

TASK ORDER

Task Order Number: 2

Date: April 21, 2016

This Task Order to the Agreement for Program Management Services between the City of Columbia and Landmark Consulting, LLC, dated January 8, 2016, (Agreement) provides for the following services:

Scope of Work:

The Consultant shall initiate and complete Task 1: CDBG-DR Action Plan Development and Amendment attached hereto as Attachment A. The Consultant shall perform any and all incidental services not specifically set forth in Attachment A, which are necessary to fully complete the Task described in Attachment A.

This Task Order shall be on an hourly rate basis and will not exceed One Hundred Twenty-Eight Thousand, One Hundred and No/100 Dollars (\$128,100.00) and services will be compensated by way of Contingency.

Proposed Basis for Payment:

Original Contract Price:	\$ 2,880,000.00 (includes contingency)
Previous Change Orders:	\$ -0-
This Change (addition):	\$ -0-
Revised Contract Price:	\$ 2,880,000.00
Original Contingency:	\$ 576,000.00 (20% of \$2,880,000.00)
Previous Task Orders:	\$ -0-
This Task Order:	\$ 128,100.00
Remaining Contingency:	\$ 447,900.00

Approval of Task Order:

CITY OF COLUMBIA

By: Missy Coughlin

Title: BAHO

LANDMARK CONSULTING, LLC

By: [Signature]

Title: Principal

APPROVED AS TO FORM

[Signature]
Legal Department City of Columbia, SC

Task 1: CDBG-DR Action Plan Development and Amendment

Serve as an advisory team to the City of Columbia for the development of the city's Community Development Block Grant Disaster Recovery (CDBG-DR) Action Plan (and subsequent amendments) for submittal to the U.S. Department of Housing and Urban Development (HUD) in order to accelerate the city's access to funding and streamline recovery in compliance with federal requirements. Services include:

- **Data collection and analysis to accurately assess and quantify the impact of the Hurricane Joaquin flood event in the City of Columbia.**
- **Mapping of impacted areas and potential project locations as necessary.**
- **Assessment of unmet recovery needs in the areas of Housing, Infrastructure, Economic Development, and Community Facilities and Services.**
- **Development of a method of distribution, funding, and allocation strategy based upon the amount of CDBG-DR funding and other funding sources available to the city and level of required match.**
- **Narrative Overview of CDBG-DR Program Allocations, Eligible Program Activities, and National Objectives.**
- **Narrative Overview of all other HUD required elements related to Protection of People and Property, Public Housing, Minimizing Displacement, Monitoring, Anti-Fraud, Waste and Abuse, etc.**
- **Oversight of public outreach, citizen participation, and comment process.**
- **Submission of a complete Action Plan to HUD and development of subsequent Action Plan Amendments as necessary.**
- **Other administrative functions related to Action Plan submittal upon request.**

Deliverables

Deliverable	Tasks	Target Dates	Proposed Responsibilities
<p>Deliverable 1: Data Collection and Analysis In order to adequately assess the impact of the 2015 flood event and assess unmet needs for the development of the city's Action Plan, it is necessary to obtain and review data from federal and state resources. In addition to locally available information, data will be obtained from FEMA, HUD, and SBA to estimate unmet needs in the areas of Housing, Economic Development, and Infrastructure. This analysis will be used to determine recovery priorities and allocation of the CDBG-DR funding.</p>	<ol style="list-style-type: none"> 1. Execute data sharing agreements as necessary. 2. Complete data pulls and review. 3. Present analysis to the city for review and comment. 	TBD 4/11/2016 5-1-2016 4/29/2016 5/30/2016	HUD/CDBG Expert Advisor and Advisory Support Staff: Fred Tombar Lara Robertson Data Collection and Analysis: Henry Mitchell
<p>Deliverable 2: Assessment of Unmet Recovery Needs HUD requires that an assessment of unmet recovery needs is conducted as part of the Action Plan. This analysis must clearly demonstrate that damages and unmet recovery needs are directly tied to the CDBG-DR allocation strategy, funding priorities, and methods of distribution outlined by the city in the Action Plan.</p>	<ol style="list-style-type: none"> 1. Develop draft of the Unmet Needs Assessment. 2. Present Unmet Needs Analysis to the city for review and comment. 	4/11/2016 4/29/2016	HUD/CDBG Expert Advisor and Advisory Support Staff: Fred Tombar Lara Robertson Data Analysis: Henry Mitchell
<p>Deliverable 3: Allocation Strategy and Funding Priorities The assessment of damages and unmet recovery needs will be used to inform the methodology employed to develop the city's allocation of CDBG-DR funding. In addition to this analysis, the availability of other federal funding and match requirements will be evaluated in order to maximize and leverage CDBG-DR funds available for the city's recovery initiatives.</p>	<ol style="list-style-type: none"> 1. Obtain data and requirements of other anticipated federal funding available. 2. Develop allocation strategy, funding priorities, and method of distribution. 3. Present recommended Allocation and Funding Strategy. 	5/2 - 5/6/2016 5/17 - 5/31/2016 6/1/2016	HUD/CDBG Expert Advisor and Advisory Support Staff: Fred Tombar Lara Robertson Data Analysis: Henry Mitchell

