



August 23, 2024

**Robert Bianchi, City Engineer**

City of Mansfield, Ohio  
Engineering Department  
30 N. Diamond Street  
Mansfield, Ohio, 44902-1702

**Subject: Task Order Proposal for Fiscal Year 2024 Building Resilient Infrastructure and Communities (BRIC) Grant Application Development, Touby Run Flood Mitigation Project**

Dear Mr. Bianchi,

ICF Incorporated, LL.C. (ICF), is pleased to provide our letter proposal to the City of Mansfield ("the City") for Fiscal Year 2024 (FY24) Building Resilient Infrastructure and Communities (BRIC) grant application development under the Federal Emergency Management Agency (FEMA). ICF understands that the City desires an experienced and adaptable partner with proven success navigating FEMA BRIC processes, policies, and technical requirements to develop a competitive and successful BRIC grant application.

ICF recognizes that the City has experienced a number of natural hazards, most significantly flooding and severe storms. The current federal funding landscape for pre-disaster resilience presents an ideal opportunity for the City to capture a BRIC grant for its Touby Run Flood Mitigation Project. ICF can offer expert technical assistance and guidance across the BRIC application development process. Since 2021 alone, our team has:

- Completed benefit-cost analyses for over 50 HMA projects.
- Developed over 75 FEMA Hazard Mitigation Assistance (HMA) grant applications for state and local governments.
- Obtained over \$210M in FEMA HMA funding for our clients' projects, including FEMA's BRIC and FMA Programs.

ICF's understanding of grant application requirements affords the City the benefit of comprehensive and streamlined support. We offer the City a breadth of expertise with benefit-cost analyses (BCAs); drafting project scope, schedule, and budget specifications; conducting programmatic and technical reviews; and responding to state-level and federal-level requests for information (RFIs) that reduce back-and-forth and satisfy scrutiny from grant application reviewers. ICF welcomes the opportunity to be the City's right-hand partner in navigating the FEMA BRIC application development process to secure funding for the Touby Run Flood Mitigation project.

Thank you in advance for your consideration of our proposal. For all inquiries, requests, or clarifications regarding our submission, please contact Andrew Wilson at (703) 225-2964 or [Andrew.Wilson@icf.com](mailto:Andrew.Wilson@icf.com). We look forward to the opportunity to provide exemplary service to the City of Mansfield.

Sincerely,

A handwritten signature in black ink, appearing to read "Andrew Wilson".

Andrew Wilson, Contracts Manager



# Scope of Services

ICF can help the City maximize chances for a federal award under FEMA BRIC creatively conveying the Touby Run project's unique value proposition and providing top-quality BCA technical expertise. The following work breakdown structure is organized as follows:

- Task 1: Project Kick-off
- Task 2: Project Subapplication Support
- Task 3: Evaluation Criteria, Quality Review, and Submittal of Subapplications

ICF is committed to embedding flexibility in the services being proposed to ensure that the City's needs are met and that the team feels supported in holistic ways. The sections below provide additional details about our approach and task areas.

## Task 1: Project Kick-off

In Task 1, ICF defines the process and maintains standards for the delivery of project management for the City. This task ensures that the project is delivered in a quality manner by our Project Manager. This task includes the steps required to initiate, plan, execute and control the project scope, schedule, and budget to deliver the scope of services.

### ***Project Kickoff Meeting***

ICF will coordinate with the City to schedule a kickoff meeting. ICF will work with the meeting attendees to review mitigation activities included in the grant application, proposed work plan, and project schedule. The kickoff meeting will be scheduled concurrently with meetings planned for all other tasks.

### Task 1 Deliverables

- Project kickoff meeting, work plan, and schedule

## Task 2: Project Subapplication Support

Task 2 consists of developing all required information for the BRIC project grant subapplication. ICF will develop the grant application using FEMA's grants management system, FEMA GO. This task includes the following grant application elements:

### ***General Applicant Information***

ICF will use the general applicant information gathered in Task 1 for the project application.

### ***Project Purpose and Scope of Work***

ICF will work in partnership with the City's Engineering Department (and contractors, as needed) to develop a detailed scope of work for the project activities to be submitted in the application. The scope of work included in the application will provide a clear and detailed description of the proposed activity. In addition, this section will detail the purpose and need for the mitigation solution, how the project will be implemented, the expected project performance, and demonstrate compliance with all federal, state, and local regulations. ICF will describe the



benefits to FEMA's Community Lifelines, including those lifelines impacted by cascading impacts, and benefits to disadvantaged communities.

### ***Project Location and Mapping***

ICF will provide a detailed description of the proposed project's location and benefiting area. Project location documentation includes gathering site-specific information necessary to develop the grant application, including photographs and maps. ICF will use GIS to develop project location maps required for the BRIC scoping application, including a topographic map, marked Flood Insurance Rate Map (FIRM), and wetlands delineation map based on publicly available information.

### ***Project Cost Estimate and Schedule***

ICF will coordinate with the City's Engineering Department (and contractors, as needed) to translate the detailed engineering line-item budget and schedule from the design process for the proposed mitigation activity into a FEMA GO-ready format. The cost estimate will directly link to the activities in the scope of work and preliminary engineering report/technical memorandum, and will be developed in accordance with cost-estimating guidelines presented in FEMA's Hazard Mitigation Assistance Guidance. The cost estimate will identify the federal/non-federal cost-share and the non-federal funding sources that the City of Mansfield will use to match this project. The schedule will specify the work schedule for the mitigation activity and will reflect the time required to complete the project within the grant period of performance deadline (up to 36 months).

### ***Environmental and Historic Preservation***

An environmental/historic preservation (EHP) review is required for all activities for which FEMA funds are being awarded. ICF will conduct a desktop review of the proposed project sites in the project scoping scope of work pertaining to all applicable EHP laws, Executive Orders, and regulations to demonstrate that the mitigation solution minimizes adverse impact to the environment. The environmental and historic preservation evaluation uses publicly available GIS data to review the affected area for the presence of wetlands, water bodies, and endangered species within the anticipated extent of ground disturbance; supplemented by photographs gathered during the site visit conducted for the Project Location and Mapping portion of the application.

### ***Benefit Cost Analysis***

FEMA hazard mitigation assistance grant programs require a benefit-cost analysis (BCA) to demonstrate not only that the project has value, but that it is cost-effective. ICF will use FEMA's BCA Toolkit Version 6.0 to review the City's existing BCA that was developed by its contracted engineering firm for the Touby Run project. ICF will ensure that it is correct and complete, employs FEMA-accepted methodologies, and maximizes benefits for the project. Our team will use its deep understanding of the approach and calculations executed behind the scenes in the FEMA BCA Toolkit to provide feedback and recommendations on how to maximize the highest return on investment (ROI) for this project, whether the analysis is based on historic damages or whether damages need to be professionally modeled. ICF will review and provide feedback on the technical memorandum provided by its contracted engineering firm detailing the methods and data used to develop the BCA.



#### Task 2 Deliverables:

- One updated BRIC project subapplication and appendices
- Up to three (3) rounds of feedback on the FEMA BCA Toolkit Report and BCA Methodology Technical Memorandum produced by the City's contracted engineering firm

#### Task 2 Assumptions:

- ICF will obtain design documentation, including design drawings, engineering reports, detailed cost estimate and other technical specifications developed/stamped by a professional engineering (PE) for the project from the City's Engineering Department. ICF will use these materials to provide a more detailed technical narrative for the project scope of work, an engineer's opinion of probable cost using FEMA's cost standards, and a design and construction schedule.
- The BCA report and BCA Technical Memorandum will be developed by the City's contracted engineering firm. ICF will review and provide feedback on the BCA and BCA Technical Memorandum.

## Task 3: Evaluation Criteria, Quality Review, and Submittal of Subapplications

ICF will compile the completed BRIC project scoping subapplication, BRIC project subapplication, and supporting documentation for each for the City, Ohio Emergency Management Agency (OEMA), and FEMA Region 5, as directed by OEMA guidance and instructions. This includes the following required project application elements:

- General Applicant Information
- Project Purpose and Need and Scope of Work
- Project Location and Mapping
- Project Cost Estimate and Schedule
- Environmental Review and Historic Preservation Compliance
- Evaluation Criteria Validation
- Required forms and documentation, including:
  - FFATA Form
  - Local Cost Share Commitment Letter
  - Project Assurances and Certifications – Lobbying, Drug-Free Workplace, and Non-Construction Assurances
  - Agency Concurrence Letters

ICF will conduct a quality review with the City to confirm client satisfaction with the application contents and make revisions. This will include coordination with key stakeholders and partners for the work. ICF will supply the City with all required forms to obtain signatures from the authorized applicant agent.

#### Task 3 Deliverables:





- Quality reviews and application submittals
- Signature packets with required forms





# Proposed Staff

ICF offers the City a team of nationally recognized hazard mitigation planners, policy experts, engineers, BCA analysts, and floodplain managers. We have proven success in developing successful FEMA BRIC subapplications and understand the importance of demonstrating project cost-effectiveness. Each of the scoped areas of work will have a lead with dedicated support staff. ICF has a deep bench of experts who can respond at a moment’s notice with additional resources if requested by the City. Our proposed personnel structure outlined below features a project manager and support staff. Staff bios are provided below.

## Staff Bios

Staff	Project Responsibilities and Summary of Qualifications
Edward “Ned” Fernandez, CFM 	Senior Advisor and Subject Matter Expert Mr. Fernandez specializes in floodplain management, grant funding, and program management. He served as project manager and subject matter expert for 23 subrecipients of funding under the FEMA BRIC and FMA programs. Mr. Fernandez previously developed FEMA HMA Assistance program management standard operating procedures for the Florida Division of Emergency Management.
Druanne Cote 	Project Manager Ms. Cote has over fifteen years of experience managing projects related to infrastructure resilience, policy analysis, regulatory compliance, capacity development, risk assessment, and program implementation. Druanne currently supports clients in developing grant funding strategies and leading federally- and state-funded grant projects, specifically in the critical infrastructure sector.
Rachel Bradley, CFM 	HMA Subapplication and BCA Support Ms. Bradley has 12 years of diverse professional experience in the fields of hazard mitigation, program management, grant management, and mitigation funding. Ms. Bradley has extensive experience with the FEMA HMA programs, including BRIC and HMGP. She has led federal grant application development across the United States, including for two competitively selected projects valued at nearly \$50 million in BRIC’s inaugural year.
Briana Wendland, CFM 	BCA Support Ms. Wendland has over 3 years of experience in the fields of grant development and benefit-cost analyses. Ms. Wendland is passionate about using her experience with FEMA’s HMA Programs to help states, local governments, utilities, and special districts research, develop, fund, and implement resilience projects. Most recently, she assisted local South Carolina governments in developing cost-effective applications for the FY2023 BRIC program.
Taylor Esco	HMA Subapplication Support



Staff	Project Responsibilities and Summary of Qualifications
	<p>Ms. Esco provides technical expertise and writing support to clients for federal grants and resiliency planning. She has focused her time primarily on disaster resiliency and hazard mitigation projects to assist disadvantaged communities across the country, identify vulnerabilities, and develop mitigation strategies. Currently, she provides planning and policy expertise for grant application development for IJJA, IRA, and FEMA HMGP and BRIC programs. She has been instrumental in monitoring and tracking federal grant opportunities, preparing grant funding needs assessments and funding plans, as well as developing competitive, compliant, compelling grant applications.</p>
<p>Jessica Scudella</p> 	<p>HMA Subapplication Support</p> <p>Ms. Scudella is a Resilience Analyst with experience working on grant application development and management, grant program tracking, hazard mitigation planning, and mapping using ArcGIS Pro. Recently, she worked on multiple grant applications for FEMA's BRIC program in Florida, North Carolina, and South Carolina that have been selected for further review for infrastructure protection, stream restoration, studies, building retrofits, flood control measure, and energy resilience.</p>

## Project Schedule

**Table 1 Target Project Schedule**

Task Name	Target Milestone
Task 1: Project Kick-off	September 6, 2024
Task 2: Project Subapplication Development	November 17, 2024
Task 3: Evaluation Criteria, Quality Review, and Submittal of Subapplications	November 17, 2024
<b>TOTAL</b>	<b>77 days</b>

*This schedule is subject to change pending any changes to Ohio Emergency Management Agency BRIC subapplication submittal deadlines.*

## Fee, Payment, and Contract Type

The Subconsultant's fee for completion of the services in accordance with the Contract Documents is on a Firm Fixed Price (FFP) basis with a not-to-exceed fee of **\$40,517**. The following tables provides a breakdown of the fee by task and FFP. A \$5,000 contingency was included at the request of the City.

**Table 2 Grant Management, NTE Fee**

Task	Task Description	Fee
1	Project Kick-off	<b>\$2,430</b>
2	Project Subapplication Development	<b>\$25,169</b>
3	Evaluation Criteria, Quality Review, and Submittal of Subapplications	<b>\$7,918</b>



4	Contingency	\$5,000
<b>NTE Total:</b>		<b>\$40,517</b>

## Period of Performance

The Subconsultant’s period of performance for Services shall begin September 1, 2024, and end on February 28, 2025.

## Validity

ICF’s price proposal will remain in effect for a period of 60 days from the date of submission. ICF reserves the right to extend its offer or to revise its proposal at the end of the 60-day period.

## Assumptions

ICF’s proposal is predicated on the following additional assumptions and clarifications. Although these assumptions and clarifications frame our response, it is ICF’s practice to partner with our customers and resolve issues in a prompt manner that is beneficial to both parties.

- ICF assumes that this proposal shall be incorporated by reference in any resulting award.
- For services not fully defined within this proposal, ICF assumes that change orders will be negotiated.
- If, while executing the contract, the scope and schedule of the requirements materially change, ICF reserves the right to amend its offer.
- Any mutually agreed-upon deviations to these price assumptions or proposed work may require a modification to ICF’s proposal or the awarded task order.
- ICF will invoice monthly installments based on costs incurred.



## Other Supporting Information

### Company Information

<b>DUNS Number:</b>	07-264-8579
<b>CAGE Code:</b>	5M571
<b>Federal Tax Identification Number:</b>	52-0893615
<b>Size Status:</b>	Large Business

### Remittance Address

<b>Payee</b>		ICF Incorporated, L.L.C.
<b>Account Name</b>		ICF Consulting Group, Inc.
<b>Bank Name</b>		PNC Bank
<b>Bank Address</b>		800 17th Street NW Washington, DC 20006
<b>Domestic EFT</b>	<b>ABA Number</b>	031207607
	<b>Account Number</b>	8026374453
<b>Payment by Check</b>	<b>Standard</b>	ICF Consulting Group, Inc. P.O. Box 775367 Chicago, IL 60677-5367
	<b>Overnight</b>	PNC Bank c/o ICF Consulting Group, Inc. Lockbox 775367 350 East Devon Avenue Itasca, IL 60143

### Invoicing and Payment

ICF will invoice upon completion of the deliverables listed in the table above. Payment will be due 30 days upon the submittal of invoice.