



NFS TO OWNER

Strand Associates, Inc.®

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Task Order No. 23-01

City of Manitowoc, Wisconsin (CITY)
and Strand Associates, Inc.® (ENGINEER)

Pursuant to Technical Services Agreement dated [REDACTED]

Project Information

Services Name: 2023 Federal Emergency Management Agency (FEMA) Building Resilient Infrastructure and Communities (BRIC) Grant Subapplication Preparation

Whereas, CITY desires engineering assistance with the preparation of a Wisconsin Emergency Management (WEM) Notice of Intent (NOI) Preapplication and FEMA BRIC Grant Subapplication for funding for the design of the Halvorsen Park Detention Basin.

Whereas, ENGINEER is knowledgeable in said engineering services and has availability and offers to provide personnel and facilities necessary to accomplish the services within the required time limits of CITY.

Scope of Services

ENGINEER will provide the following services to CITY:

1. Prepare the WEM NOI Preapplication and applicable attachments and submit to CITY as portable document format file.
2. Provide a request to CITY for a local match commitment letter and a subrecipient management costs letter.
3. Communicate with WEM about the NOI Preapplication and FEMA 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, into 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 requests for information (RFI) from WEM, if applicable.
8. Respond to RFI from FEMA, if applicable.

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Compensation

OWNER shall compensate ENGINEER for Services under this Task Order a lump sum of \$13,000.

Schedule

Services will begin upon execution of this Task Order, which is anticipated the week of November 13, 2023. Services are scheduled for completion on April 30, 2024.

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 a subrecipient management costs letter for inclusion in the FEMA BRIC Grant Subapplication by January 12, 2024.
2. Provide permission for an ENGINEER’s representative to serve as 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 by January, 12, 2024.

STRAND ASSOCIATES, INC.®

CITY OF MANITOWOC

By: _____
Joseph M. Bunker
Corporate Secretary

By: _____
Justin M. Nickels
Mayor

Date: _____

Date: _____

By: _____
Mackenzie Reed
City Clerk and Deputy Treasurer

Date: _____