Deliverable	Tasks	Target Dates	Proposed Responsibilities
<p>Deliverable 4: Narrative Description of Proposed Programs, Eligible Activities, and National Objectives Upon city approval of the CDBG-DR allocation strategy, specific recovery programs will be developed based upon CDBG-DR eligible activities and National Objectives to be achieved. In conjunction with this effort, a strategy will be developed to meet the HUD required Low and Moderate Income (LMI) National Objective and achieve match requirements for other available federal funds as necessary.</p>	<ol style="list-style-type: none"> 1. Program/Project Development. 2. Present recommended recovery programs to the city for review and comment. 	<p>6/6 - 6/20/2016</p> <p>6/21/2016</p>	<p>HUD/CDBG Expert Advisor and Advisory Support Staff: Fred Tombar Lara Robertson</p>
<p>Deliverable 5: Narrative of all Other HUD Required Elements In addition to the description and justification of the city's proposed projects, there are additional elements required for inclusion in the city's Action Plan. Such requirements typically include the city's approach to the following:</p> <ul style="list-style-type: none"> ○ Protection of People and Property related to Construction Methods ○ Public Housing, HUD Assisted Housing, and Housing for the Homeless ○ Disaster Resistant Housing ○ Minimizing Displacement ○ Program Income ○ Monitoring Standards and Procedures ○ Procedures to Detect Fraud, Abuse, and Mismanagement ○ Capacity ○ Certification of Controls, Processes, and Procedures 	<ol style="list-style-type: none"> 1. Development of HUD required elements of the Action Plan. 2. Present HUD required elements to the city for review and comment. 	<p>6/21 - 6/30/2016</p> <p>7/1/2016</p>	<p>HUD/CDBG Expert Advisor and Advisory Support Staff: Fred Tombar Lara Robertson</p>

Deliverable	Tasks	Target Dates	Proposed Responsibilities
<p>Deliverable 6: Public Outreach, Citizen Participation, and Comment Integral to the development of the city's Action Plan is the implementation of an outreach strategy, effective public outreach, and collection and response to public comments related to the proposed Action Plan. These elements are required and must be documented prior to the submittal of the plan to HUD. An outreach events will be held as directed by the city.</p>	<ol style="list-style-type: none"> 1. Develop Citizen Outreach Strategy. 2. Conduct public outreach as defined in the plan. 3. Solicit Public Comment on the proposed Action Plan. 4. Provide responses to Public Comments in the Action Plan. 	<p>7/8/2016</p> <p>7/18 - 7/23/2016</p> <p>7/25 - 8/1/2016</p> <p>8/12/2016</p>	<p>HUD/CDBG Expert Advisor and Advisory Support Staff: Fred Tombar Lara Robertson</p> <p>Outreach: TBD</p>
<p>Deliverable 7: Action Plan Submittal to HUD After public comments are received and responses are developed, a final draft of the proposed Action Plan will be submitted to the city for review and comment. Once comments are received, the Action Plan will be finalized and submitted to HUD for approval.</p>	<ol style="list-style-type: none"> 1. Submit draft of Action Plan for city review and comment. 2. Finalize Action Plan. 3. City Approval of Action Plan/Submittal to HUD. 	<p>8/19/2016</p> <p>8/19 - 8/26/2016</p> <p>8/29/2016</p>	<p>HUD/CDBG Expert Advisor and Advisory Support Staff: Fred Tombar Lara Robertson</p>

Staffing

Title	Person	Hourly Rate	FTE	Projected Hours	Projected Cost
HUD/CDBG Subject Matter Expert and HUD Liaison	Fred Tombar	\$225	0.30	128	\$28,800
HUD / CDBG Advisory Support	Lara Robertson	\$195	0.81	348	\$67,860
Data Analysis and Mapping	Henry Mitchell	\$165	0.14	60	\$9,900
Public Outreach	TBD	\$105	0.06	24	\$2,520
Deputy Program Manager - Compliance Review	Michelle Beauregard	\$175	0.09	25	\$4,375
Travel & Lodging Expenses					\$14,645
Total					\$128,100

Travel and lodging are planned for key project milestones (Kick off/Data Collection, Presentation of Data and Unmet Needs Analysis, Presentation of Funding Strategy, Review of Draft Plan, Public Comment and Outreach, and Final Plan Review/Submittal).

Estimated costs assume that the city will incur all expenses related to public notices and meeting spaces.

Deliverable Cost

Deliverable	Personnel	Labor Cost	Expense Cost	Total Cost
Deliverable 1: Data Collection and Analysis	Lara Robertson Fred Tombar Henry Mitchell	\$16,500	\$3,708	\$20,208
Deliverable 2: Assessment of Unmet Recovery Needs	Lara Robertson Fred Tombar Henry Mitchell	\$20,400	\$1,236	\$21,636
Deliverable 3: Allocation Strategy and Funding Priorities	Lara Robertson Fred Tombar Henry Mitchell	\$20,400	\$2,472	\$22,872
Deliverable 4: Narrative Description of Proposed Programs, Eligible Activities, and National Objectives	Lara Robertson Fred Tombar	\$21,000	\$1,236	\$22,236
Deliverable 5: Narrative of all Other HUD Required Elements	Lara Robertson Fred Tombar	\$15,300	\$1,236	\$16,536
Deliverable 6: Public Outreach, Citizen Participation, and Comment	Lara Robertson Fred Tombar TBD	\$9,000	\$2,285	\$11,285
Deliverable 7: Action Plan Submittal to HUD	Lara Robertson Fred Tombar	\$6,480	\$2,472	\$8,952
Deputy Program Manager - Compliance Review	Michelle Beauregard	\$4,375	0	\$4,375
Total		\$113,455	\$14,645	\$128,100