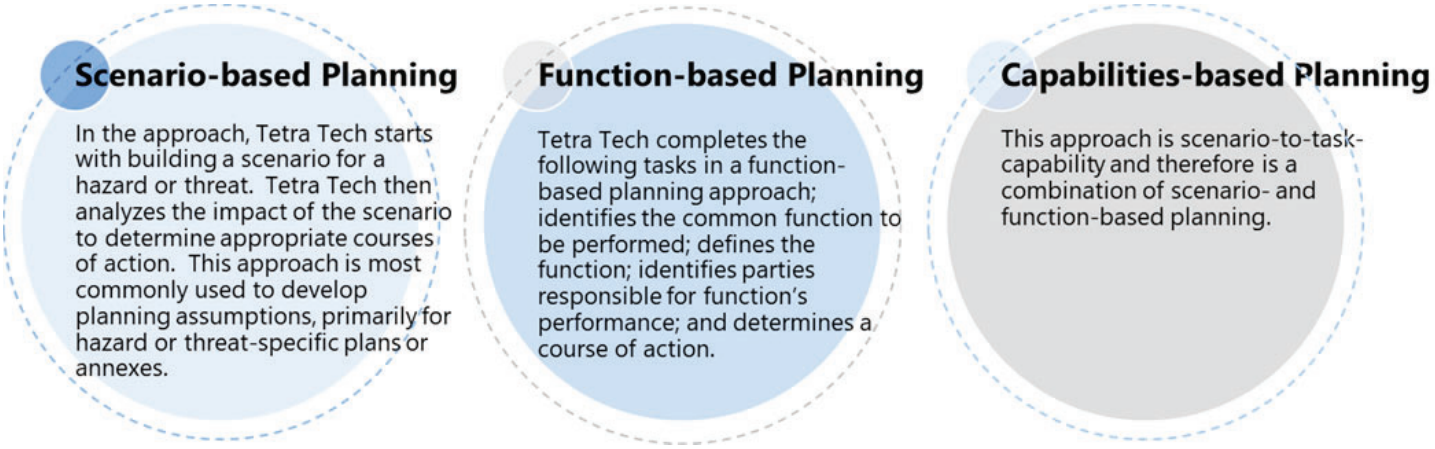
In recent years, Tetra Tech has completed a wide range of actionable planning products in the following functional areas:

- Commodity Points of Distribution (C-POD)
- Logistics and Resource Management Plans

- Comprehensive Emergency Management
- Community Rating System (CRS)
- Continuity of Government
- Continuity of Operations
- Debris Management
- Departmental Emergency Response
- Emergency Operations Center
- Emergency Operations
- Emergency Support Functions
- Evacuation Plan
- Family Assistance and Reunification
- Hazard Mitigation
- Mass Care/Surge Capacity
- Medical Dispensing
- Pre-Disaster Recovery
- Reception Processing
- Regional Catastrophic
- Resilience
- Sheltering
- Standard Operating Procedures
- Threat and Hazard Identification Risk Assessments
- Threat/Hazard-Specific Plan
- Volunteer Management

Tetra Tech's approach to preparedness plan development will be tailored to meet the needs of the project and the involved participants. In general, Tetra Tech follows the FEMA Comprehensive Preparedness Guide (CPG) 101 to develop plans, realizing that this guidance is not a rigid standard. Using the CPG 101 methodology, there are three tiers of planning: strategic planning, operational planning, and tactical planning. Tetra Tech has extensive experience using CPG 101 in developing, implementing, and evaluating the three tiers.

To develop comprehensive planning documents, Tetra Tech uses the following approaches, either individually or in combination:



Tetra Tech recognizes that certain types of planning projects may have additional relevant standards and guidance. The table below highlights select standards that Tetra Tech has used for developing specific types of emergency plans with other clients.

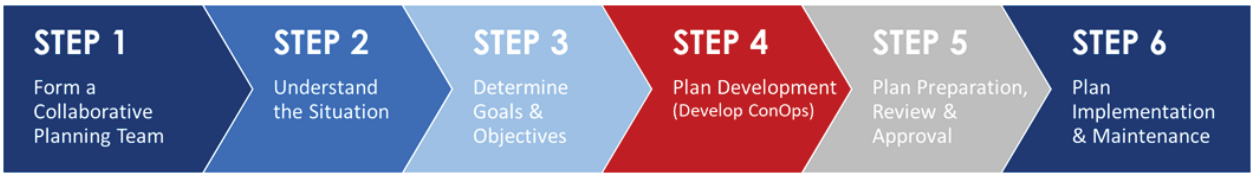
Standards and Planning Types

Standard/Method	Type of Plan(s)
FEMA CPG 101v3	Emergency Operations Plan (EOP) EOP Hazard Annexes EOP Emergency Support Function (ESF) Annexes Comprehensive Emergency Management Plans (CEMP) Standard Operating Procedures (SOPs) and Job Aids
CPG 201v3	Threat and Hazard Identification and Risk Assessment
FEMA Hazard Mitigation Planning Guides (386 series)	State, local, and tribal Hazard Mitigation Plans

FEMA Continuity Guidance 2018	State, local, and tribal continuity of operations (COOP)/continuity of government (COG) plans
Disaster Recovery Institute (DRII)	Business continuity plans (BCP)
NFPA 3000 Standard for an Active Shooter/Hostile Event Response (ASHER) Program	Active shooter plans, training, and exercises plans
FEMA Pre-Disaster Planning Guide for Local/State Governments	Recovery Plans
FEMA P-785 Shelter Field Guide	Shelter Planning

Tetra Tech believes that a successful planning process should be clearly organized and include multiple opportunities for stakeholder input. The outcomes should be clear and understandable to a reader who was not involved in the development process. For all planning projects, Tetra Tech implements the CPG-101 Planning Process. This proven model outlined in the six steps below allows for greater stakeholder input and buy-in for the final product. Stakeholder involvement in the plan development process is key to the successful acceptance and implementation of any plan.

National Plan Development Process (NPDP) Model



Development of Preparedness Programs through an Equity Lens

As residents often look to the government to support their needs before and after a disaster occurs, States must address the needs of the community and their most vulnerable and traditionally underserved populations in an equitable manner and view all mitigation, recovery, and emergency management plans, policies, and program through the lens of equity. We understand that disasters disproportionately affect underserved and historically marginalized communities, and as a society, we must actively work to ensure our entire communities are cared for and treated in an equitable manner with respect and sensitivity during times of crisis. The Tetra Tech team understands the critical importance of incorporating the needs of vulnerable and historically underserved populations into planning, training, and exercise programs so that their needs can be met before and after a disaster occurs. Tetra Tech is currently working with the State of Iowa to conduct a review of their plans, procedures, and programs to strengthen how it prepares for, responds to, and assists under-represented populations to recover from all types of disasters.

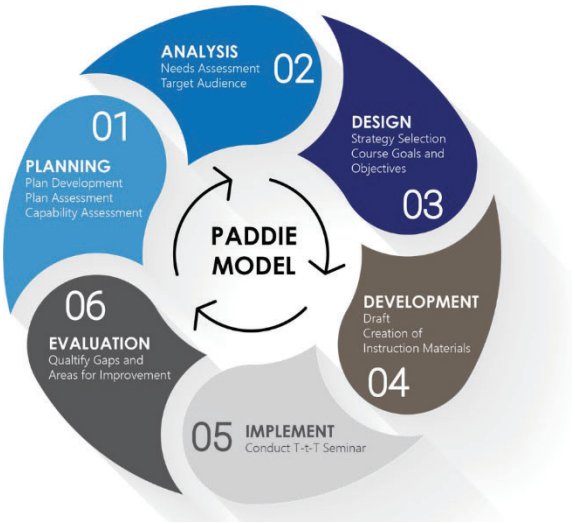
Tetra Tech's team has experience in conducting comprehensive community vulnerability assessments to identify and prioritize underserved areas for planning, response, mitigation, and community outreach through the lens of equity. Through our robust stakeholder and community engagement process, we are committed to leveraging existing community partnerships and resources to fully engage the community and understand community ties, using a Whole Community approach to effectively prioritize highest-risk communities and vulnerable populations to increase community resilience. This helps to determine and set policy needs and identify key areas for inclusion in plans and response procedures.

We understand the importance of whole community involvement in program development, including the vulnerable and historically underserved. By involving tribal nations, black, indigenous, and people of color, immigrants, refugees, economically challenged, people experiencing homelessness, and DAFN stakeholders (who directly depend on the County's response and recovery support) in the planning process, Tetra Tech will support the comprehensive diversity and inclusion the County seeks in the modern era of emergency management. Tetra Tech will host forums and outreach activities to meet people where they are. Additional virtual sessions will be available for those individuals with connectivity who do not want to gather during the ongoing COVID-19 pandemic. The Tetra Tech team completed review of policies and procedures and prepared recommendations through the lens of equity for some high-profile agencies, including the **DC Metropolitan Police Department, University of Maryland School of Public Policy, United States Department of Labor, District of Columbia Government Cities of Service Task Force.**

Development of Curricula on Plan Development

A plan is only successful if the responsible parties are aware of what is included, how to successfully implement it, and what their expected roles are when the plan is activated. Plans are most successfully implemented when personnel are regularly trained on the plan's contents and understand how it applies to them directly. Our team of skilled trainers develop and facilitate curricula on how to develop plans, how to successfully activate and implement them, and how to assess their effectiveness following an activation.

We understand the importance of developing engaging training curricula that address topics in a way that enables the learner to grasp key concepts while also understanding what is expected of them during a disaster or emergency. We are currently working with the Northern Virginia Emergency Response System (NVERS) to develop a two-day training course on how to develop a family assistance plan at the jurisdictional and county levels. We have assisted other clients, including Amtrak, with developing computer-based training (CBT) modules that teach users how to successfully implement field operations guides and activate following a train derailment. Our team of skilled trainers are adept at creating curricula and training aids for in-person or virtual delivery and CBTs.



Our course developers include trainers certified or qualified through the FEMA Emergency Management Institute (EMI), U.S. EPA, various fire services, and U.S. military branches. Tetra Tech uses a streamlined version of the Systems Approach to Training (SAT) to develop customized training courses. This approach incorporates the steps of the PADDIE model of instructional design (Planning, Analysis, Design, Development, Implementation, and Evaluation). This process allows for a dynamic, flexible guideline for building effective adult learning training modules

For each training, Tetra Tech will work with the County to consider the course topic, course objectives, enabling learning objectives, and target audience in order to propose the best, most effective approach, or format for course delivery (classroom, online, blended, video, or other). The overall course development process, regardless of delivery format, involves concurrent and overlapping activities within the "Analysis and Design" and "Design and Implement" phases. Tetra Tech uses periodic course reviews to obtain feedback from the course planning team and to address technical and presentation considerations. Content validation occurs at each step to check that the course is designed and conceptualized accurately, whether the product is video-based, online, or classroom training. Our training curricula development will include the creation of multi-media presentations, instructor guides, student guides, tests, and feedback forms for in-person or virtually facilitated training offerings and knowledge checks and reviews for CBT offerings. These materials will be skillfully designed by our team of training professionals and include interactive opportunities where available.

In addition to developing the tools to support the training facilitation, Tetra Tech understands the importance of developing support tools such as job aids or planning templates that can be used after the training is delivered. Examples include:

- Checklists that illustrate important actions that must be taken during each phase of plan implementation
- Job action sheets which can be used during EOC activations providing guidance on the EOC's battle rhythm and when deliverables are due
- Plan templates and user guides that assist with developing a plan and outline important guidance and consideration points
- Flyers that can be used to get stakeholders engaged in planning process

For each training offering, we will work with the County to identify the most appropriate training support tools that can be developed to not only support the participant's understanding during the training but also encourage them to implement what they have learned.

Response

25	100+	300+
Years in Disaster Recovery	Disasters Across the U.S.	Clients Nationwide

Tetra Tech Disaster Recovery is a national leader in the field of disaster management. Our team offers deep understanding of FEMA, Federal Highway Administration (FHWA), and other regulatory agencies' policies and procedures. We have worked closely with these agencies, recipients, and subrecipients on billions of dollars' worth of projects to determine project eligibility and to provide technical assistance, detailed damage inspection reports, cost estimates, validation and testing, audit documentation, and process reimbursements. Our team also maintains strong relationships with many of the lead federal officers, state agency leadership, local governments, and other staff.

Our team has provided disaster management, recovery, and consulting services to hundreds of state and local government agencies since 2001. These services have included environmental permitting; monitoring of debris collection, hazardous tree programs, debris management sites (DMS), and specialized debris missions; fire damage restoration; contractor invoice reconciliation; and federal grant reimbursement support.

Emergency Solutions Grant (ESG)

ESG funds may be used to assist homeless individuals and families to quickly regain stability in permanent housing after experiencing a housing crisis and/or homelessness. ESG funding helps to engage homeless individuals and families living on the street, improve the number and quality of emergency shelters for homeless individuals and families with operation costs, rapidly re-house homeless individuals and families, and prevent families and individuals from becoming homeless.

Tetra Tech understands that ESG funds are typically managed by housing authorities and with extensive support from non-profits, such as Salvation Army, Catholic Charities, and similar organizations. Tetra Tech is prepared to support ESG programs and the supporting nonprofits to support whole community recovery.

Contingency

We develop comprehensive contingency plans to ensure project continuity and minimize potential delays. Our approach includes:

Risk Identification and Assessment – We begin by identifying potential risks that could disrupt project timelines, such as adverse weather conditions, equipment malfunctions, or labor shortages. Each risk is assessed for likelihood and potential impact, allowing us to prioritize mitigation strategies.

Alternative Strategies and Resource Allocation – For each identified risk, we create alternative strategies that allow for rapid adaptation. For instance, if adverse weather is anticipated, we adjust schedules to complete weather-sensitive tasks in advance or allocate additional resources to recover lost time afterward. Additionally, we maintain a list of readily available backup equipment and suppliers to quickly replace or supplement resources as needed.

Cross-Training and Team Flexibility – To ensure continuity in staffing, we implement cross-training programs to allow team members to cover critical roles in the event of an unexpected absence. Our teams are trained to adapt swiftly to changes, ensuring that essential functions continue without interruption.

Communication Protocols – Effective communication is vital for responding to disruptions quickly. We establish clear communication protocols, ensuring that key stakeholders are immediately informed of any delays or changes. This transparency enables collaborative problem-solving and helps manage expectations.

Scenario Testing and Regular Updates – Our contingency plans are regularly tested through scenario-based drills, which help us refine response strategies and identify any weak points. Additionally, we update the plans as new risks emerge or project conditions change, maintaining readiness throughout the project lifecycle.

