



We Are Columbia

MEETING DATE: December 19, 2017

DEPARTMENT: Procurement and Contracts

FROM: *Sandra Wright, Purchasing Agent*

SUBJECT: Council is asked to approve the Flood Recovery Program Management 2018 Staffing and Services Plan. Award to Landmark Consulting, a Minority Business Enterprise in the amount of \$5,154,234.40. This firm has headquarters in New Orleans, LA and a local office in Columbia, SC.

REQUISITION NO.: R186962

FUNDING SOURCE & ORIGINAL BUDGET: Funding Source: Flood Recovery 2531116 and will be charged to each grant according to the services provided.

CLEAN WATER 2020?: No

FOCUS AREAS: Economic Prosperity - Endless Possibilities

City staff is requesting City Council approval for the allocation of funding for year three (3) of the Flood Recovery Program Management Services agreement with Landmark Consulting, LLC for the period of January 1, 2018 through December 31, 2018. 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 \$5,154,234.40 for the specified needs included in the original agreement and summarized below. Landmark's staffing plan and associated costs are attached. Funding for this contract as allowed through the FEMA Public Assistance Program, CDBG-DR and FEMA Hazard Mitigation Grant Program. This contract is charged to account 2531116 and will be charged to each grant according to the services provided.

In year three (3) of the agreement, the staffing plan is focused on support for the implementation 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 Grant Mitigation Application (HGMP). 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 Support, Disaster Recovery Engineering Related Services Support, and Disaster Recovery Procurement and Contracts Support Services.

Landmark Consulting, LLC is W/MBE firm headquartered in New Orleans, Louisiana with offices in Columbia, SC.

Summary:

Year 1	\$ 2,880,000.00	(includes \$576,000.00 in contingency)
Year 2	\$ 3,712,236.08	
Year 3 (proposed)	\$ 5,154,234.40	
Total	\$ 11,746,470.48	

ATTACHMENTS:

- 2018 Flood Recovery Program Renewal - Council memo (PDF)
- 2018 Cover Letter for Staffing Plan (PDF)

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



CITY OF COLUMBIA
Budget & Program Management Office
INTEROFFICE MEMORANDUM

TO: Teresa Wilson, City Manager **DATE:** 12/13/2017

FROM: Missy Caughman, Budget & Program Management Director/Flood Recovery MAC

RE: Flood Recovery Program Management 2018 Staffing & Services Plan

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December 13, 2017

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

Subj: Landmark Team Flood Recovery Program 2018 Staffing Plan

Dear Ms. Caughman,

I am providing our 2018 Staffing Plan for your consideration. This plan identifies the positions, rates, hours, and expenses necessary to continue the City of Columbia Flood Recovery Program beginning January 2018 through December 2018.

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 help the City negotiate and implement a permanent repair solution for the Columbia Canal, manage and execute 9 different award allocations under the CDBG-DR Program, implement awards under FEMA's Hazard Mitigation Grant Program, and manage FEMA's Public Assistance grants to the City for flood-related repairs to infrastructure and facilities (coordinate with SCEMD and FEMA to finalize all PWs, seek appropriate reimbursements, begin closeouts of PWs, ensure adequate documentation, etc.)

We look forward to assisting the City in its continued flood recovery efforts in 2018. Please let me know if you need further information about this plan. You can reach me at 803.545.3438 or through email at jeanney@landmarkconsultingllc.com.

Best Regards,



Jeanne Yacoub, PE
Landmark Flood Recovery Program Manager

Cc: Eric Cassell
Keely Thibodeaux
Joe Richard
Rick Murray
Maya Gorman



**Columbia Staffing Plan 2018
Flood Recovery**

Role Name	# Positions	Billable Rate
Administration	1	\$ 75.00
Project Controls Mgr	1	\$ 185.00
Sr. Case Manager	1	\$ 125.00
Case Manager	2	\$ 64.80
CDBG-DR Compliance Coordinator (Analyst 4)	1	\$ 145.00
Sr. Compliance Mgr	1	\$ 165.00
Compliance Manager II	2	\$ 155.00
Construction Manager	1	\$ 165.00
Controls and Reporting (PC Specialist III)	1	\$ 165.00
Document Control (Clerical II)	1	\$ 75.00
Engineering Support	1	\$ 195.00
Inspector 2	2	\$ 100.00
Inspector 3	1	\$ 115.00
Principal	1	\$ 225.00
Program Manager	1	\$ 210.00
Project Manager	2	\$ 175.00
PW Closeout Specialist (Compliance Mgr II)	2	\$ 155.00
SME Support	1	\$ 225.00

Labor Cost (based on 34104 labor units) \$4,562,734.40

Expense Cost

Travel, operating supplies \$ 35,500.00

Project contingency \$ 556,000.00

Total 2018 Staffing Plan \$ 5,154,234.40