



St. Johns County Board of County Commissioners

Purchasing Division

CONTRACT TASK ORDER NO: 13

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: July 29, 2019
Project: Residential Project Management Services

SCOPE OF WORK:

Task Order #13 is hereby issued to authorize Tetra Tech, Inc. ("Consultant"), to provide residential rehabilitation, reconstruction, elevation, buyout, and Manufactured Housing Unit replacement program management services for residential applicant projects through to project close out; 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 July 29, 2019 and attached hereto.

PAYMENT TERMS:

The County shall compensate the Consultant, under Task Order #13, an amount not to exceed three million dollars (\$3,000,000.00), 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 February 1, 2023. 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 #13 shall serve as Notice to Proceed for this project.

Tetra Tech, Inc.

Representative Signature: [Handwritten Signature]

Printed Name & Title: JONATHAN BURGIEL Business Unit President

Date: 8/20/19

St. Johns County, Florida

Representative Signature: [Handwritten Signature]

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

Date: 8/20/19

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 #13. 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

AUG 20 '19

PURCHASING



July 29, 2019

April Bacon  
Disaster Recovery Procurement Coordinator  
Purchasing Division  
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 #13: Residential Project Management Services**

Dear Ms. Bacon,

Tetra Tech is pleased to provide the following Task Order #13 to assist St. Johns County, Florida (County) manage the County's Residential Housing Rehabilitation, Reconstruction, Elevation and Buyout Programs funded under the County's U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant. – Disaster Recovery (CDBG-DR).

#### **SCOPE OF WORK**

The purpose of this scope is to assist St. Johns County with management of the County's residential rehabilitation, reconstruction, elevation, and buyout programs utilizing HUD CDBG-DR funding provided to the County. Once residential applicant(s) are deemed eligible, an award determination has been made by the intake center, and the applicant has executed the award documents, Tetra Tech will be responsible for management of each applicant's project through project close out. The post-award management services to be provided by Tetra Tech will include the following eligible CDBG-DR activities:

1. Repair and rehabilitation of eligible residential structures;
2. Reconstruction of properties that were substantially damaged from the storm and where repair is no longer cost reasonable;
3. Replacement of manufactured houses that were substantially damaged from the storm and where repair is no longer cost reasonable;
4. Temporary relocation of homeowners (and if necessary tenants) while repairs or reconstruction is completed, in compliance with the Uniform Relocation Act (URA);
5. Mortgage payment assistance to help homeowners in financial distress minimize their exposure to foreclosure and reduce the risk of homelessness due to the storm; and
6. Buyout and acquisition

For each activity, Tetra Tech will perform a discrete list of tasks for each eligible applicant as follows:

#### **Repair of Residential Structure:**

Residential Repair management activities under this task order will begin upon applicant executing tri-party agreement for the repair of the property documenting award determination value.

- Contact property owner to schedule initial property walkthrough after award.
- Request County to schedule GC to attend initial property walkthrough.
- Conduct property walkthrough to go over scope of work with property owner and GC and document the condition of the home (inside and outside) to identify additional repairs required, including photos and to document condition of structure prior to turning responsibility of the property over to the GC for repair. Resulting document will be the initial inspection report.
- Receive weekly progress reports from GC including photos documenting the repairs to date until punch list of work items is completed.

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

- When the GC reports that 60% of the scope of work is completed Tetra Tech inspector shall conduct interim property inspection to verify the home repairs are 60% completed. Prepare progress report with photos.
- If 60% of scope of work complete, make payment recommendation to County for work completed.
- When the GC reports 100% of scope of work completed, conduct property inspection to verify the home repairs under the scope of work are completed. Certify that the repairs have passed all required County codes inspections where applicable. Prepare progress report with photos.
- For change order requests, the GC and inspector will inspect the home to verify the validity of the change order.
- If a change order is validated, inspector will prepare new scope of work for the change order with a price estimate to submit to the County for approval.
- Request County to schedule closeout closing with inspector, GC and property owner.
- Attend final inspection at the property. Inspector will review punch list process with property owner and GC. Property owner will then have a two-week period to document any additional punch list items requiring repair and or rework.
- Two weeks after final inspection, inspector meets with GC to go over punch list. Inspector to approve and document additional valid punch list items.
- Once GC certifies that all remaining punch list items are completed, inspector meets with property owner and GC to verify that the punch list is completed.
- Verify property repairs are completed, obtain work order close out documents such as release of lien, approved permits and certificate of occupancy as applicable. If completed, make recommendation to County for final payment to GC.

