

# PURCHASE ORDER

Page No.:

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LEE COUNTY BOARD OF COUNTY COMMISSIONERS  
DIVISION OF PURCHASING  
PO BOX 398  
FORT MYERS, FL 33902 - 0398  
(239) 533-8881 TELEPHONE (239) 485-8383 FAX

BILL TO: LEE COUNTY FINANCE DEPARTMENT  
PO DRAWER 2238  
FORT MYERS, FL 33902-2238  
(239) 533-2100

AN EQUAL OPPORTUNITY AFFIRMATIVE ACTION EMPLOYER

FLORIDA SALES TAX EXEMPTION NO. 85-8012622170C-4

Acceptance of this Purchase Order constitutes acceptance by the vendor of the Lee County Standard Terms and Conditions as provided at:  
<https://www.leegov.com/procurement/Documents/POTermsAndConditions.pdf>

**VENDOR: 482409**

**TETRA TECH INC**  
**3475 EAST FOOTHILL BLVD**  
**PASADENA, CA 91107**

**SHIP TO: COUNTY ADMINISTRATION**  
**2115 SECOND STREET, 4TH FLOOR**  
**FORT MYERS, FL 33902**

BUSINESS PHONE: 321 441-8500  
FAX NUMBER:

REQUISITIONER: MCHANDLER  
BUYER: MCHANDLER

**P.O. NO.:****9842**

ORDER DATE: 7/27/2023 FREIGHT TERMS: FOB - OUR LOCATION  
DELIVERY DATE: 7/27/2023 CONFIRM TO:  
INSTRUCTIONS:

QUOTE/CONTRACT NO.:  
BRANCH/PLANT : MGROS

Community Development Block Grant - Disaster Recovery Consulting Services for a Broad-Level Tier 1 Environmental Review of Lee County, Florida

**Project Summary / Objectives**

The U.S. Department of Housing and Urban Development (HUD) has allocated \$1.1 billion in Community Development Block Grant - Disaster Recovery (CDBG-DR) funding directly to Lee County to assist with the county's long-term recovery following Hurricane Ian. The CDBG-DR projects will require compliance with federal environmental regulations contained in 24 CFR Part 58. Lee County's goal is to have the county-wide Broad-Level Tier 1 Environmental Review completed for housing, infrastructure and mitigation projects in parallel with the creation and approval process of our initial Action Plan.

**Project Scope**

1. Review projects proposed by Lee Board of County Commissioners for CDBG-DR funding for Broad-Level Tier 1 Environmental Reviews in compliance with 24 CFR Part 58.
2. Produce a final Broad-Level Tier 1 Environmental Review file in compliance with 24 CFR Part 58, in print and electronic formats, to support the completion of the review; file must be audit ready.
  - a. Conduct required early notification to stakeholders.
  - b. Conduct required public notification, advertisement, and engagement processes.
  - c. Compile the necessary mapping and documentation to support the review.
  - d. Conduct all required final notification on to stakeholders.
  - e. Complete HUD's 8-step decision making process and flood plain management plan in accordance with Executive Order 11988.
  - f. Design checklist formats for the following types of site-specific reviews:
    - i. Categorically Excluded, Not Subject to Part 58
    - ii. Categorically Excluded, Subject to Part 58
    - iii. Environmental Assessment

Account String(s): BB5120100100.503190

**PURCHASING AUTHORIZATION: MARY G. TUCKER**

The following applies to purchases made or reimbursed with Federal funds as per 2 CFR 200.318(j) and other Federal Regulations. For Construction Manager at Risk (CMAR), firm fixed price, lump sum, Time & Material (T&M) and/or Time & Equipment (T&E) procurements, this Purchase Order represents a Vendor's Notice to Proceed (NTP). Line-item Extended Price(s) shall be considered Not to Exceed (NTE) ceiling value(s). Additionally, the Total Order value for a Purchase Order represents a NTE ceiling value. If the Vendor anticipates exceeding either of these NTE values, they should contact the Lee County Procurement Department for a change order. If a Vendor exceeds a Line Item or Total Order NTE value, it does so at its own risk.

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**P.O. NO.:** **9842**

ADDRESS BOOK NO.: 482409

TAX EXEMPT NO.: 60359088

LINE#1 :

Who - Tetra Tech contact Nick Russo 713-492-1174

Who - County Staff: Jennifer Posey 239-533-2344 [jposey@leegov.com](mailto:jposey@leegov.com) <<mailto:jposey@leegov.com>> and Kelly Ryman 239-533-2438[KRyman@leegov.com](mailto:KRyman@leegov.com) <<mailto:KRyman@leegov.com>>

What - Purchase order in the amount of \$9,975.00 per attached Quote

When - Upon approval of purchase order - effective term: 8/1/2023 - 12/31/2023 - this will cross fiscal years.

Where - Work will be completed remotely by Tetra Tech based on the CDBG-DR project list from Lee County, goal is completion within 120 days.

Why - Tier 1 Environmental Reviews are required as part of CDBG-DR Action Plan

MBC 07/27/2023

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Line	Rev	Item	Description/Account	Ordered	UOM	Unit Price	Extended Price	Req. No.	Type
1.000		96100	TIER 1 ENVIRONMENTAL REVIEWS CDBG-DR 08/01/23-12/31/23 BB5120100100.503190		EA	.0000	9,975.00		

**Total Order:** **9,975.00**

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