

**TASK ORDER  
FROM  
VILLAGE OF RUIDOSO  
TO  
D.W. DUKES, LLC.**

1. **Task Order Number:** RFP-2025-002P-01 (Amended) Reduction of Estimated Costs
2. **Title:** Disaster Recovery Coordinator Professional Services
3. **Project Number:** Southfork Fire
4. **Location:** Village of Ruidoso
5. **Scope of Services Required:** Scope of Work attached as Attachment "A"
6. **Village Contact:** Ronald Sena  
**D.W. Dukes, LLC Contact:** Dennis Dukes
7. **Estimated Performance Time:** One year beginning Oct. 24, 2024 and ending Oct. 23, 2025
8. **Estimated Cost Reduction:** From \$1,817,550.00, Including NMGRT to \$913,517.00 Including NMGRT
9. **The parties hereto executed the original Task Order on: (date)** \_\_\_\_\_

\_\_\_\_\_  
**Lynn D. Crawford**  
Mayor  
Village of Ruidoso

\_\_\_\_\_  
**Dennis Dukes**  
Owner  
D.W. Dukes, LLC

**Date:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Attest:** \_\_\_\_\_  
**Jini S. Turri**  
Village Clerk

August 27, 2025

Mr. Ronald Sena  
Village Manager  
Village of Ruidoso  
313 Cree Meadows Drive,  
Ruidoso, NM. 88345

RE: Task Order # 1 Estimated Cost Reduction

Dear Mr. Sena,

Following our original task order proposal dated November 5, 2024, which presented the total estimated costs of **\$1,680,000.00 (total \$1,817,550.00 including Gross Receipts Tax)**, we have conducted a thorough reassessment of the projected labor hours and associated expenses.

As a result of this reassessment, I am pleased to inform you that the estimated costs have been **reduced by approximately 50%**. The revised **Attachment A – Estimated Cost Reduction** (enclosed) reflects a new **total estimated cost of \$844,383.00 (total \$913,517.00 including Gross Receipts Tax)**.

The reductions were achieved by refining projected hours across multiple tasks. Importantly, this cost reduction does not alter the scope of services to be provided, nor does it diminish our commitment to ensuring that all FEMA projects, hazard mitigation proposals, and related programmatic tasks are completed with diligence and accuracy.

We are confident that these reduced costs will not only ease the financial burden on the Village but will also maintain the same level of service and technical expertise originally proposed.

Furthermore, FEMA provides reimbursement to the Village of Ruidoso for these services based on the awarded amount of funding. To date, **\$391,154.63 will be available for reimbursement**, with total reimbursement **projected to reach approximately \$1,300,000** upon the obligation of the remaining projects. The **total charges to date amount to \$544,502.54**.

Thank you again for the opportunity to support the Village of Ruidoso in its disaster recovery efforts. Please find enclosed the revised **Attachment A – Estimated Cost Reduction and Task Details** for your review and records.

Respectfully,



Dennis W. Dukes, PE  
Owner

# **ATTACHMENT A**

## Estimated Cost Reduction

Task ID	Task Description	Cost	Reduced Cost	Total Cost Reduction
1	Damage Site Grouping	\$ 14,165	\$ 7,083	\$ 7,083
2	Site Visit - Group of Damage Sites	\$ 233,801	\$ 116,901	\$ 116,901
3	Essential Elements of Information ("EEI")	\$ 131,336	\$ 65,668	\$ 65,668
4	Damage Description and Dimensions ("DDD")	\$ 92,346	\$ 46,173	\$ 46,173
5	Scope of Work ("SOW") & Cost Estimate	\$ 156,988	\$ 39,247	\$ 117,741
6	Hazard Mitigation Proposal ("HMP")	\$ 127,232	\$ 127,232	\$ -
7	Insurance Review	\$ 15,391	\$ 7,696	\$ 7,696
8	Environmental & Historic Preservation ("EHP") Review	\$ 74,903	\$ 18,726	\$ 56,177
9	FEMA Final Reviews	\$ 50,278	\$ 5,028	\$ 45,250
10	Applicant Final Review	\$ 43,095	\$ 4,310	\$ 38,786
11	Obligation	\$ 15,391	\$ 7,696	\$ 7,696
12	Request Drawdown of Funds	\$ 339,627	\$ 339,627	\$ -
13	Non-FEMA Federal Disaster Relief Program Programmatic and Policy Advice	\$ 49,251	\$ -	\$ 49,251
14	All Recovery Efforts Planning and Coordination	\$ 41,043	\$ 20,522	\$ 20,522
15	Meetings	\$ 49,251	\$ 24,626	\$ 24,626
16	Hazard Mitigation Grant Program Applications	\$ 27,704	\$ 13,852	\$ 13,852
17	Federal Dispute Resolution	\$ 218,198	\$ -	\$ 218,198
<b>Sub-Total</b>		<b>\$ 1,680,000</b>	<b>\$ 844,383</b>	<b>\$ 835,617</b>
<b>Gross Receipts Tax at 8.1875%</b>		<b>\$ 137,550</b>	<b>\$ 69,134</b>	<b>\$ 68,416</b>
<b>Total</b>		<b>\$ 1,817,550</b>	<b>\$ 913,517</b>	<b>\$ 904,033</b>

