

For CM Office use only: DTS # \_\_\_\_\_

# DOCUMENT TRANSMITTAL FORM

Use for All City Documents Which Require the City Manager's Staff Approval

* PLEASE INDICATE IF THERE IS A LEGITIMATE D	DUE DATE BY WHICH THE CITY MANAGER MUST RESPOND *			
Due Date: Return Completed Document To:				
DEPARTMENT				
A. TO BE COMPLETED FOR CONTRACTS, AGREEMEN	NTS, & GRANTS:			
Τιτιε	Technical Assistance and Advisory Services for HUD-National Disaster Resilience Funding			
<b>PARTY</b> (Company and principal's names with which the City is entering into the agreement.)	Philp Kash, Partner HR&R Advisors 99 Hudson Street, 3rd floor New York, New York 10013			
EFFECTIVE DATES (Start & end dates)	July 1,2021- June 30, 2022			
TOTAL DOLLAR VALUE	\$44,952.00			
<b>FUNDING SOURCE</b> (Operating or capital budget; budget year; grant or other source. Show account information)	SOURCE: BUDGET ACCOUNT: 2275×41×9291×5307 2500-41-9229-5307 FY17			
TYPE (New or extension)	Extension			
SUMMARY OF SCOPE OF SERVICE/ PROGRAM	HR&A Team will provide project management support for HUD-National Disaster Resilience Fund			
VALIDATION OF PROCUREMENT: I HEREBY CERTIFY THAT THE GOODS AND/OR SERVICES WERE PROCURED IN ACCORDANCE WITH THE REQUIREMENTS SET FORTH IN CHAPTER 33.1 OF THE NORFOLK CITY CODE. PURCHASING:				
Signature Date				
B. TO BE COMPLETED FOR HUMAN RESOURCES DO	DCUMENTS:			
TYPE OF DOCUMENT:				
BRIEF DESCRIPTION:				
the contents and implications of the attached document ir	easonable due diligence has been performed to sufficiently develop in a manner to protect and account to the public. <b>Further, all City</b> fore, I (we) recommended to the comment. Douglas Brawn 9/23/2021   12:26 PM			
Document Owner Date	Department Signature Date			
ReviewbyDCM Approve Disapprove	Review by CM Approve □ Disapprove □			
Patrick Roberts 9/30/2021	8:59 AM PDT			
Deputy City Manager Date	e City Manager Date			



September 20, 2021

Philip Kash, Partner HR&A Advisors, Inc. ("Consultant") 99 Hudson Street, 3<sup>rd</sup> Floor New York, NY 10013

Re: Amendment to Contract dated March 15, 2017 between the City of Norfolk and Consultant

Dear Mr. Kash:

This letter is to inform you that the City of Norfolk hereby amends the above referenced Contract, so as to renew its term until June 30, 2022, expand the scope of work and increase the total amount of compensation.

As compensation for Consultant's services as detailed in Task Order 8, which is hereto incorporated by reference and attached as **Exhibit A**, Consultant's compensation shall be increased by an amount not to exceed Forty-Four Thousand Nine Hundred Fifty-Two Dollars (\$44,952.00).

All other terms and conditions of the Contract that are consistent with this Amendment shall remain in full force and effect.

The execution of this Amendment letter by the parties to the Contract shall indicate acceptance of its terms and conditions.

Sincerely,

DocuSigned by:

Dr. Larry H. Filer II City Manager

ATDE ESTITEd by: ⊥ 12:42 City Clerk Date

## HR&A ADVISORS, INC.

-DocuSigned by: Philip kash Philip Kash, Partner

Content Approved:

-DocuSigned by: Douglas Beaver 3EC1317E31EE46A

Douglas Beaver, Chief Resilience Officer

Form & Correctness Approved:

DocuSigned by: In a man A060DEBEB3D1404

Deputy City Attorney

# **CERTIFICATION OF FUNDING**

I hereby certify that the money required for this Agreement is in the City Treasury to the credit of the fund from which it is to be drawn, and not appropriated for any other purpose.

Account: 2275-41-9291-5307 2500-41-9229-5307 FY17

Amount: <u>\$44,952.00</u>

Vendor Code: <u>113104</u>

Contract #: 26359

DocuSigned by: Christine Garczynski

9/30/2021 | 8:36 AM PDT

Director of Finance

Date

SF

## Task Order 8 City of Norfolk: Ohio Creek NDRC Project Implementation

#### Date: June 30, 2021

Contract Title: Technical Assistance and Advisory Services for HUD-National Disaster Resilience Funding Contract Number: 26359 Contractor: HR&A Advisors Task Period: July 1, 2021 to June 30, 2022

## Task 1: Regulatory & Administrative Systems

- CDBG-NDR Administrative Manual Development and Implementation
  - Finalize CDBG-NDR Administrative Manual, incorporating updates to sections including relocation and procurement per City's direction.
  - Detailed step-by-step procedural outlines for specific administrative tasks as requested by the City of Norfolk.
  - Finalize and deliver Administrative Manual toolkit items, including forms, templates, checklists, and other documents as needed and relevant to the implementation of the manual.
- Overall Training and Capacity Building
  - Provide as needed training on CDBG-NDR specific topics to City staff and identified partners. Trainings will focus on topics mutually agreed upon by the City and HR&A Team with the goal of building the CDBG-NDR capacity amongst staff members, vendors, and subrecipients working on NDR-funded projects.

## Task 2: On-Call Technical Assistance

- Remote Technical Assistance
  - Provide the City, vendors, partners, and subrecipients with on-call technical assistance on NDR project-specific topics as requested by the City. Provide guidance on specific uses of funding, potential regulatory challenges associated with the proposed uses, and the approach to addressing any regulatory issues that arise.
- Onsite Technical Assistance
  - One hands-on, onsite technical assistance visits as needed to provide formal regulatory and programmatic technical assistance, including coordination with the City to conduct mock audits on administrative topics mutually agreed upon by the HR&A Team and the City. These visits may be in coordination with the rollout of the administrative manual or may be a separate visit. The City and the HR&A Team may also mutually agree on a virtual technical assistance visit if it will better serve the needs of the City.

Technical assistance topics may include but are not limited to: acquisition and relocation (URA), financial management, contract management, cost eligibility and reasonableness reviews, Davis-Bacon and Related Acts (DBRA), Section 3 requirements, and other program and project management file reviews.

## **Task 7: Monitoring and Compliance**

- Programmatic Compliance
  - Provide remote file reviews related to the compliance and monitoring of the Ohio Creek

Projects. Monitoring and Compliance may include virtual reviews of invoices, contracts, and all programmatic materials. Provide overall support and guidance to the City to prepare from any monitoring visits from the state, HUD Field Office, HUD headquarters or HUD OIG. Provide the guidance for all regulatory compliance matters that will apply to the monitoring of the full portfolio of the CDBG-NDR grant, including eligible uses of NDR funding, performance tracking and reporting (for NDR-specific goals and overall National Objective compliance). The City and the HR&A Team may also mutually agree on an onsite visit for monitoring and file reviews if it will better serve the needs of the City.

#### **Task 8: Project Coordination**

The HR&A Team will provide project management support to the overall consulting team including coordination for site visits and with the design and program management contract teams.

#### Cost:

All work associated with this task order will be billed in accordance with Contract Number 26359. Compensation for this task order shall not exceed \$44,952.00. The City understands that HR&A reserves its right to request additional budget as required to support the magnitude of the project effort.

#### **Hourly Fees:**

Team Member	Labor Category	Hourly Fee
Ted Guillot	Principal	\$232.00
Adrienne Duncan	Senior Manager	\$150.00
Jared Lee	Senior Manager	\$150.00
Ella Camburnbeck	Senior Manager	\$150.00
Kesha Simon	Senior Planner	\$120.00
Melissa Campbell	Senior Planner	\$120.00
Chad Carson	Senior Planner	\$120.00
Angie Traill	Senior Planner	\$120.00
Diana Searl	Senior Planner	\$120.00
Patricia Weisner	Analyst	\$87.50
Megan Hruska	Analyst	\$87.50

#### Fee Schedule:

Task		Total	
		Cost	
Task 1: Regulatory & Administrative Systems		\$2,280.00	
Task 2: On-Call Technical Assistance		\$19,806.00	
Task 7: Monitoring and Compliance		\$15,578.00	
Task 8: Project Management and Coordination		\$7,288.00	
Total	340	\$44,952.00	