



OWNER REVIEW

Strand Associates, Inc.[®]
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Task Order No. 24-03
City of Manitowoc, Wisconsin (CITY)
and Strand Associates, Inc.[®] (ENGINEER)
Pursuant to Agreement for Technical Services dated December 21, 2023

Project Information

Services Name: 2024 Federal Emergency Management Agency (FEMA) Building Resilient Infrastructure and Communities (BRIC) Grant Subapplication Preparation

Services Description: Preparation of a Wisconsin Emergency Management (WEM) Notice of Intent (NOI) Preapplication and FEMA BRIC Grant Subapplication for funding for the design of the Custer Street Detention Basin.

Scope of Services

ENGINEER will provide the following services to CITY:

1. Prepare the WEM NOI Preapplication and applicable attachments and submit to CITY in portable document format file.
2. Request a local match commitment letter and subrecipient management costs letter from CITY.
3. Communicate with WEM about the NOI Preapplication and FEMA Grant Outcomes (GO) BRIC Grant Subapplication.
4. Attend a virtual meeting with CITY to discuss the WEM NOI Preapplication after CITY reviews the draft application.
5. Incorporate CITY comments, as appropriate, in the draft WEM NOI Preapplication and FEMA GO BRIC Grant Subapplication.
6. Assist CITY with submitting the WEM NOI Preapplication and the FEMA GO BRIC Grant Subapplication.
7. Respond to request for information (RFI) from WEM regarding the Preapplication, if applicable.
8. Respond to RFI from FEMA regarding the Subapplication, if applicable.

Compensation

CITY shall compensate ENGINEER for Services under this Task Order a lump sum of \$13,500.

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Schedule

Services will begin upon execution of this Task Order, which is anticipated the week of November 18, 2024. Services are scheduled for completion on April 30, 2025.

CITY's Responsibilities

In addition to those items found in the associated Agreement for Technical Services, CITY shall be responsible for the following:

1. Provide a local match commitment letter and subrecipient management costs letter for inclusion in the FEMA BRIC Grant Subapplication 30 days prior to the grant deadline.
2. Provide permission for ENGINEER's representative to serve in the Subrecipient Member role on the FEMA GO website.
3. Provide CITY-specific information required to prepare the WEM NOI Preapplication and the FEMA GO BRIC Grant Subapplication.
4. Electronically sign and submit the final FEMA GO BRIC Grant Subapplication to WEM through FEMA GO 30 days prior to the grant deadline.

TASK ORDER AUTHORIZATION AND ACCEPTANCE:

ENGINEER:

CITY:

STRAND ASSOCIATES, INC.®

CITY OF MANITOWOC, WISCONSIN

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DRAFT

Joseph M. Bunker
Corporate Secretary

Date

Justin M. Nickels
Mayor

Date

DRAFT

Mackenzie Reed
City Clerk and Deputy Treasurer

Date