These measures allow us to respond to unforeseen challenges proactively, keeping projects on track and ensuring minimal disruption to timelines and outcomes.

Risk Assessment

Tetra Tech staff have decades of experience working in the Public Assistance program. Our team includes former FEMA staff, State recovery leaders, and local disaster experts. We have diverse and extensive experience in FEMA and federal policy including the Stafford Act, 2 CFR 200, 44 CRF, FEMA PAPPG, OIG Single Audit, and other important rules and regulations. Our knowledge in these areas allows us to both anticipate eligibility and compliance issues but also provide our clients with ongoing risk assessments. **Due to our extensive experience with FEMA programs, we are able to provide our clients with unprecedented guidance to maximize reimbursement and minimize clawbacks. Furthermore, our sophisticated and transparent reporting provide immediate just-in-time decision making tools to ensure all costs are captured and our clients are aware of the timing of their reimbursements.**

Eligible Purchase Review

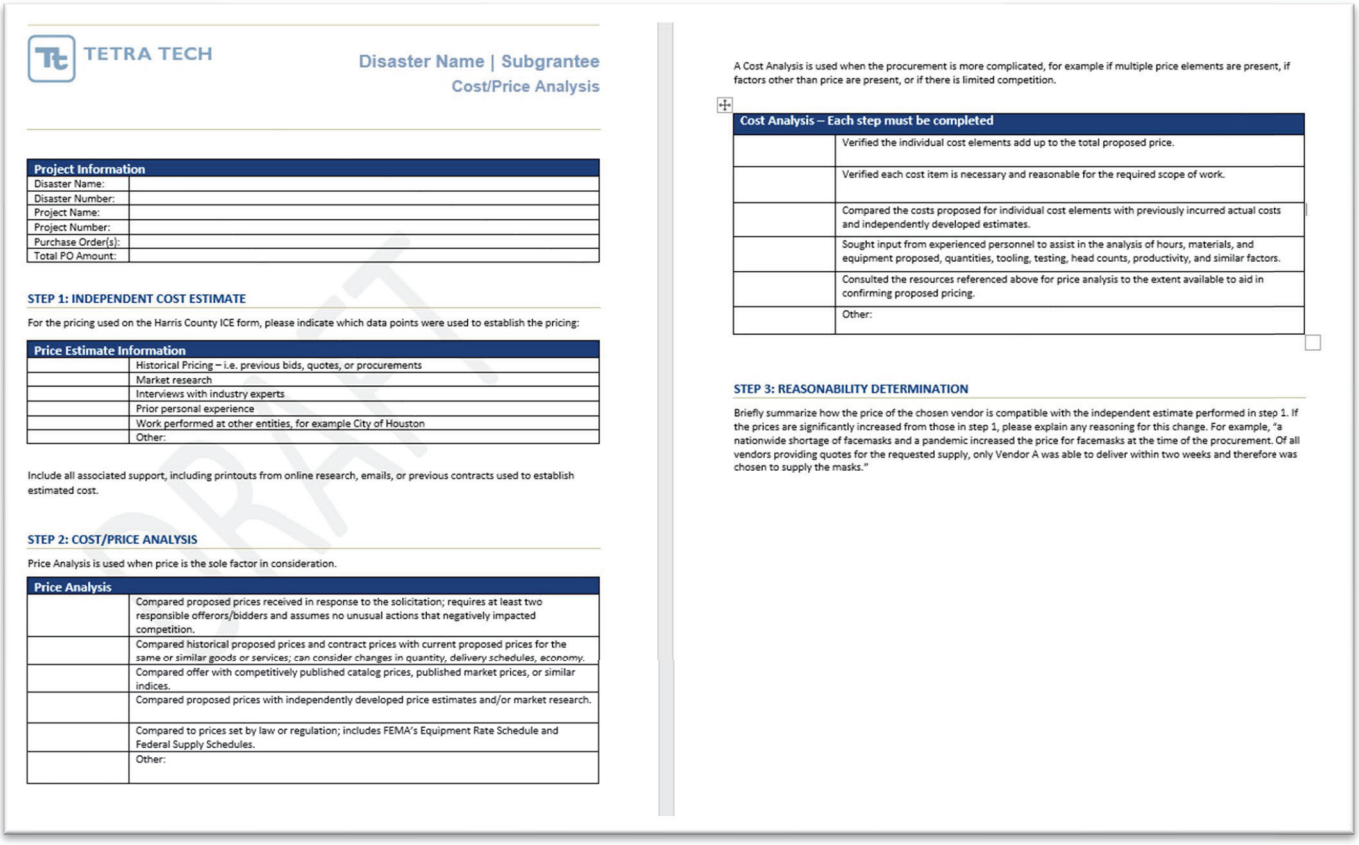
Tetra Tech can assist in the collection and review of documentation from County departments, including review and analysis of:

- Collected documentation so that costs are reasonable and eligible
- Collected documentation so that the work and costs are adequately documented, are included in the approved scope of work, and are deemed eligible
- Invoices and receipts by checking the dates and amounts so the dates fall within the disaster event range and are reasonable for the purchase
- Contract labor timesheets by checking dates and hours worked per employee so the dates fall within the disaster incident period and are recorded as direct labor required as a result of the disaster
- Force account labor timesheets, including special issues like exempt employees, benefits/policies in place, and 40-hour threshold issue; reconciliation of force account labor, equipment, and material data

Categorizing, Recording, Tracking, and Filing for Financial Reimbursement

Tetra Tech has time-tested cost tracking SOPs used to evaluate the County's cost documentation, including document management integration and associated digitization. This approach represents a comprehensive end-to-end solution for the County that will be web-enabled so that reviewers will have real-time access to the most up-to-date cost and supporting data. Taken to its next logical step, this solution can be accessed by federal agencies, such as FEMA, to perform review without incurring the expense of traveling to project sites.

Tetra Tech Cost Price Analysis Worksheet



TETRA TECH

Disaster Name | Subgrantee
Cost/Price Analysis

Project Information	
Disaster Name:	
Disaster Number:	
Project Name:	
Project Number:	
Purchase Order(s):	
Total PO Amount:	

STEP 1: INDEPENDENT COST ESTIMATE

For the pricing used on the Harris County ICE form, please indicate which data points were used to establish the pricing:

Price Estimate Information	
	Historical Pricing – i.e. previous bids, quotes, or procurements
	Market research
	Interviews with industry experts
	Prior personal experience
	Work performed at other entities, for example City of Houston
	Other:

Include all associated support, including printouts from online research, emails, or previous contracts used to establish estimated cost.

STEP 2: COST/PRICE ANALYSIS

Price Analysis is used when price is the sole factor in consideration.

Price Analysis	
	Compared proposed prices received in response to the solicitation; requires at least two responsible offerors/bidders and assumes no unusual actions that negatively impacted competition.
	Compared historical proposed prices and contract prices with current proposed prices for the same or similar goods or services; can consider changes in quantity, delivery schedules, economy.
	Compared offer with competitively published catalog prices, published market prices, or similar indices.
	Compared proposed prices with independently developed price estimates and/or market research.
	Compared to prices set by law or regulation; includes FEMA's Equipment Rate Schedule and Federal Supply Schedules.
	Other:

A Cost Analysis is used when the procurement is more complicated, for example if multiple price elements are present, if factors other than price are present, or if there is limited competition.

Cost Analysis – Each step must be completed	
	Verified the individual cost elements add up to the total proposed price.
	Verified each cost item is necessary and reasonable for the required scope of work.
	Compared the costs proposed for individual cost elements with previously incurred actual costs and independently developed estimates.
	Sought input from experienced personnel to assist in the analysis of hours, materials, and equipment proposed, quantities, tooling, testing, head counts, productivity, and similar factors.
	Consulted the resources referenced above for price analysis to the extent available to aid in confirming proposed pricing.
	Other:

STEP 3: REASONABILITY DETERMINATION

Briefly summarize how the price of the chosen vendor is compatible with the independent estimate performed in step 1. If the prices are significantly increased from those in step 1, please explain any reasoning for this change. For example, "a nationwide shortage of facemasks and a pandemic increased the price for facemasks at the time of the procurement. Of all vendors providing quotes for the requested supply, only Vendor A was able to deliver within two weeks and therefore was chosen to supply the masks."

Vulnerability

Any forward-looking organization can conduct threat, hazard, vulnerability, and risk assessments to identify its weaknesses and establish a path to minimize its risk. Tetra Tech, however, provides a holistic approach to assist organizations in becoming more resilient to ever more likely disasters, regardless of their nature. Tetra Tech is a national leader in quantitative risk assessments for hazards, maximizing infrastructure continuity, and implementing countermeasure and resilience strategies to reduce hazard risk. Our team of expert threat and risk professionals, security analysts, emergency managers, and military planners have identified and continue to refine and implement a catalog of countermeasures across the country that address underlying risks and position organizations to better withstand the impacts and consequences of future disasters.

Tetra Tech's modular approach to threat, hazard, vulnerability, and risk assessment incorporates a combination of a quantitative risk assessment and specification of specific countermeasures that will directly reduce our clients' organizational risk. Our team carefully customizes the scope and methodology of each assessment to meet the specific needs and goals of each of our clients based on their business and the markets they serve. In response to the diverse needs of our customers, our recent work has included on-site asset evaluations, employee interviews, plan reviews, scenario development, quantitative modeling, risk ranking, and countermeasure identification and implementation.

Hazus

Tetra Tech has extensive experience with the use of FEMA's Hazus-MH risk assessment software. For several years, Tetra Tech has served as a mission support contractor for FEMA's development and advancement of the Hazards U.S. Multi-Hazard (Hazus-MH) software tool for conducting risk assessments. Tetra Tech assisted with developing FEMA-433 "Using Hazus-MH for Risk Assessment". Tetra Tech is a FEMA-certified Hazus-MH Vendor, which means we can certify local governments as official Hazus users and develop custom training programs. We have pioneered innovative uses for Hazus, such as the Level 2, user-defined protocol for general building stock analyses that allows our planners to utilize Hazus as a powerful public information tool.

Tetra Tech has directed hundreds of mitigation and resilience planning projects, and each has included detailed risk assessments that involved leveraging Hazus and other applicable tools. Our team develops detailed asset inventories to evaluate structure/infrastructure-specific loss estimations that help inform mitigation and adaptation strategy identification. We have evaluated risk and vulnerability for the following natural hazards of concern: climate change, dam failure, drought, extreme temperature, flood (coastal, riverine, urban/stormwater), landslide, sea level rise, seismic, storms, tsunami, and wildfire.

Hazards and Operability

Tetra Tech's Team is composed of an accomplished team of experts with demonstrated experience in vulnerability and risk assessments; mitigation and resilience planning; and adaptation planning to provide the highest level of service to the State in supporting planning services and grant development for implementation of projects that address future conditions that threaten the life safety and economy of citizens.

- Our team combines local knowledge with global climate expertise. We have assembled nationally recognized experts in their field to manage and serve as technical leads and advisors to contribute to this project.
- We bring lessons learned from over a decade of hazard mitigation and community planning to build and integrate climate adaptation options and increase the resiliency of CI and communities.
- Our track record of successful public engagement to inspire ownership and implementation of focused community reconstruction and resiliency plans will support a comprehensive and inclusive approach to this planning process.

Tetra Tech has led or been engaged with 4 of the 10 projects from Rebuild by Design, a U.S. Department of Housing and Urban Development's (HUD) program to rebuild the Sandy-impacted area and rebuild with science-driven approaches to long-term resilience. Similarly, our team members have led multiple efforts from HUD's National Disaster Resilience Competition. We have worked with multiple cities on their resilience strategies through the 100 Resilient Cities program.

Our leadership, expertise, and innovation in resilience planning has received national recognition. Tetra Tech was awarded the FEMA's first-ever national Excellence in Mitigation Innovation Award for our Greater Muncy Area Resilience Plan.

Our team not only provides the County access to experienced emergency management and hazard mitigation planners, but also a cadre of resilience and climate adaptation planners and specialists that look at the 'whole community' and develop actionable projects and plans to increase long-term resiliency.

Hazard Mitigation

Hazard mitigation is an essential tool to break the cycle of damage due to disasters. Tetra Tech is a leader in assisting states and municipalities in hazard mitigation planning and program execution. As the recovery to a disaster begins or preparations are made prior to a future disaster, it is critical that all operations consider available hazard mitigation opportunities. The Tetra Tech team has the expertise and experience to coordinate the County's efforts to support the consideration of all mitigation options. Tetra Tech provides the following services:

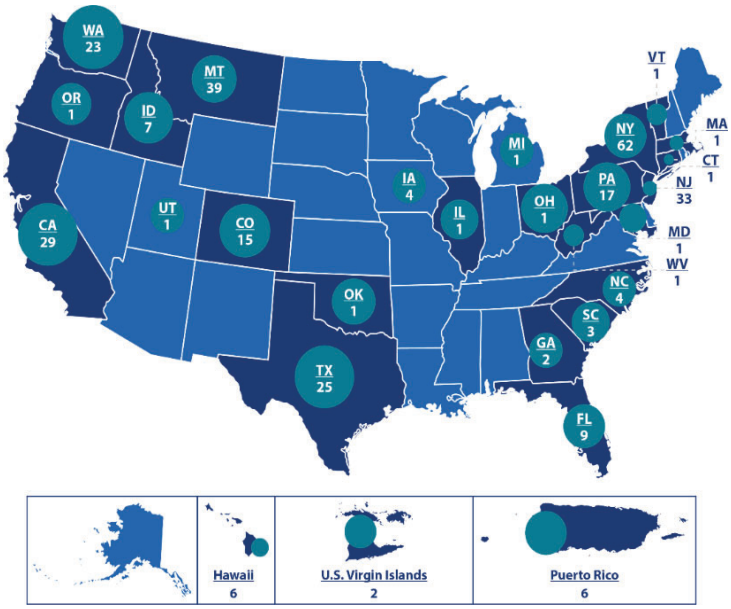
- Mitigation Planning
- Mitigation Program Administration
- Mitigation Planning and Hazard Assessment
- Section 404 and 406 Mitigation Integration
- Hazard Mitigation Assistance Program Application and Implementation (HMGP, FMA, and PDM)

Tetra Tech has a multidisciplinary team of toxicologists, chemists, ecologists, biologists, geologists, modelers, data managers, and environmental scientists that provide environmental risk expertise to the public and private sectors. Many of our scientists have graduate-level degrees and contribute to the scientific community by publishing in peer-reviewed journals and participating in presentations at national conferences of technical and professional organizations.

