

RESOLUTION 20-174

A RESOLUTION OF THE CITY OF PANAMA CITY BEACH, FLORIDA, APPROVING A TASK ORDER WITH HAGERTY CONSULTING FOR COVID-19 RESPONSE AND RECOVERY SUPPORT SERVICES IN THE INITIAL NOT TO EXCEED AMOUNT OF \$25,000.

BE IT RESOLVED that:

1. The appropriate officers of the City are authorized to accept and deliver on behalf of the City that certain Task Order 2020-01 to the Professional Services Contract for Disaster Recovery Consulting Support, relating to the COVID-19 response and recovery support services, in the initial not to exceed amount of Twenty-Five Thousand Dollars (\$25,000.00), in substantially the quote attached and presented to the Council today, dated September 2, 2020, with such changes, insertions or omissions as may be approved by the City Manager and whose execution shall be conclusive evidence of such approval.

THIS RESOLUTION shall be effective immediately upon passage.

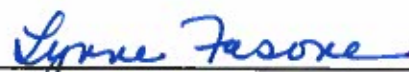
PASSED in regular session this 10th day of September, 2020.

CITY OF PANAMA CITY BEACH

By: _____


Mark Sheldon, Mayor

ATTEST:



Lynne Fasone, City Clerk



September 2nd, 2020

Mrs. Lori Philput
Human Resources & Risk Management Director
17007 Panama City Beach Parkway
Panama City Beach, FL 32413

Subject: Proposal for COVID-19 Response and Recovery Support Services – Panama City Beach Cost Recovery and Coronavirus Relief Fund Programs

Dear Mrs. Philput,

Thank you for the opportunity for Hagerty Consulting, Inc. (Hagerty) to provide you with a quote for an additional task order under Hagerty's existing Professional Services Contract for disaster recovery consulting support services. This task order would specifically relate to Panama City Beach's costs incurred in response to the ongoing response and recovery efforts associated with COVID-19. Pursuant to the President's Emergency Declaration, eligible Category B Emergency Protective Measures costs will be reimbursed through the Federal Emergency Management Agency (FEMA) Public Assistance (PA) Program. Additional funding may also be available under the Coronavirus Aid, Relief, and Economic Security (CARES) Act, such as the Coronavirus Relief Fund (CRF) from the State of Florida through Bay County.

On May 14th, FEMA Headquarters issued a memo stating all COVID-19 Projects must be submitted within 60 days of the end of the Public Health Emergency, which is currently scheduled for October 23rd, 2020. If this position is maintained, **the City must turn in full projects identifying activities into Grants Portal by December 22nd, 2020.** Hagerty recommends maintaining an aggressive project formulation timeline to meet this requirement.

Additionally, the allocations of the CRF must be spent by December 31st, 2020. Currently Bay County is identifying strategies to allocate these costs for eligible costs for reimbursement. There may be opportunity for the City to request additional funding to implement programs to support the citizens and small businesses within Panama City Beach.

The following provides an overview of the scope of work and anticipated workload of the Hagerty team to develop this application. The scope reflects the unknown and constantly evolving nature of the COVID-19 global pandemic, the needs of the City, and the magnitude of this incident on the City.

Scope of Work:

To execute the scope of work, Hagerty will provide consultants, templates, and guidance to the City to assist in grants management tasks. Those services will include:

- Provide FEMA PA Category B guidance to City staff, as directed;
- Develop program proposals to submit to Bay County for New COVID-19 programs to address economic and other impacts of COVID-19;
- Update and support the City on evolving funding programs, policies, and opportunities (FEMA, HHS, CARES, etc.);
- Support the identification of expenditures incurred as a direct result of COVID-19 that are eligible for Public Assistance and CARES Act Funding such as CRF;

- Support the organization and submission of documentation for reimbursement;
- Liaise with City departments for cost identification and tracking;
- Responding to Florida Division of Emergency Management (FDEM) or FEMA requests for information (RFIs) during their review periods;
- Guide the City in Project Submission through FEMA's Grants Portal; and
- Provide procurement eligibility and compliance guidance.

Proposal Quote

Hagerty continues to offer these services on a **time-and-materials basis**, inclusive of both labor, travel, and other direct cost expenses. Labor will be billed on an hourly basis and travel costs will be billed in alignment with General Services Administration (GSA) Federal Travel Regulations (FTR) and will not include mark-up. Other direct costs, such as the costs related to the QuickBase Grants Management System, will also be directly billed to the City with no mark-up included. Hagerty proposes the increase to the initial not-to-exceed (NTE) value of Hagerty's current contract by twenty-five thousand dollars (**\$25,000**).

Thank you for considering our proposal for assistance on your COVID-19 response and recovery effort. If you have any questions, feel free to reach me using the contact information below.

Sincerely,



Mark T. O'Mara
Director of Recovery
Hagerty Consulting
mark.omara@hagertyconsulting.com
717-676-0278