

BRYANT HAMMETT & ASSOCIATES, LLC

CIVIL ENGINEERING & LAND SURVEYING



**RFQ for Engineering and Land Surveying Services
Hazard Mitigation Grant Program August 2016 Flood Event
Pointe Coupee Parish**

date
10/09/17

Pointe Coupee Parish Police Jury

160 East Main Street-Courthouse Annex Bldg
New Roads, LA 70760



October 9, 2017

President, Cornell Dukes
Pointe Coupee Parish Police Jury
160 East Main Street
P.O. Box 290
New Roads, LA 70760

**RE: RFQ 87167524 Pointe Coupee Parish Police Jury – Governor’s Office of Homeland Security (GOHSEP) - Hazard Mitigation Grant Program (HMGP)
Request for Qualifications for Engineering & Land Surveying Services**

Dear President Dukes:

Bryant Hammett & Associates, LLC (BH&A) is pleased to submit the following response to your Request for Qualification Statements for Engineering and Land Surveying services for consideration by the Pointe Coupee Parish Police Jury.

The quality personnel at BH&A have provided many government agencies, political subdivisions and private entities with professional engineering, inspection and surveying services for infrastructure projects.

It is our understanding that the Pointe Coupee Parish Police Jury seeks to retain an engineering firm for services related to a Governor’s Office of Homeland Security and Emergency Preparedness Hazard Mitigation Grant Program grant for projects funded through the program.

BH&A has significant experience in providing such services on similar projects for our clients. If selected, our team will complete the project and exceed your expectations. Our team’s services will include assisting with design of the selected project(s), preparation of a construction bid package and bidding services, conduction of a pre-construction work conference, field staking, on-site construction supervision and inspection, review of contractor requests for payment, payroll monitoring, production of reproducible plan drawings and final inspection and testing.

As principal of the firm, I will be available as you require, and can be reached at (22) 247-1986 or bhammett@bha-engineers.com.

We will have team members present in Pointe Coupee wherever and whenever required. The BH&A office where the work will be performed is located less than 40 miles from Pointe Coupee and the project site.

*Pointe Coupee Parish Police Jury
RFQ 87167524
October 6, 2017
Page 2 of 2 Pages*

If we are given the opportunity to provide you with professional engineering services, I am sure you will be pleased with the personalized, efficient and quality results from the BH&A team.

Sincerely,

A handwritten signature in blue ink, appearing to read "B. Hammett, Jr.", is placed over a light green rectangular background.

Bryant O. Hammett, Jr., PE/PLS

Standard Form: CPRA 24-102

(Rev. 8/2016)

Professional Services Contracts

<p>1. Advertisement Title Pointe Coupee Parish Police Jury Governor's Office of Homeland Security (GOHSEP) State of Louisiana Hazard Mitigation Grant Program (HMGP) Request for Qualifications for Engineering & Land Surveying Services</p>	<p>2a. Announcement date October 3, 2017</p>	<p>2b. RFP number 87167524</p>
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<p>3a. Name and mailing address of the firm's office performing the work</p> <p>Bryant Hammett & Associates, LLC 830 North Street Suite B Baton Rouge, LA 70802</p>	<p>3b. Name, title, telephone number and email address of the official with signing authority for this contract.</p> <p>Bryant O. Hammett, Jr. Owner/Manager (225) 247-1986 bhammett@bha-engineers.com</p>
	<p>3c. Name, title, telephone number and email address of the point of contact for this contract (if different from 3b.)</p> <p>Same as above</p>
	<p>3d. Firm's Louisiana License number</p> <p>C-Engineering – EF.0000056 V-Land Surveying – VF.0000009</p>

4. Full-time personnel on firm's payroll:	<u>All Personnel Domiciled in LA</u>	<u>Project Specific Personnel NOT Domiciled in LA</u>
a. Civil Engineers, with current Louisiana P.E. registration	___3___	_____
b. Environmental Engineers, with current Louisiana P.E. registration (not included in 4a)	_____	_____
c. Engineer Interns	_____	_____
d. Technical Support Personnel (non-engineers)	___7___	_____
e. Environmental personnel (non-engineers)	_____	_____
f. Planning personnel (non-engineers)	_____	_____
g. Other personnel not included in above categories (If project specific, list titles and total numbers for each below)	___4___	_____
Certified Floodplain Managers	___5___	_____
Professional Land Surveyors	___2___	_____
Survey support	___7___	_____
Total personnel (sum of a – g)	___28___	_____

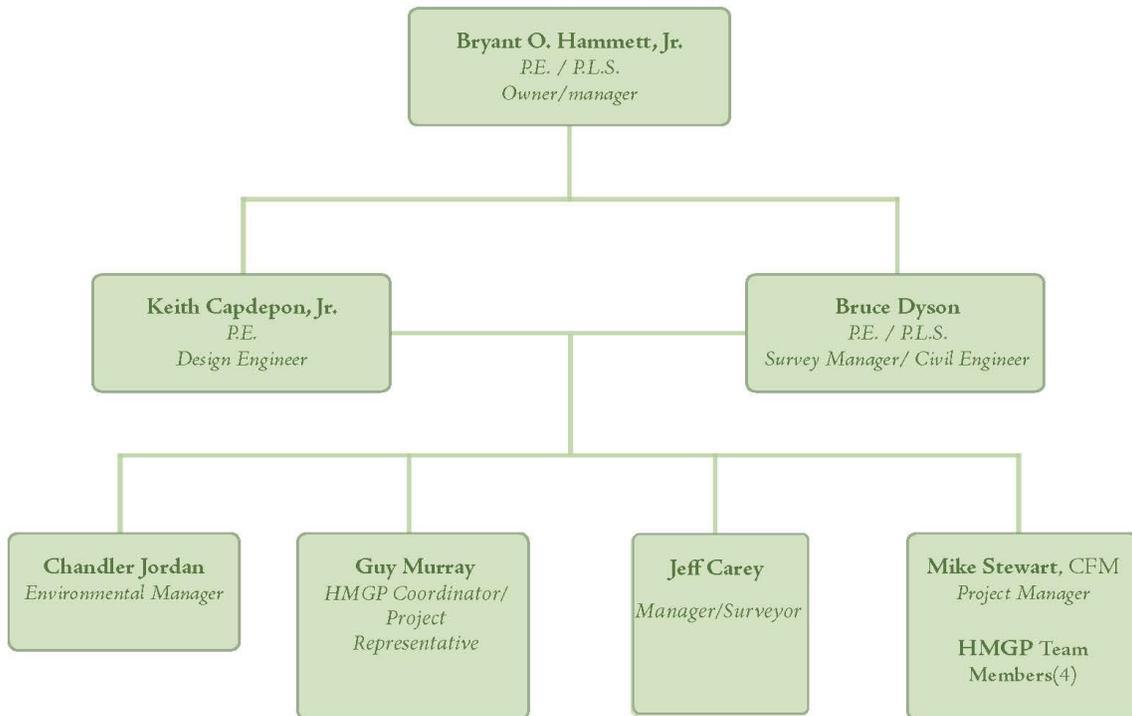
5a. If one or more sub-consultants will be used, provide the information requested below for each.

Name and Address	Has the firm worked with this sub-consultant before? (Yes/No)
1. NA	
2.	
3.	
4.	
5.	

5b. Identify the percentage of work for the **overall project** to be performed by the prime consultant and each sub-consultant.

100%

6. Project Staffing Plan – Provide an organizational chart showing all key prime consultant and sub-consultant (if applicable) personnel assigned to each work element of the project, specific duties for each, and immediate supervisors. This Section **not required** for Indefinite Delivery, Indefinite Quantity (IDIQ) RSIQ's.



7. Brief résumé of key project personnel anticipated to work on this contract.

<p>a. Name, domicile and email address Charles Keith Capdepon, Jr, P.E. • Louisiana kcapdpon@bha-engineers.com</p>	<p>b. Title/ Engineering area of expertise Project Engineer/Civil Engineering</p>
<p>c. Name of firm by which employed full time Bryant Hammett & Associates, LLC</p>	<p>d. Years experience: With this firm: <u>20</u> With other firms: <u>12</u></p>
<p>e. Education: Degree(s) / Years / Specialization BSCE./1980/Civil Engineering</p>	<p>f. Active registration: <u>First year registered:</u> 1986 <u>Branch:</u> Civil Engineering <u>Louisiana License No.</u> 0022157</p>

g. Other experience and qualifications **relevant to the proposed project:**

Mr. Capdepon is a Registered Professional Engineer in the State of Louisiana and is BHA's chief design engineer.

