

Proposal for Contract Amendment
ARPA Consulting Services Contract (2024-CON-0296)
June 2026



Proposal for Contract Amendment 1 to the City of New Haven, CT for ARPA Closeout Support

Submitted to:

City of New Haven, CT
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Submitted by:

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A. INTRODUCTION

On May 10, 2021 the U.S. Department of the Treasury announced the launch of the Coronavirus State and Local Fiscal Recovery Funds, established by the American Rescue Plan Act (ARPA) of 2021, to provide \$350 billion in emergency funding for eligible state, local, territorial, and Tribal governments. Treasury also released details on how these funds can be used to respond to acute pandemic response needs, fill revenue shortfalls among these governments, and support the communities and populations hardest-hit by the COVID-19 crisis. The City of New Haven, CT (City) is eligible for receipt of funds under programs established by the American Rescue Plan. Tetra Tech is available to offer additional support to the City through the scope of work outlined below, consistent with the City's RFP # 2022-04-1443 for ARPA Consulting Services.

B. PROJECT SCOPE OF WORK

In addition to the scope of work as detailed in the current Agreement between Tetra Tech and the City, Tetra Tech can provide additional ARPA Closeout Support services as follows:

Task 1: ARPA Closeout Support:

Tetra Tech will compile and prepare closeout audit ready packages for ARPA projects performed by the City of New Haven through the following subtasks:

Subtask 1.01- Closeout Plan Development

Tetra Tech will work with the City to review list of requirements for each project and compile closeout plan specific to each ongoing and executed ARPA project.

Subtask 1.02- Execute Financial Reconciliation and Reporting

Upon completion of each project execution, Tetra Tech will reconcile final cost data per project for incorporation into required programmatic reporting.

Subtask 1.03- Project Narrative Review and Adjustments

Tetra Tech will provide adjusted project narratives as appropriate per Treasury guidance on all expenditure categories if needed.

Subtask 1.04- Final Review and Compilation of Closeout Submission Package

Upon completion of the closeout plan outlining required final documentation for each project, Tetra Tech will perform final closeout review of supporting documentation. If closeout documentation is delinquent, Tetra Tech will coordinate with relevant departments to collect required information for incorporation into a final project closeout submission package to be stored in a mutually agreed upon data library for the City.

Subtask 1.05- Timeline Development

Tetra Tech will develop 6 month timelines from 7/1/26-12/31/26 and 1/1/27-6/30/27 highlighting major milestones needed for both New Haven OMB and project leads within city departments.

Subtask 1.06- Closeout Hand-off Report

Tetra Tech will prepare a final deliverable outlining project documentation, type, and other relevant project information for the City's future reference.

C. ESTIMATED PROJECT TERM

Project term shall be extended **through June 14, 2027**.



D. ESTIMATED PROJECT COST

Tetra Tech is requesting the estimated not-to-exceed project amount to be increased by \$244,290 from \$501,100 to **\$745,390**. Table 1 below provides the estimated cost breakdown for the additional funding for the scope of work detailed herein from June 15, 2026 through June 14, 2027. The fee for these services will be based on the actual hours of services furnished multiplied by Tetra Tech's hourly rates as set forth in Table 1. The estimate is based on Tetra Tech's current understanding of the project requirements and best estimates of level of effort required to perform the basic services and may be subject to change upon agreement between the City and Tetra Tech.

Table 1: Estimated Cost Breakdown – Additional Funding for ARPA Closeout Services [1] [2]

Billing Title	Estimated Hours	Hourly Rate	Estimated Total
Program Manager	560	\$240.00	\$134,400.00
Senior Consultant	550	\$195.00	\$107,250.00
Junior Consultant	24	\$110.00	\$2,640.00
Estimated Total:			\$244,290.00

[1] The above estimated level of effort and associated costs are based on available information at the time the estimates were prepared and do not represent the actual cost of the project. The fee for services will be based on the actual hours of services furnished multiplied by Tetra Tech's hourly rates.

[2] Tetra Tech may take the following actions, in its discretion, so long as Tetra Tech does not exceed the estimated grand total: (i) Use fewer hours of one labor category and more hours of another labor category or categories and (ii) use fewer hours within one task and more hours within another task as necessary.

