

**LEON COUNTY
CONTRACT ROUTING FORM**

Logged In A17-0084

Original
 Renewal
 Amendment(#)

County Contract No. B-17-096
 Division Contact: ROBERT MILLS Phone # 606-1800
 Department/Division: SOLID WASTE
 Contractor: WHEELER EMERGENCY MANAGEMENT
 Address: 311 Inglewood DR
 City, State, Zip: TALAHASSEE, FL 32301 Phone 850-819-6300

Contract Period: From JANUARY 25, 2017 To JANUARY 31, 2020

Renewal Periods: Number 2 Term ONE YEAR

Contract Total \$ Amount: _____ or check if Unit Price Agreement

Contract Type:	Procurement Method:	Forms Required:
<input type="checkbox"/> Conservation Easement	<input type="checkbox"/> Bid*	<input type="checkbox"/> Public Entity Crimes Statement
<input type="checkbox"/> Construction	<input checked="" type="checkbox"/> RFP*	<input type="checkbox"/> Performance Bond
<input type="checkbox"/> Continuing Supply	<input type="checkbox"/> Sole Source	<input type="checkbox"/> Materials & Payment Bond
<input type="checkbox"/> Deed	<input type="checkbox"/> Gov't Entity	<input type="checkbox"/> Warranty Bond
<input type="checkbox"/> Interlocal Agreement	<input type="checkbox"/> Other (Explain Below)	<input type="checkbox"/> Certification Regarding Debarment
<input type="checkbox"/> Grant		
<input type="checkbox"/> Lease	Insurance Certificates:	*Bid/RFP # <u>RFP#004-17-CC-SC(CITY)</u>
<input checked="" type="checkbox"/> Other Services	<input checked="" type="checkbox"/> General Liability	Awarded by:
<input type="checkbox"/> Performance Agreement	<input type="checkbox"/> Professional Liability	<input type="checkbox"/> Purchasing Director
<input type="checkbox"/> Professional Services	<input checked="" type="checkbox"/> Workers' Compensation	<input checked="" type="checkbox"/> County Administrator <u>(COT)</u>
<input type="checkbox"/> Purchase	<input type="checkbox"/> Errors & Omissions	<input type="checkbox"/> Board of County Commissioners
<input type="checkbox"/> Other (Explain below)	<input checked="" type="checkbox"/> Automobile Coverage	Agenda Date _____ Item # _____

Comments: _____

Routing:

Required	Initials	Date	Originating Division
<input type="checkbox"/>	_____	_____	Group Director
<input checked="" type="checkbox"/>	<u>[Signature]</u>	<u>1/30</u>	Purchasing
<input checked="" type="checkbox"/>	<u>[Signature]</u>	<u>1/31/17</u>	County Attorney's Office
<input type="checkbox"/>	<u>[Signature]</u>	<u>2/1/17</u>	Deputy or Assistant County Administrator
<input checked="" type="checkbox"/>	<u>[Signature]</u>	<u>2/7/17</u>	County Administrator
<input type="checkbox"/>	_____	_____	Chairman, BCC
<input checked="" type="checkbox"/>	<u>[Signature]</u>	<u>2/8/17</u>	Clerk's Office (Finance)

RECEIVED
 17 FEB -7 PM 3:13
 FINANCE DIVISION
 OWEN HARRIS
 CLERK
 LEON CO
 01/30/17 16:13:11
 Received by
 Leon County Attorney's Office

Return completed documents to: Shelly Kelley, Purchasing
 Be sure to return and file a fully executed agreement with the Finance Division

AGREEMENT

THIS AGREEMENT, by and between LEON COUNTY, a charter county and a political subdivision of the State of Florida, hereinafter referred to as the "County" and WHEELER EMERGENCY MANAGEMENT CONSULTANTS, LLC, hereinafter referred to as the "Contractor."

WHEREAS, the County has determined that it would be in the best interest of the citizens of Leon County, Florida, that the County be able to utilize the services of private persons when such services cannot be reasonably provided by the County; and

WHEREAS, the County has determined that it would be better to contract for these services than to hire the necessary personnel to satisfy the needs of the County; and

WHEREAS, in order to secure the lowest cost for these services, the County has sought and received competitive solicitations from contractor for such services.

NOW, THEREFORE, the parties hereto agree as follows:

1. SERVICES TO BE PROVIDED

The Contractor hereby agrees to provide disaster recovery services to the County in accordance with: 1) the Request for Proposals for Disaster Recovery Services (RFP# 0004-17-CC-BC) which is attached hereto and incorporated herein as Exhibit A, to the extent that it is not inconsistent with this Agreement; and 2) the Contractor's bid submission, which is attached hereto and incorporated herein as Exhibit B, to the extent that it is not inconsistent with this Agreement or with Exhibit A.

The primary scope of work to be provided to the County is listed below. However, the County reserves the right to request any of the services described in Exhibit A on an as needed basis. Costs for such requested services will be negotiated according to the unit prices contained in Exhibit B, the Contractor's bid proposal.

A. During the term of this contract, the Contractor shall provide all personnel, equipment, and resources necessary to assist the County in identifying and properly documenting (i) all emergency management and disaster recovery services provided, and all related costs incurred, by the County as a result of any declared and non-declared events, and (ii) all donations and volunteer services received by the County, in response to emergency management and recovery efforts ("Services"). The Services performed by the Contractor may, at the direction of the County, include, but not be limited to the following:

- 1) Provide personnel to augment recovery capabilities for declared and non-declared events as needed by the County;
- 2) Provide pre-trained specialists under the FEMA Public Assistance Program as needed (including experience with alternative procedures);
- 3) Provide pre-trained specialists under the FEMA Individual Assistance Program as needed;
- 4) Prepare with the State, FEMA and applicants the scope of work and cost estimates for recovery project worksheets using Category A through G as necessary, and prepare necessary documentation to support same;
- 5) Collect, write and submit as necessary, State direct cost worksheets along with documentation necessary to support the writing of Category Z project worksheets;
- 6) Write requests for time extensions to FEMA;
- 7) Provide Joint Preliminary Damage Assessments with Federal, State, and local partners;
- 8) Track and monitor Contractor's own time and activities by project, or as otherwise allowed by Federal guidance for direct administrative, indirect, and project management costs;
- 9) Tracking progression of all project worksheet versions through closeout;
- 10) Provide accurate, complete and timely invoices;
- 11) Provide services in a professional manner at all times; and
- 12) Provide performance reports to the County when requested;
- 13) Provide and gather supporting documentation for grant eligible projects and completing

documentation required to receive reimbursement. Such responsibility includes, but is not limited to, processing Requests for Reimbursement, preparing Summaries of Documentation, preparing quarterly reports, performing small project validation, assisting with hazard mitigation application development, and assisting with closeout activities, requests for final inspection, and tracking and compiling Direct Administrative Costs (DAC) for reimbursement;

- 14) The Contractor shall remain on contract, unless otherwise notified, until the disaster has been closed out and all local, state, and federal audits have been completed.
- 15) The Contractor shall have conducted a criminal background and driver's license check the upon the hire for any person used in fulfilling this Agreement. The Contractor must E-verify the employment status of their employees and will maintain the documentation in their files. The County reserves the right to remove or reject any contracted staff person at any time. In addition, any subcontractor initiated under this contract must be reported to the County. It is important to guarantee the safety of the County's employees. In addition, costs can significantly exceed if the contractor hires a subcontractor so it is important that the County is aware;
- 16) Time sheets for each contracted employee, including subcontractor employees, must accompany the submitted invoices. All time sheets must identify the employee and the position as authorized by this agreement;
- 17) The Contractor should provide only Direct Administrative Costs (DAC) eligible activities unless otherwise requested by the County. If the County requests a non-DAC eligible item, the Contractor must inform the County that such activities are non-reimbursable by FEMA. If the Contractor is to perform any non-DAC eligible activities without a request, the Contractor must inform the County prior to claiming such costs. Project Worksheets (PWs) submitted by the Contractor and unapproved by FEMA will be deemed unallowable costs under this agreement and subject to refund for the costs allocated to such project worksheet. In addition, should direct administrative costs obligations approved by FEMA for individual project worksheets be less than the amount the County reimbursed the Contractor for the same project worksheet, the difference may be subject to refund back to the County. This provision shall survive the term of the contract and the County is entitled to seek all necessary relief in the enforcement of this provision.

B. Contractor shall not provide any Services until receiving a written notice to proceed from the County. Provision of Services will be based on task orders, signed by the Parties, which describe the Services to be provided and specify, with respect to the persons providing those Services, the number, position descriptions, hourly rates, and total hours to be expended. Each task order shall also specify the FEMA Reimbursement Activity, and the total task order cost.

C. The Contractor must comply with all FEMA procurement and contracting requirements, including compliance with FEMA's Super Circular (79. Fed. Reg. 75871) and with 2 CFR, Part 200.317 through Part 200.326.

2. WORK

Any work to be performed shall be upon the written request of the County Administrator or his representative, which request shall set forth the commencing date of such work and the time within which such work shall be completed.

The performance of Leon County of any of its obligations under this Agreement shall be subject to and contingent upon the availability of funds lawfully expendable for the purposes of this Agreement for the current and any future periods provided for within the bid specifications.

3. TIME

The Agreement shall be for a period of three (3) years, commencing on January 25, 2017, and shall continue until January 31, 2020. After the initial three (3) year period, at the sole option of the County, this Agreement may be extended for no more than two additional one (1) year periods. Such one (1) year extensions will be automatic unless the County provides written notice of non-renewal to the Contractor no less than thirty (30) days prior to the expiration date of the then current term.

4. CONTRACT SUM

The Contractor agrees that for the performance of the Services as outlined in Section 1 above, it shall be remunerated by the County according to the unit prices contained in the Contractor's bid proposal, Exhibit B, which is attached hereto.

5. PAYMENTS

The County shall make such payments within forty-five (45) days of submission and approval of invoice for services.

6. PROMPT PAYMENT INFORMATION REQUIREMENTS

A. The County Project Manager is:

Name: Scott Ross
Street Address: 301 South Monroe Street, Suite 202
City, State, Zip Code: Tallahassee, Florida 32301
Telephone: 850-606-5117
E-mail: ross@leoncountyfl.gov

B. The Contractor's Project Manager is:

Name: Jason Wheeler
Street Address: 311 Inglewood Drive
City, State, Zip Code: Tallahassee, Florida 32301
Telephone: 850-879-6300
E-mail: Jason@wheeleremc.com

C. Notices to the Contractor are to be submitted to:

Name: Jason Wheeler
Street Address: 311 Inglewood Drive
City, State, Zip Code: Tallahassee, Florida 32301
Telephone: 850-879-6300
E-mail: Jason@wheeleremc.com

D. Invoices are to be submitted to:

Name: Scott Ross
Street Address: 301 South Monroe Street, Suite 202
City, State, Zip Code: Tallahassee, Florida 32301
Telephone: 850-606-5117
E-mail: ross@leoncountyfl.gov

E. Proper form for an invoice is:

A numbered invoice document with date of invoice; reference of the County purchase order number; itemized listing of all goods and services being billed with unit prices and extended pricing; vendor's name, address, billing contact person information, and Federal tax identification number. The invoice must be properly addressed to the Division listed on the County purchase order and delivered to that address. Delivery to another County address will void the invoice.

F. Payment Dispute Resolution: Section 14.1 of the Leon County Purchasing and Minority, Women and Small Business Enterprise Policy details the policy and procedures for payment disputes under the contract.

7. STATUS

The contractor at all times relevant to this Agreement shall be an independent contractor and in no event shall the Contractor nor any employees or sub-contractors under it be considered to be employees of Leon County.

8. INSURANCE

Contractor shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, his agents, representatives, employees or subcontractors. The cost of such insurance shall be included in the Contractor's bid.

A. Minimum Limits of Insurance. Contractor shall maintain limits no less than:

1. General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.
2. Automobile Liability: \$1,000,000 combined single limit per accident for bodily injury and property damage. (Non-owned, Hired Car).
3. Workers' Compensation and Employers Liability: Insurance covering all employees meeting Statutory Limits in compliance with the applicable state and federal laws and Employer's Liability with a limit of \$500,000 per accident, \$500,000 disease policy limit, \$500,000 disease each employee. Waiver of Subrogation in lieu of Additional Insured is required.
4. Professional Liability Insurance, including errors and omissions: for all services provided under the terms of this agreement with minimum limits of One Million and 00/100 (\$1,000,000.00) Dollars per occurrence; or claims made form with "tail coverage" extending three (3) years beyond the term of the agreement. Proof of "tail coverage" must be submitted with the invoice for final payment.
5. Umbrella: \$5,000,000 combined single limit for bodily injury and property damage combined per occurrence and annual aggregate. The coverage shall provide excess coverage for employer's liability, general liability, including completed operations and auto liability.

B. Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to and approved by the County. At the option of the County, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the County, its officers, officials, employees and volunteers; or the Contractor shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

C. Other Insurance Provisions The policies are to contain, or be endorsed to contain, the following provisions:

1. General Liability and Automobile Liability Coverages (County is to be named as Additional Insured).
 - a. The County, its officers, officials, employees and volunteers are to be covered as insureds as respects; liability arising out of activities performed by or on behalf of the Contractor, including the insured's general supervision of the Contractor; products and completed operations of the Contractor; premises owned, occupied or used by the Contractor; or automobiles owned, leased, hired or borrowed by the Contractor. The coverage shall contain no special limitations on the scope of protections afforded the County, its officers, officials, employees or volunteers.

- b. The Contractor's insurance coverage shall be primary insurance as respects the County, its officers, officials, employees and volunteers. Any insurance of self-insurance maintained by the County, its officers, officials, employees or volunteers shall be excess of the Contractor's insurance and shall not contribute with it.
- c. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the county, its officers, officials, employees or volunteers.
- d. The Contractor's insurance shall apply separately to each insured against whom claims is made or suit is brought, except with respect to the limits of the insurer's liability.

2. All Coverages

Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the County.

- D. Acceptability of Insurers. Insurance is to be placed with insurers with a Best's rating of no less than A:VII.
- E. Verification of Coverage. Contractor shall furnish the County with certificates of insurance and with original endorsements effecting coverage required by this clause. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. All certificates and endorsements are to be received and approved by the County before work commences. The County reserves the right to require complete, certified copies of all required insurance policies at any time.
- F. Subcontractors. Contractors shall include all subcontractors as insureds under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein.

9. PERMITS

The Contractor shall pay for all necessary permits as required by law.

10. LICENSES

The Contractor shall be responsible for obtaining and maintaining his city or county occupational license and any licenses required pursuant to the laws of Leon County, the City of Tallahassee, or the State of Florida. Should the Contractor, by reason of revocation, failure to renew, or any other reason, fail to maintain his license to operate, the contractor shall be in default as of the date such license is lost.

11. ASSIGNMENTS

This Agreement shall not be assigned or sublet as a whole or in part without the written consent of the County nor shall the contractor assign any monies due or to become due to him hereunder without the previous written consent of the County.

12. INDEMNIFICATION

The Contractor agrees to indemnify, defend and hold harmless the County, its officials, officers, employees and agents, from and against any and all claims, damages, liabilities, losses, costs, or suits of any nature whatsoever arising out of, because of, or due to any acts or omissions of the Contractor, its delegates, employees and agents, arising out of or under this Agreement, including reasonable attorney's fees. The County may, at its sole option, defend itself or require the Contractor to provide the defense. The Contractor acknowledges that ten dollars (\$10.00) of the amount paid to the Contractor is sufficient consideration for the Contractor's indemnification of the County.

13. MINORITY, WOMEN, & SMALL BUSINESS ENTERPRISE (MWSBE) AND LABOR SURPLUS AREA FIRMS

There is no Minority and Women Business Enterprise aspirational target prescribed for this contract. The Contractor is strongly encouraged to secure MBE and WBE participation through purchase(s) of those goods or services to be provided by others. If subcontracting is utilized under this contract, then the Contractor must take and document the following affirmative steps to ensure these firms are used when possible:

- a. Place qualified small, minority, and woman-owned business on solicitation lists;
- b. Assure that such business are solicited when they are potential sources;
- c. Divide total requirement, when economically feasible, into smaller tasks or quantities to permit maximum participation by such businesses;
- d. Establish delivery schedules, where requirements permits, which encourage such business to respond; and
- e. Use service and assistance from such organization as SBA, Minority Business Development Agency of the Department of Commerce.

Each Proposer is strongly encouraged to secure MBE and WBE participation through purchase(s) of those goods or services to be provided by others. Proposers responding to this solicitation are hereby made aware of the County's targets for MBE and WBE utilization. Proposers that require assistance or guidance with these MBE, WBE, SBE, and DBE requirements should contact:

Darryl Jones, Deputy Director for the Tallahassee/Leon County Office of Economic Vitality,
MWSBE Division by telephone (850) 300-7567 or by email Djones@oeforbusiness.org

Alternates:

LaTanya Raffington, MWSBE Coordinator by email at lraffington@oeforbusiness.org

Shanea Wilks, MWSBE Coordinator by email at swilks@oeforbuisness.org

14. AUDITS, RECORDS, AND RECORDS RETENTION

The Contractor agrees:

- a. To establish and maintain books, records, and documents (including electronic storage media) in accordance with generally accepted accounting procedures and practices, which sufficiently and properly reflect all revenues and expenditures of funds provided by the County under this Agreement.
- b. To retain all client records, financial records, supporting documents, statistical records, and any other documents (including electronic storage media) pertinent to this Agreement for a period of five (5) years after termination of the Agreement, or if an audit has been initiated and audit findings have not been resolved at the end of five (5) years, the records shall be retained until resolution of the audit findings or any litigation which may be based on the terms of this Agreement.
- c. Upon completion or termination of the Agreement and at the request of the County, the Contractor will cooperate with the County to facilitate the duplication and transfer of any said records or documents during the required retention period as specified in paragraph 1 above.
- d. To assure that these records shall be subject at all reasonable times to inspection, review, or audit by Federal, state, or other personnel duly authorized by the County.
- e. Persons duly authorized by the County and Federal auditors, pursuant to 45 CFR, Part 92.36(l)(10), shall have full access to and the right to examine any of provider's Agreement and related records and documents, regardless of the form in which kept, at all reasonable times for as long as records are retained.
- f. To include these aforementioned audit and record keeping requirements in all approved subcontracts and assignments.

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY

**TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT,
CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT:**

**LEON COUNTY PURCHASING DIVISION
ATTN: SHELLY KELLEY, PURCHASING DIRECTOR
1800-3 N. BLAIRSTONE ROAD
TALLAHASSEE, FLORIDA 32308
PHONE: 850-606-1600
EMAIL: KELLEYS@LEONCOUNTYFL.GOV**

15. MONITORING

To permit persons duly authorized by the County to inspect any records, papers, documents, facilities, goods, and services of the provider which are relevant to this Agreement, and interview any clients and employees of the provider to assure the County of satisfactory performance of the terms and conditions of this Agreement.

Following such evaluation, the County will deliver to the provider a written report of its findings and will include written recommendations with regard to the provider's performance of the terms and conditions of this Agreement. The provider will correct all noted deficiencies identified by the County within the specified period of time set forth in the recommendations. The provider's failure to correct noted deficiencies may, at the sole and exclusive discretion of the County, result in any one or any combination of the following: (1) the provider being deemed in breach or default of this Agreement; (2) the withholding of payments to the provider by the County; and (3) the termination of this Agreement for cause.

16. TERMINATION

Leon County may terminate this Agreement without cause, by giving the Contractor thirty (30) days written notice of termination. Either party may terminate this Agreement for cause by giving the other party hereto thirty (30) days written notice of termination. The County shall not be required to give Contractor such thirty (30) day written notice if, in the opinion of the County, the Contractor is unable to perform its obligations hereunder, or if in the County's opinion, the services being provided are not satisfactory. In such case, the County may immediately terminate the Agreement by mailing a notice of termination to the Contractor. In the event of a termination, the Contractor shall be compensated for work satisfactorily completed and irrevocable commitments made prior to such termination. No cancellation fees will be compensated.

17. PUBLIC ENTITY CRIMES STATEMENT

In accordance with Section 287.133, Florida Statutes, Contractor hereby certifies that to the best of his knowledge and belief neither Contractor nor his affiliates has been convicted of a public entity crime. Contractor and his affiliates shall provide the County with a completed public entity crime statement form no later than January 15 of each year this Agreement is in effect. Violation of this section by the Contractor shall be grounds for cancellation of this Agreement by Leon County.

18. UNAUTHORIZED ALIEN(S)

The Contractor agrees that unauthorized aliens shall not be employed nor utilized in the performance of the requirements of this solicitation. The County shall consider the employment or utilization of unauthorized aliens a violation of Section 274A(e) of the Immigration and Naturalization Act (8 U.S.C. 1324a). Such violation shall be cause for unilateral termination of this Agreement by the County.

19. EMPLOYMENT ELIGIBILITY VERIFICATION

- a. Contractor agrees that it will enroll and participate in the federal E-Verify Program for Employment Verification under the terms provided in the "Memorandum of Understanding" governing the program.

Contractor further agrees to provide to the County, within thirty days of the effective date of this contract/amendment/extension, documentation of such enrollment in the form of a copy of the E-Verify "Edit Company Profile" screen", which contains proof of enrollment in the E-Verify Program (this page can be accessed from the "Edit Company Profile" link on the left navigation menu of the E-Verify employer's homepage).

- b. Contractor further agrees that it will require each subcontractor that performs work under this contract to enroll and participate in the E-Verify Program within sixty days of the effective date of this contract/amendment/extension or within sixty days of the effective date of the contract between the Contractor and the subcontractor, whichever is later. The Contractor shall obtain from the subcontractor(s) a copy of the "Edit Company Profile" screen indicating enrollment in the E-Verify Program and make such record(s) available to the Agency upon request.
- c. Contractor will utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of: (a) all persons employed during the term of the Agreement by Contractor to perform employment duties within Florida; and (b) all persons (including subcontractors) assigned by Contractor to perform work pursuant to the Agreement.
 - 1) Contractor must use E-Verify to initiate verification of employment eligibility for all persons employed during the term of the Agreement by Contractor to perform employment duties within Florida within 3 business days after the date of hire.
 - 2) Contractor must initiate verification of each person (including subcontractors) assigned by Contractor to perform work pursuant to the Agreement within 60 calendar days after the date of execution of this contract or within 30 days after assignment to perform work pursuant to the Agreement, whichever is later.
- d. Contractor further agrees to maintain records of its participation and compliance with the provisions of the E-Verify program, including participation by its subcontractors as provided above, and to make such records available to the County or other authorized state entity consistent with the terms of the Memorandum of Understanding.
- e. Compliance with the terms of this Employment Eligibility Verification provision is made an express condition of this contract and the County may treat a failure to comply as a material breach of the contract.

20. NON-WAIVER

Failure by the County to enforce or insist upon compliance with any of the terms or conditions of this Agreement or failure to give notice or declare this Agreement terminated shall not constitute a general waiver or relinquishment of the same, or of any other terms, conditions or acts; but the same shall be and remain at all times in full force and effect.

21. DELAY

No claim for damages or any claim other than for an extension of time shall be made or asserted against the County by reason of any delays. The Contractor shall not be entitled to an increase in the contract sum or payment or compensation of any kind from the County for direct, indirect, consequential, impact or other costs, expenses or damages, including but limited to costs of acceleration or inefficiency, arising because of delay, disruption, interference or hindrance from any cause whatsoever, whether such delay, disruption, interference or hindrance be reasonable or unreasonable, foreseeable or unforeseeable, or avoidable or unavoidable; provided, however, that this provision shall not preclude recovery of damages by the Contractor for hindrances or delays due solely to fraud, bad faith, or active interference on the part of the County or its agents. Otherwise, the Contractor shall be entitled only to extensions of the contract time as the sole and exclusive remedy for such resulting delay, in accordance with and to the extent specifically provided above.

22. REVISIONS/CHANGE ORDERS

In any case where, in fulfilling the requirements of this Agreement or of any guarantee, embraced in or required thereby it is necessary for the Contractor to deviate from the requirements of the bid, Contractor shall obtain the prior written consent of the County.

23. VENUE

Venue for all actions arising under this Agreement shall lie in Leon County, Florida.

24. CONSTRUCTION

The validity, construction, and effect of this Agreement shall be governed by the laws of the State of Florida.

25. CONFLICTING TERMS AND CONDITIONS

In the instance that any other agreement exists concerning the matters herein, then the terms and conditions in this Agreement shall prevail over all other terms and conditions.

25. ADDITIONAL FEDERAL TERMS AND CONDITIONS

a. DISPUTES/REMEDIES

Any dispute concerning performance of the Contract resulting from this solicitation shall be resolved informally by the Contract Manager. Any dispute that cannot be resolved informally shall be reduced to writing and delivered to the County Purchasing Director. The Purchasing Director shall decide the dispute, reduce the decision to writing, and deliver a copy to the Contractor, and the Contract Manager. The Purchasing Director's decision upon all claims, questions, and disputes shall be final, conclusive and binding upon the parties.

b. EQUAL OPPORTUNITY

During the performance of this contract, the Contractor agrees as follows:

- 1) The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.
- 2) The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive considerations for employment without regard to race, color, religion, sex, or national origin.
- 3) The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the contractor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- 4) The contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
- 5) The contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
- 6) In the event of the contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures

authorized in Executive Order 11246 of September 24, 1965, and such other sanctions as may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

- 7) The contractor will include the portion of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance: Provided, however, That in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the administering agency the contractor may request the United States to enter into such litigation to protect the interests of the United States.

c. Clean Air Act

- 1) The contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. § 7401 et seq.
- 2) The contractor agrees to report each violation to the (name of the state agency or local or Indian tribal government) and understands and agrees that the (name of the state agency or local or Indian tribal government) will, in turn, report each violation as required to assure notification to the (name of recipient), Federal Emergency Management Agency, and the appropriate Environmental Protection Agency Regional Office.
- 3) The contractor agrees to include these requirements in each subcontract exceeding \$100,000 financed in whole or in part with Federal assistance provided by FEMA.

d. Federal Water Pollution Control Act

- 1) The contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Federal Water Pollution Control Act, as amended, 33 U.S.C. 1251 et seq.
- 2) The contractor agrees to report each violation to the (name of the state agency or local or Indian tribal government) and understands and agrees that the (name of the state agency or local or Indian tribal government) will, in turn, report each violation as required to assure notification to the (name of recipient), Federal Emergency Management Agency, and the appropriate Environmental Protection Agency Regional Office.
- 3) The contractor agrees to include these requirements in each subcontract exceeding \$100,000 financed in whole or in part with Federal assistance provided by FEMA.

e. Suspension and Debarment

- 1) This contract is a covered transaction for purposes of 2 C.F.R. pt. 180 and 2 C.F.R. pt. 3000. As such the contractor is required to verify that none of the contractor, its principals (defined at 2 C.F.R. § 180.995), or its affiliates (defined at 2 C.F.R. § 180.905) are excluded (defined at 2 C.F.R. § 180.940) or disqualified (defined at 2 C.F.R. § 180.935).
- 2) The contractor must comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C and must include a requirement to comply with these regulations in any lower tier covered transaction it enters into.
- 3) This certification is a material representation of fact relied upon by (insert name of subrecipient). If it is later determined that the contractor did not comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C, in addition to remedies available to (name of state agency serving as recipient and name of subrecipient), the Federal Government may pursue available remedies, including but not limited to suspension and/ or debarment.
- 4) The bidder or proposer agrees to comply with the requirements of 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C while this offer is valid and throughout the period of any contract that may arise from this offer. The bidder or proposer further agrees to include a provision requiring such compliance in its lower tier covered transactions.

f. Byrd Anti-Lobbying Amendment, 31 U.S.C. § 1352 (as amended)

Contractors who apply or bid for an award of \$100,000 or more shall file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant, or any other award covered by 31 U.S.C. § 1352. Each tier shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the recipient.

APPENDIX A, 44 C.F.R. PART 18-CERTIFICATION REGARDING LOBBYING

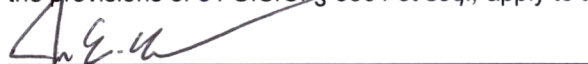
Certification for Contracts, Grants, Loans, and Cooperative Agreements (To be submitted with each bid or offer exceeding \$100,000)

The undersigned Contractor certifies, to the best of his or her knowledge, that:

- 1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- 2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- 3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The Contractor, Wheeler EMC, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. § 3801 *et seq.*, apply to this certification and disclosure, if any.



Signature of Contractor's Authorized Official

Jason Wheeler, President/Owner

Name and title of Contractor's Authorized Official

January 24, 2017

Date

g. Procurement of Recovered Materials

- 1) In the performance of this contract, the Contractor shall make maximum use of products containing recovered materials that are EPA designated items unless the product cannot be acquired –

- i. Competitively within a timeframe providing for compliance with the contract performance schedule;
 - ii. Meeting contract performance requirements; or
 - iii. At a reasonable price.
- 2) Information about this requirement is available at EPA's Comprehensive Procurement Guidelines web site, <http://www.epa.gov/cpg/>. The list of EPA-designate items is available at <http://www.epa.gov/cpg/products.htm>.
- h. DHS Seal, Logo, and Flags
The Contractor shall not use the DHS seal(s), logos, crests, or reproductions of flags or likenesses of DHS agency officials without specific FEMA pre-approval.
- i. Compliance with Local, State, and Federal Law, Regulations, and Executive Orders.
The contractor will comply will all applicable local, state, and federal law, regulations, executive orders, policies, procedures, and directives, to include 2 CFR 200.326 and 2 CFR 200, Appendix II, as applicable.
- j. No Obligation by Federal Government.
The Federal Government is not a party to this contract and is not subject to any obligations or liabilities to the non-Federal entity, contractor, or any other party pertaining to any matter resulting from the contract.
- k. Program Fraud and False or Fraudulent Statement or Related Acts.
The contractor acknowledges that 31 U.S.C. Chap. 38 (Administrative Remedies for False Claims and Statements) applies to the contractor's actions pertaining to this contract.

ORDER OF PRECEDENCE

1. Agreement
2. Exhibit A
3. Exhibit B

ATTACHMENTS

Exhibit A – RFP#0004-17-CC-BC
Exhibit B – Wheeler EMC, LLC Response to RFP#0004-17-CC-BC

The remainder of this page intentionally left blank.

WHERETO, the parties have set their hands and seals effective the date whereon the last party executes this Agreement.

LEON COUNTY, FLORIDA

By: _____

Vincent S. Long
Vincent S. Long
County Administrator



Date: _____

2.7.17

WHEELER EMERGENCY MANAGEMENT CONSULTANTS, LLC

By: _____

Jason Wheeler
President or designee

Printed Name _____

Jason Wheeler

Title: _____

President / Owner

Date: _____

January 24, 2017

ATTEST:

Gwendolyn Marshall, Clerk of Court & Comptroller
Leon County, Florida

BY: _____

Gwendolyn Marshall

Approved as to Form:
Leon County Attorney's Office

BY: _____

Herbert W. A. Thiele
Herbert W. A. Thiele, Esquire
County Attorney

Company Information		
Company Name Wheeler Emergency Management Consulting, LLC	Company ID Number 1110375	Doing Business As (DBA) Name --
Physical Location		
Address 1 311 Inglewood Drive	Mailing Address	
Address 2 --	Address 1 --	Address 2 --
City Tallahassee	City --	State --
State FL	State --	Zip Code --
Zip Code 32301	Zip Code --	County LEON
Additional Information		
Employer Identification Number 453039973	Total Number of Employees 1 to 4	Parent Organization --
Administrator --		
Organization Designation		
Employer Category None of these categories apply		
View / Edit		
NAICS Code 813 - RELIGIOUS, GRANTMAKING, CIVIC, PROFESSIONAL, AND SIMILAR ORGANIZATIONS	Total Hiring Sites 3	Total Points of Contact 1
View / Edit	View / Edit	View / Edit
View Original MOU Template		



Welcome
Jason Wheeler

≡ MENU

Company Information

Company Name
Wheeler Emergency Management Consulting, LLC

Company ID Number
1110375

Doing Business As (DBA) Name
--

DUNS Number
--

Physical Location

Address 1
311 Inglewood Drive

Address 2
--

City
Tallahassee

State
FL

Zip Code
32301

County
LEON

Mailing Address

Address 1
--

Address 2
--

City
--

State
--

Zip Code
--

Additional Information

Employer Identification Number
453039973

Total Number of Employees
1 to 4

Parent Organization
--

Administrator
--

Organization Designation

Employer Category
None of these categories apply

[View / Edit](#)

NAICS Code
813 - RELIGIOUS, GRANTMAKING, CIVIC, PROFESSIONAL, AND SIMILAR ORGANIZATIONS

[View / Edit](#)

Total Hiring Sites

Southern-Owners Insurance

TAILORED PROTECTION POLICY APPLICATION FLORIDA

Date sent: 09/14/2016
Transaction number: 02448
Policy number: 78875746
AO customer number: 50875746000
Billing Account Number: 015239197
Proposal ID: WHEELEREMERGENCY
MANTPP-2047821

POLICY INFORMATION

Date: 09/14/2016 Proposal Issue Bound Rewrite of:

Agency Code: 12-0386-00 Policy Effective Date: 09/14/2016 Policy Term: Annual 3-Year (fidelity only)

Agency/Address: J COYLE MAYO AGENCY INC
JASON C MAYO
PO BOX 778
MARIANNA, FL 32447-0778
Phone: (850) 526-3014
jcmayoagency@centurylink.net

Producer Code:

Billing Information

ADD TO CURRENT BILLING ACCOUNT: Yes No If yes, billing account number:

Billing Options: Deposit Amount \$ 435.00

Agency Bill Full Pay 3 Pay Monthly Automatic Payments? Yes No

Escrow Pay Semi-Annual Quarterly Mail Insured Copy of Policy to Agency? Yes No

Deposit Method: Check Cash Credit Card Checking/Savings EFT Agency Sweep

Alternate Billing Name and Address:

APPLICATION INCLUDES THE FOLLOWING COVERAGE PARTS

Property General Liability Crime Inland Marine Other (please describe):

APPLICANT INFORMATION

Applicant: WHEELER EMERGENCY MANAGMENT CONSULTING LLC Mailing Address: C/O Name: BEN MADDOX
311 INGLEWOOD DR
TALLAHASSEE, FL 32301-2721

Entity: Limited Liability Company Email: Phone Number: (850) 557-1700

FEIN: Website:

Description of Business Operations: consulting

Year business started: 05/25/2014 (New Venture: Yes No If yes, please provide description of owner's experience.)

