



St. Tammany Parish Government

Department of Finance
Purchasing Division
P. O. Box 628
Covington, LA 70434

Pat Brister
Parish President

CONTRACT AMENDMENT TABULATION SHEET

To: Anthony Smith

From: Jeanne Betbeze

Re: Project: Hurricane Isaac CDBG-DR Funds Program Management

P.O.#: S096715

Account#: 010-92-51100: \$65,744.00 (NDRC Phase II App Development)
403-15-51100: \$5720.00 (STAC ERR Amendment)

Work Order: _____

Please consider this authorization to modify the PO# S096715 issued to

GCR, Inc. as follows:

Original PO/Contract Amount	\$300,000.00
Previous Amendment Total	\$34,656.00
Sub-Total	\$334,656.00
This Amendment Amount	\$65,744.00
	<u>\$5,720.00</u>
	\$71,464.00
Revised PO/Contract	\$406,120.00

Please advise if you have any questions.

Endorsement: _____

DEPARTMENT HEAD

11/18/15
Date

Attachment I-6-d



St. Tammany Parish Government Request for Contract Amendment Approval

Date: 11/16/2015

Department: Grants

Contact: Jeanne Betbeze

Project Name: Hurricane Isaac CDBG-DR Funds Program Management

Funding Acct #: 403-15-51100; 010-92-51100 Work Order #: _____

Emergency: (circle one) Yes **No**

Requested Return Date: 11/24/2015

Request for CAO Approval as follows:

Project Type:

Contract Amendment Approval

___ Capital Drainage Project

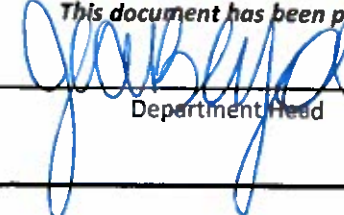
___ Other (please specify) _____

___ Capital Road Project

___ STP Facility Project

Other (please specify) Program Management

This document has been prepared, reviewed and/or APPROVED by Department Head



Department Head

11/18/15

Date

CAO Office Use Only:

Date Received by CAO / Deputy CAO

Required Attachments:

Cost Breakdown & Explanation for the Amendment attached: (circle one) Yes No

Contract Amendment Tabulation Sheet attached: (circle one) Yes No

Other Documents attached: (circle one) Yes No

List: _____

Approved

Rejected

CAO / Deputy CAO Signature:  _____

10-20-2015

Date

Attachment I-6-e



Pat Brister
Parish President

St. Tammany Parish Government

DEPARTMENT OF GRANTS

P. O. Box 628
Covington, LA 70434
Phone: (985) 867-5095

INTEROFFICE MEMORANDUM

TO: Anthony Smith – Director of Procurement

FROM: Jeanne Betbeze- Director of Grants

DATE: November 17, 2015

RE: Amendment to PO #S096715
GCR, Inc.
Hurricane Isaac CDBG-DR Funds Program Management

The Department of Grants requests a concurrent professional services contract amendment to address two items related to GCR, Inc.'s contract/PO for Hurricane Isaac CDBG-DR Funds Program Management.

1. An amendment to increase GCR, Inc.'s current contract by \$5,720.00 to expand the Scope of Work to include Environmental Compliance. Please increase 403-15-51100.
2. The Department of Grants requested a scope of work and cost proposal from GCR, Inc. to amend their current contract to include services associated with preparing a Phase II application to the NDRC. The full proposal in the amount of \$89,150.00 is attached. We are requesting an increase of \$65,744.00 due to the balance of \$23,406.80 from Phase I. Please increase 010-92-51100.

Please see form I-6-D Contract Amendment Tab Sheet for amendment calculations and final contract amount. If you have any questions or require further information, please do not hesitate to contact me.

Thank you.

Jeanne Betbeze, Director of Grants

ADDITIONAL SCOPE TO ADD TO OVERALL CONTRACT AND TASK ORDER 5

Task 5: Environmental Compliance

1. Provide technical assistance and support related to HUD CDBG-DR environmental compliance on all projects;
2. Complete environmental reviews to determine project impacts, including coordination with applicable groups and agencies and the preparation of reports and supporting documentation.

