TEM C 2019

Running the Marathon
Audience Question:

How many timesheets does the City of Houston have for Harvey?
Today's Presenters

City of Houston - Finance Department - Finance and Operations

Presenters:
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- Fazal Syed
- Azeezat Suliamon
- Izine Harris

Management:
- Gloria Moreno
- Bobby Qasim
- Arif Rasheed
Disclaimer

The opinions and statements in this presentation are those of the City of Houston, Finance Department Disaster Cost Recovery Group and do not necessarily reflect State / FEMA positions. Please seek final guidance on all PA rules from State and FEMA, in writing.
The Event

Emergency Work

> Vendor selection and contract type
> Procurement compliance always applies
> Determine what is Emergency/Permanent Work
> Document gathering starts now
> Volunteer tracking
TEMOC 2019

Running the Marathon
Damage Inventory

- When does this begin?
- Who gathers this information?
- What information should we gather?
- New delivery model becomes obvious at this step
### Grants Portal

<table>
<thead>
<tr>
<th>Damage #</th>
<th>Category</th>
<th>Name</th>
<th>Damage Description</th>
<th>Status</th>
<th>Address</th>
<th>Project #</th>
<th>Project Title</th>
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<tbody>
<tr>
<td>03197</td>
<td>E</td>
<td>HFL - Damaged Contents - Kendall Library</td>
<td>Damaged Contents</td>
<td>Active</td>
<td>609 N. Eldridge, Houston, Texas 77070</td>
<td>45000</td>
<td>HFL - Damaged Contents - Kendall Library</td>
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<tr>
<td>42740</td>
<td>E</td>
<td>HITS - Kendall Library and Community Center’s Damaged Network Equipment</td>
<td>Facility sustained water damage. Damaged items include routers and switches.</td>
<td>Active</td>
<td>609 N. Eldridge Pkwy, Houston, Texas 77079</td>
<td>12736</td>
<td>HITS - Kendall Library and Community Center’s Damaged Network Equipment</td>
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<tr>
<td>43773</td>
<td>E</td>
<td>HITS - Kendall Library and Community Center</td>
<td>Site sustained major damage per GSD. Damaged items may include items such as but is not limited to...</td>
<td>Withdrawn</td>
<td>609 N. Eldridge Pkwy, Houston, Texas 77079</td>
<td>12736</td>
<td>HITS - Kendall Library and Community Center’s Damaged Network Equipment</td>
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<tr>
<td>39787</td>
<td>B</td>
<td>GSD - Kendall Library and Community Center</td>
<td>Area: 28,653 gross square feet Level 1 area Approximately 9,544 gsf Stories: 3 Facility and surround...</td>
<td>Removed</td>
<td>609 N. Eldridge Pkwy, Houston, Texas 77079</td>
<td>14091</td>
<td>GSD - Kendall Library and Community Center</td>
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<tr>
<td>37052</td>
<td>E</td>
<td>GSD - Kendall Library and Community Center</td>
<td>Entire first floor was submerged. Site is now accessible and in the process Estimate includes S&amp;M fo...</td>
<td>Active</td>
<td>609 N. Eldridge Pkwy, Houston, Texas 77079</td>
<td>14091</td>
<td>GSD - Kendall Library and Community Center</td>
</tr>
</tbody>
</table>
E - i - E - i - What?!

- *Essential Elements of Information (EEI)*
- *Required for each project*
- *Multiple EEIs possible for one project, depending on completion of work and nature of damages*
- *Two aspects:*
  - Questions
  - Documents
1. Does the Applicant have the legal responsibility to perform this work? Yes
2. Are the damages in the designated disaster area? Yes
3. Was the facility damaged as a direct result of the incident? Yes
4. Was the facility regularly maintained? Yes, 1 document required
5. Prior to the disaster, was the facility under construction or scheduled for repair / replacement? No
6. Does the applicant lease the facility? No

Were the facilities damaged:

7. Buildings? Yes, 2 documents required

How many buildings were damaged? 1

Please provide a listing of all buildings and their ages.

GSD - Kendall Library and Community Center (built in 2009) is a (r) 3 story library and community center described as 28,633 SQ FT with decorative siding, and flat roof with parapet. First and second stories are constructed of painted CMU. The structure has a combined area on level one that included classrooms and a gymnasium. The entire first floor was subjected to 4 FT of standing surface water flooding that remained in the building for up to 4 weeks. All architectural components on the interior had been removed...
<table>
<thead>
<tr>
<th>Name</th>
<th>Version</th>
<th>Status</th>
<th>Process Step</th>
<th>Question Status</th>
<th>Document Status</th>
<th>Created By</th>
<th>Created On</th>
<th>Last Action By</th>
<th>Last Action On</th>
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<tbody>
<tr>
<td>Completed Lane - Category E</td>
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<td>Canceled</td>
<td>Process Discontinued</td>
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<td></td>
<td>MCNITT, KRISTA</td>
<td>04/02/2019 09:22 AM CDT</td>
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<td>14/14</td>
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<td>04/12/2018 04:32 PM CDT</td>
<td>MCNITT, KRISTA</td>
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<td>Direct Administrative Cost</td>
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<td>Complete</td>
<td>EEI Accepted by FEMA</td>
<td>1/1</td>
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<td>12/16/2017 01:51 PM CST</td>
<td>MCNITT, KRISTA</td>
<td>03/09/2018 01:23 PM CST</td>
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<td>Standard Lane - Category E</td>
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<td>12/16/2017 01:51 PM CST</td>
<td>Boyko, Brent A</td>
<td>07/17/2018 10:18 AM CST</td>
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</table>
12.