Exclude Terrorism Coverage: Yes No

INSPECTION CONTACT

Name: BEN MADDOX

Address: 311 INGLEWOOD DR
TALLAHASSEE, FL 32301-2721

Email:

Phone: (850) 557-1700

Fax:

AUDIT CONTACT

Name: BEN MADDOX

Address: 311 INGLEWOOD DR
TALLAHASSEE, FL 32301-2721

Email:

Phone: (850) 557-1700

Fax:

Accounting Firm:

COMMERCIAL GENERAL LIABILITY SECTION

SINGLE LIMITS		SPLIT LIMITS		BI	PD
General Aggregate	\$1,000,000	General Aggregate			
Products/Completed Operations Aggregate	\$1,000,000	Products/Completed Operations Aggregate			
Personal Injury and Advertising Injury	Excluded	Personal Injury and Advertising Injury			
Each Occurrence	\$1,000,000	Each Occurrence			
Damage to Premises Rented to You (Any One Premises)	\$300,000	Damage to Premises Rented to You (Any One Premises)			
Medical Payments (Any One Person)	\$10,000	Medical Payments (Any One Person)			
CGL Plus: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No					

CLASSIFICATIONS

Location	Class Code and Description	Territory	"A" Rate Deviated?	Premium Basis	Prem/Ops Base Rate	Products/CO Base Rate
1	41677 Management Consultant	6		\$33,400 Payroll	0.710	0.010

DEVIATION

OPTIONAL COVERAGES, ENDORSEMENTS AND RATING INFORMATION

ADDITIONAL INSURED/CERTIFICATE RECIPIENT

Form name and number:

Name	
Location of Premises	
Part leased to you	
Your Product	
Premium Charge for Each	
Approved by	

GENERAL INFORMATION

EXPLAIN ALL "YES" RESPONSES FOR ALL PAST, PRESENT OR DISCONTINUED OPERATIONS	Y	N	EXPLAIN ALL "YES" RESPONSES FOR ALL PAST, PRESENT OR DISCONTINUED OPERATIONS	Y	N
1. Any operations involving storing, treating, discharging, applying, disposing or transporting of hazardous material? (e.g. landfills, wastes, fuel tanks, etc.)?			6. Have any crimes occurred or been attempted on your premises within the last three years?		x
2. Any operations sold, acquired or discontinued in the last five years?			7. Does the applicant manufacture, install, service or demonstrate any products?		x
3. Any leasing of employees to or from other employers?		x	8. Is the applicant involved to any extent in hydraulic fracturing?		
4. Are day care facilities provided?			9. Does the applicant own or operate any tanning beds or booths?		
5. Any Special Events sponsored?		x			

COMMENTS/EXPLANATIONS

Total Commercial General Liability Premium **\$435.00**



REQUEST FOR PROPOSALS

NO. 0004-17-CC-BC

DISASTER RECOVERY SERVICES

October 12, 2016

The City of Tallahassee (COT) invites qualified vendors to submit responses to its Request for Proposal (RFP) for Disaster Financial Recovery Services. The purpose of this RFP is to solicit competitive proposals from companies that provide Disaster Recovery Services. This is a cooperative solicitation issued by the City of Tallahassee and Leon County, Florida. The City reserves the right to award to one or more proposers whatever is in the best interest of the City and the County. The City anticipates a contract for these services for a basic term of three (3) years with two 1-year extension options for services as needed. Whenever whenever the word "City" is used, the word "County" would be interchangeable, unless otherwise specified.

SECTION 1.0 GENERAL INFORMATION

The objective of the RFP and subsequent contracting activity is to secure the services of an experienced Emergency Management Consultant (hereafter referred to as "Contractor") who is capable of tracking disaster related expenses, maintaining appropriate documentation and planning the most effective strategies for recovery throughout all the phases of a disaster which may include providing staff to fill roles of the Finance Section within the NIMS/ICS structure of the City. The Contractor must be capable of assembling, directing, and managing a work force that can be assembled and remain accessible throughout the disaster closeout and audit process. The selected contractor will be expected to have a working knowledge of all applicable fiscal recovery eligibility criteria required, including but not limited to, 44 CFR, 2 CFR Part 200 "Super Circular", FEMA guidelines, FEMA DAP 9500 series, Hurricane Sandy Improvement Act, Housing and Urban Development (HUD), Federal Highway Administration (FHWA), and any other applicable local, state, federal laws and regulations.

The qualified Contractor shall be responsible for assisting the City in emergency planning, disaster recovery, hazard mitigation activities, and the closeout/audit process(es) that are inclusive of, but not limited to, managing and monitoring flooding mitigation efforts, preparing Project Worksheets and detailed damage inspection reports, preparing Unified Hazard Mitigation Grant Program (HMGP) applications, updating the Local Mitigation Strategy (LMS) and other emergency management plans, assist with management of acquisition projects, monitor construction projects, prepare and review design documents, consult with agencies to assure compliance with the Federal programs as well as other applicable recovery and mitigation activities.

EXHIBIT A - RFP DOCUMENT

The selected Contractor will provide project management services at a negotiated price when and if federal funds are awarded to the City. In addition to having knowledge and experience in federal grant elements, the Contractor shall also have the ability and experience in conducting federal and State of Florida agency consultations, review of construction (engineering) plans, preparation of project worksheets, detailed damage inspection reports, and grant closeouts. The Contractor will be responsible for preparing and ensuring that all closeout paperwork is properly submitted to the appropriate agencies throughout the life of the projects as required.

The Contractor shall have demonstrated experience and expertise in the public facilitation process to assist the public in meaningful participation in Disaster Recovery Programs and the Unified HMGP process. The Contractor should have skills and experience in successful public outreach and participation techniques, to include facilitating and conducting public workshops, individual and group meetings with interested homeowners, liaison with State and Federal officials, reporting at Board of Freeholder meetings and presenting information as needed.

The Contractor should have the adequate number of staff members and/or sub-Contractors with experience and qualifications in grant management, engineering design review, and/or Federal and State regulatory compliance.

SECTION 2.0 STATEMENT OF WORK

The Recovery Program is created pursuant to the FEMA Public and Individual Assistance Grant Programs. The Public Assistance program is designated to provide supplemental Federal disaster grant assistance for the repair, replacement, or restoration of disaster-damaged, publicly owned facilities and the facilities of certain Private Non-Profit (PNP) organizations which qualify under specific provisions.

Contractor shall provide qualified personnel to perform services related to the recovery from disasters. These individuals shall have a working knowledge and experience with the FEMA Recovery Program and will seek to maximize Federal and State assistance to eligible Subgrantees. The Contractor shall have working knowledge of all FEMA Public Assistance and Individual Assistance Program regulations and policies. The Contractor shall also have working knowledge of Direct Administrative Cost (DAC) funding for program sustainability in accordance with FEMA rules, regulations and policies, whether written or implemented in practice.

The types of services that may be included, but are not limited to:

2.1 Disaster Recovery Services

2.1.1. During the term of this contract the Contractor shall provide disaster recovery services for City and Leon County which include, but are not limited to, the following items:

- a) Provide personnel to augment recovery capabilities for declared and non-declared events as needed by the City;
- b) Provide pre-trained specialists under the FEMA Public Assistance Program as needed (including experience with alternative procedures);
- c) Provide pre-trained specialists under the FEMA Individual Assistance Program as needed;
- d) Prepare with the State, FEMA and applicants the scope of work and cost estimates for recovery project worksheets using Category A through G as necessary, and prepare necessary documentation to support same;
- e) Collect, write and submit as necessary, State direct cost worksheets along with documentation necessary to support the writing of Category Z project worksheets;

EXHIBIT A - RFP DOCUMENT

- f) Write requests for time extensions to FEMA;
- g) Provide Joint Preliminary Damage Assessments with Federal, State, and local partners;
- h) Track and monitor Contractor's own time and activities by project, or as otherwise allowed by Federal guidance for direct administrative, indirect, and project management costs;
- i) Tracking progression of all project worksheet versions through closeout;
- j) Provide accurate, complete and timely invoices;
- k) Provide services in a professional manner at all times; and
- l) Provide performance reports to the city when requested;
- m) Provide and gather supporting documentation for grant eligible projects and completing documentation required to receive reimbursement. Such responsibility includes, but is not limited to, processing Requests for Reimbursement, preparing Summaries of Documentation, preparing quarterly reports, performing small project validation, assisting with hazard mitigation application development, and assisting with closeout activities, requests for final inspection, and tracking and compiling Direct Administrative Costs (DAC) for reimbursement;
- n) The Contractor shall remain on contract, unless otherwise notified, until the disaster has been closed out and all local, state, and federal audits have been completed.
- o) The Contractor shall have conducted a criminal back ground and driver's license check the upon the hire for any person used in fulfilling this Agreement. The Contractor must E-verify the employment status of their employees and will maintain the documentation in their files. The City reserves the right to remove or reject any contracted staff person at any time. In addition, any subcontractor initiated under this contract must be reported to the City. It is important to guarantee the safety of the City's employees. In addition, costs can significantly exceed if the contractor hires a subcontractor so it is important that the City is aware;
- p) Time sheets for each contracted employee, including subcontractor employees, must accompany the submitted invoices. All time sheets must identify the employee and the position as authorized by this agreement;
- q) The Contractor should provide only Direct Administrative Costs (DAC) eligible activities unless otherwise requested by the City. If the City requests a non-DAC eligible item, the Contractor must inform the City that such activities are non-reimbursable by FEMA. If the Contractor is to perform any non-DAC eligible activities without a request, the Contractor must inform the City prior to claiming such costs. Project Worksheets (PWs) submitted by the Contractor and unapproved by FEMA will be deemed unallowable costs under this agreement and subject to refund for the costs allocated to such project worksheet. In addition, should direct administrative costs obligations approved by FEMA for individual project worksheets be less than the amount the City reimbursed the Contractor for the same project worksheet, the difference may be subject to refund back to the City. This provision shall survive the term of the contract and the City is entitled to seek all necessary relief in the enforcement of this provision.

2.1.2. In addition, as needed, the contractor should be capable to meet all of the City's needs including, but not limited to, the following:

- a) Provide emergency planning, disaster recovery, mitigation planning and program management services required/requested by the City
- b) Prepare Project Worksheets and Detailed Damage Inspection Reports as required or needed

EXHIBIT A - RFP DOCUMENT

- c) Make project eligibility determinations, research and maintain documentation to support eligibility
- d) Coordinate with the State and Federal Agencies
- e) Work with homeowners and local government staff to prepare timely Hazard Mitigation Grant Program (HMGP) grant applications
 - 1. Conduct public and individual meetings to assist homeowners with the program requirements
 - 2. Prepare project Scope of Work and budget
 - 3. Comply with all grant program mandates and documentation requirements
 - 4. Conduct financial tracking of program funds and homeowner payments
- f) Develop and submit quarterly progress reports to the County and State
- g) Assist and facilitate local government staff with the Public Assistance (PA), HMGP, Community Development Block Grant (CDBG) and Economic Development Administration (EDA), Fire Management Assistance Grant program (FMAG) processes
- h) Provide in-progress reviews as required to keep the City informed on project progress
- i) Prepare Project Worksheet closeout packages
- j) Review all procurement to ensure FEMA eligibility
- k) Track all disaster related expenses and maintain support documentation to justify each expenditure
- l) Assist with integrating mitigation actions into the recovery process, specifically with the use of Section 406 hazard mitigation funds.

2.2 Program Staff Augmentation List

1. **Contract Manager**-Provide guidance and supervision of contracted staff. Ensure all rules, policies and guidelines are adhered to in accordance with State and Federal regulations. Oversee the project management of contracted purchase orders and act as liaison to the State's Program and Contract Managers. Responsible for quality control, performance reporting, providing the Division the status of projects, and coordinating with the State Public Assistance Officer, Deputy Public Assistance Officer, State Individual Assistance Officer, and Deputy Individual Assistance Officer when requested.

Although not an express requirement for the submission of a bid, the Division expects that, at the time of contract performance, the Vendor will fill this position with an individual who enjoys a minimum of three years experience working directly with the FEMA's Public Assistance and Individual Assistance Programs, at least one of which is in a management role supervising field staff and working under the guidelines of the Federal Emergency Management Agency in a response capacity.

2. **Program Manager** - Provide supervision of Project Specialists, provide information to the State's Program and Contract Manager, establish and maintain quality control, provide technical support, monitor and report status of projects. Knowledgeable and experienced with FEMA rules and regulations, able to work with State, Federal and local officials and be customer service oriented.

Although not an express requirement for the submission of a bid, the Division expects that, at the time of contract performance, the Vendor will fill this position with an individual who enjoys a minimum of two years experience working directly with FEMA's Public Assistance and Individual Assistance Programs, at least one of which is in a management role supervising field staff and working under the guidelines of the Federal Emergency Management Agency in a response capacity.

EXHIBIT A - RFP DOCUMENT

3. Program Specialist

- a. Public Assistance Specialist - Develop project worksheets, gather documentation from Subgrantees, determine eligibility of Sub grantee's work, assist in project applications, and provide programmatic assistance to Subgrantees. Knowledgeable of FEMA rules and regulations, able to work with State, Federal and local officials and be customer service oriented.

Although not an express requirement for the submission of a bid, the Division expects that, at the time of contract performance, the Vendor will fill this position with an individual who enjoys a minimum of one year of experience working directly with FEMA's Public Assistance Program.

- b. Individual Assistance Specialist - Document the impact and magnitude of an event on housing, businesses and other private sector interests. Identify unmet needs of individuals, businesses, the public sector and the community. Prepare reports, verify impacts and assess damage of affected area. Knowledgeable of Individual Assistance response priorities, able to work with State, Federal, local officials and impacted citizens and be customer service oriented.

Although not an express requirement for the submission of a bid, the Division expects that, at the time of contract performance, the Vendor will fill this position with an individual who enjoys a minimum of one year of experience working directly with FEMA's Individual Assistance Program.

4. **Project Specialist** - Prepare and process grant payments, monitor grant activities, coordinate and communicate with stakeholders, ensure contract and records are maintained, prepare correspondence. Knowledgeable of grants management, able to work with State, Federal and local officials and be customer service oriented. Assists in the advancement and monitoring of Recovery projects, Stafford Act Appeals, financial monitoring and reporting, and recovery logistics. Prepare and upload project documentation, and prepare status tracking reports of projects. Must have the ability to perform administrative assignments in an accurate and efficient manner.

5. **Administrative Support Specialist** - Prepare and upload documents, tabulate timesheets, provide human resources support, answer phone lines, general administrative duties in the overall support of projects, field operations and management. Must have the ability to perform administrative functions in an accurate and efficient manner.

SECTION 3.0 PROPOSAL RESPONSE REQUIREMENTS

- 3.1 A response to this RFP should include the following information at a minimum. Please note that the proposal should address the requirements listed above in a clear and concise manner in the order stated herein. The response shall clearly detail how the services that you are proposing can best satisfy the City's needs.

The submitted proposal must follow the rules and format outlined within this section. Adherence to these rules will ensure a fair and objective analysis of all proposals. Unnecessarily lengthy documents are discouraged.

Proposals must be tabbed as follows and must include the information/documents specified in the applicable tab. Proposals that do not adhere to the following format or include the requested information/documents may be considered incomplete and therefore unresponsive by the City.

- 3.2 The City reserves the right to seek additional/supplemental representation on specific issues as needed.

EXHIBIT A - RFP DOCUMENT

- 3.3 Proposers shall construct their proposal in the following format and a tab must separate each section. **Do not submit TECHNICAL PROPOSAL and COST/FEE PROPOSAL together. Place in separate sealed envelopes/packaging.**

PROPOSAL 1 – TECHNICAL PROPOSAL (NO COST INCLUDED)

In a **SEALED ENVELOPE** (or other packaging), provide **ONE (1) signed ORIGINAL HARD COPY (SO IDENTIFIED) and SIX (6) IN ELECTRONIC FORMAT COPIES (FLASH DRIVE OR COMPACT DISC (CD)) IN MICROSOFT WORD 10.0 OR HIGHER, OR ADOBE ACROBAT** of the Proposal which is to be saved and submitted in the same format as described herein. The Department expects all to be in this format.

DO NOT INCLUDE ANY COST/FEEES IN ANY PART OF THE TECHNICAL PROPOSAL.

Tab 1. Executive Summary

Present in brief, concise terms, a summary level description of the contents of the proposal and your company and its capabilities, including a brief history and average number of employees over the past five years. Give the names of the person(s) who will be authorized to make representations for the proposer, their title(s), address(es), and telephone and fax number(s). Also include the address of the office that is to perform the work, the Federal Identification Tax Number or Social Security Number, and the age of the firm. If this is a joint venture, list participating firms and outline specific areas of responsibility (including administrative, technical, and financial) of each firm. If a joint venture, has the joint venture previously worked together? If yes, on what projects? A copy of the joint venture agreement should be provided, if available at this time. If the joint venture agreement is not available at this time, then the selection of the firm will be subject to the City receiving and approving the joint venture agreement, prior to negotiating the contract. The summary must be limited to a maximum of two pages and the signer of the proposal must declare that the proposal is in all respects fair and in good faith without collusion or fraud and that the signer of the proposal has the authority to bind the principal proponent.

Title Page. Type the name of Proposer's agency/firm, address, telephone number, name of contact person, date, and the title of the RFP.

Table of Contents. Include a clear identification of the written material by section and by page number.

Tab 2. Response to Proposal. Specifically state the Proposer's understanding of the work to be accomplished and make a positive commitment to perform the work in Section 2.0.Statement of Work.

Tab 3. Section 2.0, Statement of Work. Include all the requirements and/or documentation requested under Section 2.0 Statement of Work and Section 3.0 Proposal Response Requirements. If the vendor does not meet the minimum requirements, the vendor will be eliminated from further evaluations.

Tab 4. Minimum qualifications:

Proposer shall be registered to conduct business in the State of Florida.

Proposer shall have been successfully engaged in providing similar services for a **minimum of two years** within the last ten years and shall have provided services for a minimum of three organizations of which two must be municipalities, counties or other governmental agencies.

EXHIBIT A - RFP DOCUMENT

Tab 5. References.

Include a reference list of clients to whom the Proposer has provided services similar to those being proposed to the City. Proposers shall provide the following information for each organization/agency:

- Name of Client
- Date of Services (including type of services)
- Address
- Contact Person and Title
- Telephone Number and E-mail Address
- Types of modules included in contract

Proposer shall provide information on having demonstrated extensive prior experience in the Disaster Recovery Services.

Proposer shall also indicate if any contracts have been cancelled within the last 5 years and shall provide the reason for the cancellation.

The proposer must provide evidence of its financial condition. Please state the number of years the firm has been in business and provide your most recent certified financial statement attached and made part of your proposal. Specifics on the required information to provide for each client are detailed under Section 2.0 Statement of Work and Section 3.0 Proposal Response Requirements.

Tab 6. General Statement of Experience. Include a written, verifiable statement of experience in providing and managing similar services as detailed in Section 2.0 Statement of Work. If the Proposer does not possess an experience similar to the services required, Proposer shall provide any pertinent information or experience Proposer feels may qualify Proposer for consideration of award.

Tab 7. Operational Plan. Include a narrative description and/or organizational chart outlining the methods of operation, operational structure, and services to be provided by the Proposer. This description should fully and completely demonstrate the Proposer's intended methods for servicing the requirements. Proposers are also encouraged to provide any other pertinent information that will assist the City in evaluating the proposed method of operation.

Tab 8. Proposed Management and Operations Plan.

Proposer is to provide in sufficient detail to allow the City to evaluate how Proposer's management and operating plan will achieve the goal of providing disaster recovery services.

Tab 9. Management Plan.

The Proposer must specifically name key staff members who will directly work with the City on a day-to-day basis. Please name the project team manager and clearly indicate this individual's level of authority and responsibilities necessary to successfully complete this project.

Please describe the manner in which personnel will be organized; briefly describe each team member's experience with disaster recovery services, and provide a professional resume of each team member.

Since the City is interested in the firm's commitment to the project, please indicate other commitments of your team members. The City will reserve the right to disqualify any individual from assignment to this project if it is felt to be in the best interest of the City.

Give brief resume of key persons to be assigned to the project including but, not limited to:

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- a) Name & Title
- b) Job assignment for other projects/Percentage of time to be assigned to this project
- c) Experience
 - 1) How many years with this firm and how many years with other firms
 - 2) Types of projects the person has worked on and what was the specific project involvement?
- d) Education
- e) Other experiences and qualifications that are relevant to this project

Tab 10. Satisfaction of Requirements

10.1. Other Information

10.1.1 Essential Components

Anything the Proposer deems essential to the successful implementation of the requirements of this RFP (not included in the City's specifications or requirements) may be included in this part of proposal. This information should be relevant and in response to a requirement of this RFP as extraneous information will be disregarded.

10.1.2 Environmental Impact

Preference will be given to solutions that have a favorable environmental impact.

Tab 11. Miscellaneous Documents

- Attachment A – Representations/Certifications
- Attachment B – MWBE Utilization
- Attachment C – MWBE Good Faith Effort
- Attachment D – Certification of Drug-Free Workplace Program
- Attachment E – Cost/Fee Proposal
- Attachment F – LABEL for Proposal Submission
- Acknowledged and signed Addenda to this RFP (if any)

PROPOSAL 2 – COST/FEE PROPOSAL

In a **SEALED ENVELOPE** (or other packaging), provide **ONE (1) signed ORIGINAL HARD COPY (SO IDENTIFIED) and SIX (6) IN ELECTRONIC FORMAT COPIES (FLASH DRIVE OR COMPACT DISC (CD)) IN MICROSOFT WORD 10.0 OR HIGHER, OR ADOBE ACROBAT** of the Proposal which is to be saved and submitted in the same format as described herein. The Department expects all to be in this format. Failure of the Proposer to follow this outline may result in the rejection of the Proposals, or result in a lower evaluation score. Use **ATTACHMENT E** for this purpose. See **Pricing Examples** below in 3.4

DO NOT INCLUDE ANY COSTS/FEEES IN ANY PART OF TECHNICAL PROPOSAL.

A completed copy of attached *COST/FEE PROPOSAL FORM* must be included in COST/FEE PROPOSAL only. Costs must be guaranteed for a period of not less than three (3) years from the effective date of the ensuing contract.

3.4 TECHNICAL AND COST/FEE PROPOSAL SHALL BE DELIVERED AS FOLLOWS:

All proposals must be delivered SEALED to the City of Tallahassee at the address shown below no later than the time and date set for receipt of proposals (see Section 4.0 – Schedule

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of Events). Failure to comply with this or any other paragraph of the Request for Proposals may be sufficient reason for rejection of the entire proposal.

DELIVER THE SEPARATE TECHNICAL PROPOSAL AND COST PROPOSAL ENVELOPES/PACKAGES TO:

**PROCUREMENT SERVICES DIVISION
3RD FLOOR, CITY HALL, CITY OF TALLAHASSEE
300 SOUTH ADAMS STREET, MAIL BOX A-28
TALLAHASSEE, FL 32301-1731**

3.4.1 EACH SEALED PROPOSAL PACKAGE SHOULD BE LABELED WITH THE PROPER IDENTIFICATION. ATTACHMENT F – PROPOSAL LABEL HAS BEEN PROVIDED FOR YOUR USE.

- For time and date set for receipt of proposals see Section 4.0 – Schedule of Events.
- Number each sealed package sequentially (i.e. "1 of 3", "2 of 3", "3 of 3").

3.4.2 **ALL PROPOSALS RECEIVED WILL BE RECORDED AND CLOCKED-IN AT THE PROCUREMENT SERVICES OFFICE.** The responsibility for submitting the proposal to the Procurement Services Division no later than the specified time and date is solely that of the proposer. The City of Tallahassee will in no way be responsible for delays in mail delivery, courier, or any other third-party delivery, or delays caused by any other occurrence.

LATE PROPOSALS WILL NOT BE ACCEPTED OR CONSIDERED FOR EVALUATION.

3.4.4 All proposals must be in writing. Non-responsive proposals will not be considered. The signer of the proposal must declare that the proposal is in all respects fair and in good faith without collusion or fraud and that the signer of the proposal has the authority to bind the principal Proposer.

3.4.5 The City shall not be liable for any costs incurred by a Proposer prior to entering into a contract. Therefore, all Proposers are encouraged to provide a simple, straightforward, and concise description of their ability to meet the project requirements.

3.4.6 REQUEST FOR COPY OF SUBMITTED PROPOSALS

Sealed bids, proposals, or replies received by an agency [City of Tallahassee] pursuant to a competitive solicitation are exempt from s. 119.07(1) and s. 24(a), Art. I of the State Constitution [State of Florida] until such time as the agency provides notice of an intended decision or until 30 days after opening the bids, proposals, or final replies, whichever is earlier. If an agency rejects all bids, proposals, or replies submitted in response to a competitive solicitation and the agency concurrently provides notice of its intent to reissue the competitive solicitation, the rejected bids, proposals, or replies remain exempt from s. 119.07(1) and s. 24(a), Art. I of the State Constitution until such time as the agency provides notice of an intended decision concerning the reissued competitive solicitation or until the agency withdraws the reissued competitive solicitation. A bid, proposal, or reply is not exempt for longer than 12 months after the initial agency notice rejecting all bids, proposals, or replies.

<http://www.flsenate.gov/Laws/Statutes/2011/119.071>)

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SECTION 4.0 SCHEDULE OF EVENTS

The proposed time schedule as related to this procurement is as follows:

EVENT	DATE
Release of RFP	10/12/2016
Deadline for Requests for Clarification, Questions, etc.	10/24/2016
Anticipated Addendum in Response to Questions Received on or about	10/27/2016
Proposal Due Date/Time (Deadline)	11/09/2016, Due By 4:30 PM
Scoring by Evaluation Committee	11/22/2016
Anticipated Posting of the Bid Tab on or about	11/28/2016
Anticipated Contract Approval/Award on or about	TBD

An addendum to this RFP will be issued if any of these dates/times change.

SECTION 5.0 EVALUATION OF PROPOSALS

Evaluation of proposals will be performed consistent with the City's Procedures Manual using the following criteria and weighted values:

CRITERIA	MAX SCORE	FACTOR	MAXIMUM POINTS
TECHNICAL PROPOSAL			
Executive Summary	5	0	0
Response to Proposal	5	1	5
Statement of Work	5	2	10
Minimum qualifications	5	4	20
References	5	4	20
General Statement of Experience	5	2	10
Proposed Management and Operations Plan	5	7	35
Minority/Women Business Enterprise Plan and Certification	5	1	5
COST/FEE PROPOSAL			
Cost to the City	30	1	30
Maximum Points Allowed			135

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SECTION 6.0 MINORITY WOMEN BUSINESS PARTICIPATION

MWBE participation shall be a selection criterion in the RFP evaluation /scoring process.

6.1 It is the goal of this Project to have a minimum 12.5% MWBE participation. The proposer shall include an MWBE Participation Plan within the RFP response. Key elements of the plan will include:

6.1.1 An explanation / narrative of how the goal of 12.5% MWBE participation shall be met for this contract.

6.1.2 List of the locally certified MWBE firms that will be utilized on this contract including the services they are to provide.

6.1.3 The methodology for monitoring the MWBE participation on a continuing basis.

6.1.4 If no suitable MWBE participation can be found, the Proposer must demonstrate a Good Faith Effort was made to identify a suitable MWBE and Attachment C will need to be included in the RFP Response. (Need to make sure that attachments correspond to designation in the RFP)

6.2 Good Faith

Failure to submit the MWBE Plan and/or Good Faith documentation shall result in the proposal being deemed as non-responsive to the MWBE portion of the proposal specifications. If MWBE participation is not available or will not be used for this contract, it must be documented and justified on the Good Faith Effort form.

6.3 **As part of the RFP Evaluation process, a total of 10 points may be awarded for MWBE participation: 5 points for the MWBE plan and 5 points for utilizing a certified MWBE firm(s).** The OEV's MWBE Office will evaluate the MWBE plans. Failure to submit a plan will result in the SOQ not receiving the 5 points toward the evaluation score.

Attachment B must be submitted for each MWBE firm proposed, as supporting documentation to the MWBE Certification. NOTE: When submitting the MWBE Utilization Form, **ensure** all proposed MWBE vendors are certified through the City of Tallahassee or Leon County and are located in the "Local Market Area" of Leon, Wakulla, Gadsden or Jefferson counties. No other certification is acceptable. An MWBE vendor **will not be considered** in the MWBE goal of 12.5% if that vendor is not certified by the City of Tallahassee or by Leon County at the time of receipt of the Qualification Statement.

6.4 An MWBE directory is available from the City of Tallahassee website at <http://www.talgov.com/pubworks/MinorityBusinessEnterpriseDirectory.aspx> or Leon County's website at <http://www.leoncountyfl.gov/mbe>. Information found at these websites may not be up-to-date.

6.5 Should you have any MWBE related questions, including Good Faith Efforts criteria, please contact LaTanya Raffington at the MWSBE Division of the Office of Economic Vitality at (850) 219-1060. For all other questions regarding this RFP contact the agent identified in Section 9.0.

SECTION 7.0 CONTRACT AWARD

7.1 The City intends to award to one (1) prime Contractor who will be responsible for providing services offered in the proposal to the City, whether performed by the Contractor's own employees or through the use of sub-Contractors. This prime Contractor shall be the sole point of contact for the City with regard to contractual matters.

7.2 The City reserves the right to award to a single Prime Contractor two (2) contracts, one for the

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City and a separate contract for the County. Note: any resulting contract with Leon County shall be written and executed by Leon County.

- 7.3 The City also reserves the right to award to a second Prime Contractor who will be responsible for providing services offered in the proposal to the County, whether performed by the Contractor's own employees or through the use of sub-Contractors. This prime Contractor shall be the sole point of contact for the County with regard to contractual matters.
- 7.4 Any multiple awards, if selected, shall be awarded at the sole discretion of the City.
- 7.5 The City reserves the right to incorporate the Contractor's proposal into a contract. Failure of a firm to accept this obligation may result in the cancellation of any award.
- 7.2 The selected firm(s) will be required to assume responsibility for all services offered in the proposal. The City will consider a selected firm to be the sole point of contact with regard to contractual matters, including payment of any or all charges.
- 7.3 A copy of the official final scores, ranking, and recommendation will be posted and may be available for review in the City's Procurement Services Division, upon completion of the evaluation process by the evaluation committee. An electronic copy of the final results will also be posted on www.demandstar.com.

SECTION 8.0 RIGHT OF REJECTION

The City of Tallahassee reserves the right to waive any informality in any proposal, to reject any or all proposals in whole or in part, with or without cause, and/or to accept the proposal that in its judgment will be in the best interest of the City of Tallahassee and its citizens.

SECTION 9.0 REQUESTS FOR CLARIFICATIONS, INTERPRETATIONS, ASSISTANCE

All questions concerning this Request for Proposals must be directed through:

CLAUDIA COOPER , Purchasing Agent

E-MAIL: claudia.cooper@talgov.com (preferred method of communication)

TELEPHONE: (850) 891-8401 OR (850) 891-8280 (Central Desk)

FACSIMILE: (850) 891-0969

PROCUREMENT SERVICES DIVISION, CITY HALL

300 SOUTH ADAMS STREET, MAIL BOX A-28, TALLAHASSEE, FL 32301-1731

All telephone conversations are to be considered unofficial responses and will not be binding. Questions, verifying the Request for Proposals' content, if appropriate, will be responded to in writing. The written response will be the City's official response and will be mailed to all Proposers that requested the Request for Proposals. All Questions must be submitted no later than October 24, 2016 12:00 PM, Eastern Time.

SECTION 10.0 GENERAL TERMS AND CONDITIONS USED IN THE FINAL CONTRACT

These clauses are not all inclusive; the final contract will be sent to successful Proposer:

10.1 EQUAL OPPORTUNITY AGREEMENT

- 10.1.1 In connection with work performed under a City of Tallahassee contract, the Proposer agrees, upon receipt of a written award or acceptance of a contract, to support and abide by the City's Equal Opportunity Pledge.
- 10.1.2 By submitting a proposal in response to this solicitation, the Proposer agrees to –
 - (a) Not discriminate against any employee or job applicant because of their race, creed, color, sex, marital status or national origin;

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(b) Post a copy of this pledge in a conspicuous place, available to all employees and job applicants.

10.1.3 Place or cause to be placed a statement in all solicitations or advertisement for job applicants, including subcontracts, that the Proposer is an "Equal Opportunity Employer".

10.2 PUBLIC ENTITY CRIMES

As required by Florida State Statute 287.133, (2 (a), A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a proposal on a contract to provide any goods or services to a public entity, may not submit a proposal on a contract with a public entity for the construction or repair of a public building or a public work, may not submit proposals on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or Contractor under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in s.287.017 for CATEGORY TWO [\$35,000] for a period of 36 months from the date of being placed on the convicted vendor list. Any person must notify the City within 30 days after a conviction of a public entity crime applicable to that person or to an affiliate of that person.

10.3 INDEMNIFICATION

The Contractor shall indemnify and save harmless the City, its officials and employees, from all losses, damages, costs, expenses, liability, claims, actions, and judgments of any kind whatsoever brought or asserted against, or incurred by, the City, including without limitation attorney's fees and costs of litigation, to the extent that the same arise out of or are caused by any act or omission of the Contractor, its sub-Contractors or subcontractors, or by the employees, officers, directors, or agents of the Contractor, or its subcontractors.

10.4 ISSUANCE OF ADDENDA

10.4.1 If this solicitation is amended, the City will issue an appropriate addendum to the solicitation. If an addendum is issued, all terms and conditions that are not specifically modified shall remain unchanged.