**Residential Reconstruction:**

Residential Reconstruction management activities under this task order will begin upon applicant executing tri-party agreement for residential reconstruction of property documenting award determination value.

- Contact property owner to schedule initial property walkthrough after award.
- Request County to schedule GC to attend initial property walkthrough.
- Conduct property walkthrough to go over scope of work with property owner and GC and document the condition of the home and other structures on the property, including photos and to document condition of structure prior to turning responsibility of the property over to the GC. Resulting document will be the initial inspection report.
- Receive weekly progress reports from GC including photos documenting the repairs to date until punch list of work items is completed.
- When the GC reports that demolition of the home is completed inspector is to conduct property inspection to verify the home has been demolished, the debris hauled away, and the land graded for the new reconstruction.
- When the GC reports that 60% of the scope of work is completed Tetra Tech inspector shall conduct interim property inspection to verify the home repairs are 60% completed. Prepare progress report with photos.
- When the GC reports 100% of scope of work is completed, conduct property inspection to verify the home reconstruction is completed. Prepare progress report with photos.
- For change order requests, the GC and the inspector will inspect the home to verify the validity of the change order.
- If a change order is validated, inspector will prepare new scope of work for the change order with a price estimate to submit to the County for approval.

- Request County to schedule close out with inspector, GC and property owner.
- Attend final inspection at the property. Inspector will review punch list process with GC. Property owner will then have a two-week period to document any additional punch list items requiring repair.
- Within two weeks after final, inspector meets GC to go over punch list items identified by property owner. Inspector to approve and document additional valid punch list items.
- Once GC certifies that all remaining inspector approved punch list items are completed, inspector meets with property owner and GC to verify that the punch list is completed.
- Verify property repairs are completed, obtain work order close out documents such as approved permits and certificate of occupancy as applicable. If completed, make recommendation to County for final payment to GC.

**Replacement of Manufactured Housing Unit (MHU):**

Replacement of manufactured housing unit management activities under this task order will begin upon applicant executing tri-party agreement for MHU replacement documenting award determination value.

- Contact property owner to schedule initial property walkthrough after award.
- Request County to schedule GC to attend initial property walkthrough.
- Conduct property walkthrough to go over scope of work with property owner and GC and document the condition of the MHU and other structures on the property, including photos and to document condition of structure prior to turning responsibility of the property over to the GC. Resulting document will be the initial inspection report.
- When the GC reports that demolition of the MHU is completed inspector is to conduct property inspection to verify the MHU has been demolished, the debris hauled away, and the land graded for the new MHU. Not necessarily.
- When the GC reports that new MHU has been placed on the property and tied down inspector is to conduct property inspection to verify that new MHU has been placed on the property and tied down.
- For change order requests from either the GC or the property owner, inspector will inspect the home to verify the validity of the change order.
- If a change order is validated, inspector will prepare new scope of work for the change order with a price estimate to submit to the County for approval.
- When the GC reports 100% of scope of work is completed, conduct property inspection to verify the MHU reconstruction is completed. Certify that the reconstruction of the MHU passed all required County codes inspections where applicable. Prepare progress report with photos.
- Request County to schedule close out with inspector, GC and property owner.
- Attend final inspection at the property. Inspector will review punch list process with property owner and GC.
- Within two weeks after final, inspector meets with GC to go over punch list items identified by property owner. Inspector to approve and document additional valid punch list items.
- Once GC certifies that all remaining inspector approved punch list items are completed, inspector meets with property owner and GC to verify that the punch list is completed.
- Verify property repairs are completed, obtain work order close out documents such as approved permits, title from DMV and certificate of occupancy as applicable. If completed, make recommendation to County for final payment to GC.

