

RICHLAND COUNTY, SOUTH CAROLINA  
TASK ORDER No. 7-2016-RichlandCo

CHANGE ORDER  
AUTHORIZATION No. 3  
Effective date: June 16, 2017

In accordance with **TASK ORDER No. 7-2016-RichlandCo** dated June 27, 2016 between **Richland County, South Carolina** (County) and **Tetra Tech, Inc.** (Tetra Tech), County hereby authorizes the following **Scope of Services** to be performed for the **Period of Performance** and **Estimated Project Cost** as set forth herein:

**PROJECT:** Community Development Block Grant Disaster Recovery (CDBG-DR) Planning and Implementation Services -- October/2015 Severe Storm and Flooding

The Task Order is amended as follows:

**DURATION OF WORK:**

Extending the period of performance from June 16, 2017 to February 28, 2019.

**SCOPE OF SERVICES:**

**Delete:** The County and Tetra Tech agree that Tetra Tech will provide services described in the scope of work attached hereto as **Exhibit A2**.

**Add:** The County and Tetra Tech agree that Tetra Tech will provide services described in the scope of work attached hereto as **Exhibit A3**.

**ESTIMATED COST (not to exceed):**

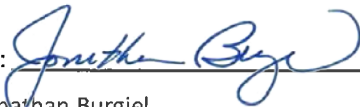
The project not-to exceed amount is hereby increased by \$1,971,721.00 from \$996,843.00 to \$2,968,564.00. The updated estimated cost breakdown is included in the attached **Exhibit A3**.

This change order reflects a revised project scope, project timeline and project not-to-exceed amount.


All other terms of **TASK ORDER No. 7-2016-RichlandCo** shall continue in full force and effect unless further amended by the Parties.

**APPROVED BY:**

**Tetra Tech, Inc.**

Signature:   
Name: Jonathan Burgiel  
Title: Vice President/Ops Manager  
Date: May 25, 2017

**Richland County, South Carolina**

Signature:   
Name: Gerald Seals  
Title: County Administrator  
Date: 25 May 2017

## EXHIBIT A3

# Richland County, South Carolina CDBG-DR Planning and Implementation Services THIRD Change Order Request

March 31, 2017

## BACKGROUND AND PURPOSE

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The flooding event that impacted the State of South Carolina from Oct 1 thru 5, 2015 was unprecedented in nature, destroying significant infrastructure throughout the State. Richland County was one of the most impacted areas, with many residents' homes flooded and hundreds of roads made impassable. As a result of the storm, many homeowners, many with low to moderate income, experienced significant losses not fully covered by insurance or FEMA Individual Assistance.

As a result of the disaster, Richland County was provided a direct allocation of \$23.5 million in U.S. Department of Housing and Urban Development (HUD) CDBG-DR funds to assist the County with the unmet needs of its citizens from the storm. The County has developed and had HUD approve an Action Plan and must implement the plan to manage these funds meticulously and comply with all HUD regulations.

Richland County (the "County") approved **Task Order No. 7-2016-RichlandCo** for Tetra Tech, Inc. (Tetra Tech) to provide experienced staff to help develop the processes for administering the CDBG-DR funds and implement the resulting housing programs. This task order was subsequently modified (**Task Order No. 7-2016-RichlandCo Change Order #2**) to authorize Tetra Tech to provide a full complement of staff to plan and implement the County's CDBG-DR program thru June 15, 2017 without changing the original task order budget (attached hereto as Attachment B).

The County has requested Tetra Tech to submit a third change order to the scope and budget (**Task Order No. 7-2016-RichlandCo – Change Order #3**) to authorize Tetra Tech to provide CDBG-DR staffing thru February 28, 2019 during which time it is anticipated the majority of the CDBG-DR funds will have been expended. This third change order covers work beginning June 27, 2016 and continuing through February 28, 2019 (the "Period of Performance"). It is anticipated that any remaining work beyond February 28, 2019 would be transitioned to County staff for project wrap-up and closeout.