10.4.2 Proponents shall acknowledge receipt of each addendum to this solicitation using one of the following methods:

- By signing and returning the addendum;
- By signed letter;
- By signed facsimile (subject to the conditions specified in the provision entitled "FACSIMILE DOCUMENTS".)

10.4.3 The City must receive the acknowledgment by the time and date, and at the location specified for receipt of proposals.

10.5 PAYMENT

10.5.1 Prompt Pay Policy

It is the policy of the City of Tallahassee to fully implement the provisions of the State of Florida Prompt Payment Act. For more information, please refer to Florida State Statute 218.7.

10.5.2 Withholding Payment

In the event a contract is canceled under any provision herein, the City of Tallahassee may

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withhold from the Contractor any monies owed on that or any contract, an amount sufficient to compensate for damages suffered because of the violation resulting in cancellation.

10.5.3 Financial Consequences

The Contract will contain financial consequences language similar to the following:

The Division reserves the right to withhold payment of 5 percent from invoices for late performance, or to implement other appropriate remedies, such as contract termination or nonrenewal, when the Contractor has failed to perform or comply with provisions of this Contract. These consequences for non-performance shall not be considered penalties.

10.6 **INSURANCE REQUIREMENTS:**

Prior to commencing work, the Contractor shall procure and maintain at Contractor's own cost and expense for the duration of the agreement the following insurance against claims for injuries to person or damages to property which may arise from or in connection with the performance of the work or services hereunder by the Contractor, his agents, representatives, employees or Subcontractors. The cost of such insurance shall be included in Contractor's proposal.

10.6.1 Contractor shall maintain limits no less than:

Commercial General/Umbrella Liability Insurance - \$1,000,000 limit per occurrence for property damage and bodily injury. The service provider should indicate in its proposal whether the coverage is provided on a claims-made or preferably on an occurrence basis. The insurance shall include coverage for the following:

- Premise/Operations
- Explosion, Collapse and Underground Property Damage Hazard (only when applicable to the project)
- Products/Completed Operations
- Contractual
- Independent Contractors
- Broad Form Property Damage
- Personal Injury

Workers' Compensation and Employers'/Umbrella Liability Insurance -- Workers' Compensation coverage with benefits and monetary limits as set forth in Chapter 440, Florida Statutes. This policy shall include Employers'/Umbrella Liability coverage for \$1,000,000 per accident. Workers' Compensation coverage is required as a condition of performing work or services for the City whether or not the Contractor or Vendor is otherwise required by law to provide such coverage.

10.6.2 Other Insurance Provisions

10.6.2.1 Commercial General Liability and Automobile Liability Coverage

- The City of Tallahassee, members of its City Commission, boards, commissions and committees, officers, agents, employees and volunteers are to be covered as additional insureds as respects: liability arising out of activities performed by or on behalf of the Contractor; products and completed operations of the Contractor; premises owned,

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leased or used by the Contractor or premises on which Contractor is performing services on behalf of the City. The coverage shall contain no special limitations on the scope of protection afforded to the City of Tallahassee, members of the City Commission, boards, commissions and committees, officers, agents, employees and volunteers.

- The Contractor's insurance coverage shall be primary insurance as respects the City of Tallahassee, members of its City Commission, boards, commissions and committees, officers, agents, employees and volunteers. Any insurance or self-insurance maintained by the City of Tallahassee, members of its City Commission, boards, commissions and committees, officers, agents, employees and volunteers shall be excess of Contractor's insurance and shall not contribute with it.
- Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the City of Tallahassee, members of its City Commission, boards, commissions and committees, officers, agents, employees and volunteers.
- Coverage shall state that Contractor's insurance shall apply separately to each insured against whom a claim is made or suit is brought, except with respect to the limits of the insurer's liability.

10.6.2.2 Workers' Compensation and Employers' Liability and Property Coverage

The insurer shall agree to waive all rights of subrogation against the City of Tallahassee, member of its City Commission, boards, commissions and committees, officers, agents, employees and volunteers for losses arising from activities and operations of Contractor in the performance of services under this Agreement.

10.6.2.3 All Coverage

- Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled, reduced in coverage or in limits except after thirty (30) days prior written notice has been given to the City.
- If Contractor, for any reason, fails to maintain insurance coverage which is required pursuant to this Agreement, the same shall be deemed a material breach of contract. City, at its sole option, may terminate this Agreement and obtain damages from the Contractor resulting from said breach.
- Alternatively, City may purchase such required insurance coverage (but has no special obligation to do so), and without further notice to Contractor, City may deduct from sums due to Contractor any premium costs advanced by City for such insurance.
- City named as "additional insured" as its interest may appear.

10.6.2.4 Deductibles and Self-Insured Retentions

Any deductibles or self-insured retention must be declared to and approved by the City. At the option of the City, the insurer shall reduce or eliminate such deductibles or self-insured retention as respects the City of Tallahassee, members of its City Commission, boards, commissions and committees, officers, agents, employees and volunteers; or the Contractor shall procure a bond guaranteeing payment of losses, related investigation, claim administration and defense expenses.

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10.6.2.5 Acceptability of Insurers

Insurance is to be placed with Florida admitted insurers rated B+, VIII or better by A.M. Best's rating service.

10.6.2.6 Verification of Coverage

Contractor shall furnish the City with certificates of insurance and with original endorsements affecting coverage required by this clause. The certificates and endorsements for each policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificates and endorsements are to be received and approved by the City before work commences.

10.6.2.7 Subcontractors

Contractor shall include each of its subcontractors as insureds under the policies of insurance required herein.

10.7 ACCESS TO MEETINGS

Persons with disabilities requiring reasonable accommodations to attend meetings, please contact the purchasing representative specified above in Section 9, at least forty-eight (48) hours in advance (excluding weekends and holidays). Public notice of all Selection Committee meetings will be posted in the Procurement Services Division, City Hall, 300 South Adams Street, Tallahassee, Florida as far in advance of the meeting as possible.

10.8 CONFIDENTIALITY

10.8.1 By submitting a proposal in response to this solicitation, a Proposer acknowledges that City is a governmental entity subject to the Florida Public Records Law (Chapter 119, Florida Statutes). The Proposer further acknowledges that any materials or documents provided to City may be "public records" and, as such, may be subject to disclosure to, and copying by, the public unless otherwise specifically exempt by statute. Should a Proposer provide the City with any materials which it believes, in good faith, contain information which would be exempt from disclosure or copying under Florida law, the Proposer shall indicate that belief by typing or printing, in bold letters, the phrase "Proprietary Information" on the face of each affected page of such material. The Proposer shall submit to City both a complete copy of such material and a redacted copy in which the exempt information on each affected page, and only such exempt information, has been rendered unreadable. In the event a Proposer fails to submit both copies of such material, the copy submitted will be deemed a public record subject to disclosure and copying regardless of any annotations to the contrary on the face of such document or any page(s) thereof.

10.8.2 Should any person request to examine or copy any material so designated, and provided the affected Proposer has otherwise fully complied with this provision, City, in reliance on the representations of the Proposer, will produce for that person only the redacted version of the affected material. If the person requests to examine or copy the complete version of the affected material, City shall notify the Proposer of that request, and the Proposer shall reply to such notification, in a writing that must be received by City no later than 4:00 p.m., ET, of the second City business day following Proposer's receipt of such notification, either permitting or refusing to permit such disclosure or copying. Failure to provide a timely written reply shall be deemed consent to disclosure and copying of the complete copy of such material. If the Proposer refuses to permit disclosure or copying, the Proposer agrees to, and shall, hold harmless and indemnify City for all expenses, costs, damages, and penalties of any kind whatsoever which may be incurred by City, or assessed or awarded against City, in regard to City's refusal to permit disclosure or copying of such material. If litigation is filed in relation to such request and the Proposer is not initially named as a party, the Proposer

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shall promptly seek to intervene as a defendant in such litigation to defend its claim regarding the confidentiality of such material. This provision shall take precedence over any provisions or conditions of any proposal submitted by a Proposer in response to the RFP and shall constitute City's sole obligation with regard to maintaining confidentiality of any document, material, or information submitted to the City.

10.9 GRIEVANCE PROCEDURES

10.9.1 Right to Protest. Any prospective Bidder or Proposer may protest the provisions of a Request for Bids (IFB) or Request for Proposals (RFP).

i Protest of Specifications or Proceedings Prior to Bid Opening

Any actual or prospective bidder, or contractor, who is aggrieved in connection with the solicitation of a contract or bid, may protest on the grounds or irregularities in specifications or bid procedure.

ii Protest of Recommended Award

Any actual bidder or Proposer, who is aggrieved in connection with the evaluation of bids, the evaluation of proposals, or the staff recommendation regarding award of a contract, provided that such bidder or Proposer would have been awarded the contract but for the aggrieved action, may protest such evaluation or award recommendation.

10.9.2 Filing a Protest. A written protest shall be considered filed, for purposes of this procedure when all related items are actually delivered to and received by the Procurement Services Division. All protest shall be directed to the attention of the Manager, Procurement Services.

i For a protest related to the specifications or proceeding of an IFB or RFP, a formal written protest must be filed no later than 72 hours (excluding weekends and holidays) prior to the scheduled bid opening date. Failure to timely file the written protest including the required protest bond/cashier's check, shall constitute a waiver of such protest.

ii For a protest related to the evaluation of bids, evaluation of proposals, or staff recommendation regarding award of a contract, a written notice of intent to protest must be filed with Procurement Services within 72 hours (excludes weekends and holidays) after posting of the intended recommendation regarding award, and a written protest, must be filed with the Procurement Services Division no later than 5:00 p.m., ET, on the seventh (7th) calendar day following the date on which the written notice of intent to protest was filed. A weekend commences at 12:00 a.m., ET, on Saturday and ends at the same time on the following Monday. A holiday begins at 12:00 a.m., ET, on the observed holiday and ends at the same time on the following day. Such written protest shall state, with particularity the facts and grounds upon which the protest is based, and shall include references to applicable laws, statutes, ordinances, policies, or other authority on which the protest is based. Failure to timely file either the notice of intent or the written protest including the protest bond/cashier's check, shall constitute a waiver of such protest.

10.9.3 Protest Bond. Any person who files a formal written protest shall post with the Procurement Services Division, at the time of filing the formal written protest, a cashier's check or bond payable to the City of Tallahassee in an amount equal to 1 percent of the City's estimate of the total volume of the contract or \$5,000, whichever is less.

10.9.4 Final Decision. The City Attorney or designee shall consider each protest and shall render a final determination. If the decision of the City Attorney or designee upholds the action taken by the City, then the City shall retain the amount in payment of a portion of the cost and expense, including but not limited to, time spent by City staff in responding to the protest and in

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conducting the evaluation of the protest. If the decision of the City Attorney or designee does not uphold the action taken by the City, then the City shall return that amount, without deduction, to the person or entity filing the protest

- 10.9.5 Stay of Procurement During Bid Protest. In the event protest is filed in accordance with the bid protest procedures herein, Procurement Services shall not proceed further with the solicitation or award of the contract until the City Attorney or designee has rendered a written decision regarding the protest or until the City Manager or designee makes a written determination that continuation of the process and award of a contract without delay is necessary to protect the substantial interest of the City.

10.10 PROHIBITED COMMUNICATIONS

As provided for in the City of Tallahassee Code of Ordinances, Number 11-O-03AA, subsection 2-357, any form of communication, other than written correspondence, shall be prohibited between any person or representative of any company seeking an award of this solicitation and any City Commissioner or Commissioners staff, or any city employee authorized to act on behalf of the City Commission. Prohibited communications shall be in effect from the date/time submittals are due for this solicitation until the City Commission or authorized designee awards or approves a contract, rejects all responses, or otherwise takes action which ends the solicitation process.

10.11 PURCHASES BY OTHER PUBLIC AGENCIES

With the consent and agreement of the successful bidder(s), purchases may be made under this bid by other governmental agencies or political subdivisions within the State of Florida. Such purchases shall be governed by the same terms and conditions stated herein. This agreement in no way restricts or interferes with the right of any Florida State or political subdivision or other public entity to bid any or all of these items independently.

10.12 CERTIFICATION OF DRUG-FREE WORKPLACE

Proposers should submit, with their proposal, an executed Drug Free Workplace Certification (Attachment B) indicating that the proposer has implemented a Drug Free Workplace Program which meets the requirements of Section 287.087, Florida Statutes.

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**ATTACHMENT A
REPRESENTATIONS / CERTIFICATIONS**

TAXPAYER IDENTIFICATION

Bidder must complete Federal Form W-9 and submit it with their bid. The form may be downloaded from the Internal Revenue web site at www.irs.gov.

OFFICIAL COMPANY INFORMATION AS REGISTERED (Type/Print)

COMPANY NAME: _____
MAIL ADDRESS: _____

(City) (State) (Zip Code+4)
TELEPHONE NO: VOICE: (____) _____, EXTENSION: _____
(Toll-Free Preferred) OTHER: (____) _____; FAX: (____) _____
EMAIL ADDRESS: _____
WEBSITE URL: _____

COMPANY CONTACT FOR CONTRACT MANAGEMENT (Type/Print)

PERSON NAME: _____
TELEPHONE NO: VOICE: (____) _____, EXTENSION: _____
(Toll-Free Preferred) OTHER: (____) _____; FAX: (____) _____
EMAIL ADDRESS: _____

PAYMENT REMITTANCE ADDRESS (Type/Print) (if same as 2.8, enter "SAME 2.8")

NAME: _____
MAIL ADDRESS: _____

(City) (State) (Zip Code+4)
TELEPHONE NO: VOICE: (____) _____, EXTENSION: _____
(Toll-Free Preferred) OTHER: (____) _____; FAX: (____) _____
EMAIL ADDRESS: _____

CONTACT FOR INVOICE INQUIRIES

NAME: _____
TELEPHONE NO: VOICE: (____) _____, EXTENSION: _____
(Toll-Free Preferred) OTHER: (____) _____; FAX: (____) _____
EMAIL ADDRESS: _____

WHERE TO SEND PURCHASE ORDER (IF APPLICABLE)

COMPANY NAME: _____
MAIL ADDRESS: _____

(City) (State) (Zip Code+4)

EXHIBIT A - RFP DOCUMENT



**ATTACHMENT B
MWBE UTILIZATION FORM**

Respondent: _____

Address: _____

Phone: _____ - _____ - _____ Email Address: _____

RFP # and Name: _____

MWBE SUB CONTRACTORS INTENDED TO BE UTILIZED ON THE PROJECT

Name of MWBE Sub-Contractor/Supplier: _____

Address: _____

Phone: _____ - _____ - _____ Is the sub-contractor a certified MWBE? ____ Yes ____ No

If yes, please provide a copy of your certification letter or certificate.

Dollar amount of contract with sub-contractor/supplier: \$ _____

Percentage amount of contract with sub-contractor/supplier: _____%

Description of scope of work performed under agreement with the sub-contractor for amount indicated above:

PLEASE SUBMIT A SEPARATE FORM FOR EACH SUB-CONTRACTOR/SUPPLIER.

EXHIBIT A - RFP DOCUMENT

ATTACHMENT C

**STATEMENT OF GOOD FAITH EFFORTS
MWBE Professional Service Projects**

PROPOSER: _____

DATE: _____

This form is to be completed if proposer fails to achieve the MWBE goals established for this project. The proposer is allowed to use an alternate method that demonstrates the good faith efforts made to meet the goals established as long as all of the requested information is included. Failure to include all requested information may result in the proposal being determined as non-responsive to the MWBE goals.

The following list is not intended to be exclusive or exhaustive and the City will look not only at the different kinds of efforts the proposer has made, but also the quality, quantity, intensity and timeliness of those efforts; it is the responsibility of the proposer to exercise good faith efforts. Any act or omission by the City shall not relieve the proposer of this responsibility.

Criteria listed below are consistent with the intent of **Section 16.5.9 of the City's Administrative Policies & Procedures Manual, as amended.** A response is required to address each cited paragraph. Additional pages may be added as necessary.

1. Attendance at Pre-Proposal conference, if held:

Yes No Not Held
(10 POINTS)

2. Whether and when the proposer provided written notice to certified MWBE's listed in the City of Tallahassee MWBE and/or Leon County Government Program directories that perform the type of work to be subcontracted and advising the MWBE's of the specific work the proposer intends to subcontract; that their interest in the contract is being solicited; and how to obtain information for the review and inspection of contract plans and specifications. (20 POINTS)

All letters from proposers to prospective MWBE subcontractors should be post marked a minimum of 12 calendar days or faxed recorded 7 days prior to proposal opening.

A. Provide complete list of all MWBE's solicited.

B. Provide **DATE** letters were mailed (MWBE's will be canvassed as to who sent them letters and what date they were received.) Provide a copy of solicitation and all other letters sent to MWBE's. Recommended information in your solicitation letter can include, but not limited to, the following:

- Project specific information.
- Your willingness to assist with supply purchases.
- Bonding requirements of your firm.
- Any assistance your firm will be giving regarding bonding requirements, lines of credit and insurance requirements.
- Availability of specifications and plans through your office.
- Best time to reach you by phone (MWBE firms will be canvassed regarding your responsiveness to their calls and project information they received from your firm.)
- Proposal opening date and all addendum information.
- Your requirements/time frames/payment schedules.

3. Whether the proposer selected feasible portions of work to be performed by MWBE's, including, where appropriate, breaking contracts or combining elements of work into feasible units. The ability of the proposer to perform the work with its own work force will not in itself excuse a contractor from making positive efforts to meet the established goals. (10 POINTS)

EXHIBIT A - RFP DOCUMENT

If appropriate, detail any subcontracting category that you have broken down to assist MWBE firms and list firms that have been made aware of this reduced scope.

<u>Subcontracting Category</u>	<u>MWBE Firm</u>
_____	_____
_____	_____
_____	_____
_____	_____

4. **Whether the proposer considered all quotations received from MWBE's and for those quotations not accepted, the proposer should provide an explanation of why the MWBE will not be used during the course of the contract. Receipt of lower quotation from non-MWBE will not in itself excuse a proposer's failure to meet project goals. (15 POINTS)**

List all MWBE firms who quoted this project; the amount quoted, and the successful subcontractor (if not the MWBE firm) and their quote:

<u>Name of MWBE</u>	<u>MWBE's Quote</u>	<u>Name of non-MWBE Subcontractor Chosen</u>	<u>Subcontractor's Quote</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

5. **Whether the proposer provided interested MWBE's assistance in reviewing the contract plans and specifications. (5 POINTS)**

Name the MWBE firms provided assistance and describe how your firm provided such assistance.

6. **Whether the proposer assisted interested MWBE firms in obtaining required bonding, lines of credit or insurance if such assistance was necessary. (5 POINTS)**

If the project was above \$200,000 or exempt from the City of Tallahassee's Bond Waiver Program, name the MWBE's assisted and describe the assistance provided.

EXHIBIT A - RFP DOCUMENT

7. Indicate whether the proposer has utilized MWBE subcontractors on City, or other local, contracts within the past six months. **(10 POINTS)**

<u>Project Name</u>	<u>MWBE Firms Used</u>	<u>Dollar Value</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

8. Whether the proposer advertised in general circulation, trade association, and/or minority/women - focus media concerning the subcontracting opportunities. **(10 POINTS)**

List which papers carried your ad and attach a copy of the ad.

9. Written documentation that the proposer contacted the City of Tallahassee's MWBE Office, other local M/WBE Offices or, if applicable, Federal MWBE/DBE Offices, for guidance and assistance if having difficulty obtaining minority participation and unable to identify portions of work that can be feasibly broken down. **(10 POINTS)**

List minority/women organizations contacted. (A minimum of three organizations must be contacted.)

<u>Organization</u>	<u>Person Contacted</u>	<u>Date Contacted</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

10. Describe any additional efforts or circumstances, which may assist the City in determining your Good Faith Efforts. **(5 POINTS)**

A minimum score equal to 80% of the eligible points is required to achieve an acceptable good faith effort determination.

Attachment D

Certification of Drug-Free Workplace:

Section 287.087 of the Florida Statutes provides that, where identical tie bids are received, preference shall be given to a bid received from a bidder that certifies it has implemented a drug-free workforce program. Please sign below and return this form to certify that your business has a drug-free workplace program.

- 1) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
- 2) Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation and employee assistance programs and the penalties that may be imposed upon employees for drug abuse violations.
- 3) Give each employee engaged in providing the commodities or contractual services that are under Bid a copy of the statement specified in Subsection (1).
- 4) In the statement specified in Subsection (1), notify the employees, as a condition of working on the commodities or contractual services that are under Bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any State, for a violation occurring in the workplace no later than five (5) days after such conviction.
- 5) Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community by any employee who is so convicted.
- 6) Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements. False statements are punishable at law.

BIDDER'S NAME:

By:

Authorized Signature

Print Name and Title

EXHIBIT A - RFP DOCUMENT

Attachment E
COST / FEE Proposal
(Sample)

Submit your recommended deliverables, timeline and pricing shall be submitted in MICROSOFT EXCEL FORMAT. Please add additional lines as needed.

DO NOT INCLUDE ANY PRICING IN ANY PART OF THE TECHNICAL PROPOSAL.

RESPONDENT/COMPANY NAME: _____

DELIVERABLES #	DESCRIPTION	ANTICIPATED TIME TO COMPLETE DELIVERABLE	DELIVERABLE COST
* GRAND TOTAL COST			

* Evaluation Points will be calculated on the Grand Total Cost.

The following cost breakdown is required to identify the key personnel, roles and pay scale of those working on this project. These costs outlined below are not additional to those Task costs identified above. Add additional pages as needed to include proposed Personnel.

EMPLOYEE #	PERSONNEL NAME - TITLE	HOURLY RATE	PERCENTAGE OF TIME DEDICATED TO PROJECT
1			
2			
3			
4			

EXHIBIT A - RFP DOCUMENT

**Attachment F
PROPOSAL LABEL**

Each Proposal envelope/box shall be sealed and identified as specified below:

PLEASE FILL OUT THE LABEL BELOW AND ATTACH IT TO YOUR RFP RESPONSE PACKAGE(S).
Cut out label and tape to outer sealed envelope(s) or package(s).



DO NOT OPEN - SEALED PROPOSAL

RFP NO.: 0004-17-CC-BC

RFP TITLE: Disaster Recovery Services

DUE DATE AND TIME:

LATE PROPOSAL WILL NOT BE ACCEPTED

FROM

Name of Firm:

Contact Name:

Phone No.:

Email Address:

Fax No.:

Deliver To:

**PROCUREMENT SERVICES DIVISION
3RD FLOOR, CITY HALL, CITY OF TALLAHASSEE
300 SOUTH ADAMS STREET, MAIL BOX A-28
TALLAHASSEE, FL 32301-1731**



NOTICE TO RESPONDENTS

October 28, 2016

ADDENDUM No. 1

REQUEST FOR PROPOSALS (RFP) NO. 0004-17-CC-BC

DISASTER RECOVERY SERVICES

1. This addendum incorporates changes and/or clarifications to the above referenced RFP only in the manner and to the extent stated herein and shall become part of the resulting contract.
2. Respondent must acknowledge this addendum by one of the following methods:
 - a. IF THIS ADDENDUM IS RECEIVED PRIOR TO SUBMITTING A PROPOSAL TO THE CITY OF TALLAHASSEE PROCUREMENT SERVICES OFFICE:
By signing and returning the addendum with the sealed PROPOSAL 1 – TECHNICAL PROPOSAL specified in the RFP.

OR

- b. IF THIS ADDENDUM IS RECEIVED AFTER SUBMITTING A PROPOSAL TO THE CITY OF TALLAHASSEE PROCUREMENT SERVICES OFFICE:
By signing and returning the addendum in a separate sealed envelope/package (original and same number of copies). The City of Tallahassee Procurement Services Office must receive acknowledged addendums by the time/date set for receipt of proposals specified in the RFP.

Changes and Clarifications to the RFP:

- c. First Paragraph of the RFP is hereby revised to read:

The City of Tallahassee (COT) invites qualified vendors to submit responses to its Request for Proposal (RFP) for Disaster Financial Recovery Services. The purpose of this RFP is to solicit competitive proposals from companies that provide Disaster Recovery Services. This is a cooperative solicitation issued by the City of Tallahassee and Leon County, Florida. The City reserves the right to award to one or more proposers whatever is in the best interest of the City and the County. The City anticipates a contract for these services for a basic term of three (3) years with two 1-year extension options for services as needed. Whenever the word "City" is used, the word "County" is interchangeable, unless otherwise specified.

- d. Section 3.3 Tab 11 has been hereby revised:

Tab 11. Miscellaneous Documents

- Attachment A – Representations/Certifications
- ~~Attachment B – MWBE Utilization~~
- ~~Attachment C – MWBE Good Faith Effort~~
- Attachment D – Certification of Drug-Free Workplace Program
- ~~Attachment E – Cost/Fee Proposal~~
- Attachment F – LABEL for Proposal Submission
- Attachment G – References
- Acknowledged and signed Addenda to this RFP

EXHIBIT A - RFP DOCUMENT

d. Section 5.0 Evaluation Of Proposals has been hereby revised:

Evaluation of proposals will be performed consistent with the City's Procedures Manual using the following criteria and weighted values:

CRITERIA	MAX SCORE	FACTOR	MAXIMUM POINTS
TECHNICAL PROPOSAL			
Executive Summary	0	0	0
Response to Proposal	5	1	5
Statement of Work	5	2	10
Minimum qualifications	5	4	20
References	5	4	20
General Statement of Experience	5	2	10
Proposed Management and Operations Plan	5	7	35
COST/FEE PROPOSAL			
Cost to the City	30	1	30
Maximum Points Allowed			130

e. Section 6 has been deleted.

f. Section 7.0 Contract Award Has been hereby revised:

7.2 The City reserves the right to select a single Prime Contractor for two (2) contracts, one for the City and a separate contract to be awarded by the County. Note: any resulting contract with Leon County shall be written and executed only by Leon County.

7.3 The City also reserves the right to select a second Prime Contractor who will be responsible for providing services offered in the proposal to the County, whether performed by the Contractor's own employees or through the use of sub-Contractors. This prime Contractor shall be the sole point of contact for the County with regard to contractual matters.

7.4 Any multiple awards, if selected, shall be awarded at the sole discretion of the City/County

7.5 The City reserves the right to incorporate the Contractor's proposal into a contract. Failure of a firm to accept this obligation may result in the cancellation of any award.

7.6 The selected firm(s) will be required to assume responsibility for all services offered in the proposal. The City will consider a selected firm to be the sole point of contact with regard to contractual matters, including payment of any or all charges.

7.7 A copy of the official final scores, ranking, and recommendation will be posted and may available for review in the City's Procurement Services Division, upon completion of the evaluation process by the evaluation committee. An electronic copy of the final results will also be posted on www.demandstar.com.

g. Section 10.6.2.1 Commercial General Liability and Automobile Liability Coverage bullet one has been hereby revised as follows:

EXHIBIT A - RFP DOCUMENT

- The City of Tallahassee and Leon County, Florida, members of its Commission, boards, commissions and committees, officers, agents, employees and volunteers are to be covered as additional insureds as respects: liability arising out of activities performed by or on behalf of the Contractor; products and completed operations of the Contractor; premises owned, leased or used by the Contractor or premises on which Contractor is performing services on behalf of the City. The coverage shall contain no special limitations on the scope of protection afforded to the City of Tallahassee or Leon County, members of the Commission, boards, commissions and committees, officers, agents, employees and volunteers.
- h. Attachment G – References form has hereby been added to the RFP to be submitted with your proposal by the designated deadline.
- i. Answers to Questions submitted timely. (See attached)

RESPONDENT’S ACKNOWLEDGMENT

COMPANY/FIRM NAME _____

PERSON AUTHORIZED _____
TO SIGN FOR PROPOSER (Print Name) (Signature)

DATE SIGNED _____

3. If you have any questions on this addendum or any related matter, please contact: Claudia Cooper

E-mail: Claudia.Cooper@talgov.com; Ph (850) 891-8401, or through FRS TDD at 771.

EXHIBIT A - RFP DOCUMENT

- i. Answers to Questions submitted timely. Questions presented exactly as submitted.

Question 1:

To follow up our discussion on paragraph 2.1(q), this paragraph reads as if any billing by your consultant would be paid only if the Federal government paid the City. The consultant billing, invoicing, or claimed costs would be disallowed all together or reduced by the amount not reimbursed by FEMA. This would be viewed by FEMA as costs that are contingent on Federal funding, which is not permitted by 2 CFR §200.459.

The paragraph in the RFP and the CFR citation are included below.

The wording of the paragraph should not reference that the funding paid to the consultant is dependent on funding received from the Federal Government. The paragraph could reference maximizing the reimbursement of administrative costs.

Paragraph 2.1:

q) The Contractor should provide only Direct Administrative Costs (DAC) eligible activities unless otherwise requested by the City. If the City requests a non-DAC eligible item, the Contractor must inform the City that such activities are non-reimbursable by FEMA. If the Contractor is to perform any non-DAC eligible activities without a request, the Contractor must inform the City prior to claiming such costs. Project Worksheets (PWs) submitted by the Contractor and unapproved by FEMA will be deemed unallowable costs under this agreement and subject to refund for the costs allocated to such project worksheet. In addition, should direct administrative costs obligations approved by FEMA for individual project worksheets be less than the amount the City reimbursed the Contractor for the same project worksheet, the difference may be subject to refund back to the City. This provision shall survive the term of the contract and the City is entitled to seek all necessary relief in the enforcement of this provision.

§200.459 Professional service costs.

(a) Costs of professional and consultant services rendered by persons who are members of a particular profession or possess a special skill, and who are not officers or employees of the non-Federal entity, are allowable, subject to paragraphs (b) and (c) when reasonable in relation to the services rendered and when not contingent upon recovery of the costs from the Federal Government. In addition, legal and related services are limited under §200.435 Defense and prosecution of criminal and civil proceedings, claims, appeals and patent infringements.

Answer 1:

The City is requesting that the costs that are submitted within project worksheets are DAC eligible. As the contract expert, the contractor is responsible of claiming only DAC eligible items within Project Worksheets. If FEMA responds saying they are ineligible, the City is stating that they are unallowable costs under the contract and therefore should be recouped by the City from the contractor. If the City requests that the contractor performs tasks that are ineligible to claim DAC, then the contractor must inform the city of these tasks, so the City

EXHIBIT A - RFP DOCUMENT

understands those tasks will be not be eligible to claim reimbursement. These tasks should be marked on the contractor's invoice so the City is aware of the costs it will incur outside of what is reimbursable.

Question 2:

Section 2.1.1 (q) – Will there be any discussion regarding modifying the language in this section making reimbursement to the awarded Contractor by Leon County contingent on FEMA reimbursement? The following is taken from FEMA Policy Digest 321: “Although it is not prohibited, it is generally not advisable to make payments to a contractor contingent upon the applicant's receipt of funding from FEMA.”

Answer 2:

See Answer #1.

Question 3:

Section 2.1 - several areas seem to be quite ambiguous when utilizing the wording of either "timely" or "when requested." Can you please be more specific on what the expectations are to the prime contractor so that we can accurately address in our proposal?

Answer 3:

“Timely” tasks will be defined and negotiated in the contract phase, along with a schedule of deliverables. Anything that states “when requested” refers to the City's need to request additional information when necessary. The City is seeking contractors who can show their ability to respond to immediate needs when requested.

Question 4:

Section 5.0 Evaluation of Proposals - in past proposals or projects of similar size and scope, there has been some level of consideration and/or credit to those contractors that utilize either Service Disabled Veteran-Owned Small Businesses or Veteran-Owned Small Businesses. Will there be any additional consideration and/or credit to those contractors that utilize an SDVOSB or VOSB?

Answer 4:

As per Section 6.0 the RFP considers a good faith effort of utilizing Minority/Women Business Participants. No other considerations are provided at this time.

Question 5:

P. 6 Tab 3 Section 2.0 Statement of Work states that we need to include all requirements and/or documentation requested in section 2.0 Statement of Work and section 3.0 Proposal Response Requirements. Section 3.0 is the proposal format and is separated into 11 tabs each with their own requirements. Is this tab for additional attachments that aren't specifically asked for in the rest of the tabs?

Answer 5:

Tab 11 is for additional attachments that are not asked for in others Tabs.

EXHIBIT A - RFP DOCUMENT

Question 6:

P. 8 Tab 11 asks for Attachment E Cost/Fee Proposal, but later the RFP states that the Cost/Fee Proposal is not to be included in the Technical Proposal. Are we to omit Attachment E from Tab 11 of the Technical Proposal?

Answer 6:

Tab 11 has been deleted in its entirety and replaced with the following:

Tab 11. Miscellaneous Documents

- Attachment A – Representations/Certifications
- ~~Attachment B – MWBE Utilization~~
- ~~Attachment C – MWBE Good Faith Effort~~
- Attachment D – Certification of Drug-Free Workplace Program
- ~~Attachment E – Cost/Fee Proposal~~
- Attachment F – LABEL for Proposal Submission
- Attachment G – References
- Acknowledged and signed Addenda to this RFP

Question 7:

Please confirm if a bid bond is required with the submittal. If so, in what amount?

Answer 7:

No bid bond is required.

Question 8:

Does Attachment C need to be filled out if we have a MWBE Subcontractor in place?

Answer 8:

Yes.

Question 9:

Can the City provide an approximate dollar figure of the damages incurred by Hurricane Hermine?

Answer 9:

Costs are still being identified but our original PDA **estimate** was \$6,293,634.

Question 10:

Regarding Section 1.0, the City is requesting the selected consultant to provide updates to hazard mitigation plans and other plans in addition to Public Assistance/disaster recovery services. Is this an expected deliverable on the cost proposal or does the respondent only need to demonstrate capability and experience?

Answer 10:

The respondent only needs to demonstrate capability and experience.

EXHIBIT A - RFP DOCUMENT

Question 11:

Section 1.0, paragraph 2 notes that the selected firm will prepare and review engineering design documents, but no corresponding positions are listed in Section 2.2 (program staff augmentation list). Does the City desire to have the selected consultant provide engineers?

Answer 11:

They do not have to be engineers just as long as they can prepare and review engineering design documents. However, if an engineer is required, the Contactor is required to provide adequate and qualified personnel to fulfill the job.