He has been practicing for over 30 years, with BHA since 1998. He has owned a construction company licensed in heavy construction, highway, street and bridge construction, utilities and public works construction. Mr. Capdepon has significant experience with various engineering projects including drainage and street, municipal water transmission, distribution and treatment and wastewater collection and treatment. He is certified by the American Traffic Safety Services Association as a Traffic Control Supervisor, Technician and Flagger for the State of Louisiana. He is BHA's Qualified Party for Building Construction, Heavy Construction, Highway/Street/Bridge Construction, and Municipal and Public Works Construction.

Mr. Capdepon has been involved in the Louisiana Community Development Block Grant (LCDBG) program for more than 25 years. While with BHA, he has been the engineering design professionals for more than 60 infrastructure projects funded through the CDBG Public Facilities Program, the CDBG Demonstrated Needs Program and the CDBG Economic Development Program for a total dollar volume of approximately \$25 million, which assisted 16 separate communities.

Mr. Capdepon and office personnel have significant experience in implementing and managing all phases of the CDBG Program projects from initial project application to closeout audit requirements, including preparation of bid documents, quarterly reports, Letters of Notice, financial reconciliations, codes of compliance, closeout documentation, etc., all in compliance with CDBG requirements. On CDBG projects, BHA is responsible for monitoring the contractor's construction activities, payroll, partial pay estimates and change orders. He is responsible for monitoring the cash flow on individual CDBG projects to ensure that the costs incurred do not exceed the funds available and are in compliance with the original funded application and National Objectives.

Under the Louisiana Planning Pilot Grant Program (LPPGP), Mr. Capdepon provides hazard mitigation planning services resulting in an update to the Action Plan contained within the respective Parish's existing Hazard Mitigation Plan. Duties included performing scoping reviews of potential projects including cost estimating and Benefit Cost Analysis for each project; identification and eligibility determinations of potentially uncaptured damages; oversight, preparation and packaging of documentation; and development and implementation of hazard mitigation proposals for review and approval by FEMA. BHA has helped develop hazard mitigation measures contained within a Project Scoping Summary Report for 14 parish facilities and repetitive loss areas.

Mr. Capdepon offers the following additional experience:

- Involved in the Louisiana Department of Transportation and Development Off-System Bridge Rehabilitation and Replacement program for multiple parishes
- Has permitted and been involved in various modifications and updates to Municipal Solid Waste Landfills Types I and II and Construction and Demolition Type III Landfills in the state of Louisiana.
- Has designed various engineering projects including: new road construction and road re-construction and highway reconstruction for the LADOTD; municipal subsurface drainage and flood control projects for municipalities; municipal water transmission including ground storage and elevated storage tanks; distribution and treatment for ground water and surface water; and wastewater collection and treatment.
- Has handled numerous utility relocation projects for the LADOTD, Time Managers and the Corps of Engineers including water, gas, gravity, sewer, and electric lines.
- Has designed subdivision developments including streets, all utilities (gas, water, and sewerage), subsurface drainage and has engineered site and grading plans for hospitals and restaurants.

7. Brief résumé of key project personnel anticipated to work on this contract.

<p>a. Name, domicile and email address Jeff Carey, CFM • Louisiana jcarey@bha-engineers.com</p>	<p>b. Title/ Engineering area of expertise Project Manager/Hazard Mitigation-Surveying</p>
<p>c. Name of firm by which employed full time Bryant Hammett & Associates, LLC</p>	<p>d. Years experience: With this firm: <u>6</u> With other firms: <u>3</u></p>
<p>e. Education: Degree(s) / Years / Specialization BS/2009/Disaster Management</p>	<p>f. Active registration: <u>Year first registered:</u> 2013 <u>Branch:</u> Residential Contractor <u>LA License No.</u> 881664 <u>Year first registered:</u> 2010 <u>Branch:</u> Certified Floodplain Manager <u>LA License No.</u> ASFPM, US-10-05305</p>

g. Other experience and qualifications **relevant to the proposed project:**

Jeff Carey, CFM is a licensed residential contractor in the State of Louisiana (881664), a Certified Floodplain Manager (US 10-05305) and a surveyor. Mr. Carey performs elevation certificates on residential properties located in Jefferson, Orleans, St. Tammany, Tangipahoa and other surrounding parishes. He has more than 13 years of residential construction monitoring experience. Mr. Carey is diverse in his capabilities through his residential construction monitoring experience, licensure as a residential contractor, licensure as a Certified Floodplain Manager, elevation certificate experience and survey experience, as well as his extensive experience in state and local elevation programs.

Mr. Carey serves as liaison with clients and schedules elevation certificates in south Louisiana; conducts field work and populates elevation certificate forms; collects data in the field and performs field-checking duties at project completion; inventories and assesses damage on properties for demolition and slab removals. Has seven years of experience in HMA programs. He was instrumental in development of plot plans for Jefferson Parish elevation program. He manages boundary and topographic surveys and all surveying activity required for engineering, right-of-way and construction projects. He is involved in all aspects of land surveying projects, including legal descriptions and elevation certificates.

Previous roles within BHA:

HMGP Program Coordinator

Field activity team lead for the construction monitoring of Jefferson Parish HMGP and SRL and Orleans SRL contracts.

Tasks include:

- Review of engineering plans for home elevation and reconstruction residential construction projects,
- Interpretation of field data to ensure program and FEMA mitigation compliance and construction best practices,
- Schedule and distribution of daily field activities,
- Oversee sensitive homeowner data in compliance with Stafford Act regulations,
- Conduct field observation to detail project status, and
- Correspondence with contractors and homeowners.

Mr. Carey provided these construction monitoring duties as a result of Hurrincances Katrina, Rita, Gustave, Ike and Isaac Prior to working for BHA, Mr. Carey served as a program coordinator at Walton Mitigation Services, as well as the City of New Orleans, managing multiple hazard mitigation grants in Orleans and Jefferson Parishes

LICENSES

State of Louisiana- Licensed Residential Contractor- 881664

CERTIFICATIONS AND TRAINING

2010 ASFPM Certified Floodplain Manager – Certificate No. US-10-05305

2010 EMI-273 Managing Floodplain Development through the NFIP

2012 FEMA Substantial Damage Estimator (SDE) 1.1

2012 CCI Program National Stormwater Training

PROFESSIONAL ORGANIZATIONS

The Association of State Floodplain Managers

Louisiana Floodplain Management Association

Louisiana Society of Professional Surveyors

7. Brief résumé of key project personnel anticipated to work on this contract.

<p>a. Name, domicile and email address Guy Murray • Louisiana gmurray@bha-engineers.com</p>	<p>b. Title/ Engineering area of expertise HMGP Coordinator / Resident Project Representative</p>
<p>c. Name of firm by which employed full time Bryant Hammett & Associates, LLC</p>	<p>d. Years experience: With this firm: <u>15</u> With other firms: <u>10</u></p>
<p>e. Education: Degree(s) / Years / Specialization BA/2002/General Studies/Copiah Lincoln College</p>	<p>f. Active registration:</p>

g. Other experience and qualifications **relevant to the proposed project:**

Mr. Murray serves as the Hazard Mitigation Coordinator for Bryant Hammett & Associates, and as resident project inspector. Mr. Murray has over 10 years of experience in the management of civil engineering projects. In this capacity, he is involved in a wide range of assignments in support of HMGP projects. He has particular expertise in the management, permitting, and construction of HMGP projects. Additionally, he has extensive experience in the review and approval of developers' plans and with the inspection of the systems as they are installed. Mr. Murray is currently involved in the Administrative and Project Management for the City of Vidalia, Front Street Drainage Project through FEMA/GOHSEP, and the Vernon Parish Police Jury, Brushy Creek Drainage Project through FEMA/GOHSEP.

In addition to being a full time employee with BH&A, Mr. Murray services as Director of the Concordia Parish Office of Homeland Security & Emergency Preparedness.

Mr. Murray provides resident inspection services for construction of wastewater treatment/collection projects, water supply/treatment/distribution projects, and roadway and drainage projects.