## SCOPE OF WORK

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The County has requested that the following technical staff/services be provided by Tetra Tech:

- Assistant CDBG-DR Program Manager
- 3 CDBG-DR Case Workers Outreach/Intake and Application Review Specialists (one to serve as the Lead Housing Case Manager)
- 2 Environmental Review of Record and Historical Reviewers (ERR)
- 2 Inspectors
- 2 Cost Estimators
- Electronic/IT Specialist
- Uniform Relocation Act (URA) Services

The staff shown for the positions listed will be phased in when required by the project and phased out when no longer required. Project responsibilities for each position to be performed by Tetra Tech (Attachment A) along with the level of effort in hours during this task order are provided in the exhibits below.

## PROJECT SCHEDULE/TIMELINE

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Tetra Tech will work with the County to determine if the delivery schedule below is appropriate given the County's priorities and operational considerations. The Change Order #3 scope of work is based on a 32 month timeframe beginning June 27, 2016 and extending to February 28, 2019 (i.e., Change Order #3 extends the project scope and budget to include the period June 16, 2017 through February 28, 2019). The project work schedule will be

reviewed during the last 90 days of this 32 month work schedule to determine if a work extension is required for one or more of the positions budgeted for in this task order.

## PROJECT COST PROPOSAL

The proposed Change Order #3 budget of \$2,968,564 (which includes the previously approved **Task Order No. 7-2016-RichlandCo** budget of \$996,843 for the period June 27, 2016 through June 15, 2017 plus the additional budget of \$1,971,721 under Change Order #3 for the period June 16, 2017 through February 28, 2019) is based on Tetra Tech’s current understanding of the project requirements and best estimate of the level of effort required for each position to perform the basic services over the 32 month Period of Performance and may be subject to change upon agreement between Richland County and Tetra Tech.

The fee for the services will be based on a combination of Tetra Tech staff time and materials. The time and materials costs will be charged based on the actual hours of services furnished multiplied by Tetra Tech's hourly rate along with direct project related expenses reimbursed to Tetra Tech in accordance with the Professional Services Agreement procured under the Richland County RFP No. RC-651-P-2016. Exhibit 1 shows the estimated cost breakdown for the time and materials costs and is inclusive of the \$996,843 budget previously approved by Richland County Council plus the additional budget under Change Order #3 which extends the period of performance through February 28, 2019.

**Exhibit 1: Cost Breakdown by Staff Position  
For Period of Performance of  
June 27, 2016 through February 28, 2019  
(Includes labor, materials, and travel expenses)**

Position	# of Staff	Hours	Estimated Cost
Assistant CDBG-DR Program Manager <sup>1</sup>	1	4,951	\$757,089
CDBG-DR Housing Manager/ Case Workers Outreach/Intake and Application Review Specialists <sup>2</sup>	3	10,514	\$845,542
Environmental Review of Record and Historical Reviewer (ERR) Specialist <sup>3</sup>	1	2,131	\$213,143
Inspectors <sup>4</sup>	2	5,966	\$447,428
Cost Estimators <sup>5</sup>	2	2,395	\$263,371
Uniform Relocation Act Relocation Support Specialist <sup>6</sup>		900	\$90,000
Principal in Charge		256	\$57,600
Program Assessor		131	\$13,086
Administrative Specialist I		654	\$28,789
Electronic Records/IT Specialist <sup>7</sup>		250	\$37,500
Other Project Related Expenses			\$215,017
<b>Estimated Total:</b>		<b>28,148</b>	<b>\$2,968,565</b>

<sup>1</sup> Assumes 40-45hrs/week over the project timeline. Hours/week may be higher during initial project implementation and reduced at end of project timeline. Assumes Assistant CDBG-DR Program Manager will start work on June 27, 2016.

<sup>2</sup> Assumes one housing program manager and 2 case workers working beginning work January 2017.

<sup>3</sup> Assumes 2 ERR specialists working beginning work ~February 1, 2017.

<sup>4</sup> Assumes 2 inspectors working 40hrs/week beginning work ~January 23, 2017.

<sup>5</sup> Assumes 2 cost estimators beginning work January 23, 2017.

<sup>6</sup> Assumes URA specialist for 900 hours.

<sup>7</sup> Electronic Records/IT Specialist is responsible for setting up and maintaining the SharePoint records management system.

This estimate is valid for 60 days from the date of the proposal. To the extent the proposed scope and budget do not meet the County's needs; Tetra Tech would be willing to negotiate a revised scope and budget.

## PROJECT ASSUMPTIONS AND CONSTRAINTS

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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.