Hazard Mitigation Planning

Tetra Tech is a leading provider of specialized management consulting and technical services, including conducting hazard mitigation planning; integrating the Community Rating System (CRS) concepts into the hazard mitigation planning process; and providing expertise in Federal Emergency Management (FEMA) Hazard Mitigation Assistance (HMA) programs and Benefit Cost Analysis (BCA). Tetra Tech realizes the importance of building resilience to the impacts of hazards and climate change, which requires technical assessments, understanding of the impacted communities, awareness of the effectiveness of mitigation strategies, and implementing creative solutions to meet the needs of the most vulnerable populations.

Exhibit 4: Tetra Tech's Hazard Mitigation Planning Experience



Tetra Tech has been at the forefront of risk analysis, capability assessment, and hazard mitigation planning efforts pursuant to the DMA 2000 (Public Law 106-109) since its inception. We have a deep understanding of DMA 2000 requirements and expertise in integrating National Flood Insurance Program (NFIP) and CRS requirements, enabling communities to maximize their planning investments. The experience our team has gained from our over 300 hazard mitigation planning engagements allows us to develop and deliver innovative approaches and solutions to our clients' challenges in the scope of work areas.

Our multi-pronged approach to hazard mitigation includes a comprehensive risk assessment to evaluate the vulnerability of a community's assets, including the FEMA identified community lifelines. It also entails a review of each community's codes, plans, and regulations so that hazard mitigation can be integrated into local policies, plans, and processes. This integration improves communities' abilities to implement mitigation and resilience strategies.

Our philosophy is that the long-term value of an HMP can only be measured by its effectiveness at managing risk and reducing losses. Thus, Tetra Tech strives to build solid, actionable plans and to be available as an ongoing resource while the jurisdictions build local and regional capabilities to implement initiatives and activities. This experience translates into an efficient, cost-effective, comprehensive planning process and defensible data and recommendations to support hazard mitigation policy and project implementation strategies of the County.

We are proud to have supported Fort Bend County with the update and adoption of its 2023 Hazard Mitigation Plan.

FEMA 404 Hazard Mitigation Grant Program (HMGP)

The Tetra Tech team is prepared to assist with identifying future mitigation grant opportunities to supplement the disaster-related mitigation programs through FEMA's 404 HMGP program. Tetra Tech is prepared to assist KYEM with HMGP services, including preparing applications, conducting outreach to potential property owners, developing application scopes, assessing cost-effectiveness (cost-benefit analysis), regulatory clearances, grant implementation, and audit and closeout services. Currently, Tetra Tech is assisting communities in California, Idaho, North Carolina, New Jersey, Ohio, Oregon, Washington, South Carolina, Florida, and Texas, including the City of Houston with HMGP and FMA grants.

Subrecipients participating in the FEMA PA Program can access Section 406 Mitigation funds during the development of PWs for damaged public facilities. The Section 406 program is designed to enhance the facility's ability to perform against future disasters, thus protecting it from repetitive loss. By maximizing Section 406 Mitigation opportunities, the County can reserve more finite funding sources such as HMGP or CDBG-DR to satisfy other unmet needs. Increasing the use of Section 406 Mitigation funds will also add to the total amount of PA funds, thereby increasing the HMGP funds made available to the County. Tetra Tech has unmatched depth in the areas of Benefit Cost Analysis (BCA) on 406 and 404 mitigation projects. Our team is experienced in utilizing social and economic benefits to increase BCA ratios when handling some of the most complex projects and developing LOIs to maximize use of this funding.

Did You Know?

Our team has successfully worked with the City of Houston on the Flood Mitigation Assistance (FMA) grant over the last two years alone to obtain $38.9M in federal funding for Home Elevation grants. This unprecedented commitment by the City and the Tetra Tech team will contributed to over 100 homeowners in the floodplain to elevate their homes out of harm's way.

Additionally, over the past 4+ years we've assessed drainage issues associated with the City's drainage system and have reviewed hundreds of Capital Improvement Plan (CIP) projects for funding eligibility.

Tetra Tech's HMGP experience includes clients at every scale, including:

- State of Connecticut
- State of Idaho | Office of Emergency Management
- New Jersey Office of Emergency Management | FMA and HMGP technical support
- Montgomery County | TX/SRL Elevations 2016
- Fort Bend County, TX | HMGP Buyouts & Elevations 2016
- City of Houston, TX | Action Plan 2015
- City of Houston, TX | Unmet Needs Analysis
- Richland County, SC | HMGP Buyouts 2015
- State of Connecticut | HMGP Closeouts
- Walton County, FL | FMA Application and Elevations 2015 - 2022
- City of Roseville, CA
- Barnwell School Board, SC | Hurricane Safe Room
- Manheim Borough, PA | Flood project; BRIC FY2021; HMGP (DR-4506)
- Brandywine Conservancy and Museum of Art, PA; Elevations of Historic Structures | HMGP (DR-4618)
- Wayne County, OH | HMGP Acquisitions
- Rochelle Park NJ | Elevations; FMA 2021
- Ocean City NJ | Elevations Grant Management
- Whatcom County, WA | HMGP Elevations & Acquisitions 2022
- Gwinnett, GA | HMGP Buyouts
- Virginia Beach, VA 2014
- King County, WA | On-call
- Snoqualmie, WA | On-call
- Pasco County, FL | DR-4068
- Dougherty County, GA | DR-4284
- Gwinnett County, GA | DR-1858
- Clark Energy Co-op, KY | DR-4284
- City of Charleston, SC | DR-1858
- City of Charleston, SC | DR-4241
- City of Sumter, SC | DR-4286
- Lexington County, SC | DR-4241
- Richland County, SC | DR-4241
- City of Houston
- City of Houston
- Galveston County | DR-1791
- Galveston County | DR-1791
- Montgomery County, TX | DR-4269
- Port of Galveston, TX | DR-1791
- City of Callaway, FL | DR-4399
- City of Lynn Haven, FL | DR-4399
- City of Daytona Beach, FL | DR-1840

Additionally, as updates and adjustments to HMGP policies are made, such as the Hazard Mitigation Grant Program Management Costs (Interim) Policy and the replacement of the Pre-Disaster Mitigation program with the BRIC program, Tetra

Tech will develop info sheets and conduct briefings with the County staff to highlight and crosswalk policy changes and implications for new or ongoing HMGP projects. Furthermore, Tetra Tech's subject matter experts have decades of policy experience and have applied novel remedies, methods, and approaches to enable solution sets and common ground to develop between applicants, FEMA, and the County to resolve roadblocks and facilitate issue resolution and project progress.

Project Formulation

Tetra Tech is prepared to assist the County with BCA reviews, feedback, training, and technical assistance that led to complete BCAs in each sub-application. This includes, but is not limited to:

- FEMA GO
- Review and reconciliation of Emergency Purchase Orders (EPOs)
- Review and reconciliation of supporting cost documentation
- Procurement reviews
- GMS upload and tracking
- Cost estimates
- Engineering reviews (if applicable)
- Environmental and historical preservation reviews
- Insurance reviews and subrogation
- Codes and standards compliance
- Responding to FEMA RFIs
- Negotiations with FEMA on project scope and costs

Review of Contracts and Procurement

The Tetra Tech team utilizes a procurement checklist contained in Tetra Tech's Hazard Mitigation Program Standard Operating Procedures (HMGP SOPs) in the review process of procurements and contracts. The checklists contain requirements from the Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments (44 CFR 13.36-FEMA's purchasing regulation) as well as requirements from local, state, and federal regulation including but not limited to 2 CFR 200.

Incident Response

Tetra Tech stands ready to serve as a force multiplier for the County's staff in the event of an emergency, disaster, or pre-planned special event by providing appropriate staff augmentation services as well as administrative support to the state and/or regional or local emergency operations centers (EOC). Tetra Tech's cadre of trained, credentialed, and experienced emergency management professionals have real-world experience in almost every EOC position from executive leadership to administrative support. Many of our team members have served on Incident Management Teams (IMTs) or are former state and federal executive leaders who can provide proven expertise gained via real-world disaster response and recovery experience to serve in operational, advisory, liaison, and advocacy roles.

Recently, our team provided staff and EOC augmentation support to Arlington County, VA; City of Baltimore, State of Colorado, State of Illinois and the State of Missouri to support COVID-19 management and vaccine operations, to Harris County, TX after Winter Storm Uri; to Hillsborough County after Hurricane Michael and Dorian and to the State of Florida after Hurricane Ian.

As a national leader in disaster response, having served over 350 state and local government clients in response to over 100 declared presidential disasters, our staff has the experience to begin operations in multiple EOC roles on day 1 of this contract. Tetra Tech maintains a cadre of members dedicated to responding to our standby clients.

Our work includes rapidly deploying professionals to support EOCs, logistic staging areas (LSA), FEMA's Joint Operations Centers (JOC), or Forward Operating Bases (FOB). During response operations, Tetra Tech fulfills command and general staff positions or direct support to the mission. We routinely support the following activities:

- Incident Action Plan (IAP) and Situation Report (SitRep) development
- Geographic Information System (GIS) Dashboard preparation
- Resource management and disaster logistics
- Finance/Administration Section support
- Emergency Support Function (ESF) coordination
- Vaccine and testing center management, logistics, and administrative support

- Joint information system/center support

Our staffing mixture of local, regional, and national geographically based individuals ensures a quick response on a continual basis without the risk of having our available personnel in the affected impacted area. Emergency management staff proposed to support EOC operations have earned Incident Command System (ICS) certifications, including ICS 300 and 400, and have direct EOC management and operations experience.

As a result of our involvement in most major response efforts occurring in the United States within the past decade, we have a deep understanding of how to manage a large-scale response and the components of an effective recovery.

Our subject matter experts have been deployed to natural and human-caused disasters across the United States in support of our local, state, and federal clients. Whether it was serving as part of a hurricane team in a client's EOC, conducting damage assessments in the field, or managing security or points of dispensing sites, our team is battle-tested under the most taxing of disaster circumstances. Tetra Tech understands that running an EOC requires ample resources coupled with established relationships and an understanding of local, regional, and state nuances. Tetra Tech is prepared to be flexible in the support provided in an EOC environment. While Tetra Tech team members are fully capable of staffing executive leadership positions, we understand that contractors are sometimes best utilized in roles supporting existing agency/department staff to help build internal capacity.

Testing, Training and Exercise Programs

Tetra Tech's experience with HSEEP is extensive and ranges from local-level drills to national-level, multi-day full-scale exercises with dozens of stakeholders and thousands of participants. This includes developing HSEEP-consistent exercises for dozens of metropolitan regions across the U.S. As a result, Tetra Tech has often been tasked with managing our clients' ongoing multi-year exercise programs, including FEMA's National Exercise Program (NEP), EPA's Emergency Response Training Program for first responders, New York State Radiological Preparedness Program (REPP), Amtrak, and exercise programs in the cities of Philadelphia, Chicago, Orlando, Los Angeles, Atlanta, and Houston.

Tetra Tech understands how to utilize the HSEEP process to drive objective-oriented outcomes while still providing flexibility to evolving client needs. Tetra Tech is well-versed in coordinating multiple, simultaneous planning efforts and complex exercises. We develop progressive exercise series to validate capabilities in the areas of energy assurance, transportation, cyber security, public health, hazardous materials response, natural hazards, terrorism, and recovery.

Through our current and past work for local, state, and federal agencies, Tetra Tech has developed a nationwide group of exercise design specialists and facilitators who work together to provide expertise to our clients. Tetra Tech project team members have long histories of demonstrated proficiency in the HSEEP process, and many are trained HSEEP instructors. Tetra Tech has numerous FEMA Master Exercise Practitioners (MEP), the highest HSEEP designation. As a result, Tetra Tech can provide the most capable HSEEP exercise development experts available. Our clients can attest to our ability to navigate the HSEEP process in such a manner to meet each standard, which minimizes the level of complexity for them and their stakeholders.

Our team of HSEEP-trained professionals will be available to provide facilitation, control, and evaluation support for the County. Prior to exercise conduct, our staff will be available to:

- Develop materials and support the facilitation of exercise planning meetings
- Develop HSEEP-consistent exercise documentation
- Exercise preparation: meeting presentations, sign-in sheets, agendas, meeting minutes

- Exercise conduct: Exercise Plan (ExPlan), Situation Manual (SitMan), Master Scenario Events List (MSEL), sign-in sheets, Safety Briefing presentation, Actor Briefing presentation, Controller/Evaluator Training presentation
- Exercise Evaluation: Exercise Evaluation Guides (EEGs), Participant Feedback Form/Survey, AAR/IP

Tetra Tech's staff members will be able to serve as facilitators, controllers, and simulation cell (SIMCELL) members for exercises. Using the EEGs, staff will record actions from play and document observations, lessons learned, and best practices throughout the exercise for discussion in the hotwash and inclusion in the AAR. We will lead and manage the hotwash process in order to collect feedback from participants immediately after the exercise to get their initial thoughts and provide them with the opportunity to provide additional feedback via a paper Participant Feedback Form or online feedback survey. Throughout the COVID-19 pandemic, we have had immense success with using surveys to collect participant feedback for both exercise and real-world after-action review processes.

We can also support the County through facilitating and/or supporting the AAM by consolidating evaluations into an AAR/IP and presenting this to both participants and agency leadership. Our team has extensive experience with identifying not only best practices but also capability gaps and assigning corrective actions to address and close them.

What do our clients say?

"They impressed us right from the start, plugging in immediately to drive the project schedule and deliver the right information and resources to the right place at the right time.

The positive energy and 'can do' attitude of the Tetra Tech team allowed us to meet our deadlines and to meet the expectations of demanding stakeholders all across our dynamic healthcare enterprise. The support we received from Tetra Tech was critically important to the success of this important endeavor."

Kelly R McKinney
Director - NYU Langone Health

Asset Management

Tetra Tech's data-driven solutions help clients develop inventories, make investment decisions, secure capital funding, and address infrastructure risks across the life cycle of a range of transport assets. We use our *Leading with Science®* approach, combined with our local knowledge and experience and our Tetra Tech Delta suite of technologies, to develop solutions to optimize the way our clients manage their transportation assets. Our services cover the full asset life cycle, including asset condition assessments and monitoring, performance modeling and forecasting, asset management planning, and asset improvement program implementations. We customize solutions by incorporating the latest technologies to help our clients make informed decisions to sustain their infrastructure assets economically and responsibly.