Question 12:

Section 2.1.1 (c) states that the selected consultant will provide specialists to FEMA Individual Assistance needs. This is generally a State-managed process. Additionally, there is a staff position for Individual Assistance provided in Section 2.2.3 (b). Can the City please clarify this need?

Answer 12:

This is correct. It is state-mandated. The City is seeking a Contractor who can explain this process to leadership in future events and work with the State as needed.

Question 13:

Section 2.1.1 (e) states that the selected consultant will support the writing of Category Z Project Worksheets. Category Z is typically another term for "State Management Costs," and is therefore only applicable to State-level disaster recovery operations. Can the City please clarify this need?

Answer 13:

Section 2.1.1 (e) is hereby stricken from the RFP.

Question 14:

Section 2.1.2 (b) states that the selected consultant should be able to prepare DDIRs – that is an FHWA requirement which only deals with State-owned roads, not locally-owned roads. Can the City please clarify this need?

Answer 14:

Section 2.1.2(b) is hereby stricken from the RFP.

Question 15:

Regarding Section 3.3, Tab 5 (references) – How many references should be provided?

Answer 15:

Proposer should submit a minimum of three (3) references of clients to whom the Proposer has provided services similar to those being proposed to the City. Attachment "G" has been added to the solicitation. Please complete and submit as part of your Technical Proposal (See attached).

Question 16:

Regarding Section 6.3 (minority women business participation) – our firm regularly engages several minority-owned firms that are certified by the Florida Department of Management

EXHIBIT A - RFP DOCUMENT

Services, Office of Supplier Diversity. Will the City accept those certifications for the purposes of the proposal evaluation?

Answer 16:

No, the City has its own MWSBE certification process. The City encourages vendors to seek participation of MWSBE, veteran, and other certified minorities, however, no points or preference are being given for this solicitation.

Question 17:

Attachment E Cost Proposal – Will the City consider providing a list of expected deliverables for this contract or consider having bidders only submit a rate sheet (either with allocated hours, or average weight on agreed upon positions) so that there can be consistency in price across firms? Due to the varied scope provided, it will be difficult for firms to assume and provide an accurate list of deliverables and timeframes.

Answer 17:

The City will not provide deliverables at this time Attachment E Cost / Fee Proposal has been provided for Proposers to submit deliverables, to the best of their ability, based on previous experience on other Disaster Recovery Contracts. Also, the bottom part of the attachment requests for a breakdown (hourly rate) of key personnel by position type identified for the job. This sheet will further assist in pricing tasks/deliverables.

Question 18:

Is there an incumbent for this work?

Answer 18:

Yes, the City currently has a Contractor to assist with the Hurricane Hermine disaster recovery services effort.

Question 19:

Cost proposal requests submission of costs by deliverable. Please identify the anticipated deliverables that need to be priced.

Answer 19:

By the scope of work that is provided, please list deliverables that you see fit based off your experience to fulfill the City's needs. With those deliverables, please provide costs.

Question 20:

Can additional rates be provided?

Answer 20:

Yes, you may submit any rates that you typically charge. Breakdown the cost and provide a description for each. The City will negotiate rates prior to any award and has the right to accept or decline other charges.

EXHIBIT A - RFP DOCUMENT

ATTACHMENT G

REFERENCES

(This page must be submitted with the proposal and shall become an integral part of the resultant contract.)

Respondent Name:

REFERENCES

Proposer should submit a minimum of three (3) of clients to whom the Proposer has provided services similar to those being proposed to the City.

Description of Work – i.e. Length of Contract Period. Type of Work Performed.	Contact name, title, phone number, address and email address
1	
2	
3	

END OF ADDENDUM

EXHIBIT A - RFP DOCUMENT



NOTICE TO RESPONDENTS

November 7, 2016

ADDENDUM No. 2

REQUEST FOR PROPOSALS (RFP) NO. 0004-17-CC-BC

DISASTER RECOVERY SERVICES

1. This addendum incorporates changes and/or clarifications to the above referenced RFP only in the manner and to the extent stated herein and shall become part of the resulting contract.

2. Respondent must acknowledge this addendum by one of the following methods:
 - a. IF THIS ADDENDUM IS RECEIVED PRIOR TO SUBMITTING A PROPOSAL TO THE CITY OF TALLAHASSEE PROCUREMENT SERVICES OFFICE:

By signing and returning the addendum with the sealed PROPOSAL 1 – TECHNICAL PROPOSAL specified in the RFP.

OR
 - b. IF THIS ADDENDUM IS RECEIVED AFTER SUBMITTING A PROPOSAL TO THE CITY OF TALLAHASSEE PROCUREMENT SERVICES OFFICE:

By signing and returning the addendum in a separate sealed envelope/package (original and same number of copies). The City of Tallahassee Procurement Services Office must receive acknowledged addendums by the time/date set for receipt of proposals specified in the RFP.

3. It is a goal of this solicitation to encourage the utilization of Minority, Women and Small Business Enterprise Program (MWSBE) and Small Local Business Enterprise Program (SLBE) companies. Directories for those companies can be found at the following websites:
City of Tallahassee website at <http://www.talgov.com/pubworks/pubworkshome.aspx>
Leon County at <http://cms.leoncountyfl.gov/Home/Departments/OfficeofEconomicDevelopment/MWSBE>
State of Florida at http://dms.myflorida.com/other_programs/office_of_supplier_diversity_osd

4. If you have any questions on this addendum or any related matter, please contact: Claudia Cooper at E-mail: Claudia.Cooper@talgov.com; Ph (850) 891-8401, or through FRS TDD at 771.

END OF ADDENDUM



In association with



PROPOSAL

Disaster Recovery Services | RFP No. 0004-17-CC-BC

November 9, 2016



Project Contact

Jason Wheeler
President and Owner
Wheeler EMC, LLC
311 Inglewood Drive
Tallahassee, FL 32301
850-879-6300

EXHIBIT B - VENDOR RESPONSE TO RFP



Procurement Services Division
3rd Floor, City Hall, City of Tallahassee
300 South Adams Street, Mail Box A-28
Tallahassee, Florida 32301-1731

Wheeler Emergency
Management Consultants, LLC
311 Inglewood Drive
Tallahassee, Florida 32301
Tel 850 879 6300
www.wheeleremc.com

Subject:
Disaster Recovery Services
RFP NO: 004-17-CC-BC

Dear Members of the Selection Committee:

In response to the Request for Proposal (RFP) for *Disaster Recovery Services*, we are pleased to submit this fully compliant technical proposal for services. Wheeler Emergency Management Consultants (Wheeler EMC) and our Team of professional Subcontractors offer a proven track record of successful emergency management and recovery projects, with a team of experts that are unsurpassed in this field. Our team will be prepared to deploy and support the City of Tallahassee and Leon County in any of the functional areas required in the RFP.

We fully understand and will comply with all requirements outlined in the RFP and are prepared to operate in accordance within the structure and assignments tasked by the City and County.

Our proposal was developed to demonstrate our combined capabilities and proven history in FEMA Public Assistance, Hazard Mitigation, as well as other Grant Programs, and we feel that our cost structure will be competitive compared to other firms with our capabilities.

We stand ready to provide any additional information and greatly appreciate the opportunity to provide our services to the City and County. Please contact me if you have any questions.

Sincerely,

A handwritten signature in black ink that reads 'Jason E. Wheeler'. The signature is written in a cursive style with a large, sweeping initial 'J'.

Jason Wheeler
President and Owner
Wheeler EMC

Date:
November 8, 2016

Contact:
Jason Wheeler

Phone:
850.879.6300

Email:
jason@wheeleremc.com

Copies:
1 Original and 6 Flash Drives

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TAB 1: EXECUTIVE SUMMARY



TAB 1: EXECUTIVE SUMMARY

Contents of Proposal

In response to Request for Proposal No. 0004-17-CC-BC, we have provided, in the following pages, all information and items requested by the City of Tallahassee.

Authorized Representative

Jason Wheeler / President and Owner, Wheeler EMC, LLC
311 Inglewood Drive, Tallahassee, FL 32301 / PH 850-879-6300

Wheeler Emergency Management Consulting, LLC



Wheeler EMC, LLC is a government, non-profit and private sector consulting firm that was established in 2010. Headquartered in Tallahassee, Florida, Wheeler EMC is owned and operated by professionals with more than 20 years of experience.

With evaluation, applied technology and program performance measurement Wheeler EMC understands and addresses the challenges, issues, and opportunities that are specific to the public sector. Wheeler EMC provides guidance and consulting services that are in support of agency missions and which will result in increased accountability, productivity, efficiency, compliance and maximized federal financial contribution.

Wheeler EMC's focus is primarily in the areas of emergency management, recovery, training and planning. That experience has included services that are extended into many areas of the public and private sector. In addition to their core services, Wheeler EMC also provides federal, state, local and tribal governments with public safety, security preparedness, critical infrastructure, grants management and regulatory compliance services.

Wheeler Corporate Information	
Corporate Headquarters	Wheeler Emergency Management Consultants, LLC 311 Inglewood Drive Tallahassee, FL 32301 850-879-6300
State of Incorporation	Florida
Year of Establishment	2010
Employer Identification No.	45-3039973
Private Company	Wheeler EMC is a private company

Arcadis U.S., Inc.



Arcadis is a leader in disaster recovery, hazard mitigation, and management consulting services designed to enhance the performance of public and private organizations and reduce their vulnerabilities to natural and man-made hazards. We offer a comprehensive range of post-disaster redevelopment and strategic recovery planning, engineering, and management consulting services to our clients. Arcadis employs a wide variety of specialists with experience ranging from design and construction, engineering, risk and vulnerability assessments and profiles, hazard mitigation, grant administration, and plan development.

Arcadis Corporate Information	
Corporate Headquarters	Arcadis U.S., Inc. 630 Plaza Drive Suite 10 Highlands Ranch, CO 80129 720-344-3500
State of Incorporation	Delaware
Year of Establishment	1967
Employer Identification No.	57-0373224
Private Company	Arcadis is a private company.



CohnReznick

CohnReznick has managed and/or monitored the distribution and compliance of more than \$13 billion in FEMA and HUD disaster recovery grants. In the aftermaths of Hurricanes Sandy, Katrina, Rita, Gustav, Ike, Dolly, and Isaac, we took part in disaster recovery contracts in New York, New Jersey, Louisiana, Mississippi, Texas, and Illinois as well as nationally under HUD and FEMA's joint Disaster Housing Assistance Program (DHAP).

Florida Disaster Consulting, LLC

Located in Lakeland Florida, FDC is a specialized consulting firm that provides a broad range of emergency management services. Our staff has served in leadership and technical support roles while previously employed with the Florida Department of Transportation, Florida Division of Emergency Management, Federal Emergency Management Agency and other agencies tasked with recovering from and mitigating against future disasters.



Metric Engineering, Inc.

Metric has extensive experience as a prime contractor providing disaster recovery services to state and local governments including: Stafford Act Programs closeout/technical assistance, CDBG-DR grant/program management, disaster case management and counseling services associated with the acquisition and demolition of residential and non-residential structures funded by HUD and FEMA, project management, grant management, long term community recovery planning, post storm debris monitoring, establishing and managing debris-processing sites, damage assessment, hazardous site remediation, canal dredging, assessment of hazardous materials, contractor payment processing, geographic information systems programming, documentation for project worksheets, public involvement, and construction inspection services.



Phillips Precision Engineering, Inc. (Certified DBE)

Phillips Precision Engineering, Inc. (PPE), is a certified Disadvantaged Business Enterprise (DBE) registered with the City of Tallahassee. The firm has completed work on the design, drainage, and management of state road projects in Northwest Florida. Natacha Phillips, P.E., the President of PPE, has over 17 years of experience in a multi-disciplined firm. The firm's experience includes roadway project design, drainage, traffic analysis, and signalization. PPE also conducts hydrological and hydraulic analysis of stormwater conveyance and treatment systems. Mrs. Phillips has worked closely with the Florida Department of Transportation District 3, FDEP, NFWFMD, as well as local governments throughout the Florida Panhandle.



Proposal Declaration

Wheeler EMC declares that this proposal is in all respects fair and in good faith without collusion or fraud.



TAB 2: RESPONSE TO PROPOSAL



TAB 2: RESPONSE TO PROPOSAL

Using evaluation, applied technology and program performance measurement The Wheeler EMC Team understands and addresses the challenges, issues, and opportunities that are specific to the public sector. The Wheeler EMC Team provides guidance and consulting services that are in support of agency missions and which will result in increased accountability, productivity, efficiency, compliance and maximized federal financial contribution. Our focus is primarily in the areas of emergency management, recovery, training and planning and our experience reflects that. However, that experience has included services that can be extended into many areas of the public and private sector. In addition to our core services, The Wheeler EMC Team also provides federal, state, local and tribal governments with public safety, security preparedness, critical infrastructure, grants management and regulatory compliance services.

With extensive experience coordinating and managing administrative, programmatic and operational activities for government and private businesses, The Wheeler EMC Team has the overall knowledge, skills, abilities and technical experience to implement the challenging tasks that face our clients effectively. The Wheeler EMC Team has also developed many relationships with individuals who are experts in their field. From these relationships, The Wheeler EMC Team has established a network of trusted associates consisting of Contract Managers, Program Mangers, Program Specialists, Project Specialists, Administrative Specialists, Planners, Trainers and Grants Managers.

We understand that government projects typically involve several agencies, multiple contractors and limited budgets. We work closely with each client to assess their needs, determine a benchmark, and offer testing and training to validate current procedures and processes or recommend change solutions based on resulting outcomes. By working extensively with clients and other project team members throughout the process we ensure timely project delivery and positive outcomes. With our knowledge of pertinent federal, state, county and regulations, The Wheeler EMC Team can complete projects more efficiently and economically.

Emergency Planning, Mitigation Planning, and Program Management Services

The Wheeler EMC Team has supported the State of Florida with HMA related program management services for over seven years. The Team facilitated the update the Calhoun County Local Mitigation Strategy and Bay County Local Mitigation Strategy in 2015 and maintains the Calhoun County Emergency Management Continuity of Operations Plan.

The Wheeler EMC Team will assist the City/County update and maintain emergency and mitigation plans, facilitate mitigation strategy meetings, and prioritize mitigation initiatives. To facilitate emergency and mitigation planning efforts, the Wheeler EMC Team will meet with the City/County to:

- Gather relevant documentation and data
- Receive input from the City/County regarding planning objectives

- Define roles/responsibilities and identify key stakeholders
- Discuss the current Local Mitigation Strategy and any other resiliency or hazard mitigation plans
- Discuss record keeping and schedule of meetings and tasks

The Wheeler EMC Team will support hazard mitigation planning efforts and facilitate planning meetings by:

- Assisting in gathering hazard data
- Identifying and updating hazards
- Coordinating information sharing related to hazard data
- Developing presentations and tools for information sharing
- Facilitating strategic mitigation planning and project scoping
- Facilitating mitigation project ranking and prioritization
- Documenting stakeholder participation and the planning process
- Updating resiliency and hazard mitigation plans

The Wheeler EMC Team will use its depth of knowledge related to federal and state regulation of recovery and mitigation to provide effective program management support. The Team will provide programmatic support by:

- Informing the City/County of program requirements
- Performing financial and project tracking
- Developing and reviewing deliverables and maintaining documentation to satisfy funding requirements

Prepare Project Worksheets and Detailed Damage Inspection Reports as Required or Needed

The Wheeler EMC Team has worked with several clients to complete Project Worksheets (PW's) and maintain supporting documentation in accordance with applicable federal regulations. The Team will coordinate with local staff to communicate program requirements, collect the necessary documentation, and develop PW's and Damage Inspection Reports in a manner that satisfies all federal requirements. The Wheeler EMC Team will coordinate with local, state, and federal agencies, as needed, to ensure PW's are appropriately completed in a timely manner. Subject matter experts will review PW's prior to submission to ensure compliance with program requirements.

Make Project Eligibility Determinations, Research and Maintain Documentation to Support Eligibility

The Wheeler EMC Team assisted clients scope flood mitigation projects for HMA funding and developed competitive grant applications. The Team will assist the City/County to:

- Understand the requirements of potential funding sources and evaluate mitigation initiatives for eligibility under potential funding sources
- Facilitate meetings to rank and select eligible mitigation projects
- Maintain documentation and research to support eligibility
- Document the planning process

Coordinate with the State and Federal Agencies

The Wheeler EMC Team works directly with state of federal agencies for clients across the nation. The Team will work to understand the City/County's disaster recovery and mitigation needs and coordinate with local, state, and federal agencies to accomplish recovery and mitigation goals.

Work with Homeowners and Local Government staff to prepare timely Hazard Mitigation Grant Program (HMGP) Grant Applications

The Wheeler EMC Team has extensive knowledge and experience with the Hazard Mitigation Grant Program (HMGP), and has applied for and managed HMGP acquisition, elevation, and drainage projects in Florida. To prepare timely HMGP grant applications, The Wheeler EMC Team will do the following:

- Communicate HMGP program mandates, funding requirements, and documentation requirements to the City/County
- Coordinate with the City/County to prepare an HMGP eligible scope of work and budget
- Perform benefit cost analysis
- Gather and maintain documentation and relevant research to support the grant application
- Conduct public and individual meetings to guide homeowners through the grant process and collect required documentation
- Collect and maintain the necessary homeowner documentation
- Subject matter experts with review applications and documentation to ensure program requirements are satisfied

The Wheeler EMC Team will do the following to ensure all project costs incurred are eligible for reimbursement under the HMGP program:

- Guide the City/County through the procurement process, as necessary
- Communicate eligible costs to the City/County
- Provide guidance to homeowners regarding eligible costs
- Conduct financial tracking of total project costs and homeowner payments to ensure all costs are eligible and within budget and communicate progress to the city regularly

Develop and submit quarterly progress reports to the County and State

The Wheeler EMC Team manages grants for clients all over the country; this includes maintaining program requirements such as quarterly reports, request for reimbursement, and project close-out activities. The Wheeler EMC Team will coordinate with the City/County and all stakeholders to ensure quarterly reports are submitted in a timely manner and represent current project conditions.

Assist and facilitate local staff with Public Assistance (PA), Hazard Mitigation Grant Program (HMGP), Community Development Block Grant (CDBG), Economic Development Administration (EDA), and Fire Management Assistance Grant program (FMAG) processes

Our team of funding experts have experience with Public Assistance (PA), Hazard Mitigation Grant Program (HMGP), Community Development Block Grant (CDBG), and Economic Development Administration (EDA) grants. The Wheeler EMC Team will facilitate grant processes and educate local staff on program requirements to ensure projects remain eligible under the funding source by:

- Conducting a kick off meeting with the City/County to communication program requirements prior to application and after grant award
- Conduct regular meetings to keep the City/County informed on program processes and project progress

Provide in-progress reviews as required to keep the City/County informed on project progress

The Wheeler EMC Team' grant management services will keep the City/County informed through every step of the project from application development to grant close-out. The Wheeler EMC Team will establish a meeting schedule and key points of discussion informed by program requirements with the City/County to provide effective communication of project progress and program mandates.

Prepare Project Worksheet closeout packages

As previously stated, The Wheeler EMC Team has extensive experience preparing Project Worksheets for our clients. The Wheeler EMC Team will coordinate with City/County staff to communicate program requirements, collect necessary documentation, and prepare Project Worksheet closeout packages in a timely manner and in accordance with applicable federal regulations.

Review all procurement to ensure FEMA eligibility

The Wheeler EMC Team has extensive knowledge of FEMA guidelines, 44 CFR, and 2 CFR Part 200. We will use this knowledge to communicate to the City/County the appropriate procurement procedures as related to the funding source.

Track all disaster related expenses and maintain support documentation to justify each expenditure

The Wheeler EMC Team will develop financial tracking mechanisms to track all recovery and mitigation expenses to ensure eligibility for reimbursement and will maintain documentation to justify each expenditure. The Wheeler EMC Team will:

- Coordinate with homeowners and contractors to ensure costs are eligible and proper documentation is provided
- Track all expenses and maintain documentation of expenditures
- Communicate financial tracking and project progress to the City/County as requested

Assist in the use of 406 hazard mitigation funds to integrate mitigation actions into the recovery process

The Wheeler EMC Team has proven experience integrating mitigation actions into the recovery process. To assist the City/County integrate mitigation initiatives into the recovery process, The Wheeler EMC Team will:

- Coordinate with the City/County and disaster recovery personnel to understand recovery needs and identify opportunities for mitigation
- Determine eligible mitigation initiatives based on program requirements
- Develop eligible project scopes and budgets to receive 406 mitigation funds
- Maintain documentation to justify eligibility

- Track expenditures and review documentation to ensure costs are reimbursable
- Coordinate with local, state, and federal agencies as needed

Our team offers subject matter experts with the qualifications needed to best serve Leon County and City/County of Tallahassee with disaster related services. As a nationally recognized full-service management consulting, sustainability, and environmental engineering firm, we maintain specialized expertise in emergency management, grant management, training and exercise development, public outreach, and community and hazard mitigation planning. Our team provides flood-related planning and implementation services that will be individually tailored to the county and city’s requirements. These services are performed in close coordination with all local, state, and federal regulations to ensure all mitigation activities are allowable, achievable, and cost-effective. Our multi-hazard mitigation planning services provide long-term strategies to increase resiliency, and we have a longstanding team with tremendous in-depth and hands on experience in all FEMA Hazard Mitigation Assistance (HMA) and Recovery programs, managing projects and programs from initiation to closeout for clients nationwide. Mitigation services include, but are not limited to:

- Mitigation strategy development
- Risk and vulnerability assessment and mapping
- Site assessments, including critical infrastructure
- Public participation and community outreach
- Loss avoidance analysis
- Operations review and SOP development
- Land use and strategic planning
- Environmental and historical evaluations
- Engineering services (civil, environmental, water/wastewater)
- Grant application development
- Hazard mitigation plan and program development

Planning Services

Our team incorporates current best practices of comprehensive mitigation planning in all our plans involving hazard mitigation, protection, preparedness, response, and recovery initiatives. Our proven track record in developing a Local Multi-Hazard Mitigation Plan, utilizes a comprehensive approach that unifies all entities under one cause, while aligning with not only State-approved goals, objectives and priorities, but also with FEMA and Department of Homeland Security (DHS) requirements. We assist local governments with identifying common hazards and specific disaster-related problems among adjacent communities to create a Multi-Hazard Mitigation Plan that provides a sound basis for directing initiatives to reduce risk and vulnerabilities. Initiatives to lower risk and vulnerabilities, as well as improve upon mitigation and resiliency efforts, are the primary elements in achieving the goal of a “sustainable community.” Our experience has shown that fostering the involvement of all components of a community, including individuals, private-sector organizations, and all governmental and non-governmental entities, makes this mitigation-strategy development approach effective and comprehensive. The result is a successful planning program that enhances the protection of the community from future impacts of risks and vulnerabilities, while



providing an approved mechanism for the local governments to sustain eligibility to leverage federal funding before, during and after a disaster.

Our team is also extremely familiar with the various Presidential Directives and the Policy Doctrine of operations and preparedness from the DHS's National Incident Management System (NIMS), National Response Plan, National Infrastructure Protection Plan, and National Preparedness Guidelines. We believe that All-Hazards Mitigation Planning encompasses an approach that focuses on both natural and human-caused hazards that pose a risk to your community. This approach aligns with Emergency Management Accreditation Program (EMAP) Standards for All-Hazards Planning, if the city or county wishes to pursue the Highest Certification offered for Emergency Management Organizations.

TAB 3: STATEMENT OF WORK



TAB 3: STATEMENT OF WORK

The Wheeler EMC Team is a leader in disaster recovery, hazard mitigation planning, and grant management, securing over \$3 billion in reimbursement funding for our clients and aiding in more than 50 declared disaster incidents. Our decades of expertise in emergency management, flood mitigation, and cost effectiveness analyses have placed our team on the cutting edge of informing the practice and policy of resiliency planning around the nation. In addition to bolstering our client’s resilience, our team provides long-term strategies to reduce disaster losses, improve disaster prevention planning and help communities strengthen against future threat and hazard loss. Our team’s ability to navigate the complexities of federal grant management while providing timely, innovative solutions to meeting our client’s needs, has allowed us to successfully implement large-scale projects around the country.

The Wheeler EMC Team understands that successful project execution requires the requisite technical expertise, financial resources, and the organizational commitment to fulfill all technical roles in a dedicated, proficient manner at the highest level of professional and technical involvement. Our team’s experience with federal disaster relief programs and project implementation provides assurance that projects are completed with a focus on strategies to maximize federal and state cost reimbursement.

Planning Services

The Wheeler EMC Team has earned an outstanding reputation in the program management industry for providing exceptional services to our clients. Through the services of our experienced and talented staff, we have delivered complex programs on time, on budget and claims free. Our services span the entire spectrum of activities required to plan, design, construct and occupy complex projects. We act as an extension of the owner’s staff to provide the overall coordination, planning and management necessary to control project cost, schedule and quality.

The Wheeler EMC Team has assembled a comprehensive team of professionals with the expertise and qualifications needed to address the disaster program management and administration services. We provide preparedness, mitigation, response, and recovery experts with many years of experience, who have assisted both local and state government entities. Our services to these clients included:

- Program management
- Grant application development and management
- Hazard mitigation strategy
- Training and exercises
- Emergency operations plan development
- Disaster related financial management
- Risk assessment and vulnerability assessment
- Mitigation project identification and prioritization
- Loss avoidance assessments and methodology development

The Wheeler EMC Team and its multi-hazard mitigation planning sector provides long-term strategies to reduce disaster losses and improve disaster prevention planning in accordance with FEMA guidance and state-of-the art emergency planning. Members of our team have been involved in FEMA HMGP and HMA programs for more than 20 years and have contributed to the development of the Disaster Mitigation Act of 2000. We have supported many federal and municipal clients both prior to and following natural disasters such as Hurricanes Katrina and Sandy. We understand that the best way to be resilient is to be prepared and we are consistently striving towards producing these outcomes for our clients.

Funding / Grants

The Wheeler EMC Team has worked with state and local stakeholders throughout the entire lifecycle of these programs to develop eligible hazard mitigation projects, complete applications (scope development, cost estimating, scheduling, benefit-cost analysis, and environmental review), respond to FEMA "Requests for Information," and to manage and closeout the approved projects. In addition, we are currently assisting the State of Florida with the execution of Flood Mitigation Assistance and Pre-Disaster Mitigation Programs in the identification, development, and completion of grant applications as well as assisting staff with project management and monitoring of the grant programs post-award. The flowchart to the right (figure 1) outlines the traditional steps of our FEMA Hazard Mitigation Assistance program management pipeline process. The Wheeler EMC Team has standard operating procedures to maintain compliance with grant requirements, resulting from many years of experience in managing FEMA programs for our clients.

The Wheeler EMC Team will support the City/County develop strategies to secure funding and we will help identify FEMA reimbursable project scopes. We will support the City/County with the development and implementation of strategies that will minimize risk, maximize reimbursements, and ensure compliance with the funding source. We will ensure full awareness of funding opportunities and funding obligations and orient the City/County with the project management process, as well as address any questions that may arise throughout the project lifecycle.

The Wheeler EMC Team will develop project implementation strategies that coordinate normal operations with funding source financial controls and time constraints. Project implementation strategies will ensure that work is done in an efficient, cost-effective manner that is reimbursable, meets codes and standards, and makes the City/County facilities more resilient to future disasters. We will make recommendations and develop strategies that result in the proper management of funding while also maintaining normal operations.

The Wheeler EMC Team has extensive knowledge of and will maintain adherence to all funding source policies. The Wheeler EMC Team will provide recommendations based on federal funding regulations and research that provides historical precedents that support the recommended strategies. Planning for and applying the appropriate resources and techniques throughout a project lifecycle is of paramount importance to successful project delivery.

The Wheeler EMC Team has provided financial consulting services to its clients, as an integral part of disaster management consulting. Our proven experience with technical disaster recovery and strategy development and implementation streamlines disaster assistance for clients. We understand the dynamics of disaster recovery financial planning, resource allocation, as well as the need for financial stability. We have extensive experience in representing clients' costs to federal agencies and throughout the life cycle of disaster management. Team staff have coordinated state and federal audit resolutions as well as handled appeals processes for our clients.

The Wheeler EMC Team will administer activities related to the disbursement of awards in accordance with the processes and procedures approved by local, state, and federal authorities. Assistance will include:

- Reviewing and/or developing policies and procedures, checklists, draw schedules, budget development, appropriate conditions for reimbursement to be memorialized in contract agreements, and project identifiers necessary to comply with all federal, state and city/county cost control and financial management rules and regulations;
- Performing an initial review of cash management objectives to assess the need for advanced funds. If an advance is desired, The Wheeler EMC Team will ensure that advanced funding is managed and tracked in accordance with applicable regulation and guidance;
- Reviewing disbursement requests and payment requisitions received from project contractors to ensure that all appropriate documentation has been received and approved, including the final inspection report sign-off by local authorities before the final disbursement of funds is made;
- Providing regular reports to the City/County to forecast anticipated disbursements, comparing actual outlays against recent forecasts to assist with cash management;
- Developing and maintaining a database or alternate audit tracking mechanism to appropriately track and monitor all financial, scope of work and schedule activity as well as any other pertinent information to achieve comprehensive and compliant record keeping;
- Ensuring that all reimbursement requests are appropriate and provide documentation required under the subgrantee agreements and to avoid fraud, abuse or waste secure inspection reports to verify satisfactory completion of project work covered by a reimbursement request of each project award;
- Ensure proper project close-out and record retention activities are compliant with Federal and State requirements;
- Drafting, support and coordination of project appeals; and
- Provide necessary finance support to the City/County throughout audits, management reviews, and other types of monitoring visits from federal or state entities associated with the project during the contract period.

In addition, The Wheeler EMC Team will support the City/County in monitoring the project benefit cost ratio, and environmental and historic preservation requirements as it relates to compliance and grant reporting requirements. In addition, The Wheeler EMC Team will ensure that the City/County fulfills all public notice requirements and will identify and assist with non-federal funding match requirements. Requirements Statement

Requirements Statement

The proposal has addressed the requirements stated and has listed them in the order stated. All rules and format outline have been adhered to.

TAB 4: MINIMUM QUALIFICATIONS



TAB 4: MINIMUM QUALIFICATIONS

Wheeler EMC is a Florida Corporation, established in 2011, operating under State of Florida Department of State Certificate of Authority **No. L11000095655**.



In accordance with Addendum No. 2, it is a goal of the City to encourage the utilization of Minority, Women and Small Business Enterprise Program (MWSBE) and Small Local Business Enterprise Program (SLBE) companies. Phillips Precision Engineering, Inc. is a member of the Wheeler EMC Team and is a certified Disadvantaged Business Enterprise (DBE) with the City of Tallahassee.



Successful Engagement in Providing Similar Services

Florida Division of Emergency Management

Statewide Public Assistance Support and Staff Augmentation

Contract Start / End: 2011 – 2013

Beginning in 2011, Wheeler EMC served in the role as the Public Assistance Program Manager for the State of Florida’s outsourced closeout project of all the disasters dating back to the historic 2004-2005 hurricane seasons. In this role Wheeler EMC was responsible for managing all aspects of the State’s augmented contract staff. During this timeframe, hundreds of Public Assistance Program large projects were closed statewide.

In 2012, as the Public Assistance Program Manager, Wheeler EMC was responsible for all phases of deploying PA and IA Project Officers, Leads, Technical Advisors and Grant Managers for FDEM after both Debby and Isaac. During these deployments, Wheeler EMC coordinated all contract staff’s implementation of the Direct Administrative Cost reimbursement program for Florida.

Washington County Florida

Disaster Recovery Administrative Services

Contract Start / End: 2014 - 2019

Beginning in 2014, Wheeler EMC served in the role as staff augmentation for Washington County’s Disaster Recovery Services. Primarily working on DR-4138, Wheeler EMC has worked on closeouts for large projects as well as requests for reimbursement’s, and reciliation. In this role Wheeler EMC was responsible for working through a period of challenge to take corrective action and ensuring reimbursements were provide to avoid a situation of borrowing capital to maintain operations.

In 2015, the county was notified of a Department of Homeland Security, Office of Inspector General audit (OIG-16-121-D) on DR-4138 activities. The result, and the work primarily conducted by Wheeler EMC, was a no findings audit.

Jessamine County Kentucky

Agreement for Emergency Planning, Disaster Recovery & Hazard Mitigation Grant Program Services

Contract Start / End: 2015 - 2018

In 2009 Jessamine County suffered devastating effects because of one of the largest Ice Storms in State history. During that timeframe, many of the Project Worksheet written were deemed ineligible, in part or in whole.

To ensure the maximum amount of reimbursement for those projects, Wheeler EMC is uniquely qualified to efficiently and effectively provide the support services Jessamine County needs to present the most effective PW's for maximizing their Federal Reimbursement. Our team continues managed the Jessamine County projects as they work the state and FEMA by compiling appeals with all necessary documentation required, providing eligibility determinations favorable for obligation and reimbursement.