- **Budget and Staffing Level Assumptions.** The proposed staffing levels and hours for each position are based on our best estimates assuming a mix of programs utilizing the \$23.5 million in CDBG-DR monies allocated by HUD to Richland County. For the purposes of this scope and budget it is assumed that Tetra Tech will assist with the implementation of approximately \$14 million of housing rehabilitation projects, \$3 million in infrastructure projects, and \$2 million in economic development projects. To the extent the mix of programs funded deviates from the estimates provided above, the anticipated level of effort outlined herein is subject to change.
- **Additional Case Worker Resources:** Tetra Tech assumes that the County will be hiring 2-3 case workers during project startup and have these staff available over the course of project implementation.
- **Project Sponsor.** 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.
- **Payment for Incomplete Projects:** Tetra Tech will be compensated for work completed on a property even if the property owner decides to withdrawal their application or the property is deemed ineligible to include, but not limited to, time spent on such properties for URA assistance, case management by Tetra Tech staff, inspections and cost estimation.
- **URA Assistance:** At this point, the buyouts that may need URA assistance is unknown. We have included an estimated 900 hours for URA assistance based on an average of 10 hours per property for 90 properties. Once we have a better understanding of the relocation assistance needs of the program, we will evaluate the funding for this task.
- **Inspection Cost Estimate:** Within the first 120 days, Tetra Tech will conduct a review of the number of properties that will be served under this grant. Currently, we are estimating 171 properties at a cost of rehab of \$70,000 per property. If additional properties require repair cost estimates, Tetra Tech reserves the right to request an adjustment to the budget for costs associated with developing cost estimates for such additional properties.
- **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-site at Richland County offices or participate via conference call during the performance period. The work location of each individual assigned to the project by Tetra Tech will be mutually agreed to by the County and Tetra Tech. It is envisioned that case management staff, cost estimators and inspectors will be located on site in Richland County. It is anticipated that the Assistant CDBG-DR Program Manager will work on site for up to 6 months. It is assumed that after 6 months, the Assistant CDBG-DR Program Manager may work alternating weeks onsite and remotely.
- **Period of Performance.** To the extent the period of performance 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.
- **Payment Plan.** The County will be invoiced monthly for labor expended and expenses incurred in the prior calendar month. Invoice payment terms are net 30 days.
- **Scope Limited to Management of Housing Programs.** This scope does not include the timeline for Public Works/Infrastructure or economic development projects. If such projects are added to this scope, the scope and budget will be adjusted accordingly through the mutual agreement of the County and Tetra Tech.

**Attachment A**  
**Position: CDBG-DR Assistant Program Manager**  
**Position Description**

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This Tetra Tech position will report directly to the County's Community Development Director and will assist the County with management of the day to day activities and the staff of the County's CDBG-DR Programs for housing buyouts match and rehabilitation and elevation.

*Description of role and responsibilities* – More specifically, the position will provide technical guidance, strategic direction and management assistance to the County's Community Development Director for the development and implementation of the County's \$23.5 million CDBG-DR program by providing the following specific services:

- Manage the development of the implementation plan/evidence of financial control<sup>8</sup> to be submitted 30 days after the public notice is published by US HUD and the Action Plan which is due 90 days after the public notice if published in the Federal Register by US HUD
- Manage the development of the policy and program guidelines for the CDBG-DR programs which are in compliance with US HUD guidelines and the County's Action Plan;
- Work with the County's Information Technology Department to develop the electronic application and the intake and case management systems and processes;
- Develop all forms for tracking each step of the process for the implementation program;
- Manage the development of the data and information management procedures;
- Manage the develop the administrative procedures;
- Manage the development of internal compliance reports and monitoring process for quality control;
- Manage the process to design and ensure accurate project work records are maintained and accessible to meet Grantee/Sub-Grantee needs and auditory requirements;
- Manage the required Environmental Reviews of Record and Historic Preservation reviews for projects; Develop processes and implementation plans that meet HUD requirements for Davis Bacon, The Uniform Relocation Act requirements;
- Manage the process for damage assessments and development of project cost estimates and the scopes of work for the projects;
- Manage the solicitation process of the contractors for the work associated with the CDBG-DR programs and projects;
- Manage the construction process to ensure that work is being completed which would include the inspectors;
- Coordinate between the County's Community Development Director and the County's Legal Department to develop the project agreements between the County and the contractors;
- Develop and deliver, along with the County Community Director training of internal County staff on the implementation of the CDBG-DR program.
- Develop and deliver training programs on the County's CDBG-DR program for the construction contractors;
- Communication with senior leadership staff from clients including elected officials;
- Attend client's internal staff meetings at the request of the Community Development Director
- Attend meetings and conference calls with US HUD with the Community Development Director;
- Travel throughout the County and visit sites of proposed projects and projects;
- Assist with the preparation of materials for and attend public meetings, meetings with key stakeholder groups and residents, and meetings with property owners and businesses along with the Community Development Director and other representatives of the County;

