

# City of South Daytona

Office of the City Manager / Department of Finance

Post Office Box 214960 • South Daytona, FL 32121 • 386/322-3060 • FAX 386/322-3099



## MEMORANDUM

To: James L. Gillis, Jr., City Manager

From: Jason Oliva, Finance Director

Date: January 7, 2025

RE: Consideration of approving a Cooperative Purchasing Agreement with Tetra Tech to provide disaster public assistance services for Hurricane Milton

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As a result of Hurricane Milton, staff estimate the total damage incurred by the City to be approximately \$2.85M. Of the total cost, staff anticipates reimbursement from FEMA in the amount of \$2.7M. The remaining amount will be split with the State of Florida (\$75K) and the City (\$50K). The bulk of the expenses incurred were for debris removal and City-wide emergency protective measures.

Submission requirements for FEMA funding are extremely detailed, complicated and time-consuming. Minor irregularities in documentation can result in significant funding delays, audit issues and ultimately funding problems. The City is currently under contract with Tetra Tech for filing assistance for FEMA reimbursement for Hurricane Ian.

The contract the City has with Tetra Tech for Hurricane Ian has expired. This City is requesting to utilize a cooperative purchase agreement with a City of Holly Hill contract for "Disaster Cost Recovery and Related Grant and Project Management" services awarded to Tetra Tech.

Tetra Tech is a subject matter expert dealing with emergency situations, project management and funding through FEMA daily throughout the county. Fees charged under this contract are eligible for reimbursement from FEMA and the State of Florida.

Staff recommends approval of the attached contract authorizing the City to move forward with Tetra Tech in providing grant project management services pertaining to Hurricane Milton.

**COOPERATIVE PURCHASING AGREEMENT  
DISASTER COST RECOVERY AND RELATED GRANT AND PROJECT MANAGEMENT SERVICES  
PURSUANT TO CITY OF HOLLY HILL, FL PROFESSIONAL SERVICES AGREEMENT (RFP #25-PW-07)**

This contract entered into, by and between, the **City of South Daytona, Florida**, a political subdivision of the State of Florida, whose address is 1672 South Ridgewood Avenue, South Daytona, FL 32119, hereinafter called "CLIENT", and **Tetra Tech, Inc.**, a Delaware Corporation, whose address is 2301 Lucien Way, Suite 120, Maitland, FL 32751 hereinafter called "CONTRACTOR".

WITNESSETH, that:

**WHEREAS**, with an effective date of December 10, 2024, the City of Holly Hill, Florida entered into a professional services agreement with Tetra Tech for Disaster Cost Recovery and Related Grant and Project Management Services procured under RFP #25-PW-07 ("City of Holly Hill Professional Services Agreement"); and

**WHEREAS**, Tetra Tech was selected to provide these services following a Request for Proposal (RFP No. 25-PW-07) issued by the City of Holly Hill through a competitive bidding process (City of Holly Hill RFP); and

**WHEREAS**, the City of Holly Hill does not object to other governments taking advantage of the terms, conditions, and pricing offered under the City of Holly Hill Professional Services Agreement but must use their own contractual agreement; and

**WHEREAS**, the CLIENT and City of Holly Hill have a signed interlocal agreement; and

**WHEREAS**, the CLIENT desires to participate in a cooperative purchasing agreement with Tetra Tech for the purchase of these services; and

**WHEREAS**, the CLIENT is satisfied that Tetra Tech was selected by City of Holly Hill based on a competitive bidding process; and

**NOW THEREFORE**, the CLIENT and the CONTRACTOR, in consideration of the mutual covenants hereinafter set forth, agree as follows:

1. This Contract shall consist of and include all of the agreement terms and conditions, and component documents comprising the City of Holly Hill Professional Services Agreement. With the exception of references to specific City lists, manuals, procedures, policies, departments, when the "City" is mentioned in the City of Holly Hill Professional Services Agreement, per this Agreement, "City" shall be replaced with "CLIENT."
2. The CONTRACTOR agrees to furnish all labor, material and the skill necessary for the entire work effort as set forth in the City of Holly Hill Professional Services Agreement, and to the satisfaction of the CLIENT or its duly authorized representative.
3. The CLIENT agrees to pay the CONTRACTOR for services rendered, in accordance with the pricing structure set forth in the City of Holly Hill Professional Services Agreement.
4. In carrying out the services under this Agreement, CONTRACTOR agrees to adhere to relevant terms and requirements set forth by federal law, including 2 CFR Part 200. Since FEMA is responsible for making the final determination on reimbursement, CONTRACTOR will not be held liable for any reimbursements denied to the CLIENT.
5. This Contract will become effective upon the date of execution and will remain in effect as provided in the City of Holly Hill Professional Services Agreement.

6. Any approvals from the City of Holly Hill required in the City of Holly Hill Professional Services Agreement, such as approvals by the “designated representative” or “manager”, will be granted by the CLIENT City Manager or his/her designee.

7. CLIENT and CONTRACTOR Contacts:

**CITY OF SOUTH DAYTONA, FLORIDA**

Dennis Carlson  
Assistant Finance Director  
1672 South Ridgewood Avenue  
South Daytona, FL 32119  
Phone: 386-322-3023  
Email: [dcarlson@southdaytona.org](mailto:dcarlson@southdaytona.org)

**TETRA TECH, INC.**

Betty Kamara  
Senior Contracts Administrator  
2301 Lucien Way, Suite 120  
Maitland, FL 32751  
Phone: 321-441-8518 | 407-803-2551  
Email: [TDR.contracts@tetratech.com](mailto:TDR.contracts@tetratech.com)

In WITNESS WHEREOF, the undersigned have executed this Contract on the day and year first written below.

**CONTRACTOR: Tetra Tech, Inc.**

By:   
Print Name: Jonathan Burgel  
Title: Business Unit President  
Date: 12/19/2024

**CLIENT: City of South Daytona, Florida**

By: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

ATTEST: \_\_\_\_\_