TAB 5: REFERENCES



TAB 5: REFERENCES

Florida Division of Emergency Management		Wheeler EMC
Statewide Public Assistance Support and Staff Augmentation		Wheeler EMC
<p>Reference: Evan Rosenberg, Recovery Bureau Chief Florida Division of Emergency Management 2555 Shumard Oak Blvd. Tallahassee, FL 32399 Evan.Rosenburg@em.myflorida.com 850.528.7526</p> <p>Contract Start / End: 2011 – 2013</p>	<p>Beginning in 2011, Wheeler EMC served in the role as the Public Assistance Program Manager for the State of Florida’s outsourced closeout project of all the disasters dating back to the historic 2004-2005 hurricane seasons. In this role Wheeler EMC was responsible for managing all aspects of the state’s augmented contract staff. During this timeframe, hundreds of Public Assistance Program large projects were closed statewide.</p> <p>In 2012, as the Public Assistance Program Manager, Wheeler EMC was responsible for all phases of deploying PA and IA Project Officers, Leads, Technical Advisors and Grant Managers for FDEM after both Debby and Isaac. During these deployments Wheeler EMC coordinated all contract staff’s implementation of the Direct Administrative Cost reimbursement program for Florida</p>	
Washington County, Florida		Wheeler EMC
Disaster Recovery Administrative Services		Wheeler EMC
<p>Reference: Hank Hamilton Washington County, County Administrator 1331 South Boulevard Chipley, FL 32428 hhamilton@washingtonfl.com 850.638.6200</p> <p>Contract Start / End: 2014 - 2019</p>	<p>Beginning in 2014, Wheeler EMC served in the role as staff augmentation for Washington County’s Disaster Recovery Services. Primarily working on DR-4138, Wheeler EMC has worked on closeouts for large projects as well as requests for reimbursement’s, and reciliation. In this role Wheeler EMC was responsible for working through a period of challenge to take corrective action and ensuring reimbursements were provide to avoid a situation of borrowing capital to maintain operations.</p> <p>In 2015, the county was notified of a Department of Homeland Security, Office of Inspector General audit (OIG-16-121-D) on DR-4138 activities. The result, and the work primarily conducted by Wheeler EMC, was a no findings audit.</p>	

Jessamine County, Kentucky		Wheeler EMC
Emergency Planning, Disaster Recovery, and Hazard Mitigation Grant Program Services		
<p>Reference: Honorable David K. West Jessamine County Judge / Executive 101 North Main Street, Suite 7 Nicholasville, KY40356 dwest@jessamineco.com 859.885.4500</p> <p>Contract Start / End: 2015 - 2018</p>	<p>In 2009 Jessamine County suffered devastating effects because of one of the largest Ice Storms in State history. During that timeframe, many of the Project Worksheet written were deemed ineligible, in part or in whole.</p> <p>To ensure the maximum amount of reimbursement for those projects, Wheeler EMC is uniquely qualified to efficiently and effectively provide the support services Jessamine County needs to present the most effective PW's for maximizing their Federal Reimbursement. Our team continues managed the Jessamine County projects as they work the state and FEMA by compiling appeals with all necessary documentation required, providing eligibility determinations favorable for obligation and reimbursement.</p>	

City of Pensacola		Arcadis
Pensacola Bay Eastern Sub-Basin 2015 Action Plan		
<p>Reference: Eric Olsen City Administrator City of Pensacola 222 W. Main St. Seventh Floor of City Hall Pensacola, FL 32502 EOlsen@cityofpensacola.com 850.435.1496</p> <p>Contract Start / End: 2014</p>	<p>In April of 2014, flooding, tornadoes and severe storms hit the coastal Pensacola, Florida causing record flooding and damage to critical facilities throughout the city. After the disaster, the City of Pensacola and Escambia County sought assistance to navigate disaster response to the estimated over \$100 million in damages throughout the county. Arcadis was brought on board to develop the Pensacola Bay Eastern Sub-basin 2015 Action Plan to identify, prioritize and fund flood mitigation projects which would provide a host of co-benefits to the community.</p> <p>Arcadis worked with the community to develop an action plan for rebuilding which simultaneously met neighborhood goals and revitalized the local economy. The Arcadis Team evaluated over 3 dozen existing plans, 5 H&H studies, local regulations, codes and policies. Next, public engagement and stakeholder workshops were conducted and analyzed to identify community desires for building a more resilient Pensacola. The Arcadis Team worked closely with the community to identify and prioritize projects which could be implemented and provide social, environmental and economic benefits to the area.</p> <p>Through the efforts of the Arcadis Team, the Pensacola Bay Eastern Sub-basin 2015 Action Plan developed a roadmap to achieving resilience post-disaster in the community's infrastructure, environment and economy. Through stakeholder engagement, the Arcadis Team identified 19 recommendations for flood mitigation and provided more than 30 funding sources to implement these projects. These recommendations included proposing transportation improvements, daylighting and restoration of streams as well as identifying opportunities for green infrastructure throughout the city.</p>	

Florida Division of Emergency Management Statewide Hazard Mitigation Support and Staff Augmentation		Arcadis
<p>Reference: Miles Anderson, State Hazard Mitigation Officer Florida Division of Emergency Management 2555 Shumard Oak Blvd. Tallahassee, FL 32399 Miles.Anderson@em.myflorida.com 850.413.9816</p> <p>Contract Start / End: 2007 – Ongoing (Multiple Contracts)</p>	<p>Arcadis is providing ongoing expertise to the Florida Division of Emergency Management (FDEM) to help the Mitigation Bureau supplement, initiate and improve statewide programs including the Hazard Mitigation Grant Program (HMGP), National Flood Insurance Program (NFIP), Flood Mitigation Assistance (FMA), and Pre-Disaster Mitigation (PDM). Our team provides additional Hazard Mitigation Assistance (HMA) programmatic and technical support in the form of operations review and SOP development, performance measurement framework development, monitoring plan development and implementation, loss-avoidance reporting, economic impact analysis, project and program evaluation, financial reconciliation, project tracking, and audit assistance. Florida is the first state in the nation to meet the criteria for becoming a “Programs Administered by States” (PAS) partner with FEMA for the implementation of federal mitigation grant programs and planning. The initiatives developed in Florida are being adopted by FEMA and modified into national programs.</p>	

Columbia County, Florida Hazard Mitigation Grant Program Funding and Local Mitigation Strategy Support		Arcadis
<p>Reference: Shayne Morgan, FPEM. Director of Emergency Management Columbia County 263 NW Lake City Ave Lake City, FL shayne_morgan@columbiacountyfla.com 386.758.1125</p> <p>David Kraus Risk Manager Columbia County 263 NW Lake City Ave Lake City, FL david_kraus@columbiacountyfla.com 386.752.8787</p> <p>Contract Start / End: 2006 – Ongoing (Multiple Contracts)</p>	<p>Arcadis has provided a variety of emergency management and planning services to Columbia County since 2004. Some of the earliest work that the Arcadis team performed in Columbia County was facilitation of the local Hazard Mitigation Planning process. Arcadis worked with the county to establish the Local Mitigation Strategy Working Group, composed of a variety of stakeholders, to help identify threatening natural hazards, gather data and provide guidance for hazard mitigation. Arcadis held a series of meetings with the working group and residents in their respective communities.</p> <p>In addition to the planning and risk assessment services that Arcadis conducted in Columbia County, the team developed hazard mitigation grant applications for the county. Due to Arcadis’ expertise, Columbia County submitted for more than \$8.8 million in federal funding for \$11.7 million worth of mitigation projects between 2010 and 2015. Arcadis is currently supporting Columbia County with implementation of the awarded projects.</p>	

Nassau County Department of Public Works Recovery Program Management Services for Bay Park Sewage Treatment Plant		Arcadis
<p>Reference: Joseph L. Davenport, PE Chief Sanitary Engineer Nassau County Department of Public Works 3340 Merrick Road Building R, 3rd Floor Wantagh, NY 11793 jdavenport@nassaucountyny.gov 516.571.7508</p> <p>Contract Start / End: June 2013 – Ongoing</p>	<p>The Bay Park Sewage Treatment Plant (STP) in Nassau County was one of the many public infrastructure works severely impacted by Hurricane Sandy. The STP was flooded from storm surge, resulting in a complete shutdown of operations at the facility for several weeks.</p> <p>The team performed a comprehensive study of all 29 pump stations to identify equipment replacement needs, facility weaknesses and code compliance inadequacies. Mitigation was designed for each facility to harden the building to withstand a 500-year storm event while maintaining operation and shielding the control room (location of the emergency generator, motor control center and MSP control panel) in the dry well from all water penetration. Sewage and sump pumps, fuel tanks, and electric and exhaust connections were all extended above the 500-year flood line to prevent loss of service.</p> <p>Arcadis assisted Nassau County in obtaining over \$830 million in federal funding for the mitigation and recovery efforts of the Bay Park Sewage Treatment Plant. Arcadis expertise in engineering, design and project management led to flood proofing and mitigation measures to improve the facility and mitigate against future flooding losses.</p>	

Contracts

Neither Wheeler EMC nor any subconsultants have had any contracts cancelled within the last 5 years, other than those cancelled by the client to due internal issues such as lack of funding or other undisclosed reasons.

Financial Condition

Wheeler EMC has been in business since 2010 (6 years). A Certified Financial Statement is attached for your consideration.

EXHIBIT B - VENDOR RESPONSE TO RFP

11/7/2016
10:34 AM

Client: 50-01327.000 - Wheeler EMC, LLC
 Engagement: Tax2015 - Wheeler EMC, LLC
 Period Ending: 12/31/2015
 Trial Balance: 3000 - TB Data Base
 Workpaper: 3100 - WTB

Account	Description	UNADJ 12/31/2015	JE Ref #	AJE	FINAL 12/31/2015	1st PP-FINAL 12/31/2014
Group : [4100]	Cash & Cash Equivalents					
Subgroup : [4100]	Cash					
1000	CHECKING ACCOUNT	0.00		27,298.86	27,298.86	0.00
			AJE - 1	27,298.86		
				<u>27,298.86</u>	<u>27,298.86</u>	<u>0.00</u>
	Subtotal [4100.06] Cash	0.00				
	Total [4100] Cash & Cash Equivalents	0.00		27,298.86	27,298.86	0.00
	Current Assets	0.00		27,298.86	27,298.86	0.00
	Non-Current Assets	0.00		0.00	0.00	0.00
	TOTAL ASSET	0.00		27,298.86	27,298.86	0.00
	Current Liabilities	0.00		0.00	0.00	0.00
	Non-Current Liabilities	0.00		0.00	0.00	0.00
	TOTAL LIABILITY	0.00		0.00	0.00	0.00
Group : [8100]	Equity					
Subgroup : [8100]	General partner's capital					
3000	PARTNER'S CAPITAL ACCOUNT - BEN MADDOX	0.00		(6,000.00)	(6,000.00)	0.00
			AJE - 1	(29,000.00)		
			AJE - 1	(6,000.00)		
			AJE - 1	29,000.00		
				<u>(6,000.00)</u>	<u>(6,000.00)</u>	<u>0.00</u>
	Subtotal [8100.30] General partner's capital	0.00				
	Total [8100] Equity	0.00		(6,000.00)	(6,000.00)	0.00
	Equity	0.00		(6,000.00)	(6,000.00)	0.00
	NET (INCOME) LOSS	0.00		(21,298.86)	(21,298.86)	0.00
	TOTAL EQUITY	0.00		(27,298.86)	(27,298.86)	0.00
	TOTAL LIABILITY AND EQUITY	0.00		(27,298.86)	(27,298.86)	0.00
Group : [7100]	Revenues / Sales					
Subgroup : [7100]	Revenues / Sales					
6000	INCOME	0.00		(706,307.75)	(706,307.75)	0.00
			AJE - 1	(706,307.75)		
				<u>(706,307.75)</u>	<u>(706,307.75)</u>	<u>0.00</u>
	Subtotal [7100.06] Revenues / Sales	0.00				
	Total [7100] Revenues / Sales	0.00		(706,307.75)	(706,307.75)	0.00
	Revenues	0.00		(706,307.75)	(706,307.75)	0.00
	Other Income	0.00		0.00	0.00	0.00
	TOTAL REVENUE	0.00		(706,307.75)	(706,307.75)	0.00
Group : [7200]	Cost of Sales					
Subgroup : [7200]	Other					
7000	SUBCONTRACTOR EXPENSE	0.00		651,789.88	651,789.88	0.00
			AJE - 1	371,500.39		
			AJE - 1	152,672.34		
			AJE - 1	108,100.00		
			AJE - 1	19,617.15		
				<u>651,789.88</u>	<u>651,789.88</u>	<u>0.00</u>
	Subtotal [7200.15] Other	0.00				
	Total [7200] Cost of Sales	0.00		651,789.88	651,789.88	0.00
	Cost of Sales	0.00		651,789.88	651,789.88	0.00
Group : [7300]	Operating Expenses					
Subgroup : [7300]	Charitable Contributions					
9053	POLITICAL CONTRIBUTION - ND	0.00		1,000.00	1,000.00	0.00
			AJE - 1	1,000.00		
				<u>1,000.00</u>	<u>1,000.00</u>	<u>0.00</u>
	Subtotal [7300.12] Charitable Contributions	0.00				
Subgroup : [7300]	Miscellaneous					
9051	MISCELLANEOUS EXPENSE	0.00		15.00	15.00	0.00
			AJE - 1	15.00		
				<u>15.00</u>	<u>15.00</u>	<u>0.00</u>
	Subtotal [7300.22] Miscellaneous	0.00				
Subgroup : [7300]	Professional fees					
9050	LEGAL AND PROFESSIONAL EXPENSE	0.00		750.00	750.00	0.00
			AJE - 1	750.00		

EXHIBIT B - VENDOR RESPONSE TO RFP

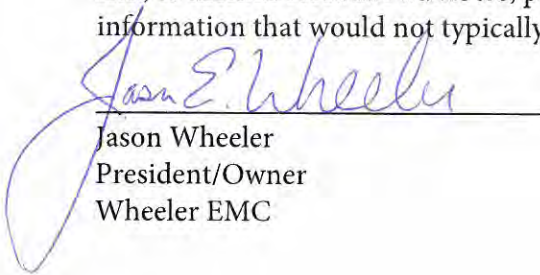
11/7/2016
10:34 AM

Client: 50-01327.000 - Wheeler EMC, LLC
 Engagement: Tax2015 - Wheeler EMC, LLC
 Period Ending: 12/31/2015
 Trial Balance: 3000 - TB Data Base
 Workpaper: 3100 - WTB

Account	Description	UNADJ	JE Ref #	AJE	FINAL	1st PP-FINAL
		12/31/2015			12/31/2015	12/31/2014
Subtotal [7300.38]	Professional fees	<u>0.00</u>		<u>750.00</u>	<u>750.00</u>	<u>0.00</u>
Subgroup : [7300. Rent-Premise						
9055	RENT EXPENSE	0.00	AJE - 1	1,850.00	1,850.00	0.00
				<u>1,850.00</u>		
Subtotal [7300.38]	Rent-Premise	<u>0.00</u>		<u>1,850.00</u>	<u>1,850.00</u>	<u>0.00</u>
Subgroup : [7300. Guaranteed Payments						
9010	GUARANTEED PAYMENTS	0.00	AJE - 1	29,000.00	29,000.00	0.00
				<u>29,000.00</u>		
Subtotal [7300.58]	Guaranteed Payments	<u>0.00</u>		<u>29,000.00</u>	<u>29,000.00</u>	<u>0.00</u>
Total [7300]	Operating Expenses	<u>0.00</u>		<u>32,615.00</u>	<u>32,615.00</u>	<u>0.00</u>
	Operating Expenses	0.00		32,615.00	32,615.00	0.00
Group : [7400] Other Income and Expenses						
Subgroup : [7400. Interest Expense						
9030	INTEREST EXPENSE	0.00	AJE - 1	604.01	604.01	0.00
				<u>604.01</u>		
Subtotal [7400.10]	Interest Expense	<u>0.00</u>		<u>604.01</u>	<u>604.01</u>	<u>0.00</u>
Total [7400]	Other Income and Expenses	<u>0.00</u>		<u>604.01</u>	<u>604.01</u>	<u>0.00</u>
	Other Expenses	0.00		604.01	604.01	0.00
	TOTAL EXPENSE	<u>0.00</u>		<u>685,008.89</u>	<u>685,008.89</u>	<u>0.00</u>
	NET (INCOME) LOSS	<u>0.00</u>		<u>(21,298.86)</u>	<u>(21,298.86)</u>	<u>0.00</u>

NET INCOME PER BOOKS	21,298.86
NONDEDUCTIBLE CONTRIBUTIONS	1,000.00
ROUNDING	(0.14)
NET INCOME PER RETURN	<u>22,298.00</u>

I certify that I am an owner of Wheeler EMC and that the financial information above is true and accurate to the best of my knowledge. In the event of a public records request from proposal information, please redact any information that puts Wheeler EMC at risk, to include Account numbers, personal income totals, or financially secure information that would not typically be available from a public records request.


 Jason Wheeler
 President/Owner
 Wheeler EMC

TAB 6: GENERAL STATEMENT OF EXPERIENCE



TAB 6: GENERAL STATEMENT OF EXPERIENCE

Relevant Experience

The Wheeler EMC Team will supply staff personnel possessing necessary knowledge and skills necessary to fulfill the requirements detailed in Section 2.0. Along with Wheeler EMC, the Team are well versed in meeting the needs of the City/County with a collective assembly of members that are at the peak of their functional areas of responsibility. Together we will assist the City/County with the preparation and submittal of PW's that maximize the federal contribution of the Public Assistance Program. But what our team offers goes well beyond the tasks outline in this RFP by complementing the Public Assistance funding with other programs The Wheeler EMC Team frequently work within.

Initial staff augmentation for PW drafting in response to Hurricane Hermine can be supported by utilizing the existing staff working on the Emergency Contract. Once engaged with the State of Florida and FEMA on conducting field site visits, documenting repair estimates, coordinating with all stake holders, The Wheeler EMC Team will begin working on the other efforts listed in the proposal, both required and complimentary.

The longstanding relationships we have with our Subcontractors included in this proposal gives the City/County a unique ability to capitalize on our nationally recognized efforts and awards. The Wheeler EMC Team offers a comprehensive range of disaster recovery, hazard mitigation, resiliency planning, and management consulting services to our clients. Assistance includes program management, risk assessment and vulnerability analysis, mitigation project identification and prioritization, financial management, grant application development and management, as well as hazard mitigation strategy, emergency planning, and training / exercising to help communities strengthen against future threat and hazard loss. We have assisted our clients in obtaining almost \$3 billion in funding since 2012. We have a team of experts that can do more than just administer the grant process. We implement the solutions that rebuild infrastructure better than it was, to establish resilient communities.

When we approach a project our goal is to ensure each benefit to the client is considered. In the aftermath of catastrophic events in which disaster-related losses significantly exceed the federal funding available through standard recovery sources (i.e., FEMA, FHWA, SBA, USACE, etc.), there is often a need for additional recovery funding to aid in meeting unmet housing, public infrastructure, and economic recovery needs. CDBG-DR funds exist to support a broad range of long-term recovery activities (i.e., housing, public infrastructure, and economic recovery); moreover, these funds are one of the few federal funding sources that can also serve as a source for meeting the local match requirements (in Florida typically 12.5%) associated with FEMA Public Assistance (PA) and (typically 25%) Hazard Mitigation Grant Program (HMGP) funding. Recipients of PA or HMGP funding that implement this match-funding best practice are often able to complete FEMA-funded projects without



The Wheeler EMC Team – the experienced team that the City and County can rely on.

contributing any state or local tax dollars. The Wheeler EMC Team is experienced in designing and administering FEMA PA and Hazard Mitigation Grant Program (HMGP) match funds using CDBG-DR funds under large-scale, statewide and local programs. Most recently, our team has successfully disbursed \$99.5 million in CDBG-DR funds to meet PA match requirements for more than 6,800 projects and 1,500 sub recipients across three separate disaster declarations in New York.

One of the substantial benefits that The Wheeler EMC Team brings to each of our clients is that we can assign skilled people to assist on any given task. This gives us the flexibility to customize our services to satisfy all project requirements and to direct manpower and resources for unexpected or additional service needs and the management capabilities expected of us.

Our staff has expertise with the following disaster management functions:

- Extensive experience with the FEMA public assistance program.
- Extensive experience with the FEMA Individual Assistance Programs.
- Extensive experience with the FHWA-ER program.
- Managing/Staffing Emergency Operations Centers.
- Preparing FHWA - ER detailed damage inspection reports and developing betterment projects.
- Managing complex debris management activities.
- Providing pre-and post-disaster recovery planning.
- Coordinating disaster field office activities.
- Preparing emergency contracts that exceed federal regulations.
- Coordinating the FHWA-ER / Department of Transportation's local agency participation (LAP)
- Adhering to state and federal procurement guidelines.
- Identifying federal and state funding sources to implement post-disaster recovery efforts.
- Identifying post-disaster mitigation opportunities and managing 404 and 406 hazard mitigation grants.
- Conducting final inspections, close-out operations, audits and appeals.

As the City/County's representative in Emergency Management activities, we are charged with ensuring your success. This can only be accomplished if we are considered by the City/County, and we consider ourselves, an extension of your organization. This means we must be completely familiar with your personnel, your processes, and your preferences to succeed. We will do this by striving not to match your capabilities but by augmenting them. We will assume as much responsibility as you demand, while ensuring we always have your goals and objectives as our primary mission.

The Wheeler EMC Team uses state-of-the-art software for working with project schedules and budgets, and trains its personnel in knowing how to examine each with respect to changing conditions and circumstances. Milestones are tracked and monitored for completion, and upcoming tasks are examined to ensure they begin on time. All associated costs are compared to the established budget to ensure there are no unforeseen surprises. Through our relationship with MB3, we utilize a software system that is already part of the recovery process in

Florida. In 2004, MB3 became aware of a major need in Florida. Hurricanes devastated the State resulting in an unprecedented influx of paperwork for staff at the Florida Division of Emergency Management (FDEM).

At that time MB3 develop a web-based portal where applicants could submit and monitor their assistance requests to FDEM, allowing FDEM staff to immediately receive, process and manage thousands of items. By early 2005, FloridaPA.org managed almost every function that staff needed to perform including project status, payment processing and closeouts, and the new possibilities for real-time reporting were endless. Just after Hurricane Katrina made landfall, the system was launched in Louisiana, Mississippi and Alabama, and was a natural fit for managing such an unparalleled event.

In early 2007, the State of Mississippi turned to MB3 to develop an online portal for management of Hazard Mitigation Grants, with the same features as the Public Assistance system including reimbursement processing, quarterly reports, and document management. FEMA took note of how easy it was for the State and Subgrantees to use the system and began using it to process their eligibility approvals. In 2012, MB3 launched EMGrantsPro which allows for multiple Emergency Management grants such as Public Assistance, Mitigation, and non-disaster grants, to co-exist in the same system. This system can also handle support services for the State such as allowing employees to submit time, travel vouchers and purchase requisitions.

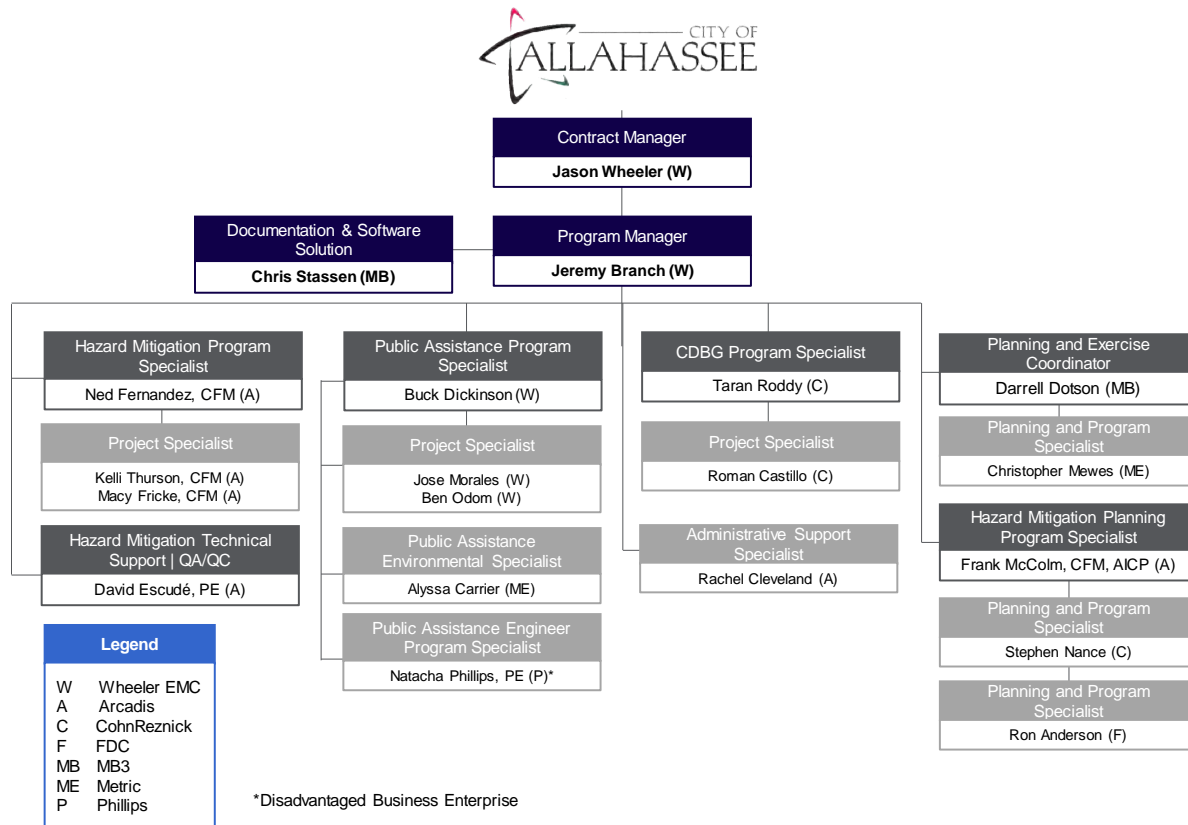
MB3 has also launched a Preliminary Damage Assessment (PDA) Mobile App and a Direct Administrative Costs (DAC) Module. In 2014, MB3 developed an Applicant Edition of EMGrantsPro to help Applicants manage disaster-based projects including logging and allocating time, tracking multiple funding sources and recording reimbursements.

TAB 7: OPERATIONAL PLAN



TAB 7: OPERATIONAL PLAN

The City (and Leon County) has identified a need for expert consultants in grant management related to disaster recovery and hazard mitigation grants to maximize Federal and State assistance. We have organized a team to provide these services for you, as demonstrated in the Organizational Chart below.



Jason Wheeler (Wheeler EMC)

Contract Manager

Prior to starting Wheeler EMC, Jason Wheeler worked for Emergency Management Consulting firms and engineering firms managing a variety of high-profile projects such as leading the State of Florida Public Assistance Contract. Prior to his work in the private sector, Jason was the Emergency Coordinating Officer (ECO) for the Florida Department of Transportation (FDOT). In this role, he was responsible for leading the State Emergency Response Team's, Emergency Support Function 1, Transportation, and Emergency Support Function 3, Public Works and Engineering. As ECO, he was also responsible for preparedness, response and recovery for all emergency incidents and events to include; The Transportation lead for all security/anti-terrorism related activities including vulnerability assessments of critical transportation infrastructure and the subsequent mitigating actions; Continuity of Operation Planning (COOP); and Pandemic Flu Planning.

Jeremy Branch (Wheeler EMC)

Program Manager

Joining the Wheeler EMC team in Summer 2015, Jeremy had an immediate impact by securing and participated in successful projects on behalf of clients including the City of Tallahassee, Florida, Leon County, Florida, Washington County, Florida, Jessamine County, Kentucky, the City of Nicholasville Kentucky, Madison County, Kentucky, as well as Lewis County, Kentucky. For these clients he has performed tasks from program management to grant management and have been involved governmental relations and outreach.

Matt Blakely (Wheeler EMC)

Documentation & Software Solution

Matt Blakely started MB3 in response to an ever-growing need to manage grants for disasters throughout the United States. Since MB3's inception in 2005, 14 states have begun using MB3 tools to help them better their recovery and grant management process.

Hazard Mitigation

Hazard mitigation will be led by the following:

Ned Fernandez, CFM (Arcadis)

Hazard Mitigation Program Specialist

Mr. Fernandez specializes in disaster planning, risk and vulnerability analysis, and grants management. He holds a master's degree in urban and regional planning from Florida State University and is an ASFPM Certified Floodplain Manager. Mr. Fernandez provides ongoing support to the Florida Division of Emergency Management with project and grants management. He has worked on a variety of planning projects and has assisted in the development of several hazard mitigation plans, primarily conducting the risk and vulnerability portions of each plan. Mr. Fernandez has extensive experience developing Hazard Mitigation Grant Program Applications and 406 Hazard Mitigation Proposals, with a specialization in project cost-effectiveness. He has also developed methods for post-disaster loss avoidance assessment, in order to analyze return on investment for flood and wind hazard mitigation projects.

FEMA-Related Experience:

- 406 Hazard Mitigation Proposals
- 404 Hazard Mitigation Grant Program Applications
- FEMA Pre-Disaster Mitigation and Flood Mitigation Assistance Grant Applications
- FEMA Benefit-Cost Analysis
- FEMA HAZUS Loss Estimation Software
- Mitigation Project Loss Avoidance Assessment
- State and Local Hazard Mitigation Plan Development

David Escudé, PE (Arcadis)

Hazard Mitigation Program Technical Support | QA/QC

Mr. Escudé has more than 33 years of experience in the engineering field serving in a variety of technical and managerial roles. Having served as project manager or engineering task manager for more than 75 major design projects, he has demonstrated expertise in the various aspects of both civil and environmental design including permitting, closures, alternate cover systems, remedial strategies, and construction management. Mr. Escudé has conducted and supervised several field investigations of state and federal regulated hazardous and solid waste sites. Mr. Escudé specializes in budgeting and schedule control on large projects and is a recognized expert in the civil/environmental design field for which he frequently provides internal quality assurance reviews on design projects. In addition, Mr. Escudé has assembled and implemented quality control teams and plans to ensure the proper independent technical review is performed on complex design projects.

Frank McColm, CFM, AICP (Arcadis)

Hazard Mitigation Planning Program Specialist

Mr. McColm's area of expertise is emergency management with a particular emphasis on planning and hazard mitigation projects. He is a mitigation programs expert, specializing in grant management and has extensive experience in regulatory on compliance related to mitigation projects. Mr. McColm's management of past projects has resulted in successful program and project planning, execution, and closeout.

Public Assistance

Public assistance will be led by Wheeler EMC:

Buck Dickinson

Public Assistance Program Specialist

For more than 15 years Buck has been serving the Emergency Management community through employment at the State of Florida, and as a consultant. In recent years Buck has worked on projects that range in size from Washington County Florida support of Direct Administrative Costs to Financial Oversight for Contractors on the Deepwater Horizon, BP Oil spill. Beginning in 2012, Buck was an integral part of developing the first State-level Direct Administrative Cost Reimbursement process for the State of Florida on Tropical Storm Debby.

CDBG Program

The CDBG program for this project will be coordinated, in association with CohnReznick, by Wheeler EMC:

Taran Roddy

CDBG Program Specialist

Ms. Roddy has over ten years of experience working in disaster management for federal, state, and private partners. Currently she is working as a Senior Project Manager for the States of New York and as a Subject Matter Expert for the State of New Mexico. As a project manager, Ms. Roddy oversees the global match strategy for

over a billion dollars of HMGP program funds; provides expertise to guide senior-level policy decisions; manages the review and development of HMGP and CDBG-DR project applications; and provides administrative support to all projects. Ms. Roddy pursues, monitors, and responds to business development opportunities nationwide with a focus on leveraging HMGP and CDBG policy and program knowledge to improve programmatic health, ensure the capturing of all available funding, and guide major policy changes for clients.

Planning and Exercise Coordination

Wheeler EMC will provide planning and exercise coordination.

Team member resumes are included in **Tab 9: Management Plan**.

TAB 8: PROPOSED MANAGEMENT AND OPERATIONS PLAN



TAB 8: PROPOSED MANAGEMENT AND OPERATIONS PLAN

As demonstrated in our proposed project team and firm experience, we understand FEMA PA grants processes and compliance risks. We know the most common payment risks and issues. We go beyond contractor and consider it our responsibility to act as consultant, ready with recommendations to assist the City/County in continuously improving the process and program.

The Wheeler EMC Team brings access to Emergency Management Professionals, Public Assistance, Mitigation and CDBG Specialist and nationally proven online project management resources. Our Team brings unparalleled from day one to project closeout. We have unsurpassed experience in resolving compliance problems with federal grant and program requirements and this experience and auditor's point of view offers unique insights into the causes of and solutions to grant management problems.

The Wheeler EMC Team's policy is to maintain electronic work papers, which contain documentation of all interviews, data collection, documents received, iterations of work products and deliverables, and justification for any recommendations. In the case of Section D and E, we will maintain case management files for each Project Worksheet (PW) we support, and log our time to PWs if required, to support direct administrative cost reimbursement for our services.

The remaining document is organized to the Section VI: Proposal Content Items A-G.

The Wheeler EMC Team is committed to meeting the proposed milestone and project timelines to achieve early completion program management activities. From the first day on the job efforts will focus on quickly engaging with the City of Tallahassee and Leon County personnel and gathering pertinent data to support a seamless project kickoff. Because of the experience we've gained already in working with both the City of Tallahassee and Leon County, we feel the impact we will have will be immediately beneficial.

The following sections outlines our Proposed Management and Operation Plan, including performance milestones, and tasks.

Section A – Project Kickoff

Attend a kick-off meeting with representatives from the City of Tallahassee/Leon County. The Kickoff Meeting is designed to address the specific needs of each eligible project. At the Kickoff Meeting, FEMA, the Recipient, and the City of Tallahassee/Leon County will discuss and permit each party to turn over, or request documents and files associated with the disaster. Considering the Wheeler EMC Team has participated in the Kickoff meeting for Hurricane Hermine, Section A would represent our process going forward, in the event of another declared disaster.

Approach Overview

Our goal for the project kickoff will be to seamlessly integrate Wheeler EMC Team members and work efforts with the City of Tallahassee/Leon County. We will work efficiently to request, access and gather required information and the use and the

MB3, EMGrantspro system to manage the documentation, date and Direct Administrative costs in a single system. We understand the importance of establishing and maintaining a City of Tallahassee / Leon County presence with project personnel who are knowledgeable, accessible, and reliable. We will continue to work with the preferred point of contacts and report progress based on internal expectations.

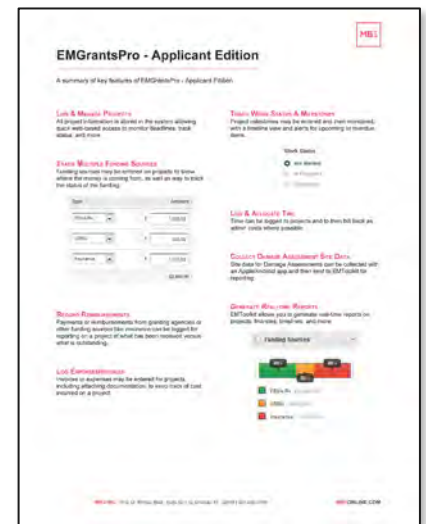
Section B – Project Worksheet Process

From the first moment of engagement, the Wheeler EMC Team will verify that the process for all activities complies with all federal, state and local laws, regulations, and ordinances, and adheres to all grant/assistance program guidelines as they are applicable to the program. Through leadership and technical support our team has developed a workflow document for the process so all stakeholders are incorporated into the tracking system for operational, management and reporting purposes.