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<sup>8</sup> This is a new HUD requirement and the official definition of this document will be included in the Public Notice published in the Federal Register

- Attend the County's Blue Ribbon Advisory Committee along with the Community Development Director and representatives from the County;
- Attend the County's Work Group meetings along with the Community Development Director and representatives from the County;
- Attend other meetings as assigned with the Community Development Director and representatives from the County;
- Interface with County Departments along with the Community Development Director;
- Work with the County staff and other Tetra Tech staff to identify opportunities to utilize and leverage the CDBG-DR funding with other Federal and State awarded funding for disaster recovery including HMGP, Flood Mitigation Assistance, FEMA 404 and 406 funding;
- Attend meetings with the State of South Carolina along with the Community Development Director and/or appropriate representatives from the County; and
- Interface with the general public.

The position will report to the County Administrative Building and Community Development Director full-time (minimum of 40 hours per week) for the first 120 days (6 months) of the implementation program for a total of 1,040 hours. After the first 120 days are complete, the County and Tetra Tech will mutually agree to the number of hours assigned to this position for the next 120 days. At a minimum, the position will report for a minimum of 30 hours per week for the next 120 days during the first year of the program's implementation, for a total of 1,820 hours.

**Assumption:** It is assumed that the County's Community Development Director or the County's responsible representative will be responsible for making all binding and legal decisions related to the CDBG-DR program. This includes signing and approving decisions of award, contracts, invoices and requisitions for payment of CDBG-DR funding. It also includes the hiring, termination and discipline of county employees and contractors other than the Tetra Tech staff assigned to this project. This position will not provide legal services to the County.

**Position: CDBG-DR Case Managers Outreach/Intake and  
Application Review Specialist  
Position Description**

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These three (3) Tetra Tech management positions will report directly to Tetra Tech's Assistant CDBG-DR Program Manager and the County's Community Development Director. These positions will provide case management services related to the County's CDBG-DR Implementation programs for housing program, infrastructure program and economic development program. One of the three positions will be an experienced CDBG-DR housing program manager that will provide oversight and management to the other Tetra Tech and County CDBG-DR case managers.

**Description of role and responsibilities** – More specifically, these three positions will provide technical guidance, strategic direction and management services during the implementation of the County's CDBG-DR program. The number of projects under each program will be determined by the unmet needs and the number of applications submitted to the County. The roles and responsibilities are as follows:

- Manage the implementation of the individual programs developed in the Action Plan;
- Provide expert technical assistance to the County and the applicants on CDBG-DR requirements and regulations;
- Meet with the residents, citizens, business owners and property owners interested in CDBG-DR assistance;
- Meet with prospective applicants to describe the program, review applicable required materials and provide technical assistance on the application;
- Review submitted applications for compliance with the program guidelines and policies;
- Review and evaluate applications for compliance with all of the County's CDBG-DR policies, procedures and guidelines for the programs and provide recommendations for decisions;
- Coordinate with the internal staff to conduct site inspections of proposed projects and the development of the damage assessment, cost estimate and definition of the scope of work for the application;
- Conduct eligibility calculations;
- Coordinate with the internal staff to conduct required inspections of projects for compliance with CDBG-DR program requirements;
- Coordinate with the County's staff to conduct required inspections of projects for compliance with the applicable County's codes, rules and regulations;
- Meet with applicants to advise them regarding the award and the time schedule for the completion of the project;
- Manage the data and information for the assigned applications and cases per the required policies and procedures to ensure accurate project work records are maintained and accessible to meet Grantee/Sub-Grantee needs and auditory requirements;
- Coordinate with the internal staff to assign the required Environmental Reviews of Record and Historic Preservation reviews for projects;
- Coordinate with the internal staff to assign and review the damage assessments, project cost estimates and the scopes of work for the projects;
- Coordinate with the internal CDBG-DR Inspectors/Cost estimators to assign inspectors to inspect the construction work that is being completed, (including the County's Building Department and Floodplain Manager for relevant inspections);
- If required; coordinate with the internal staff to conduct required title searches and appraisals;
- Manage the interface with the selected contractor for the work to monitor the completion of the work; compliance with the County's policies and procedures;
- Evaluate issues and work with the Assistant CDBG-DR Program Manager to developed proposed solutions;
- Prepare a written recommendation on the received applications;