Logistics and Support

Tetra Tech has developed a time-tested approach to quickly respond to our clients' disaster response and recovery needs. We operate every day within the classic Incident Command Structure and have a team of experienced staff ready to deploy within hours of a client's request. Many of the disasters Tetra Tech responds to are "no notice" events– we are always prepared to mobilize staff quickly and efficiently no matter the complexity or size of the disaster. **We have deployed as many as 3,800 staff to respond to multiple disasters**, standing up field offices, establishing communications networks, and developing reporting functions in order to support our clients' needs.

Regional Response

Due to the nature and deep pool of resources of our firm, we are able to scale to meet the County's need regardless of size or scope of work. As demonstrated by our prior success in multiple simultaneous activations across the country and for Fort Bend County itself, Tetra Tech's size, depth, and breadth of resources have consistently proven to be an asset for our clients. Tetra Tech's disaster recovery team has over 1,300 employees living in the State.

Decontamination

Tetra Tech delivers environmentally sound, cost-effective solutions that manage client risk by developing compliant and beneficial decommissioning plans, conducting specialty decontamination services, and providing safe, systematic demolition and dismantling. Tetra Tech's expertise helps clients minimize project risks, streamline operations, and successfully deliver projects.

- Facility assessment and deactivation planning
- Hazardous materials and asbestos surveys and abatement
- Decommissioning, decontamination, and demolition
- Asset recovery, recycling, waste management
- Impoundment and landfill closure and construction
- Program management and/or owner's engineer services

Continuity of Operations Planning

As a leader in emergency management and disaster readiness, our team has the expertise to assist clients with the development of a customized and effective COOP program using a stakeholder-driven, capabilities-based planning approach. The list below provides an abbreviated overview of our continuity planning clients.

- ✓ Cloud-based data management
- ✓ Easy to use web interface
- ✓ Information intake
- ✓ Documentation retention
- ✓ Quantitative and qualitative data capture

Continuity of Operations Planning Clients		
State	• Nevada Department of Transportation (NV) • Virginia Department of Emergency Management (VA)	
Local	• Aurora Office of Emergency Management (CO) • Atlanta Regional Commission (GA) • Boston, County of (MA) • **Collin County (TX)** • **Coppell, County of (TX)** • **Dallas, County of (TX)** • **Dallas County (TX)** • **Deer Park, County of (TX)** • **Fort Bend County (TX)** • **Fort Worth, County of (TX)** • **Grand Prairie Department of Emergency Management (TX)** • **Harris County Sheriff's Department (TX)** • **Irving, County of (TX)** • **LaPorte, County of (TX)** • **Lewisville, County of (TX)** • **Lubbock, County of (TX)**	• **Lubbock County, County of (TX)** • Memphis, County of (TN) • **Mesquite, County of (TX)** • Metropolitan Washington Council of Governments (MWCOG) • **Missouri, County of (TX)** • **Montgomery County (TX)** • Oakland, County of (CA) • Oakland Fire Department (CA) • **Panhandle Regional Planning Commission (TX)** • **Parker County Emergency Preparedness Office (TX)** • Powder Springs, County of (GA) • Prince William County (VA) • Ramsey County (MN) • San Diego, County of (CA) • **Stafford, County of (TX)** • **Sugar Land, County of (TX)**
Colleges and Universities	• Cornell University (NY) • George Mason University (VA) • Northern Virginia Community College (VA) • The Pennsylvania State University	
Critical Infrastructure	• MARTA (GA) • New York Power Authority (NY)	

	• Washington Metropolitan Area Transit Authority (DC)

Data Management

Tetra Tech's scalable technologies streamline the grant management process. Our *RecoveryTrac*™ suite is a fully featured disaster and grant management application designed to address the needs of grant managers, clients, and subrecipients. This robust software tracks all phases of the grant cycle, including enrollment, data intake, approval, payment, and closeout. Our *RecoveryTrac*™ software provides cloud-based data management and analytics for documentation, processing, and submittal, as well as real-time tracking of damage assessments, site visits, inspections, and any other identified data need. We will utilize our extensive *RecoveryTrac*™ technology to intake, track, and organize project documentation and materials.

Tracking Documentation

Perhaps the most critical component of the grant process will be project reporting and providing the County with visibility to the process. Our team has spent years on research and development to streamline FEMA PA documentation and data management functions, with a focus on minimizing the cost to our clients while improving the visibility of project operations. To maximize the efficiency and effectiveness of the program, the Tetra Tech team proposes using its *RecoveryTrac*™ system. The *RecoveryTrac*™ system was specifically designed for the management and administration of documents, data, and information related to grant administration and case management.

The *RecoveryTrac*™ system is the result of these efforts. The *RecoveryTrac*™ system is a scalable and fully featured disaster management application designed to address the operational challenges faced during a disaster recovery project. The system provides real-time collection of data and offers multiple solutions to financial management, data management, reporting, and project controls. We have also worked with our clients to implement outsourced technologies based on individual needs.

As a means of warehousing files, Tetra Tech utilizes the *RecoveryTrac*™ Data Management System as a secure, password-protected, online file-sharing platform to store electronic copies of the monthly progress reports, project work plan, files, and other project-related information. In this way, the County will have access to project-related information in one easy-to-access location without having to spend the time and expense of maintaining their own project filing system. To facilitate a streamlined approach to administering disaster grant programs, Tetra Tech has configured the *RecoveryTrac*™ system to organize and manage data and documentation associated with each of the programmatic areas.

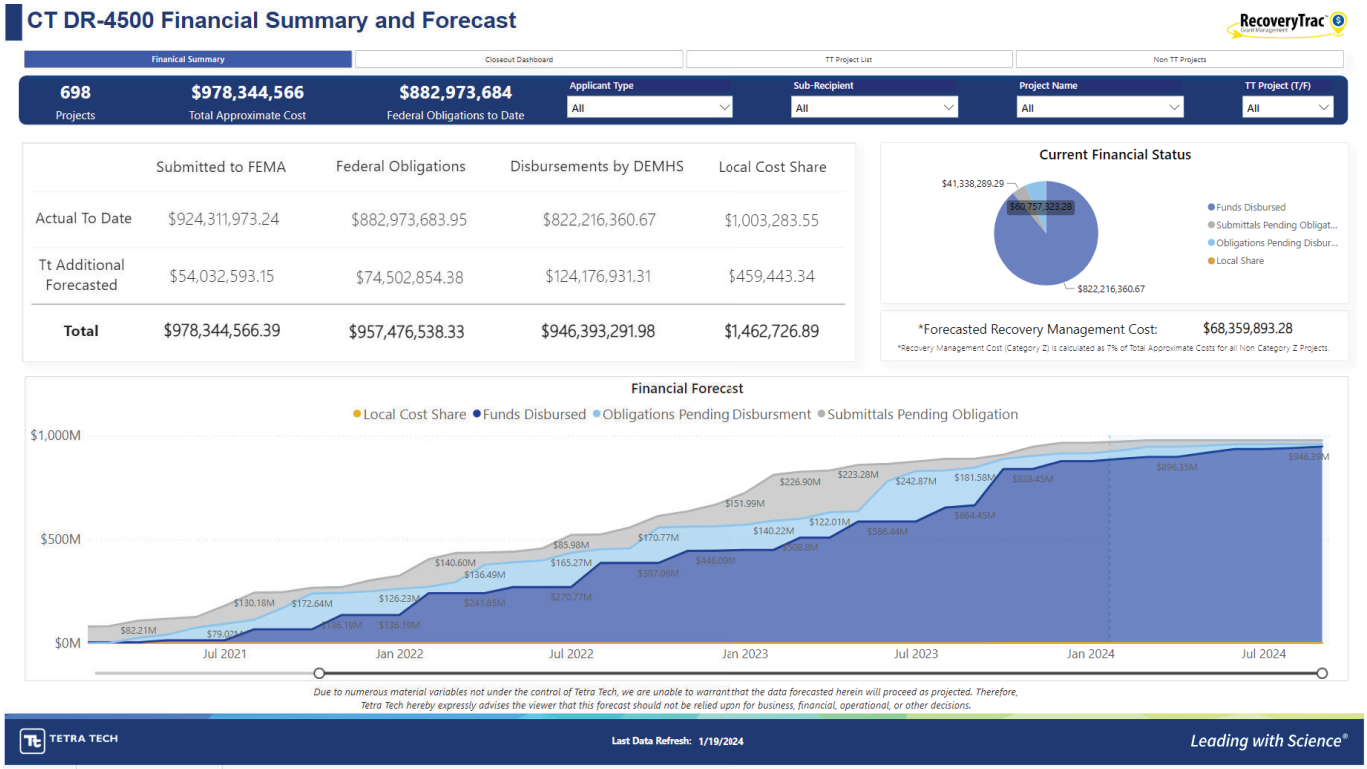
Documentation and Reporting Services

Service Offering	Description
FEMA Reimbursement Technical Assistance Consulting	Tetra Tech's FEMA reimbursement technical assistance consulting services involve providing guidance and technical assistance for project applications and programs for disaster reimbursement related to response and recovery efforts on behalf of our clients.
FEMA Compliance Monitoring and Audit Oversight	Tetra Tech's grant administrators document eligible work in the field and organize such documentation in an audit-ready format for future review. This includes FEMA guidance requiring that grantees or subgrantees monitor the expenditure of funds and document such expenditures in a manner that will satisfy regulatory audits in the future.
Grant Application Development and Administration	Tetra Tech provides grant application development and administration, which involves providing grant program specialists to assist with the time-consuming process of gathering data and information required to develop grant applications to various agencies and programs.
Financial Advisory	Tetra Tech provides financial advisory services involving the development of program budgets to provide transparency to grant recipients relating to the local cost share, the financial burden, and obligations for program participation.
Data & Documentation Management	Tetra Tech provides data and documentation management by storing grant-related data in a manner that provides efficient recall and review during closeout and auditing.
Contractor Invoice Reconciliation	Tetra Tech assists clients with contractor invoice reconciliation, which involves ensuring accurate payment to contractors and assigning incurred costs to funding sources to minimize local cost-share.
Regulatory Compliance Monitoring	Tetra Tech provides regulatory compliance monitoring by documenting proper regulatory compliance to maximize reimbursement and to avoid fines and site shutdowns, which slow the recovery process.
Project Scoping	Tetra Tech's grant reimbursement team can create scoping documents that involve developing scopes of work for grant funding projects, using key terminology, and highlighting awareness of historical precedence, which maximizes grant funding opportunity.
Management Cost Monitoring	Tetra Tech's *RecoveryTrac*™ proprietary monitoring software, will allow the City to monitor the amount of management costs available for administration of the PA Program.
Grant Closeout	Tetra Tech assists clients' years after a disaster by providing closeout services. This includes developing a closeout package that is organized to satisfy grant closeout and auditing.

Dashboard Reporting

RecoveryTrac™ is a web-based application that provides the County with a real-time portal to the Tetra Tech team's project work. Tetra Tech will customize *RecoveryTrac*™ reports to meet the County's specific needs for both force account labor and contractor invoice records Regulatory and auditing agencies can efficiently search and review electronic project files as required, and the *RecoveryTrac*™ system data is exportable and allows for importation into other applications such as the FEMA Grants Portal.

Because Tetra Tech has managed FEMA PA grant programs for clients across the country, we can anticipate the information the State and FEMA will request to review throughout the entire grant lifecycle. We have built these requirements into our SOPs and our automated system for tracking and controlling costs. We provide transparent, concise, accurate, and routine information to state and federal agencies in aggregate and disaggregate formats as requested and needed. Our proprietary software allows us to run reports in real time that show a summary of costs to present to FEMA. We can generate these reports in various formats depending on what information is being requested. Our professional and knowledgeable staff can facilitate a presentation of summaries and reports that will provide the State and FEMA the information they need to support the County.



Program Reports

In order for effective reporting to be achieved, key information needed for decision-making must be extracted and summarized from the large volume of data that is collected through the use of project controls processes and tools. We achieve this through a combination of reporting formats, content, data visualization, and careful analysis of the data to result in sound conclusions and recommendations.

Weekly Reports

The Tetra Tech team will prepare and submit a written report in electronic format to the County. The report will include information related to the key performance indicators (KPIs) agreed to with the County Project Management Staff during the kickoff meeting including numbers of applications, number of awards, denials, status, and the number of projects monitored and closed out.

Weekly Status Meetings

Tetra Tech's program manager will meet each week with the County to review the weekly status report and discuss any issues, concerns, or problems.

