JACKSONVILLE FIRE AND RESCUE

August 3, 2018

MEMORANDUM

TO: Greg W. Pease, Chief of Procurement Division

FROM: Steve Woodard, Director, Emergency Preparedness Division, Fire and Rescue Department

RE: P-05-17 Disaster Recovery Consulting Services, Amendment Three AMD #3

Request is made to execute the third amendment to Contract #10144-02, between Ernst & Young and the City of Jacksonville, currently in the first renewal option period, a previously approved extension of services from February 9, 2018 to February 10, 2019; increase the maximum indebtedness by $1,100,000 to a new not-to-exceed total maximum indebtedness of $ 3,539,494.

These funds would be applied to the following accounts: $100,000 for Hurricane Matthew (DR4283) FREP165-AFA017-01-03109; $1,000,000 for Hurricane Irma (DR4337) FREP165-AFA017-02-03109.

All other terms and conditions shall remain the same.

Your assistance in concurring with this recommendation for the respective award is appreciated. If you have questions or need additional information regarding this request, please contact Steve Woodard at 904-255-3128.

Attachments: P0-05-17
Scope of Services

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Building a better working world

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Mr. Gregory Pease
Chief, Procurement Division
City of Jacksonville
214 N. Hogan Street, Room 105
Jacksonville, Florida 32202

August 3, 2018

Re: Expanded Work for Disaster Recovery Consulting Services - RFP# P-05-17

Dear Mr. Pease:

Ernst & Young LLP (EY) is in need of an extension of additional funds to continue our work with the Jacksonville Fire and Rescue Department/Emergency Preparedness Division (JFRD) for the work within the Disaster Recovery Consulting Services - Request for Proposals (RFP). This extension only applies to the funds and will not change the scope of work that has been established in the current contract, #10144-02.

We have conducted an analysis to determine the amount of funds required to get us through February 10, 2019. The analysis conducted is summarized as follows:

Funds Estimated for Matthew (DR4283)	**$**	**100,000**
Funds Estimated for Irma (DR4337)	**$**	**1,000,000**
Total Funds	**$**	**1,100,000**

The analysis is based upon the scope of work that was agreed upon in the current contract and takes into account tasks to move the PA process forward for Hurricane Irma (estimated $67MM in damages), assist in Hurricane Matthew closeout and appeals and also move the large permanent project worksheets (PWs) forward for Hurricane Matthew. We believe there will be costs beyond this time period.

We believe EY is well qualified to keep providing these services to the City. We are currently supporting the City with grant management, compliance and administrative services in connection with the applications for reimbursement from State and Federal agencies and feel that we have a built a strong relationship with JFRD, the City, each City department, the State of Florida, the past FEMA teams and the current FEMA team. We have been successful in assisting the City in being reimbursed in excess of $27M of the approximate $29M spent (93% recovered of spent) for Hurricane Matthew because we have intimate knowledge and expertise in operations and procedures employed by the State of Florida and FEMA in its application for reimbursement and procedural processes. With the extension of additional funds, EY plans to conduct recovery tasks for Hurricane Matthew and Hurricane Irma; please refer to the attached document for specific tasks. The EY team has greatly enjoyed working with the City and JFRD for the last 21 months and look forward to a long lasting relationship well beyond the recovery efforts of these two events.

If you have additional questions or need more information, please contact me at 1 (817) 706-7108 or allen.melton@ey.com. Thank you for an opportunity to keep serving the City of Jacksonville.

Yours sincerely,

Allen Melton
Partner

Appendix A

Tasks for the next 5-6 months

Hurricane Matthew:

- Assisting EPD with a weekly status update to the City
- Tracking time and expenses that are reimbursable from FEMA as Direct Administrative Costs (DAC)
- Scope change requests, due to design changes from DPW/Parks, and appeals
    - Huguenot Memorial Park Roadway (JAX003C)
    - Northbank Landing (JAX003G)
    - County Dock Road Pier (JAX005G)
    - Trout River Pier (JAX010G)
    - Arlington Lions Club Pier (JAX013G)
- Resolving disputes with FEMA and FDEM by preparing amendments and appeals
    - Volunteer Labor (JAX005B)
    - Rogero Road Drainage Ditch (JAX003D)
    - Huguenot Park (JAX004G)
    - City Parks - 1/31 (JAX007G)
    - City Parks - Miscellaneous (JAX014G)
- Providing assistance in project closeout process and sub-grantee closeout process
    - 3 PWs are ready to close
    - 6 PWs have initiated and are pending closeout
    - 9 PWs will be closed once work is complete and reimbursements have been proceed
    - 17 PWs are small projects and cannot be closed until the end of the disaster PA period
- Assisting Risk Management with the insurance claims process including providing final damage amounts

Hurricane Irma:

- Assisting EPD with a weekly status update to the City
- Tracking time and expenses that are reimbursable from FEMA as DAC under the approved

FEMA DAC Pilot Program

- Reviewing and updating a weekly Request for Information (RFI) tracker to provide to all City departments
- Representing the City and attending meetings with FEMA, State Emergency Management and with Emergency Preparedness representatives.
- Assisting the City with potential mitigation opportunities available for damaged sites
- Completed and submitted required documentation and information for 11 of the 67 PWs to FEMA for obligation. As the 11 submitted PWs ($5.9M) are obligated, priority will be placed on expediting payment requests for them which will include: responding to FEMA/FDEM requests, providing additional required payment documents to FEMA/FDEM and responding to any additional inquires that may arise
- Compiling, reviewing and submitting required supporting documentation for the development of the additional 56 PWs in Grants Portal
- Assisting the City in expediting the payment process by making obligated PWs top priority
- Resolving disputes with FEMA and FDEM by preparing amendments and appeals
- Assisting Risk Management with the insurance claims process including providing final damage amounts
- Responding to inquiries and requests from FEMA and FDEM on behalf of the City

Appendix B

Impact of the new PA process, accelerated timelines, changes in guidance and emergency situations.

Hurricane Matthew:

- The State requiring that Private Property Debris Removal (PPDR) efforts be submitted as its own PW rather than it being under the City's public debris removal efforts as it has been historically
- Scope changes, improved/alternate projects and additional mitigation funding due to design changes on permanent projects
- Drafting and submitting appeals on numerous PWs due to State/FEMA incorrectly obligating DAC amounts
- The State now conducting 100% review on all payment documentation which has led to additional requests and inquires on documents provided
- Requesting required documentation multiple times with additional follow-up to confirm completeness, then uncovering information at a later time that shows the documentation was not provided in its entirety. This leads to additional work which could have been avoided if documentation and information were received correctly and fully
- Accelerated timing of Request for Reimbursement (RFRs) for the State

Hurricane Irma:

- New PA process, Grants Portal, which has never been utilized in Florida accelerated the timing of multiple facets from the traditional process
    - Site visits were conducted earlier in the process than were during Hurricane Matthew
    - Damage descriptions and dimensions, known as EEI in Grants Portal, were required to be generated sooner than the traditional process
    - EEIs requiring documentation to be directly uploaded to Grants Portal when damage descriptions and dimensions were created
- Multiple versions of the Damage Inventory (DI) were created by FEMA which required the City to create and maintain its own DI to confirm that all sites are correctly included
- State requiring all sheltering efforts for Hurricane Irma to be submitted for FEMA PA reimbursement by the County rather than by the school board as it has in the past
- Accelerated efforts to have the Fire Station 40 dock and Fire Station 39 dock PWs obligated by FEMA due to importance of those docks for the safety of the public
- The CRC/FEMA requesting documentation upfront that has traditionally only been required