

Fort Bend County

Levee Improvement District No. 19

Aptim Environmental & Infrastructure, Inc.

Job Order No. 02

July 26, 2018

Phase II Operations & Response - Scope of Services

Phase II – Operations & Response

The Intent of these services is to review all operating manuals and emergency action plans to clearly understand protocols and trigger points that initiate actions. We will conduct interviews with District personnel as well as staff from other agencies and review daily reports along with data collected during Hurricane Harvey. We will also review all after-action reports and perform a comparison of the coordination of operations and procedures during Hurricane Harvey against the in-place procedures and recommendations in the existing manuals and plans. For any unexpected issues or deviations identified, we will document and provide as findings along with recommendations in a detailed memorandum.

The following items are the services intended to be completed Phase II:

Documents and Data Review

1. Review all operating manuals and emergency action plans associated with LID 19 facilities.
2. Review all after-action reports and data collected for Hurricane Harvey.
3. Perform comparison of the coordination of operations and response during Hurricane Harvey.

Meetings /Questions/Interviews

1. Coordinate and conduct progress meetings with LID 19 personnel.
2. Provide questions and/or conduct interviews to aid in clarifying procedures and actions occurring during Hurricane Harvey.

Memorandum Development

1. Compile all information and findings.
2. Develop a detailed memorandum to included recommendations.

Deliverables

1. Digital copies of the memorandum will be distributed by email.

Completion

Job Order No. 2 will be completed within 45 days from the date of notice to proceed.

- Attend LID board meetings to provide updates

Recommendations Memorandum

- Compile all Information and findings.
- Develop a detailed memorandum to included recommendations.

Deliverables

- Digital copies of the memorandum will be distributed by email.


Completion

Job Order No. 3 will be completed within 90 days from the date of notice to proceed.

Price (Not-to-Exceed)

Task Description	Approx. Man-Hours	Cost
ICPR Modeling	227	\$27,216.00
Conceptual Design	392	\$41,952.00
Meetings	9	\$1,890.00
Recommendations Memorandum	53	\$7,125.00
Direct Expense (ICPR Expert & Travel)		\$33,200.00
Total Not-To-Exceed Cost	681	\$111,383.00

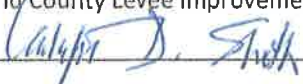
Aptim Environmental & Infrastructure, Inc.

By:  Date: July 31, 2018

Print Name: Hilary Thibodeaux

Title: Director, Engineering

Fort Bend County Levee Improvement District No. 19

 Date: July 27, 2018

Vice President, Board of Directors