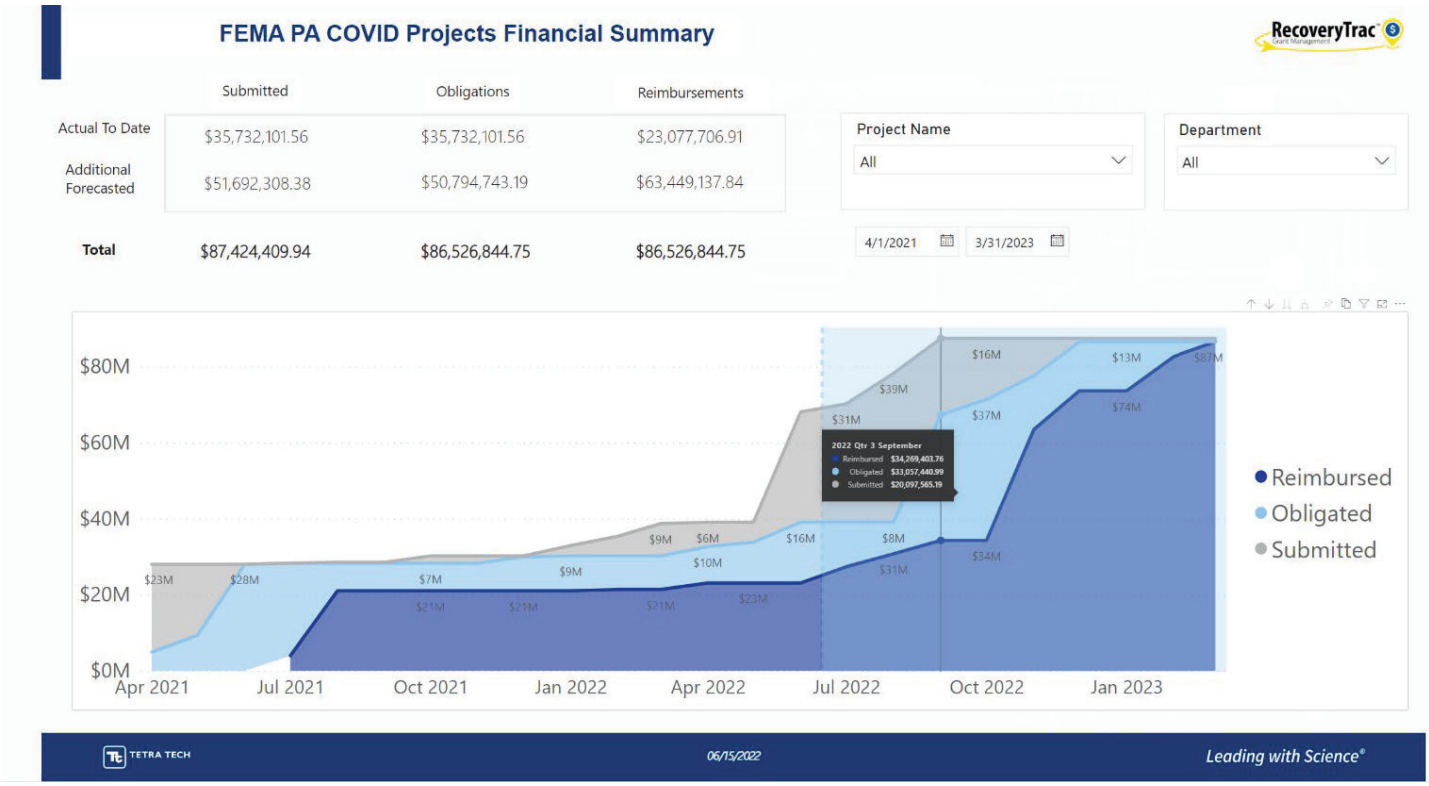
Monthly and Quarterly Progress Reports

Tetra Tech tailors our data management tool so that the review and analysis of the data and preparation of tables and graphs is as automated as possible. This approach will provide consistency and accuracy to our reporting and give

the County staff the opportunity to review the data and provide their insights to make the reports more meaningful from a project delivery viewpoint. In the development of our reports, the Tetra Tech team will apply proven principles, including:

- Focus on the core essentials of the program; avoid trying to discuss all aspects
- Maintain a future orientation; concentrate on where the program is going
- Be concise; limit the total number of pages
- Present information in graphs and tables as opposed to narrative
- Provide well-written and engaging narratives
- Employ standard milestones throughout for consistency in reporting
- Avoid unnecessary details; references can be provided for supporting documentation
- Issue the report in a timely manner
- Fully validate and cross-check all data

Our team will advise the County on any changes in reimbursement amounts based upon FEMA eligibility determinations or delays due to FEMA / State processes. Our reporting is maintained weekly to account for these situations. Below is an example showing the status of submissions, obligations, and reimbursement on another client project. Further details show the projected reimbursement dates for the client, which can be filtered by Applicant or Department, etc.



Annual Performance Reports

We understand that the purpose of the Annual Performance Report is to provide a concise and insightful summary of progress that is suitable for executive-level review and potentially wider dissemination. The format will be provided to the County for early review and comment.

Final Report

As the final deliverable provided by the Tetra Tech team, the Final Report will capture the lessons learned and serve as a final accounting of the performance in program delivery. The Tetra Tech team will begin the process of Final Report documentation before the end of the contract period to deliver a well-organized and insightful document that could serve as a roadmap for future successful projects. This approach is consistent with our "deliver with the end in mind" approach to program management.

Contractor Billing Oversight

Tetra Tech assists clients with contractor invoice reconciliation, which involves ensuring accurate payment to contractors and assigning incurred costs to funding sources to minimize local cost share.

Tetra Tech will tailor the *RecoveryTrac*™ Project Workflow Case Management System (CMS) to the County's needs. Tetra Tech will customize *RecoveryTrac*™ reports to meet the County's specific needs for both force account labor and contractor invoice records. *RecoveryTrac*™ has been designed to make an auditor's job easier by linking all costs to the proof of payment, invoice, and backup of the documentation to show the cost eligibility.

Real-Time Electronic Reporting System

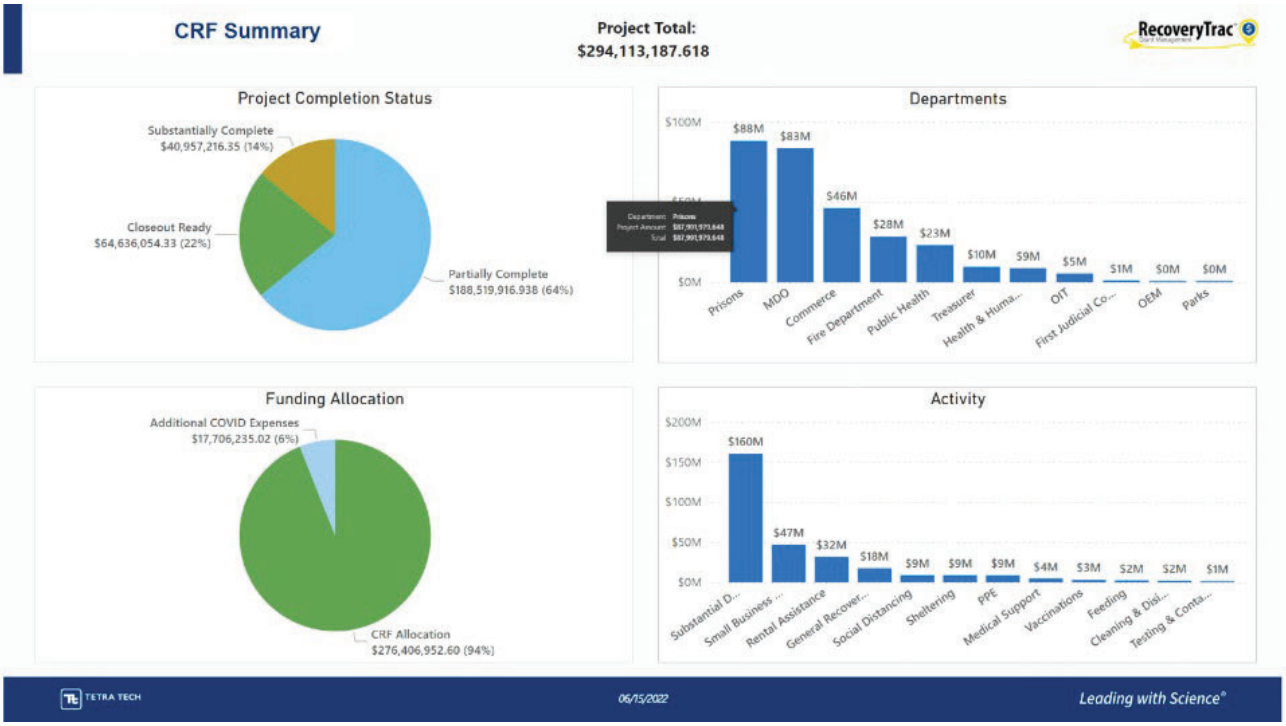
Tetra Tech will work closely with County to identify performance metrics that County would like to see reported on a near real-time basis and will develop a dashboard that will display the information for review on PCs, tablets, or even smart phones. Our dashboards have the capability to use a combination of data visualization techniques with a mapping function to clearly convey progress across the program, projects, and tasks. ***Tetra Tech will develop a visual data dashboard that facilitates real-time reporting.***

Progress Report Dashboard

The Tetra Tech Team will develop executive-level project status reports according to the requirements collected from the County, providing a dashboard summary of work performed and real-time performance metrics. Use of these executive-level status reports is important to keep all parties informed of ongoing work efforts in the field and to address any issues that may arise so they can be resolved quickly rather than becoming a systemic problem. We are strong believers in regular and frequent communication to achieve superior project results and as a way to keep disaster management projects on track.

Communication is especially important if staff turnover occurs by our federal partners over the course of the disaster recovery effort. The Tetra Tech Team will document the work that is completed weekly and provide minutes on all FEMA and State meetings and other work activities. This documentation is vitally important in establishing a clear record of approvals and sign-offs as staff changes occur over the duration of the project. The Tetra Tech Team will submit the weekly project status reports of these data as well as a snapshot of the executive-level project status report to Vero Beach. These work products will be stored in our *RecoveryTrac*™ Technology.

Sample *RecoveryTrac*™ Technology Progress Report Dashboard



Tetra Tech diligently measures project progression and performance to ensure scope tasks are conducted in accordance with the Project Management Plan. The Tetra Tech Project Manager will continue to monitor KPIs as described to determine if the project is on track. Tetra Tech will continually monitor project objectives to confirm that the quality of deliverables, effort, and cost are in alignment and to verify that project performance is tracking appropriately. If there are any issues identified, the Tetra Tech Program Manager will adjust the schedule and resources to ensure the project remains on track, seeking approval from the County where necessary.

Financial and Schedule Management

During the program initiation phase, the master schedule and budget baseline define projects to a common level through the definition of the WBS. As projects advance through the delivery lifecycle, the master schedule will be updated to reflect the additional scope and schedule details or adjusted when unforeseen obstacles arise.

The Tetra Tech Team will control the master schedule with input from all stakeholders and will analyze impacts from individual projects or activities programmatically. We have extensive experience in all aspects of project scheduling for many different project delivery methodologies. Our project controls professionals bring decades of scheduling experience to this contract and are fluent in a full range of software applications. The master schedule will:

- Provide a logical, structured, and feasible timeline for completing the program within the specified time highlighting compliance requirement.
- Identify the critical path from kickoff through final completion and closeout emphasizing dates for key deliverables submittal.
- Assist the program team in monitoring and measuring the program's progress, focusing on early identification and mitigation of variances.

The program master schedule progress and budget performance will be updated on a regular basis throughout the life of the project. Monthly, the Tetra Tech Project Manager will perform the following reviews:

- **Program Schedule Review:** As part of the monitoring and control processes, the Tetra Tech Program Manager will review all projects included in the master schedule on a monthly basis and provide any updates or adjustments to the County Project Management Team.

- **Budget Performance Review:** The program budget will be monitored and provided to the Project Manager, including approved Task Order amounts, actual costs, forecasted costs, and average spend by task. Any trending above or below benchmarks will be brought to the attention of County Program Manager and remedy or redirection will be discussed.
- **Disbursement Tracking:** Tetra Tech will track, review, verify, and approve funds distributed as requested by the County. The Tetra Tech Team will be responsible for the steps of verification of costs and reconciliation.
- **Monitor and Report Overall Program Costs:** A key role of the Tetra Tech Program Manager is that of financial management. Accurate and timely reporting on actual costs, forecasting of accrued costs, and comparison to percentage of work completed and schedule are integral to effective program management.
- **Monitor/Report on Subcontractor Costs:** Tetra Tech will monitor and report on subcontractor cost to ensure they are in alignment with the overall approved cost approved by County Project Manager and that they remain the best value to the project management team.

Real-Time Reporting

Tetra Tech will submit monthly reports demonstrating accomplishments for the prior month to include production, quality, staffing, and any other criteria deemed necessary by the County pursuant to the contract. Additionally, Tetra Tech provides full visibility into the program progress and operations.

Tetra Tech understands the criticality of providing accurate, timely, and useful information to our clients. Arming the officials with such information and maintaining open lines of communication with applicants provides ample opportunity to identify trends in recovery operations and take appropriate actions if necessary to maximize Fort Bend's recovery.

Tetra Tech will provide real-time data to the County using password protected dashboards that are updated constantly by the Tetra Tech Team. These dashboards will contain data regarding the status of subgrantee PWs in the system and their status. Tetra Tech will conduct daily briefings during the first 30 days of the engagement and biweekly meetings throughout the period of performance. To the extent required, Tetra Tech will provide status updates on activities undertaken, planned activities, successes, and alternative or corrective programmatic actions. All informational releases will be routed through County for delivery to the appropriate Emergency Support Function (ESF) #15 personnel for dissemination to the public or other appropriate parties.

Tetra Tech will provide real-time data to the County using password-protected dashboards that are updated constantly by the Tetra Tech team. These dashboards will contain data regarding the status of subgrantee PWs in the system and their status.

RecoveryTrac™ Grant Management

The *RecoveryTrac™* grant management system was specifically designed for the management and maintenance of documents, data, and information related to grant administration and case management. The result is a networked and highly functional framework for collecting, managing, and leveraging the flood of incoming data to visualize project projection and recovery in real time using customized dashboard reporting.

Key Features

Information is a critical ally when supporting a major community to stabalize in the wake of a disaster. Funding agencies require highly granular data to support grant application and reimbursement. Tetra Tech has configured the *RecoveryTrac™* grant management system to organize and manage data and documentation associated with each grant program in mind.

Real Time Statistics

Audit-Ready Data

Exporting Capabilities

Efficiency

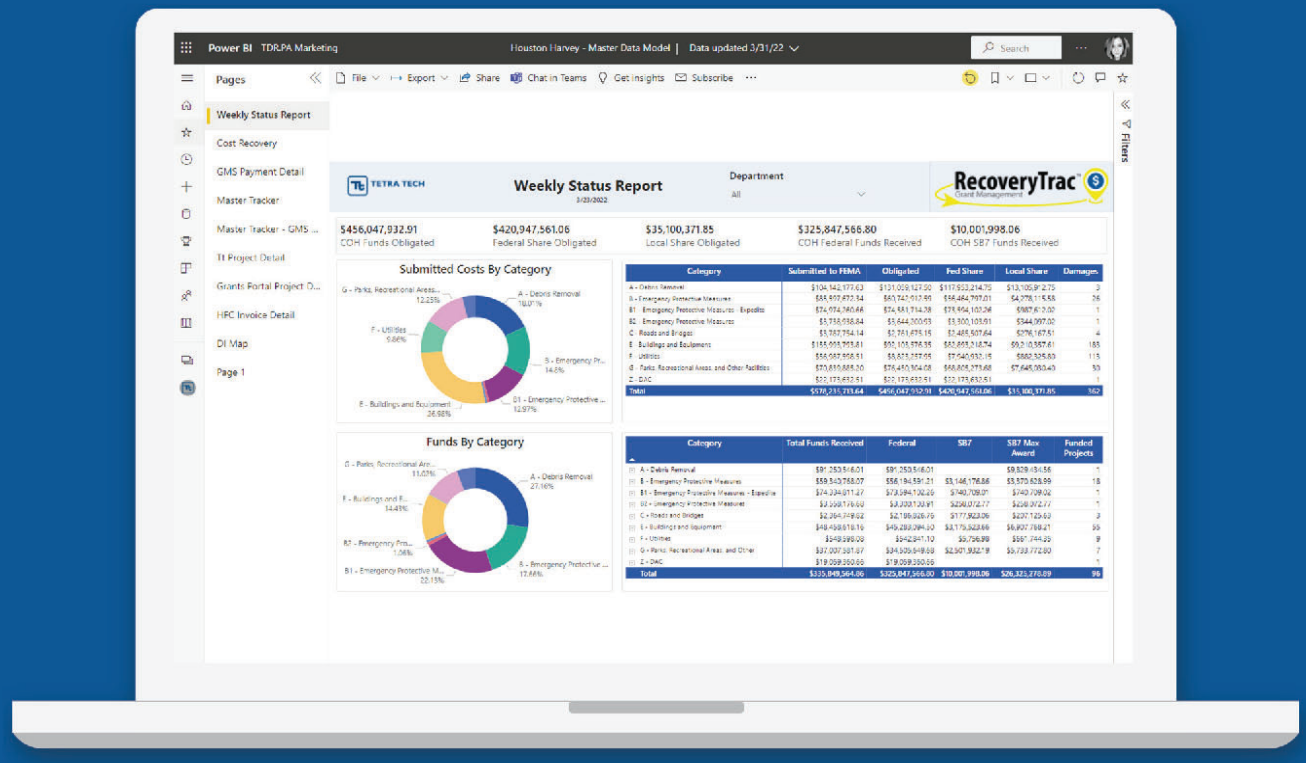
Regulatory agencies can quickly search and review electronic project data files.