**Elevation of Residential Structure:**

Elevation management activities under this task order will begin upon applicant executing tri-party agreement for elevation of property documenting award determination value.

- Receive and review elevation and engineering documents for compliance with Federal regulations.

- Perform reconciliation of project costs and compose and submit payment recommendations and funding requests (e.g., Request for Reimbursements) to the County for their submission to the State agency.
- Complete Phase 1- Pre-Elevation/Mobilization inspection – This includes completion of certified engineering specifications and plans, pre-elevation certificate (Form 81-31) with pre-mitigation photos, project timetable, and requisite permits.
- Complete Phase 2- Construction 60% Complete inspection – This includes engineering concurrence for compliance and 60% completion of the engineering specifications and plans.
- Complete Phase 3- Final Inspection – This includes confirming receipt of the post elevation certificate (form 81-31) with post-mitigation photos, certificate of occupancy, compliance certification, copy of recorded deed amendment, project timetable completion verification, and engineering concurrence for compliance and 100% completion of specification and plans completion.
- File AW-501 form for mitigation designation.
- Supply applicant folders including property specific documentation and correspondence, request for reimbursements submitted to State including construction milestones, invoices and County entity administrative fees, and interim quarterly reports.
- Prepare and provide project close out packets for the completed projects which includes:
  - Certificate of Occupancy
  - A final Elevation Certificate for each structure the ensure the structure has been elevated to the proper elevation
  - Letter of compliance from the projects residing County
  - A front, rear, and side photograph of the final elevated structure

#### **Buyout of Residential Structure**

Buyout management activities under this task order will begin upon applicant executing offer letter documenting award determination value.

- Request the County to schedule title search and survey for prospective closing. Send title search and survey info to the closing attorney.
- Contact closing attorney and send required documents to attorney to prepare closing documents. Not first bullet – what about appraisal?
- Request the County to schedule asbestos testing receive asbestos report and log in database if property has tested positive for asbestos.
- Perform vacancy inspection prior to closing.
- Work with closing attorney to schedule closing with property owner.
- Obtain final fully executed closing documents from closing attorney.
- Contact demolition contractor to determine that demolition prep activities have been completed (required permits obtained, required postings posted). Probably should be moved up on bullet list
- Complete pre-demolition inspection and take pre-demolition photos. Reconfirm demolition permits have been pulled and posted on site. Provide contractor information regarding house location, size, and whether asbestos is present.
- Request the County to schedule start date for demolition with demolition contractor.
- Monitor demolition and restoration work performed by demolition contractor.
- Receive weekly progress reports from demolition contractor including what stage of demolition and restoration (e.g., demo prep, demolition, debris removal, restoration).
- Contractor to notify County when demolition is completed. County will in turn notify Tetra Tech of demolition completion. Tetra Tech will go to site to complete post-demolition inspection and take post-demolition photos.

- Contactor will complete lot restoration and notify the County when lot restoration is completed. County will in turn notify Tetra Tech of restoration work completion. Tetra Tech to go to site and complete post-lot restoration inspection. After 60 days from the post-lot clearing inspection, Tetra Tech will return to complete the final inspection, the 60 Day Post-Lot Restoration Inspection (to check for site settling) and take final photos of the property. If settling is identified, contact contractor to remediate and then reinspect by Tetra Tech.
- Complete payment recommendation for demolition contractor and submit to County for payment.

