

Memorandum

To: Papio NRD Hazard Mitigation Plan Update Ad-Hoc Consultant Selection Subcommittee
From: Lori Ann Laster, Stormwater Management Engineer
Date: September 6, 2023
Re: Contract with JEO Consulting Group Inc. for the Papio NRD Hazard Mitigation Plan Update

On July 13, 2023, the Subcommittee selected JEO Consulting Group Inc. (JEO) to provide professional services to update the District's Multi Hazard Mitigation Plan. Since that time, District staff and representatives from JEO have worked together to prepare the enclosed agreement, detailed scope, and time and cost estimate for this project.

JEO will be responsible for providing project management, preparing a grant application to fund the plan update, public involvement coordination, data collection and risk assessment, and plan preparation. According to the schedule, the updated plan will be submitted to FEMA in March 2026. The total fee for this work was negotiated at \$309,750 and is broken down between different tasks in the attached scope, schedule, and fee.

The planning grant through FEMA will cover 75% of the project costs. The remaining 25% may be split between Nebraska Emergency Management Agency (NEMA) under the Governor's Emergency Fund and the District. This District's portion of this project would be \$38,718.75 if the state funding is awarded. A FEMA-approved Hazard Mitigation Plan is required by FEMA to be eligible for other mitigation grant funding and must be updated every five years.

Management recommends that the Subcommittee recommend to the Board that the General Manager be authorized to execute a professional services contract with JEO Consulting Group Inc. to update the District's Multi Hazard Mitigation Plan for a maximum fee of \$309,750, subject to changes deemed necessary by the General Manager and approval as to form by District legal counsel.

This is **Attachment 1 to EXHIBIT A**, consisting of 9 pages, referred to in and part of the **Agreement between Owner and Engineer for Professional Services** dated 9/5/2023.

Proposed Scope of Services and Schedule

Task 0: Mitigation Grant Development and Management

0.1 Grant Development [Pre-Award Costs]

The ENGINEER will coordinate with the OWNER to develop a FEMA Building Resilient Infrastructure and Communities (BRIC) application to complete this project. The ENGINEER will assist the OWNER with any Request for Information (RFI) or maintenance requests from NEMA or FEMA on the grant. Upon completion, additional project development and timelines will be discussed with the OWNER. The rest of the project is anticipated to be completed after receiving notice of grant award.

- Assumptions
 - OWNER to provide access to grant application to ENGINEER in FEMA GO grants system to input information
 - OWNER to review and submit final grant application to NEMA/FEMA
 - ENGINEER provide supporting data and general text for grant development. ENGINEER to review and revise grant pending RFIs.
 - The grant application will not include management costs.
- Deliverables
 - FEMA-approved grant application

Task 1: Project Management and Kick-off Meeting

The ENGINEER will coordinate with the OWNER and other involved jurisdictions/parties to complete a kick-off meeting to initiate the project. This task also includes general project oversight, management and quality control (QC), coordination, and routine project meetings.

1.1 Project Management

This task includes all project duties related to project and schedule management. Detailed monthly project invoices and progress reports will be prepared and submitted to the OWNER. Also, routine project management and coordination tasks will be performed during the anticipated time frame for the project per the proposed schedule. Perform routine project management tasks including internal review meetings, status update meetings with OWNER, and general project coordination (not including public meetings) with the OWNER and relevant stakeholders.

- Assumptions
 - ENGINEER will provide status updates as necessary
 - OWNER will pay invoices as received for services rendered
- Deliverables
 - Monthly project invoices
 - Monthly progress reports

1.2 Grant Management

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The ENGINEER will provide the OWNER with quarterly reports (up to eight (8)) and any maintenance requests from NEMA or FEMA for the grant.

- Assumptions
 - OWNER will share relevant information regarding grant with ENGINEER. OWNER will submit quarterly reports to NEMA.
 - ENGINEER to provide project status information to OWNER as needed
 - Grant Management Meetings are covered under *Task 1.4*
- Deliverables
 - Quarterly Reports (8)

1.3 Kick-off Meeting

A kick-off meeting will be held with the OWNER to discuss the overall scope and nature of the project. The OWNER, with help from the ENGINEER, will identify interested public and private agencies or persons who will need to be consulted about various aspects of the project. The ENGINEER will provide the agenda and minutes from the meeting and facilitate a discussion to refine goals and objectives. Representatives from the NRD, counties in the planning area, CRS cities, state agencies, and key stakeholders will be invited to Kick-off meeting. At the project kick-off meeting, the ENGINEER will share the project overview, provide a preliminary project schedule, identify regional hazards for analysis, and collaborate on a stakeholder engagement list.