Enhanced Reporting

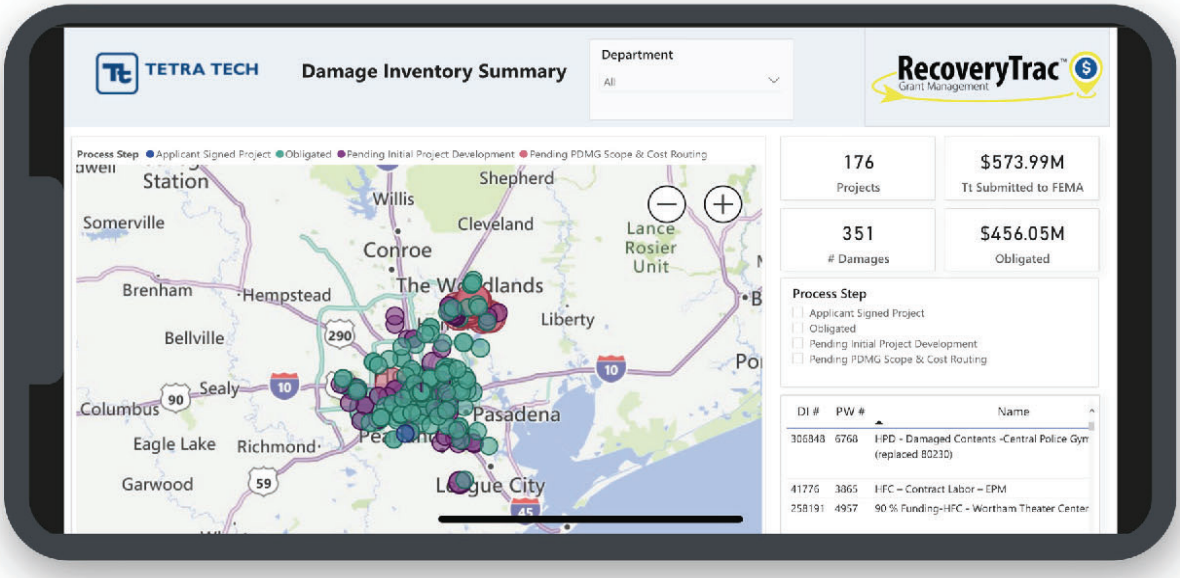
Fully customizable data control facilitates custom reporting for all recipients.

Fully Transparent

Access to a real-time portal to review project analytics and progress as it happens.



Customizable dashboards are designed to expand with your needs. The *RecoveryTrac™* system provides aggregate data management and chain-of-custody tracking of changes. Dashboards are web-accessible with cloud storage, and flexible and expandable to encompass project and portfolio lifecycle tracking.



Geospatial project tracking powered by Microsoft PowerBI. Tetra Tech has leveraged emerging technologies and the use of proprietary geospatial GIS software into all phases of emergency management. This software tracks key data against program objectives and key performance indicators, building the highest level of transparency for grant expenditure.

Support for Audit Processes and Activities

Tetra Tech's transparent reporting capabilities allow our clients to seamlessly provide federal and state agencies with the necessary information in the case of an audit or review.

Documentation

Tetra Tech is prepared to assist the County in all levels of Project Worksheet (PW) development. Tetra Tech will assist in all phases of PW development including, but not limited to, the following phases of PW development and monitoring:

- Sites visits to damaged sites
- DDD development
- Cost Estimates
- Engineering reviews (if applicable)
- Environmental reviews
- Historic preservations reviews
- Insurance subrogation
- Negotiations with FEMA on project scope and costs
- Responding to FEMA RFIs
- Interim and final inspections
- Audit support
- Appeals support

Our team is adept to assist the County in packaging documentation for submission including but not limited to:

- Timesheets
- Activity Logs
- Cost Summary Sheets
- Insurance Policies
- Procurement Policies
- Pay Policies
- Fringe Benefits
- Invoices
- Proof of Payment
- Narratives to Support Eligibility
- Labor Contracts
- Pay Stubs

Tetra Tech and our project team have significant experience supporting clients in performing cost analyses. With over 27,000 technical specialists and engineers and multiple offices throughout Florida, Tetra Tech will support the County in any of its PW development and forensic needs. ***Tetra Tech's PA SOPs reflect requirements of formulating PWs within the Grants Portal system and following FEMA's Streamlined Process for COVID-19 Disaster.***

In the preparation phase of the PW (e.g., Project Formulation), Tetra Tech will identify the project category (A-G), determine if it is a large or small project, whether it is work to be completed or work completed, and ultimately draft the scope of work for the project.

Following Hurricanes Matthew, Harvey, and Irma, the Tetra Tech Team was able to provide eligible costs and documentation to write the PWs using ***RecoveryTrac™,*** **resulting in identifying 25% more damage than FEMA.**

Preparing Documentation for Reimbursement and/or Grant Application

Tetra Tech maintains orderly files for correspondence, reports of job conferences, and reproductions of original contract documents, including change orders, field orders, work change directives, addenda, additional drawings issued after the execution of the contract, clarifications and interpretations of the contract documents, progress reports, shop drawing and sample submittals received from and delivered to contractor, and other project-related documents. Our team has directly worked with over seventy-five (75) state and local clients after twenty (20) disasters in the Grants Portal system. We understand the importance of ensuring that:

- DIs are completed on time and updated for all damages
- EEIs are completed with the most accurate information available
- Quick and accurate responses to FEMA RFIs on project creation
- Damages Under Review (DUR) are responded to within three (3) business days
- Supplemental information for the CRC is provided within three (3) business days as the PW passes through each of the review queues.

Submitting Documentation for Reimbursement

Tetra Tech has significant experience in assisting applicants to submit all documentation needed for reimbursement by project type and size in order to meet the required deadlines to include the following types of required documentation:

- ✓ Summary of actual costs for completed work
- ✓ Summary of estimated work for work-to-be-completed
- ✓ Documentation for each force account labor individual (to include, name, description of work completed, type of employee, days/hours worked, sample of daily blogs/activity reports, pay rate, fringe, time sheets)
- ✓ Pay Policies
- ✓ Labor Policies
- ✓ Procurement Policies
- ✓ Contracts
- ✓ Engineers Estimates
- ✓ Insurance Policies
- ✓ Narrative justifications to support eligibility
- ✓ Photos/videos of damage
- ✓ Required environmental permits
- ✓ Invoices
- ✓ Proofs of Payment
- ✓ Equipment used (including type, size, location and dates used, operator name, schedule of rates)
- ✓ State or local rates
- ✓ Cost comparisons to show cost reasonableness
- ✓ Lease agreements
- ✓ Inventory records
- ✓ Maintenance records
- ✓ Disposition calculations
- ✓ Procurement documents
- ✓ Cost or price analyses
- ✓ Documentation of contractor oversight

Records of Documentation

Tetra Tech dashboards allow for access and transparency in monitoring and controlling the project work, including constant validation of the scope, adherence to the schedule and associated costs, progress and effectiveness of quality control measures, and overall project team performance and activities. We continually monitor our operation to mitigate risks to the project and prevent over-spending.

Our team will provide the County with copies of each report and the County will also be able to access real-time data throughout *RecoveryTrac*™ dashboards. Tetra Tech's continual efforts to provide up-to-date budget performance reviews, disbursement tracking, and monitoring of overall program costs allow our team to work with the County to find additional cost savings.

Compliance with All FEMA Rules and Regulations

Tetra Tech's team of grant administration and disaster recovery management services was established to provide grant funding consultation before and after a disaster. With a keen understanding of Office of Management and Budget (OMB) regulations, this team seeks to establish accounting systems and internal controls for its clients to minimize the instance of fraud, waste, abuse, and mismanagement of grant funds. We offer a staff of experts, with advanced degrees in business, administration, economics, and finance, as well as hands-on experience in the field. Funding sources include the FEMA Public Assistance (PA) Program, Individual Assistance (IA) Program, Hazard Mitigation Grant Program (HMGP), U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant Program (CDBG), U.S. Department of Agriculture (USDA) NRCS; and many others. We guide our clients through the complexities of program procedures and requirements, which often are not consistently interpreted by local, state, and federal government agencies.

FEMA Public Assistance Program

Tetra Tech's FEMA reimbursement technical assistance consulting services involve providing guidance and technical assistance for project applications and programs for disaster reimbursement related to response and recovery efforts on behalf of our clients. Tetra Tech has far-reaching experience in assisting clients in post-disaster grant application,

administration, program management, and project delivery, including direct experience with funding Categories A-G of the FEMA PA Program. Our team has extensive experience assisting local and state governments with navigating this process and works with officials to properly manage and document work that is eligible for federal funding through FEMA programs. Our experience supporting clients with FEMA programs includes:

- FEMA PA Program
- Section 406 mitigation and Section 428 alternative procedures program
- FEMA Hazard Mitigation Grant Program (HMGP)
- Section 404 mitigation
- FEMA Individual Assistance (IA) Program
- FEMA Flood Mitigation Assistance Program (FMA)

Tetra Tech's grant administrators document eligible work in the field and organize such documentation in an audit-ready format for future review. This includes guidance requiring that grantees or subgrantees monitor the expenditure of funds and document such expenditures in a manner that will satisfy regulatory audits in the future. This includes Section 3, Fair Housing, 2 CFR 200, and other Federal grant requirements.

EXHIBIT B

Tab 1. Pricing

Tetra Tech has provided detailed pricing on the Exhibit A Pricing Form, which has been attached immediately following this page.

Fort Bend County Exhibit A Pricing Form

RFP 25-015

Type Vendor Name below:

Proposer shall provide all labor, equipment manpower and other resources necessary to provide the goods or services in strict accordance with the scope of services, specifications defined in this solicitation for the amounts specified in this Pricing Schedule.

Provide an hourly rate for each position listed below. Hourly rates to include all costs, including but not limited to, insurance, overhead and profit. Non-labor costs, including but not limited to, travel, fuel, lodging, tolls, transportation and out-of-pocket expenses must be billed at cost without mark up and must adhere to the Fort Bend County Travel Policy (Exhibit B).

Proposer may submit additional positions with corresponding hourly rates on the form below. Proposer must attach a job description for each additional position submitted.

1: Debris Management	
Position	Hourly Rate
Field Project Manager	$75.00
Operations Manager	$60.00
Health and Safety Officer	$56.00
Data Manager	$55.00
GIS Analyst	$48.00
Field Supervisor	$42.00
Billing/Invoice Analyst	$42.00
Disposal Site Manager	$36.00
Collection Monitor	$36.00
Project Coordinator	$32.00
Load Ticket Entry Clerk	-
Call Center Staff	$30.00
2: Consulting/Planning	
Position	Hourly Rate
Administrative Specialist II	$42.00
Research Assistant	$45.00
Proposal Coordinator	$48.00
Communication Technician	$50.00
Help Desk Operator	$55.00
Administrative Specialist	$35.00
Research Assistant II	$55.00
Service Center/Logistics Specialist	$60.00
Analytical Aide	$68.00
Planning Aide	$70.00
Project Control Specialist	$72.00
Database Administrator	$75.00
Consulting Aide	$80.00
Assistant Planner/Scientist/Assessor/Analyst/Environmental Specialist	$85.00

Program Planner/Scientist/Assessor/Analyst/Environmental Specialist	$90.00

2: Consulting/Planning (cont'd)	
Position	Hourly Rate
System Administrator	$95.00
Law Enforcement Subject Matter Expert/Trainer	$98.00
Public Assistance/Grant Management Consultant	$110.00
Fire/HAZMAT/Subject Matter Expert Trainer	$110.00
Consultant/Planner/Scientist/Assessor/Analyst/Environmental Specialist I	$98.00
Project Manager/Consultant Planner/Scientist/ Assessor/Analyst/ Environmental Specialist II	$115.00
Project Manager/Consultant Planner/Scientist/ Assessor/Analyst/ Environmental Specialist III	$125.00
Senior Public Assistance/Grant Management Consultant	$130.00
Senior Planner/Assessor/Scientist/Analyst	$130.00
Supervising Public Assistance Consultant	$140.00
Senior Consultant/Planner/Scientist/Assessor/Analyst/Environmental Specialist	$140.00
Supervising Consultant/Planner/Scientist/Assessor/Analyst/Environmental	$145.00
Program Manager	$145.00
Senior Program Manager	$155.00
Principal Consultant/Planner/Scientist/Assessor/Analyst	$175.00
Principal in Charge/Executive Consultant/Planner/Scientist/Assessor	$200.00
Subject Matter Expert	$220.00
FEMA Appeals Legal Specialist	$300.00
Senior FEMA Appeals Legal Specialist	$375.00
Principal FEMA Appeals Legal Specialist	$400.00
3: Additional Positions	
Position	Hourly Rate

EXHIBIT C

Annex B
Fort Bend County Travel Policy

Approved in Commissioners' Court on November 3, 2009
Effective November 4, 2009
Revised September 7, 2010
Revised June 2, 2015, Effective August 1, 2015
Revised July 28, 2015, Effective August 1, 2015
Revised July 26, 2016, Effective August 1, 2016
Revised December 12, 2017, Effective January 1, 2018
Revised September 26, 2023, Effective October 1, 2023

The Commissioners' Court allocates funds annually for the payment of travel expenditures for county employees and officials within the individual departmental budgets. Travel expenditures paid from these budgets must serve a public purpose for Fort Bend County. These expenditures may be paid directly to the vendor or provided as a reimbursement to the employee/official upon completion of their travel. Advance payments to vendors may be accommodated by issuance of a check or use of a County procurement card. Eligible expenditure categories under this policy include: Lodging, meals, transportation, registration fees, and other fees (with justification). Each category is further defined below.