#### **URA - Permanent Relocation**

- Confirm property is eligible for SJC CDBG DR assistance.
- If eligible, identify if property has current tenant. Determine which type of relocation assistance the tenant may be eligible for depending on the scope and timeline of the project. For tenants who will be permanently displaced or displaced more than 12 months, permanent relocation under URA will apply.
- For properties with tenants, regardless of the type of program they are in, the program will send out GIN and URA Handbook to tenant using property owner supplied tenant contact information. If a tenant cannot be located, the URA case manager will use HUD recommended tracking methods to try and locate the tenant.
- URA case manager will then meet with tenant to complete tenant application and collect HUD requested information such as the demographic of the household and property information of current dwelling.
- URA case manager will provide the Notices of Eligibility to tenant and identify comparable housing
- Prior to presenting the comparable and most representative units, URA case manager will perform on-site inspections of the units for DSS requirements
- URA case manager will determine payment for moving expenses and replacement housing payment amounts using HUD URA calculation regulations. Tetra Tech will provide total relocation cost estimates to County per property for approval
- URA case manager will schedule a meeting with tenant to present comparable units, moving expenses and replacement housing payment amounts. The tenants will also be provided with HUD recommended written moving notices
- Coordinate moving with tenants and supply County with updates for payment disbursements to the tenant
- The URA case manager will assist the tenant in submitting necessary HUD Forms for reimbursement

#### **URA - Temporary Relocation**

- Confirm property is eligible for SJC CDBG DR assistance.
- If eligible, identify if any property has current tenants. Determine which type of relocation assistance the tenant may be eligible for depending on the scope and timeline of the project. For tenant displaced less than 12 months, temporary relocation under URA will apply.
- For properties with tenants, regardless of the type of program they are in, the program will send out GIN and URA Handbook to tenant using property owner supplied tenant contact information. If a tenant cannot be located, the URA case manager will use HUD recommended tracking methods to try and locate the tenant.
- URA case manager, or designee, will then meet with tenant to complete tenant application and collect HUD requested information such as the demographic of the household and property information of current dwelling.
- The tenant will be provided with advisory services, including advance written notice of the date and approximate duration of the relocation, as well as DSS comparable units for temporary relocation.
- URA case manager will determine temporary relocation expenses eligible for reimbursement. Tetra Tech will provide total relocation cost estimates to County per property for approval

- Tetra Tech will advise on the terms and conditions the tenant may lease the CDBG DR funded housing once repairs are completed.

**Interim Mortgage Assistance:**

- Determine eligibility of applicants in need of mortgage assistance.
- Assist applicants eligible for mortgage assistance with completion of mortgage assistance request.
- Calculate applicant's Interim Mortgage Assistance (IMA) amount using the monthly mortgage payment less any assistance determined to be duplicative in accordance with eligible amounts and periods of eligibility included in the IMA P&P.
- Verify homeowner incurred both mortgage payment and temporary housing payments for any month in which they are seeking assistance utilizing documentation outlined in the IMA P&P
- Determine duplicate benefits and subtract from the total need to determine remaining IMA needed.
- Assistance determination will be provided to County for approval and submittal for compensation.

**PROJECT TIMELINE**

Tetra Tech will work with the County to operate the intake center for a period of forty two (42) months from August 1, 2019 through February 1, 2023. Should the County choose to extend operations, Tetra Tech will work with the County to amend this task order.

**PROJECT COST PROPOSAL**

The proposed estimated budget of **\$3,000,000** in Exhibit 1 is based on Tetra Tech's current understanding of the project requirements and best estimates of level of effort required to perform the basic services and may be subject to change upon mutual agreement between the County and Tetra Tech. The fee for the services will be based on a Firm Fixed Unit Rate Price (FFUP) for each service listed and 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").

**Exhibit 1: Project Unit Rate Cost Breakdown**  
*(Includes project labor, materials, and travel expenses)*

Project/Assistance	Unit Rate	Estimated Units	Estimated Total
1. Residential Repair	\$7,500	200	\$1,500,000
2. Residential Reconstruction	\$7,900	100	\$790,000
3. Replacement of Manufactured Housing Unit	\$8,000	50	\$500,000
4. Residential Elevation	\$8,000	10	\$80,000
5. Residential Buy-Out	\$7,000	10	\$80,000
6. URA Relocation Assistance	\$1,000	30	\$30,000
7. Mortgage Payment Assistance	\$500	45	\$20,000
<b>Estimated Total:</b>			<b>\$3,000,000</b>