Mr. Murray's duties include daily reporting of construction activities; monitoring construction for compliance with plans and specifications; measurement of quantities; preparing partial pay estimates; working out construction problems in the field, reporting to design engineer; and preparation of as-built drawings. He provides field reconnaissance and courthouse research for property boundary and right-of-way surveys. Mr. Murray has extensive experience coordinating with survey managers, field crews, property owners and local officials.

CERTIFICATIONS

DEQ Lead Inspector Certification	October 2017
ATSSA Registered Flagger	April, 2019
ATSSA Traffic Control Technician	April, 2019
ATSAA Traffic Control Supervisor	April, 2019

RELEVANT EXPERIENCE

Mr. Murray has served as a superintendent and construction manager at Bryant Hammett & Associates on a number of projects, including the statewide demolition of structures damaged by Hurricanes Katrina and Rita for the Louisiana Land Trust. Properties for this project are located in the following parishes: Orleans, Acadia, St. Bernard, Jefferson, Plaquemines, Tangipahoa, St. Tammany, Washington, St. Mary, Vermillion, Lafayette, Lafourche, Livingston, Calcasieu and Cameron.

Most recently, Mr. Murray served as the project manager for the flood fight at the Vidalia Riverfront. He oversaw immediate flood protection activities on Vidalia Riverfront including the creation/installation of HESCO basket barriers around four buildings and two water wells, worked to protect large investment by the City of Vidalia and preserve the drinking water for residents and managed multiple construction crews around the clock in the face of rising flood waters.

LCDBG Wastewater System Improvements Projects

Mr. Murray has served as the field inspector supervisor for multiple LCDBG Wastewater System Improvements projects for the Town of Ferriday, the Town of Jonesville, the Town of Clayton, the Town of Olla, the Town of Eros, the Town of Jena and the Town of Vidalia. He assisted in providing topographic surveying, and construction inspection services for these projects.

Louisiana Land Trust

We serve as part of a team of firms contracted to manage the demolition of more than 11,000 properties in 27 Louisiana parishes damaged by Hurricanes Katrina and Rita. Mr. Murray prepared daily work loads for assessment crews, prepared daily progress reports for the client, supervised survey crews and conducted extensive courthouse research for property verification.

7. Brief résumé of key project personnel anticipated to work on this contract.

<p>a. Name, domicile and email address Bruce Dyson • Louisiana bdyson@bha-engineers.com</p>	<p>b. Title/ Engineering area of expertise Civil Engineer/Survey Manager</p>
<p>c. Name of firm by which employed full time Bryant Hammett & Associates, LLC</p>	<p>d. Years experience: With this firm: <u>1</u> With other firms: <u>38</u></p>
<p>e. Education: Degree(s) / Years / Specialization BSCE/1978/Civil Engineering: Louisiana State University</p>	<p>f. Active registration: - Year registered/certified: <u>1982</u> Licensed/Certified as: <u>Civil Engineer</u> State: <u>LA</u> License No.: <u>20162</u> -Year registered/certified: <u>1991</u> Licensed/Certified as: <u>Civil Engineer</u> State: <u>MS</u> License No.: <u>11231</u> -Year registered/certified: <u>1991</u> Licensed/Certified as: <u>Civil Engineer</u> State: <u>AR</u> License No.: <u>7693</u> - Year registered/certified: <u>1993</u> Licensed/Certified as: <u>Civil Engineer</u> State: <u>AL</u> License No.: <u>19471</u> - Year registered/certified: <u>1992</u> Licensed/Certified as: <u>Land Surveyor</u> State: <u>LA</u> License No.: <u>4670</u> - Year registered/certified: <u>2002</u> Licensed/Certified as: <u>Certified</u> <u>Floodplain Manager</u> State: <u>LA</u> License No.: <u>US-02-00391</u></p>

g. Other experience and qualifications **relevant to the proposed project:**

Bruce Dyson has nearly 40 years' experience in the engineering and land surveying fields; he has project experience in general civil engineering and surveying work across the State of Louisiana and also in adjacent states. Dyson has experience with a variety of clients on the local, Parish, State and Federal levels. His engineering duties include project management, project administration, scoping and work determination, proposal development, design engineering, cost estimating, and coastal restoration technical and quality control reviews.

Mr. Dyson has worked with the Port of New Orleans in 2011, 2013, and 2015 providing survey/mapping services on the Milan Street Wharf yard in the vicinity of the Napoleon Street / Clarence Henry Truckway area.

He was the project manager for the surveying and mapping of the Canal Street Ferry Terminal in New Orleans on the left descending bank of the MS River. He coordinated with RTA's engineers to map the existing conditions at the terminal site; supervised the work of Cardno's SUE engineering; and coordinated the work of the hydrographic and magnetometer surveying activities.

He managed the Houma Navigation Canal Lock surveying and mapping effort, working as a sub-consultant to the Corps of Engineers, which included the survey of a 700 acre marsh site and the survey of the existing 1,000 foot wide navigation canal.

From 1980-1991, Dyson was the project engineer for Barnard & Thomas Engineers' work with the Greater Baton Rouge Port Commission. He was involved in dealings with corporations that leased property from the Port and constructed structures and improvements; he prepared bid tabs on the public bidding of Port construction projects; he was the manager on dredging projects, road overlay, concrete deck repairs, dock structural repair and fender system projects; he was the design engineer on a number of projects including railroad trestles, piling repairs, mooring dolphins and major dock expansions.

7. Brief résumé of key project personnel anticipated to work on this contract.

<p>a. Name, domicile and email address Bryant O. Hammett, Jr., PE/PLS • Louisiana bhammett@bha-engineers.com</p>	<p>b. Title/ Engineering area of expertise Principal/Civil, Environmental, Surveying</p>
<p>c. Name of firm by which employed full time Bryant Hammett & Associates, LLC</p>	<p>d. Years experience: With this firm: <u>33</u> With other firms: <u>4</u></p>
<p>e. Education: Degree(s) / Years / Specialization BSCE/1978/Civil Engineering</p>	<p>f. Active registration: <u>Year first registered:</u> 1983 <u>Branch:</u> Civil <u>LA License No.</u> 20605 <u>Year first registered:</u> 1996 <u>Branch:</u> Environmental <u>LA License No.</u> 20605 <u>Year first registered:</u> 1985 - Mississippi <u>Branch:</u> Civil <u>MS License No.</u> 9394 <u>Year first registered:</u> 1985 - Louisiana <u>Branch:</u> Surveying <u>LA License No.</u> 4552</p>

g. Other experience and qualifications **relevant to the proposed project:**

Bryant Hammett, Jr., PE/PLS, has been the sole proprietor of Bryant Hammett & Associates, L.L.C., since 1984.

He is a registered Civil and Environmental Engineer (20605) and Land Surveyor (4552) in Louisiana and is also registered to practice Civil Engineering in the State of Mississippi (9394). He has more than 35 years of civil engineering experience, which includes overseeing building code enforcement, construction and mitigation measures across the state.

Hammett has been the engineer of record for numerous types of projects including: wastewater collection and treatment; water treatment, transmission and distribution; natural gas distribution and transmission; electrical transmission; oil transmission; off-system bridges; and roadway and drainage.

Hammett has been involved in the Louisiana Community Development Block Grant (LCDBG) program for more than 30 years and been involved with more than 70 infrastructure projects funded through the CDBG Public Facilities Program, the CDBG Demonstrated Needs Program and the CDBG Economic Development Program for a total dollar volume of approximately \$25 million, which assisted 16 separate communities. BHA has significant experience in implementing and managing all phases of the CDBG Program projects from initial project application to closeout audit requirements, including preparation of bid documents, quarterly reports, Letters of Notice, financial reconciliations, codes of compliance, closeout documentation, etc., all in compliance with CDBG requirements.

As infrastructure manager for the Louisiana Office of Community Development's Disaster Recovery Unit, Hammett performed and oversaw professional civil, structural and/or transportation engineering work related to the planning, design, development, construction and maintenance of projects funded under the Louisiana Community Development Block Grant/Disaster Recovery Programs. Such projects included capital improvements, storm water and drainage systems, wastewater systems, potable water systems, natural gas systems, fire protection systems, roads, bridges and utility systems. He managed complex engineering programs; provided professional assistance and technical advice to state and local officials; coordinated project development and implementation with contractors, other departments and other agencies; administered professional services contracts; evaluated requests for changes and/or additional work; directed the work of subordinate professional staff; and performed related work as required. Hammett oversaw the development of programs to rebuild schools damaged by Hurricane Katrina ineligible for FEMA assistance. He oversaw disbursements of more than \$178 million for infrastructure projects in the state related to Hurricanes Katrina and Rita.