CONTRACT RATES:

Fort Bend County is a 'Cooperative Purchasing Participating Entity' with the State of Texas. This program is also known as TPASS (Texas Procurement and Support Services) State Travel Management Program (STMP). This gives County employees and officials access to the contract rates negotiated by the State for hotels and rental cars. Procurement procedures for these contract services are explained within the categories below.

OUT OF STATE TRAVEL:

Authorization: The traveler must obtain Commissioners' Court approval for out-of-state travel before departure. The duration must include travel days along with the event scheduled days. To prevent delays in processing travel reimbursement, ensure that the travel duration is accurately defined when submitting the agenda request.

Documentation: The traveler must provide an excerpt from the Commissioners' Court minutes (http://www.fortbendcountytx.gov/index.aspx?page=55) with the travel reimbursement form.

LODGING (In and Out of State):

Hotel:

Hotel reimbursements are limited to the Federal Travel Regulations set forth by US General Services Administration (GSA) by location not including taxes. The rates are set annually and vary by month and location. The maximum rates for lodging per day can be found at: http://www.gsa.gov/portal/content/104877?utm_source=OGP&utm_medium=print-radio&utm_term=perdiem&utm_campaign=shortcuts based on travelers destination.

Fort Bend County is a 'Cooperative Purchasing Participating Entity' with the State of Texas. This gives County employees and officials access to the contract rates negotiated by the State for hotels. Participating hotels can be found at: https://portal.cpa.state.tx.us/hotel/hotel_directory/index.cfm (be sure to check the correct fiscal year). **When making a reservation the traveler must ask for the State of Texas**

Contract rate (not the government rate) and be prepared to provide the County's agency #: C0790. Traveler must verify confirmed rate matches the negotiated contract rates found on the State's website listed above and <u>does not exceed the GSA daily allowance</u>.

If the organizer of a conference/seminar has negotiated discount rates with a hotel(s), the traveler may choose these lodging services without penalty but the traveler must reserve the room at the group rate and provide documentation of the group rate with the reimbursement request.

If all rooms are booked at the host hotel and no accommodation is available at or below the GSA rate, you may book a room at another hotel at a rate equal to or lower than the conference/seminar rate.

If all rooms are booked at the host hotel and no accommodation is available at or below the GSA rate or at the conference/seminar rate, you may provide three (3) comps to support the higher rate. This will serve as the justification for the higher rate. The comparable hotels should be within five miles of the host event and should be of similar hotel class.

The traveler will be responsible for the excess charge over the GSA per diem rate for the city/county even if using the State rate. The Auditor's Office will deduct from the travelers' reimbursement any excess charges over the GSA per diem rate.

If a traveler cannot find a traditional hotel, a direct rental (Airbnb, VRBO, etc.) is allowable. All previous maximum daily rates still apply. Any fees incurred through a direct rental must also be included in the daily rate calculation and remain below the limits. Fees may include, but are not limited to, cleaning fees, extra guest fees, or service fees. (Taxes are not included in this calculation, as they are charged to hotel stays as well).

Travel websites including but not limited to Expedia and Travelocity shall not be used to book lodging.

In order to qualify for any of the above-mentioned exceptions, a lodging reservation must be made 14 days prior to travel. If travel is required without 14-day notice, the traveler must provide back-up which explains why the 14-day advance booking was not possible.

Travel Days: If the traveler must leave before 7:00AM to arrive at the start of the event and/or return to the County after 6:00PM after the event concludes, an additional night's lodging is allowable before and/or after the event.

Additional fees allowable: Self-parking

Additional fees allowable with justification: Valet parking is allowable if an extreme hardship exists due to physical disability of the traveler or if no self-parking is available.

Fees not allowable: Internet, phone charges, laundry, safe fees

Gratuities: Gratuities are not reimbursable for any lodging services.

Overpayments by County: Any lodging overpayment by the County must be reimbursed by the hotel before processing a reimbursement to the traveler for any of the categories addressed in this policy. Prepaid lodging services should be accurately calculated or underestimated by excluding the taxes to prevent delays in processing travel reimbursements.

Procurement Card: The traveler may use the procurement card to make lodging reservations. Contact Purchasing to arrange or use the procurement card assigned to the department or traveler.

Documentation: A final settled hotel bill with a zero balance from the front desk is required even if lodging is paid by the procurement card. The hotel bill left under the door is not acceptable. The hotel bill should be scrutinized before traveler departs to make sure all charges are valid and notify hotel of any invalid charges and resolve issues before departing. Make sure all parking has been added to your bill and all personal incidentals have been paid by traveler. Any invalid charges will be the responsibility of the traveler. A copy of the itemized hotel statement must be submitted with the travel reimbursement claim if the traveler used a County procurement card to purchase lodging services or prepaid by County check. Event agenda/documentation or a letter from the traveler describing the event/meeting is required. If utilizing conference negotiated hotel rates, documentation of rates is required.

Changes/Modifications to Reservation – Any modifications including cancellation of reservation, the traveler must obtain a confirmation number and note the name of the person they spoke with in case the hotel charges the traveler. If the traveler does not obtain a confirmation number then any expenses incurred will be the responsibility of the traveler. Expenses resulting from changes or modifications to travel reservations will be paid by the County if the traveler produces documentation that a family emergency exists.

County Exemption Status – Fort Bend County Employees traveling on County Business are not exempt from State and local hotel taxes, state taxes, etc. with the exception of District Judges and the District Attorney.

MEALS:

Meals including in-state and out-of-state will be reimbursed to the traveler at a flat rate of $70 (full day). The travelers per diem on the departure day and final day will be at 75% of the per diem, which is $52.50. The amount reimbursed will be paid through payroll and is subject to federal taxation.

Late Night Arrival – If a traveler arrives in Fort Bend County between midnight and 6am the traveler will receive a full day per diem for the previous day.

Day trips: Prior to 01/01/2024 – Meals will not be reimbursed for trips that do not require an overnight stay. Effective 01/01/2024 - The traveler is subject to per diem reimbursement. Day trip includes a trip outside the County that requires a traveler to leave Fort Bend before 7:00 AM and/or return to the County after 6:00 PM will be eligible for reimbursement at 75% of the per diem, which is $52.50. Amount reimbursed for day trips will be paid through payroll and are subject to federal taxation.

Procurement Card: No meal purchases are allowed on any County procurement card.

Documentation: No meal receipts are required for reimbursement. Event agenda/documentation or a letter from the traveler describing the event/meeting is required.

TRANSPORTATION:

Personal Vehicle: Use of personal vehicle will be reimbursed at the current rate/mile set by Commissioners' Court. Mileage should be calculated using the County office location of the traveler and the event location. Mileage may not be calculated using the traveler's home. Mileage should be calculated using an employees vehicle odometer reading or by

a readily available online mapping service for travel out of Fort Bend County. If using the mileage of an online mapping service, state which mapping service was used or provide a printout of your route detailing the mileage. For local travel, odometer readings or mapping service details are not required. Departments should develop a mileage guide for employees for local travel points, if a department does not have a mileage guide, the Auditor's Office will determine if the mileage listed is reasonable.

Allowable expenses: Parking and tolls with documentation.

County Vehicle: Fuel purchases when using a County vehicle should be made with the County Procurement card if available. Original receipts will accompany the Procurement Card statement but a copy must be provided with the travel reimbursement request.

Allowable expenses: Parking and tolls with documentation required.

Airfare: The County will only reimburse direct travel to and from a location where County-related business is being conducted. Airfare is reimbursable at the lowest available rate based on 14 day advance purchase of a discounted coach/economy full-service seat based on the required arrival time for the event. The payment confirmation and itinerary must be presented with the travel reimbursement form. The traveler will be responsible for the excess charges of an airline ticket purchase other than a coach/economy seat. When using Southwest Airlines a traveler should choose the "wanna get away" flight category.

Allowable Expenses: Bag fees. Fare changes are allowable if business related or due to family emergency.

Unallowable Expenses/Fees: Trip insurance, Early Bird Check In, Front of the line, Leg Room, Fare changes for personal reasons.

Rental Car: Rental cars are limited to the negotiated TPASS rates listed at: http://www.window.state.tx.us/procurement/prog/stmp/stmp-rental-car-contract/vendor-comparison/. The contact information for Enterprise for the State Travel Management Program is listed here: https://comptroller.texas.gov/purchasing/programs/travel-management/rental/enterprise.php

When making a reservation traveler should provide the County's agency # [redacted]. The traveler will not be reimbursed for any amount over the negotiated contract rates if a non-contract company is used at a higher rate. The traveler should select a vehicle size comparable to the number of County travelers. The traveler may use a non-contract vendor at an overall rate lower than the contract rates with no penalty. The original contract/receipt must be presented with the travel reimbursement form or a copy if a County procurement card is used. . The traveler will be responsible for any excess charges not included in the TPASS rates or for choosing a vehicle size not comparable with the number of travelers on the trip. Insurance is included in the negotiated TPASS rates, if a traveler chooses to take out additional insurance the cost is on the traveler.

Enterprise:

- Optional Customer, Coupon or Corporate number is [redacted]
- Please enter the first 3 characters of your company's name or PIN number **FOR**
- Enterprise will automatically bill FBC when you reserve your vehicle so you need to have a purchase order before your departure.

Unallowable Fees/Charges: GPS, prepaid fuel, premium radio, child safety seats, additional insurance, one way rentals.

Allowable expenses: Parking and tolls allowed with documentation.

Other Transportation: Other forms of transit (bus, taxi, train) are reimbursable with an original receipt.

Gratuities: Gratuities are permitted if original receipt includes gratuity (20% maximum allowed) for any transportation services.

Procurement Card: The traveler may use a County procurement card to make transportation reservations for air travel and rental car services. Contact Purchasing to arrange or use the procurement card assigned to the department or traveler.

Documentation: Original receipts are required for all transportation reimbursements paid by the traveler. Transportation services obtained with a County procurement card require a copy of the receipt. Additional requirements are noted within each category above. Event agenda/documentation or a letter from the traveler describing the event/meeting is required.

REGISTRATION:

Registration fees: Registration fees are reimbursable for events that serve a Fort Bend County purpose. Registration fees for golf tournaments, tours, guest fees and other recreational events are not reimbursable.

Procurement Card: The traveler may use a County procurement card to register for an event. Contact Purchasing to arrange or use the procurement card assigned to the department or traveler.

Documentation: An original receipt must be obtained upon registration and submitted with the reimbursement request if paid by the traveler. A copy of the receipt must be provided if registration is paid on a County procurement card. Event agenda/documentation or a letter from the traveler describing the event/meeting is required.

GRANTS:

Travel expenditures from Federal and State grants must also conform to the granting agency's funding requirements.

TRAVEL REIMBURSEMENT FORM:

The traveler must use the current travel reimbursement form https://econnect.fortbendcountytx.gov/documents-forms/auditors-office-forms for all travel related services addressed in this policy. No other expenditures may be submitted for reimbursement on the travel reimbursement form. After completing all required information, the travel form must be signed/dated by the traveler and the department head/elected official. Travel reimbursement request should be submitted within 30 days from when traveler returns from trip. Mileage reimbursement request should be submitted no less frequently than quarterly. Mileage reimbursement request for the fourth quarter should be submitted no later than October 30th for yearend processing.

EXCLUSIONS:

If the traveler has custody of a person pursuant to statue or court order or if the traveler is required by court or legal entity to appear at a particular time and place the traveler will not be penalized for accommodations that require a 14 day advance purchase ticket if travel is required with less than 14 days' notice.

If the traveler has custody of a person pursuant to statue to court order the traveler will not be held to the 75% per diem on the departure and final day of travel.

EXHIBIT D

Required Contract Clauses-FEMA

Tetra Tech, Inc. (hereinafter "Contractor") understands and acknowledges that this Agreement may be totally or partially funded with federal and or state funds from the Federal Emergency Management Agency (FEMA). As a condition of receiving these funds, Contractor represents that it is and will remain in compliance with all federal and or state terms as stated below. These terms flow down to all third party contractors and their subcontracts at every tier that exceed the simplified acquisition threshold, currently set at $50,000, unless a particular award term or condition specifically indicates otherwise. The Contractor shall require that these clauses shall be included in each covered transaction at any tier.

The terms of the FEMA-State Agreement are incorporated by reference into this project award under the Public Assistance grant and the Contractor must comply with all applicable laws, regulations, policy, and guidance. This includes among others, the Robert T. Stafford Disaster Relief and Emergency Assistance Act; Title 44 of the Code of Federal Regulations; FEMA Policy No. 104-009-2, Public Assistance Policy and Program Guide; and other FEMA Policy and Guidance.

The DHS Standard Terms and Conditions in effect as of the date of the declaration of the major disaster listed in the project award used to fund this agreement are incorporated by reference into this Agreement and flow down to all third party contractors and their subcontractors at every tier unless a particular award term or condition specifically indicates otherwise.

https://www.dhs.gov/publication/dhs-standard-terms-and-conditions

Required Contract Clauses-2 CFR 200, Appendix II

1. Remedies

Contractor must include terms to address administrative, contractual or legal remedies for violations or breach of contract and procedures for dispute resolution between the parties who shall attempt in good faith to resolve promptly any dispute arising out of or relating to the Agreement by negotiation between the parties.

2. Termination for Cause and Convenience

Contractor understands that all contracts in excess of $10,000, including subcontracts, 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.

3. Equal Employment Opportunity

This requirement applies to all contracts involving a "federally assisted construction contract". A "federally assisted construction contract" is defined as any agreement or modification thereof between any applicant and a person for construction work which is paid for in whole or in part with funds obtained from the Government or borrowed on the credit of the Government pursuant to any Federal program involving a grant, contract, loan, insurance, or guarantee, or undertaken pursuant to any Federal program involving such grant, contract, loan, insurance, or guarantee, or any application or modification thereof approved by the Government for a grant, contract, loan, insurance, or guarantee under which the applicant itself participates in the construction work. *(41 C.F.R.§ 60-1.3)*

"Construction work" is defined as the construction, rehabilitation, alteration, conversion, extension, demolition or repair of buildings, highways, or other changes or improvements to real property, including facilities providing utility services. The term also includes the supervision, inspection, and other onsite functions incidental to the actual construction. *(41 C.F.R.§ 60-1.3)*

During the performance of this contract, the contractor agrees as follows:

(1) The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.