- Assumptions
 - OWNER will attend kick-off meeting. OWNER to provide input on kick-off materials (comment on schedule, goals, hazards, etc.). OWNER to post project status and information to project website.
 - ENGINEER will collect and compile list of eligible jurisdictions, draft contact list, project schedule. ENGINEER to schedule and facilitate kick-off meeting. ENGINEER to review existing HMP and new guidance for necessary changes.
- Deliverables
 - Meeting minutes including goals/objectives, project schedule, hazards for review, draft contact list, list of eligible jurisdictions

1.4 Management Meetings

This task includes the estimated number of project progress/coordination meetings required to manage the overall contract and HMA requirements. These meetings will be held over the duration of the project either virtually or by telephone. No more than two (2) JEO staff will attend management meetings. These meetings will take place with the OWNER and NEMA. The ENGINEER will provide notes or meeting minutes as appropriate. ENGINEER will coordinate with OWNER and FEMA for a pre-kickoff meeting to discuss grant scope, budget, FEMA planning requirements, document changes, and requests for pre-submittal review(s).

- Assumptions
 - ENGINEER will schedule and facilitate meetings. ENGINEER to send meeting invitations and follow up as necessary
 - OWNER will attend meetings, finalize meeting dates, secure meeting locations (if in person)
- Deliverables
 - Meeting minutes

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Task 2: Public Involvement and Stakeholder Participation

This task includes public involvement and stakeholder participation programs to involve eligible jurisdictions in the HMP.

2.1 Project Information and Outreach:

Coordinate with OWNER to identify eligible jurisdictions and key stakeholders to be targeted for the HMP update. ENGINEER will develop project outreach materials including press releases for newspaper and general public, project sponsor social media blurbs (Facebook, X (formerly Twitter)), one public electronic survey to run the length of public engagement, project flyers (for general information and listening sessions), and/or invitation letters. ENGINEER will coordinate with the OWNER (specifically I&E Coordinator) for the development and distribution of public outreach materials. ENGINEER will provide all outreach materials to OWNER and assist with distribution of project information sheets to participating communities and stakeholders. The ENGINEER will assist the OWNER in developing social media prompts and posts to engage the public with the online survey, not to exceed twelve (12) posts. See Task 3.5 for additional translation services as part of public outreach materials.

- Assumptions
 - ENGINEER will: develop and share materials with OWNER, develop draft contact list for stakeholders
 - OWNER to review and approve materials, share media blurbs online, review and provide comments on list of stakeholders
- Deliverables
 - Social Media Blurbs (12)
 - Flyers (2)
 - Public Survey (1)
 - Press Releases (2)
 - Letters (1-2 per meeting)

2.2 Project Public Meetings

Coordinate and conduct two (2) traditional public meetings in each of the project counties to involve the public and surrounding jurisdictions in the planning effort, resulting in a total of twelve (12) public meetings. One (1) public meeting will be held during “hazard identification” phase at a location determined by Owner in each of the counties, one (1) public meeting will be held during the “mitigation strategies” phase of the project. All meetings will be held in a hybrid style (i.e., in-person and virtual options). A separate recorded presentation with meeting information for both Round 1 and Round 2 will be developed and made available online through the project website. The recording can be used to include jurisdictions that are unable to attend the traditional public meetings to meet participation requirements. One-on-one meetings will be coordinated and conducted for up to eight (8) interested jurisdictions, for no more than eight (8) one-on-one meetings.

- Assumptions
 - OWNER will attend project related meetings, provide local input, assist in gaining buy-in from communities hesitant to engage in planning process, identify and secure meeting locations (in-person)
 - ENGINEER will schedule and facilitate public meetings, schedule and facilitate one-on-one meetings, send post-meeting follow up information, send invitation and follow up letters. ENGINEER will upload recording of meetings to project website.

