



We Are Columbia

MEETING DATE: December 6, 2016

DEPARTMENT: Budget & Program Management

FROM: *Missy Caughman,*

SUBJECT: Council is asked to approve the Flood Recovery Program Management 2017 Staffing Plan. Award to Landmark Consulting in the amount of \$3,712,236.08. The vendor is a Woman-Owned Minority Business Enterprise headquartered in New Orleans, LA with offices in Columbia, SC.

FUNDING SOURCE & ORIGINAL BUDGET: Funding Source: FEMA Flood Recovery 2532201

CLEAN WATER 2020?: No

FOCUS AREAS: Invest in Infrastructure

City staff is requesting City Council approval for the allocation of funding for year two (2) of the Flood Recovery Program Management Services agreement with Landmark Consulting, LLC for the period of January 1 through December 31, 2017. The original agreement was awarded in December 2015 for a three (3) year period with two (2) optional, one (1) year renewals. Staff has negotiated a fee not to exceed \$3,712,236.08 for the specified needs included in the original agreement and summarized below. Landmark's staffing plan and associated costs are attached. Under FEMA rules, FEMA provides up to 75% of eligible project funding. Eligible projects include all activities associated with recovery efforts directly attributable to the October 2015 flood. The State of South Carolina has committed to cover up to 25% of eligible project costs.

In year two (2) of the agreement, the staffing plan is focused on support for the administration of the CDBG-DR Action Plan, repairs to the Canal embankment and head gates as well as continuation of the FEMA Public Assistance (PA) reimbursement process and the Hazard Mitigation Grant Application (HMGP). All the services associated with this agreement include: Disaster Recovery Project Management, Post Disaster Consulting, Grants Management and Administration, HUD Community Development Block Grant - Disaster Recovery Management Support, FEMA 404 and 406 Hazard Mitigation Expertise, Financial and Grant Management Support, Data Management and Reporting, Disaster Recovery Engineering Related Services Support, and Disaster Recovery Procurement and Contracts Support Services.

ATTACHMENTS:

- Landmark 2017 Staffing memo (PDF)

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Sam Davis, Councilman - District I
SECONDER:	Tameika Isaac Devine, Councilwoman - At Large
AYES:	Benjamin, Davis, Devine, Baddourah, Duvall, McDowell

December 2, 2016

Ms. Missy Caughman
City of Columbia
Flood Recovery Manager
1136 Main St., Suite 504
Columbia, SC 29201

Subj: Landmark Team Flood Recovery Program 2017 Staffing Plan

Dear Ms. Caughman,

I am providing our 2017 Staffing Plan for your consideration. This plan identifies the positions, rates, hours, and expenses we anticipate to continue the City of Columbia Flood Recovery Program beginning January 2017. Under this plan, the Landmark Team, including our Team Subconsultants, DESA and Plexos Group, will support the City in its continued flood recovery efforts. Specifically, the Landmark Team will continue to assist the city in its goal to evaluate and repair/rehabilitate the Canal (embankment and head gates), manage and execute the Community Development Block Grant – Disaster Recovery Program, complete applications for Hazard Mitigation Grant Program funding and manage subsequent awards under that program, and continue management of FEMA's Public Assistance funding (project execution and reimbursement activities for multiple flood-related projects.)

Please let me know if you need further information about this plan. You can reach me at 803.737.4249 or through email at jeanne@landmarkconsultingllc.com.

Best Regards,



Jeanne Yacoub, PE
Landmark Flood Recovery Program Manager

Cc: Eric Cassell
Keely Thibodeaux
Joe Richard
Rick Murray

**Columbia Staffing Plan 2017
Flood Recovery**

Role/Position	Billable Rate
Program Executive	\$225.00
Budget / Reporting	\$165.00
PW Closeout Specialist	\$155.00
Program Controls Manager	\$185.00
CDBG-DR Project Manager	\$151.38
Sr. Project Manager	\$175.00
Program Manager	\$210.00
Construction Inspector	\$115.00
Admin Support Home Buyout Program	\$75.00
Sr Compliance	\$165.00
Project Manager Buyout Program	\$175.00
Engineering Support	\$200.00
CDBG Support Staff	\$55.00
Compliance Manager	\$165.00
Document Control	\$85.00
Procurement Specialist	\$175.00
Labor Cost (based on 24,112 labor units)	\$3,328,958.08
Expense Cost	
Travel, operating supplies	\$63,100.00
Project contingency	\$320,178.00
Total 2017 Staffing Plan	<u><u>\$3,712,236.08</u></u>