- Review and provide recommendation for invoices submitted to the County;
- Attend required training programs on the County's CDBG-DR program offered by the County;
- Communication with senior leadership staff from clients including elected officials;
- Attend client's internal staff meetings at the request of the Community Development Director and the Tetra Tech's Assistant CDBG-DR Program Manager;
- Travel throughout the County and visit sites of proposed projects;
- Assist with the preparation of materials for public meetings, meetings with key stakeholder groups and residents, and meetings with property owners and businesses;
- Assist with the preparation of the internal compliance reports and monitoring process for quality control;
- Attend other meetings as assigned with the Community Development Director and representatives from the County;
- Interface with County Departments along with the Community Development Director;
- Work with the County staff and other Tetra Tech staff to identify opportunities to utilize and leverage the CDBG-DR funding with other Federal and State awarded funding for disaster recovery including HMGP, Flood Mitigation Assistance, FEMA 404 and 406 funding; and
- Prepare applicable written correspondence to applicants for the County's Community Development Director's approval and signature.

Each of the three positions will report to the County Administrative Building daily. They will be managed by the Tetra Tech's Assistant CDBG-DR Program Manager and the Community Development Director for an average of 40 hours per week, for each position, beginning November 15, 2015. The total number of hours for the first year of the task order would be approximately 6,396 hours. After the first year, hours will be assigned at a mutually agreeable rate.

**Assumption:** It is assumed that the County's Community Development Director or the County's responsible representative will be responsible for making all binding and legal decisions related to the CDBG-DR program. This includes signing and approving decisions of award, contracts, invoices and requisitions for payment of CDBG-DR funding. It also includes the hiring, termination and discipline of county employees and contractors other than the Tetra Tech staff assigned to this project. This position will not provide legal services to the County.



**Position: CDBG-DR Environmental Review Record and  
Historical Review Specialist  
Position Description**

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This Tetra Tech position will report directly to Tetra Tech's Assistant CDBG-DR Program Manager and the County's Community Development Director and will conduct the required Environmental Review Record and Historical Review for projects.

**Description of role and responsibilities** – More specifically, the roles and responsibilities for this position will include:

- Conduct the Broad Environmental Review and draft the Request for Release of Funds (RROF);
- Review the submitted application to understand the project, review the described damage and determine the property address and all relevant information needed to complete the Environmental Review Record and Historical Reviews;
- Conduct the Environmental Review Record and Historical Review and provide a written report;
- Provide technical guidance for steps to resolve issues, if possible;
- Travel to the project site and conduct necessary inspections if required;
- Prepare report of the findings for the Environmental Review Record and Historical Review;
- Perform any required additional work if required – for example Environmental Assessment;
- For projects that include additional funding (for example: HMGP), assist with the required coordination for the required reviews;
- Attend required training programs on the County's CDBG-DR program offered by the County;
- Communication with senior leadership staff from clients including elected officials;
- Assist with the preparation of the internal compliance reports and forms for quality control;
- Attend other meetings as assigned with Tetra Tech's Assistant CDBG-DR Program Manager, the County Community Development Director and other representatives from the County; and
- Interface with County Departments along with the Community Development Director and Tetra Tech's Assistant CDBG-DR Program Manager.

This position will work a combination of remotely and onsite (when onsite, located at the County Administrative Building) and report to Tetra Tech's Assistant CDBG-DR Program Manager and the Community Development Director for an average of 30 hours per week beginning October 1, 2016 to begin the Broad Environmental Review (Tier I). Once the Broad Review is submitted and the RROF is signed, this position will be filled by Environmental Review Specialists to conduct the Site Specific environmental reviews that result in the submission of the Statutory Checklist for each property. This has been priced as a unit rate, billable upon the delivery of each Statutory Checklist.