*\*The estimated number of units may vary from those shown above for each project/assistance listed depending on the number of applicants approved from each program/assistance. To the extent additional eligible applicants are approved for one or more of the line items above, funding may be used from other line items to the extent funding still is available due to undersubscription to other lines. Applicant projects that require more than 120 days to complete will convert to T&M utilizing rates contained in Contract #18-MCC-TET-09768, dated October 22, 2018, in addition to the unit rates shown above.*

Payment for services under this task order shall be made under the following payment milestone schedule:

**Exhibit 2: Timing of Milestone Payments**

Task	Milestone
1. Residential Repair	\$4,500-unit rate payment due when an eligible property has been approved and applicant documentation executed for implementation \$3,000-unit rate payment due when property repair is completed.
2. Residential Reconstruction	\$4,900-unit rate payment due when an eligible property has been approved and applicant documentation executed for implementation \$3,000-unit rate payment due when property reconstruction is completed.
3. Replacement of Manufactured Housing Unit (MHU)	\$5,000-unit rate payment due when an eligible property has been approved and applicant documentation executed for implementation \$3,000-unit rate payment due when MHU replacement is completed.
4. Residential Elevation	\$5,000-unit rate payment due when an eligible property has been approved and applicant documentation executed for implementation \$3,000-unit rate payment due when property elevation is completed.
5. Residential Buy-Out	\$4,000-unit rate payment due when an eligible property has been approved and applicant documentation executed for implementation \$3,000-unit rate payment due when property elevation is completed.
6. URA Relocation Assistance	\$1,000-unit rate payment when tenant is eligible applicant requests in writing URA assistance
7. Mortgage Payment Assistance	\$500-unit rate payment when an eligible applicant requests in writing mortgage payment assistance

\* This estimate is valid for 60 days from the date of the proposal. If an approved home owner that has executed award documentation is removed from the program either voluntarily, due to non-compliance with the HUD CDBG-DR program, or any other reason, Tetra Tech will be compensated for work performed in an amount equal



to the first per property unit rate fee shown in Exhibit 2 above (e.g., for Residential Repair, \$4,500, Residential Reconstruction, \$4,900, etc.) to cover the cost of administering such applicant's project prior to removal from the program. If an alternate property is provided to Tetra Tech to replace the property that was removed from the program, the cost for each alternative property will be the unit rates shown in Exhibit 2 above.

#### PROJECT 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.
- **Budget and Staffing Level Assumptions.** The proposed budget is based on the number of units for each program listed above. To the extent the number of units funded deviates from the estimates provided above, the anticipated level of effort outlined herein is subject to change.
- **Payment for Incomplete Projects:** If an approved home owner that has executed award documentation is removed from the program either voluntarily, due to non-compliance with the HUD CDBG-DR program, or any other reason, Tetra Tech will be compensated for work performed in an amount equal to the first per property unit rate fee shown in Exhibit 2 above (e.g., for Residential Repair, \$4,500, Residential Reconstruction, \$4,900, etc.) to cover the cost of administering such applicant's project prior to removal from the program. If an alternate property is provided to Tetra Tech to replace the property that was removed from the program, the cost for each alternative property will be the unit rates shown in Exhibit 2 above.
- **Eligibility and Award Determination:** Tetra Tech, under a separate task order to the County will be responsible for outreach, intake, eligibility review and approval, and award determination including award value for each property owner. Work under this task order will begin once award determination has been made and documents for work to be performed (including award determination value) have been fully executed by all parties.
- **Appraisals:** The County will utilize the County Assessors fair market value of pre-Matthew storm value for the acquisition offer. Tetra Tech will only provide appraisal reviews if a property owner appeals the decision.
- **Surveys and Title Search Costs:** The County will procure contractors to provide title search and survey services. Tetra Tech will be required to coordinate with these contractors to provide these services. In the event the County requests Tetra Tech to provide these services, Tetra Tech will pass through the cost of these services at cost.
- **Legal and Closing Documentation Services:** The County may provide legal assistance to prepare the closing documents for the acquisition of the properties as well as provide clear title to the properties. County legal counsel will perform the following services for each property:
  1. Obtain payoffs
  2. Prepare HUD-1 Closing Statement and all other typical SC closing docs
  3. Prepare deed with restrictions
  4. Forward documents to County for signature
  5. Schedule closing upon receipt of signed documents from the County