Hammett also has significant experience with the Hazard Mitigation Grant Program (HMGP). In the past, BHA has worked with the State to develop the construction monitoring program within the state's HMGP. Hammett worked with the State Program Director and provided all necessary resources to perform services related to pre-construction activities, construction oversight, milestone inspections and other program management activities necessary for the state HMGP as it related to mitigation of homes for elevation, reconstruction or the Individual Mitigation Measure (IMM). BHA has provided hazard mitigation planning services resulting in an update to the Action Plan contained within the existing Hazard Mitigation Plan for Concordia and Tensas parishes, and has conducted drainage improvements under HMGP in Catahoula and Concordia parishes. BHA provides construction supervision services for Jefferson Parish's Hazard Mitigation Assistance Grant Funding Program.

7. Brief résumé of key project personnel anticipated to work on this contract.

<p>a. Name, domicile and email address Chandler Jordan, CFM • Louisiana cjordan@bha-engineers.com</p>	<p>b. Title/ Engineering area of expertise Project Manager/Hazard Mitigation</p>
<p>c. Name of firm by which employed full time Bryant Hammett & Associates, LLC</p>	<p>d. Years experience: With this firm: <u>9</u> With other firms: <u>11</u></p>
<p>e. Education: Degree(s) / Years / Specialization BS/1987/Geology</p>	<p>f. Active registration: <u>Year first registered:</u> 2015 <u>Branch:</u> Certified Floodplain Manager <u>LA License No.</u> ASFPM, US-15-08585</p>

g. Other experience and qualifications **relevant to the proposed project:**

Mr. Jordan is a Certified Floodplain Manager (US 15-08585 and has been working in a professional capacity with his vast experience in construction, demolition and environmental remediation and policy. Mostly recently Mr. Jordan is working as a construction manager for the Hazard Mitigation Assistance Program in Jefferson Parish. Prior to that, he served as a cost estimator/closeout specialist assisting GOHSEP with closeout of approximately 30,000 project worksheets using his vast knowledge of FEMA’s Cost Estimating Format, and numerous construction cost estimating programs along with his practical knowledge of construction

He performs all phases of environmental assessments on residential properties; manages the statewide demolition of Road Home residential properties devastated by Hurricanes Katrina and Rita; develop plans and specifications for residential demolition and construction contracts’ manage residential property assessment teams, asbestos inspection and supervision and monitoring of demolition/construction crews. He is tasked with completing Environmental Review Records to satisfy HUD requirements as directed by the Office of Community Development - Disaster Recovery Unit.

Mr. Jordan assists with the oversight and coordination of the Hazard Mitigation Grant Program and Hazard Mitigation Assistant Program construction supervision services for BHA including: outreach, project management, construction supervision and management, and compliance. Has five years of experience in residential construction monitoring. Duties include:

- Review of engineering plans for home elevation residential construction projects
- Interpretation of field data to ensure program and FEMA mitigation compliance and construction best practices
- Schedule and distribution of daily field activities
- Field activity daily log review and timesheet approval
- Oversee sensitive homeowner data in compliance with Stafford Act regulations
- Conduct field observation to detail project status
- Correspondence with contractors and homeowners
- Team performance metric tracking
- Coordination of programmatic protocol between HMGP management and team

Currently, Mr Jordan serves as the project manager for the Louisiana Land Trust Program Management and Implementation Services program. He has managed more than 1000 properties in 23 parishes. His duties included pre-demolition assessment team, asbestos team coordination; Plans and Specification development; contract management; field supervision coordination; QA/QC property folder completion and delivery. Later in the LLT program, Mr. Jordan was tasked with delivery of ERRs for LLT properties to OCD. Mr. Jordan working closely with OCD and LLT delivered ERRs in a timely manner insuring expeditious property demolition

7. Brief résumé of key project personnel anticipated to work on this contract.

<p>a. Name, domicile and email address Mike Stewart,CFM • Louisiana mstewart@bha-engineers.com</p>	<p>b. Title/ Engineering area of expertise Manager/Hazard Mitigation</p>
<p>c. Name of firm by which employed full time Bryant Hammett & Associates, LLC</p>	<p>d. Years experience: With this firm: <u>5</u> With other firms: <u>4</u></p>
<p>e. Education: Degree(s) / Years / Specialization BS/2001/Geology MS/2007/Science in Earth and Environmental Sciences</p>	<p>f. Active registration: <u>Year first registered:</u> 2011 <u>Branch:</u> Certified Floodplain Manager <u>LA License No.</u> ASFPM, US-11-05573</p>

g. Other experience and qualifications **relevant to the proposed project:**

Mike Stewart oversees the Hazard Mitigation Grant Program and Hazard Mitigation Assistant Program construction supervision services for BHA. He has over 10 years' experience in the implementation of projects funded by FEMA, HMGP, HMA and SRL.

Mr. Stewart coordinates and manages all company activities in Jefferson Parish in support of the elevation or reconstruction of homes affected by Hurricanes Katrina, Rita, Gustav, Ike and Isaac, including public outreach, project management, construction supervision and management, and compliance of the following programs:

- Jefferson Parish Construction Supervision of 2015/2016 HMGP and HMA Grant Funding: 240 properties, \$30 million
- Jefferson Parish Construction Supervision of 2014 HMA Grant Funding: 50 properties, \$8.8 million
- Jefferson Parish Severe Repetitive Loss Program: 380+ properties, \$60 million
- Jefferson Parish Katrina/Rita HMGP: 450+ properties, \$83 million
- Jefferson Parish Gustav/Ike Recalc HMGP: 130+ properties, \$30 million
- Orleans Parish Severe Repetitive Loss Program: 30 properties, \$5.5 million
- Jefferson Parish Isaac HMGP: 70+ properties, \$11 million

His duties include:

- Review of engineering plans for home elevation residential construction projects
- Interpretation of field data to ensure program and FEMA mitigation compliance and construction best practices
- Schedule and distribution of daily field activities
- Field activity daily log review and timesheet approval
- Oversee sensitive homeowner data in compliance with Stafford Act regulations
- Conduct field observation to detail project status
- Correspondence with contractors and homeowners
- Team performance metric tracking
- Coordination of programmatic protocol between HMGP management and team

In previous roles, Mr. Stewart managed multiple hazard mitigation elevation and pilot reconstruction programs in the New Orleans Metropolitan area, including projects related to Katrina/Rita HMGP, Ike/Gustav HMGP, and Severe Repetitive Loss; Conducted plan review, project management, and project closeout; Coordinated construction and elevation efforts between homeowner, contractor, and Parish. He managed GIS inventory including maintenance and support on all GIS maps, tables, databases, and charts pertaining to the drainage collection, water distribution, and sewer collection systems for the City of New Orleans Department of Public Works (DPW) and the Sewerage and Water Board of New Orleans (S&WB); tracked facility and public roadway recovery projects; designed and produced neighborhood-level maps and datasets that were used by DPW to track damage from Hurricane Katrina when prioritizing and planning for rehabilitation efforts that were reimbursable by FEMA; Led the data management team during a successful FEMA review regarding the company's emergency clean up services after Hurricane Katrina

8. Firm's **most** relevant project experience (List **no more than 10 projects** and include no more than one page **per project**).