**Project Brief Description**

QSD - Kendall Library and Community Center (built in 2000) is a(n) 3 story library and community center described as 28,493 SQ FT with decorative siding, and flat roof with parapet. First and second stories are constructed of painted CMI. The structure has a combined area on level one that included classrooms and a gymnasium. The entire first floor was subjected to 4 FT of standing surface water flooding that remained in the building for up to 4 weeks. All architectural components on the interior had been removed from the floor to ceiling on the first floor prior to the site inspection. Located at 609 N. Eldridge Pkwy Houston TX 77079 (28.771780,-95.620770). Facility components including a completed work external transformer were damaged by surface water flooding beginning 8/20/2017.
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Site Inspections

> Who usually attends a site inspection?

> What data do we need prior?

> What to expect during a site inspection
Site Inspection - Preparation

- How are site inspections scheduled

- Confirmation call

- Tips and Tricks:
  - Wear safety equipment and appropriate clothing (hard hat, long shirt, pants, safety vest, ankle high steel-toe boots)
  - Carry tools (flashlight, measuring tape, screw driver)
  - Be prepared with damage details to avoid Damage Under Review (DUR) questions from FEMA site inspectors
  - Bring a camera / smartphone
Site Inspection Common Questions

How high was flood water from Hurricane Ike in site location?

Will COH use contract or force account for repair?

Was there any mitigation project done on site location prior to Harvey?
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Project Formulation

> Damage Description and Dimensions

> Scoping and Costing

> Contract work vs. Force Account
Damage Description and Dimensions

> **Definition:**

- Critical: Elevator Pit 105A/105B:
  - Interior Building, 1 each of Hydromatic submersible pump, 1 phase, 60Hz, 240V; 1.4 HP, 115v, 14.2 Amps; 0.6 HP, single phase, 60Hz, with power supply in 2 x 2 x 2 FT pit, rendered inoperable due to being submerged in 49 IN of surface water flooding that remained for over 3 weeks. Sump pump pit is below the elevator pit invert. The elevator pit is below the finished floor elevation, 0% work completed.

> **Damage under review - DURS**

- Building, 2 each of 24 IN Floresent lighting, fully submerged by floodwaters to a depth of 49 IN above the building finished floor elevation. Elevator pit is below the finished floor elevation, 0% work completed.

> **Discrepancies**

- Exterior Site:
  - Exterior Site, 1 each of Square D Sorgel 3 Phase General Purpose Transformer, Cat no. EE7ST3HF1SOUNLP, 74kVA; H.V. 480v; L.V. 208Y/120; L.V. Amps 268; 60 Hz, 29.77318 -95.62046, rendered inoperable due to being submerged in 49 IN of surface water flooding that remained for over 3 weeks, 0% work completed.

> **Approvals**

- Exterior Site, 1 each of General Electric Type O transformer, Cat no. 9T8333574, 75 kVA; 3 phase, Primary 480V; Secondary 208Y, 29.77318 -95.62046, rendered inoperable due to being submerged in 49 IN of surface water flooding that remained for over 3 weeks, 0% work completed.

- Exterior Site, 1 each of HFS Hammond Power Sol/Type K transformer; Part no. SG2A0075KB; 480v, 75kVA; 3 phase; 60 Hz, fully submerged by floodwaters to a depth of 49 IN for 3 weeks, 100% work completed.

- Exterior Site, 4 each of Blink EV/Type 3R Raintight car charger; EVSE Charging station; In/Out 120/208Y, 120/240 VAC, single phase, 60 Hz, electrical conduit; Model No. PE-30K1CE48, Serial no. 1031160, PE-30K1CE60, Serial no. 205482, PE-30K1CE60, Serial no. 205503, PE-30K1CE50, Serial no. 205481 (1 Handicap) 58 IN tall and (3) 70 IN tall on 3 x 3 x 0.12 FT concrete pads; 29.77244 -95.62066, rendered inoperable due to being submerged in 49 IN of surface water flooding that remained for 4 weeks, 0% work completed.
Scoping and Costing

> Who is responsible

> Methods of Costing

> Completion of EEI
Permanent Work - Force Account Data

Force Account Labor – Your employees

Force Account Equipment – Your owned equipment

Force Account Materials – Your materials from stock or purchased for the disaster
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Running the Marathon
Compliance
2 CFR 200

> Verification by Consolidated Resource Center (CRC)
> Audits
> How the new delivery model helps
Procurement Compliance

> Contract Types
  • Time and Material limited
  • No cost plus % of cost contracts
  • No piggyback contracts
  • Prepositioned contracts

> Procurement Documentation
  • Cost/Price Analysis
  • Debarment check

> MWBE Compliance

> Local vs Federal guidelines
Audits: What to Expect

> Timeline
> Document Retention
> Presenting Data to the auditors
> How to effectively gather information
> Audit findings meeting
> Drafting a response to Audit findings
> Addressing additional RFIs from State and FEMA
> Appeals
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Running the Marathon
Funding!!

You made it!

> Prepare for the next disaster beforehand
  - Training
  - Prepositioned Contracts
  - Procurement Policies
  - Standard Operating Procedures
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