ESTIMATED LEVEL OF EFFORT AND COST FOR AMENDING STAC ERR (FOR TASK ORDER 5 ONLY)

Tasks and Estimated Hours

Task*	Estimated Hours*
Review the additional property	2
Review all existing documentation	4
Compare completed ERR to the Environmental Impacts questions for the amendment	20
Complete amendment paperwork	6
Prepare all paperwork (completed ERR and amendment) for submittal to HUD	6
Contact with HUD to address questions	2
Review submittal and provide guidance as needed	8
Total =	48

*Subject to modification pending review of additional property to be cleared via amendment.

Estimated Costs

Staff	Hourly Rate	Hours	Total
Project Manager	\$135	4	\$560
Sr. Technical Analyst	\$135	4	\$560
Environmental Review Coordinator	\$115	40	\$4,600
Total =		48	\$5,720

SCOPE OF SERVICES

NDRC Phase II (June 1 – December 31, 2015)

Due to the accelerated schedule and the complexity of the activities required to develop a successful Phase II application, having a well-defined, properly managed approach is of paramount importance. The Scope of Services presented below is intended to all of the high level tasks critical to accomplishing the objectives of the NDRC and meeting the requirements of the NOFA. Recognizing that the Parish may choose to complete internally some of the tasks outlined below, the scope can be adjusted accordingly.

In addition to the specific tasks associated with each of the five rating factors, GCR will provide overall project management leadership and support to St. Tammany. Working collaboratively with the Parish and its partners in this endeavor, our team will ensure that the Parish submits a professional, compelling, and compliant application to HUD.

1 PROJECT MANAGEMENT

- Open communications with Parish staff.
- Coordination of entities.
- Define roles and responsibilities.
- Determine project implementation and grants management capacity.

2 TECHNICAL ASSISTANCE

- Produce forms and templates in support of application development.
- Develop guidance on rating factors and other technical aspects of NOFA.
- Develop sample letters (partnerships, leverage commitments, support, etc.).
Support Parish in quantifying disaster impacts (actual and if proposed resilience measures had been in place).

3 LEVERAGE

- Develop leverage strategy.
- Identify potential sources of financial and supporting commitments.
- Support in the initiation of discussions with sources of leverage.

4 OUTREACH & ENGAGEMENT

- Develop Outreach and Engagement Plan, inclusive of stakeholders, partners, local governments, and subject matter experts.
- Develop materials needed for outreach activities and events.
- Support execution of Outreach and Engagement Plan.
- Document process and outcomes.

5 COMMITMENTS TO RESILIENCE

- Support Parish in assessing the willingness for transformative changes.
- Develop potential actions (legislative, enforceable standards, etc.) to demonstrate the Parish's commitment to resilience.



6 PROJECT DEVELOPMENT

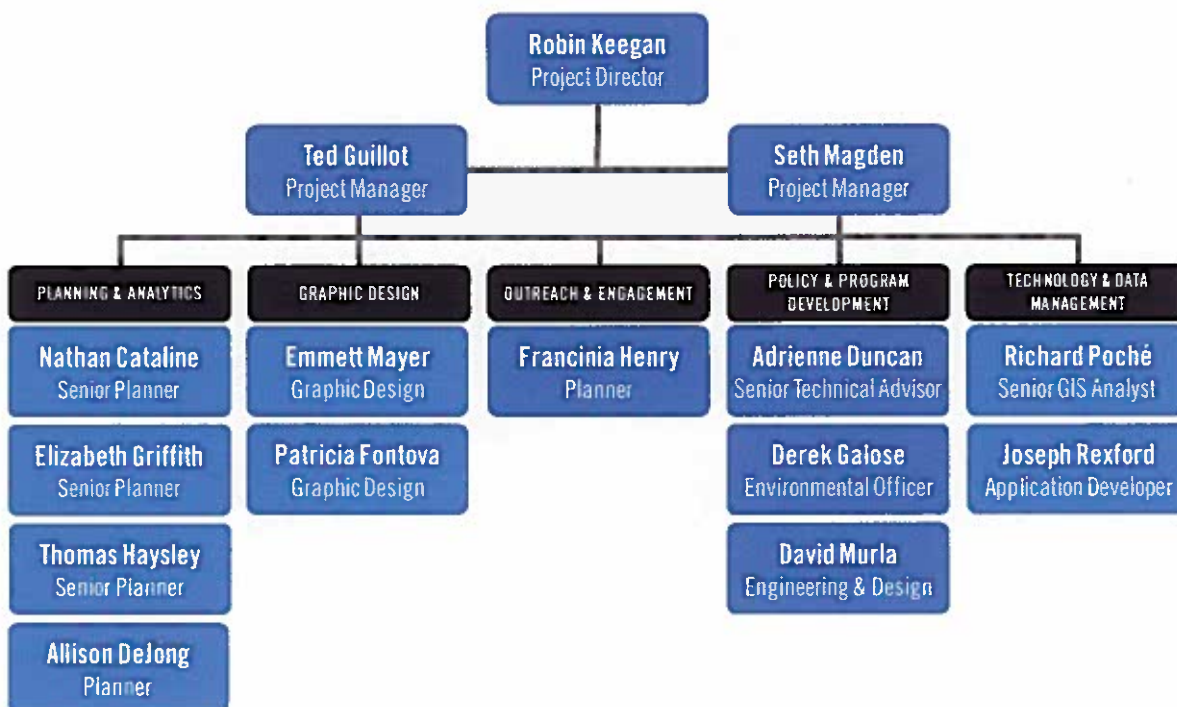
- Support Parish in project conceptualization (including Graphics and GIS work).
- Support the completion of benefit-cost analyses for proposed activities.
- Develop budgets (sources and uses), scopes of work, and schedules for proposed projects.
- Determine feasibility and scalability of proposed projects.