a. Project name & location	b. Project description	c. Nature of firm's responsibility & firm members involved	d. Owner's name, address, and telephone number	e. Completion date & cost in thousands
<p>Louisiana Community Development Block Grant (LCDBG) program: Roadways, Wastewater Systems, Water Systems</p> <p>Various municipalities</p>	<p>Engineering design and construction management for more than 70 infrastructure projects funded through the CDBG Public Facilities Program, the CDBG Demonstrated Needs Program and the CDBG Economic Development Program for a total dollar volume of approximately \$25 million, which assisted 16 separate communities</p>	<p>Scope of Services:</p> <ul style="list-style-type: none"> • Preliminary Cost Estimates. • Topographic Survey and Right-of-Way Survey as necessary for temporary and permanent construction easements. Assistance in right-of-way negotiations. • Coordination with appropriate federal, state and local agencies having jurisdiction over the particular project. • Preparation of any and all permits and environmental assessments that may be required for the project. • Preparation of all engineering related documents for funding applications. • Final design of project. • Preparation and Supervision of construction bid process in conformance with applicable laws and regulations (i.e. prepare bid package, advertisement, tabulate bids, award contract, conduct bid opening, issue notice to proceed, etc.). • Conduct Pre-Construction Conference with Owner, Contractor, Resident Project Representatives, etc. • Field Staking, construction inspection, provision of testing materials and work and preparation of inspection reports. • Review and processing of contractor's requests for payment and change orders. Approval of pay estimates and change orders by Owner and funding agency. • Provision of certified reproducible "Record Drawings" at completion of project to Owner and appropriate State agency. • Conduction of final inspections and testing. <p>Firm members: Bryant Hammett; Keith Capdepon</p>	<p>Town of Jena P.O. Box 26 Jena, LA (381) 992-2148</p>	<p>Dates vary over last 30 years; Overall Projects, Varies, +\$25,000.00</p>

<p>Construction Supervision Services for Mitigation Funding</p> <p>Jefferson Parish, LA</p>	<p>Jefferson Parish has actively participated in HMGP and HMA Funding since 2006. BHA personnel have been involved with Jefferson Parish in over \$230 million in funding grants for the home elevation and reconstruction program, in response to Hurricanes Katrina, Rita, Gustav, Ike and Isaac in the cities of Kenner, Gretna, Harahan, Westwego, Grand Isle, Jean Lafitte, Metairie, Marrero, River Ridge, Harvey, Barataria</p>	<p>BHA provides licensed Certified Floodplain Managers, Licensed Residential and Commercial Contractors, Surveyors, Professional Engineers, Construction Managers, Inspectors and FEMA, HMA, HMGP and NFIP subject matter experts to facilitate the overall construction supervision of Jefferson Parish’s home elevation program, preventing the use of substandard construction methods and ensuring grant compliance with the HMGP Program. Since 2012, BHA has worked with Jefferson Parish to aid in the elevation or reconstruction of thousands of homes. BHA employees have provided the following construction supervision services in the cities of Kenner, Gretna, Harahan, Westwego, Grand Isle, Jean Lafitte, Metairie, Marrero, New Orleans, River Ridge, Harvey, and Barataria:</p> <ul style="list-style-type: none"> • Site documentation • Construction plan review • Contractor/homeowner coordination • Construction supervision (elevation/reconstruction) • Ongoing monitoring and bi-weekly site visits • Milestone observations per grant guidelines • Specific property closeout • Collaboration with property owners, Jefferson Parish Floodplain Management and Hazard Mitigation, Jefferson Parish Inspection and Code Enforcement, Jefferson Parish Planning, selected Project Management team, GOHSEP, FEMA and construction contractors to ensure compliance • Database visible to the Parish • Ensuring work is in compliance with the Code of Federal Regulations • Verification and approval of minimum engineering, HMA standards, licenses, insurance, and facilitation of revisions • Ensuring a valid Elevation Certificates is obtained in accordance with NFIP • Communication with contractor and homeowner to provide explanation of eligible activities <p>Firm members: Bryant Hammett, Mike Stewart, Chandler Jordan, Jeff Carey, Guy Murray</p>	<p>Jefferson Parish 1221 Elmwood Park Blvd. Suite 310 Jefferson, LA 70123 (504) 736-6732</p>	<p>Ongoing Overall project: Approx. \$230,000.00</p>
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<p>Hazard Mitigation Plan Update; Louisiana Planning Pilot Grant Program (LPPGP), and Hazard Mitigation Grant Program • GOHSEP • DR-1603 • Concordia and Tensas Parishes, Louisiana • FY 2010</p> <p>Concordia and Tensas Parishes</p>	<p>Update to the Action Plan contained within the Parish's existing Hazard Mitigation Plan.</p>	<p>Duties included performing scoping reviews of potential projects including cost estimating and Benefit Cost Analysis for each project; identification and eligibility determinations of potentially uncaptured damages; oversight, preparation and packaging of documentation; and development and implementation of hazard mitigation proposals for review and approval by FEMA. BH&A helped develop hazard mitigation measures contained within a Project Scoping Summary Report for 14 parish facilities and repetitive loss areas. The feasibility study was approved by FEMA on March 23, 2009. Task 2 involved scoping all projects incorporated in the amendment, which included making site visits, identifying Hazard Mitigation measures and developing a Benefit Cost Analysis of each potential project to determine eligibility in the program. Following approval of Task 2, BH&A amended the Hazard Mitigation Plan (Task 3), which has subsequently been approved by FEMA. Firm Members: Bryant Hammett, Keith Capdepon & Guy Murray</p>	<p>Tensas Parish Police Jury Rick Roster 212 Hancock Street St. Joseph, LA 71366</p> <p>(318) 766-3542</p>	<p>2010 Professional Fees: \$300.00</p>
<p>The Stafford Act Programs Closeout Services: This project includes the \$33 billion Public Assistance (PA) program for Hurricanes Katrina, Rita, Gustav and Ike; and the \$750 million Hazard Mitigation Grant Program (HMGP) for Hurricanes Katrina and Rita which elevated over 10,000 homes in Louisiana.</p> <p>Baton Rouge, LA</p>	<p>Closing out over 30,000 FEMA-funded projects throughout the State</p>	<p>BHA works with GCR to complete closeout documents, review grants, audit files and address any deficient findings. BHA manages, tracks and reports on closeout activities, actively reviews files, assists sub-grantees with the development of cost estimates and completing independent cost analysis. The GCR/BHA team worked together closely to ensure all federal and state requirements, laws and policies were met. Closeout of the affected properties will assist the State in expediting recovery operations from current and future federally declared disasters and aid in maximizing future grant opportunities.</p> <p>Firm Members: Bryant Hammett, Chandler Jordan</p>	<p>Governor's Office of Homeland Security and Emergency Preparedness</p> <p>7667 Independence Blvd, Baton Rouge, LA 70806 (225) 376-5493</p>	<p>Ongoing</p> <p>\$33 billion Public Assistance (PA) program</p> <p>\$750 million Hazard Mitigation Grant Program (HMGP)</p>

<p>Town of Clayton Drainage Improvements (MIP)</p> <p>Clayton, LA</p>	<p>Under the Disaster Recovery Unit of the state Office of Community Development, the scope of work for this project consisted of redesigning and modifying the water control gate within the bank of the levee, then rehabilitating the existing pumping system to prevent flooding of residential properties within this area</p>	<p>The design of this project addressed flooding concerns upstream and downstream of the proposed water control gate and the pumping system. The clearing and snagging of the drainage ditch and the redesign of the water control gate enhanced the drainage capacity of the ditch, and will help with upstream flooding concerns. Rehabilitating the pumping system helped with the downstream flooding concerns by allowing for a more evenly controlled flow during and after high precipitation storm events.</p> <p>BHA provided engineering design and subsurface drainage and construction inspection services for this project; BHA provided topographic surveying services to locate and measure drainage structures to determine directions of the drainage flow.</p> <p>Firm Members: Bryant Hammett, Keith Capdepon & Guy Murray</p>	<p>Town of Clayton Mayor Rydell Turner 101 Shady Lane Clayton, LA 701326 (318) 757-8540</p>	<p>October 2012</p> <p>Professional services: \$67.938</p> <p>Construction Costs: \$432.088</p>
<p>GOHSEP Hazard Mitigation Grant Program/City of Tallulah Drainage Redirection • Tallulah, LA</p>	<p>Drainage redirection project to alleviate repetitive flooding losses in the City of Tallulah.</p>	<p>Topographic survey, review of environmental regulations and requirements, preparation of necessary permit applications, preparation of preliminary engineering report to include technical, economy and cost-benefit analysis of the project and final design of drainage reduction.</p> <p>Firm members: Bryant Hammett, Keith Capdepon</p>	<p>City of Tallulah Mayor Eddie Beckwith, Jr. 204 N. Cedar Street Tallulah, LA 70182 (318) 574-0964</p>	<p>October 2011</p> <p>Professional services: \$11.650</p>
<p>Vernon Parish - HMGP Drainage Improvements to Hawks Road and Brushy Creek Road • Vernon Parish, LA</p>	<p>This project consists of drainage improvements to Hawks Road and Brushy Creek Road in Vernon Parish.</p>	<p>Firm responsibilities include design of drainage improvements, preparation of construction bid package and bidding services, conduction of pre-construction work conference, field staking, on-site construction supervision and inspection, review of contractor requests for payment, payroll monitoring, production of reproducible plan drawings and final inspection and testing.</p> <p>Firm members: Bryant Hammett, Keith Capdepon & Guy Murray</p>	<p>Vernon Parish Police Jury President James Tuck P.O. Box 1548 Leesville, LA 71496 (337) 238-0324</p>	<p>October 2012</p> <p>Professional Services: \$189.875</p>