6. Conduct closing
7. File deed
8. Forward closing package to County to include recorded deed and title policy
9. Forward copy of closing package to Tetra Tech to include in the HUD CDBG-DR documentation file

Tetra Tech will provide the County's attorney with data available to Tetra Tech as part of the scope of work above to assist the attorney in preparation of the closing documents.

- **Expiration of Income Verifications:** In the event that the property implementation process exceeds the expiration of the income verification due to issues outside the control of Tetra Tech (e.g. title issues, contractor defaults), the County will reimburse Tetra Tech for conducting a second income verification under a separate task order.
- **URA Assistance:** The number of buyouts that may need URA assistance is unknown. For purposes of budgeting, Tetra Tech has included an average of 10 hours of Tetra Tech staff time for URA assistance for each property requiring URA assistance.
- **Project Sponsor.** County will assign a primary point of contact to serve as project sponsor to address administrative and functional issues.
- **Additional Tasks:** Tetra Tech assumes that all environmental review services including Tier 1 and Tier 2s / Environmental Record Reviews activities will be completed by the County or third-party during implementation.
- **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 both on-site at Lexington County offices and remotely during the performance period in an effort to minimize out of pocket costs to the County. The work location of each individual assigned to the project by Tetra Tech will be mutually agreed to by the County and Tetra Tech.
- **Period of Performance.** To the extent the Period of Performance of August 1, 2019 through February 1, 2023 is required to be extended due to reasons beyond the Tetra Tech Team's control; such unforeseen circumstances may result in an increase in the project timeline and budget.

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

**Contractual representative:**

**Ms. Betty Kamara**

Phone: (321) 441-8518

E-mail: [betty.kamara@TetraTech.com](mailto:betty.kamara@TetraTech.com)

**Technical representative:**

**Mr. Jonathan Burgiel**

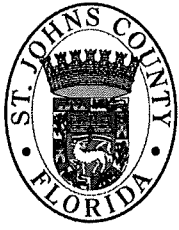
Phone: (407) 342-2282

E-mail: [Jonathan.Burgiel@tetratech.com](mailto:Jonathan.Burgiel@tetratech.com)

Sincerely,

**Tetra Tech, Inc.**

Jonathan Burgiel  
Business Unit President



## St. Johns County Board of County Commissioners

Purchasing Division

August 20, 2019

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 # 13 – Residential Project Management Services

To Whom It May Concern:

Enclosed please find a fully executed original copy of Task Order # 13 for the above referenced project.

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, appearing to read "April Bacon", is written over the typed name.

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

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

## April Bacon

---

**From:** Bryan Matus  
**Sent:** Monday, August 05, 2019 8:55 AM  
**To:** April Bacon  
**Subject:** Minor Edits on 18-71 Task Order 13

Good morning April,

I have a few edits that can be made after its fully approved (all minor edits):

- Proposal date should be July 29, 2019 (Currently list July 25, 2019)
- Under the signatures. It list Task Order #11 instead of 13.

All minor stuff so I am going to go ahead and approve it. Let me know if you need additional clarifications.

Thanks!