Approach Overview

For FEMA Project Worksheet development, there are correlating payment and closeout processes. The City of Tallahassee / Leon County generally receives the Federal share of eligible costs (75%) and a State share of eligible costs (12.5%).

Our first major effort will be to develop a workflow document to assist the City of Tallahassee / Leon County with visibility on tracking where we are in the overall process. Our second major effort in this task area is to develop a workflow document unique to the City of Tallahassee / Leon County’s project development process so that it can be incorporated into State of Florida tracking system for reporting purposes. In consideration of the grant management system, floridapa.org, the Wheeler EMC Team will develop an SOP that describes process efforts associated with project application, approval and validation, steps associated with payment, and closeout activities. Within the SOP, we will work with the City of Tallahassee / Leon County to identify key controls that integrate our EMGrantsPro system with the State’s floridapa.org system with security to protect the state, ensure compliance with federal requirements, and support the State’s policies and procedures. Since both our local system and the state’s system are a produce of the Wheeler EMC Team member MB3, the workflow / Grant Management Procedures document will be compatible, and integrate, with the state project tracking system to support the City of Tallahassee / Leon County reporting requirements.



Our efforts will include review of existing (and creation of new) controls, SOPs, process flow diagrams, and process milestones that support the City of Tallahassee / Leon County’s tracking system. We will share our knowledge with State of Florida. This will put the City of Tallahassee / Leon County on the leading edge of the Public Assistance Program’s work to standardize processes, increase efficiency, and strengthen internal controls. Our Team has provided many Federal and State clients with a framework for updating policies and procedures.

Wheeler EMC Team members have developed the following particularly relevant SOPs and guidance documents:

- Debris Management Plans
- PA Operations Manual
- SOPs for PW review, closeout and submission
- Develop checklist for assessing pre-obligation process
- Develop checklist for assessing funds obligation process
- Develop checklist for assessing project delivery process including methods of determining project completion
- Develop checklist for assessing disaster closeout process for project worksheets
- Review previous disaster efforts
- Develop workflow documents
- Assess existing SOPs, job aids and flow diagrams
- Ensure that workflow document developed for the process can be incorporated into the tracking system for reporting purposes

Our Team consistently provides ongoing quality assurance/quality control reviews and assessment by taking by conducting 100% validation on each payment request created, guarantee compliance with federal, state and local policy guidance.

Section C – From Kickoff Meeting to Obligation

Based on our experience, we believe the best way to ensure compliance of project worksheet development is to perform in coordination with Federal and State representatives. Representing our clients is an important because the State's funding agreement ultimately places the responsibility for the grant on the City of Tallahassee / Leon County. Reliance upon state staff alone to provide all necessary support to ensure maximum federal contribution is not an adequate control to confirm project completion. Wheeler EMC Team takes a multi-phased approach to our compliance review process. The phases include planning, review of submitted documentation, fieldwork as necessary and reporting.

Approach Overview

During the planning phase, our team will analyze the available data about the current and planned projects, and conduct an assessment based on this analysis. To expedite review and organize site visits, we will batch reviews by department, category, and by logically grouped project identification. We then obtain an initial understanding of the project and inventory the documentation submitted to date and upload it to the EMGrantsPro system.

After the planning and pre-work is complete, we will review the project worksheet elements and contact the appropriate department for any additional or supplemental information and documentation that may be required. We will schedule site visits, if needed, to confirm project completion.

In addition to confirming project completion, our review will examine different cost areas (below) to determine whether the funds awarded were expended and accounted for in accordance with applicable Federal and State laws, and with the provisions of the grant. These are the beginnings of a grant lifecycle case management file used to ensure both compliance, and completeness of project worksheets.

Cost Area	PW Elements	Supporting Documentation
Force Account Labor	Properly supported use of local employees	Time sheets, payroll registers, benefit calculations, salary information
Force Account Equipment/ Materials	Appropriately documented use of local equipment and materials	Inventory listings, usage logs, rate schedules
Purchases	Properly supported procurements	Rentals Documented temporary equipment used to support project scope
Contracts	Use of FEMA approvable contracts	
Direct Administrative Costs	Appropriate and documented Administrative activities supporting the PW	DAC Summaries, timesheets
Debris Removal	FA and contract efforts properly supported by documentation	Requisitions, purchase orders, invoices, receipts, proof of payment, Rental agreements, purchase orders, invoices, rented/leased equipment logs, Signed contracts, bid solicitations, submitted bids, award, documentation, notice of acceptance, invoices, purchase orders, Force account labor, documentation, contract support documentation, Signed contracts, load and unit tickets, monitoring logs, invoices, proof of payment

During review and fieldwork, we will meet with City staff to discuss the findings and recommendations. We will codify these findings and recommendations in weekly status reports. We will also prepare monthly summary reports, which will include an introduction, projects reviewed, summary of results, questioned costs/findings by expense category, other observations, and recommendation on moving forward.

Section D – Project Worksheet Processing & Request for Reimbursements

As necessary, the Wheeler EMC Team will work with the State of Florida and FEMA to address any issues related to the processing of Project Worksheets and the approval of payments.

Approach Overview

Project Worksheets are a tool used by FEMA to develop projects. The PW (FEMA Form 90-91) is the primary form used to document the location, damage description and dimensions, scope of work, and cost estimate for each project. The complexity and magnitude of the project, as well as other influences, can cause issues that need to be resolved before a project can be successfully completed, reimbursements are

received, and the project can be closed. The Wheeler EMC Team's approach to assisting the City of Tallahassee / Leon County in the identification and resolution of project issues begins with an initial meeting with city officials. This meeting will provide the officials the opportunity to ensure that high priority items are included. The Wheeler EMC Team will also obtain and review PWs and payment documentation to identify other issues that need to be resolved. A prioritized list of issues will be developed and discussed with the City of Tallahassee / Leon County. The city's approved list will be used as the team works with the State and FEMA to refine and resolve Project Worksheet and payment issues. As new issues are identified by the team, or otherwise brought to the attention of the team, each will inform city officials and work with them to get the issues resolved.

Section E – Ongoing Guidance and Problem Resolution

We have a long and successful history of providing ongoing guidance and problem resolution to support client reconciliations. These efforts are necessary to control and report on existing Project Worksheet accounts, balances, system interfaces, and other issues related to payment processing and reporting.

FEMA reimbursements require that costs claimed be appropriately accounted for, supported, and accurately reported. The claimed costs must be reasonable and allowable. The cost must also be in accordance with the approved Project Worksheet. Costs claimed must be supported by appropriate documentation. Over the years, audits have reported significant problems with supporting documentation. These problems have ranged from a total lack of documentation to unsigned invoices or other documentation used by sub-grantees to support reimbursement claims. Reconciliations of costs to sub-recipients accounting systems are also a requirement that is not always completed. The grant provided for each project must be recorded against that project and not co-mingled with other projects. The accounting system must be appropriately interfaced with the grant award process and the sub-grantees payment processing system on a project-by-project basis. The Wheeler EMC Team approach to assisting sub-grantees in their payment processing and reporting will start from the first identification of eligible data and documentation. Beyond the grants associate with Public Assistance, the EMGrantsPro system tracks the cost of recovery across funding opportunities to ensure compliance, and identification of supplemental funding streams. The Wheeler EMC Team members will identify the funds available.

Section F – Deliverables

Approach Overview

Beyond the FEMA Public Assistance Program, the Wheeler EMC Team will provide recommendation to enhance the overall preparedness of the City. The key deliverables are outlined below and are listed in the Attachment G – Cost Fee Proposal.

LMS Meeting Facilitation; Project Evaluation; Mitigation Strategy Support

The 2015 City of Tallahassee / Leon County Local Mitigation Strategy (LMS) is the mechanism to prioritize hazard mitigation projects for funding under the DR-4280 Hazard Mitigation Grant Program (HMGP) allocation. Section 322 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act enacted under the Disaster Mitigation Act of 2000 directs the approach to mitigation planning in the City of Tallahassee and Leon County. The Wheeler EMC Team will assist the City to direct mitigation initiatives through the LMS Steering Committee and Working Group Members. Our experience in implementing the mitigation strategy, utilizes a comprehensive approach that unifies jurisdictions and contiguous communities, while aligning with local and state-approved goals, objectives and mitigation actions. Fostering the involvement of all stakeholders in the community, including individuals, private-sector organizations, and all governmental and non-governmental entities, makes implementation of the mitigation-strategy transparent and inclusive. We will work closely with the LMS Steering Committee and Working Group Members to leverage federal funding through the mitigation strategy planning process.



The Wheeler EMC Team will coordinate with the LMS Steering Committee and Working Group to review, identify, and select LMS goals, objectives, and mitigation actions that will be incorporated into the plan and utilized to prioritize project for funding under available funding sources. The Team will gather all feedback and input from each member of the LMS Steering Committee and Working Group regarding their respective mitigation needs. The resulting mitigation action or project list will contain the following:

- Clearly named and described mitigation actions;
- A statement demonstrating that each measure fits under a specific goal and objective found in the plan, and that the measure will mitigate loss;
- Designated local leadership for implementation of each measure, as well as listed partners;
- Explanation of the LMS plan’s prioritization process for the overall combined list;
- Jurisdictional prioritization of each measure, and overall prioritization of the entire project list;
- Potential timeframe for completion of each measure;
- Potential funding source(s) for each measure; and
- Estimated general cost-benefit information for each measure.

The Wheeler EMC Team understands that an effective mitigation strategy is developed by and for the community on the local level. As such, the Team will promote and facilitate collaborative planning techniques. This supports the LMS Steering Committee in developing an attainable “blueprint” for creating a more resilient City and County.

The key deliverables are outlined below and incorporated into the Attachment G – Cost Fee Proposal.

- Meeting Notices / Advertisements / Venue Information
- Roster of Participating Stakeholders Identified in the LMS Steering Committee and Working Group
- Meeting Agenda and Materials
- Updated Hazard Mitigation Goals and Objectives
- An Updated List of Proposed Mitigation Measures

Hazard Mitigation Grant Program (HMGP) Application Development (3 Applications)

The Wheeler EMC Team will provide assistance to the City with FEMA HMGP grant application development, as the City has identified HMGP as the specific funding source for certain projects originating through the LMS planning process. A preliminary assessment of the allocation available under DR-4280 indicates that there will be funding available for approximately 2-3 HMGP applications depending on each application’s project cost. The Wheeler EMC Team will work closely with the City, other stakeholders, and the Florida Division of Emergency Management (FDEM) during the grant application development process. The Team will provide complete, competitive, and submission ready applications to the City that will conform to all state, local, and federal programmatic requirements. This will include but not be limited to the Code of Federal Regulations, the Fiscal Year 2015 Hazard Mitigation Assistance Unified Guidance, and all applicable building codes and design standards.



Project identification is based on several factors, which will include: eligibility, technical feasibility, a benefit-cost analysis; conformance with the City of Tallahassee / Leon County LMS, and the availability of funding. Elements of the application to be developed include the following: General Applicant Information; Project Description, Scope of Work, Level of Protection; Budget and Schedule; Environmental and Historic Preservation; and Benefit-Cost Analysis. In addition, the Wheeler EMC Team will work with the client to identify opportunities to reduce the local match requirement through in-kind services or global match.

The Wheeler EMC Team will provide consultation to the client for communications with the FDEM on the identified grant program. The Team will provide assistance in meeting with or corresponding with the FDEM as the subgrant recipient of hazard mitigation funding. This includes responding to any Requests for Information (RFI) following application submittal.

Benefit Cost Analysis

The Wheeler EMC Team will use FEMA’s Benefit Cost Analysis (BCA) Software Version 5.2.1 to complete analyses for this project unless a newer system is approved and issued by FEMA, in which case the newer system will be utilized. Given the correct data inputs, the BCA software produces a monetized result that represents the risk to the subject being analyzed over the lifetime of a mitigation action. This risk uses

a combination of annual and one-time values. As required by the Office of Management and Budget guidance (Circular No. A-94), risk is expressed in present-day value, discounted using the 7 percent discount rate specified by the Office of Management and Budget for analysis of federal programs. To obtain a benefit-cost ratio, the calculated risk (expressed in dollars, discounted to present value) is divided by the project cost. The BCA software has several different modules, depending on project and hazard type, as well as the extent of data availability.

The key deliverables are outlined below and are incorporated into the Attachment G – Cost Fee Proposal.

- Complete and eligible HMGP applications (3);
- Benefit-cost analysis with support documentation; and
- A match analysis to determine how the local cost share will be met (i.e. global match, in-kind services)

Comprehensive Emergency Management Plan Review and Update

The Wheeler EMC Team will provide services associated with the development of a Citywide Comprehensive Emergency Management Plan. Such services would include the following tasks:

- Task 1: Project Initiation and CEMP Review - Capabilities Assessment
- Task 2: Business Impact Analysis
- Task 3: CEMP - Vulnerability and Risk Analysis
- Task 4: CEMP - Finalization Phase
- Task 5: CEMP - Implementation Briefing

It is possible for the Wheeler EMC Team to complete the CEMP review process within six months from the date of task authorization with active participation from City. The Wheeler EMC Team will work with the City to determine the delivery schedule appropriate given the City’s priorities and operational considerations.

Debris Management Plan Review and Update

The Wheeler EMC Team will designate personnel to support the City of Tallahassee / Leon County in development contractual scopes of work for functional areas of Debris Operations. Based on the Wheeler EMC Team has experienced during its work with Leon County, we would propose a joint task force to address overall planning for the Debris Management Plan. The task force will be staffed by the personnel from the City and County, as well as stakeholders, who will be responsible for debris related contracting and procurement, field operations, contract oversight and management, financial accounting, federal reimbursements and planning. The Wheeler EMC Team will then coordinate between all stakeholders to ensure the provision of the following activities:

- Planning: Review of the finalized debris management plan for entire task force
- Training: Ensure the provision of basic debris operations training to all stakeholders involved in the response and recovery activities of the City

- Oversight and coordination of all aspects of the City's debris removal operations:
 - Contracting and Procurement
 - Financial Accounting
 - Federal Reimbursements

The Wheeler EMC Team will coordinate all debris management planning and actions taken by Engineering, Operations, Legal, Administrative, Purchasing and Financial Departments. We will also coordinate with the City's contracts manager and/or the operations manager since both have the responsibility for securing contracts for all necessary and expected debris clearance, removal, processing, and disposal and as well as the debris monitoring services.

Annual Tabletop Exercise

Because of the hard lessons learned, the foundation of the best practices of our planning begins before the event occurs. The Wheeler EMC Team assumes we are in a partnership with the City of Tallahassee / Leon County as co-owners of the recovery process. To ensure that appropriate personnel are familiar with and prepared for implementation of the plan, the following events should be conducted:

- Annual training and testing of this plan via a tabletop workshop/discussion.
- Annual testing to ensure familiarity with communications equipment.

TAB 9: MANAGEMENT PLAN



TAB 9: MANAGEMENT PLAN

The key staff members who will work directly with the City of Tallahassee/Leon County are listed in the table below. Resumes for the Wheeler EMC Team are included after the table to describe each member’s experience with disaster recovery services. To demonstrate the commitment to the project, any commitments outside the City of Tallahassee/Leon County project are identified for your consideration.

Current Commitments

Team Member	Role	Current Commitments
Jason Wheeler	Contract Manager	Other contracts under the authority of Wheeler EMC will not limit the ability to fulfill obligations of Contract Manager
Jeremy Branch	Program Manager	The Emergency Contracts for the City of Tallahassee and Leon County are 100% of the current commitment.
Matt Blakely	Document & Software Solution	Other contracts under the authority MB3 will not limit the ability to fulfill obligations for Data and Software Solutions
Ned Fernandez	Hazard Mitigation Program Specialist	Other contracts under the authority of Arcadis will not limit the ability to fulfill obligations for the Hazard Mitigation Program Specialist
David Escudé	Hazard Mitigation Technical Support QA/QC	Other contracts under the authority of Arcadis will not limit the ability to fulfill obligations for the Hazard Mitigation Technical Support QA/QC
Buck Dickinson	Public Assistance Program Specialist	The Emergency Contracts for the City of Tallahassee and Leon County are 100% of the current commitment.
Taran Roddy	CDBG Program Specialist	Other contracts under the authority CohnReznick will not limit the ability to fulfill obligations for the CDBG Program Specialist
Roman Castillo	CDBG Program Specialist	Other contracts under the authority CohnReznick will not limit the ability to fulfill obligations for the CDBG Program Specialist
Darrell Dotson	Planning and Exercise Coordination	Other contracts under the authority MB3 will not limit the ability to fulfill obligations for Planning and Exercise Coordination
Frank McColm	Hazard Mitigation Planning Program Specialist	Other contracts under the authority of Arcadis will not limit the ability to fulfill obligations for the Hazard Mitigation Planning Program Specialist
Kelli Thurson	Project Specialist	Other contracts under the authority of Arcadis will not limit the ability to fulfill obligations for the Project Specialist
Macy Fricke	Project Specialist	Other contracts under the authority of Arcadis will not limit the ability to fulfill obligations for the Project Specialist
Jose Morales	Project Specialist	The Emergency Contracts for the City of Tallahassee and Leon County are 100% of the current commitment.
Ben Odom	Project Specialist	The Emergency Contracts for the City of Tallahassee and Leon County are 100% of the current commitment.
Alyssa Carrier	Public Assistance Environmental Specialist	Other contracts under the authority of Metric Engineering will not limit the ability to fulfill obligations of Public Assistance Environmental Specialist
Natasha Phillips	Public Assistance Engineer Specialist	Other contracts under the authority of Phillips Precision Engineering will not limit the ability to fulfill obligations of Public Assistance Engineer Specialist
Rachel Cleveland	Administrative Support Specialist	Other contracts under the authority of Phillips Precision Engineering will not limit the ability to fulfill obligations of Public Assistance Engineer Specialist

Team Member Resumes

Resumes for each team member, highlighting their experience and qualifications on similar projects, are included beginning on the following page.



YEARS OF EXPERIENCE

20 Years of Experience

EDUCATION

Bachelor of Arts (B.A.) in Political Science –
Florida State University – Tallahassee, FL

TRAINING AND CERTIFICATIONS

Federally Certified to Instruct G 300 and G400

HSEEP Certified

- IS 100** – Introduction to the Incident Command System
- IS 200** – ICS for Single Resources and Initial Action Incidents
- G 202** – Debris Management
- G 265** – Basic Instructional Skills
- G 300** – Intermediate Incident Command System for Expanding Incidents
- G 363** – Hurricane Readiness
- G 400** – Advanced Incident Command System Command & General Staff: Complex Incidents
- S 440** – Planning Section Chief Workshop
- L 449** – Incident Command System Train-the-Trainer
- IS-630** Introduction to the Public Assistance Process
- IS-631** Public Assistance Operations I
- IS-632** Introduction to Debris Operations in FEMA's Public Assistance Program
- IS 700** – National Incident Management System
- IS 800** – National Response Plan

- Worked directly with Department of Homeland Security, Office of Inspector general to provide all requested information for OIG Audit # OIG-16-121-D

State of Colorado – DHSEM Disaster Recovery Project: 11-2014 - Current

- Review transactions currently residing in workflow step and apply applicable prioritization mechanisms to process transactions, including: return to Cursorsy Review, return to Applicant, place On Hold, expense unlinking, or advance to next work queue
- Anticipate future workload based on items: 1) being resubmitted by applicants; 2) requiring updates following Level 2 Reviewer; 3) new submissions from Cursorsy Review workflow step
- Proactively seek assistance to balance workloads and utilization (i.e., request deployment of additional resources, workload sharing etc.) to achieve aging goals
- Leverage established guidelines and provided tools to evaluate eligibility of Applicant submissions
- Follow prescribed protocols to calculate and document eligible amounts
- Clearly articulate applicable requests for additional information and documentation in Applicant notes
- Clearly articulate applicable deductions and/or reasons for denying Applicant reimbursement requests in both Applicant notes and State Only comments
- Concisely document procurement and contract information relevant to Project Worksheets

PROFESSIONAL PROFILE

Since 2010 Mr. Wheeler is the President and Owner of Wheeler EMC. Prior to his current position, he served Regional Director of Emergency Management Services for CDR Maguire. He is a dynamic and engaging leader with 19 + years' experience delivering tangible results in complex environments through proactive leadership and crisis management expertise. Beginning in 1995 with Hurricane Opal, and work numerous disasters, most recently as the Program Manager for Jackson County Florida Floods and the 2013 Sever Floods in Colorado, Jason combines process implementation, strategic development, and project management with strong knowledge of program management, federal budget procurement, and legislative affairs. He is a proven motivational leader and communicator, capable of building cross-functional cohesion and project engagement across all levels of management, staff, and outside partnerships. He has a recognized ability to align organizational systems, unleash individual talents, and build long-standing, internal and external relationships.

REPRESENTATIVE PROJECTS

Washington County – Disaster Recovery Administrative Services 2014 - Current

- Primarily working disaster DR-4138 recovery efforts
- Working with County to compile data and documentation for daily operations to support restoration of 72 large Category C projects
- Interactions with State of Florida, Division of Emergency Management and FEMA to resolve numerous errors and omissions, through rewrites of PW's and Interim Inspections.
- Compiling all necessary data and documentation for Requests for Reimbursements for all county work on DR-138
- Developing processes and training course to more accurately track force account activities.



- Actively track and monitor status of transactions placed On Hold and timely process returns to Applicant or additional review as required
- Actively participate in RFR Team meetings, work groups, discussions, and other calls and present perspectives to facilitate discussion
- Proactively reach out to Level 2 reviewers and other stakeholders (e.g., Applicant Assistance team) to seek assistance with complex or ambiguous scenarios
- Provide timely feedback and status updates to client/applicant/engagement team for any transactions requiring greater than normal processing times
- Address comments/feedback and responses from applicant, Level 2 reviewer and client in a timely manner to enable timely processing
- Proactively perform independent research and offer alternative solutions to processing transactions with ambiguity

Regional Director/Senior Recovery Officer

11/2013 – 11/2014

CDR Maguire – Doral, FL

Served as the key point of contact for CDR Maguire recovery contracts providing oversight and consultative assistance to the work done on all FEMA Public Assistance projects. Charged with instituting disaster recovery, testing methodologies that have not previously been implemented, and working closely with field teams to maximize recovery support from the federal government. Consistently making adjustments based on evolving situational awareness to ensure seamless plan execution. Interfacing with diverse partner organizations and teams to facilitate excellent disaster recovery leadership equipping clients with proper management tools for disaster recovery.

Independent Consultant

Recovery Programs Division Manager

04/2009 to 11/2013 DSI, Group, LLC – Tallahassee, FL

North Florida Severe Storm Flooding Event of 2013:

- Managed the North Florida Severe Storm Flooding Event of 2013 recovery staff augmentation support.
- Anticipated capture of over \$30Million in FEMA grant reimbursement under the FEMA Public Assistance Program.
- Received over \$2 Million (to date) in billable hours under the state of Florida, Division of Emergency Management support.
- Manages 12 professional staff members to respond to North Florida Severe Storm Flooding Event in support of State Term Contract requirements.

Tropical Storm Debbie:

- Managed Tropical Storm Debbie recovery staff augmentation support.
- Captured over \$100 Million in FEMA grant reimbursement under the FEMA Public Assistance Program.
- Received over \$10 Million (to date) in billable hours under the state of Florida, Division of Emergency Management support.
- Managed 50 professional staff members to respond to Tropical Storm Debbie in support of State Term Contract requirements.

Tropical Storm Isaac:

- Managed Tropical Storm Debbie recovery staff augmentation support.
- Captured over \$40 Million in FEMA grant reimbursement under the FEMA Public Assistance Program.
- Received over \$4 Million (to date) in billable hours under the state of Florida, Division of Emergency Management support.
- Managed 50 professional staff members to respond to Tropical Storm Isaac in support of State Term Contract requirements.

Recovery Programs Division Manager:

- Primarily engaged with providing assistance to the Florida Division of Emergency Management.
- Coordinates the efforts of staff members in the development of recovery procedures for key areas.
- Business impact analysis to determine critical processes in acceptable recovery time periods.
- Establish disaster recovery testing methodologies; plans and coordinates the exercise of recovery support.
- Conducts disaster recovery training for staff members in all functional areas.
- Provides instructional and informational materials on how staff is expected to respond during an emergency.



Emergency Coordinator Officer

06/2007 to 03/2009

State of Florida, DOT - Tallahassee, FL

- Emergency Coordinating Officer (ECO) responsible for leading the State Emergency Response Team's, Emergency Support Function 1, Transportation, and Emergency Support Function 3, Public Works and Engineering
- Responsible for preparedness, response and recovery for all emergency incidents and events to include;
 - The Transportation lead for all security/anti-terrorism related activities including vulnerability assessments of critical transportation infrastructure and the subsequent mitigating actions
 - Continuity of Operation Planning (COOP)
 - Pandemic Flu Planning
 - Catastrophic Planning
 - National Incident Management System compliance
 - FEMA Public Assistance Program
 - FHWA Emergency Relief Program
- Served as a member of the American Association of State Highway and Transportation Officials (AASHTO) Special Committee on Transportation Security (SCOTS)
- Clear to receive classified information from the Transportation Security Administration

Alternate Emergency Management Coordinator

06/2005 to 06/2007

State of Florida, DOT - Tallahassee, FL

- Alternate Emergency Coordinating Officer for the Department of Transportation Emergency Support Function's 1 & 3 for transportation and public works, managing efforts for all 2005 and 2006 incidents
- Department of Transportation liaison for the Interagency Special Needs Shelter Steering Committee
- Department of Transportation liaison for the State Hazard Mitigation Advisory Council (SHMPAC).
- Coordinate the resources (human, technical, equipment, facility, materials and supplies) of member agencies to support emergency transportation needs during an emergency/disaster situation
- Ensure that through coordinated annual planning, all Emergency Support Function agencies meet the missions assigned under the Unified Command
- Develop, maintain and test the Department of Transportation Comprehensive Emergency Management Plan.
- Develop standard operating procedures for all actions taken in response to requests from the State Emergency Response Team.

System Project Analyst

11/2003 to 05/2005

State of Florida, DCA - Tallahassee, FL

- On team tasked with development of the Department's Enterprise Fund Management System. Coordinator of the document storage and workflow integration for the Enterprise System.
- Developed electronic routing system (floridapa.org) used by the Division of Emergency Management, the Federal Emergency Management Agency (FEMA), and local municipalities.
 - Integrating the business process with the system, allowing for State-local funding agreements (or contracts) to be submitted online upon RPA approval,
 - Integrated every function that the PA staff needed to perform, including payment processing, contact logs, and closeouts, and real-time reporting.
 - Developed system architecture to meet the growing needs the constantly growing number of projects, and the supporting data and documentation.
 - Documented the methodology to allow the core set of functionality to be shared among the applicants while customizing the application on case-by-case basis.



EXHIBIT B - VENDOR RESPONSE TO RFP

JASON WHEELER
President and Owner

- Further refined the processes involved in FEMA reimbursement processing, quarterly reports, and document management in floridpa.org for the Department of Community Affairs, Finance and Accounting Section.
- Oversee assigned Department contracts and development governing the Florida Process Automation Paperless Electronic Routing System (PAPERS).
- Coordinate the contractors and programmers associated with developing the architecture and implementation of the PAPERS system.
- Provide technical assistance and troubleshooting for end users of the Department's Electronic routing system.
- Provide and coordinate training associated with new users as well as developing training and support documentation.
- Serve as liaison for all parties associated with development of Department's paperless initiative.



YEARS OF EXPERIENCE

13 Years of Experience

EDUCATION

Bachelor of Science (B.S.) in Social Science –
Florida State University – Tallahassee, FL

PROFESSIONAL PROFILE

Joining the Wheeler EMC team in Summer 2015, Jeremy has participated in successful projects on behalf of clients including the City of Tallahassee, Florida, Leon County, Florida, Washington County, Florida, Jessamine County, Kentucky, the City of Nicholasville Kentucky, Madison County, Kentucky, as well as Lewis County, Kentucky. For these clients he has performed tasks from project management to grant management and including governmental relations and outreach. Through education and varied career experience Jeremy's strongest skills are in communication and leadership. Having run for local public office twice successfully myself and serving in positions of leadership both in the public and private sector, he possesses the communication skills necessary to be a leader of people and persuade those with whom he interact.

REPRESENTATIVE PROJECTS

Business Development Consultant, Governance Services, Inc. July 2008-April 2015

Governance Services is a minority, (woman-) owned consulting firm made up solely of former governmental officials. In his role, he identified opportunities as well as worked with client staff to pursue business opportunities they identified. Through strong relationships built in private practice and through his public service as an elected official, he was able to leverage personal knowledge and relationships to advocate successfully on clients' behalf. He personally managed relations between our clients and the governments they served or wished to serve.

County Commissioner, Jackson County, Florida, November 2006-November 2014

In November of 2006, at the age of 23, he was elected to serve the fourth district of Jackson County on the Jackson County Board of County Commissioners. In 2010 he was re-elected to a second four-year term. He served as Chairman from 2008-2010. As a Commissioner he have also served in capacities of leadership with associated organizations including: Rural Caucus Chair, Florida Association of Counties; Public Safety Committee Chair, Florida Association of Counties; Board of Directors, Florida Small County Coalition; Board of Directors, Florida Rural Water Utility Financing Commission; Board Member, Apalachee Regional Planning Council; Chair, Jackson County Tourism Development Council

Manager, Altha Farmers Cooperative, December 2010-May-2012

Oversaw all aspects of the full-service farm supply operation from retail to bulk supply of agronomy products to major agricultural operations. he supervised an average of 18 employees at four locations and oversaw a corporate restructure and division of operations, which reduced an inherited debt from \$5 million to below \$3 million. he left in 2012 to finish his undergraduate work and return to fulltime politics.

Owner/Partner, Childs Land Development, January 2003-November 2006

In January of 2003 he co-founded Childs Land Development, a successful full service site preparation and land clearing heavy equipment company servicing corporate developments as well as private landowners across north Florida. He sold his interest in the business in 2006 upon election to office, in keeping with a campaign promise.



Chris Stassen

Vice President, Client Services, MB3 INC.

Chris has been with MB3 since 2008, bringing with him client service experience gained from working in the banking industry. During his time at MB3, Chris has worked very closely with all of MB3's clients in various capacities including business analysis, software support and software training. Chris has superior communication and analytical skills which are key when working with clients to assess their business processes and translating them into requirements for software application development. Chris also has considerable experience with the implementation and roll-out phase of MB3's software applications including the training of client identified trainers, system administrators as well as end users.

Relevant Experience

MB3 INC.

Vice President, Client Services

2008 – Present

Chris has been responsible for working closely with State-level Emergency Management Agencies to assess their internal processes and requirements for customization of the EMGrantsPro software. During the implementation and roll-out phase Chris also takes on the responsibility of training all users, both internal State users as well as external Applicant users. Chris has in-depth knowledge and a high level of understanding of the structure and capabilities of the EMGrantsPro software and has over 7 years of experience in applying that knowledge within the Emergency Management environment. Chris also has a great deal of experience with Federal/State audits related to the system.

Canadian Imperial Bank of Commerce

Financial Advisor

2005 – 2008

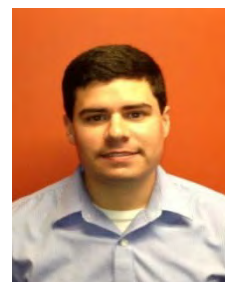
Chris gained valuable experience in Client Services during his time at CIBC. Exposure to complex financial solutions provided Chris with a good understanding of the financial environment, which he now applies within the Emergency Management environment.

Education & Certifications

B. Com., Quantitative Management University of South Africa

EDWARD J FERNANDEZ, CFM

HAZARD MITIGATION PROGRAM SPECIALIST



EDUCATION

MSP Urban & Regional Planning,
Florida State University 2011
BS Political Science, Florida State
University 2007
BS Social Sciences, Florida State
University 2007
Certificate in Urban Design, Florida
State University 2011

YEARS OF EXPERIENCE

Total – 7 years
With Arcadis – 6 years
With other firms – 1 year

PROFESSIONAL REGISTRATIONS

Certified Floodplain Manager - FL

PROFESSIONAL ASSOCIATIONS

Association of State Floodplain
Managers
Water Environment Federation
American Planning Association
Natural Hazards Mitigation Association
State of Florida, State Hazard
Mitigation Advisory Team

PROFESSIONAL TRAINING

FEMA L212, Unified Hazard
Mitigation Assistance –
Developing Quality Application
Elements
FEMA L213, United Hazard
Mitigation Assistance –
Application Review and
Evaluation
FEMA L-276 and G-278, Benefit-
Cost Analysis (Advanced)
National Incident Management
System (NIMS) 100b, 200b, and
700(a)
FEMA Hazus Loss Estimation

Edward J. Fernandez specializes in disaster planning, risk and vulnerability analysis, and grants management. Mr. Fernandez provides ongoing support to several state, local, and non-profit organizations with hazard mitigation project and grant management. He has worked on a variety of planning projects and has assisted in the development of several hazard mitigation plans, primarily conducting the risk and vulnerability portions of each plan. Mr. Fernandez has extensive experience developing Hazard Mitigation Assistance (HMGP/PDM/FMA) applications and 406 Hazard Mitigation Proposals, with a specialization in benefit-cost analysis. He has also developed methods for post-disaster loss avoidance assessment, in order to analyze return on investment for flood and wind hazard mitigation projects.