<p>State of Louisiana Hazard Mitigation Grant Program – Residential Construction Engineering Compliance and Monitoring Program</p> <p>Baton Rouge, LA</p>	<p>Provide oversight of code enforcement compliance, construction methods used by contractors to elevate and/or reconstruct residential structures under the Hazard Mitigation Grant Program in south Louisiana, and engineering review for problematic projects.</p>	<p>BHA worked with the State Program Director and provided all necessary resources to perform services related to pre-construction activities, construction oversight, milestone inspections and other program management activities necessary to the state HMGP as it related to floodwater mitigation or homes for elevation, reconstruction or second-story conversion.</p> <p>Firm members: Bryant Hammett, Mike Stewart, Keith Capdepon</p>	<p>State of Louisiana DRU Executive Director Pat Formes 1500 N. Third Street Suite 500 Baton Rouge, LA 70801 (225) 219-9600</p>	<p>April 2013</p> <p>Professional services: \$498,000</p>
<p>Louisiana Land Trust Demolition and Program Management Implementation Services</p> <p>27 parishes in Louisiana</p>	<p>The Louisiana Land Trust is a non-profit organization funded by CDBG and formed to manage properties that have been purchased by the State of Louisiana under the current Road Home Program as part of the ongoing recovery effort from the damage caused by hurricanes Katrina and Rita.</p>	<p>BHA staff was part of a team of firms contracted to manage the demolition of more than 11,000 properties in 27 parishes damaged by Hurricanes Katrina and Rita. Our team has been actively involved in this project since January 2009 and provides a wide range of services, including project management, site assessment, asbestos inspection, crew supervision and crew monitoring. BHA provides the exclusive surveying services for this project, including but not limited to conduction of boundary surveys on properties unable to be otherwise identified, location of property lines and preparation of detailed plat descriptions. BHA performed courthouse research and boundary surveys on more than 325 properties owned by the Road Home Corporation. Our team also oversees the demolition of the structures that remain on these properties. BHA also completed fieldwork and elevation certificates on 100 of these properties. Services were provided in the following parishes: Orleans, Acadia, St. Bernard, Jefferson, Plaquemines, Tangipahoa, St. Tammany, Washington, St. Mary, Vermillion, Lafayette, Lafourche, Livingston, Calcasieu and Cameron. BHA is currently the program manager for the close out of this project.</p> <p>Firm Members: Bryant Hammett, Keith Capdepon, Jeff Carey, Guy Murray, Chandler Jordan.</p>	<p>Louisiana Land Trust Executive Director Mike Taylor Building D, 11601 Southfork Ave. Baton Rouge, LA 70816 (225) 395-0777</p>	<p>ongoing</p> <p>Professional services: \$4,000,000</p>

9. All work by firm (all offices) currently being performed directly for or selected by the CPRA.

a. Project number, name, and location*	b. Nature of your firm's responsibility (also identify if prime or sub-consultant)	c. Percent complete (by phase/type of work)	d. Contract fees (in thousands) (by phase/type of work)	
			Total	Remaining
NA				
* For retainer/IDIQ contracts, list open task orders individually			Total	

10. Use this space to provide any additional information or description of resources supporting your firm's qualifications for the proposed project. This section is limited to five (5) pages.

Bryant Hammett & Associates, LLC (BHA) is a Louisiana-based Limited Liability Corporation multi-disciplinary consulting civil engineering, land surveying, disaster response, and construction supervision firm which provides professional services for various governmental and private concerns throughout the Gulf South region. BHA has been in business since August 1, 1984. We have grown from a small four-member firm to 28 employees and operate offices in Jefferson, Ascension, East Baton Rouge, Plaquemines and Concordia parishes. All of our technical personnel have experience in the land surveying and engineering fields. BHA is a HUBZone business certified by the U.S. Small Business Administration and is certified by the Louisiana Department of Economic Development as a Hudson Initiative Firm.

BHA is comprised of highly qualified, experienced and licensed surveyors, engineers, GIS technicians, certified floodplain managers, construction managers, administrators, inspectors, CADD operators and clerical support. BHA has an extensive network of professionals, from structural engineers to hydraulic engineers, to help solve our clients' challenges on any project. Our central locations allow us to work easily throughout Louisiana and in neighboring states. Our executive management team has been working together since 1984 and has achieved a wealth of knowledge of engineering, surveying, and governmental permitting and funding processes.

Engineering

BHA engineers are registered in Louisiana, Arkansas, Alabama, and Mississippi and offer a range of design services, including:

Water Treatment Systems•Water Distribution Systems•Water Supply•Water Storage•Wastewater Treatment Systems•Wastewater Collection Systems/Pump Stations•NPDES Permitting•U.S. Corps of Engineers Permitting•Landfill Permitting, Design, Inspection and Construction Staking•Building Site Design•Utility Relocation•Gas Distribution Systems•Street and Highway Construction/Reconstruction•Bridge Design•Subdivision Design•Cost Estimating

CDBG Experience

BHA has been involved in the Louisiana Community Development Block Grant (LCDBG) program for more than 30 years. We have been the engineering design professionals for more than 70 infrastructure projects funded through the CDBG Public Facilities Program, the CDBG Demonstrated Needs Program and the CDBG Economic Development Program for a total dollar volume of approximately \$25 million, which assisted 16 separate communities.

BH&A has significant experience in implementing and managing all phases of the CDBG Program projects from initial project application to closeout audit requirements, including preparation of bid documents, quarterly reports, Letters of Notice, financial reconciliations, codes of compliance, closeout documentation, etc., all in compliance with CDBG requirements. On CDBG projects, BHA is responsible for monitoring the contractor's construction activities, payroll, partial pay estimates and change orders. We are also responsible for monitoring the cash flow on individual CDBG projects to ensure that the costs incurred do not exceed the funds available and are in compliance with the original funded application and National Objectives.

Surveying

BHA has experience in a wide range of surveying services, including:

- boundary/property and control surveys
- hydrographic surveys
- magnetometer surveys
- topographic surveys
- right-of-way determination
- servitude maps
- bathymetric surveys (single and multi-beam)
- control for photogrammetric surveys and aerial photography
- establishing benchmarks
- accident site surveys
- wetlands delineation
- construction surveys/construction layout
- utility layout
- pipeline surveys
- elevation certificates
- subdivision design and layout

Our CADD technicians have over 30 years of combined experience in producing 3D planimetric drawings, topographic and contour maps, right-of-way maps, boundary plats, cross section diagrams and field data points; BH&A utilizes AutoCAD, Intellicad, and Microstation/InRoads drafting software and DeLorme mapping software

in an effort to meet the deliverable format required by any client.

Construction Inspection

BHA has substantial experience in construction inspection, management and administration for civil engineering projects, including water, wastewater, roadway and drainage systems improvements. BHA oversees all phases of construction for these projects. Duties include daily reporting of construction activities; monitoring and construction for compliance with plans and specifications; measurement of quantities; preparing partial pay estimates and change orders; working through construction problems in the field; reporting to design engineer; monthly meetings with Engineer, Contractor and Owner to discuss project; and preparation of Record Drawings.

BHA's qualified staff, including construction inspectors, has completed various certifications, which include: Asbestos Inspection, DOTD Asphaltic Concrete Paving, CIPP Inspection, ATTSA Registered Flagging, Traffic Control Technician, and Traffic Control Supervisor, U.S. DOT/IATA HAZMAT, DEQ Lead-Based Paint Risk Assessment and Inspection, Nuclear Gauge Safety, OSHA-recognized Disaster Site Worker, EPA/DEQ Stormwater Water Pollution Prevention, and Wetlands Delineation. Additionally, BHA has a contractor's license for building construction; highway, street and bridge construction; heavy construction; municipal and public works construction; and residential construction.