**Bryan Matus**

*Restore St. Johns – CDBG-DR Home Services Supervisor*

500 San Sebastian View

St Augustine, FL 32084

Direct Phone: 904.209.0168, Hotline Number: 904.209.1280

Fax Number: 904.209.0169

Email: [bmatus@sjcfl.us](mailto:bmatus@sjcfl.us) Website: <https://www.sjcfl.us/Restore/>

## April Bacon

---

**From:** Joseph Giammanco  
**Sent:** Thursday, July 25, 2019 1:37 PM  
**To:** April Bacon  
**Cc:** Regina Vought; Bryan Matus  
**Subject:** FW: PLEASE NOTE - TO-13  
**Attachments:** St Johns CDBG\_DR\_TO13\_Residential Project Management Services\_7-25.pdf

April please process for Aug 20, board

Thanks  
Joe

**From:** Fitch, Kalindi [mailto:Kalindi.Fitch@tetrattech.com]  
**Sent:** Thursday, July 25, 2019 11:57 AM  
**To:** Joseph Giammanco <jgiammanco@sjcfl.us>; Hinson, Danny <Danny.Hinson@tetrattech.com>  
**Cc:** Regina Vought <rvought@sjcfl.us>; Bryan Matus <bmatus@sjcfl.us>  
**Subject:** RE: PLEASE NOTE - TO-13

Hi Joe,

Per your feedback, please find attached a final version of this Task Order for routing and approval.

Please let me know if you need any other adjustments or modifications.

Regards,  
Kalindi

**Kalindi Fitch, PMP** | Program Manager  
Direct +1 (407) 615-0666 | Fax +1 (321) 441-8501 | [kalindi.fitch@tetrattech.com](mailto:kalindi.fitch@tetrattech.com)

**From:** Joseph Giammanco <jgiammanco@sjcfl.us>  
**Sent:** Thursday, July 25, 2019 10:13 AM  
**To:** Fitch, Kalindi <Kalindi.Fitch@tetrattech.com>; Hinson, Danny <Danny.Hinson@tetrattech.com>  
**Cc:** Regina Vought <rvought@sjcfl.us>; Bryan Matus <bmatus@sjcfl.us>  
**Subject:** RE: PLEASE NOTE - TO-13

**⚠ CAUTION:** This email originated from an external sender. Verify the source before opening links or attachments. ⚠

Thank you

**From:** Fitch, Kalindi [mailto:Kalindi.Fitch@tetrattech.com]  
**Sent:** Thursday, July 25, 2019 9:44 AM  
**To:** Joseph Giammanco <jgiammanco@sjcfl.us>; Hinson, Danny <Danny.Hinson@tetrattech.com>  
**Cc:** Regina Vought <rvought@sjcfl.us>; Bryan Matus <bmatus@sjcfl.us>  
**Subject:** RE: PLEASE NOTE - TO-13

Good morning,

Please find Task Order 13 attached for your review. Please let me know if you have any edits.

Thanks,  
Kalindi

**Kalindi Fitch, PMP** | Program Manager  
Direct +1 (407) 615-0666 | Fax +1 (321) 441-8501 | [kalindi.fitch@tetrattech.com](mailto:kalindi.fitch@tetrattech.com)

**From:** Joseph Giammanco <[jgiammanco@sjcfl.us](mailto:jgiammanco@sjcfl.us)>  
**Sent:** Wednesday, July 24, 2019 3:01 PM  
**To:** Hinson, Danny <[Danny.Hinson@tetrattech.com](mailto:Danny.Hinson@tetrattech.com)>  
**Cc:** Regina Vought <[rvought@sjcfl.us](mailto:rvought@sjcfl.us)>; Bryan Matus <[bmatus@sjcfl.us](mailto:bmatus@sjcfl.us)>; Fitch, Kalindi <[Kalindi.Fitch@tetrattech.com](mailto:Kalindi.Fitch@tetrattech.com)>  
**Subject:** RE: PLEASE NOTE - TO-13

**⚠ CAUTION:** This email originated from an external sender. Verify the source before opening links or attachments. ⚠

ok

**From:** Hinson, Danny [<mailto:Danny.Hinson@tetrattech.com>]  
**Sent:** Wednesday, July 24, 2019 2:57 PM  
**To:** Joseph Giammanco <[jgiammanco@sjcfl.us](mailto:jgiammanco@sjcfl.us)>  
**Cc:** Regina Vought <[rvought@sjcfl.us](mailto:rvought@sjcfl.us)>; Bryan Matus <[bmatus@sjcfl.us](mailto:bmatus@sjcfl.us)>; Fitch, Kalindi <[Kalindi.Fitch@tetrattech.com](mailto:Kalindi.Fitch@tetrattech.com)>  
**Subject:** RE: PLEASE NOTE - TO-13

No Joe, I am sorry but that is an older version. Kalindi and I are working on it now.

