



St. Johns County Board of County Commissioners

Purchasing Division

CONTRACT TASK ORDER NO: 18

RFP No: 18-71 – Management of CDBG-DR for Hurricane Projects & Programs

Master Contract No: 18-MCC-TET-09768

Consultant: Tetra Tech, Inc.
2301 Lucien Way, Suite 120
Maitland, FL 32751

Date: January 24, 2020

Project: Kings Road / Kings Estate Road Drainage Improvements Program Management Services

SCOPE OF WORK:

Task Order #18 is hereby issued to authorize Tetra Tech, Inc. ("Consultant"), to provide program management services for the Kings Road / Kings Estate Road Drainage Improvements project which shall include an activity work plan (estimated start and completion dates, scope of work), operation management plan, compliance, monitoring, management, reporting, and miscellaneous services through successful completion of construction; as necessary for the County's U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant – Disaster Recovery (CDBG-DR); in accordance with the Master Contract, and as provided in the Consultant's proposal dated October 23, 2019 and attached hereto.

PAYMENT TERMS:

The County shall compensate the Consultant, under Task Order #18, an amount not to exceed twenty-four thousand six hundred twenty dollars (\$24,620.00), for work satisfactorily completed in accordance with the provisions of this task order, and with the Master Contract dated October 22, 2018.

SCHEDULE:

The Consultant shall commence work upon receipt of a fully executed Task Order. The Effective Date of this Task Order shall be the date of signature by an authorized St. Johns County Representative. **Work shall be completed on or before December 31, 2020.** Any work performed prior to the full execution of this Task Order shall be at the Consultant's Own Risk.

Receipt of a fully executed copy of this Task Order #18 shall serve as Notice to Proceed for this project.

Tetra Tech, Inc.

Representative
Signature: 

Printed Name & Title: Jonathan Burgiel
Business Unit President

Date: January 31, 2020

St. Johns County, Florida

Representative
Signature: 

Printed Name & Title: Jaime T. Locklear, MPA, CPPO, CPPB
Purchasing Manager

Date: 2/3/2020

All terms and conditions of the above-referenced contract dated October 22, 2018 remain in full force and effect. All invoices must reference Task Order #18. By approving this task order, the SJC Dept is certifying the availability of funds for this. Do not approve/process this task order until funds are available in the appropriate line item.

ST JOHNS COUNTY

FEB 03 '20

PURCHASING
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October 23, 2019

Joseph Giammanco
Disaster Recovery Grant Director
St. Johns County Board of County Commissioners
500 San Sebastian View
St. Augustine, FL 32084

**Subject: 18-71 Management of CDBG-DR of Hurricane Projects & Programs
Task Order #18: Kings Road / Kings Estate Road Drainage Improvements Program Management
Services**

Dear Mr. Giammanco,

Tetra Tech is pleased to provide the following Task Order #18 to provide Kings Road / Kings Estate Road Drainage Improvements Program Management Services to St. Johns County, Florida (County) associated with the County's U.S. Department of Housing and Urban Development (HUD) Hurricane Community Development Block Grant (CDBG-DR).

SCOPE OF WORK

As part of its ongoing technical and program management support to the County's HUD CDBG-DR Block Grant, Tetra Tech has been requested by The County to provide the following services.

Kings Road / Kings Estate Road Drainage Improvements Program Management Services

It is Tetra Tech's understanding that the County is interested in providing the CDBG-DR funding for the Kings Road / Kings Estate Road Drainage Improvements project. Tetra Tech will provide the following program management services for this project:

- Assist the County in developing an activity work plan, detailing activities involved in the successful completion of the project. The activity work plan will include action items with estimated start and completion dates.
- The activity work plan will serve as the scope of work for the project. The County and FLDEO will review the activity work plan for approval.
- Once the activity work plan is approved, assist the County in completing the activities by providing ongoing production, compliance, management, supervision, support, and reporting services for successful completion of the project.
- Assist the County in the management of assessments, design, permitting, bidding, and construction of the project.
- Assist the County in completing an operation management plan for the project.
- Assist the County in the procurement of environmental, design, and/or construction contractor(s) for the project.
- Assist in providing updated budgets for the project based on updated unmet needs data, on-going design and updated construction estimates.
- Attend meetings as needed (Examples: Pre-Bid, Pre-Proposal, Pre-Construction, Etc.)

TDR Division
2301 Lucien Way Suite 120, Maitland, Florida
Tel (321) 441-8500 Fax (321)441-8501 tetrattech.com

- Development and distribution of weekly, monthly and quarterly or other periodic reports to the County, FLDEO, HUD or other parties as requested by the County
- Participation in activities associated with CDBG-DR project environmental record reviews (ERRs), including but not limited to, review of and comment on environmental contractor RPFs, proposals, contracts, scopes of work, cost estimates, participating in calls to discuss ERRs SOPs, coordination with FLDEO on environmental review processes and review procedures, reporting on ERRs, distributing and coordinating ERR contractor work associated with project ERRS. Includes historical and toxic reviews, Tier 1s, Tier 2s, public notices of Tier 1 ERRs and other project related environmental reviews.
- Provide quarterly reviews of Policies and Procedures (P&Ps) to identify any needed updates or additional P&P documents required. Any required modifications to the P&Ps due to project or programmatic changes (such as waivers), in addition to DEO requested changes as a result of Monitoring and/or Technical Assistance visits will also be completed as identified.
- Provide comprehensive support services associated with all activities associated with the State of Florida Department of Economic Opportunity and its contractors (FLDOE) including, but not limited to, attendance at meetings, conference calls, meeting/call agendas, responses to data or information requests made by FLDOE for data, analyses, correspondence, FLDEO audits, FLDEO requested changes to previously prepared project documents, data, invoices, or processes, that result in the need to modify or redevelop previously approved said work products or any other previously performed work activity employed by Tetra Tech over the course of the project.
- Provide comprehensive support services associated with all activities associated with the U.S. Department of Housing and Urban Development and its contractors (HUD) including, but not limited to, attendance at meetings, conference calls, meeting/call agendas, responses to data or information requests made by HUD for data, analyses, correspondence, HUD audits, HUD requested changes to previously prepared project documents, data, invoices, or processes, that result in the need to modify or redevelop previously approved said work products or any other previously performed work activity employed by Tetra Tech over the course of the project.
- Other miscellaneous CDBG-DR grant support services requested by the County.