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- Deliverables
 - Meeting materials
 - Presentation recording for Round 1 and Round 2

2.3 *Listening Sessions*

Coordinate with OWNER to identify vulnerable or underserved groups for targeted outreach efforts. Underserved areas may include census-designated and riverfront areas (King Lake, Venice, etc.). The ENGINEER will conduct up to nine (9) open house style listening sessions to bring together plan participants and interested stakeholders to better understand the hazard mitigation planning process. Locations may include one (1) per county for Burt, Dakota, Thurston, Washington, and Sarpy. Four (4) additional meetings to be held in Douglas County (e.g., north Omaha, south Omaha, Metro area, and river front areas). Sessions will be held after community “hazard identification” meetings but prior to “identification of mitigation alternative” phase to solicit community specific concerns and projects to present to local planning team officials. One (1) final virtual listening session will be held during Public Review Period for final comments from the jurisdictions and targeted stakeholders. The ENGINEER will prepare necessary handouts, presentations and follow-up material for these meetings. See Task 3.5 for additional translation services as part of listening sessions.

- Assumptions
 - OWNER will attend meetings, provide local input, assist in gaining buy-in from communities hesitant to engage in planning process, identify and secure meeting location
 - ENGINEER will schedule and facilitate listening sessions, send post-meeting follow up information. ENGINEER to provide listening session summaries and revise draft HMP from input as necessary.
- Deliverables
 - Meeting materials
 - Meeting minutes/summary

2.4 *Project website*

The ENGINEER will assist the OWNER in updating existing project website (papiomitigation.org) for sharing project related information with the OWNER, participating jurisdictions, and other stakeholders. The OWNER will provide ENGINEER with access to papiomitigation.org for update and integration of plan documents. The ENGINEER will develop and integrate an interactive storymap for participating jurisdictions to access community factsheets and submit feedback through public comment forum. ENGINEER will develop and integrate presentation style recording of meetings (Round 1 and Round 2) for inclusion on website.

- Assumptions
 - The ENGINEER will assist in maintaining the project website for the duration of the project.
 - OWNER will share access to existing website with ENGINEER. The OWNER will maintain the website at the conclusion of the project.
- Deliverables
 - Project website
 - Project storymap

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2.5 Translation Services

ENGINEER will translate community factsheets (for selected jurisdictions with Spanish speaking residents), project flyers, social media blurbs, and/or website language into Spanish as appropriate. Interpreters for public meetings may be utilized for meetings to be held in areas with heavy Spanish-speaking populations. For translation services unable to be completed by ENGINEER, ENGINEER will coordinate and utilize a sub-consultant, WorldSpeaks, as needed.

- Assumptions
 - OWNER will identify communities for translated materials. OWNER will share Spanish social media blurbs on own online platforms
 - ENGINEER will arrange translators presence for meetings. ENGINEER will suggest communities for Spanish translated materials
- Deliverables
 - Materials in Spanish: flyers (2), social media blurbs (12), factsheets (TBD), website

- 2.6 Promotional Material (Reimbursable)

ENGINEER will procure monthly drawings for survey for prizes such as t-shirts, mugs, rain gauges, etc. and gift cards to local attractions to showcase the project purpose.

- Assumptions
 - ENGINEER will arrange/purchase promo materials.
 - OWNER will identify recipients and arrange for delivery/ mailing of promotional materials.
- Deliverables
 - Promotional materials - TBD

Task 3: Data Collection and Risk Assessment:

As part of this task, the ENGINEER will complete a detailed review of recently available data or revised background information. Also, the ENGINEER will perform a risk assessment for the identified hazards.

3.1 Data Collection and Risk Assessment

The ENGINEER will review and evaluate the existing plan and Plan Review Tool (PRT) in accordance with the current FEMA mitigation plan crosswalk to determine data gaps. The ENGINEER will coordinate with NEMA, NDNR, NDMC, and other technical expert agencies to gather and review all available information. Data to be collected includes sources from NCEI, NDMC, FEMA, SBA, USDA, PHMSA, county assessors, and others. Data will include but is not limited to: history of flooding and other hazards; flood insurance studies (FIS); relevant previous studies and reports; existing community or stakeholder plans; parcel data; and other pertinent records since the development of current plan. The ENGINEER will coordinate with local and county representatives to update field related data such as critical facilities, structural inventory, site specific hazards, or other community-specific issues.