**Danny Hinson, CFM** | Planning Program Manager  
Mobile +1 (904) 610-4897 | Fax +1 (321) 441-8501 | [Danny.Hinson@tetrattech.com](mailto:Danny.Hinson@tetrattech.com)

**Tetra Tech** | Complex World, Clear Solutions™ | Emergency Management and Community Resilience Division  
2301 Lucien Way, Suite 120 | Maitland, FL 32751 | [tetrattech.com](http://tetrattech.com)

**From:** Joseph Giammanco <[jgiammanco@sjcfl.us](mailto:jgiammanco@sjcfl.us)>  
**Sent:** Wednesday, July 24, 2019 2:46 PM  
**To:** Hinson, Danny <[Danny.Hinson@tetrattech.com](mailto:Danny.Hinson@tetrattech.com)>  
**Cc:** Regina Vought <[rvought@sjcfl.us](mailto:rvought@sjcfl.us)>; Bryan Matus <[bmatus@sjcfl.us](mailto:bmatus@sjcfl.us)>  
**Subject:** FW: PLEASE NOTE - TO-13  
**Importance:** High

**⚠ CAUTION:** This email originated from an external sender. Verify the source before opening links or attachments. ⚠

Danny I found it – do you still want me to use this one?

**From:** Hinson, Danny [<mailto:Danny.Hinson@tetrattech.com>]  
**Sent:** Wednesday, March 27, 2019 9:20 AM  
**To:** Joseph Giammanco <[jgiammanco@sjcfl.us](mailto:jgiammanco@sjcfl.us)>; Regina Vought <[rvought@sjcfl.us](mailto:rvought@sjcfl.us)>  
**Cc:** Fitch, Kalindi <[Kalindi.Fitch@tetrattech.com](mailto:Kalindi.Fitch@tetrattech.com)>  
**Subject:** PLEASE NOTE - TO-13  
**Importance:** High

Joe, my apologies to you. Monday I sent an older version of TO-13 for your review. When Johnathan was visiting I provided a hard copy. Please delete and review the attached. I have very few changes but want to make sure you have the most current copy to work from. Thank you.

**Danny Hinson, CFM** | Planning Program Manager  
Mobile +1 (904) 610-4897 | Fax +1 (321) 441-8501 | [danny.hinson@tetrattech.com](mailto:danny.hinson@tetrattech.com)

**Tetra Tech** | Complex World, Clear Solutions™ | Emergency Management and Community Resilience Division  
2301 Lucien Way, Suite 120 | Maitland, FL 32751 | [tetrattech.com](http://tetrattech.com)

This message, including any attachments, may include privileged, confidential and/or inside information. Any distribution or use of this communication by anyone other than the intended recipient is strictly prohibited and may be unlawful. If you are not the intended recipient, Any unauthorized use or disclosure of this communication is strictly prohibited. If you have received this communication in error, please notify the sender and delete please notify the sender by replying to this message and then delete it from your system.

**CAUTION:** This email originated from outside of the County. Do not click links or open attachments unless you recognize the sender and know the content is safe. If you believe this message is fraudulent or malicious, please contact MIS for further assistance.

**CAUTION:** This email originated from outside of the County. Do not click links or open attachments unless you recognize the sender and know the content is safe. If you believe this message is fraudulent or malicious, please contact MIS for further assistance.

**CAUTION:** This email originated from outside of the County. Do not click links or open attachments unless you recognize the sender and know the content is safe. If you believe this message is fraudulent or malicious, please contact MIS for further assistance.