(2) The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.

(3) The contractor will not discharge or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the contractor's legal duty to furnish information.

(4) The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the contractor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

(5) The contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.

(6) The contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

(7) In the event of the contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

(8) The contractor will include the portion of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (8) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance:

Provided, however, that in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the administering agency, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

The applicant further agrees that it will be bound by the above equal opportunity clause with respect to its own employment practices when it participates in federally assisted construction work: *Provided,* that if the applicant so participating is a state or local government, the above equal opportunity clause is not applicable to any agency, instrumentality or subdivision of such government which does not participate in work on or under the contract.

The applicant agrees that it will assist and cooperate actively with the administering agency and the Secretary of Labor in obtaining the compliance of contractors and subcontractors with the equal opportunity clause and the rules, regulations, and relevant orders of the Secretary of Labor, that it will furnish the administering agency and the Secretary of Labor such information as they may require for the supervision of such compliance, and that it will otherwise assist the administering agency in the discharge of the agency's primary responsibility for securing compliance.

The applicant further agrees that it will refrain from entering into any contract or contract modification subject to Executive Order 11246 of September 24, 1965, with a contractor debarred from, or who has not demonstrated eligibility for, Government contracts and federally assisted construction contracts pursuant to the Executive Order and will carry out such sanctions and penalties for violation of the equal opportunity clause as may be imposed upon contractors and subcontractors by the administering agency or the Secretary of Labor pursuant to Part II, Subpart D of the Executive Order. In addition, the applicant agrees that if it fails or refuses to comply with these undertakings, the administering agency may take any or all of the following actions: Cancel, terminate, or suspend in whole or in part this grant (contract, loan, insurance, guarantee); refrain from extending any further assistance to the applicant under the program with respect to which the failure or refund occurred until satisfactory assurance of future

compliance has been received from such applicant; and refer the case to the Department of Justice for appropriate legal proceedings.

4. Davis-Bacon Act and Copeland "Anti-Kickback" Act

When required by the federal program legislation, prime construction contracts over $2,000 awarded by NFEs must include a provision for compliance with the Davis-Bacon Act and the Copeland Anti-Kickback Act.

The Davis-Bacon Act only applies to the Emergency Management Performance Grant Program, Homeland Security Grant Program, Nonprofit Security Grant Program, Tribal Homeland Security Grant Program, Port Security Grant Program, Transit Security Grant Program, Intercity Passenger Rail Program, and Rehabilitation of High Hazard Potential Dams Program. Unless otherwise stated in a program's authorizing statute, **it *does not* apply to other FEMA grant and cooperative agreement programs, including the PA Program.** In situations where the Davis-Bacon Act does not apply, the Copeland "Anti-Kickback" Act also does not apply.

For all prime construction contracts (which includes alteration or repair, including painting and decorating, of a public building or public work, or building or work financed in whole or in part from Federal funds) in excess of $2,000, the Contractor shall comply with the Davis-Bacon Act, as amended (40 U.S.C. §§ 3141 – 3148) and as supplemented by Department of Labor regulations (29 C.F.R. part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). Contractors are 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. Contractors' are required to pay wages not less than once a week. In addition, the Copeland "Anti-Kickback" Act prohibits workers on construction contracts from giving up wages that they are owed.

If applicable per the standard described above, the Contractor must include the provisions at 29 C.F.R. § 5.5(a)(1)-(11) (and any applicable amendments) in full into all applicable contracts at every level. The prime contractor shall be responsible for the compliance by any subcontractor or lower tier subcontractor with all of these contract clauses.

5. Contract Work Hours and Safety Standards Act

This requirement applies to all contracts in excess of $100,000 that involve the employment of mechanics or laborers. These requirements do not apply to the purchase of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

If applicable per the standard described above, the Contractor must include the provisions at 29 C.F.R. § 5.5(b)(1)-(5) (and any applicable amendments) in full into all applicable contracts at every level. The prime contractor shall be responsible for the compliance by any subcontractor or lower tier subcontractor for these contract clauses.

6. Rights to Inventions Made Under a Contract or Agreement

This requirement applies if the FEMA award meets the definition of "funding agreement" under 37 C.F.R. § 401.2(a) and Contractor work is related to the performance of experimental, developmental, or research work under that "funding agreement".

Contractor must comply with the requirements of 37 C.F.R. 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 FEMA.

7. Clean Air Act and Federal Water Pollution Control Act

This requirement applies to all contracts over $150,000,

a. Clean Air Act

The Contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. § 7401 et seq. The Contractor agrees to report each violation to the County and understands and agrees that the County, will in turn, report each violation as required to assure notification to the Federal Emergency Management Agency, and the appropriate Environmental Protection Agency Regional Office. The contractor agrees to include these requirements in each subcontract exceeding $150,000 financed in whole or in part with Federal assistance provided by FEMA.

b. Federal Water Pollution Control Act

The Contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Federal Water Pollution Control Act, as amended, 33 U.S.C. 1251 et seq. The Contractor agrees to report each violation to the County and understands and agrees that the County will, in turn, report each violation as required to assure notification to the Federal Emergency Management Agency, and the appropriate Environmental Protection Agency Regional Office. The contractor agrees to include these requirements in each subcontract exceeding $150,000 financed in whole or in part with Federal assistance provided by FEMA.

8. Debarment and Suspension

This requirement applies to all contracts of $25,000 or more.

This contract is a covered transaction for purposes of 2 C.F.R. Part 180 and 2 C.F.R. Part 3000. As such, the contractor is required to verify that none of the contractor's principals (defined at 2 C.F.R. § 180.995) or its affiliates (defined at 2 C.F.R. § 180.905) are excluded (defined at 2 C.F.R. § 180.940) or disqualified (defined at 2 C.F.R. § 180.935).

The contractor must comply with 2 C.F.R. Part 180, subpart C and 2C.F.R. Part 3000, subpart C, and must include a requirement to comply with these regulations in any lower tier covered transaction it enters into.

This certification is a material representation of fact relied upon by the County. If it is later determined

that the contractor did not comply with 2 C.F.R. Part 180, subpart C and 2 C.F.R. Part 3000, subpart C, in addition to remedies available to the County, the federal government may pursue available remedies, including but not limited to suspension and/or debarment.

The bidder or proposer agrees to comply with the requirements of 2 C.F.R. Part 180, subpart C and 2 C.F.R. Part 3000, subpart C while this offer is valid and throughout the period of any contract that may arise from this offer. The bidder or proposer further agrees to include a provision requiring such compliance in its lower tier covered transactions.

9. Byrd Anti-Lobbying Amendment

This requirement applies to all contracts of $100,000 or more.

Contractors who apply or bid for an award of $100,000 or more shall 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 shall 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 recipient who in turn will forward the certification(s) to the awarding agency.

10. Procurement of Recovered Materials

This requirement applies to all contracts for goods or services for $10,000 or more.

In the performance of this Agreement, the Contractor shall make maximum use of products containing recovered materials that are EPA designated items unless the product cannot be acquired: (i) Competitively within a timeframe providing for compliance with the contract performance schedule; (ii) Meeting contract performance requirements; or (iii) At a reasonable price. (2) Information about this requirement, along with the list of EPA designated items, is available at EPA's Comprehensive Procurement Guidelines web site, https://www.epa.gov/smm/comprehensiveprocurement-guideline-cpg-program. The Contractor also agrees to comply with all other applicable requirements of Section 6002 of the Solid Waste Disposal Act.

11. Prohibition on Contracting for Covered Telecommunications Equipment or Services

a. Definitions

As used in this clause, the terms backhaul; covered foreign country; covered telecommunications equipment or services; interconnection arrangements; roaming; substantial or essential component; and telecommunications equipment or services have the meaning as defined in FEMA Policy 405-143-1, Prohibitions on Expending FEMA Award Funds for Covered Telecommunications Equipment or Services (Interim), as used in this clause —

b. Prohibitions

(1) Section 889(b) of the John S. McCain National Defense Authorization Act for Fiscal Year

2019, Pub. L. No. 115-232, and 2 C.F.R. § 200.216 prohibit the head of an executive agency on or after Aug.13, 2020, from obligating or expending grant, cooperative agreement, loan, or loan guarantee funds on certain telecommunications products or from certain entities for national security reasons.

(2) Unless an exception in paragraph (c) of this clause applies, the contractor and its subcontractors may not use grant, cooperative agreement, loan, or loan guarantee funds from the Federal Emergency Management Agency to:

(i) Procure or obtain any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology of any system;
(ii) Enter into, extend, or renew a contract to procure or obtain any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology of any system;
(iii) Enter into, extend, or renew contracts with entities that use covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system; or
(iv) Provide, as part of its performance of this contract, subcontract, or other contractual instrument, any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system.

c. Exceptions

(1) This clause does not prohibit contractors from providing —

(i) A service that connects to the facilities of a third-party, such as backhaul, roaming, or interconnection arrangements; or
(ii) Telecommunications equipment that cannot route or redirect user data traffic or permit visibility into any user data or packets that such equipment transmits or otherwise handles.

(2) By necessary implication and regulation, the prohibitions also do not apply to:

(i) Covered telecommunications equipment or services that:

i. Are *not used* as a substantial or essential component of any system; *and*
ii. Are *not used* as critical technology of any system.

(ii) Other telecommunications equipment or services that are not considered covered telecommunications equipment or services.

d. Reporting requirement

(1) In the event the contractor identifies covered telecommunications equipment or services used as a substantial or essential component of any system, or as critical technology as part of any system, during contract performance, or the contractor is notified of such by a

subcontractor at any tier or by any other source, the contractor shall report the information in paragraph (d)(2) of this clause to the recipient or subrecipient, unless elsewhere in this contract are established procedures for reporting the information.

(2) The Contractor shall report the following information pursuant to paragraph (d)(1) of this clause:

(i) Within one business day from the date of such identification or notification: The contract number; the order number(s), if applicable; supplier name; supplier unique entity identifier (if known); supplier Commercial and Government Entity (CAGE) code (if known); brand; model number (original equipment manufacturer number, manufacturer part number, or wholesaler number); item description; and any readily available information about mitigation actions undertaken or recommended.

(ii) Within 10 business days of submitting the information in paragraph (d)(2)(i) of this clause: Any further available information about mitigation actions undertaken or recommended. In addition, the contractor shall describe the efforts it undertook to prevent use or submission of covered telecommunications equipment or services, and any additional efforts that will be incorporated to prevent future use or submission of covered telecommunications equipment or services.

e. Subcontracts

The Contractor shall insert the substance of this clause, including this paragraph (e), in all subcontracts and other contractual instruments.

12. Domestic Preferences for Procurements

As appropriate and to the extent consistent with law, Contractor shall to the greatest extent practicable, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of this section must be included in all subawards including all contracts and purchase orders for work or products procured with federal funds. For purposes of this clause, (1) "Produced in the United States" means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States. (2) "Manufactured products" means items and construction materials composed in whole or in part of non-ferrous metals such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber.

Additional FEMA Specific Contract Provisions

1. Access to Records

The Contractor agrees to provide County, the FEMA Administrator, the Comptroller General of the United States, or any of their authorized representative's access to any books, documents, papers, and records of the Contractor which are directly pertinent to this contract for the purposes of making audits, examinations, excerpts, and transcriptions.

The Contractor agrees to permit any of the foregoing parties to reproduce by any means whatsoever

or to copy excerpts and transcriptions as reasonably needed.

The Contractor agrees to provide the FEMA Administrator or his authorized representative's access to construction or other work sites pertaining to the work being completed under the contract.

In addition, for contracts entered into After August 1, 2017 Under a Major Disaster or Emergency Declaration, and in compliance with section 1225 of the Disaster Recovery Reform Act of 2018, the County and the Contractor acknowledge and agree that no language in this contract is intended to prohibit audits or internal reviews by the FEMA Administrator or the Comptroller General of the United States.

2. Contract Changes or Modifications

Contractor understands that all contracts and subcontracts must include terms to address contract changes or modifications. All contract changes or modifications must be mutually agreed to in writing.

3. DHS Seal, Logo, and Flags

The contractor shall not use the DHS seal(s), logos, crests, or reproductions of flags or likenesses of DHS agency officials without specific FEMA pre-approval. The contractor shall include this provision in any subcontracts.

4. Compliance with Federal Law, Regulations, And Executive Orders and Acknowledgement of Federal Funding

Contractor understands and acknowledges that FEMA financial assistance will be used to fund all or a portion of the contract. The contractor will comply with all applicable federal law, regulations, executive orders, FEMA policies, procedures, and directives.

5. No Obligation by Federal Government

The federal government is not a party to this contract and is not subject to any obligations or liabilities to the non-federal entity, contractor, or any other party pertaining to any matter resulting from the contract.

6. Program Fraud and False or Fraudulent Statements or Related Acts

The contractor acknowledges that 31 U.S.C. Chap. 38 (Administrative Remedies for False Claims and Statements) applies to the contractor's actions pertaining to this contract.

7. Affirmative Socioeconomic Steps

If subcontracts are to be let, the prime contractor is required to take all necessary steps identified in 2 C.F.R. § 200.321(b)(1)-(5) to ensure that small and minority businesses, women's business enterprises, and labor surplus area firms are used when possible.

8. License and Delivery of Works Subject to Copyright and Data Rights

This requirement applies if the FEMA award meets the definition of "funding agreement" under 37 C.F.R. § 401.2(a) and Contractor work is related to the performance of experimental, developmental, or research work under that "funding agreement".

The Contractor grants to the County, a paid-up, royalty-free, nonexclusive, irrevocable, worldwide license in data first produced in the performance of this contract to reproduce, publish, or otherwise use, including prepare derivative works, distribute copies to the public, and perform publicly and display publicly such data. For data required by the contract but not first produced in the performance of this contract, the Contractor will identify such data and grant to the County or acquires on its behalf a license of the same scope as for data first produced in the performance of this contract. Data, as used herein, shall include any work subject to copyright under 17 U.S.C. § 102, for example, any written reports or literary works, software and/or source code, music, choreography, pictures or images, graphics, sculptures, videos, motion pictures or other audiovisual works, sound and/or video recordings, and architectural works. Upon or before the completion of this contract, the Contractor will deliver to the County data first produced in the performance of this contract and data required by the contract but not first produced in the performance of this contract in formats acceptable by the County.