- Assumptions
 - ENGINEER to request parcel data from county assessors, collect historical occurrence records, analyze hazard risk data. ENGINEER to provide feedback and guidance for mitigation actions based upon hazard risk data.
 - OWNER will assist with collection of parcel and RL data (as needed), assist communities in locating/sending local data, assist with follow up as needed.
- Deliverables
 - Hazard risk analysis – technical appendices

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Exhibit A – Attachment 1 – Engineer’s Services

3.2 GIS Mapping

The ENGINEER will gather and analyze geospatial data to develop maps associated with the risk assessment. Maps to be developed will include flood risk maps with DFIRM and critical facility locations, dam locations, tornado tracks, transportation corridors, or others for the risk assessment. The ENGINEER will develop community specific maps for each participating jurisdiction which identify key mitigation actions and areas at risk (as appropriate – not to exceed 50).

- Assumptions
 - ENGINEER will create hazard risk maps and community maps as appropriate
 - OWNER to review maps as needed
- Deliverables
 - GIS maps – Critical Facility, floodplain, hazard risk maps (as needed)

Task 4: Develop Mitigation Plan

As part of this task, the ENGINEER will prepare an HMP update as per applicable FEMA guidelines and requirements. The ENGINEER will submit the HMP to the OWNER, participating jurisdictions, and key stakeholders for review.

4.1 Develop Mitigation Plan Executive Summary

ENGINEER will develop a regional summary based on data analysis and public meeting input as part of the executive summary. Executive summary will include plan authority, hazard mitigation goals and objectives, planning process overview, implementation and maintenance schedule and other relevant information as determined during planning process.

- Assumptions
 - ENGINEER will develop HMP document
 - OWNER will review HMP and provide feedback and comment on plan
- Deliverables
 - Hazard Mitigation Plan Executive Summary

4.2 Develop Mitigation Plan Community Profiles and Factsheets

ENGINEER will develop jurisdiction-specific factsheets and profiles for each participating community or jurisdiction for up to 45 participants. Profiles will include local hazards of concern, mitigation projects, planning team members, maintenance schedule, and quick facts. ENGINEER will only develop profiles for jurisdictions fully participating in the planning effort. Participants must meet all participation requirements including attending meetings, providing local data/feedback, and reviewing draft profiles.

To develop community factsheets the ENGINEER will:

- Identify and analyze specific hazards and risks
- Identify and summarize key mitigation or capacity building activities
- Provide problem statements connecting local issues to mitigation or capacity building activities

- Assumptions
 - ENGINEER will develop jurisdiction specific profiles and factsheets
 - OWNER will review and provide feedback and comment on profiles as needed.
- Deliverables
 - Hazard Mitigation Plan Community Profiles and Factsheets

MODIFIED VERSION of

Exhibit A – Attachment 1 – Engineer’s Services

4.3 *Develop Regulatory Documentation and Technical Appendices*

ENGINEER will compile and provide technical resources, data analysis, regulatory documentation, and planning process description in appendices. Information to be moved to appendices found in Sections Two, Four, and Five from prior plan.

- Assumptions
 - ENGINEER will provide documentation of hazard risk analysis data and regulatory requirements.
- Deliverables
 - Hazard Mitigation Plan Technical Appendices and Regulatory Documentation

Task 5: CRS Credits

5.1 *Track efforts for CRS credit:*

Assist communities in evaluating what is currently in place that would qualify for credits under the CRS program through Activity 510.

- Assumptions
 - CRS communities will provide current standing and CAV reports to ENGINEER
- Deliverables
 - None

5.2 *Conduct public meetings for CRS communities:*

For the three communities currently participating in the CRS program ENGINEER will assist in conducting up to four (4) meetings per community, twelve (12) in total, and one (1) collective goal-setting meeting. Meetings to be tailored to meet criterion under Activity 510 for the CRS program.

The ENGINEER will assist in conducting a total of two (2) open houses for enhanced CRS credits (covering all three communities at both meetings). One open house to occur during initial two months of planning process, one open house to occur during Public Review Period.