Table 2: Contract Amendment Summary

Description	Cumulative Not-To-Exceed Amount	Amendment Net Change	Period of Performance
ARPA Consulting Services Contract (2024-CON-0296)	\$501,100	N/A	07/01/2024-12/31/2026
Amendment 1	\$745,390	\$244,290	07/01/2024-07/14/2027

E. PROJECT ASSUMPTIONS

The scope of services and project costs shown above were developed with the following assumptions and exclusions:

- **Project Sponsor.** The City will assign a primary point of contact and a secondary point of contact to serve as project sponsor and project sponsor back-up to address administrative and functional issues.
- **Access to Personnel.** City personnel will be readily available to provide support, grant timely access to systems and data, provide input to the program requirements, secure and ensure substantial participation in trainings and meetings, and actively participate in trainings and meetings.
- **Access to Materials and Information.** Should the City initiate work for a Task, Tetra Tech will rely on the City to provide documentation and information pertinent to the execution of this project. Tetra Tech will accept information presented by City personnel as factual. Timely and complete provision of necessary documentation and information shall be considered a requisite action outside of Tetra Tech's control.
 - This documentation must be made available to Tetra Tech for review in electronic format within ten (10) business days of the request from Tetra Tech.
 - Information for meetings should be made available to Tetra Tech at least two (2) business days before meetings.

- Availability of the appropriate documentation is critical and necessary to obtain the knowledge and data required for the overall success of this program and the completion of tasks in time. Documentation and information presented will be accepted as factual. If documentation and information is not available to Tetra Tech upon request, the initiation of tasks may be delayed until documentation and/or information required to complete tasks has been sufficiently obtained. This is especially pertinent for closeout actions, which is deadline based, and cannot be completed in a timely manner without the provision of accurate documentation.
- **Eligibility Determinations.** Tetra Tech cannot make final eligibility determinations. Tetra Tech cannot guarantee any specific application is eligible to be paid for with federal funds received by the City. Tetra Tech will provide the City with an informed assessment regarding eligibility on each application based upon current guidance released by the U.S. Treasury. The City understands that the federal government determines what is eligible, as guidance is being further refined for this unprecedented COVID-19 grant program. Tetra Tech, upon request by the City, will provide written explanation regarding any of Tetra Tech's assessments on the use of U.S. Treasury funds.
- **Disclosure.** Tetra Tech will comply with the federal and state privacy and data security laws. Tetra Tech will not disclose the deliverables relating to the services to a third party, including internal departments, without written approval by the City.
- **U.S. Treasury Program Requirements.** Tetra Tech's scope and budget are based on providing services to meet the current U.S. Treasury ARPA program requirements as published in the Final Rule. To the extent changes are made to the U.S. Treasury ARPA program requirements, such changes may result in an increase or decrease to the number of hours required and associated project cost. To the extent such changes to the ARPA Program occur, Tetra Tech and the City will negotiate in good faith and mutually agree on a new/revised scope of work and cost if required, the agreement for which shall not be unreasonably withheld.
- **Methods.** Except as otherwise provided in the Agreement, the City acknowledges that during its performance under the Contract, Tetra Tech may use products, materials, and methodologies proprietary to Tetra Tech and its subcontractors, and the City agrees that it will have or obtain no rights in such proprietary products, materials, and methodologies except pursuant to a separate written agreement (if) executed by the parties.
- **Data Transfer.** At mutually agreed upon frequency or no later than the conclusion of the project, Tetra Tech will facilitate the transfer of data from the *RecoveryTrac*TM Grant Management software containing relevant project documentation and communications that pertain to projects and programs and reconciled project costs.
- **Other Assistance Needed.** The budget presented is limited to the scope of work included in the Agreement. Should the City request additional assistance on activities related to grant management support such as FEMA PA submissions, it should be requested through a contract amendment process, and Tetra Tech will not be able to initiate work until the contract amendment is fully executed by Tetra Tech and the City. To the extent that the City requests additional consulting support beyond this scope and budget, Tetra Tech will provide a separate scope, timeline, and budget for the requested additional effort in a separate submission to the City for approval.
- **In-Person Meetings.** Should a circumstance arise in which local, state, or federal regulations advise against in-person meetings, due to pandemic, epidemic, or a force majeure event, this circumstance shall be defined as an event outside of Tetra Tech's control. Unless otherwise advised by the City, Tetra Tech shall make reasonable efforts to conduct the requisite meeting in a manner which satisfies government regulations, including virtually, as required.
- **Federal/State/City Requests.** The City will forward requests from the U.S. Treasury within 48 hours of receipt upon receiving the requests. Tetra Tech will respond to these requests on behalf of the City as directed.
- **Project Schedule.** Tetra Tech will work with the City to continue to refine the project schedule to monitor project progress and make mutually agreed upon adjustments as needed. In order to be considered effective, these adjustments will be made in writing with approval by the senior management for Tetra Tech and the City.
- **Proposal.** This proposal is based on our current understanding of the project. Revisions will be subject to mutual agreement on the final work scope/schedule and other technical/management requirements desired by the City. The final approved proposal will be part of the awarded contract in its entirety by reference or incorporated as an exhibit.