## Detailed Task Descriptions:

1. Damage Site Grouping
2. Site Visit - Group of Damage Sites for FEMA Table-Top Review
  - a. Visit Site, Inspect, Take Field Notes & Sketch
  - b. Organize Photos by Damaged Site and Date
  - c. Develop Summary Spreadsheet with GPS at Each Impact Site and Culvert
  - d. Develop Historical Google Street View Screenshots and Compare to Site Visit Photos and Field Notes
  - e. Develop Damage Description and Dimensions in Summary Spreadsheet
  - f. Develop Google Earth Map of Group with Damage Sites Pinned
  - g. Meet with FEMA to provide Site Visit Data Package
  - h. Respond to FEMA Request for Information regarding Site Visit Package
3. Essential Elements of Information ("EEI")
  - a. Obtain, Review, and Submit Maintenance Records
  - b. Obtain, Review, and Submit Work Completed Documentation, i.e. Contract: Procurement, Invoices, etc; Force Account: Timesheets, Equipment Logs, Material Purchases, etc.
  - c. Obtain, Review, and Submit Insurance

- d. Obtain, Review, and Submit Supporting Documentation, i.e. Professional Reports, Historical Data, etc.
- 4. Damage Description and Dimensions ("DDD")
  - a. Review FEMA DDD in Grants Portal
  - b. Provide Comments and Review Final Product
- 5. Scope of Work ("SOW") & Cost Estimate
  - a. Review FEMA SOW and Cost Estimate in Grants Portal
  - b. Respond to FEMA Request for Information regarding SOW and Cost Estimate
  - c. Provide Comments and Review Final Product
  - d. Provide PE Stamped Cost Estimate when necessary
- 6. Hazard Mitigation Proposal ("HMP")
  - a. Develop HMP or Review FEMA's HMP
  - b. Respond to FEMA Request for Information regarding HMP
  - c. Provide Comments and Review Final Product
- 7. Insurance Review
  - a. Respond to FEMA Request for Information regarding Insurance
- 8. Environmental & Historic Preservation ("EHP") Review
  - a. Respond to FEMA Request for Information regarding EHP
- 9. FEMA Final Reviews
  - a. Respond to FEMA Request for Information at Final Reviews
- 10. Applicant Final Review
  - a. Provide Comments and/or Review Final Product
- 11. Obligation
  - a. Track Obligation
  - b. Provide Notice of Obligation
  - c. Provide Copy of Final Obligated Project Worksheet
- 12. Request Drawdown of Funds
  - a. Track and Review Work Completed Documentation
  - b. Prepare Drawdown Request Package having all Supporting Documentation
- 13. Non-FEMA Federal Disaster Relief Program Programmatic and Policy Advice
  - a. Research, Respond, Coordinate
- 14. All Recovery Efforts Planning and Coordination
  - a. Strategic Planning and Coordination
- 15. Meetings
  - a. Prepare, Attend, Participate in Recovery meetings with the Village and Federal Agencies
- 16. Hazard Mitigation Grant Program Applications
  - a. Determine Estimated Available Funds
  - b. Identify Measures with Estimated Costs
- 17. Federal Dispute Resolution
  - a. Research
  - b. Develop Responses
  - c. Prepare Appeals