



This Task Order amendment is made part of and governed by the terms and provisions of the contract by and between Tidal Basin Government Consulting, LLC (Tidal Basin), and Jefferson County, TX (the "County") following our response to RFP 21-024/YS. The purpose of this task order is for Tidal Basin to provide grant management advice at the discretion of the County. Advice given could result in the County applying to the Hazard Mitigation Grant Program (HMGP).

Project Name: Jefferson County, TX Grant Management

Scope of Services/Rates: Tidal Basin agrees to perform the following scope of services in accordance with the payment basis, estimated quantity of services and estimated cost of services set forth below. Tidal Basin shall not perform services which exceed the estimated cost of services without prior written notice to and approval by the County. Services and hours performed outside the scope of this task order will not be reimbursed.

Tidal Basin will provide consulting services to deliver the following on behalf of the County:

Tidal Basin will identify, organize, and compile the information necessary to deliver the best grants management advice:

- Grants Management Advice:
 - Preparing for and attending kick-off meeting
 - File Creation
 - Perform general homeowner counseling regarding FEMA grant requirements
 - Act as a liaison between the homeowner, contractor, and the County
 - Grant amendment development and execution
 - Oversee schedule, scope, and budget
 - Coordinate with County's purchasing, accounting, legal, permitting, code enforcement, and others to facilitate grant execution
 - Assist County with meeting all grant requirements
 - Facilitation of milestone payments
 - Prepare reports to TWDB on grant progress as requested
 - Support grant reconciliation and expenditure reviews
 - Assist with Grant Close-out
- Per Parcel Fees (once approved by FEMA):
 - Construction contractor/homeowner/County coordination
 - Property Financial Review
 - Insurance Review (SBA, Private flood insurance & NFIP agencies)
 - Bid Walks
 - Bid Review and approve cost proposal and contract
 - Contract Creation
 - Pre-Construction Contract Signing (meeting with homeowner and contractor)
 - Milestone one documentation review



- o Spot site inspections
o Corrective action implementation, monitoring and reporting, if applicable Milestone report reviews Milestone 4 – Final Walk Through
o Windstorm Verification
o Hazardous material abatement report review, if applicable
o Individual property closeouts

Payment Basis: Rates will be reimbursed in accordance with Attachment 1. The estimated costs are as follows:

Table with 4 columns: Property Address, Project Management Fee, Per Parcel Fee (upon FEMA approval), Total Not to Exceed (NTE). Rows include 14876 Boondocks Rd, 10112 Winzer Rd, 10263 Winzer Rd, and 9900 Winzer Rd.

Total Estimated NTE \$73,456.22

Estimated Quantity of Services: Please see above. Personnel will work at the direction of Tidal Basin's Project Manager.

Estimated Cost of Services: The total cost of this task order shall not exceed \$73,456.22. If hours are to be exceeded Tidal Basin will inform the County and coordinate further task orders as needed.

Approval/Acceptance

Acceptance of the terms of this task order is acknowledged by the following signatures of the authorized representatives of the parties to the agreement.

Tidal Basin Government Consulting, LLC

Jefferson County, Texas

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____



Attachment 1 - Pricing

Hazard Mitigation Assistance	
Project Manager	\$255
Subject Matter Expert	\$185
Consultant	\$165

Pricing presented is based on hourly rates in accordance with the existing contract. All expenses will be charged to the client in accordance with the GSA rate schedule associated with the area of operations. No current expenses are forecasted, TB will gain preapproval from County if needed.