Project Experience

Post-Hurricane Sandy Critical Facility Hazard Mitigation Measures

Multiple Hospitals, New York City Health and Hospital Corporation, New York City, New York / Multiple Water Treatment Facilities and Pumping Stations, Nassau County, New York / Onondaga County Water District, Metropolitan Water Board, New York / Richmond University Medical Center, New York / Bergen County Utility Authority, Little Ferry Water Pollution Control Facility, New Jersey / Bayshore Regional Sewerage Authority, Union Beach, New Jersey / Brick Township, New Jersey / Port Authority of New York and New Jersey, LaGuardia Airport, New York

Developed Hazard Mitigation Grant Program (404) Applications and Public Assistance (406) Mitigation Proposals for multiple clients impacted by Hurricane Sandy in the Northeast United States. Highly involved in the development all required elements for each 404 application and 406 proposal, including the scope of work, budget, and schedule. Worked with each project team to ensure each mitigation activity is eligible, technically feasible, cost-effective, and in compliance with all EHP requirements. Served a leadership role in the development of the benefit-cost analysis for each project.

Project Experience Continued

Post-Hurricane Sandy Reconstruction: Minimum Design Level of Protection

U.S. Power Generating Company: Gowanus South Pier Project, New York City, New York

Provided a determination on the minimum flood design level of protection for US Power Generating Company's impacted facilities following Hurricane Sandy. Conducted a review and provided a recommendation on newly enacted policy relating to the City of New York's Building Code standards, as well as recent flood map changes which guided design and reconstruction efforts.

Coastal Texas Storm Surge Suppression Study Phase 2 Gulf Coast Community Protection and Recovery District

Conducted study to determine the feasibility of reducing the vulnerability of the upper Texas coast to storm surge and flood damages. Studied mitigation alternatives that could rely on natural or nature-based features, as well as nonstructural and structural measures. Primarily work on the risk and vulnerability portion of the study, developing a structure inventory for use in a HEC-FDA damage analysis.

Post-Nashville Floods Critical Facility Hazard Mitigation Measures Metropolitan Water Services, City of Nashville / Davidson County, Tennessee

Developed Public Assistance (406) Mitigation Proposals for two water treatment facilities damaged by the Nashville Floods in May 2010. Primarily involved in determining project cost-effectiveness, employing the FEMA Benefit Cost Analysis Toolkit.

FEMA Hazard Mitigation Assistance Grant Application Development Angola Prison Flood Mitigation Measures – Louisiana State Penitentiary

Developed Hazard Mitigation Grant Program (404) applications for a comprehensive stormwater project for Angola Prison in Angola, Louisiana. Worked with the project team to submit complete and competitive grant applications to the Governor's Office of Homeland Security & Emergency Management which were funded by FEMA. Currently in the project implementation / grant management phase of the project.

Flood Drainage Mitigation Measures - Columbia County, Florida

Developed Hazard Mitigation Grant Program (404) applications for six acquisition and flood drainage projects in Columbia County, Florida. Assisted with each mitigation project's determination of cost-effectiveness. Highly involved in the development all required elements for each 404 application, including the scope of work, budget, and schedule. Worked with the project team to submit complete and competitive grant applications to the Florida Division of Emergency Management which were funded by FEMA. Currently in the project implementation / grant management phase of the project.

Multi-Hazard Mitigation Measures - District of Columbia Water and Sewer Authority

Led the development of Hazard Mitigation Grant Program (404) applications under three separate Presidentially Declared Disaster Declarations and the development of Pre-Disaster Mitigation Program applications for DC Water. Successfully obtained funding for flood proofing measures and emergency power for potable, wastewater, and stormwater

Project Experience Continued

pumping stations. Lead a team which developed all elements of the grant applications, including the scope of work, budget, benefit-cost analysis, and schedule. Currently in the project implementation / grant management phase of the project.

Multi-Hazard Mitigation Measures - Jackson County, Florida

Project lead for the development of Hazard Mitigation Grant Program (404) applications for eight projects in Jackson County, Florida. Lead the development all required elements for each 404 application, including the scope of work, budget, benefit-cost analysis and schedule. Submitted complete and competitive grant applications to the Florida Division of Emergency Management.

Multi-Hazard Mitigation Measures – Calhoun County, Florida

Project lead for the development of Hazard Mitigation Grant Program (404) applications for four drainage projects in Calhoun County, Florida. Lead the development all required elements for each 404 application, including the scope of work, budget, benefit-cost analysis and schedule. Submitted complete and competitive grant applications to the Florida Division of Emergency Management which were funded by FEMA. Currently in the project implementation / grant management phase of the project.

Hazard Mitigation and Management Consulting Services

Florida Division of Emergency Management: Bureau of Mitigation, Tallahassee, Florida

Provides ongoing planning services to the Florida Division of Emergency Management: Bureau of Mitigation in order to promote continuity and improvement of mitigation related activities and planning processes. Assisted in operations review and SOP development to improve efficiency and effectiveness. Developed loss avoidance assessment methods to analyze post-disaster mitigation project cost-effectiveness for flood and wind hazards. Conducts National Flood Insurance Program (NFIP) Community Assistance Visits (CAVs) to ensure compliance with the program. Provides ongoing hazard mitigation planning and management consulting services as directed by the client.

Calhoun County, Florida

Provides ongoing hazard mitigation planning, exercise and training, and management consulting services to the Calhoun County Department of Emergency Management. Assists the Director with development and project management for the county's various hazard mitigation grant projects, and conducts DHS HSEEP exercises and trainings. Maintains and updates the Calhoun County Comprehensive Emergency Management Plan (CEMP), Logistics Plan, Continuity of Operations Plan (COOP), and Local Hazard Mitigation Plan as required by state and federal regulations.

DAVID ESCUDÉ, PE

HAZARD MITIGATION TECHNICAL SUPPORT | QA/QC



EDUCATION

BS Civil Engineering, Louisiana State University, 1983

YEARS OF EXPERIENCE

Total – 33 years
With Arcadis – 25 years
With other firms – 8 years

PROFESSIONAL REGISTRATIONS

Professional Engineer – AL, LA, MS, NY

PROFESSIONAL ASSOCIATIONS

American Society of Civil Engineers

PROFESSIONAL TRAINING

National Incident Management System (NIMS): 700(a), 800(b)
Incident Command System (ICS): IS-100, IS-200, G-300, G-400
Unified Hazard Mitigation Assistance (HMA): L212, L213, L214
Six-Sigma
Florida Division of Emergency Management, Management Academy

Mr. Escudé has extensive experience in the engineering field, serving in a variety of technical and managerial roles. Having served as project manager or engineering task manager for more than 75 major design projects, he has demonstrated expertise in the various aspects of both civil and environmental design including permitting, closures, alternate cover systems, flood protection, design build, remedial strategies, and construction management.

Mr. Escudé has conducted and supervised several field investigations of state and federal regulated hazardous and solid waste sites. He specializes in budgeting and schedule control on large projects, and is a recognized expert in the civil/environmental design field for which he frequently provides internal quality assurance reviews on design projects. In addition, Mr. Escudé has assembled and implemented quality control teams and plans to ensure the proper independent technical review is performed on complex design projects.

Project Experience

East Side Coastal Resiliency

New York City Department of Design & Construction, NY

QC Manager for the design of flood mitigation features in lower Manhattan between Montgomery Street and 23rd Street encompassing East River Park, Con-Edison Pier and Stuyvesant Cove Park. Responsibilities included all QC for deliverables from urban design teams, landscape architects and engineers who are developing designs for flood protection features, pedestrian bridges, roadways, stormwater infrastructure and utility mitigation within the project area, while directing and coordinating work on storm surge simulations, hydrodynamic data and groundwater flow calculations. Technical aspects of the project deliverables being reviewed include geotechnical analysis and design of earthen berm protection features, structural analysis of floodwalls, gates and other permanent passive protection measures, selection of deployable or removable systems to mitigate interior flooding.

Pump Station Post-Storm Inspections

USACE – New Orleans District / New Orleans, Louisiana

Project manager for a multi-disciplined team assembled to inspect 13 pump station structures for structural, electrical, and mechanical damage

Project Experience Continued

due to Hurricanes Katrina and Rita. Two multi-disciplined teams were assembled to conduct detailed post storm inspections of all visible features above the water level. Close coordination was required with St. Mary Parish Drainage District personnel and district officials to complete the inspection and report process. Draft and final reports including cost estimates and photo documentation were required to be complete within one month.

Hurricane Protection Study and Design of Alternatives for the IHNC, GIWW and MRGO

USACE – New Orleans District / New Orleans, Louisiana

Independent technical reviewer for a concept-level alternative study to provide additional hurricane protection for the population centers along the Inner Harbor Navigation Canal (IHNC) and Gulf Intracoastal Waterway (GIWW), which include portions of Orleans Parish West, New Orleans East, the Lower Ninth Ward, and St. Bernard Parishes. The purpose of this study is to determine the most effective alternative to provide protection above the existing hurricane protection system of levees and floodwalls surrounding these areas.

Levee / Floodwall Assessment

USACE – New Orleans District / New Orleans, Louisiana

Independent technical reviewer for a multi-disciplined team assembled to inspect 85 miles of levee and floodwall in three separate drainage basins – New Orleans East, St. Bernard, and Plaquemines Parish. The assessment included a profile survey of the levees and floodwalls, walking visual inspections to document any distressed areas, and slope stability analysis. Maps, plan/profile sheets, and a comprehensive report were developed as part of the scope of work. The assessments were categorized into three levels; acceptable, marginal and unsatisfactory based on design grade deficiencies, inspection findings, and stability analyses. The project was mandated to be completed, including USACE review and revisions, in 35 days.

Violet Freshwater Diversion

Coastal Protection and Restoration Authority (CPRA) / Louisiana Coast, Louisiana

Program manager responsible for coordination of team members, budgets, and scheduling. Project involves preparation of an engineering design study to determine the cost-effectiveness and environmental acceptability of diverting Mississippi River water into the Biloxi Marshes and Mississippi Sound. Peak freshwater diversion may be in the range of 5,000 cfs to 20,000 cfs. The project is a major feature in the state's master plan for hurricane protection and in the USACE Louisiana Coastal Protection and Restoration Program. The Violet diversion will create favorable salinity conditions, reduce the loss of marshes and wooded swamps, and increase fish and wildlife productivity in the impacted area.

Lower Barataria Diversion

Coastal Protection and Restoration Authority (CPRA) / Louisiana Coast, Louisiana

Project Experience Continued

Project Manager for the Lower Barataria Diversion project which is envisioned to have a design capacity of 50,000 cfs and create between 9,000 and 12,000 acres of wetlands over a 50-year period. The Lower Mississippi River Sediment Diversions are part of a critical system of diversions to restore wetlands and marshes that have been lost to natural erosive forces and to man's intervention in the ecosystem. ARCADIS is currently performing the 10% design analysis, which is intended to examine and report on findings of the five prospective locations from a civil, geotechnical, structural and hydraulic engineering standpoint. The goal of this effort is to rank the locations based on their characteristics from most favorable to least favorable. Further engineering analysis will be performed to select the ultimate location.

Cut Off Pointe-Aux-Chenes Levee Design **Coastal Protection and Restoration Authority (CPRA) / Louisiana Coast, Louisiana**

Project Manager for the Cut Off to Pointe Aux Chenes Levee Project that consisted of Reaches K and L of the Morganza to the Gulf Hurricane Protection System authorized in the Water Resources Development Act (WRDA) of 2007. The purpose of the project was to evaluate elevating two sections of existing earthen levee between Cut Off and Pointe-Aux-Chenes (Reaches K and L) and develop preliminary designs and cost estimates for both reaches in order to assist CPRA, Lafourche Parish, South Lafourche Levee District, and Terrebonne Levee and Conservation District (local stakeholders) in project prioritization based on available funding. From this analysis, CPRA and the local stakeholders decided to move forward with the final design and construction for Reach L with the available CDBG funding. Final plans and specifications are near complete and this project is scheduled to go to construction in the spring of 2014. The estimated construction value of this contract is \$7,500,000

Brady Canal Hydrologic Restoration Project **Coastal Protection and Restoration Authority (CPRA) / Terrebonne Parish, Louisiana**

Project Manager for Preparation of plans, specifications, and quantity estimates for the restoration of the earthen levee and armoring of weir structures around the rim of Jug Lake forming a portion of the southern boundary of the 7,653 acre vegetated marsh in coastal Louisiana aimed at halting salt water intrusion and reintroducing freshwater into the project area.

Spillway Slab Assessments – Missouri River Basin Dams **USACE – Omaha District / North & South Dakota**

Civil Engineering Quality Control Manager. Inspections of the spillways and stilling basins for five dams along the Missouri River subsequent to the 2011 Missouri River Floods during which the USACE doubled the record release of water in the river's five North and South Dakota dams. The dams included in these inspections were Garrison Dam (Riverdale, ND), Oahe Dam (Pierre, SD), Big Bend Dam (Fort Thompson, SD), Ft. Randall Dam (Pickstown, SD), and Gavins Point Dam (Yankton, SD).

Project Experience Continued

Innovative Dredging Initiative

Coastal Protection and Restoration Authority (CPRA) / Louisiana Coast, Louisiana

Quality Control Manager for the Innovative Dredging Study that was a feasibility report/guidance document which satisfied the CPRA's Innovative Dredging Initiative. CPRA researched historical projects and bid data and discovered the cost associated with hydraulic dredging for restoration projects includes a significant premium. The primary purpose of their Innovative Dredging Initiative was to pursue new contracting techniques and bidding methods that could reduce the costs as well as investigate ways to streamline design. The intent of this study was to build upon the research already conducted by the CPRA in addition to conducting more extensive investigations and facilitating communication with dredging experts throughout the industry. CPRA's primary purpose for this study was to potentially pursue new contracting techniques, new bidding methods, and to improve the methods to streamline design in an effort to reduce the overall cost of restoration projects by hydraulic dredging.

Fort Randall Dam – Embankment Retaining Wall and Glacial Drain System Rehabilitation

USACE – Omaha District / Pickstown, South Dakota

Civil Engineering Quality Control Manager. Rehabilitation design of the glacial drain system behind the upper and lower retaining walls for the penstock surge tank terrace.

Fort Randall Dam – Embankment Abutment Toe Drains Replacement

USACE – Omaha District / Pickstown, South Dakota

Civil Engineering Quality Control Manager. Design of the replacement of the earthen embankment toe drains, manholes, and flow meters installation to monitor seepage.



YEARS OF EXPERIENCE

16 Years of Experience

EDUCATION

Bachelors of Science (B.S.) in Political Science, Florida State University 2004

TRAINING AND CERTIFICATIONS

Category Z Project Manager
BP Oil Spill ICS Financial Lead: Contractor Oversight and Invoice Reconciliation
JFO-Field Project Data Liaison/Management
Public Assistance Coordinator
Debris Specialist
Advanced Professional Series in Emergency Management - 2010, Professional Development Series in Emergency Management - 2008, Certificate of Appreciation DR-1831 & DR-1840, Certificate of Appreciation DR-1785, DR-3288 & DR-3293

PROFESSIONAL PROFILE

Mr. Dickinson has over 16 years of experience in emergency management at the State and contractor level.

REPRESENTATIVE PROJECTS

Direct Administrative Cost Project Manager 2012 - 2015 FDEM | Direct Administrative Cost Disasters

Managed CAT Z team consisting of up to 6 members. Activities included ensuring all Category Z projects were accurate and delivered on time. Training team members how to review CAT Z projects and how to provide feedback to system users in order to ensure accurate time keeping. Project totaled more than \$12M in administrative costs.

Team Leader 2011 - 2012 DEEPWATER | BP Oil Spill

Created daily work schedules for 300 workers that provided management with accurate burn rates, estimated completion dates and many other reports that were used in management decisions. Work was completed using Microsoft Project.

Field Monitor Supervisor 2010 - 2011 DEEPWATER | BP Oil Spill

As field monitor, performed daily financial audits ensuring the requested personnel and equipment matched the invoiced personnel and equipment. Performed field audits on more than \$500M in invoicing.

Public Assistance Coordinator - Category A Specialist 2007 - 2010 FDEM | Recovery

Contacted applicants and reviewed Debris Management Plans in the State of Florida. Closed out multiple Category A Debris Projects. Taught G-202 Debris Management. Deployed to multiple disasters, performing PDAs as well as writing Project Worksheets.

Project Manager 2006 – 2007 | Department of Highway Safety and Motor Vehicles | Florida Tie-Down Enhancement Program

Florida Tie-Down Enhancement Program is a grant that allows for additional tie-downs to be installed in older mobile homes in Florida that were installed prior to current regulations. As project manager responsibilities included full enrollment in the program from parks, logistics coordination, QA/QC review and accurate invoicing.

Project Manager 2005 - 2006 MEMA | Hurricane Katrina

Managed more than 50 haul and install crews in the aftermath of Hurricane Katrina in south Mississippi. Our efforts provided temporary housing for more than 1000 families who lost their homes after Hurricane Katrina.

Project Manager 2004 - 2005 FDEM | 04-05 Hurricanes

Worked directly with management in individual assistance efforts to haul and install more than 2,000 travel trailers and mobile homes that were used for temporary housing as a result of various hurricanes and one tornado.

GRANT EXPERIENCE

- 4205 - MS - Tornado (2014 - 2015)
- 4177 - FL - Severe Storms (2014 - 2014)
- 4138 - FL - Severe Storms (2013 - 2013)
- 4068 - FL - TS Debby (2012 - 2012)



- 4084 - FL - Hurricane Isaac (2012 - 2012)
- BP Oil Spill (2010 - 2010)
- 1840 - FL - 2009 Northeast Florida (2009 - 2009) 1831 - FL - North Florida Flooding (2009 - 2009) 3293 - FL - Hurricane Ike (2008 - 2008)
- 1785 - FL - Tropical Storm Fay (2008 - 2008) 3288 - FL - Tropical Storm Fay (2008 - 2008) 1806 - FL - Hurricane Gustav (2008 - 2008)
- 1679 - FL - Severe Storms (2007 - 2007)
- 1604 - MS - Hurricane Katrina (2005 - 2005)
- 1609 - FL - Hurricane Wilma (2005 - 2005)
- 1602 - FL - Hurricane Katrina (2005 - 2005)
- 1595 - FL - Hurricane Dennis (2005 - 2005)
- 1551 - FL - Hurricane Ivan (2004 - 2004)
- 1545 - FL - Hurricane Frances (2004 - 2004)
- 1539 - FL - Hurricane Charley (2004 - 2004)
- 1561 - FL - Hurricane Jeanne (2004 - 2004)

PROFESSIONAL EDUCATION

IS-7 National Incident Management System (NIMS) An Introduction , IS-8.a National Response Framework, An Introduction , IS-100.b Introduction to Incident Command System, ICS-100 , IS-2900 Disaster Basics, IS-20.14 ICS for Single Resources and Initial Action Incidents , IS-207 State Disaster Management , IS-22 Fundamentals of Emergency Management , IS-63 Introduction to the Public Assistance Process, IS-235.b Leadership & Influence , IS-240.a Decision Making and Problem Solving , IS-242.a Developing and Managing Volunteers , IS-546.a Introduction to Continuity of Operations , G- 202 Debris Management, IS-702.a NIMS Resource Management , IS-523 Continuity of Operations Awareness Course, IS-27 Anticipating Hazardous Weather & Community Risk, 2nd Edition , IS-630 Introduction to Debris Operations , G-191 Incident Command Systems/Emergency Operations Center Interface , G-250.7 Local Situation (RAPID) Assessment, IS-703.a NIMS Communications and Information Management , IS-662 A Citizen's Guide to Disaster Assistance, IS-772 EOC Management and Operations , ICS-100, ICS- 200, ICS-300, ICS-400, ICS-700 Completed all National Incident Management System (NIMS) Training Courses

Taran L. Roddy
Senior Manager

Education

- B.S., Emergency Administration and Planning, University of North Texas

Relevant Qualifications:

Ms. Roddy has over ten years of experience working in disaster management for federal, state, and private partners. Currently she is working as a Senior Project Manager for the States of New York and as a Subject Matter Expert for the State of New Mexico. As a project manager, Ms. Roddy oversees the global match strategy for over a billion dollars of HMGP program funds; provides expertise to guide senior-level policy decisions; manages the review and development of HMGP and CDBG-DR project applications; and provides administrative support to all projects. Ms. Roddy pursues, monitors, and responds to business development opportunities nationwide with a focus on leveraging HMGP and CDBG policy and program knowledge to improve programmatic health, ensure the capturing of all available funding, and guide major policy changes for clients.

Relevant Experience:

Project 1

Client: New Mexico Department of Homeland Security and Emergency Management

Project Description:

- Ms. Roddy assists the State Hazard Mitigation Officer (SHMO) in all program and administrative functions for mitigation in the State.

Position: Program Manager

Dates: August 2015 - Present

Responsibilities:

- Providing HMGP application scoping, development, and review; identification of missing project requirements; Benefit Cost Analysis software review and/or modification; environmental clearance review and/or analysis; technical assistance to local governments; follow-up on review to verify corrections requested by FEMA; and tracking the status of all received applications;
- Assisting the State with quarterly reporting and tracking, the review of request for reimbursement, field visits for construction projects, and final reconciliation and close-out documentation for the grant;
- Providing HM Plan review and technical assistance to local and tribal governments to meet all federal requirements mandated by FEMA;

- Providing planning expertise to assist the State in Updating the New Mexico State Hazard Mitigation Plan; and
 - Preparing and disseminating notices of grant availability to local governments; monthly tracking and reporting for Notices of Interest, applications, grant awards, and state management cost; community education and outreach for mitigation programs; and mitigation training.
-

Project 2

Client: State of New York Governor's Office of Storm Recovery (GOSR)

Project Description:

CohnReznick contracted with HTFC and GOSR to administer the Infrastructure Public Assistance (PA) CDBG Match Program by determining whether the non-federal share of costs associated with the FEMA-eligible Project Worksheets are reimbursable in accordance with the HUD-CDBG requirements.

Position: Project Manager

Dates: April 2014 - Present

Responsibilities:

- Drafting and implementing policies and procedures to manage HMGP Global Match Strategy by incorporating U.S. Department of Housing and Urban Development (HUD) CDBG-DR projects;
 - Providing guidance to the client on project eligibility, development, and implementation through project reviews and application creation;
 - Successfully leveraging HMGP and CDBG-DR policy at the HQ senior-staff level to improve state programmatic health, to ensure the capturing of all available funding, and to guide major policy changes;
 - Designing, developing, and managing a tracking system to build HMGP and CDBG-DR applications, tracking CDBG-DR match funding, maintaining all required work-related documents to support CDBG-DR reimbursement requests, and allow for internal and external reporting; and
 - Completing both Federal Emergency Management Agency (FEMA) HMGP and HUD CDBG-DR project applications, including multi-million dollar buyout and infrastructure projects;
 - Conducting project management activities to include staff management, invoicing, and client management and reporting.
-

Project 3

Client: State of Texas, Department of Public Safety, Division of Emergency Management (DPS/TDEM)

Project Description:

- Led by CohnReznick professionals with expertise in disaster recovery grant management, CohnReznick serves as the prime contractor to the Texas

EXHIBIT B - VENDOR RESPONSE TO RFP



Department of Public Safety, Division of Emergency Management for Federal Grant Administration. CohnReznick is responsible for establishing consistent oversight standards, providing proactive technical assistance and communication, centralized data and reporting, and effective quality management protocols and reviewing and improving procedures addressing reimbursements and financial management.

Position: Hazard Mitigation Team Lead

Dates: August 2013 - April 2014

Responsibilities:

- Perform complex grant coordination, financial and programmatic compliance, technical assistance, and administration work to respond, administer, organize, and monitor federally funded disaster grants within the State of Texas;
- Conduct applicant briefings and other outreach and training activities, ensure grant applications are received and processed properly, and monitor both the programmatic and financial aspects of awarded projects;
- Ensure deadlines are met, applications or other documentation are complete and correct before submission to federal authorities, monitoring activities are conducted in accordance with the project-worksheet guidelines, projects are completed within the approved scope of work, and payment requests are promptly and correctly processed;
- Review progress reports, payment requests, and provide guidance and assistance to grant recipients on documentation requirements and resolution of project worksheet-related problems;
- Perform budget monitoring and project site inspections, and document progress and/or completion of projects, causes for delays in project-worksheet completion from established timelines, or deviations from the scope of work to ensure procurement and contracting compliance;
- Evaluate opportunities and requirements to assist local jurisdictions and state agencies in maximizing reimbursement potential;
- Ensure compliance with federal, state and local regulations and ordinances;
- Facilitate communications between sub-grantees, state and federal entities;
- Process scope changes, time extensions and quarterly reports; and
- Monitor compliance through regular technical assistance, quarterly status reviews, and ongoing monitoring of reimbursement requests.

Darrell J. Dotson

Senior Vice President, Emergency Management Programs, MB3 INC

Mr. Dotson has more than eleven years of experience in disaster recovery operations, project management, and JFO Staff management. Darrell began his second tenure with MB3 in April of 2013 and is focused on maintaining relationships with existing clients and increasing company presence with existing and prospective clients. Darrell is also responsible for reinforcing MB3's position as the leading provider of grants management software in the emergency management marketplace while leveraging his Emergency Management experience to assist with the design and implementation of new software products to increase the efficiency of State and Local Emergency Management agencies. Prior to and between his MB3 engagements, Darrell established a track record of success working as a member of Public Assistance Program Leadership with the State of Florida and the Federal Emergency Management Agency, overseeing the disbursement of over \$10 Billion in Public Assistance and Direct Federal Assistance funding, including the removal of nearly 100 million cubic yards of debris. During this period, Darrell was instrumental in leading several successful recovery efforts, serving as the Deputy State Public Assistance Officer for the 2004 and 2005 Florida Hurricanes, FEMA Public Assistance Officer for the 2008 Tornado and Flooding events in Michigan and Ohio, FEMA Deputy Infrastructure Branch Director for the Florida Recovery Office, FEMA Infrastructure Branch Director for the 2011 Alabama Tornadoes, and FEMA Deputy Infrastructure Branch Director for Hurricane Sandy in New York. Darrell was also responsible for management, oversight and formulation of FEMA Region IV's program appeal responses along with FEMA's responses to DHS OIG audit findings and corresponding resolution recommendations within the Region. Darrell leverages his extensive knowledge of the Stafford Act, 44 CFR, Public Assistance Policies and Guidance, and Incident Command to maximize efficiency and unity of effort in his consulting activities.

Relevant Project Experience/Work Experience with MB3 INC

South Carolina EMD 2015 Flooding

Mr. Dotson was the principal consultant directing MB3's assistance to the State of South Carolina. Darrell provided Public Assistance management consulting to SCEMD to assist with its response to and recovery from the unprecedented 2015 flooding event. Mr. Dotson provided onsite assistance to augment the State's management team and provided direction to a State/FEMA field operation responding to a flooding event that presented multiple issues and challenges for the State and local governments. The issues presented during this event included debris removal, public and private dam breaches, critical beach erosion, displacement from critical facilities, and mosquito/vector control. Mr. Dotson's guidance assisted the State in directing its recovery effort and articulating its recovery priorities, philosophy, and culture to FEMA leadership, providing for a more targeted and efficient recovery operation. Darrell also successfully presented the State's position to FEMA on multiple large and sensitive projects where program eligibility was unclear. Additionally, Darrell assisted the SCEMD/FEMA teams in estimating the total number of projects to be prepared and timeframes for their submittal and obligation, allowing more efficient allocation of resources and funding projections. Darrell also assisted SCEMD and its subgrantees in diffusing several contentious issues related to communication of program eligibility and documentation requirements for large debris removal projects. Darrell developed and conducted Public Assistance training for multiple newly hired SCEMD staff and was on site to provide ongoing mentorship and guidance.

EXHIBIT B - VENDOR RESPONSE TO RFP

South Carolina EMD 2014 Ice Storm

Mr. Dotson was the principal consultant directing MB3's assistance to the State of South Carolina. Darrell provided Public Assistance management consulting to SCEMD to assist with its 2014 Ice Storm event. Mr. Dotson provided onsite assistance to augment the State's management team and provided much needed direction and focus to a State/FEMA field operation that was projected to be completed long after similarly sized disasters. As a result of this guidance, the State was able to demonstrate program eligibility for multiple projects and applicants, where funding had been previously denied or delayed due to additional information requests. Additionally, Darrell assisted the SCEMD/FEMA teams in estimating the total number of projects to be prepared and timeframes for their submittal and obligation, allowing more efficient allocation of resources and funding projections. Darrell also assisted SCEMD and its subgrantees in diffusing several contentious issues related to communication of program eligibility and documentation requirements for large debris removal projects. Darrell developed and conducted Public Assistance closeout training for SCEMD staff and assisted SCEMD with the revision and simplification of required forms and documentation. Additionally, Mr. Dotson directed the successful redeployment of EMGrantsPro in South Carolina, providing the State with program and process expertise in their efforts to gain further efficiency in navigating Public Assistance program requirements.

Colorado Homeland Security and Emergency Management 2013 Flooding

Mr. Dotson was MB3's manager for the deployment EMGrantsPro in Colorado and was instrumental in its successful deployment. Darrell also provided assistance to the State to work through their business processes in order to ensure compliance with Public Assistance program requirements. Additionally, Darrell provided Public Assistance policy guidance for overarching issues and served as an advisor to ensure that the State was properly positioned to manage the Public Assistance program.

New Jersey Office of Emergency Management Hurricane Sandy Recovery

Primary consultant in support MB3's efforts in the State of New Jersey providing remote and onsite support to ensure that the State's management of the Public Assistance program is compliant with program requirements. Darrell has been instrumental in establishing multiple new processes to increase the State's efficiency in managing the largest disaster in New Jersey history. Darrell has also served as a policy advisor, to ensure that the State's processes mirror FEMA requirements, and to ensure that eligible funding is maximized.

Alabama Emergency Management Agency

Primary consultant for Alabama's implementation of EMGrantsPro, Darrell serves as Alabama's point of contact for technical assistance and process guidance. Darrell also consults closely with Alabama's Public Assistance staff as issues related to program and process requirements arise, and has assisted the State in navigating process and eligibility requirements for several complex Public Assistance projects since 2013.

TRAINING

- ICS Level 100, 200, 700, 800
- DHS Contracting Officer's Representative
- FEMA Public Assistance Officer
- FEMA PA Operations (1 and 2)
- FEMA Debris Operations
- FEMA JFO Managers
- Coordinating with EHP
- Disaster Operations Management
- Mission Assignment Processing
- First Aid/CPR

EXHIBIT B - VENDOR RESPONSE TO RFP

AWARDS

- 2011 FEMA Administrator's Award for Innovation – Alabama Operation Clean Sweep Implementation

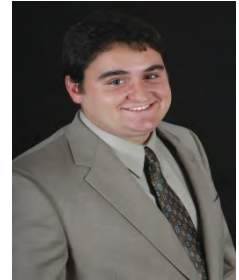
YEARS EXPERIENCE: 10

Employment History

- MB3 INC: 2013 – Present
- Federal Emergency Management Agency: 2008-2013
- MB3 INC: 2005 – 2007
- Florida Division of Emergency Management: 2004-2005

FRANK MCCOLM, CFM, AICP

HAZARD MITIGATION PLANNING PROGRAM SPECIALIST



EDUCATION

MA Planning Florida State
University 2009
BA Social Science-Education
Concentration Florida State
University 2005

YEARS OF EXPERIENCE

Total – 6 years
With Arcadis – 4 years
With other firms – 2 years

PROFESSIONAL REGISTRATIONS

American Institute of Certified
Planners
Certified Floodplain Manager

PROFESSIONAL ASSOCIATIONS

Association of State Floodplain
Managers
American Planning Association

PROFESSIONAL TRAINING

National Incident Management
System (NIMS): 700(a), 800(b)
Incident Command System (ICS):
IS-100, IS-200, G-300, G-400
Unified Hazard Mitigation
Assistance (HMA): L212, L213,
L214
Six-Sigma
Florida Division of Emergency
Management, Management
Academy

Mr. McColm's area of expertise is grant administration and implementation. He is a hazard mitigation programs expert, specializing in grant management and has extensive experience in regulatory compliance related to grant funded projects. Mr. McColm's management of past projects has resulted in successful program and project planning, execution and closeout.

Project Experience

Hazard Mitigation Grant Program Administration Florida Division of Emergency Management, Tallahassee, Florida

Mr. McColm has provided consultation for Hazard Mitigation Grant Program administration from allocation of funding through closeout of grants and subgrants. Mr. McColm also developed and managed resource allocation plans to achieve program administration objectives. He has demonstrated experience in all areas of the grant life-cycle.

Mitigation Project Management Florida Division of Emergency Management, Tallahassee, Florida

Served as project manager responsible for more than \$110 million in hazard mitigation projects. Responsibilities included contract management, reimbursement review and processing, project monitoring, project close-out, coordinating audit activities, and programmatic and financial compliance with state and Federal regulations. Mr. McColm regularly worked with federal, state, and local officials to facilitate and execute the resolution of complex issues.

Special Application Reviewer for Confidential Clients Northeastern United States

Following the impacts of Superstorm Sandy, Mr. McColm served a quality assurance reviewer role for large grant-funded project applications prior to submittal to state and federal funding authorities. These reviews were completed to ensure regulatory and programmatic compliance as well as to incorporate best management practices.

Project Experience Continued

Sandy Recovery Improvement Act (SRIA): Programs Administered by the States (PAS) and Advance Assistance Implementation Northeastern United States

Mr. McColm facilitated the implementation of the Programs Administered by States and Advance Assistance opportunities made available through SRIA. As a result of Mr. McColm's involvement, the client was the first grantee in the nation to receive approval to conduct these activities through the federal funding authority. His contributions included drafting the initial application and all follow-up correspondence, creating scopes of work, research, analysis. He also led negotiations with the funding authority for operating agreement execution. In addition, Mr. McColm authored briefing documents which were presented at the National Emergency Management Association's annual meeting explaining the PAS application and approval process. The PAS and Advance Assistance have increased program implementation efficiency for the client.

Policy Analysis Multiple Clients, Nationwide

Mr. McColm has completed multiple policy analyses relating grant-funded project planning, implementation, and issue resolution. He has successfully provided consultation to resolve challenging funding source and program management issues. Further, he has drafted and submitted appeals for projects of all sizes as well as served as lead staff in resolving audits findings, some of which exceeded \$1 million in findings impact.

