DIVISION OF EMERGENCY PREPAREDNESS

January 30, 2017

MEMORANDUM

TO: **Greg W. Pease, Chief of Procurement Division**

FROM: **Steven Woodard, Director of Emergency Preparedness**
April Mitchell, JFRD Finance

RE: **P-05-17 – Disaster Recovery Consulting Services**

The City of Jacksonville/Emergency Preparedness Division has negotiated with the number one ranked consultant that submitted a proposal and was selected to provide the Disaster Recovery Consulting Services for the City of Jacksonville resulting in the attached scope of work and contract fee schedule.

Accordingly, this is to recommend the City of Jacksonville enter into a contract with Ernst & Young, LLP, to provide the Disaster Recovery Consulting Services for the City which incorporates the attached Scope of Services identified as Exhibit A and Fee Schedule identified as Exhibit B. The initial contract period will be one year beginning February 9, 2017, with three one-year renewal options available. The maximum indebtedness is a not-to-exceed amount of $900,000.00. All other terms and conditions of the Contract are as negotiated and provided in the Request for Proposal.

Attachments: Exhibits A Scope of Services
Fee Summary Exhibit B

cc: Alex Baker, PSEC Specialist

Section 4
Description of Services and Deliverables

Scope of Work:

Requirements for Consultants:

- Make recommendations and provide guidance on Federal and State of Florida Emergency Management, disaster programs, rules and regulations.
- Develop, manage, administer and audit the State / FEMA Public Assistance Program for the City of Jacksonville/Emergency Preparedness Division (EPD).
- Provide credentialed staff with in depth knowledge and subject matter experience working with FEMA to include DHS, FEMA, OIG and other relevant personnel on staff of consultant.
- Make recommendations to the City of Jacksonville, EPD, Administrators, City Council, etc. based on extensive knowledge of the FEMA Public Assistance Program guidelines and requirements for eligibility and availability of grants.
- Provide technical assistance and advisory services related to recovery from Federal Disasters.
- Develop and implement strategies designed to maximize federal and state assistance.
- Provide support for strategic planning and coordination of all recovery efforts.
- Review contracts and purchasing documentation to ensure compliance with the Super Circular.
- Represent the CITY OF JACKSONVILLE and attend meetings with FEMA, State Emergency Management and with Emergency Preparedness representatives.
- Coordinate the development of Project Worksheets, (PW's) and other documented versions as required for State Emergency Management and FEMA.
- Develop hazard mitigation proposals under Section 406 of the Stafford Act. Identify, develop and evaluate opportunities for hazard mitigation projects to reduce or eliminate risk from future events. Prepare hazard mitigation proposals, grant applications, benefit cost analysis, and other services related to the Hazard Mitigation Grant Program, Pre-Disaster Mitigation, CDBG and other mitigation programs.
- Provide technical assistance and advisory services on FEMA's Section 428 program as well as the Sandy Recovery Improvement Act.
- Compile documentation for Project Worksheets, and identify permit and regulatory requirements necessary to get Project Worksheets completed. Provide assistance and oversight as needed for departments and offices that have difficulty completing necessary documentation.
- Resolve disputes with FEMA and State Emergency Management, including the preparation of appeals or responses to arbitration if necessary.
- Assist applicants through Inspector General Audits
- Prepare grant close-out documents, files, reports, etc. to ensure funding is retained and record documents in Florida PA.org

Exhibit 'A'

The Consultant shall provide continuous monitoring to achieve the City's goal of effectively obtaining the reimbursements available from FEMA and other reimbursing agencies for the damages incurred and provide a dedicated team of multi-disciplined professionals to manage and oversee all aspects of the federal disaster recovery process to include the following deliverables:

- Measure and formulate initial and joint damage assessments for City, FDEM and FEMA needs. To the extent, the City has already begun the assessment process; assist in consolidating information into a presentable format for FEMA.
- Document all disaster volunteer activity and measure value to apply against City's share of Emergency projects
- Attend and participate in key meetings such as the applicant briefing, kickoff meeting, ad hoc FEMA or FDEM meetings, or others at the direction of the City. Document meeting minutes, key information provided by City/FEMA, and positions rendered to minimize rework and data loss caused by FEMA personnel turnover.
- Provide applicant briefings regarding alternate sources of funding beyond FEMA, such as property insurance policies, HUD CDBG-DR, Department of Transportation, etc.
- Prepare Request for Public Assistance (RPA) as well as other documents needed for account activation with FEMA and FDEM (Direct Deposit Authorization - DDA, Designated Authorized Agent - DAA, etc.). Assist the City in preparing responses to FDEM risk assessments, as applicable, and other pre-award activity.
- Coordinate the scheduling of site visits with FEMA to ensure appropriate City personnel are available and prepared for such meetings. Participate in FEMA's site visits to damaged areas, debris staging, and other pre-project formulation efforts.
- Prepare Preliminary Cost Estimates and Project Scope Formulation. Review projects (and assumptions/estimates therein) as written by FEMA to ensure complete and accurate projects are written. Assist the City in gathering information for FEMA's use in project formulation.
- Obtain Immediate Needs Funding or cash advances by project to the extent eligible and needed.
- Compile reports to document City employee labor, equipment usage, and material consumption in a manner that meets FEMA standards for force account labor, equipment and materials.
- Enter all Request for Reimbursements (RFR's), quarterly reports and supporting documentation in FloridaPA.org
- Compile reports to document any City, consultant/contractor hours and expenses at a detailed level in order to be classified as direct administrative costs (DAC) and eligible for reimbursement.
- Review the City's insurance policies, as applicable; to ensure FEMA appropriately deducts only portions related to the specific projects written.
- Advise officials and administrators where there are potential opportunities for the City to restore assets in a more strategic or resilient manner, and prepare documentation for the hazard mitigation (Section 406 of the Stafford Act), improved or alternate project requests.
- Advise officials and administrators of opportunities under the Hazard Mitigation Grant Program (Section 404 of the Stafford Act) for the City and prepare reports, costs benefit analysis or applications necessary for any 404 requests with the State of Florida.
- Identify potential 428 projects (Sandy Recovery Improvement Act) that would be beneficial to the City and inform the City of the benefits/risks of this program.
- Perform a gap analysis of FEMA reimbursement deficiencies for the City.
- Review Eligibility Assessments made by FEMA or FDEM that may affect the City's projects.

Exhibit 'A'

- Work with FEMA and FDEM to avoid the appeals process by addressing through more manageable means, such as project amendment.
- Prepare all correspondence and supporting documentation for the appeals process for any eligibility or other rulings out of favor of the City.
- Set up document retention procedures that are required beyond normal City policies, as FEMA requires document retention three years subsequent to closeout. For a point of reference, FEMA has still not closed out Hurricanes Sandy (2012), Ike (2008) or Katrina (2005).
- Conduct project completion site inspections to ensure project scopes of work were appropriately achieved and documented.
- Assist in Project Closeout process and Sub-grant closeout process.
- To the extent necessary, assist in any Inspector General (IG) audits.
- Provide engineers to conduct assessments of City facilities, as directed by the City (there are over 400 facilities).
- Prepare and/or collaborate with Risk Management on insurance claims
- Assist with Environmental and historic Preservation (EHP) process, documentation and approvals required for projects.

(End of Section 4)

Exhibit 'A'

Form 1 - Price Sheet

NAME OF CONSULTANT Ernst & Young LLP

Proposal Number P-05-17

SCHEDULE OF PROPOSED PRICES/RATES

1. If charges are based on hours worked, the hourly direct labor rates, the rates are inclusive of general and administrative expenses and profit:

Principal (Partner or Senior Officer):	$ 417 hr.
Senior Consultant (Responsible Professional):	$ 310 hr.
Consultant:	$ 242 hr.
Junior Consultant:	$ 165 hr.
Program & Admin Support:	$ 125 hr.

3. Equipment Direct Costs Only (if applicable): $ N/A

4. Please provide any other relevant rates that may apply to this project including direct hourly labor rates for other categories of proposed personnel.

5. Total Cost: Estimated percent of claimed damages: <1 %

Travel expenses such as lodging and per diem will follow guidelines established by the US General Services Administration (GSA) applicable rates for the area.

Exhibit 'B'