Cost Estimating

BHA employs several cost estimators who assist the Louisiana Governor's Office of Homeland Security and Emergency Preparedness with the closeout of approximately 29,000 projects affected by Hurricanes Katrina, Rita, Gustav and Ike as administered under the Stafford Act, particularly the FEMA Public Assistance Program. Cost estimators and analysts work in conjunction with the closeout specialists, positions that require daily use of RS Means, Xactimate and FEMA CEF along with FEMA Public Assistance Policy. Closeout of the affected projects will assist the State in expediting recovery operations from current and future federally declared disasters and aid in maximizing grant opportunities

Disaster Management

BHA provides services in storm and disaster preparedness, emergency management, post-event recovery and redevelopment with an emphasis on disaster recovery management and hazard mitigation. The firm is especially familiar with catastrophic flooding and the need to recover and mitigate severely damaged properties. Services include: property condition assessment; property security; discovery; forensic investigating; due diligence; remediation management; document management for reimbursement from FEMA; claims review for insurance and FEMA

Hazard Mitigation Grant Program Experience

BH&A has been involved in projects funded by the Hazard Mitigation Grant Program over the past three years. The following summary of activities outlines proposed project management activities for proper execution of any HMGP project in which we participate:

- Coordination of communications between representatives of FEMA, GOHSEP, the project engineer and the owner.
- Coordination of activities of appraisers, attorneys, asbestos inspection/abatement firms, surveyors, demolition contractors and any other persons who may be involved in this project.
- Preparation and delivery of project updates and reports to all agencies as required.
- Assistance in the preparation of project specifications as required by the project engineer and all agencies.
- Assistance to the owner, the consulting engineering firm and others as needed in the preparation of bid documents and the selection of contractors.
- Consulting with the project engineer and contractors to ensure work conforms to and remains within the bounds of the project scope as defined in the approved grant application.
- Assurance of approval by the proper agencies for all project scope changes, including cost over-run projections, prior to performance of the work.
- On-site representation for the owner and other agencies as needed in the resolution of conflicts to ensure successful and timely completion of the project.
- Adherence to schedule throughout all phases of the project, according to a current and continually updated documented timeframe.

- Assurance that all documentation required by agencies for contracts, costs, payment of work completed and request for reimbursement are properly approved and processed timely, with copies retained by the owner.
- Assistance with final project inspection and closeout.

The experience of the individuals at BH&A ensures that plan approval plan approval from the necessary review agencies, as well as timely plan preparation and specifications will be handled efficiently and in a professional manner.

BH&A has significant experience with the Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP) Hazard Mitigation Grant Program (HMGP). Following are examples of relevant projects completed by or underway with our firm:

Hazard Mitigation Plan Update - Louisiana Planning Pilot Grant Program (LPPGP) and Hazard Mitigation Grant Program – GOHSEP – DR-1603 - Concordia Parish, Louisiana

Under the Louisiana Planning Pilot Grant Program (LPPGP), BH&A provided hazard mitigation planning services resulting in an update to the Action Plan contained within the Parish's existing Hazard Mitigation Plan. Duties include performing scoping reviews of potential projects including cost estimating and Benefit Cost Analysis for each project; identification and eligibility determinations of potentially uncaptured damages; oversight, preparation and packaging of documentation; and development and implementation of hazard mitigation proposals for review and approval by FEMA. BH&A helped develop hazard mitigation measures contained within a Project Scoping Summary Report for 14 parish facilities and repetitive loss areas. The feasibility study was approved by FEMA on March 23, 2009. Task 2 involved scoping all projects incorporated in the amendment, which included making site visits, identifying Hazard Mitigation measures and developing a cost-benefit analysis of each potential project to determine eligibility in the program. Following approval of Task 2, BH&A amended the Hazard Mitigation Plan (Task 3), which has subsequently been approved by FEMA.

- **Contact:**

Mr. Guy Murray, Director Concordia Parish Office of Homeland Security & Emergency Preparedness
4001 Carter Street, Vidalia, LA 71373
(318) 481-1622

Hazard Mitigation Plan Update - Louisiana Planning Pilot Grant Program (LPPGP), and Hazard Mitigation Grant Program – GOHSEP – DR-1603 - East Carroll Parish

Under the Louisiana Planning Pilot Grant Program (LPPGP), BH&A provided hazard mitigation planning services resulting in an update to the Action Plan contained within the Parish's existing Hazard Mitigation Plan. Our duties include assisting the Program Manager, as required, with activities such as coordination with FEMA and State agency hurricane recovery officials; performing scoping reviews of FEMA Project Worksheets; identification and eligibility determinations of potentially uncaptured damages; oversight, preparation and packaging of documentation for Project Worksheet versions; and development and implementation of hazard mitigation proposals for review and approval by FEMA.

- **Contact:**

East Carroll Parish Emergency Planning Committee
400 First Street, Suite 5; Lake Providence, LA 71254
(318) 559-2256

Hazard Mitigation Plan Update - Louisiana Planning Pilot Grant Program (LPPGP), and Hazard Mitigation Grant Program – GOHSEP – DR-1603 - Tensas Parish, Louisiana

Under the Louisiana Planning Pilot Grant Program (LPPGP), BH&A provided hazard mitigation planning services resulting in an update to the Action Plan contained within the Parish's existing Hazard Mitigation Plan. Duties included performing scoping reviews of potential projects including cost estimating and Benefit Cost Analysis for each project; identification and eligibility determinations of potentially uncaptured damages; oversight, preparation and packaging of documentation; and development and implementation of hazard mitigation proposals for review and approval by FEMA. BH&A helped develop hazard mitigation measures contained within a Project Scoping Summary Report for 14 parish facilities and repetitive loss areas. The feasibility study was approved by FEMA on March 23, 2009. Task 2 involved scoping all projects incorporated in the amendment, which included making site visits, identifying Hazard Mitigation measures and developing a cost-benefit analysis of each potential project to determine eligibility in the program. Following approval of Task 2, BH&A amended the Hazard Mitigation Plan

(Task 3), which has subsequently been approved by FEMA.

- **Contact**

Mr. Rick Foster, Emergency Manager
Tensas Parish Office of Homeland Security & Emergency Preparedness
P.O. Box 6168, St. Joseph, LA 71366 • (318) 766-3542

City of Tallulah: Drainage Redirection/Hazard Mitigation Grant - underway

BH&A is currently involved in the City of Tallulah Drainage Re-direction project. This important drainage redirection project is funded by the Hazard Mitigation Grant Program and is aimed at alleviating repetitive flooding losses in the City of Tallulah. BH&A's services include a topographic survey of the project area, preparation of necessary permit applications, a preliminary engineering report to include technical, economic and cost-benefit analysis of the project and final design of the drainage redirection. BH&A has completed survey and design tasks for the original scope of work and is currently working with the City of Tallulah, FEMA, and GOHSEP to seek further funding for further drainage improvements in the City of Tallulah.

- **Contact:**

Mayor Paxton J. Branch
204 North Cedar Street,
Tallulah, LA 71282 • (318) 574-0964
Jamie Seal, CFM
Shaw Group Program Manager

Iberia Parish Housing Assistance Program – Louisiana Community Development Block Grant Program

BH&A is part of a team selected to assist Iberia Parish Government in the implementation and management of the Housing Element of the parish-implemented Recovery Program in Iberia Parish to deal with damages caused by Hurricanes Katrina (2005) and Rita (2008). The wind and water damages caused by these storms to housing and infrastructure surpassed levels previously seen by Parish residents and leaders. The five-phase project includes: program development (contract award and preparing the system for execution); program intake (administrative process, interviews and advising individual applicants); pre-construction (detailed environmental reviews, assessments and housing inspections); construction (execution of elevation plans); and closeout and monitoring (fund reimbursement, restoration of homeowner functionality, completion of elevations, etc.)