Understanding that some applicants may drop out of the program voluntarily at any stage, the County agrees to pay for all services rendered up to the point that an applicant withdraws or is discharged from the program. This includes services for environmental review that may be terminated mid-stage and are terminated upon notification of applicant withdrawal or disqualification. In the event that an environmental review is being performed when an applicant withdraws or is disqualified, the ERR will be completed and delivered to the County (despite applicant withdrawal or disqualification) and Tetra Tech will bill for the completed service.

**Assumptions:** It is assumed that the County's Community Development Director or the County's responsible representative will be responsible for making all binding and legal decisions related to the CDBG-DR program. This includes signing and approving decisions of award, contracts, invoices and requisitions for payment of CDBG-DR funding. It also includes the hiring, termination and discipline of county employees and contractors other than the Tetra Tech staff assigned to this project. This position will not provide legal services to the County.

**Position: CDBG-DR Inspectors/Cost Estimators**  
**Position Description**

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This Tetra Tech position will report directly to Tetra Tech's Assistant CDBG-DR Program Manager and the County's Community Development Director. The number of positions will be based upon the production schedule. This position will assist the County with the assessment of damage, cost estimating, defining the project and inspecting projects for the implementation phase of the County's Community Development Block Grant - Disaster Recovery (CDBG-DR) Implementation program.

**Description of role and responsibilities** – More specifically, the roles and responsibilities for this position will include:

- Review submitted application to understand the damage;
- Site inspections to assess the damage and determine, by their professional judgement, if the damage was or was not a result of the qualifying storm;
- Site inspections to define the qualifying project and estimate the cost of the qualifying damage and construction work to be included in the project;
- Coordinate the County's Building Department to determine the required inspections based on the approved work and determine the required CDBG-DR inspections related to the specific work included in the application;
- Define a timeline for the inspections for each project;
- Conduct the required CDBG-DR program inspections and complete required forms;
- Attend training provide by the county to the contractors;
- Attend required training programs on the County's CDBG-DR program offered by the County;
- Communication with senior leadership staff from clients;
- Attend client's internal staff meetings at the request of the Community Development Director and the Tetra Tech's Assistant CDBG-DR Program Manager;
- Assist with the preparation of the internal compliance reports and forms for quality control;
- Attend other meetings as assigned with Tetra Tech's Assistant CDBG-DR Program Manager, the County Community Development Director and other representatives from the County; and
- Interface with County Departments along with the Community Development Director and Tetra Tech's Assistant CDBG-DR Program Manager.

Each of these positions will report to the County Administrative Building and to Tetra Tech's Assistant CDBG-DR Program Manager and the Community Development Director for an average of 40 hours per week for each position beginning January 1, 2017, through October 30, 2018.

Inspection and Cost Estimating services are billable against Activity Delivery Costs as these services will be activity specific. Understanding that some applicants may drop out of the program voluntarily at any stage, the County agrees to pay for all services rendered up to the point that an applicant withdraws or is discharged from the program. This includes services for damage verification inspection, cost estimation and pre-construction inspections that may be terminated mid-stage and are terminated upon notification of applicant withdrawal or disqualification. In the event that an inspection has been performed when an applicant withdraws or is disqualified, the inspection report will be completed and delivered to the County (despite applicant withdrawal or disqualification) and Tetra Tech will bill for the completed service.

**Assumptions:** It is assumed that the County's Community Development Director or the County's responsible representative will be responsible for making all binding and legal decisions related to the CDBG-DR program. This includes signing and approving decisions of award, contracts, invoices and requisitions for payment of CDBG-DR funding. It also includes the hiring, termination and discipline of county employees and contractors other than the Tetra Tech staff assigned to this project. This position will not provide legal services to the County.

The inspections required by the County's Building Department will be performed by the County.

**Position: CDBG-DR Uniform Relocation Act –  
Relocation Support Specialist  
Program Description**

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This Tetra Tech position will report directly to Tetra Tech’s Assistant CDBG-DR Program Manager and the County’s Community Development Director. This position will assist the County with complying with all rules and regulations required by the Uniform Relocation Act as they relate to CDBG-DR Residential Home Buyout Programs or Rehab Programs.

