

EXHIBIT "A"
SCOPE OF SERVICES (required)
SECOND ADDENDUM

The consulting services shall be provided to assist the Marin County Open Space District (the County) obtain maximum reimbursement from the State OES and FEMA for the damaged facilities in the 1628-DR and 1646-DR storm disasters.

The consulting services shall be provided in three phases, as authorized by the County. Some examples of the assignments are listed below:

Phase I:

- Meet with the County officials to evaluate the disaster status and the damaged sites.
- Coordinate the disaster related activities between the County OES, State OES and FEMA.
- Provide recommendation to the County on the Governor and Federal disaster proclamation.
- Assist the County with the Preliminary Damage assessment (PDA) report to the State OES and FEMA.
- Advise the County on the eligibility and deadline criteria in accordance with CFR44 §206.226 and NDAA regulations.
- Submit the "Request for Public Assistance Application", "Designation of Applicant Agent Resolution", and List of Damaged Projects, known as "Exhibit B", to the State OES.
- Work with the County's accounting office to set up accounts for each damage site to assure all the charges are properly recorded for each project.
- Coordinate disaster related activities with other County Departments such as Parks and DPW
- Visit the damaged facilities & sites.
- Coordinate the activities, site visits between the County and FEMA/OES officials.
- Design and maintain a file system for each project.
- Review the files and existing documentation for the projects.
- Compile the necessary back up documentation for the emergency work already performed by the County to expedite advance funding from the State.

Phase II:

- Prepare the amendment to the List of Projects and submit to OES (and FEMA) within the 60 day deadline.
- Provide recommendation on the new State of Emergency Declaration.
- Meet with the County Administrator and other staff to provide updates on the progress.
- Participate in meetings, teleconferences and briefing with the County officials, OES and FEMA representatives.
- Compile and review the back up documentation for the completed projects and submit to FEMA to prepare PW's.
- Review cost estimates for the projects that have not been completed yet.
- Provide assistance with the preparation of the FEMA's Project Worksheets (PW) and the State OES's Damage Survey Reports (DSR).
- Review the draft PW's for concurrence.
- Prepare the non-concurrence statements for the PWs that do not address the scope of work or provide adequate funding.
- Follow up the status of the PWs and DSRs throughout the review process.
- Review the OES supplement transmittals to identify the projects that should be supplemented and/or appealed.
- Make recommendations for hazard mitigation measures as required by the 406 program.

Phase III:

- Visit the remaining damaged facilities & sites.
- Design and maintain Project Status Reports (PSR) for both disasters.
- Review the Federal Packages for both disasters.
- Review the back up documentation for the payments received.
- Meet with the County staff and the consultants to assist with the construction and the procurement procedures to complete the repairs.
- Review the engineering/structural/geotechnical studies, evaluations, designs and cost estimates for the damaged site and provide recommendations to the County and the consultants on the methods of repair/ stabilization to maximize eligible funding.
- Prepare correspondence for County officials' signatures concerning the grants, eligibility, appeals, cash flow requests and final claims.
- Prepare request for payments and expedite funding from OES.
- Provide complete financial analysis of the funds received from OES's Grant Payment Unit (GPU).
- Prepare the necessary requests for supplemental (version) PW's, time extensions and appeals
- Prepare the request for Improved and Alternate Projects from OES and FEMA.

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- Prepare the Net Small Project Overrun (NSPO) appeal 60 days after the completion of the last small project.
 - Participate in meetings, teleconferences and briefing with the County officials, OES and FEMA representatives.
 - Provide the construction monitoring services for the large projects as required by the State OES.
 - Close out the large projects.
 - Assist with the Final Inspections to receive retention held by OES.

EXHIBIT "B"
FEES AND PAYMENT SCHEDULE (required)
SECOND ADDENDUM

Contractor shall be paid a sum not to exceed \$175,500.00.

The following hourly fee schedule shall be charged to perform the consulting services plus actual cost for other expenses including travel. The IRS mileage rate is 48.5 cents a mile when traveling using personal vehicle.

Hourly Fee Schedule:

Project Leader	\$125.00
Project Manager	\$110.00
Project Fiscal Analyst	\$100.00
Project Program Analyst	\$90.00