7 APPLICATION DRAFTING

- Develop application template.
- Produce initial application draft for internal review.
- Produce draft for public comment.
- Produce final draft of application.
- Develop final application package, inclusive of all exhibits, attachments, and required forms.

ORGANIZATIONAL CHART

Presented below is the proposed organizational structure designed to provide comprehensive support to St. Tammany Parish during Phase II of the NDRC.



DISTRIBUTION OF TASKS

We offer St. Tammany Parish a diverse, comprehensive team of skilled individuals able to lead and/or support the tasks and activities required to produce a compelling Phase II application for CDBG-DR funding through the NDRC. Our team’s integrated approach ensures that all personnel are best able to utilize their individual capabilities while working toward a common purpose and to achieve shared goals.



The below table provides a high level depiction of how our team’s expertise will be applied to complete all activities defined in the Scope of Services, including ensuring that all aspects of the application are fully developed. While particular individuals will be assigned to lead and support the completion of specific activities, we will commit additional resources as needed to ensure that all facets of the NDRC are successfully completed in a timely manner.

Tasks & Activities	Robin Keegan	Ted Guillot	Seth Magden	Nathan Cataline	Elizabeth Griffith	Thomas Haysley	Allison DeLong	Francina Henry	Adrienne Duncan	Derek Galose	Patricia Fontova	Richard Poché	Emmett Mayer	Joseph Rexford	David Muria
Project Management	✓	✓	✓												
Internal Capacity Building	✓	✓	✓	✓		✓			✓						
Establish Partnerships	✓	✓	✓	✓				✓							
Regional Collaboration		✓	✓			✓		✓							
Needs Assessment				✓		✓						✓			
Risk Analysis				✓		✓						✓			
Economic Analysis				✓		✓	✓					✓			
Benefit-Cost Analysis			✓	✓		✓	✓								
Outreach & Engagement		✓		✓				✓							
Project & Program Development	✓	✓	✓	✓	✓	✓	✓		✓						✓
Leverage Commitments	✓	✓	✓					✓							
Application Drafting		✓	✓	✓	✓	✓	✓	✓	✓						
GIS Mapping												✓	✓		
Data Management														✓	✓
Reporting		✓	✓											✓	✓
Regulatory Compliance	✓	✓							✓						
Environmental Clearance										✓					
Graphic Design											✓		✓		
Engineering & Design															✓

DELIVERABLES

Once an agreement has been reached on the aforementioned scope of services, GCR, in conjunction with St. Tammany Parish leadership, will develop a schedule of deliverables that is responsive both to the needs of the Parish and the requirements outlined in the NOFA. At a minimum, we will establish deadlines for the delivery of the following items:

1. Plan for community outreach and stakeholder engagement.
2. Strategy for identifying and securing leverage commitments.



3. Methodology for evaluating potential projects and programs.
4. Tools and guidance related to specified technical aspects of the NOFA.
5. Draft application for internal review.
6. Draft application for public comment.
7. Final draft of the application for submission to HUD.

