

REVISION 1

Federal Emergency Management Agency

Business Proposal

HMTAP 502 - BRIC Direct Technical Assistance

February 24, 2023

██████████, CFM

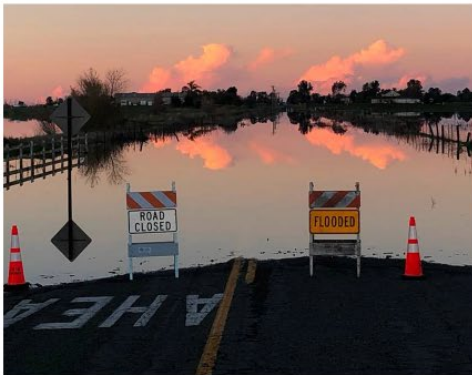
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HMTAP Task Order 502

BRIC Direct Technical Assistance

Table of Contents

1	Introduction.....	1
2	Assumptions	1
3	Direct Labor	3
4	Escalation	3
5	Indirect Rates	4
6	Fixed Fee	4
7	Subcontractor Costs	5
	Exhibit I – Price Schedule & Detailed Estimate	I
	Exhibit II – WSP Direct Labor Rates	II
	Exhibit III – Escalation Support	III
	Exhibit IV – Indirect Rate Backup	I
	Exhibit V – Accounting Audit	II
	Exhibit VI – Subcontractor Proposals	III

1 Introduction

WSP USA Environment & Infrastructure Inc. (WSP) is pleased to submit this proposal, in conjunction with subcontractor CDM Smith and Balance Hydrologics, in response to the Hazard Mitigation Technical Assistance Program (HMTAP) Task Order Proposal Request #502 – BRIC Direct Technical Assistance. This proposal has been adjusted per FEMA’s request to change the number of trips from one to two for each community in the base year and option year; only travel direct costs were adjusted, no labor hours were changed from the original submittal.

2 Assumptions

2.1 Objectives 1 and 3–Task Order Administration

- ▶ Bi-weekly coordination meetings (0.5-hour long each) will occur for the first 3 months, then monthly for the remainder of the base and option year (21 months) POP (38 meetings total); these meetings will be virtual and not in-person and attended by the WSP TOM, Regional Community Assistance Coordinators and the Advisors/QC Team.
- ▶ Up to fifteen (15) additional meetings (1 hour each) to discuss specific DTA communities and/or general project issues.
- ▶ Should FEMA laptops be required to support this Task Order, laptops will be shipped directly to staff; travel to FEMA HQ or Regional offices will not be necessary for setup.
- ▶ For key staff with badges and laptops, the government will supply access to information systems and/or data, such as FEMA intranet, Outlook, Program Office SharePoint site, as needed.
- ▶ Project management effort for invoice preparation, review, and submittal are included for WSP and subcontractors CDM Smith and Balance Hydrologics.

2.2 Objectives 2 and 4 – Provide technical support for Direct Technical Assistance (DTA) Communities – Base Period and Option Period

- ▶ Technical assistance will be provided for up to twenty-five (25) communities for the base year that will be named not later than April 30, 2023
 - Assumes a split of nine (9) communities each in FEMA Regions 8 and 10, and seven (7) in Region 9 the base year
- ▶ Technical assistance will be provided for up to thirty-four (34) communities for the base year that will be named not later than April 30, 2023
 - Assumes an option year split of eleven (11) communities each in Regions 8 and 9, and twelve (12) in Region 10.
- ▶ Staffing includes a variety of labor categories that can cover a range of potential hazard mitigation projects and assistance. Since the communities and projects are to be determined, WSP reserves the right to adjust the allocation of labor staffing mix and labor hours across the DTA communities based on the DTA workplans and level and type of support needed.
- ▶ Engineering design assistance is not included in pricing
- ▶ Subcontractor support includes the following assumptions:
 - CDM Smith will assist with higher support/higher technical and more remote communities in Regions 8 and 10 (including Alaska), and is providing a FEMA Grants and DTA Grants Advisor/QC that will be providing and estimated 8/hrs./wk as advisor over the period of performance.
 - WSP will assist with moderate to high support/complex and some remote communities in Regions 8-10 and limited non-CONUS areas of Regions 9 and 10.
 - Balance Hydrologics will assist communities with low to moderate support needs with a focus on flood projects in Region 9 CONUS-based communities.

2.3 Objectives 2 and 4 – On-Site Visits

- ▶ Base year: Travel is estimated for fifty (50) five-day technical assistance visits to include 2 staff members at varying levels depending on the community needs, but assumed will include a mid and senior level person.
 - Effort for each site visit is assumed to include 4 hours of travel time and coordination each for 2 travel days; and 8 hours of technical assistance for 3 days (32 hours total per trip)
 - Travel in on Day 1; technical assistance provided on Days 2, 3, and 4; travel out on Day 5
- ▶ Option year: Travel is estimated for sixty-eight (68) five-day technical assistance visits to include 2 staff members at varying levels depending on the community needs but assumed will include a mid and senior level person.
 - Effort for each site visit is assumed to include 6 hours of travel time and coordination each for 2 travel days; and 8 hours of technical assistance for 3 days (32 hours total per trip)
- ▶ As the specific locations of assistance are to be determined, travel costs were based on hypothetical trips to the following locations within the Sector A geography and each trip assumes air travel for 2 persons, based on associated Per Diem rates: