

STATEMENT OF QUALIFICATIONS

Chatham County

On-Call Disaster Consultant Services

September 21, 2023

September 21, 2023

Michele Peluso, Procurement Manager
Chatham County Finance Office
12 East Street
Pittsboro, NC 27312



SUBJECT: RFP #23-5-ES DISASTER CONSULTING SERVICES

Dear Ms. Peluso and Members of the Selection Committee:

North Carolina is no stranger to severe weather, and the effects of climate change include more frequent and more intense storms. Meanwhile, the COVID-19 pandemic and an attack on a North Carolina electrical substation in neighboring Moore County just last year have revealed the vulnerability of people and infrastructure to disasters both natural and man-made. Through this standby contract, WithersRavenel's disaster response and recovery specialists will be just a phone call away in the event of an emergency.

Chatham County has been admirably proactive in preparing for future events, creating a recovery framework through organizations such as Chatham Community Emergency Response Team (CERT) and the All-Hazards Chatham County Local Emergency Planning Committee (LEPC). Our funding and asset management professionals will build on this foundation, acting as an extension of staff and preventing or mitigating issues during the response process so they do not become magnified during the recovery phase. Their experience includes positions with North Carolina Emergency Management (NCEM), the North Carolina Office of Recovery & Resiliency (NCORR), and other agencies that coordinate with the Federal Emergency Management Administration (FEMA):

- » **David Gale** – Central Branch Recovery Section Supervisor, NCEM; State Damage Assessment Coordinator for Hurricane Ian; Chair of the North Carolina Department of Public Safety (NCDPS) Mosquito Management Task Force; Recovery Technical Specialist for the NC All-Hazards Incident Management Team; Emergency Management Planner (HAZMAT), Durham County Office of Emergency Services; IPZ Representative, Harris Nuclear Plant Task Force; EM Sub-Committee Representative, Domestic Preparedness Region 6 (NCEM); Field Liaison Officer, ISAAC/North Carolina State Bureau of Investigation
- » **Michele Faison** – State Recovery Finance and Business Compliance Manager, NCEM; Non-Congregate Sheltering Program Manager, State of North Carolina
- » **Mary Glasscock** – Infrastructure Program Manager CDBG-DR, NCORR; Resiliency Team Lead, RISE Program, NCORR; COVID-19 NCEM Recovery Operations Lead (at request of NCEM Director) and a Deputy State Public Assistance Officer (COVID-19), NCEM; Contract Administrator – Mosquito Abatement and Public Assistance Staff Augmentation, NCEM; NCEM PA Supervisor for procurement, contracting, and disaster debris management/ permitting specialist (Hurricanes Matthew & Florence)

As these titles suggest, our team has ample experience with the services in the County's Request for Proposals, including Individual Assistance (IA), Public Assistance (PA), 406 Mitigation for PA projects, and subsequent FEMA Hazard Mitigation funded projects for housing and infrastructure. They have used both the FEMA grants portal and EMGrants, and they understand the reimbursement and closeout process.

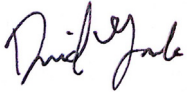
In addition, our proposed team members are part of a larger team that works across funding streams to help communities meet the need for resilient infrastructure. They work with clients to align community and project goals with program requirements, increasing the likelihood projects will be funded and freeing up funding for other allocations. Because clients cannot afford to lose funding mid-project—particularly when they are disaster recovery projects—they work hand-in-hand with our engineers and construction administration professionals to maintain documentation and meet compliance requirements.

(CONTINUED ON NEXT PAGE)

Our team members have secured and administered more than \$947 million for public projects through programs like CDBG, ARRA, and LASII. Since forming this team at WithersRavenel, they have assisted with FEMA PA, BRIC, HMGP, and CDBG-DR projects for existing and future disaster recovery projects to ensure Stafford Act, 44 CFR, 24 CFR and 2 CFR Part 200 regulations and related policies are not roadblocks to client success during the pre-award, award, and post-award phases.

As your partner, our goal is to deliver an exceptional client experience tailored to your community and project needs. We appreciate your consideration and look forward to serving you through this vital contract. Should you have any questions, please do not hesitate to contact David Gale at the phone number or email address below.

Sincerely,
WITHERSRAVENEL, INC.



David Gale
Project Manager
(919) 678-3861
dgale@withersravenel.com



Amanda Whitaker
Funding Director/Authorized Representative
(919) 238-0448
awhitaker@withersravenel.com



TABLE OF **CONTENTS**

	COVER LETTER
5	FIRM OVERVIEW
8	FIRM EXPERIENCE
16	PERSONNEL EXPERIENCE
24	TECHNICAL APPROACH
43	VENDOR INFORMATION

Firm Overview

OUR PEOPLE. YOUR SUCCESS.

ABOUT WITHERSRAVENEL

As a 100% employee-owned Employee Stock Ownership Plan (ESOP) company, our employees are empowered to deliver exceptional client and employee experiences, because when you succeed, we all thrive.

Mission

Giving, growing, and creating together

Vision

Be the premier, multi-disciplinary firm creating inspired places—one person, one project, and one community at a time

Core Values

- » Integrity
- » Collaboration
- » Sustainability
- » Respect
- » Quality
- » Community

HISTORY OF THE FIRM

- 1983**  Established as Withers & Ravenel, P.A.
- 1991**  Incorporated as Withers & Ravenel, Inc.
- 2006**  Acquired Kenneth Close Surveying, Inc.
- 2014**  Transitioned to ESOP
- 2015**  Named changed to WithersRavenel, Inc.
- 2018**  Acquired WR-Martin (formerly Martin-McGill)
- 2019**  Became 100% Employee-Owned
- 2020**  Acquired Koonce, Noble & Associates, Inc.
- 2023**  Grant funding total surpassed \$947 M

Firm Profile

AUTHORIZED REPRESENTATIVE

Amanda Whitaker | Funding Director
 137 S. Wilmington Street, Suite 200
 Raleigh, NC 27601
 (919) 238-0448
 awhitaker@withersravenel.com

COMPANY INFORMATION

WithersRavenel, Inc. (Corporation)
 115 MacKenan Drive
 Cary, NC 27511
 (919) 469-3340
 www.withersravenel.com

SERVICES PROVIDED

- » Asset Management
- » Design & Planning
- » Economic Development
- » Environmental
- » Funding & Finance
- » Geographic Information Systems
- » Land & Site Development
- » Public Engagement
- » Remote Sensing
- » Stormwater
- » Surveying & Geomatics
- » Transportation
- » Water & Sewer Utilities

WithersRavenel is qualified to perform all of the work set forth in Chatham County's Request for Qualifications. This contract will be fulfilled primarily from our Raleigh office.

In addition to our Cary headquarters, WithersRavenel maintains seven branch locations across North Carolina.

- » Asheville
- » Charlotte
- » Greensboro
- » Pittsboro
- » Raleigh
- » Southern Pines
- » Wilmington

Deployment to Chatham County's EOC or other specified location will occur within 24 hours.

As emergency circumstances lessen and project development is underway, staff will work in Chatham County and from our Raleigh office.

Firm Overview

PRINCIPALS OF THE FIRM

JAMES E. CANFIELD, PE

Education: M.C.E. and B.S., Civil Engineering, NC State University
Licensure: PE: NC, #016269

CHRISTOPHER C. 'CHAN' BRYANT, PE

Education: B.S., Materials Science & Engineering, NC State University
Licensure: PE: NC, #021643

BROCK M. STORRUSTEN, PE

Education: B.S., Civil Engineering, North Dakota State University
Licensure: PE: NC, #036115

CAMERON PATTERSON, PE

Education: M.C.E., Environmental Engineering; B.S., Civil Engineering, NC State University
Licensure: PE: NC, #18154

JASON A. BERTONCINO, PE

Education: B.S., Civil Engineering, Virginia Tech
Licensure: PE: NC, #025944

LARS R. HAGEN, PE

Education: B.S., Civil Engineering, Clemson University
Licensure: PE: NC, #042364

L. EDWIN 'EDDIE' STALEY, PLS, GISP

Education: Engineering Technology Studies, Sandhills Community College
Licensure: PLS: NC, #L-5114; GISP: NC, #46317

MICHAEL E. DICKERSON, PLS

Education: Surveying Certificate, Wake Technical Community College
Licensure: PLS: NC, #L-3639

MARK STEPHENS, PE, IC-MA-CM

Education: M.P.A., (Public Management Concentration) Appalachian State University; B.S., Engineering Technology, UNC Charlotte; A.A.S., Engineering Technology, Western Piedmont Community College
Licensure: PE: NC, #032409

R.S. 'BUTCH' LAWTER, PE

Education: M.S., Geotechnical Engineering, NC State University; B.S., Civil Engineering, Clemson University
Licensure: PE: NC, #022101

SETH E. SWAIM, PLS, GISP

Education: B.S., Forest Management, NC State University
Licensure: PLS: NC, #L-5177; GISP: NC, #53820; FAA Part 107 Pilot: #3906692

HISTORY OF LITIGATION IN THE PAST THREE YEARS

WithersRavenel prides itself on putting forth great effort in resolving disputes before any form of mediation, arbitration, or litigation is considered. While fairness and client satisfaction are our foremost goals, we recognize that formal dispute resolution is periodically a necessary part of the business.

During the last three years, WithersRavenel has not been involved in any claims that resulted in a liability.

PROOF OF
INSURANCE

Client#: 25448

WITHRAVE

ACORD™

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
10/24/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer any rights to the certificate holder in lieu of such endorsement(s).

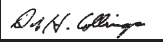
PRODUCER Greyling Ins. Brokerage/EPIC 3780 Mansell Road, Suite 370 Alpharetta, GA 30022		CONTACT NAME: Sharon Brubaker PHONE (A/C, No, Ext): 770.756.6599 FAX (A/C, No): 770.756.6599 E-MAIL ADDRESS: sharon.brubaker@greyling.com	
INSURED WithersRavenel, Inc. 115 MacKenan Drive Cary, NC 27511		INSURER(S) AFFORDING COVERAGE INSURER A : Hartford Casualty Ins. Co. NAIC # 29424 INSURER B : Property AN Casualty Ins Co of Hartford 34690 INSURER C : Berkley Insurance Company 32603 INSURER D : INSURER E : INSURER F :	

COVERAGES CERTIFICATE NUMBER: 22-23 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR	WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			20UUGKL0345	10/30/2022	10/30/2023	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$1,000,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMPI/OP AGG \$2,000,000 \$
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY <input checked="" type="checkbox"/>			20UEGKL0814	10/30/2022	10/30/2023	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED: <input checked="" type="checkbox"/> RETENTION \$10000			20RHGXU6057	10/30/2022	10/30/2023	EACH OCCURRENCE \$5,000,000 AGGREGATE \$5,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	20WBG AQ2751	10/30/2022	10/30/2023	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000
C	Professional Liability Incl. Pollution Liab.			AEC906003602	10/30/2022	10/30/2023	Per Claim \$2,000,000 Aggregate \$4,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER	CANCELLATION
	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 

© 1988-2015 ACORD CORPORATION. All rights reserved.

ABILITY TO PERFORM PROPOSAL REQUIREMENTS

DISASTER RESPONSE & RECOVERY

WithersRavenel has provided emergency and on-call disaster response and recovery services since 2008. Our professionals can be on site within 24 hours—and often faster—to perform initial assessments, notify the appropriate regulatory agencies, and direct mitigation and cleanup efforts.

We have addressed the following disaster situations in North Carolina during the past decade and a half:

- » Hurricane & Tropical Storm Flooding Damage
 - » Hurricane Dorian (2019)
 - » Hurricane Florence (2018)
 - » Hurricane Matthew (2016)
- » Streambank/Slope Failures
- » Utility Infrastructure Failures
- » Dam, Dike & Levee Failures
- » Aviation Fuel & Heating Oil Spills
- » Man-Made Utility Damage
- » Assessment & Mitigation Design

In addition, the team presented in this proposal have ample experience in funding programs related to disaster recovery:

- » Federal Emergency Management Agency (FEMA) BRIC Grants
- » Emergency Management HMGP Grants
- » CDBG-DR Housing and Infrastructure "Third Tranche" Funding
- » Community Development Block Grants (CDBG-NR, CDBG-I, and CDBG-ED) for additional housing rehabilitation, public utilities upgrades and economic development funded grants
- » Written Justification of State Earmarks
- » Legislative Day Representative Meetings

FEMA REIMBURSEMENT EXPERIENCE

WithersRavenel has recent experience completing projects utilizing FEMA funds:

- » Assisted the Town of Clarkton in repairing/replacing stormwater infrastructure damaged during Hurricane Matthew with FEMA funds. In addition, handled the FEMA grant administration, which included submitting payment reimbursements on behalf of the Town.
- » Wrote the grant that won \$4.7 million for the Duffyfield Stormwater project and worked with the City of New Bern to finalize the project scope and secure \$2.5 million in NCEM funding for supplemental Duffyfield Stormwater project needs.

The WithersRavenel project team has attended numerous FEMA disaster recovery, damage assessment, insurance (NFIP), mitigation and debris assessment trainings. These have included the following:

- » Designed and led statewide in-person and online training for the FEMA Grants Portal at its inception in 2018
- » Procurement and Bidding Training
- » Debris Management Training
- » 2 CFR Monitoring & Reports Training
- » 2 CFR Internal Controls Training
- » 2 CFR Financial Management Training
- » Grant Management Systems Training & Set Up

Additionally, this team has led county-wide applicant briefings for multiple disasters. We have the training and experience needed to implement, manage, and close out FEMA-funded projects.

FUNDING RECORD OF SUCCESS

Overall Funding Record of Success

Funding is one of the services our multidisciplinary firm provides. Below is a compilation of projects and programs for which we obtained funds. For some of the projects, we also provided engineering and program administration services.

Funding Program	# of Projects	Total Funded
Community Development Block Grant (Infrastructure, Housing, Catalyst, etc.)	43	\$60,586,144
Economic Development (CDBG-ED, ARC, IDF, etc)	31	\$22,815,130
Economic Development Administration (EDA Grants)	4	\$5,204,945
GoldenLEAF (GLF)	21	\$13,498,878
Asset Inventory & Assessment Grants	77	\$14,404,000
Merger & Regionalization Study Grants	22	\$1,165,000
Clean Water Management Trust Fund (CWMTF) Non-Stormwater	23	\$39,630,173
Clean Water Management Trust Fund (CWMTF) Stormwater	8	\$671,744
Parks and Recreation Trust Fund	39	\$14,699,441
SRF Grants & Loans-Water	61	\$192,768,162
SRF Grants & Loans-Sewer	89	\$380,207,776
Rural Center Bond Projects	75	\$29,389,570
Economic Infrastructure (Rural Center)	6	\$2,284,255
Economic Innovation (Rural Center)	2	\$500,000
Clean Water Partners (Rural Center)	48	\$15,926,001
Building Reuse & Renovation (Rural Center)	2	\$876,000
Rural Center Misc. (Planning)	6	\$273,500
USDA	26	\$44,368,335
LASII Stormwater (Planning, Construction)	12	\$17,349,360
Other	88	\$91,134,851
TOTAL	683	\$947,753,265

Other represents:

STAG, ARC, DOT, GLF, Brownfields, High Unit Cost (Original and 2014 Programs), TAG, NCORR ARRA, and Flood Mitigation.

Rapidly growing our **\$947M+** funding total by assisting public clients such as Chatham County.



Firm Experience

LOCAL GOVERNMENT EXPERTISE/WORK IN THE COUNTY

WithersRavenel has served and continues to serve as an on-call consultant for public clients throughout North Carolina. Many of our contracts span more than 10 years and encompass a variety of disciplines and all phases of the project life cycle, from due diligence and preliminary feasibility and costing through grant project award management, design, permitting, construction management, and close-out.

In addition, many of our personnel have joined WithersRavenel from past positions with local government, particularly public works. They understand the budgeting and approval process, the need for transparency and accountability, and the value of clear and consistent communication both with local government leaders and with the public.

Below is a matrix of the services WithersRavenel has provided or currently provides for a small sample of North Carolina municipalities, counties, and regional and state agencies.



(**Bold** denotes clients within Chatham County)

	Funding Services	Construction Phase Services	Surveying & GIS	Environmental Services	Stormwater	Wastewater/ Water	Economic Development	Design & Planning	Transportation
Proximate to Chatham County									
Chatham County						•	•		
Town of Siler City	•	•						•	•
Chatham Park (Private)/Town of Pittsboro		•	•	•	•	•		•	•
Town of Goldston	•		•			•			
Town of Moncure (Private Clients)			•	•			•		
Lee County	•	•	•			•		•	
Town of Broadway	•					•			•
City of Sanford	•	•	•	•	•	•		•	
Randolph County									
City of Archdale	•		•			•			
Town of Liberty	•	•	•			•			•
City of Trinity	•				•	•			
Other									
ONWASA	•	•				•		•	
Town of Apex			•	•	•				
Town of Clayton	•	•	•	•	•	•	•	•	
Town of East Spencer	•	•	•	•	•	•		•	
Town of Four Oaks	•	•	•	•	•	•	•	•	
Town of Fuquay-Varina	•	•	•	•	•	•		•	•
Town of Garner			•	•	•		•	•	
Town of Troy	•	•	•	•	•	•	•	•	
Town of Wendell		•	•		•			•	•

 **Firm Experience**

NCORR Resilient Coastal Communities Program (RCCP)

STATEWIDE, NC

DURATION

January 2021–June 2022

ENGINEERING COST

Budget – \$60,000
Final – \$60,000

KEY STAFF

» None

CLIENT CONTACT

Mackenzie Todd
Coastal Resilience Specialist
NC Division of Coastal
Management
400 Commerce Ave
Morehead City, NC 28557
(252) 808-2808
mackenzie.todd@ncdenr.gov

PHASES 1-3 SERVICES

During Phases 1 and 2, our planning and stormwater teams collaborated to gather data for Currituck and Dare counties for the identification, design, and implementation of nature-based resilience projects. The planning team managed public engagement, including marketing strategy, promotional material, and survey collection. Over a period of several weeks during the COVID pandemic, 2,042 survey responses were collected.

During Phase 3, WithersRavenel partnered with the Town of Swansboro as well as Dare County. Each client received around \$45,000 in RCCP grants for projects identified in Phases 1 and 2.

EXAMPLE PROJECT

We are assisting Swansboro with flooding issues on Water Street. Site constraints mean there are limited ways to address the problem on Water Street directly, but WithersRavenel recognized that nearby Broad Street, which runs perpendicular to Water Street and has a large right-of-way (ROW) due to a rail line, offered more options.

Our design took advantage of the ROW space and combined it with additional space gained from realigning a portion of Broad Street so that it has a traditional two-way traffic pattern instead of a split two-way with a median. This new space is used as a bioretention area to capture water that used to flood onto Water Street.

Resiliency Consulting Services

NEW BERN, NC

DURATION

June 2021–Present

ENGINEERING COST

Budget – \$208,340
Final – \$208,340

CLIENT CONTACT

Foster Hughes
City Manager
City of New Bern
300 Pollock Street
New Bern, NC 28560
(252) 639-2704
hughesf@newbernnc.gov

New Bern has an all-too-familiar problem: persistent and destructive flooding during hurricanes and heavy rainfall events.

This pattern has resulted in several properties being deemed undevelopable repetitive-loss properties by FEMA, which purchased them through the agency’s flood buyout program.

In January of 2022, the City of New Bern adopted its first Resiliency and Hazard Mitigation Plan. The number one priority action item of the plan was the “Duffyfield Stormwater Enhancement” project (*described on the next page*).

In addition to public outreach in the Duffyfield neighborhood, WithersRavenel is providing ongoing resiliency education. We will be hosting three more listening sessions and we will have a booth at another City event.

KEY STAFF

- » Amanda Whitaker – Project Manager
- » Michele Faison – Funding Project Consultant
- » David Gale – Funding Project Consultant
- » Mary Glasscock – Disaster Recovery Specialist

Duffyfield Stormwater Enhancement

NEW BERN, NC

DURATION

June 2021–Present

ENGINEERING COST

Budget – \$208,340

Final – \$208,340

KEY STAFF

- » Amanda Whitaker – Project Manager
- » Michele Faison – Funding Project Consultant
- » David Gale – Funding Project Consultant
- » Mary Glasscock – Disaster Recovery Specialist

CLIENT CONTACT

Foster Hughes
City Manager
City of New Bern
300 Pollock Street
New Bern, NC 28560
(252) 639-2704
hughesf@newbernnc.gov

A HISTORY OF COASTAL FLOODING

Duffyfield, a historically Black neighborhood, has been and continues to be particularly susceptible to flooding during heavy rainfall events.

TRANSFORMING A COMMUNITY LIABILITY INTO AN ASSET

In January of 2022, the City of New Bern adopted its first Resiliency and Hazard Mitigation Plan. The number one priority action item of the plan was the “Duffyfield Stormwater Enhancement” project. The City initially contacted WithersRavenel about the possibility of constructing a wetland to mitigate the flooding. But after a discussion among stormwater professionals, the community, and city officials, an even better solution emerged: creating a community park. The only other recreation facility in Duffyfield was permanently damaged and removed following Hurricane Florence.

This innovative stormwater project combines city-owned parcels and FEMA buyout properties into a 5-acre public park. The park will offer both green space and recreational opportunities. A resilient wetland system will improve water quality by storing and treating small rainfall events and mitigating localized flooding during medium-sized storm events.

WithersRavenel’s parks and recreation designers and landscape architects are in ongoing conversations with city officials and residents about the park space.

VITAL FUNDING SUPPORT

The WithersRavenel Funding & Asset Management team helped the City secure \$4.7 million in NCDEQ DWI LASII (stormwater) funding and \$2.5 million in NCEM grant funds.

IMPROVING QUALITY OF LIFE

This multi-phase, multi-disciplinary development project will provide the following benefits:

- » Improved community health through passive recreation
- » Enhanced stormwater resiliency
- » Increased investment in a historically underserved community

PARTNERING WITH THE CITY & ITS RESIDENTS

Meeting people where they are is an important part of our outreach process. To make sure Duffyfield residents had ample opportunity to view proposed design options and provide feedback, WithersRavenel Community Engagement Specialist and Duffyfield native, Liza Monroe, worked alongside the stormwater and funding teams to record comments from the community members and transform stories and perspectives into project design.

WORK UNDERWAY

WithersRavenel has recently completed development of the Phase 1 construction plans, which are focused on enlarging the existing storage pond at the downstream end of the park and upgrading pump and outlet control systems that will also serve future phases of park development.

NEXT STEPS

Phases II and III have been made possible due the funding support the WithersRavenel team has acquired.

SEDC Disaster Recovery Coordinator

SOUTHEASTERN NORTH CAROLINA

DURATION

February 2018–October 2022

ENGINEERING COST

Budget – \$714,500

Final – \$714,500

KEY STAFF

- » Amanda Whitaker – Project Manager

CLIENT CONTACT

Pam Bostic
Executive Director
Southeastern Economic
Development Commission
707 West Broad Street
Elizabethtown, NC 28337
(910) 862-6985
pbostic@sedcnc.org

WithersRavenel is assisting the SEDC and its member communities with a variety of services, including assistance with grant writing.

HURRICANE MATTHEW

The initial work after Hurricane Matthew focused on assisting a select number of communities as nominated by Councils of Government. Activity centered around identifying priority issues within the following sectors, identified in the county resilience plans:

- » Housing
- » Infrastructure
- » Business Development
- » Environment/Natural Resources/ Agriculture
- » Public Health and Well-being

HURRICANE FLORENCE

Following Hurricane Florence, WithersRavenel opened services to any and all communities in the jurisdiction. Much of the focus has been on applications for the EDA Disaster Supplemental funding availability. One-on-one work with communities, however, identified other areas to address to enhance recovery and resiliency efforts, including critical water, wastewater, and stormwater needs.

EXAMPLE PROJECTS

Town of Red Springs – Millions of dollars in funding for replacement of the Town’s water treatment plant and distribution system rehabilitation and purchase of generators to provide backup power for its water supply wells

City of Clinton – Supplemental funding to relocate the influent pump station at the wastewater treatment plant to protect it from flooding; funding for levee repairs to protect the plant from creek flooding



Town of Surf City – Disaster relief funding for the installation of a second water line under the Intracoastal Waterway to build in a layer of resilience and redundancy for residents on Topsail Island

Town of Clarkton – Funding for the purchase of a utility vehicle, which is used to maintain the Town’s drainage canals and utility easements

Town of Pembroke – Funding for a position equivalent to an Assistant Town Manager responsible for FEMA paperwork, which freed up the Town Manager to tackle capital improvement planning and other projects to help the Town move forward

Town of Dublin – Sewer outfall replacement

Town of Lillington – Emergency repairs

Town of Bolton – Emergency repairs

Town of Maxton – Water line replacement

Town of Cerro Gordo – Stormwater assessments

Town of Autryville – Stormwater assessments

Richmond County – FEMA disaster relief funding to replace and upsize a damaged culvert; supplemental disaster relief funding from Golden LEAF to replace an adjacent water line

Sampson & Columbus counties – Funds to pay for finance officer and planning positions

 **Firm Experience**

Hurricane Florence Disaster Response

TROY, NC

DURATION

September 2018–November 2018

ENGINEERING COST

Budget – \$67,000
Final – \$67,000

KEY STAFF

» None

CLIENT CONTACT

Greg Zephir
Town Manager
Town of Troy
315 North Main Street
Troy, NC 27371
(910) 572-3661
manager@troy.nc.us

The Town of Troy was devastated by flooding from Hurricane Florence on September 17, 2018, with some of the worst damage occurring at the Town WWTP. As flood waters of Denson's Creek receded on the 18th, a breach was revealed in the south end of the 10-acre WWTP equalization basin/converted retired wastewater treatment lagoon. All 16,000,000 gallons of untreated wastewater had drained out.

WithersRavenel immediately responded that same day to observe the damage and secure a site inspection by a geotechnical consultant to offer assistance.



WithersRavenel has remained involved on the work since that time, offering consultation, temporary damage repair alternatives, assistance with resolving NCDEQ NOV issues, detailed site inspection and documentation, assistance with Town negotiations with FEMA, and preparation of FEMA documents, including an all-inclusive Damage Dimension and Description (DDD) and detailed cost opinions.

Hurricane Florence Damage Repair & Stormwater Services

MAXTON, NC

DURATION

October 2019–October 2020

ENGINEERING COST

Budget – \$69,300
Final – \$69,300

KEY STAFF

» None

CLIENT CONTACT

Myra Tyndall
Finance Officer
Town of Maxton
PO Box 99
Maxton, NC 28364
(910) 844-5231
finance@ci.maxton.nc.us

The Town of Maxton's stormwater conveyance system sustained damage in multiple places during Hurricane Florence in September 2018. FEMA identified the following areas for repair:

- » **Kincaid Street Damaged Road Culvert** – Includes repairing and armoring of downstream embankment of culvert crossing
- » **Ditch Repair** – Includes removal of deposited sediment from stormwater drainage ditch
- » **Malloy Street Culvert** – Includes replacement of asphalt roadway and curb and repair of culvert crossing embankments

- » **Town Drainage Culvert** – Includes repair of seven sink holes that have formed along a drainage culvert

WithersRavenel is providing consulting services to aid in the repair, including supplemental field survey; subsurface utility exploration, including utility designation, vacuum excavation, and video pipe inspection; FEMA coordination; design; environmental permitting; informal bidding services; and construction observation services.



NCDOT Aviation Hurricane Dorian UAS Support

STATEWIDE, NC

DURATION

September 2019

ENGINEERING COST

Budget - \$10,950
Final - \$10,950

KEY STAFF

» None

CLIENT CONTACT

Thomas Walls
UAS Operations Manager
NCDOT Aviation
1050 Meridian Drive
Morrisville, NC 27560
(919) 814-0555
tmwalls@ndcot.gov

WithersRavenel's Unmanned Aircraft Systems (UAS, or drones) provide local, regional, and state organizations with a valuable assessment tool.

Following Hurricane Dorian in 2019, WithersRavenel worked with NCDOT to provide aerial imagery and video of flooding, erosion, and other storm effects.

Our UAS teams and equipment offered a quick response and real-time visuals that provided perspective otherwise unattainable in the aftermath of a natural disaster. While Hurricane Dorian was not a major event for most of North Carolina, there were still small pockets of the State that were affected.

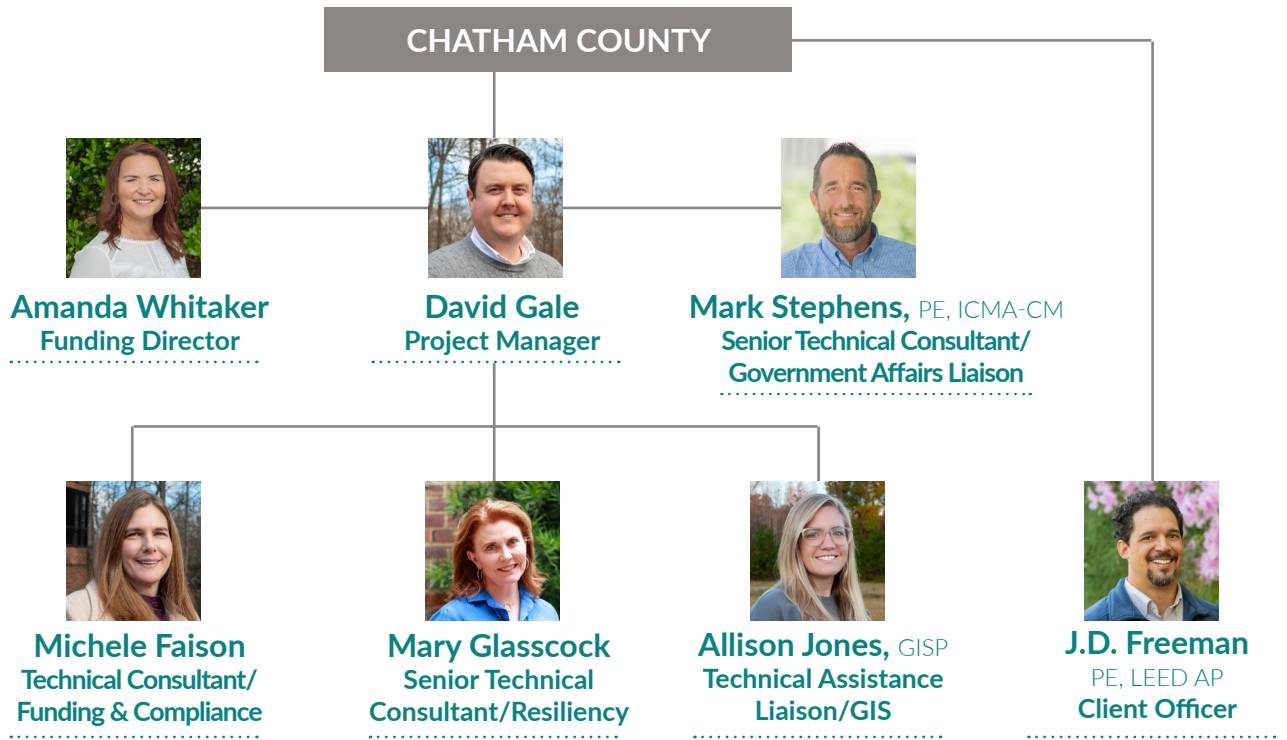
WithersRavenel UAS response teams were able to work closely with NCDOT coordinators to complete over 15 missions over a two-day period. Some missions ended up being good, positive confirmation of no impact; others showed in-progress flooding of roadways and bridges; others showed washed-out roads and culverts.

These images and videos provided critical information to aid the NCDOT Highways Division's response times to maintain safety on the roadways as well as coordinate repairs in a timely manner.

Personnel Experience

ORGANIZATIONAL CHART YOUR TEAM

Our skill set and collaborative project approach will allow us to handle any obstacle and to effectively meet project objectives and deadlines.



Additional Resources

78

PROFESSIONAL ENGINEERS

20

FUNDING & ASSET MGT. STAFF

9

GIS PROFESSIONALS

9

LICENSED DRONE PILOTS

2

ECONOMIC DEVELOPERS



Personnel Experience



DAVID GALE

Project Manager

EMERGENCY MANAGEMENT EXPERIENCE

» Emergency Operations Center

- » NC State Emergency Operations Center | Role: State Damage Assessment Coordinator | NC Hurricane Ian: EM-8586-NC
- » Central Branch Office Regional Coordination Center | Role: Recovery Technical Specialist | NC Hurricane Ian: EM-8586-NC
- » Durham Co. Emergency Operations Center | Role: Planning Section Chief | NC COVID-19: DR-4487-NC

» Deployment | NC All-Hazards Incident Management Team

- » Lee Co., FL, Emergency Operations Center | Role: Recovery Technical Specialist | Florida Hurricane Ian: DR-4673-FL

» Public Assistance

- » Hurricane Ian: EM-8596-NC
- » Tropical Storm Fred: DR-4617-NC
- » Tropical Storm Eta: DR-4588-NC
- » Hurricane Isaias: DR-4568-NC
- » Severe Storms, Tornadoes, and Flooding: DR-4543-NC
- » COVID-19: DR-4487-NC
- » Hurricane Dorian: DR-4465-NC
- » Tropical Storm Michael: DR-4412-NC
- » Hurricane Florence: DR-4393-NC
- » Hurricane Matthew: DR-4285-NC

» Individual Assistance

- » Disaster Recovery Center Manager | Wilmington, NC | Hurricane Florence: DR-4393-NC

» Hazard Mitigation (406)

- » Hurricane Ian: EM-8596-NC
- » Tropical Storm Fred: DR-4617-NC
- » Tropical Storm Eta: DR-4588-NC
- » Hurricane Isaias: DR-4568-NC
- » Severe Storms, Tornadoes, and Flooding: DR-4543-NC
- » COVID-19: DR-4487-NC
- » Hurricane Dorian: DR-4465-NC
- » Tropical Storm Michael: DR-4412-NC
- » Hurricane Florence: DR-4393-NC

» Complex Public Assistance Projects

- » Surf City Town Hall Replacement & Relocation: Hurricane Florence
- » Historic Pender Co. Courthouse Repairs: Hurricane Florence
- » Pender Co. Hurricane Florence Debris Monitoring, Removal and Disposition (\$15 Million): Hurricane Florence

Mr. Gale most recently worked with NCEM as Central Branch Recovery Section Supervisor. He led and managed NCEM's FEMA Public Assistance grant program with a heavy focus on funding, projects, oversight, and compliance. He also supported the Individual Assistance program for the central branch counties and served as the State Damage Assessment Coordinator for Hurricane Ian, Chairman of the NCDPS Mosquito Management Task Force, and Recovery Technical Specialist for the NC All-Hazards Incident Management Team deployed to Lee County, FL, to support continuity of recovery efforts in response to Hurricane Ian.

He was also an Emergency Management Planner specializing in Technological Hazards for Durham County's Office of Emergency Services. He coordinated the county's local emergency planning committee, provided Tier-II reporting and incident command support in response to hazardous material releases, and served as the Planning Section Chief during EOC activations.

EDUCATION

- » B.A.S., Emergency Management, Arizona State University
- » A.A.S., Criminal Justice, Cape Fear Community College

YEARS OF EXPERIENCE

- » Total: 18 years
- » With Firm: 1 year

 *Personnel Experience*

MARK STEPHENS, PE, ICMA-CM

Senior Technical Consultant/Government Affairs Liaison



Mr. Stephens serves as WithersRavenel's Chief Growth Officer. His 24 years of experience in public sector leadership, land development, and civil engineering gives him a deep understanding of the unique needs of WithersRavenel's public sector and private sector clients. Most recently, Mark was the City Manager for New Bern in Craven County. For seven years, he developed, executed, and implemented policy for the city. He also provided day-to-day leadership of 475 employees and oversaw a \$138 million annual budget. His previous experience also includes other municipal public works and leadership work along with roles in private engineering consulting.

As New Bern's City Manager, he experienced six significant natural disasters. Through each of these events, he learned how to prepare, prioritize, and respond to keep his city resilient, and their assets protected.

EDUCATION

- » M.P.A., Public Administration with Public Management Concentration, Appalachian State University
- » B.S., Engineering Technology, UNC Charlotte

LICENSURE

- » PE: NC, #032409
- » ICMA Credentialed Manager

YEARS OF EXPERIENCE

- » Total: 26 years
- » With Firm: 2 years



Personnel Experience



AMANDA WHITAKER

Funding Director

PROJECT EXPERIENCE

- » Resiliency Consulting Services, New Bern, NC. Project Manager
- » SEDC Disaster Recovery Coordinator, Southeastern NC. Project Manager
- » CDBG-I Grant Administration. Project Manager
 - » Benson, NC
 - » Burgaw, NC
 - » Dublin, NC
 - » Dunn, NC
 - » East Sanford, NC
 - » East Spencer, NC
 - » Goldston, NC
 - » Kenly, NC
 - » Lowell, NC
 - » Maxton, NC
 - » Pitt Co., NC
 - » Reidsville, NC
 - » Sanford, NC
 - » Selma, NC
 - » Shelby, NC
- » CDBG Housing Grant Administration. Project Manager
 - » Eden, NC
 - » Lowell, NC
 - » Bessemer City, NC
- » CDBG-NR Grant Administration. Project Manager
 - » East Spencer, NC
 - » Gaston Co., NC
 - » Graham, NC
 - » Lowell, NC
 - » Raeford, NC
 - » Reidsville, NC
 - » Troy, NC
- » CDBG-CV Grant Administration. Project Manager
 - » Eden, NC
 - » Graham Co., NC
 - » Reidsville, NC
 - » Shelby, NC
- » Local Assistance for Stormwater Infrastructure Investments Program (LASII) Grant Administration, Various Clients, NC. Project Manager
- » Water and Sewer Asset Inventory & Assessment (AIA) Grant Administration, Various Clients, NC. Project Manager
- » State Revolving Fund (SRF) Grant Administration, Various Clients, NC. Project Manager

Ms. Whitaker's experience is concentrated in grant writing, grant administration, and community and economic development projects. She has worked with a number of granting agencies on successful projects, with much of her career focused on CDBG Housing and Infrastructure Grants. She has evaluated housing conditions, created implementation plans, and managed federal and state reconstruction and rehabilitation construction procedures for compliance and timeliness.

She has also successfully written and administered grants for projects all over North Carolina for public infrastructure, neighborhood stabilization, housing rehabilitation, parks and recreation, downtown revitalization, and economic development.

EDUCATION

- » M.P.A., Community and Economic Development Concentration, UNC Greensboro
- » B.A., Political Science with Law and Justice Concentration, NC State University

YEARS OF EXPERIENCE

- » Total: 23 years
- » With Firm: 17 years

Personnel Experience



Ms. Faison has more than 15 years of experience working for state agencies that provide direct public assistance to local governments and nonprofit organizations. Most recently, she worked with the Recovery Section of NCEM as both a senior grants manager and a finance and business compliance manager.

As the NCEM State Finance and Business Compliance Manager, her experience and management approach offers clients clarity and hands-on financial compliance guidance as well as opportunities for supplemental funding. She led NCEM's 30-person grant management, supervisory and management staff in reimbursement requests for more than nine active disasters and led the technical assistance related to FEMA requirements with newly expanded NCEM EMGrants capacity. Her reports to NCEM IA/PA Recovery Section leadership provided significant awareness and opportunities for improvement.

EDUCATION

- » B.S., Emergency and Disaster Management, Western Carolina University
- » A.A., Accounting, Strayer University

YEARS OF EXPERIENCE

- » Total: 4 years
- » With Firm: 1 year

MICHELE FAISON

Technical Consultant/Funding & Compliance

EMERGENCY MANAGEMENT EXPERIENCE

- » **State Recovery Finance and Business Compliance Manager, NCEM**
 - » Tracked, monitored, and provided budgetary compliance, guidance, and reporting to NCEM Senior Leadership for more than \$2.8 billion in federal funding for public and individual assistance for 18 State and Federal events
- » **Non-Congregate Sheltering Program Manager, State of North Carolina**
 - » During the COVID-19 crisis, supported formal agreements to expedite CARES Act funding through the North Carolina Pandemic Recovery Office

OTHER PROJECT EXPERIENCE

- » Resiliency Consulting Services, New Bern, NC. Project Manager
- » Federal Grant Administration Services for Federal & State Grant Funded Projects, Princeville, NC. Financial Compliance Manager
- » Disaster Closeout, 3 Legacy Disasters, Various Locations, NC. Project Manager
- » Financial Oversight, 5 Open State Disasters, Various Locations, NC. Project Manager
- » CDBG-I Grant Administration. Funding Specialist
 - » Benson, NC » East Sanford, NC » Kenly, NC
 - » Dunn, NC » East Spencer, NC
- » CDBG Housing Grant Administration. Funding Specialist
 - » Eden, NC » Lowell, NC » Bessemer City, NC
- » CDBG-NR Grant Administration. Funding Specialist
 - » East Spencer, NC
 - » Gaston Co., NC
 - » Graham, NC
 - » Raeford, NC
 - » Reidsville, NC
 - » Troy, NC

Personnel Experience



Ms. Glasscock brings significant experience managing federally funded grant programs for infrastructure projects. Most recently, she worked in dual leadership roles in state government:

- » Infrastructure Program Manager, North Carolina Office of Recovery & Resiliency (NCORR)
- » Recovery Operations Lead, North Carolina Division of Emergency Management (NCEM)

Ms. Glasscock's background provides WithersRavenel clients an experienced partner when navigating grant opportunities and in advancing initiatives related to disaster response and recovery and infrastructure asset management.

EDUCATION

- » B.A., Organizational Psychology, DePaul University
- » M.A., Journalism and Mass Communication, University of Memphis

YEARS OF EXPERIENCE

- » Total: 12 years
- » With Firm: 1 years

MARY GLASSCOCK

Senior Technical Consultant/Resiliency

EMERGENCY MANAGEMENT EXPERIENCE

- » **Infrastructure Program Manager, NCORR – Budget: \$20 million**
 - » Public Assistance (PA) supervisor for Hurricanes Matthew and Florence; debris validation lead
 - » NCEM/FEMA operational lead for COVID-19 and Tropical Storm Fred events
 - » Community Development Block Grant Disaster Recovery (CDBG-DR) infrastructure funds
- » **Recovery Operations Lead, NCEM – Budget: \$1.7 billion**
 - » COVID-19 statewide operational restructuring, software implementation, staff augmentation contract lead.

OTHER PROJECT EXPERIENCE

- » Resiliency Consulting Services, New Bern NC. Senior Technical Consultant
- » Federal Grant Administration Services for Federal & State Grant Funded Projects, Princeville, NC. Project Manager
- » Secured \$2.5M NCEM Recovery funds for New Bern, NC
- » FEMA BRIC Grant Administration Services. Project Manager
 - » ONWASA
 - » Dunn, NC
 - » Raeford, NC
 - » Yadkin Co., NC
- » Onslow Water and Sewer Authority Grant Administration Services, Onslow County, NC. Project Manager
- » Onslow Water and Sewer Authority Funding Services, Onslow County, NC. Senior Technical Consultant
- » Grant Administration Services, Boiling Spring Lakes, NC. Project Manager
- » CDBG Housing Grant Administration. Funding Specialist
 - » Eden, NC
 - » Lowell, NC
 - » Bessemer City, NC
- » CDBG-NR Grant Administration. Funding Specialist
 - » East Spencer, NC
 - » Gaston Co., NC
 - » Graham, NC
 - » Lowell, NC
 - » Raeford, NC
 - » Reidsville, NC
 - » Troy, NC

Personnel Experience



Ms. Jones has robust experience working as a GIS staff member with municipalities. She has been involved in various GIS projects that have led to the following:

- » Use of GNSS, Collector App, and Survey123 for data collection
- » Creation of GIS applications in ArcGIS Portal and ArcGIS Online for end-user data consumption
- » Editing and maintaining the accuracy of data with ArcGIS Software Suite
- » Design and management of the department's spatial geodatabase
- » Analysis of spatial data
- » Topology editing
- » Use of Python code for efficient geoprocessing
- » Use of AGOL for map and web app creation.

She is well-versed in working on the creation of water and sewer, sketch, and land-use maps.

EDUCATION

- » M.A., Geospatial Information Science and Technology, NC State University
- » B.A., Natural Resources, NC State University

LICENSURE

- » GISP: NC, #161502

YEARS OF EXPERIENCE

- » Total: 7 years
- » With Firm: 1 years

ALLISON JONES, GISP

Technical Assistance Liaison/GIS

EMERGENCY MANAGEMENT EXPERIENCE

» Cumberland County GIS

- » Obtained flow rate data from PWC and AQUA and assisted fire departments in obtaining accurate hydrant flow rate data in order to symbolize hydrants in CAD by corresponding flow rate color
- » Provided an online mapping application to the call center during Hurricane Florence to determine shelters closest to residents in need
- » Provided maps of houses within one mile of the Cape Fear River during Hurricane Florence for police to effectively evacuate those residents
- » Assisted the Inspections Department after Hurricane Florence with collecting infrastructure damage data via Crisis Track
- » Provided fire departments with an online map showing preferred boat input locations on the Little River for water rescue situations
- » Assisted detectives in searching for a missing person by identifying various characteristics of bridges surrounding the last known location of the individual in Cumberland County

» City of New Bern Electric Department

- » Created a Survey123 application for collection of FEMA required data and used offline deployment of the application in order to collect data without the need for wireless service
- » Created an online dashboard for management to track infrastructure damage data being collected via Survey123
- » Created and regularly updated a mobile map package to be deployed as needed so that electric line workers could easily visualize electric infrastructure regardless of wireless service availability

OTHER PROJECT EXPERIENCE

- » Water and Sewer AIA Grant-Funded Engineering Projects, Various Clients, NC. GIS Staff Professional
- » Water and Sewer Replacements (ARPA Project), Burlington, NC. GIS Staff Professional
- » Supply Wells and Water Main Replacement (ARPA Project), Selma, NC. GIS Staff Professional
- » Water Line Rehabilitation (SRF Project), McAdenville, NC. GIS Staff Professional
- » Water Distribution System Rehabilitation (SRF Project), Red Springs, NC. GIS Staff Professional

Personnel Experience



J.D. FREEMAN, PE, LEED AP
Client Officer

“Our People, Your Success” are not mere words for us: we go above and beyond through value-added approaches that we bring to our clients and projects.

One way we put this philosophy into practice is a Client Officer, which is a complimentary service that will give this contract the attention it deserves. As Client Officer, Mr. Freeman will routinely check in with you to ensure all project milestones are being met and address any concerns or questions Chatham County may have.

TEAM CAPACITY

Our team is an extension of your staff. Each of the WithersRavenel staff members proposed for this contract are available immediately and are committed to fulfilling all duties until projects are closed out and the contract is completed.

WithersRavenel has an internal legal team and experienced QA/QC staff when issues related to regulatory or policy issues arise for internal staff teams with awarded contracts.

This project team has written successful appeals and provided local government clients sufficient documentation to support increases to incorrectly costed PWs, adding 406 mitigation funds when overlooked by federal and state agencies and have fully, and successfully, supported appeals and arbitration rulings including one de-obligated project from Matthew that was awarded \$4 million.

Further, this project team has direct relationships with a national law firm's Disaster Recovery practice area attorneys who have had multiple successes for local government FEMA and HUD disaster recovery projects. This firm is available to work directly with Chatham County should significant issues become impassible.

Should you require additional personnel to complete emergency or specialized tasks not anticipated in the RFQ, we have ample staff to meet those needs, including resources in other North Carolina offices that can be mobilized on short notice.





Technical Approach

RESPONDING TO A DISASTER A STEP-BY-STEP APPROACH

PRE-ACTIVATION OF CONTRACT

The Project Manager and team will provide the County an overview on the current requirements of the Individual Assistance (IA) and Public Assistance (PA) programs. They will also assist the County with providing preliminary damage assessment teams with continued education on data capturing tools, sharing best practices, and reviewing industry standards to ease operational recovery efforts in the event of a disaster declaration, with a preference of conducting an overview prior to or at the beginning of the storm season.

1



PHASE I

Operational Planning and Coordination

Start-Up Procedures and Pre-Disaster Objectives

Following execution of the contract, the Project Manager will conduct a kick-off meeting with County officials to make introductions of the WithersRavenel team and provide pre-disaster guidance to include the confirmation and recording of any active pre-positioned contracts for debris management, debris monitoring, and mosquito abatement. Operational planning and coordination shall include a review of current local procurement, personnel, and insurance policies, as well as updating points of contact in the FEMA Grants Portal and EMGrants to ensure consistent and timely communication of event details shared by State and Federal partners. During this time, the Project Manager may also discuss any coordination necessary to establish debris removal sites.

equipment usage, debris calculations, emergency protective measures, and immediate recovery activities, such as cut-and-toss operations to effectively clear roadways for emergency personnel.

The Project Manager will coordinate on-site and virtually with County officials and members of the Emergency Operations Center (EOC) to identify potential eligible expenses under FEMA Category A (Debris Removal) and Category B (Emergency Protective Measures). The Project Manager and Disaster Recovery Specialist will coordinate with the County Finance Director to collect and compile supporting documentation to effectively reduce lead times in securing available funds in the event of a Federal or State disaster declaration.

The Project Manager will work with County Emergency Management officials to schedule preliminary damage assessments with County, State, and Federal partners. Site visits may include identification of potential eligible projects and hazard mitigation opportunities, photographing damages, cost evaluations, and supporting ArcGIS tools to assist in reporting damages. Actual eligibility criteria and funding opportunities are reviewed by NCEM as the Recipient and eligibility is determined by FEMA in accordance with formal declarations. If no formal State or Federal disaster declaration is received, the Project Manager and team may make recommendations for other funding and grant opportunities as applicable based on local recovery needs.

Following a federal disaster declaration, the Project Manager will attend the scheduled Applicant Briefing and any targeted State or FEMA sponsored training related to the specific disaster or policy/procedural updates which may

2



PHASE II

Impacts and Eligibility

Post-Disaster Objectives

Following an incident or County notice to proceed, the Project Manager will respond within 24 hours to County offices to discuss next steps to initiate and execute pre-positioned contracts (if applicable), establish temporary debris removal sites (when required), and assist County in tracking and maintaining accurate records of personnel time,

Technical Approach

impact eligibility and project requirements with assigned County personnel. The Project Manager will provide technical assistance and guidance to County support staff in the submission of the Request for Public Assistance (RPA) within 30 days of the declaration date. The Project Manager will assist in the creation of the damage inventory and will attend the scheduled exploratory call and recovery scoping meeting with County at a time designated by the assigned FEMA Program Delivery Manager.

Following approval of the RPA, the Disaster Recovery Specialist will coordinate with the County Finance Director to assist with the submission of the electronic Funding Agreement, comprised of the State-Applicant Disaster Assistance Agreement, Designation of Applicant's Agent and Applicant Assurances for Public Assistance, and the most current W-9 Verification Form. This documentation must be completed for each active and eligible disaster to receive payments.

PHASE III

3



Scoping and Costing

The Project Manager will assist County support staff with the development of the DDD for impacted sites and collection of supporting documentation as required for FEMA's Consolidated Resource Center to prepare project worksheets. This information will be utilized to define the scope of work for disaster-specific projects and assist FEMA in estimating/obligating federal funds to support project costs. Examples of data collection by the Project Manager may include review of contractor estimates, FEMA's Schedule of Equipment Rates, and completion of a benefit-cost analysis where necessary. The Project Manager will recommend whether or not a Fixed Cost Offer is most appropriate for each project.

Project worksheets are developed by FEMA's Consolidated Resource Center in collaboration with information gathered by FEMA Program Delivery Managers during and following the Recovery Scoping Meeting. The Project Manager will provide oversight and guidance of project formulation, and assist in drafting any responses to inquiries from FEMA, commonly referred to as a Request for Information (RFI).

The Project Manager will attend all scheduled virtual or in-person meetings between the County, State, and FEMA staff to promote the eligibility of project work and expedited obligation of awards.

4



PHASE IV

Final Reviews

The Project Manager will work with County support staff to review project details, scope of work, and costing provided by FEMA and assist County personnel with any questions or concerns they may have before the sign-off of projects for the obligation of federal funding. The Project Manager will provide assistance using FEMA Grants Portal for review of project scoping and costing done by FEMA or the County, uploading supporting documentation, and using the FEMA Grants Portal as the preferred communications tool from the County to the FEMA Project Manager (PDMG).

5



PHASE V

Obligation

Upon notification of award(s), the Project Manager and Disaster Recovery Specialist will review the project worksheet(s) with County personnel, discuss scopes of work and obligated funding totals to include State and Federal cost share amounts and eligible direct and indirect costs, determine next steps, and schedule recurring meetings to review project progress. When the time comes, the Project Manager will attend the Recovery Transition Meeting (RTM) at the time and date scheduled by FEMA and coordinate with the NCEM-assigned Public Assistance Grants Manager as necessary through the duration until final inspection and closeout of the project(s).

The Disaster Recovery Specialist will coordinate with the County Finance Director or designated County support staff to assist the Project Manager and County with the completion of reimbursement requests, collection of supporting documentation, and budgetary tracking of project costs. Submission of requests for reimbursement requires use of NCEM's EMGrants web-based system and may require a formal request from the County to the NCEM for consultant usage and viewing rights.

Technical Approach

6



PHASE VI

Project Monitoring and Amendments

The WithersRavenel project team has expertise working in FEMA Grants Portal, EMGrants and various justification tools to support County activities and overcome issues or roadblocks.

The project manager will work with the County and project team to set up a secure County/WithersRavenel tracking tool for continued monitoring and reporting of milestones. On-site visits or virtual meetings will be scheduled with the County to review all project scopes of work, costs allowed, 406 mitigation fund inclusion as applicable per regulations for permanent work projects and to draft responses for the County to FEMA Requests for Information and assist the County with required Quarterly Progress Reports.

If necessary, the Project Manager and Disaster Recovery Specialist will assist the County in drafting time extension requests, scope changes, and appeals to State and Federal partners to support the goals and objectives of the project.

7



PHASE VII

Final Reconciliation and Closeout

When a project is 100% complete, the Project Manager will coordinate with County personnel and the State Public Assistance Grants Manager to provide final reimbursement requests through

EMGrants and submit project closeout requests for all large projects including the Final Inspection Report, Summary of Documentation, Environmental and Historical Preservation Questionnaire, and supporting documentation as required. The Project Manager will assist with the completion of small project certifications upon completion of all small projects obligated under the specific disaster. This may include on-site visits by the Project Manager to secure photographs of completed project work.

The Project Manager will communicate and follow-up as necessary with the State Public Assistance Grants Manager through official FEMA closeout of large projects and County's receipt of final reimbursement for remaining State and Federal obligated cost shares or until end of contract period, whichever comes first.

PROJECT SCHEDULING

CREATING THE SCHEDULE

WithersRavenel produces customized work plans and Gantt charts for each project to better visualize timelines and milestones. Projects are broken into phases, tasks are identified for each phase, and appropriate milestones are incorporated.

Task durations are estimated, and the relationships between tasks are established within the schedule. Resource and cost budgets are created, monitored, and then adjusted as necessary.

MONITORING PROJECT PROGRESS

During project development and obligation of funds, the County and Project Team will meet at least bi-weekly (weekly recommended) to review individual assignments and project development or status. During these meetings we:

- » Prioritize and schedule tasks for the weeks and months ahead
- » Provide updates on each project and task
- » Assess project progress
- » Delegate upcoming tasks

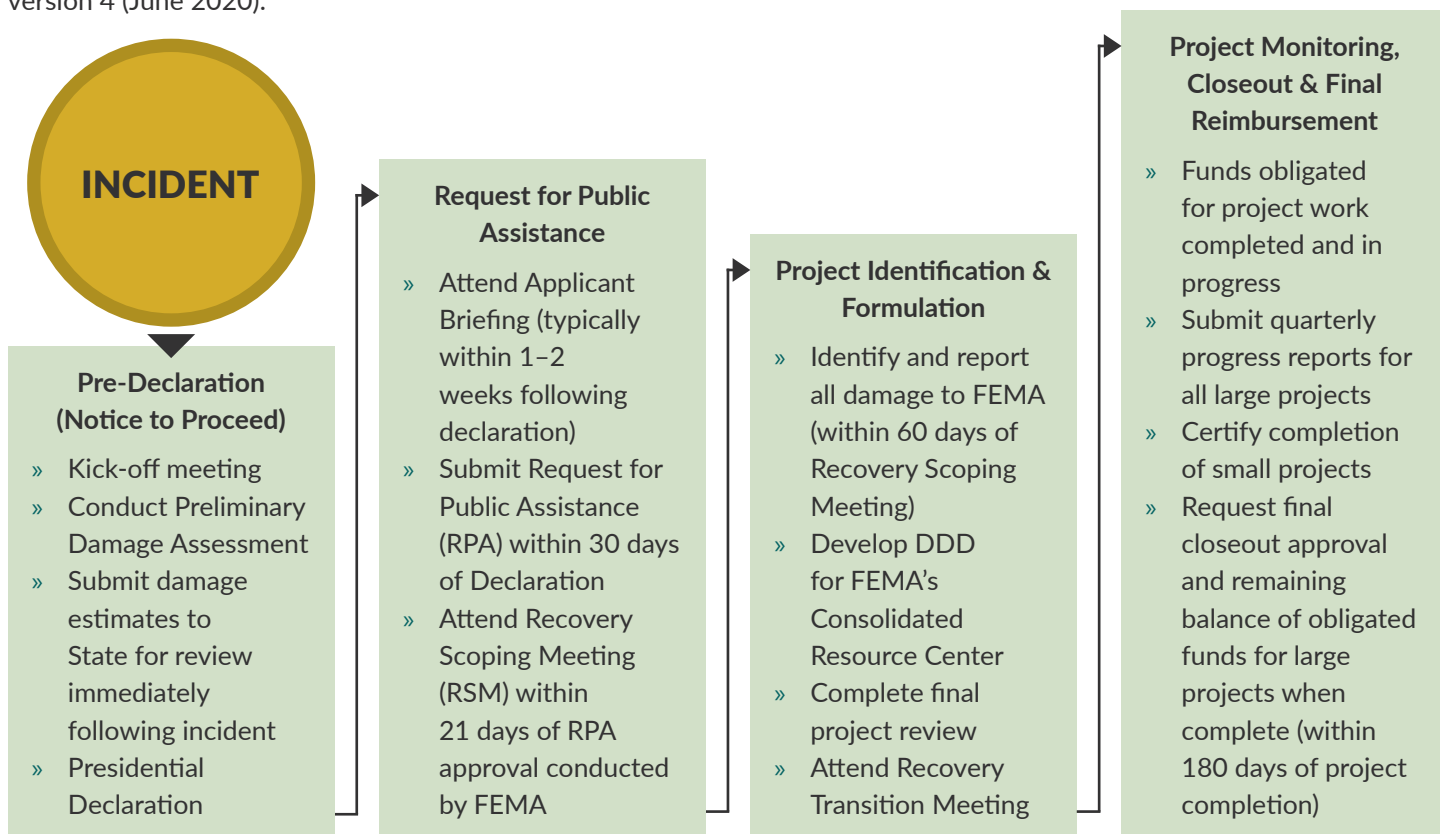
ADJUSTING TO MEET DEADLINES

The Project Team will remain aware of County workloads and will prioritize tasks based upon needs and deadlines. They will draw on support from other County departmental staff with coordination during "crunch times" in each relevant department's schedule—for example, when audits are due or public works emergency project arise.

Tracking progress in this manner means we are continuously updating our department schedule, keeping our team efficient and submitting deliverables on time.

SAMPLE SCHEDULE

WithersRavenel has adapted the following sample project schedule from the FEMA Public Assistance and Policy Guide, version 4 (June 2020).



Amount of time which may be scheduled for project work is dependent upon the categories of work approved in the disaster declaration. The following regulatory time limitations exist for eligible disaster activities. Should the County require additional time to complete restoration/project work, the Project Manager may assist in drafting and submitting a time extension request to the State for review and approval.

Emergency Work (to be completed within 6 months of the disaster declaration date)

- » Category A (Debris Removal)
- » Category B (Emergency Protective Measures)

Permanent Work (to be completed within 18 months of the disaster declaration date)

- » Category C (Roads/Bridges)
- » Category D (Water Control Facilities)
- » Category E (Buildings/Equipment)
- » Category F (Utilities)
- » Category G (Parks, Recreational, and Other Facilities)

The Project Team has managed multiple instances of exigent work contracting. As circumstances require, the Project Team will work with both NCEM and FEMA to justify contracts for emergency procurement needs.

If approved by the County, the Project Team will work with WithersRavenel engineers for cost estimates as needed and allowed by regulations. Typically, all projects after obligation require individual procurements.

PROJECT MANAGEMENT PROCEDURES

PROJECT MANAGER SELECTION

A successful project very often depends on the presence of a knowledgeable and focused project manager who can coordinate and guide the efforts of the project team from beginning to end. WithersRavenel selects project managers not only based on their individual expertise and availability, but also on their compatibility with the project and team as a whole. Our project managers hold regular meetings with clients to ensure that the work is meeting schedule and budget milestones and to answer any questions necessary to keep the project on track. Our project managers are also equipped with a suite of project management tools to monitor progress.

COST ESTIMATING

WithersRavenel develops cost estimates based on three primary sources:

1. RS Means, a global resource for construction cost estimating and analyses and cost estimation source used by FEMA
2. Cost information from our own recent similar projects
3. The client's price and/or construction cost data, if available (this is particularly important in instances where the client is able to obtain discounted rates on material purchased in bulk or from preferred suppliers)

WithersRavenel continuously updates our database with the latest construction costs in order to assist in anticipating project costs at the time of construction along with determining life cycle cost associated with those associated improvements.

Construction costs have increased greatly since the COVID-19 pandemic and remain unpredictable due to market fluctuations. Our protocol is to provide 10–20% contingencies as allowable by regulations over grant-funded projects.

BUDGET ADHERENCE

WithersRavenel uses Unanet AE project management and accounting software, a robust system specifically designed for architectural, engineering, construction, and other professional services firms. The billing process has four key steps:

1. Each employee records their chargeable time through a time sheet entry process
2. Accounting captures employee time and posts it to the billable project
3. All invoices for outside services are reviewed and approved by the Project Manager before being charged to the project
4. The Project Manager tracks billable time and expenses on a weekly basis, which can be used to recognize trends early in the project that could lead to schedule or budget overruns

Our accounting system ensures that invoices accurately reflect every billable dollar for every project, and that project chargeable costs are properly billed to the client.

SCHEDULE CREATION & ADHERENCE

WithersRavenel prepares a schedule for each project using a bar chart format. All project team members have input in creating the schedule, and they assist in defining dependencies, constraints, and duration of tasks.

Throughout the project, the project team assists the Project Manager with tracking the project, noting the actual start and end dates of the various tasks. If they see a problem in meeting the schedule of a certain task, they advise the Project Manager and discuss options for recovering the schedule.

If necessary, the Project Manager will explore adding staff in order to recover the schedule. The Project Manager will review the schedule with your staff on a regular basis and make adjustments when necessary.

QUALITY CONTROL PROCEDURES

OVERVIEW

WithersRavenel's quality assurance program begins with our response to your RFQ and encompasses every phase of the project, from scheduling through final design and bidding; construction; certification/activation and/or occupancy; and closeout.

Program components include:

- » Design phase protocols and calculation review
- » Project document review process
- » Establishment and adherence to state and federal laws, statutes, regulatory rules and policy guidance
- » Computer Aided Design and Drafting (CADD) Standards Development and adherence to construction phase protocols
- » QA/QC review process tracking and documentation system

PROCESS

Our quality reviews are not a one-time check of the contract documents prior to release for funding. Rather, they are an ongoing process that provides a reality check for the designers, specification writers, and bid document preparers.

All grant funding and related scope of work technical documents are reviewed and checked in detail by experienced and qualified personnel prior to submittal. Checklists, appropriate for each type of project, are used to verify content and ensure standardization of documents.

WithersRavenel has a standard 60%, 90%, and Final QA/QC review internally and with the client before the project documents are released for funding.



BENEFITS

Our QA/QC process seeks realistic, cost-effective solutions to the issues that invariably arise during the life of a complex project. Our program delivers several desirable outcomes:

- » Cost-effective use of resources
- » Minimal expensive and time-consuming redesigns
- » Fewer misunderstandings and disputes among the owner, engineer, and contractor
- » Basis for more accurate project budgets
- » Minimal change orders and over-runs

 **Technical Approach**

SAMPLE
COST REPORTS

The reports provided here have been used and accepted for previous FEMA projects. In addition, our team has extensive experience and knowledge with the requirements and policies of FEMA and NCEM for the reimbursement of administrative costs (Cat. Z projects)

Invoice



115 MacKenan Drive • Cary, NC 27511-7903
Tel: 919-469-3340 • Fax: 919-467-6008

Greg Zephir
Town of Troy
315 North Main Street
Troy, NC 27371

February 14, 2023
Project No. 02201258.01
Invoice No. 163531

Approved by PM: Fitzgerald, Jack M

Invoice Total:	\$1,952.50
-----------------------	-------------------

Project: 02201258.01 Troy WWTP Equalization Basin Repairs
Email: tax@troy.nc.us
Professional Services through January 28, 2023

Task	Billing Task/Sub Task	Budget	% Complete	JTD Billed	Previous Billing	Current Billing	

00001	Project Management	15,000.00	100.00	15,000.00	15,000.00	0.00	
	Total Fee	15,000.00		15,000.00	15,000.00	0.00	
	Total Fee						0.00
							Total this Task
							\$0.00

00002	Environmental	4,000.00	100.00	4,000.00	4,000.00	0.00	
	Total Fee	4,000.00		4,000.00	4,000.00	0.00	
	Total Fee						0.00
							Total this Task
							\$0.00

00003	Survey and SUE	30,000.00	100.00	30,000.00	30,000.00	0.00	
	Total Fee	30,000.00		30,000.00	30,000.00	0.00	
	Total Fee						0.00
							Total this Task
							\$0.00

00004	Geotechnical	8,000.00	100.00	8,000.00	8,000.00	0.00	
	Total Fee	8,000.00		8,000.00	8,000.00	0.00	
	Total Fee						0.00
							Total this Task
							\$0.00

All invoices are due within 30 days of invoice submittal. A service charge of one and one-half percent (1.5%) per month may be assessed on all unpaid amounts. If you have any questions, please email us at accountsreceivable@withersravenel.com. Thank you for your business!



Technical Approach

Task	00005	Design					
Billing Task/Sub Task		Budget	% Complete	JTD Billed	Previous Billing	Current Billing	
00005 Design		79,269.00	100.00	79,269.00	79,269.00	0.00	
Total Fee		79,269.00		79,269.00	79,269.00	0.00	
Total Fee							0.00
						Total this Task	
							\$0.00
Task	00006	Bidding					
Billing Task/Sub Task		Budget	% Complete	JTD Billed	Previous Billing	Current Billing	
00006 Bidding		16,000.00	100.00	16,000.00	16,000.00	0.00	
Total Fee		16,000.00		16,000.00	16,000.00	0.00	
Total Fee							0.00
						Total this Task	
							\$0.00
Task	00007	Construction Administration					
Billing Task/Sub Task		Budget	% Complete	JTD Billed	Previous Billing	Current Billing	
00007 Construction Administration		15,000.00	100.00	15,000.00	15,000.00	0.00	
Total Fee		15,000.00		15,000.00	15,000.00	0.00	
Total Fee							0.00
						Total this Task	
							\$0.00
Task	00008	Construction Observation					
Professional Personnel				Hours	Rate	Amount	
Client Experience Manager				0.50	225.00	112.50	
Director				0.50	230.00	115.00	
Project Coordinator III				0.25	120.00	30.00	
Senior Project Manager				5.50	210.00	1,155.00	
Staff Professional I				6.00	90.00	540.00	
Totals				12.75		1,952.50	
Total Professional Personnel							1,952.50
Billing Limit				Current	Prior	To-Date	
Total Billings				1,952.50	10,777.69	12,730.19	
Limit						32,500.00	
Remaining						19,769.81	
						Total this Task	
							\$1,952.50
						TOTAL THIS INVOICE	
							\$1,952.50

Outstanding Invoices

Invoice No.	Invoice Date	Invoice Amount	Balance
162937	01/18/2023	\$300.25	\$300.25
			\$300.25

All invoices are due within 30 days of invoice submittal. A service charge of one and one-half percent (1.5%) per month may be assessed on all unpaid amounts. If you have any questions, please email us at accountsreceivable@withersravenel.com. Thank you for your business!



Technical Approach

Invoice



115 MacKenan Drive Cary NC 27511-7903
 Tel: 919-469-3340 Fax: 919-467-6008

Greg Zephir
 Town of Troy
 315 North Main Street
 Troy, NC 27371

November 29, 2021
 Project No: 06180914.00
 Invoice No: 153760

Approved by PM: Glynn Fleming

Invoice Total \$57,606.45

Project 06180914.00 Troy HurricaneFlorence Disaster Response

Professional Services from October 1, 2021 to October 31, 2021

Task 00002 Loan Assistance

Professional Personnel

	Hours	Rate	Amount	
Senior Technical Consultant	29.75	175.00	5,381.25	
Totals	29.75		5,381.25	
Total Labor				5,381.25

Unit Billing

Mileage				
1/3/2020	WR905-MRK	124.0 miles @ 0.575	71.30	
	Total Units		71.30	71.30
		Total this Task		\$5,452.55

Task 00003 FEMA Proj Assistance PN 72650-EQ Basin

Professional Personnel

	Hours	Rate	Amount	
Designer I	3.75	110.00	396.25	
Principal	.25	200.00	50.00	
Senior Technical Consultant	235.00	175.00	43,860.00	
Totals	239.00		44,306.25	
Total Labor				44,306.25

Reimbursable Expenses

Consultants				
11/27/2018	GeoTechnologies, Inc.	Professional svcs	999.00	
	Total Reimbursables	1.1 times	999.00	1,098.90
		Total this Task		\$45,405.15

Task 00004 NOV and HSD Assistance

All invoices are due within 30 days of invoice submittal. A service charge of one and one-half percent (1½%) per month may be assessed on all unpaid amounts. If you have any questions, please email us at accountsreceivable@withersravenel.com. Thank you for your business!



Technical Approach

Project	06180914.00	Troy HurricaneFlorence Disaster Response	Invoice	153760
---------	-------------	--	---------	--------

Professional Personnel

	Hours	Rate	Amount
Senior Technical Consultant	2.00	190.00	358.75
Totals	2.00		358.75
Total Labor			358.75
Total this Task			\$358.75

Task 00006 Mitigation

Professional Personnel

	Hours	Rate	Amount
Senior Technical Consultant	4.25	185.00	786.25
Totals	4.25		786.25
Total Labor			786.25
Total this Task			\$786.25

Task ADD01 Additional Services

Professional Personnel

	Hours	Rate	Amount
Director of Marketing	1.00	85.00	85.00
Senior Project Manager	3.50	175.00	612.50
Senior Technical Consultant	25.75	175.00	4,731.25
F&AM Principal Consultant	1.25	140.00	175.00
Totals	31.50		5,603.75
Total Labor			5,603.75
Total this Task			\$5,603.75

TOTAL THIS INVOICE			<u><u>\$57,606.45</u></u>
---------------------------	--	--	----------------------------------



Technical Approach

Project 06180914.00 Troy HurricaneFlorence Disaster Response Invoice 153760

Billing Backup

Monday, November 29, 2021

WithersRavenel, Inc.

Invoice 153760 Dated 11/29/2021

1:54:08 PM

Project 06180914.00 Troy HurricaneFlorence Disaster Response
 Task 00002 Loan Assistance

Professional Personnel

			Hours	Rate	Amount
	Senior Technical Consultant				
00612	Koser, Michael	10/3/2018	1.00	175.00	175.00
	Coordination on application requirements				
00612	Koser, Michael	10/5/2018	4.50	175.00	787.50
	Work on loan application and email to Ernie				
00612	Koser, Michael	10/11/2018	3.50	175.00	612.50
	Opinion of cost. Revisions to cost section of application				
00612	Koser, Michael	10/30/2018	.75	175.00	131.25
	Edits to Application				
00612	Koser, Michael	11/19/2018	.50	175.00	87.50
	Coordinating on submission of loan				
00612	Koser, Michael	11/20/2018	.50	175.00	87.50
	Coordinating with Kelly on submitting				
00612	Koser, Michael	11/29/2018	1.50	175.00	262.50
	Draft of RFQ for review				
00612	Koser, Michael	3/20/2019	1.00	185.00	185.00
	Working on fee				
00612	Koser, Michael	3/21/2019	2.00	185.00	370.00
	Scope and fee for SRF work				
00612	Koser, Michael	3/22/2019	2.50	185.00	462.50
	Finalizing SRF scope and fee and emails with Wing				
00612	Koser, Michael	4/1/2019	3.00	185.00	555.00
	0.75 Reviewing, searching procurement for our services, 2.25 working on PER				
00612	Koser, Michael	8/7/2019	1.50	185.00	277.50
	Working on scope and fee mods for SEL				
00612	Koser, Michael	8/9/2019	2.00	185.00	370.00
	1.0 Email to Zephir on EQ basin, call and discussion with Wicker, 1.0 Working on revision to SEL scope and fee				
00612	Koser, Michael	8/13/2019	2.00	185.00	370.00
	Revising Budget status update to Zephir on abandonment of EQ				
00612	Koser, Michael	8/15/2019	3.00	185.00	555.00
	Finalizing submittal to DEQ for loan scope adjustment				
00612	Koser, Michael	9/13/2019	.50	185.00	92.50
	Email to Adrian, call with Amanda				
	Totals		29.75		5,381.25
	Total Labor				5,381.25

Unit Billing

Mileage					
1/3/2020	WR905-MRK	124.0 miles @ 0.575		71.30	
	Total Units			71.30	71.30
		Total this Task			\$5,452.55

All invoices are due within 30 days of invoice submittal. A service charge of one and one-half percent (1½%) per month may be assessed on all unpaid amounts. If you have any questions, please email us at accountsreceivable@withersravenel.com. Thank you for your business! Page 3



Technical Approach

Project	06180914.00	Troy HurricaneFlorence Disaster Response	Invoice	153760
---------	-------------	--	---------	--------

Task	00003	FEMA Proj Assistance PN 72650-EQ Basin
------	-------	--

Professional Personnel

			Hours	Rate	Amount
Designer I					
00863	Rauh, Daniel	9/12/2019	1.00	105.00	105.00
Additional contour collection and surface creation					
00863	Rauh, Daniel	9/13/2019	.50	105.00	52.50
Orthoimagery added to lidar surface					
00863	Rauh, Daniel	9/19/2019	.75	105.00	78.75
Adding georeferenced photograph locations to site					
00863	Rauh, Daniel	12/11/2019	1.00	105.00	105.00
Geotagging Photographs					
01047	Mrugala, Brennan	2/7/2020	.50	110.00	55.00
created area calcs in PDF with viewports in Bluebeam and the area measure tool.					
Principal					
00859	Wing, Jeffrey	1/4/2019	.25	200.00	50.00
Discussion of project status.					
Senior Technical Consultant					
00612	Koser, Michael	9/18/2018	7.75	175.00	1,356.25
Site visit and email for loan					
00612	Koser, Michael	9/19/2018	1.00	175.00	175.00
Discussion with Fred Summers, email to DEQ, discussion with Greg on State response					
00612	Koser, Michael	9/20/2018	.50	175.00	87.50
Call with Fred Summers on similar project and with Ernie for site visit					
00612	Koser, Michael	9/24/2018	.50	175.00	87.50
Discussion with Benny and Cathy on State EM response					
00612	Koser, Michael	9/26/2018	4.00	175.00	700.00
Site visit and coord for temp and permanent fix					
00313	Wicker, Michael	1/4/2019	.25	185.00	46.25
emails re the FEMA alternatives to Lagoon mitigation					
00313	Wicker, Michael	1/8/2019	.50	185.00	92.50
phone call with Koser re EQ WWTP capacity					
00612	Koser, Michael	1/14/2019	5.50	185.00	1,017.50
WWTP site meeting with FEMA					
00612	Koser, Michael	2/12/2019	.50	185.00	92.50
Discussion with Cameron on FEMA status					
00612	Koser, Michael	2/26/2019	.75	185.00	138.75
Email to Rudy on project scope for Troy					
00612	Koser, Michael	3/20/2019	.25	185.00	46.25
0.25 FEMA email review and response to Rudy, 0.5 call					
discussoin with Rudy, 0.25 call to Cathy M on Rudy Portal access					
00612	Koser, Michael	3/21/2019	2.00	185.00	370.00
Working on emergency response extension with Rudy, Cameron and Town					
00612	Koser, Michael	3/27/2019	.50	185.00	92.50
Emails with Rudy					
00612	Koser, Michael	3/28/2019	2.50	185.00	462.50
Discussions with Rudy, Call to Cathy for Rudy for portal, emails					

All invoices are due within 30 days of invoice submittal. A service charge of one and one-half percent (1½%) per month may be assessed on all unpaid amounts. If you have any questions, please email us at accountsreceivable@withersravenel.com. Thank you for your business!

Page 4



Technical Approach

Project	06180914.00	Troy HurricaneFlorence Disaster Response	Invoice	153760
		Call from Rudy with a couple more comments on Narrative, revised narrative		
00612	Koser, Michael	11/14/2019	.50 185.00	92.50
		Reviewing mitigation documents and email to Rudy		
00612	Koser, Michael	11/18/2019	.50 185.00	92.50
		Call from Zephir and email to Rudy		
00612	Koser, Michael	11/25/2019	1.75 185.00	323.75
		Conf call with Rudy and Wayne on mitigation documents		
00612	Koser, Michael	12/5/2019	2.00 185.00	370.00
		Working on edits to mitigation narrative, reviewing CRC response		
00612	Koser, Michael	12/6/2019	2.25 185.00	416.25
		Web meeting with Rudy and Wayne, followup on providing info.		
00612	Koser, Michael	12/9/2019	1.00 185.00	185.00
		Researching origin of Lagoon		
00612	Koser, Michael	12/11/2019	8.00 185.00	1,480.00
		Prepareing power point for WebEx meeting		
00612	Koser, Michael	12/12/2019	2.50 185.00	462.50
		Prep and host WebEx on EQ basin issues		
00612	Koser, Michael	12/13/2019	1.00 185.00	185.00
		Calls		
00612	Koser, Michael	12/16/2019	7.00 185.00	1,295.00
		Site visit with Wayne		
00612	Koser, Michael	12/17/2019	2.00 185.00	370.00
		1.0 Meeting minutes, 1.0 researching for lagoon construction		
00612	Koser, Michael	12/18/2019	.75 185.00	138.75
		Searching for lagoon construction, discussion with Wicker on permit, meeting minutes		
00313	Wicker, Michael	12/18/2019	.25 185.00	46.25
		phone call re FEMA request for DWR approval		
00612	Koser, Michael	12/19/2019	4.00 185.00	740.00
		Meeting minutes and fixing power point		
00612	Koser, Michael	12/20/2019	3.25 185.00	601.25
		1.0 review and call to Hoodkerton, 1.0 conf call with Wayne and Rudy,0.25 call from Wayne,0.5 finalizing meeting minutes,0.5 additional changes to powerpoint		
00612	Koser, Michael	12/27/2019	.25 185.00	46.25
		Correspondence reading and email		
00612	Koser, Michael	12/30/2019	2.00 185.00	370.00
		Email to Rudy, Conf call, email to Wayne and Rudy, reviewed Wayne photos		
00612	Koser, Michael	1/2/2020	2.00 190.00	380.00
		Working on photo log edits		
00612	Koser, Michael	1/3/2020	7.00 190.00	1,330.00
		4.5 Site visit, 2.5 editing photo log		
00612	Koser, Michael	1/10/2020	.75 190.00	142.50
		Coordinating with Wayne on revised construction cost		
00612	Koser, Michael	1/13/2020	1.50 190.00	285.00
		Discussing next steps and arrangements for DDD estimate, 428 timing, approach on completeing OPC		
00612	Koser, Michael	1/14/2020	1.00 190.00	190.00
		Reviewed quantities and pricing provided by Wayne for breach repair		
00612	Koser, Michael	1/16/2020	1.00 190.00	190.00

All invoices are due within 30 days of invoice submittal. A service charge of one and one-half percent (1½%) per month may be assessed on all unpaid amounts.If you have any questions, please email us at accountsreceivable@withersravenel.com. Thank you for your business!

Page 6



Technical Approach

Project	06180914.00	Troy HurricaneFlorence Disaster Response	Invoice	153760	
		Working on quantities development to address Spencer Branch erosion repair			
00612	Koser, Michael	1/20/2020	2.00	190.00	380.00
		Calls with Wayne and Rudy on coord information to FEMA, Working on quantities computations, posting photos and log to ftp			
00612	Koser, Michael	1/22/2020	1.25	190.00	237.50
		Discussion with Cameron, Wayne about how to proceed with FEMA and Shonda about loading materials to portal			
00612	Koser, Michael	1/23/2020	.50	190.00	95.00
		Discussion with Wayne on site visit tomorrow, rearrange for Tuesday, calls to Greg on arrangements			
00612	Koser, Michael	1/27/2020	.25	190.00	47.50
		Meeting tomorrow coordination with Wayne			
00612	Koser, Michael	1/28/2020	3.50	190.00	665.00
		Site meeting with contractors and Town staff			
00612	Koser, Michael	1/29/2020	1.50	190.00	285.00
		Coordinating and participating in conf call with FEMA			
00612	Koser, Michael	1/30/2020	.50	190.00	95.00
		Discussion with Wayne and Zephir on providing additional DDD and cost			
00612	Koser, Michael	1/31/2020	4.50	190.00	855.00
		Site Visit to collect field measurements, working on damage repair quantities			
00612	Koser, Michael	2/4/2020	1.00	190.00	190.00
		Working on cross sections			
00612	Koser, Michael	2/6/2020	1.50	190.00	285.00
		Preparing cross sections for quantity take offs			
00612	Koser, Michael	2/7/2020	1.00	190.00	190.00
		Finalizing cross sections, computing areas, working on quantities			
00612	Koser, Michael	2/8/2020	1.00	190.00	190.00
		Damage repair quantities calculations			
00612	Koser, Michael	2/10/2020	5.50	190.00	1,045.00
		Working on OPC, narrative and exhibits			
00612	Koser, Michael	2/11/2020	9.50	190.00	1,805.00
		Narrative, OPC exhibits, emails			
00612	Koser, Michael	2/12/2020	1.50	190.00	285.00
		Backchecking, reworking and final review edtis and issuing narrative, OPC and exhibits			
00612	Koser, Michael	2/13/2020	.25	190.00	47.50
		Coordianting on FEMA - 4393- DR-NC			
00612	Koser, Michael	2/25/2020	.75	190.00	142.50
		Coordinating on FEMA DDD and time extensions with Rudy			
00612	Koser, Michael	3/3/2020	.50	190.00	95.00
		Calls with Rudy and Bennie for projects status and time extension letter			
00612	Koser, Michael	3/4/2020	.25	190.00	47.50
		Input on time extension request letter			
00612	Koser, Michael	3/5/2020	.50	190.00	95.00
		Extension letters assistance			
00612	Koser, Michael	3/10/2020	.25	190.00	47.50
		Coordinating on DDD issue with Zephir and Rudy			
00612	Koser, Michael	3/12/2020	1.50	190.00	285.00
		Coordinating on extension letters with Greg and Rudy			

All invoices are due within 30 days of invoice submittal. A service charge of one and one-half percent (1½%) per month may be assessed on all unpaid amounts. If you have any questions, please email us at accountsreceivable@withersravenel.com. Thank you for your business!

Page 7



Technical Approach

Project	06180914.00	Troy HurricaneFlorence Disaster Response	Invoice	153760
00612	Koser, Michael	3/13/2020	.75 190.00	142.50
	Finalizing extension letters			
00612	Koser, Michael	3/23/2020	1.00 190.00	190.00
	Emails and discussion with Rudy on DDD			
00612	Koser, Michael	3/26/2020	2.25 190.00	427.50
	1.75 prepare DDD and email to Rudy, 0.5 discussions with Rudy, Shonda, Greg			
00612	Koser, Michael	4/1/2020	.50 190.00	95.00
	Working with Rudy on DDD			
00612	Koser, Michael	4/2/2020	.75 190.00	142.50
	Working with Rudy on the DDD			
00612	Koser, Michael	4/3/2020	4.50 190.00	855.00
	Site visit			
00612	Koser, Michael	4/7/2020	2.00 190.00	380.00
	Preparing cross section key map			
00612	Koser, Michael	4/14/2020	1.25 190.00	237.50
	Discussion with Rudy on DDD			
00612	Koser, Michael	4/15/2020	4.00 190.00	760.00
	DDD prep and modify cross sections			
00612	Koser, Michael	4/20/2020	1.75 190.00	332.50
	Editing the DDD for Rudy review			
00612	Koser, Michael	4/21/2020	.25 190.00	47.50
	Final edits to DDD			
00612	Koser, Michael	5/18/2020	.75 190.00	142.50
	Review of emails from FEMA and discussion with Rudy			
00612	Koser, Michael	5/20/2020	.50 190.00	95.00
	Phone discussion of FEMA CRC questions with Wayne and Rudy			
00612	Koser, Michael	5/21/2020	2.50 190.00	475.00
	Preparation of reponse email			
00612	Koser, Michael	5/22/2020	.50 190.00	95.00
	Folowup to emails of yesterday			
00612	Koser, Michael	5/27/2020	.50 190.00	95.00
	Coordinating meeting tomorrow and email of plan			
00612	Koser, Michael	5/28/2020	1.75 190.00	332.50
	1.0. Conference call with FEMA and followup with Rudy and Greg, 0.75 Email responses to Edwin			
00612	Koser, Michael	6/2/2020	2.00 190.00	380.00
	Working on revising costs documents			
00612	Koser, Michael	6/3/2020	6.00 190.00	1,140.00
	Working on cost changes			
00612	Koser, Michael	6/4/2020	4.00 190.00	760.00
	Finalizing and uploading and communicating with Troy for confirmation			
00612	Koser, Michael	6/5/2020	1.50 190.00	285.00
	Calls with Edwin, Emails and Call with Rudy			
00612	Koser, Michael	6/9/2020	.50 190.00	95.00
	Calls and emails on Troy FEMA projects			
00612	Koser, Michael	6/30/2020	1.00 190.00	190.00
	Discussions with Rudy on EHP issues and concenrs			
00612	Koser, Michael	7/1/2020	1.00 190.00	190.00
	Phone discussion and emails with Rudy on Glen, Shoda, EHP issues			
00612	Koser, Michael	7/6/2020	1.00 190.00	190.00

All invoices are due within 30 days of invoice submittal. A service charge of one and one-half percent (1½%) per month may be assessed on all unpaid amounts. If you have any questions, please email us at accountsreceivable@withersravenel.com. Thank you for your business!

Page 8



Technical Approach

Project	06180914.00	Troy HurricaneFlorence Disaster Response	Invoice	153760
		Draft email response for Glen sent to Rudy for review		
00612	Koser, Michael	7/7/2020	2.25	190.00
		Phone discussion with Rudy on response to Ramsier/Griesemer		427.50
00612	Koser, Michael	7/8/2020	1.50	190.00
		Phone discussion with Rudy on		285.00
00612	Koser, Michael	7/12/2020	.25	190.00
		Emailing with Rudy on Mitigation		47.50
00612	Koser, Michael	7/29/2020	.75	190.00
		Discussion with Rudy and Greg on FEMA Fixed Cost offer quick review of documents		142.50
00612	Koser, Michael	7/31/2020	1.00	190.00
		Review FEMA offer documents, discuss with Rudy, email to Greg		190.00
00612	Koser, Michael	8/4/2020	.50	190.00
		Call to Zephir and email on accepting award		95.00
00612	Koser, Michael	8/18/2020	3.00	190.00
		Discussion of project and history with WR staff, Zephir and Ardura		570.00
00313	Wicker, Michael	8/19/2020	.50	190.00
		Review project with Leonard McBryde, background to date on repairs design concepts and history		95.00
		Totals	239.00	44,306.25
		Total Labor		44,306.25
Reimbursable Expenses				
Consultants				
AP 90512	11/27/2018	GeoTechnologies, Inc. / Professional svcs		999.00
		Total Reimbursables	1.1 times	999.00
				1,098.90
			Total this Task	\$45,405.15

Task	00004	NOV and HSD Assistance	Hours	Rate	Amount
Professional Personnel					
		Senior Technical Consultant			
00313	Wicker, Michael	11/27/2018	.25	175.00	43.75
		discussion with Clark re the Koser email and possible color interferences with UV			
00313	Wicker, Michael	11/30/2018	1.00	175.00	175.00
		review of UV and bleach additions for color interference with Republic leachate and options with Mike K			
00313	Wicker, Michael	11/7/2019	.50	185.00	92.50
		NOV response review, phone call with Mike			
00612	Koser, Michael	2/12/2020	.25	190.00	47.50
		Emails to Brian and staff on installing a small pump into the EQ			
		Totals	2.00		358.75
		Total Labor			358.75
			Total this Task		\$358.75

Task 00006 Mitigation



Technical Approach

Project	06180914.00	Troy HurricaneFlorence Disaster Response	Invoice	153760
---------	-------------	--	---------	--------

Professional Personnel

			Hours	Rate	Amount
Senior Technical Consultant					
00612	Koser, Michael	1/4/2019	1.00	185.00	185.00
	Email to Wicker and phone discussion on upgrade to WWTP				
00612	Koser, Michael	1/7/2019	1.00	185.00	185.00
	Discussion with Brian at plant, email to Wicker				
00612	Koser, Michael	1/8/2019	.75	185.00	138.75
	discussion with Wicker on what is needed to expand WWTP				
00612	Koser, Michael	7/26/2019	1.00	185.00	185.00
	Discussion and data review of EQ sludge status, Kevin, Wicker				
00612	Koser, Michael	8/1/2019	.50	185.00	92.50
	Discussion with				
	Totals		4.25		786.25
	Total Labor				786.25
				Total this Task	\$786.25

 Task ADD01 Additional Services

Professional Personnel

			Hours	Rate	Amount
Director of Marketing					
00952	Richards, Lena	12/3/2018	.50	85.00	42.50
	assist koser w/ rfq				
00952	Richards, Lena	12/4/2018	.25	85.00	21.25
00952	Richards, Lena	12/5/2018	.25	85.00	21.25
Senior Project Manager					
01069	McBryde, Leonard	8/18/2020	2.00	175.00	350.00
	WebEx meeting on Project Transition				
01069	McBryde, Leonard	8/19/2020	1.00	175.00	175.00
	Looked over project folder and spoke with Glyn				
01069	McBryde, Leonard	8/21/2020	.25	175.00	43.75
	Telephone call with Glynn				
01069	McBryde, Leonard	8/24/2020	.25	175.00	43.75
	Phone calol with Glynn				
Senior Technical Consultant					
00612	Koser, Michael	11/26/2018	1.75	175.00	306.25
	Call and discussoin with Zephir and Brian on leachate problems at WWTP and internal emails and discussion				
00612	Koser, Michael	11/30/2018	1.75	175.00	306.25
	0.75 Coordinating input on RFQ, 1.00 WWTP/leachate color problem discussoin with Wicker				
00612	Koser, Michael	12/19/2018	.25	175.00	43.75
	Feedback to Geotechnologeis				
00612	Koser, Michael	1/7/2019	1.50	185.00	277.50
	Discussions with Cameron about FEMA consultants for Troy, Discussoin with Rudy Smithwick				
00152	Patterson, A	1/7/2019	1.00	185.00	185.00
	Cameron discussions re fema/pm				

All invoices are due within 30 days of invoice submittal. A service charge of one and one-half percent (1½%) per month may be assessed on all unpaid amounts.If you have any questions, please email us at accountsreceivable@withersravenel.com. Thank you for your business! Page 10



Technical Approach

Project	06180914.00	Troy HurricaneFlorence Disaster Response	Invoice	153760
00612	Koser, Michael	1/8/2019	3.00 185.00	555.00
	2.5 Several discussions with Cameron and Smithwick on FEMA management, 0.5 Discussion with Cathy on procurement policy and email to Rudy Smithwick			
00152	Patterson, A Cameron	1/8/2019	2.00 185.00	370.00
	discussions re fema/pm			
00612	Koser, Michael	1/9/2019	2.25 185.00	416.25
	0.5 Called Greg and Cathy about SRF discussion with Smithwick, 1.5 call with FEMA consultant to discuss projects and their involvement, 0.25 email to Zephir about procurement			
00612	Koser, Michael	1/11/2019	1.00 185.00	185.00
	Retrieving and sending Zephir Trail Bridge materials, texts and followup on permits			
00152	Patterson, A Cameron	2/21/2019	1.00 185.00	185.00
	discussion with koser and fema consultant.			
00152	Patterson, A Cameron	2/22/2019	1.00 185.00	185.00
	discussions with zephir, koser, and fema consultant			
00152	Patterson, A Cameron	3/20/2019	.50 185.00	92.50
	discussion with koser, zephir			
00152	Patterson, A Cameron	3/25/2019	.50 185.00	92.50
	discussions with koser and zephir			
00612	Koser, Michael	3/29/2019	.50 185.00	92.50
	0.25 Discussoin with Rudy on Emgergency vs Temporary, 0.25 discussion with Rudy on his procument email			
00612	Koser, Michael	4/3/2019	1.00 185.00	185.00
	Troy procurement review and email to Rudy on procurement			
00612	Koser, Michael	4/5/2019	1.50 185.00	277.50
	Discussions with Rudy and Cameron on procurement and contracts			
00152	Patterson, A Cameron	4/5/2019	1.00 185.00	185.00
	discussions with koser and smithwick			
00152	Patterson, Archibald	4/8/2019	.50 185.00	92.50
	project discussions with koser			
00152	Patterson, Archibald	4/15/2019	.50 185.00	92.50
	conf call with zephir, koser, smithwick			
00612	Koser, Michael	5/17/2019	.75 185.00	138.75
	Emails coordination with Rudy and Cameron on FEMA PA services			
00612	Koser, Michael	9/6/2019	1.50 185.00	277.50
	Discussions with Cameron, Greg, Rudy			
00152	Patterson, Archibald	1/23/2020	1.00 190.00	190.00
	discussion with koser re next steps			
	F&AM Principal Consultant			
00948	Martin-Lane, Jessica	10/3/2018	.25 140.00	35.00
00948	Martin-Lane, Jessica	10/5/2018	.25 140.00	35.00
00948	Martin-Lane, Jessica	10/11/2018	.75 140.00	105.00
	Totals		31.50	5,603.75
	Total Labor			5,603.75

All invoices are due within 30 days of invoice submittal. A service charge of one and one-half percent (1½%) per month may be assessed on all unpaid amounts. If you have any questions, please email us at accountsreceivable@withersravenel.com. Thank you for your business!

Page 11



Technical Approach

Project	06180914.00	Troy HurricaneFlorence Disaster Response	Invoice	153760
			Total this Task	\$5,603.75
			Total this Project	\$57,606.45
			Total this Report	\$57,606.45

All invoices are due within 30 days of invoice submittal. A service charge of one and one-half percent (1½%) per month may be assessed on all unpaid amounts. If you have any questions, please email us at accountsreceivable@withersravenel.com. Thank you for your business!

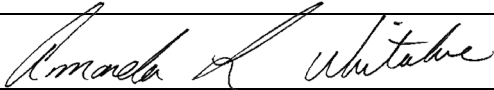
 **Vendor Information**



Vendor Information & Signature Required

Name of Vendor	WithersRavenel, Inc.
Trade License # (if applicable)	F-1479
Contact Person(s)	David Gale and Amanda Whitaker
Street Address with City, State & Zip Code	115 MacKenan Drive Cary, NC 27511
Mailing Address (if different than above)	
Phone #	919-469-3340
Fax #	919-467-6008
Email	dgale@withersravenel.com and awhitaker@withersravenel.com
Proposer will do work as:	<input type="checkbox"/> Individual <input type="checkbox"/> Joint Venture <input type="checkbox"/> Partnership <input checked="" type="checkbox"/> Corporation
Date & State of incorporation:	Date: April 15, 1991 State: North Carolina
Name of partnership or joint venture	

By signing below, the submission of qualifications shall be deemed a representation and certification by the Proposing Consultant that it has investigated all aspects of the RFQ, and it has read and understands the RFQ.

Authorized Signature:	
Date Signed:	September 13, 2023
Title of Signatory:	Funding Director



THANK YOU!



WithersRavenel
Our People. Your Success.