ESTIMATED HOURS & BUDGET

The table below presents estimates of hours and costs for each of the tasks outlined in the scope of services section above.

Cost Breakdown		
Services/Deliverables	Estimated Hours	Estimated Cost
PHASE II (June 1 – December 31, 2015)		
Project Management	78	\$ 10,920
Technical Assistance	76	\$ 11,990
Leverage	38	\$ 5,220
Outreach & Engagement	68	\$ 7,860
Commitments to Resilience	46	\$ 5,840
Project Development	160	\$ 21,710
Application Drafting	160	\$ 25,610
PHASE II TOTAL =	626	\$ 89,150

VENDOR NAME: GCR INC
VENDOR NO. 03907
ORIG. CONTRACT \$274,436.00
P.O. NUMBER S096715
ACCOUNT NUMBER 403-15-51100

HURRICANE ISAAC CDBG-DR FUNDS - PROGRAM MANAGEMENT

DATE	DATE PAID	CHG ORD	INVOICE NUMBER	CHECK NUMBER	CHECK AMOUNT	BALANCE
						\$274,436.00
08/27/14	Deduct Recording Fee \$181.00 - 403-00-11200					\$274,436.00
10/13/14	11/07/14		16460	268124	\$11,538.50	\$262,897.50
11/15/14	12/11/14		16620	269679	\$4,033.75	\$258,863.75
12/15/14	12/30/14		16797	270589	\$10,912.50	\$247,951.25
12/31/14	03/12/15		17106	273593	\$1,552.50	\$246,398.75
03/04/15	04/09/15		17331	274948	\$13,249.00	\$233,149.75
03/15/15	04/09/15		17441	274948	\$12,121.00	\$221,028.75
04/24/15	Deduct Amend #1 Recording Fee \$72.00 - 403-00-11200					\$221,028.75
04/15/15	06/11/15		17599	277771	\$7,788.25	\$213,240.50
05/15/15	07/02/15		17956	278652	\$9,213.00	\$204,027.50
06/15/15	07/02/15		18038	278652	\$14,707.50	\$189,320.00
07/15/15	08/13/15		18334	280496	\$25,116.25	\$164,203.75
08/31/15			18576		\$25,148.75	\$139,055.00
09/15/15			18755		\$29,078.75	\$109,976.25
						\$109,976.25
						\$109,976.25
						\$109,976.25
						\$109,976.25
						\$109,976.25
						\$109,976.25
						\$109,976.25
						\$109,976.25
						\$109,976.25
						\$109,976.25
						\$109,976.25
						\$109,976.25
						\$109,976.25

TOTAL PAID ON LINE TO DATE \$164,459.75



OVER FOR ADDITIONAL INVOICES

VENDOR NAME: GCR INC
VENDOR NO. 03907
ORIG. CONTRACT \$60,220.00 THIS WAS ADDED BY AMEND #1
P.O. NUMBER S096715
ACCOUNT NUMBER 010-92-51100

HURRICANE ISAAC CDBG-DR FUNDS - PROGRAM MANAGEMENT

DATE	DATE PAID	CHG ORD	INVOICE NUMBER	CHECK NUMBER	CHECK AMOUNT	BALANCE
						\$60,220.00
02/05/15	04/30/15		17107	275901	\$3,160.70	\$57,059.30
03/04/15	04/30/15		17332	275901	\$8,372.50	\$48,686.80
03/15/15	06/11/15		17969	277771	\$16,035.00	\$32,651.80
04/15/15	06/11/15		17600	277771	\$7,623.75	\$25,028.05
05/15/15	06/11/15		17955	277771	\$1,283.75	\$23,744.30
06/15/15	07/02/15		18039	278652	\$101.25	\$23,643.05
07/15/15	08/13/15		18336	280496	\$236.25	\$23,406.80
						\$23,406.80
						\$23,406.80
						\$23,406.80
						\$23,406.80
						\$23,406.80
						\$23,406.80
						\$23,406.80
						\$23,406.80
						\$23,406.80
						\$23,406.80
						\$23,406.80
						\$23,406.80
						\$23,406.80
						\$23,406.80
						\$23,406.80
						\$23,406.80
						\$23,406.80
						\$23,406.80
						\$23,406.80
						\$23,406.80
						\$23,406.80
TOTAL PAID ON LINE TO DATE					\$36,813.20	
TOTAL PAID ON PO TO DATE					\$201,272.95	