- Assumptions
 - CRS communities will attend meetings, provide local input, share information about meetings/open houses
 - ENGINEER will schedule and facilitate CRS meetings and open houses
 - OWNER will identify/secure meeting locations
- Deliverables
 - Meeting minutes
 - Open House meeting materials

5.3 *Conduct enhanced analysis for CRS credit:*

ENGINEER will conduct a comprehensive review of community planning documents and studies to be incorporated into the HMP. Data analysis to be included for flood risk analysis such as designated floodplain; areas impacted by localized flooding; areas at risk to future development; impact of climate change on flood risk; and economic impacts resulting from flood events. ENGINEER will coordinate with CRS communities to identify and evaluate actions and strategies across the six categories of floodplain management and develop action plan for implementation.

- Assumptions
 - ENGINEER will conduct flood risk analysis for CRS communities, request RL/SRL data, suggest flood specific mitigation actions, and suggest action plan

MODIFIED VERSION of

Exhibit A – Attachment 1 – Engineer’s Services

- CRS communities will provide community specific flood risk data to ENGINEER. CRS communities to identify and finalize flood related mitigation actions.
- Deliverables
 - CRS specific flood risk analysis for applicable communities

Task 6: Quality Control, Adoption, and Submission

6.1 Quality Control and Public Review

ENGINEER will conduct a thorough review of the HMP for both grammatical and technical accuracy. The ENGINEER will provide draft portions of the plan to technical experts for review, including NDMC, NeDNR, Dam Safety, USACE, NEMA, FEMA, or others as identified during plan development. The ENGINEER will provide electronic draft copies of the plan to all participating entities for review and revision with notice of review period sent (email or mail) to all stakeholders and participants. During review period, ENGINEER will develop draft adoption resolutions for participating jurisdictions. Identified plan revisions and signed adoption resolutions will be incorporated into draft document following quality control review and prior to plan submission.

- Assumptions
 - ENGINEER to conduct QAQC of document prior/during public review; post draft document online for review period; send notifications of review period. ENGINEER to develop and send draft adoption resolutions. ENGINEER will send draft HMP to state or stakeholder partners for expert technical review.
 - OWNER will share or link public review drafts to social media. OWNER will review draft document and provide feedback
- Deliverables
 - Adoption Resolutions
 - Draft HMP for review

6.2 Plan Submission/Plan Revisions

ENGINEER will complete required documentation of plan completion and submit Mitigation Plan to NEMA/FEMA for review and comment. If NEMA/FEMA review results in a request for revisions, the ENGINEER will complete the requested revisions as appropriate to receive approval of the HMP and resubmit.

- Assumptions
 - ENGINEER will submit plan to NEMA/FEMA; meet with NEMA/FEMA for plan review (as needed); complete HMP revisions as required by state or FEMA
 - OWNER will meet with NEMA/FEMA for plan review (as needed)
- Deliverables
 - Completed Plan Review Tool
 - Hazard Mitigation Plan

6.3 Plan Adoption

Upon Mitigation Plan approval the ENGINEER will notify all participating jurisdictions of approval status. ENGINEER will provide draft adoption resolutions to jurisdictions with outstanding resolutions. The outstanding participating jurisdictions will adopt the plan and provide supporting documentation of the adoption to the ENGINEER who will file signed and received resolutions with NEMA. The ENGINEER will not attend local or county meetings during the adoption process.

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Exhibit A – Attachment 1 – Engineer’s Services

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- Assumptions
 - ENGINEER will develop draft adoption resolutions; notify jurisdictions of approval status; follow up for missing adoption resolutions.
 - OWNER will notify ENGINEER of approval (if not provided by NEMA/FEMA to ENGINEER). OWNER will adopt the plan via resolution; assist with local adoption of the HMP
- Deliverables
 - Notification letter of approval
 - Adoption Resolutions

6.4 Plan Distribution

Upon State and FEMA approval, the ENGINEER will provide OWNER color copies of the Hazard Mitigation Plan for each participating county (no more than seven (7) printed copies), and electronic copies of the plan will be provided to all participating jurisdictions. The OWNER will receive one (1) CD or flashdrive containing the electronic file of the approved plan in Microsoft Word and a PDF format.