**Description of role and responsibilities** – More specifically, the position will execute the Uniform Relocation Act requirements for the County’s CDBG-DR program and provide technical assistance to Tetra Tech’s Assistance CDBG-DR Program Director, Case Managers and the County’s Community Development Director for the implementation phase of the County’s \$23.5 million Community Development Block Grant - Disaster Recovery (CDBG-DR) Implementation program. The roles and responsibilities are as follows:

- Provide expert technical assistance and guidance to the County and the applicants on CDBG-DR requirements and the Uniform Relocation Act requirements;
- Advise the County of the requirements of the Act for applicable projects;
- As appropriate, meet with Case Managers and residents and citizens interested in CDBG-DR assistance for home buyout projects or rehabs and describe the requirements of the Act, review applicable materials and provide technical assistance;
- Provide guidance on the required documentation related to the Uniform Relocation Act requirements and perform quality control reviews of applicable files and paperwork to ensure compliance with the Act’s requirements;
- Prepare and disseminate all required notices associated with relocation requirements;
- Perform relocation functions, including the location of comparable dwelling units, if required; calculation of relocation benefits; recommendation of payment of relocation benefits; develop and maintain compliance documentation supporting the fact that the County has complied with its URA responsibilities for each qualified applicant;
- Assist with reviewing issues and proposing potential solutions;
- Attend required training programs on the County’s CDBG-DR program offered by the County;
- Communication with senior leadership staff from clients;
- Assist with the preparation of the internal compliance reports and monitoring process for quality control;
- Attend other meetings as assigned with the Community Development Director and representatives from the County; and
- Interface with County Departments along with the Community Development Director.

The position will work remotely, in the field or on site at the County Administrative Building. They will report to Tetra Tech’s Assistant CDBG-DR Program Manager and the Community Development Director for an average of 18 hours per parcel.

The position will be used on an as-needed basis for applicants where URA is triggered and federally mandated relocation assistance is required. Relocation assistance will be billed on a per unit basis and is an eligible Activity Delivery Cost under the CDBG-DR grant. It will be billed upon completion of each URA service bundle delivered on a per applicant basis. Completion is defined as either a finding of no relocation assistance needed or finding of relocation assistance need, each with all notices and documentation executed.

Understanding that some applicants may drop out of the program voluntarily at any stage, the County agrees to pay for all services rendered up to the point that an applicant withdraws or is discharged from the program. This includes services for URA assessment and assistance that may be terminated mid-stage and are terminated upon notification of applicant withdrawal or disqualification. In the event that an applicant has received some URA services but withdraws or is terminated, the County agrees to pay for services rendered.

**Assumptions:** It is assumed that the County's Community Development Director or the County's responsible representative will be responsible for making all binding and legal decisions related to the CDBG-DR program. This includes signing and approving decisions of award, contracts, invoices and requisitions for payment of CDBG-DR funding. It also includes the hiring, termination and discipline of county employees and contractors other than the Tetra Tech staff assigned to this project. This position will not provide legal services to the County.

**Position: Records Management/IT Specialist –  
Documentation Management  
Program Description**

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This Tetra Tech position will report directly to Tetra Tech’s Assistant CDBG-DR Program Manager and the County’s Community Development Director. This position will assist the Tt team and County with setting up and maintaining the electronic records management system on the Microsoft SharePoint platform.

**Description of role and responsibilities** – More specifically, the position will create the SharePoint site for the project which will store project related files electronically. This individual will provide access to County staff and provide on-call support if necessary. They will also be responsible for maintaining the site throughout the project to QA/QC files storage. At project completion, the individual will turn over the SharePoint files to the County. The roles and responsibilities are as follows:

- Provide guidance on the required documentation related to the storage of files on the SharePoints
- Assist with reviewing issues and proposing potential solutions;
- Communication with County staff and the Tt Assistance CDBG-DR Program Manager on the documentation management system;
- Assist with the preparation of the internal compliance reports and monitoring process for quality control; and
- Interface with County Departments along with the Community Development Director, if necessary.

The position will work remotely at a Tetra Tech Office. They will report to Tetra Tech’s Assistant CDBG-DR Program Manager and the Community Development Director for an average of 10 hours per month.

**Assumptions:** It is assumed that Tetra Tech will house the information electronically on the firm’s servers that are backed-up in a cloud-base system.