Program implementation (development + intake) includes the preparation of full CDBG project applications for the housing element of the Recovery Program, which entailed: consultation with property owners to go over options; assisting the property owners in obtaining and submitting the necessary information; preparing complete grant applications and supporting documentation using the Web-based, electronic grant (eGrants) management system or the traditional, non-electronic HMGP grant application or other applications; performing a benefit cost analysis and a complete documentation package for each project; preparing maps needed for the application (FIRMS, topographic and street maps; providing information regarding environmental resources and/or historical properties in the project area and potential impacts to those resources; reviewing architectural plans, soil tests, foundation designs, construction details, elevation certificates and other specifications for elevation and reconstruction projects; reviewing appraisals to determine fair market values for acquisitions; reviewing appraisals to determine fair market values for acquisitions; coordination of federal duplication of benefits issues with agencies and property owners; preparing and submitting grant application and supporting materials after review and signature by community officials; and responding to any RFI requests from agencies in coordination with community officials.

Pre-construction consists of diligent record-keeping and status reports to Iberia Parish Government, as well as assisting in the preparation of Environmental Review Records for each property. During the construction phase, our team conducts intensive housing inspections and prepares detailed progress and completion reports for each property.

Our team stresses the necessity of daily attention to documentation in order to comply with all grant program mandates and documentation requirements. We prepare quarterly reports and maintain project management files on behalf of the Parish along with other documentation required by the State (Grantee) or Parish (Subgrantee). We track the program expenditures and assist the Parish in tracking the financial status of both program and homeowner payments. Our team has developed an action plan for public outreach that includes parish officials, residents and

residents who may live outside the parish (located by tax record research and a media plan). The team has also developed a detailed file management system, which is vital to records identification and control.

- **Contact**

Iberia Parish Police Jury
President Larry Richard
Courthouse Building • 300 Iberia Street, Suite 400; New Iberia, LA 70560
(337) 365-8246 • llejeune@iberiagov.net

Vermilion Parish Police Jury – Parish-Implemented Housing Recovery Program – Louisiana Community Development Block Grant Program

BH&A is part of a team selected by the Vermilion Parish Police Jury to assist Vermilion Parish Government and the Vermilion Parish CDBG administrative consultant in the implementation and management of the Housing Element of the parish-implemented Recovery Program in Vermilion Parish to deal with damages caused by Hurricanes Katrina (2005) and Rita (2008). The wind and water damages caused by these storms to housing and infrastructure surpassed levels previously seen by Parish residents and leaders. The five-phase project includes: program development (contract award and preparing the system for execution); program intake (administrative process, interviews and advising individual applicants); pre-construction (detailed environmental reviews, assessments and housing inspections); construction (execution of elevation plans); and closeout and monitoring (fund reimbursement, restoration of homeowner functionality, completion of elevations, etc.)

Program implementation (development + intake) includes the preparation of full CDBG project applications for the housing element of the Recovery Program, which entailed: consultation with property owners to go over options; assisting the property owners in obtaining and submitting the necessary information; preparing complete grant applications and supporting documentation using the Web-based, electronic grant (eGrants) management system or the traditional, non-electronic HMGP grant application or other applications; performing a benefit cost analysis and a complete documentation package for each project; preparing maps needed for the application (FIRMs, topographic and street maps; providing information regarding environmental resources and/or historical properties in the project area and potential impacts to those resources; reviewing architectural plans, soil tests, foundation designs, construction details, elevation certificates and other specifications for elevation and reconstruction projects; reviewing appraisals to determine fair market values for acquisitions; reviewing appraisals to determine fair market values for acquisitions; coordination of federal duplication of benefits issues with agencies and property owners; preparing and submitting grant application and supporting materials after review and signature by community officials; and responding to any RFI requests from agencies in coordination with community officials.

Pre-construction consists of diligent record-keeping and status reports to the Vermilion Parish Police Jury, as well as assisting in the preparation of Environmental Review Records for each property. During the construction phase, our team conducts intensive housing inspections and prepares detailed progress and completion reports for each property.

Our team stresses the necessity of daily attention to documentation in order to comply with all grant program mandates and documentation requirements. We prepare quarterly reports and maintain project management files on behalf of the Parish along with other documentation required by the State (Grantee) or Parish (Subgrantee). We track the program expenditures and assist the Parish in tracking the financial status of both program and homeowner payments. Our team has developed an action plan for public outreach that includes parish officials, residents and residents who may live outside the parish (located by tax record research and a media plan). The team has also developed a detailed file management system, which is vital to records identification and control.

- **Contact**

Vermilion Parish Police Jury
President Ronald Darby
100 North State Street, Suite 200; Abbeville, LA 70510
(337) 898-4300

Vernon Parish - HMGP Drainage Improvements

This project consists of drainage improvements to Hawks Road and Brushy Creek Road in Vernon Parish. BH&A's responsibilities include design of drainage improvements, preparation of construction bid package and bidding services, conduction of pre-construction work conference, field staking, on-site construction supervision and inspection, review of contractor requests for payment, payroll monitoring, production of reproducible plan drawings and final inspection and testing.

- **Contact:**

Vernon Parish Police Jury
President James Tuck
P.O. Box 1548
Leesville, LA 71496

Elevation Certifications and Field Work

BH&A has performed field work and elevation certificates for private citizens, governmental and municipal agencies and corporate and industrial sites in the following Louisiana parishes: Catahoula, Concordia, East Carroll, Franklin, Grant, Jefferson, LaSalle, Madison, Orleans, Pointe Coupee, Rapides, Richland and Tensas. We have also performed elevation certificates in the following Mississippi counties: Adams, Amite, Claiborne, Copiah, Lincoln and Wilkinson. In the 27 years during which BH&A has been in business, we have conducted approximately 800 of these certificates. Not included in that number are 329 elevation certificates conducted in the Ninth Ward and historic areas of New Orleans during post-Hurricane Katrina recovery efforts from March-November of 2009 under the purview of our work for Louisiana Land Trust/Road Home Corporation and the City of New Orleans.

Town of Clayton Drainage Improvements – Municipal Infrastructure Program

Under the Disaster Recovery Unit of the state Office of Community Development, the scope of work for this project consists of redesigning and modifying the water control gate within the bank of the levee, then rehabilitating the existing pumping system to prevent flooding of residential properties within this area. Also, this project consists of clearing and snagging approximately 1,200 feet of the paved ditch to prevent water from backing up during the Gustav-sized events. These improvements will serve as a practical measure for the improvement of the town's drainage.

The design of this project will address flooding concerns upstream and downstream of the proposed water control gate and the pumping system. The clearing and snagging of the drainage ditch and the redesign of the water control gate will enhance the drainage capacity of the ditch, and will help with upstream flooding concerns. Rehabilitating the pumping system will help with the downstream flooding concerns by allowing for a more evenly controlled flow during and after high precipitation storm events.

BH&A is providing surveying, engineering design and construction inspection services for this project.

- **Contact:**

Town of Clayton
Mayor Josephine Washington
101 Shady Lane
Clayton, LA 71326
(318) 757-8540

Village of Sicily Island Drainage Improvements – Municipal Infrastructure Program

Redesigning and modifying the existing culverts and ditches to effectively drain the subdivision and prevent flooding of residences. The drainage for the subdivision is typical, with open ditches and culverts of various types for driveway crossings. The street ditches, which also drain the subdivision, drain into another larger drainage canal to the south of the subdivision. The various culvert damages hinder the flow of the drainage ditches and therefore hamper the originally designed drainage pattern. Also, the proposed project will address the reconditioning of ditches throughout the subdivision and shaping and snagging of the main drainage ditch that flows south to the Tensas River. BH&A will complete a hydraulic study to indicate what particular size culverts would be needed to handle this type of flood event. Primarily due to the late heavy rains resulting from Hurricane Gustav, the potential for severe thunderstorms in the springtime of the year and ongoing complaints from residents, this area is in need of mitigation measures.

The design of this project will address flooding concerns throughout the subdivision of Sicily Island. The design and modification of the proposed drainage system will enhance the drainage capacity of the canal and the ditches within the subdivision of the village. The proposed drainage system will allow for a more even flow during high precipitation storms events, alleviating the larger flows that typically occur after a high precipitation storm event.

BH&A is providing surveying, engineering design and construction inspection services for this project.

- **Contact:**
Village of Sicily Island
Mayor Walter Krause
101 Sicily Avenue
Sicily Island, LA 71334
(318) 757-4772

11. This is to certify that all information contained herein is accurate and true.

Signature:



Typed name and title: Bryant O. Hammett, Jr. Owner/Manager

Date 10/9/2017