PROJECT TIMELINE

Tetra Tech will provide the support services listed above to the County through the period ending December 31, 2020 (the task order "Period of Performance"). Thirty days prior to end of the Period of Performance, the County and Tetra Tech will mutually agree to an extension of the existing task order with an associated increase in funding as required.

PROJECT COST PROPOSAL

The fee for the services will be based on the actual hours of services furnished multiplied by Tetra Tech's hourly rates along with direct project related expenses reimbursed to Tetra Tech as set forth in the Professional Services Agreement between the County and Tetra Tech, Contract #18-MCC-TET-09768 dated October 22, 2018 (the "Master Contract"). The project has been funded with an initial estimated not-to-exceed (NTE) task order amount of twenty-four thousand six hundred twenty (\$24,620) dollars. Exhibit 1 below outlines the anticipated staff positions and level of effort for these services.

Exhibit 1: Estimated Cost Breakdown

Position Description	Estimated Hours	Hourly Rate	Estimated Cost
Subject Matter Expert	50	\$175	\$8,750
Project Manger	40	\$150	\$6,000
Assistant Project Manager	20	\$135	\$2,700
Analyst/Planner	20	\$125	\$2,500
Field Supervisor	40	\$95	\$3,800
Estimated Labor			\$23,750
Estimated Expenses			\$870
Estimated Total			\$24,620

The estimated NTE amount does not represent the actual cost of the project. If, during the performance of the work, it is determined additional funding is required in order to complete the project, Tetra Tech and the County will mutually agree on a new/revised estimated cost and Tetra Tech will not proceed without written authorization from an authorized representative of the County.

ASSUMPTIONS

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

- **Project Sponsor.** The County will assign a primary point of contact to serve as project sponsor to address administrative and functional issues.
- **Access to Materials.** Documentation pertinent to the execution of this project should be made available to Tetra Tech for review in electronic format within five business days of the request from Tetra Tech.
- **Access to Key Personnel.** Availability of County key personnel is critical to obtaining the information required for the overall success of this project. Information presented by key personnel will be accepted as factual and no confirmation will be made.
- **Work Location/Meeting Space.** Tetra Tech will perform work on and off site at County offices or via conference call during the performance period.
- **Construction Management of the Project.** It is Tetra Tech's understanding that the County will provide construction management and oversight for the project.
- **Non-Labor Expense.** If, during the performance of this work, it is determined additional funding is required to cover non-labor expenses, Tetra Tech and the County will mutually agree on a new/revised estimated project cost and Tetra Tech will not proceed without written authorization from an authorized representative of the County.
- **Payment Plan.** The County will be invoiced monthly for labor expended with materials passed thru at cost, if applicable. Payment by the County shall be made in compliance with the provisions of the Local Government Prompt Payment Act (Section 218.70, Florida Statutes, et seq.).

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

Joseph Giammanco
October 23, 2019
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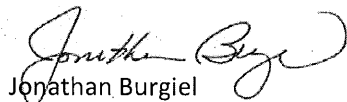
Contractual representative:

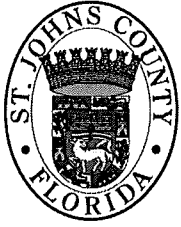
Ms. Betty Kamara
2301 Lucien Way, Suite 120
Maitland, FL 32751
Phone: (321) 441-8518
Fax: (321) 441-8501
E-mail: betty.kamara@TetraTech.com

Technical representative:

Mr. Jonathan Burgiel
2301 Lucien Way Ste. 120
Maitland, FL 32751
Phone: (407) 342-2282
Fax: (321) 441-8501
E-mail: Jonathan.Burgiel@tetrattech.com

Sincerely,
Tetra Tech, Inc.


Jonathan Burgiel
Business Unit President



St. Johns County Board of County Commissioners

Purchasing Division

February 4, 2020

Tetra Tech, Inc.
2301 Lucien Way, Suite 120
Maitland, FL 32751

RE: St. Johns County RFP 18-71 – Management of CDBG-DR for Hurricane Projects & Programs
Task Order(s) #18, 19, & 20

To Whom It May Concern:

Enclosed please find a fully executed original copy of the above referenced Task Order(s).

Should you have any questions, please call me at 904-209-0160.

Thank you for doing business with St. Johns County.

Sincerely,
St. Johns County, FL
Purchasing Department

A handwritten signature in black ink that reads "April Bacon". The signature is written in a cursive style with a large, looping "A" and "B".

April Bacon
Disaster Recovery Procurement Coordinator
(904) 209-0160 – Direct
(904) 209-0161 – Fax
(904) 209-0150 – Main
abacon@sjcfl.us

CC: SJC Minutes and Records
SJC Purchasing RFP 18-71 – Tetra Tech, Inc. Master Contract File