- Assumptions
 - ENGINEER will print and provide final copies of HMP. ENGINEER will provide electronic copies of HMP for website.
 - OWNER will post final HMP to project website.
- Deliverables
 - Print color copies of HMP (7)
 - Electronic flashdrive of plan (1)

PROJECT SCHEDULE

Notice to Proceed:	Sept 2023
BRIC Grant Application:	Oct-Dec 2023
BRIC Grant Obligation	Sept-Dec 2024
Planning Team Establishment	Dec 2024
Project Kick-off	January 2025
Data Collection, Analysis and Review:	Feb-July 2025
Community Meetings/Listening Sessions #1	Mar-June 2025
Project Website and Storymap Development	June-Dec 2025
Community Meetings/Listening Sessions #2	Aug-Oct 2025
Plan Development	March 2025 – January 2026
Public Review Period/Final Listening Session	Feb – Mar 2026
Plan Completion and Submittal to NEMA:	March 2026
NEMA/FEMA Plan Review/Approval:	May 2026
Plan Adoption:	Feb – July 2026

Note: Project schedule is dependent upon timely reviews by regulatory agencies and stakeholders, as well as timely project direction from the OWNER. Project schedule does not include optional tasks such as CRS-specific meetings or High Hazard Dam Potential milestones.

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Exhibit A – Attachment 1 – Engineer’s Services

This is **Attachment 2 to EXHIBIT C**, consisting of 1 page, referred to in and part of the **Agreement between Owner and Engineer for Professional Services** dated 9/5/2023.

Detailed Fee Schedule

Detail Fee Schedule										Total Task Fee
Task	PM Becky \$190.00	PE JP \$240.00	Lead Planner Brooke \$135.00	GIS/CAD Madi \$115.00	Hours Mitigation Specialist Anthony \$110.00	Engagement Specialist Alyssa \$150.00	Media Specialist Brad W. \$270.00	Clerical/Accounting/Intern Gina/Intern \$80.00	Fee/Task	Total Task Fee
Hourly Rate										
Task 0 Grant Development and Management [2023]										
0.1 Grant Development	8		36	2				2	\$6,080.00	\$6,080.00
Subtotal Task 0										
Task 1 Project Management and Kick-off Meeting [2025]										
1.1 Project Management	44	2	50	4	2	4		8	\$17,510.00	
1.2 Grant Management	2		10						\$1,730.00	
1.3 Kick-off Meeting	8		30			10		6	\$7,550.00	
1.4 Management Meetings	30		24		16			8	\$11,340.00	
Subtotal Task 1										
Task 2 Public Involvement and Stakeholder Participation										
2.1 Project Information and Outreach	6		20		20			12	\$7,800.00	
2.2 Project Public Meetings	20		120		30	16		96	\$37,700.00	
2.3 Listening Sessions	12		72	6	80			28	\$26,930.00	
2.4 Project Website	2		8	30		16		2	\$7,850.00	
2.5 Translation Services (reimbursable expense)									\$13,500.00	
2.6 Promo Materials (reimbursable expense)									\$1,500.00	
Subtotal Task 2										
Task 3 Data Collection and Risk Assessment										
3.1 Data Collection and Risk Assessment	2		16		24			80	\$11,580.00	
3.2 GIS Mapping	2		8	96	16			140	\$25,460.00	
Subtotal Task 3										
Task 4 Develop Mitigation Plan										
4.1 Develop Mitigation Plan Executive Summary	6	4	60	12	25				\$14,330.00	
4.2 Develop Mitigation Plan Community Profiles and Fact sheets	20	20	60	20	60	16		60	\$32,800.00	
4.3 Develop Regulatory Documentation and Technical Appendices	6	8	12		20			40	\$10,080.00	
Subtotal Task 4										
Task 5 CRS Credits										
5.1 Track efforts for CRS Credit	20		50						\$10,550.00	
5.2 Conduct public meetings for CRS Credit	16	8	60		20	30		40	\$22,960.00	
5.3 Conduct enhanced analysis for CRS credit	8	16		12	40				\$11,140.00	
Subtotal Task 5										
Task 6 Quality Control, Adoption, and Submission										
6.1 Quality Control and Public Review	80		20			10			\$20,200.00	
6.2 Plan Submission/Plan Revisions	6		40		6			3	\$7,680.00	
6.3 Plan Adoption			2					20	\$1,870.00	
6.4 Plan Distribution	2		2					12	\$1,610.00	
Subtotal Task 6										
Total Hours	300	58	700	182	253	208		565	\$309,750.00	\$309,750.00

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Exhibit C – Attachment 2 – Compensation Decision Guide.