Economic Impact Analysis Florida Division of Emergency Management's Bureau of Mitigation, Tallahassee, Florida

Mr. McColm collected and analyzed data on mitigation projects funded between 2004 and 2011 and assessed their impact on Florida's economy in terms of employment. This deliverable was presented to senior state officials. Further, this deliverable provided the client with a method to communicate their contributions to Florida's economy to senior management.

Disaster Declaration Outreach Material Development Florida Division of Emergency Management, Tallahassee, Florida

Mr. McColm supported statewide Hazard Mitigation Grant Program delivery through overhauling an application desk reference for Tropical Storm Debby. This desk reference provided guidance and information to applicants on statewide policies and procedures as well as information relating to federal regulation compliance. In addition, Mr. McColm planned and supported outreach activities for jurisdictions throughout the state and provided consultation on program and project management strategies and systems. According to the client, Tropical Storm Debby declaration experienced some of the fastest project approvals of any recent declaration.

KELLI THURSON, CFM

HAZARD MITIGATION PROJECT SPECIALIST

EDUCATION

Masters of Science in Planning,
Environmental and Natural
Resource Management, Florida
State University, 2013
BS, Environmental Studies,
Florida State University, 2011

YEARS OF EXPERIENCE

Total – 4 years
With Arcadis – 3 years
With other firms – 1 year

PROFESSIONAL REGISTRATIONS

Certified Floodplain Manager

Ms. Thurson's professional experience with Arcadis has involved integral roles on a variety of projects which focus on building local resiliency against hazards. She is experienced in developing grant applications for hazard mitigation and resiliency projects, performing resiliency assessments, benefit-cost analysis for resilience projects, and conducting public outreach and working with local governments to improve floodplain management practices and policy. Most notably, Ms. Thurson has led federal grant application development in several Florida communities such as Key West, St. Petersburg, and Pensacola, to identify over \$30 million in eligible projects to mitigate flood risk and served as an analyst for vulnerability assessments and benefit-cost analysis for large metropolitan clients such as New York City and Boston.

Project Experience

Hazard Mitigation Grant Program Application Development

Escambia County, City of Pensacola, Florida

Worked with both local jurisdictions separately to identify potential flood mitigation projects that would be eligible for disaster recovery assistance under DR-4177. Cumulatively, 10 flood mitigation project valued at \$14.6 million were identified, including acquisition/demolition projects and drainage improvements. Planned and executed a team approach to develop grant applications for each identified project, including coordination with other consultants to complete the tasks. Components of the grant applications that were developed and executed include: scoping, cost-estimating, benefit-cost analysis, environmental review, and compiling the application.

Non-Disaster Assistance Pilot Program

Florida Division of Emergency Management, Florida

Co-developed a Hazard Mitigation Assistance grant application package for acquisition, reconstruction, and elevation projects. Coordinated with various local jurisdictions to identify key stakeholders and generate interest in applications for Flood Mitigation Assistance, and then led application development for interested communities to submit over \$28 million worth of projects. Subsequent to the application development period, conducted an after-action report to include templates for future application periods, lessons learned, and a plan of action for how to

Project Experience Continued

select communities to provide future technical assistance based on FEMA priorities. Ms. Thurson has since used the after-action report to hone the pilot program, and has used the same model for other clients such as the City of Key West to develop residential mitigation project applications.

Acquisition Handbook Update

Florida Division of Emergency Management, Florida

Developed a package for the latest update of Florida's Acquisition Handbook to include a process map for grant application development, required documents for the application, and all associated guidance. The Acquisition Handbook will be available for all communities to use, when complete.

Climate Ready Boston Integrated Vulnerability Assessment

City of Boston, Massachusetts

Conducted an exposure and consequence analysis for Boston, Massachusetts, to review climate hazards and their plausible evolution over time to analyze how the City can expect people, property, and the economy to be affected by such hazards. The exposure and consequence analysis includes an evaluation of potential quantified losses due to coastal and riverine flood impacts, coupled with sea level rise expectations. Losses considered for the analysis include structure damage, contents and inventory losses, displacement costs, shelter needs, and business interruption losses to the economy, as well as stress factors on the human population. The exposure and consequence analysis informs Boston of the location and concentration of greatest flood risk and allows the City to prioritize resiliency efforts. Ms. Thurson led development of the asset inventory necessary to conduct the analysis, coordinated with multiple CRB stakeholders to obtain site-specific information for critical and essential assets within the City, provided asset exposure information to the CRB team, and supported the development of resilience initiatives through the exposure and consequence analysis results.

Pensacola Bay Eastern Sub-Basin Action Plan

City of Pensacola, Florida

The Pensacola Bay Eastern Sub-Basin 2015 Action Plan is the result of a joint effort by the City of Pensacola and Escambia County to coordinate the actions and concerns of stakeholders regarding serious stormwater drainage issues. Ms. Thurson drafted an assessment of the social environment in the Eastern Sub-basin, assessing how the built environment and drainage issues affect quality of life in the area. In addition to interviews with local community members and research of economic development and capital improvement plans, Ms. Thurson used the University of South Carolina's Social Vulnerability Index to assess the expected impact of natural hazards with socially vulnerable populations. In addition, Ms. Thurson provided quality assurance reviews of the document.

Community Assistance Visits

Florida Division of Emergency Management, Florida

Assisted the State Floodplain Management Office to conduct Community Assistance Visits, conducted to assess effectiveness of local floodplain management ordinances and

Project Experience Continued

enforcement practices of communities that participate in the National Flood Insurance Program. Ms. Thurson has worked with over 20 communities to assess compliance of new construction in the floodplain, review floodplain management ordinances and practices, and inspect permit files for new construction. The need for technical assistance to effectively administer the community's floodplain management program is gauged, reports are written for the State Floodplain Management Office to submit to the Federal Emergency Management Agency. In addition, Ms. Thurson has worked with communities to correct compliance issues that are brought to attention.

Loss Avoidance Assessment

Florida Division of Emergency Management, Florida

Ms. Thurson has assisted in conducting multiple loss avoidance assessments of flood mitigation projects funded by FEMA's Hazard Mitigation Assistance grant programs. The loss avoidance assessment evaluates the effectiveness of mitigation projects through return on investment, which compares losses that would have occurred without mitigation to project costs and other investments. The purpose is to justify public expenditures on mitigation projects that protect people and property from natural hazards. Previous responsibilities have included support of data gathering, calculating return on investment, and interpreting data for the loss avoidance report. Currently, Ms. Thurson is leading a small team through the development of a loss avoidance assessment of mitigation projects located with Hurricane Matthew's storm path.

National Disaster Resiliency Competition

Multiple Clients, Multiple Cities, Florida

Represented both the City of Pensacola and Escambia County in the state-wide development of the Phase One application to the U.S. Department of Housing and Urban Development's National Disaster Resiliency Competition. Conducted research and worked with HUD to determine eligibility for the client; and collaborated with other stakeholders throughout the state to develop a state-wide approach to resiliency that would enhance the State's current planning structure by consolidating separate planning mechanisms and developing a comprehensive action plan to achieve resiliency at various geographic scales.

New York City, Norfolk Virginia

Led an evaluation of the economic benefits of resiliency projects in New York City and Norfolk, Virginia. Ms. Thurson used IMPLAN economic modeling software to conduct various economic assessments, including evaluating the impacts of project implementation, post-disaster scenario analyses, impacts of new assets, and identification of future growth risk. Results of the analyses included measurable impacts to employment figures, industry production, employment compensation, and gross domestic product for the study area.

The Value of Green Infrastructure for Pittsburgh

Pittsburgh Water and Sewer Authority

Co-developed a framework for which PWSA can evaluate the benefits and impacts of green infrastructure to effectively align green infrastructure projects within Pittsburgh to reduce costs and maximize benefits. This included an outline of benefits typically realized through green

Project Experience Continued

infrastructure projects, including environmental, economic, and social benefits, and provided methods to quantify such benefits so that PWSA has an objective approach for valuing the impacts of green infrastructure. Ms. Thurson also helped the Authority identify potential implementation strategies, including compliance and funding alternatives for green infrastructure and integrated water management projects

Leon County Office of Sustainability Leon County, Florida

Piloted a Workplace Sustainability Program that reinforced existing and created new sustainable behaviors and practices within the workplace. Created environmentally-friendly purchasing decision guidelines that were shared with community members. Developed a “Sustainability” orientation package. Wrote articles and blogs on community sustainability efforts.

Florida Fish and Wildlife Conservation Commission (FWC) Land Conservation and Acquisition, Florida

Developed GIS data in support of the FWC Land Conservation Workplan Report. Researched historical Commission items to collect parcel information. Assembled and drafted text for individual sections of the Workplan document.

Florida Fish and Wildlife Conservation Commission Bear Management Program, Florida

Organized fellow interns in conduction of survey calls to assess caller satisfaction. Coded survey calls, created data sheets, and conducted analysis in Statistical Analysis Software Package (SPSS). Assisted supervisors with creation of survey questionnaires. Introduced educational materials to the public. Maintained the Bear Management Database.

Jacksonville Beach Department of Planning and Development Jacksonville Beach, Florida

Researched food truck policies in tourism-based jurisdictions. Presented research results to the Jacksonville Beach Community. Accompanied supervisors to various meetings concerning capital improvements and development standards. Aided supervisors with emergency management activities.

Calhoun County Emergency Management Functional Exercise Scenario Calhoun County, Florida

Led flood scenario development for Calhoun County’s Functional Emergency Exercise within the guidelines of the Homeland Security Exercise and Evaluation Program. Assisted in logistics planning, and participated in the functional exercise as a Controller/Evaluator.

MACY FRICKE, CFM

HAZARD MITIGATION PROJECT SPECIALIST

EDUCATION

MS Land Use and Comprehensive
Planning and Environmental
Planning Florida State University
2015
BS Geography Florida State
University 2013
BS Environmental Studies Florida
State University 2013

YEARS OF EXPERIENCE

Total – 3 years
With Arcadis – 2 years
With other firms – 1 year

PROFESSIONAL REGISTRATIONS

Certified Floodplain Manager

PROFESSIONAL ASSOCIATIONS

American Planning Association
APA Florida, Executive Committee
APA Florida, Student
Representative
Synoptikos Planning Group

Ms. Fricke's professional experience as a planner involves grant application and management, hazard mitigation planning, post disaster mitigation, loss avoidance reporting, risk assessment, and parcel analysis. She has provided technical support on numerous grant applications, various memorandums and reports, and participated in project development. Her interests lie in technical analyses, risk assessments, grant application and community outreach.

Project Experience

Bay County 2015 Local Mitigation Strategy Bay County, Bay County, Florida

Conducted a risk and vulnerability assessment, as well as a Hazus analysis. Assisted in the mitigation strategy development and participated in meetings and workshops.

Bay County 2015 Local Mitigation Strategy Bay County, Bay County, Florida

Conducted a risk and vulnerability assessment, as well as a Hazus analysis. Assisted in the mitigation strategy development and participated in meetings and workshops.

Calhoun County Local Mitigation Strategy 2014 Update and Hurricane Retrofit Project Calhoun County, Calhoun County, Florida

Conducted a risk and vulnerability assessment. Assisted in the development of mitigation strategies and conducting meetings and workshops. Assisted in grant management and procurement. Developed quarterly reports.

US-19 Corridor Redevelopment Study Florida Planning and Development Lab, Pasco County, Florida

Served as the primary lead for GIS and parcel analyses. Acted as lead researching and conducting the appropriate spatial correlation techniques for the project. Assisted in the design and implementation of windshield surveys. Lead and conducted a SWOT analysis. Assisted in reported development and strategy and developing an existing conditions profile.

Project Experience Continued

Graduate Research Assistant

Florida State University, Tallahassee, Florida

Work as a graduate research assistant in the Department of Urban and Regional Planning at Florida State University for Assistant Professor, John Felkner. Assisted Dr. Felkner by performing multiple literature reviews, web site maintenance, editing reports and papers, and performing various teaching assistant activities.

GIS Intern

Florida Department of Environmental Protection, Tallahassee, Florida

Work as a GIS intern in the Division of Environmental Assessment and Restoration, Bureau of Watershed Restoration, Data Services Section, GIS Subsection. Projects included GNIS Maintenance Program, Class IV Water Identification, and Tampa Bay Estuary Program Online Mapping Project. Also assisted with map requests from within the department.

Student Intern

Escambia County, Pensacola, Florida

Work as a student intern for the Community and Environment Department, Water Quality and Land Management Division. Duties included managing and maintaining green roof, GIS projects, excel worksheet maintenance for landfill history, trained in water quality lab to operate in situ equipment for water sample testing, and field water sample collection.

Columbia County Sparr Beth Acquisition Project - Grant Management

Columbia County, Columbia County, Florida

Assisted in project management and tracking. Developed supporting documentation and key deliverables.

DR-4177 Loss Avoidance Assessment

Florida Division of Emergency Management, Florida

Acted as technical support for project and event data gathering and data analysis. Participated in report development and strategy and project organization.

Grant Application

Multiple Sites,

Participated in application development for numerous clients including Jackson County, FL, DC Water, City of Marianna, FL, and Escambia County Utilities Authority for the FEMA Hazard Mitigation Grant Program.



YEARS OF EXPERIENCE

13 Years of Experience

EDUCATION

Masters of Science (M.S.) in Civil Engineering
(Emphasis on Geotechnical/Environmental Engineering) Florida State University 2006

Bachelors of Science (B.S.) in Civil Engineering,
Florida State University 2003

TRAINING AND CERTIFICATIONS

Professional Engineer

PROFESSIONAL ORGANIZATIONS

American Society of Civil Engineers (ASCE)
Florida Engineering Society (FES) - 2008 Big Bend Chapter Young Engineer of the Year
American Society for Testing and Materials (ASTM) committee member

PROFESSIONAL PROFILE

Mr. Morales is a professional engineer with over 6 years of materials engineering experience. In addition, he has experience in working with FDOT, FAA and private projects. Mr. Morales has worked extensively with FEMA grant management projects.

REPRESENTATIVE PROJECTS

ER Assist, Tallahassee, FL: Public Assistance Project Specialist, 2013 to Present

- Currently working with public and private entities in assisting in the development of project worksheets directly related to Federally declared disasters in order to maximize funding to the subgrantees
- Worked as a representative of the State of Florida in assisting FDEM and subgrantees recover disaster related funding from FEMA
- Successfully developed 400+ CAT Z Projects for the State of Florida
- Contributed to the production of over \$1 million (over 50 Grants) in Category C Public Assistance Grants for Benton County Arkansas

Environmental and Geotechnical Specialist, Inc., Tallahassee FL, Laboratory Manager / Materials Engineer, 2009 to 2013

- Responsible for all physical and chemical material testing programs and resulting data
- Supervised, managed, and trained a full and part time team of up to 10 employees
- Responsible for yearly Laboratory CMEC and FDOT accreditation processes and inspections
- Developed and conducted calibration and maintenance procedures for laboratory testing equipment
- Developed and conducted training program for Laboratory Interns
- Assisted in numerous geophysical investigations which required the use of electrical resistivity imaging and/or ground penetrating radar

Staff Engineer, 2007 to 2009

- Assisted in writing and creating Geotechnical reports for proposed roadways, retention ponds, and bridge replacements
- Performed pavement core and condition surveys for existing roadways
- Acted as the Field Engineer for numerous projects

QORE Property Sciences, Orlando, FL, Staff Engineer, 2006 to 2007

- Prepared Geotechnical studies and reports for proposed buildings, telemetry towers, and other structures
- Conducted site investigations and acted as the Field Engineer for varying projects



PROFESSIONAL PROFILE

YEARS OF EXPERIENCE

16 Years of Experience

EDUCATION

Bachelor of Arts (B.A.) in Marketing – Florida State University – Tallahassee, FL 2000

TRAINING AND CERTIFICATIONS

Florida Real Estate Brokers License
FEMA IS-00634

Mr. Odom’s responsibilities include Preparation and processing of grant payments, monitoring grant activities, coordinating and communicating with stakeholders, ensuring contract and records are maintained, preparing correspondences. He is able to work with State, Federal and local. Mr. Odom assists in the advancement and monitoring of recovery projects, Stafford Act Appeals, financial monitoring, reporting and recovery logistics. He prepares and uploads project documentation, and prepares status tracking reports projects.

Mr. Odom’s pas affiliations include: Chairman of the Government Affairs Committee, In 2008 ran for County Commissioner of Jackson County FL - won the primary and lost in the General Election, Freshman Class President of Chipola College, Sophomore class Vice-President of Chipola College

REPRESENTATIVE PROJECTS

04/2010 – Present Double B LLC

Acquired a contract with BP during the oil spill and supplied them with over \$8,000,000.00 worth of emergency use products. We were one of the main providers to 13 different staging areas all throughout the southeast. The company was able to supply products at a superior rate, sometimes with same day delivery. For these efforts during the disaster, Wheeler EMC was offered the Entrepreneur of the Year Award from the President of the Jackson County Chamber of Commerce.

Real Estate, 06/2005 – Present CountryLand Realty, Inc., Florida – Marianna

Top Real Estate Agents in the Mariana entire MLS Board area (Chipola Area Board of REALTORS) for the 2005 and 2006 year. Together with a partner realtor, sold over \$70 million in real estate. In charge of the marketing efforts of the company, as well as marketing property for clients.

Resort Sales Manager, 01/2003 – 06/2005, Grosvenor Resort in the Walt Disney World Resort

Convention Sales Manager responsible for bringing in convention, meeting and resort stay business. Met quarterly sales goals consistently. Worked with a variety of national groups and markets including but not limited to the Mid-Atlantic, corporate groups, government groups, associations and Florida groups of all kinds.



EXHIBIT B - VENDOR RESPONSE TO RFP
ALYSSA CARRIER, CEM, CFM

Public Assistance Coordinator

PROFESSIONAL PROFILE

EDUCATION:

B.S. Emergency Administration
and Planning, University of North
Texas

**PROFESSIONAL
REGISTRATIONS AND
CERTIFICATIONS:**

International Association of
Emergency
Managers-Member
Florida Emergency Preparedness
Association- Member
Texas Floodplain Management
Association- Member
National Emergency Management
Association- Member
Certified Federal Grants Manager
FEMA certified trainer in Hazard
Mitigation Planning and the
Hazard
Mitigation Grant Program
FEMA certified trainer in the
National
Emergency Management
Information
System (NEMIS)

FEMA Certificates:

IS-00393 Introduction to Mitigation
IS-00292 Disaster Basics
IS-00001 Emergency Program
Manager
IS-00394 Mitigation for
Homeowners
IS-00800 National Response Plan
IS-00120 An Introduction to
Disaster
Community Exercises
IS-00005.A An Introduction to
Hazardous Materials
IS-00253 Coordinating
Environmental
and Historic Preservation
IS-00007 A Citizens Guide to
Disaster Assistance
IS-00650 Building partnerships in
Tribal Communities
IS-00700 National Incident
Management System
IS-00100.PW Introduction to the
Incident Command System

Ms. Carrier has several years' experience in Emergency Management complimented by her degree in Emergency Administration and Planning. Her experience includes working for FEMA Region VI during Hurricanes Katrina and Rita where she worked in a variety of areas including Grant Management, Mitigation, Public Assistance, Damage Assessments, training and exercises. She was the Deputy Project Manager for Hurricanes Gustov and Ike, managing over 2 million CY of Debris and over 1,000 employees for the Louisiana Department of Transportation and Development. Ms. Carrier also led a recovery team during Hurricane Sandy. Ms. Carrier was recently appointed to the IAEM Global Governance board by the President of International Association of Emergency Managers Australia. Ms. Carrier is a certified Federal Grants Manager, Certified Floodplain Manager and Certified Hazard Mitigation trainer.

KEY PROJECTS:

Project Manager- Florida Department of Transportation- Hurricane Hermine -2016

- Responsible for District 3 debris removal monitoring project resulting from Hurricane Hermine. This project included the removal of more than 300,000 cubic yards of disaster-generated debris. Ms.Carrier was responsible for day-to-day operations and successfully handling any issues that arose between the hauling company and FLDOT. She was also responsible for the invoicing and reconciliation phase of funding for the project.

Public Assistance Specialist –Union Parish- Severe Storms and Flooding- 2016

- Assisted the Parish in the FEMA Public Assistance Grant process following the March 2016 Flood event.
- Worked with each department to ensure all storm related costs were documented in order to ensure maximum reimbursement.
- Worked with staff to identify 406 and 404 Mitigation Opportunities.

Hazard Mitigation Technical Assistance Program- Federal Emergency Management Agency

- Provides technical assistance to FEMA Headquarters in Washington D.C. on all Hazard Mitigation Assistance Programs including Policy guidance, Stafford Act interpretation and Program Guidance.

Senior Recovery Specialist- City of Boulder, CO and Larimer County, CO

- Assisted both communities in the Public Assistance Grant process following the September 2013 Flood event.
- Managed over \$100 Million of Public Assistance Grant Money, served as the liaison for the City of Boulder and Larimer County to the State and FEMA.
- Managed the Disaster Debris Operations for Larimer County
- Worked with staff to identify 406 and 404 Mitigation Opportunities.

EXHIBIT B - VENDOR RESPONSE TO RFP

ALYSSA CARRIER, CEM, CFM

Public Assistance Coordinator

Senior Recovery Specialist- Louisiana Department of Transportation and Development

- 2011/2013 –District 2 (Orleans, Plaquemines, Jefferson, St Bernard, St, Charles, Terrebonne, Lafourche) – Ms. Carrier served as Operations Manager for LADOTD District 2, debris removal monitoring operation resulting from Hurricane Isaac. She was responsible for all aspects of debris removal operations in the 7 parishes that lie within district 2. Her duties included staffing and training employees, determining eligibility, scheduling, truck certifications, DMSS, mulching operations, burn pits and final disposal sites while working alongside FHWA, FEMA, USCG, OSHA, LADEQ and GOHSEP to ensure work was conducted in compliance with all health and safety guidelines.
- She held weekly meetings with FEMA, City and State officials to review the status of projects and timelines for completions and was responsible for the reconciliation of contractor invoices.

Regional Program Manager Lead-Risk MAP Region 8

07/2013-2015

- Provided Assistance to the FEMA Regional Staff within Region 8 in the daily program and project management of Risk MAP program and Mitigation Division mission.
- The Risk MAP program is intended to increase knowledge of flood risk throughout the nation and partner FEMA with the local communities to minimize loss of life and property due to natural hazard risk.

03/2012-07/2013 - FEMA Region 8 - Hazard Mitigation Assistance Specialist

- Served as a HMA specialist for FEMA Region 8- Responsible for Reviewing HMGP Applications, Benefit-Cost Analysis and conducting project and disaster closeouts.
- Reviews and recommends approval of project applications, cost overruns, modifications, extensions and appeals.
- Reviews, analyzes and provides input on guidance policies and procedures relates to hazard mitigation programs.
- Provides technical assistance to state and sub-grantees on identification of projects
- Deployed New Jersey for Hurricane Sandy as part of FEMA's CR Mission. After completing the CR mission, she served as a Hazard Mitigation Grant Specialist. During this time, she conducted site visits of past mitigation projects in New Jersey to identify best practices and mitigation success stories.
- I also worked with the Long-term Recovery team and conducted windshield assessments to identify communities who would be ideal candidates for Long-term recovery assistance after Hurricane Sandy.

October 2011 - Senior Program Manager of Emergency Management Services –

Project Manager responsible for preparing \$16 Million in HMGP Applications for the City of Cranston, RI for 30 Home Acquisition/Demolition projects, prepared Benefit/Cost Analyses, developed project descriptions, reviewed design documents, and cost estimates to ensure all FEMA and RIEMA requirements were met. Maguire / Metric Project Manager for this EM Services project providing public assistance and hazard mitigation technical services to assist the Town in recovering from the historical flooding that occurred in March 2010. Services include updating the Town's Hazard Mitigation Plan, writing *Hazard Mitigation Grant Program* applications, as well as conducting benefit cost analysis.

August 2011-October 2011- Senior Program Manager of Emergency Management Services-

Ms. Carrier served as a Project Manager for planning, identifying, developing, and fully scoping twenty (20) community saferoom projects that were used to prepare and submit Hazard Mitigation grant applications to the Alabama Emergency Management Agency (AEMA) and FEMA on the behalf of the City of Birmingham. Ms. Carrier prepared HMGP applications which fully addressed all AEMA and FEMA Hazard Mitigation Grant Program application requirements. This included determining the hazard to be mitigated, identifying the problem that the saferooms intended to alleviate, defined in detail the scope of work for the wind mitigation projects, and provided digital latitudes and longitudes as well as maps and photographs of planned areas where saferooms shall be constructed. In addition, she conducted a FEMA-acceptable benefit cost analysis, determined and identified any required professional design oversight and peer review, devised a project completion schedule, and described two alternatives for mitigating extreme wind events.

November 2010-Present- Senior Program Manager of Emergency Management Services- Ms. Carrier is currently serving as the Project Manager for several Hazard Mitigation Plan updates including the City of Providence, RI, The Town of Cumberland, RI, the Town of North Smithfield, RI and West Feliciana Parish, LA.

March 2010-October 2010: Senior Program Manager of Emergency Management Services - Ms. Carrier assisted several communities in Rhode Island recover from the 2010 March flooding event. Her responsibilities include FEMA Public

EXHIBIT B - VENDOR RESPONSE TO RFP

ALYSSA CARRIER, CEM, CFM

Public Assistance Coordinator

Assistance Project worksheet development, Hazard Mitigation Plan development, Hazard Mitigation Grant Program and Pre-Disaster Mitigation Application development, Economic Development Administration Grant Application development and Community Development Block Grant Application development.

June 2009- February 2010: FEMA Public Assistance Coordinator- Ms. Carrier served as a Public Assistance Coordinator for the Texas Department of Transportation Debris removal resulting from Hurricane Ike. Her responsibilities included writing and reviewing Project Worksheets in order to ensure the client received maximum reimbursement from FEMA.

December 2008 –June 2009: Hazard Mitigation Project Manager- Ms. Carrier was responsible for writing millions of dollars of Hazard Mitigation Grant Program Applications for several cities in Mississippi including: The City of Waveland, Long Beach, Moss Point, and Pascagoula. These applications included Drainage Projects, Wind Retrofits, FEMA 361 Shelters, and acquisition projects. She also wrote FEMA approved Hazard Mitigation Plans for the City of Fullerton, CA, Calaveras County, CA and Placer County, CA.

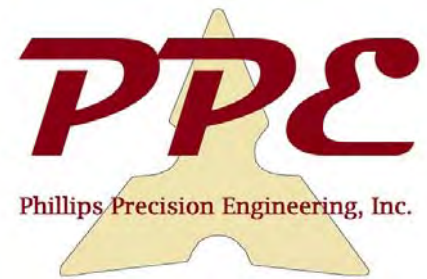
September 2008- December 2008: Louisiana Department of Transportation and Development- Deputy Project Manager- Served as the Deputy Project Manager for the Louisiana Department of Transportation and Development's debris removal operations resulting from Hurricanes Gustav and Ike. She assisted in the supervision of over 600 employees in day to day operations and successfully handled any issues that arose between the hauling company and LADOTD. She also participated in the invoicing and reconciliation phase of funding for the project.

EXHIBIT B - VENDOR RESPONSE TO RFP

NATACHA ODOM PHILLIPS, P.E., President

Natacha Phillips, President of Phillips Precision Engineering, Inc., has recently completed work on the design, drainage, and management of State Road projects in Franklin, Liberty, Escambia, Bay, Holmes, Jackson, Gadsden, Jefferson, Washington and Calhoun Counties. Natacha has over 17 years of experience in a multi-disciplined firm. Experienced in coordinating complex issues from conceptual design through final construction. Her experience includes roadway project design, drainage, traffic analysis, and signalization.

Additionally, she performs hydrological and hydraulic analysis of stormwater conveyance and treatment systems as required for FDOT drainage permitting and FDEP/NWFWMD stormwater permitting. Natacha has worked closely with the Florida Department of Transportation, District 3, as well as local governments throughout the Florida Panhandle. Her experience in complex transportation projects makes her uniquely qualified in the multi-disciplined tasks required for success.



Education and Certifications

B.S., Industrial Engineering
Florida State University, Tallahassee, Florida, 1998

A.A., Associate of Arts Degree
Chipola Junior College, Marianna, Florida, 1996

Florida PE #60214

Previous Employment

David H. Melvin, Inc. from April 1998 – January 2016

Recent Transportation Experience

- SR 73, Jackson Co., FDOT District 3, Resurfacing Project
- SR 79, Washington & Holmes Co., FDOT District 3 Design Build, 4-lane Reconstruction
- CR 173, Jackson Co., FDOT District 3 Design Build, Widening and Resurfacing
- SR 77, Bay County BOCC, Design Build of Turnlanes and Signalization at CR 2302
- SR 4, Santa Rosa Co., FDOT District 3, Resurfacing and Signalization
- Town of Sneads Drainage Study
- SR 73/166, Jackson Co., FDOT District 3, Resurfacing, RR Crossing and Signalization
- SR 22, Gulf Co., FDOT District 3, Resurfacing and Bridge Rail retrofit
- SR 10, Walton County, FDOT District 3, Resurfacing and Signalization
- SR 10 / Smith Street, Jackson County, FDOT District 3, Signal Addition
- SR 10 / SR 95, Escambia County, FDOT District 3, Turnlane and Signal Add.
- SR 30, Okaloosa County, FDOT District 3, Resurfacing
- SR 8 (I-10) / SR 8A (I-110), Escambia County, FDOT District 3, Landscape
- SR 79, Washington County, FDOT District 3, Multilane Reconstruction
- SR 79, Holmes County, FDOT District 3, Multilane Reconstruction
- SR 20, Liberty County, FDOT District 3, Resurfacing Project
- SR 30, Franklin County, FDOT District 3, Resurfacing Project
- SR 2, Jackson County-Malone, Widening & Resurfacing Project, FDOT District 3
- SR 10, Sneads and Holmes County, Widening & Resurfacing Project, FDOT District 3
- SR 10, Jackson County, FDOT District 3, Resurfacing Project
- SR 75, Jackson County, FDOT District 3, Resurfacing Project
- SR 57, Jefferson County, FDOT District 3, Resurfacing Project
- SR 276, Jackson County, FDOT District 3, Widening, Resurfacing, Turnlane addition
- SR 267, Leon County, FDOT District 3, Widening and Resurfacing
- SR 267, Gadsden County, FDOT District 3, Resurfacing and Signalization
- SR 81, Holmes County, Intersection Safety Project and Signalization
- SR 30E, Gulf County, FDOT District 3, Multiuse Trail Enhancement
- SR 20/85, Okaloosa County, FDOT District 3, Sidewalk Enhancement
- SR 77, Washington County, FDOT D3, Turnlane Addition

*Design
Expertise*

*Hydrological
Analysis*

*Roadway
Design*

Signalization

Roman Castillo

Manager

Education

- M.S. Leadership & Policy Studies, DePaul University
- B.S. Public Health; Environment and Health, Northern Illinois University

Relevant Qualifications:

Mr. Castillo is an experienced federal grants manager with in-depth knowledge in implementing FEMA Public Assistance and HUD Community Development Block Grant programs. Additionally, Roman is well-versed in community relations through his involvement in facilitating public outreach strategies for major public works and public transportation initiatives throughout Metropolitan Chicago.

Relevant CohnReznick Experience:

In his current capacity, Roman serves as a Recovery Officer for the State of Texas's Federal Emergency Management Agency (FEMA) Public Assistance program. In this role, Roman supports the State's efforts to effectively manage public funds and comply with FEMA regulations, policies, and procedures. He provides daily support and assistance to grant subrecipients in carrying out post-disaster recovery rebuilding projects.

Project 1

Client: Texas Division of Emergency Management

Project Description: Public Assistance Grant Program

- Establish consistent oversight standards, proactive technical assistance and communication, centralized data and reporting, and effective quality management protocols;
- Coordinate with FEMA and TDEM to evaluate damages, formulate projects, and provide documentation needed to attain project awards; and
- Review and improve procedures addressing reimbursements and financial management.

Position: Recovery Officer

Dates: June 2014 - June 2016

Responsibilities:

- Collect source documentation from subrecipients and provide State with necessary documentation to satisfy audit and programmatic closeout requirements;
- Coordinate with FEMA PAC Leaders, Project Specialists and TDEM Recovery staff to expedite Project Worksheets formulation and awards;

EXHIBIT B - VENDOR RESPONSE TO RFP

- Identify and resolve major issues and maintaining relationships with key TDEM and FEMA stakeholders;
 - Use state and FEMA systems to track Project Worksheet and reimbursement status and coordinating with applicable stakeholders to expedite processing; and
 - Advise subrecipients on important policy components such as Hazard Mitigation opportunities, EHP requirements, Alternate/Improved projects, and Appeals.
-

Prior Work History

- Metro Strategies, Inc.
 - Project Associate; September 2012 - June 2014

Client: Illinois Department of Commerce and Economic Opportunity (DCEO)

Project Description: Provide public involvement, reporting, and grant administration services to prime contractor (CDM Smith) for DCEO's Illinois Disaster Recovery Program.

Position: Grants Manager

Dates: August 2013 - June 2014

Responsibilities:

- Review grant applications for minimum eligibility requirements and made funding recommendations to state;
- Provide grantees and contractors with CDBG guidance regarding procurement, labor standards, cost eligibility and revolving funds;
- Perform monitoring visits to determine compliance with federal requirements;
- Provide CDBG-DR policy and program guidance to grantees (local municipalities), contractors, and homeowners; and
- Perform quality assurance and quality control checks on homeowner applications for eligibility, completeness and accuracy.

Client: Pace Suburban Bus

Project Description: Pace Fare Policy

- Provide a comprehensive communications strategy for the rollout of Pace's new single fare payment system for regional transit throughout the Chicago area.

Position: Project Associate

Dates: October 2013 - June 2014

Responsibilities:

- Create communications for elected officials and stakeholders, including the business community, social service organizations, council of governments and mayors, and local chambers of commerce;

EXHIBIT B - VENDOR RESPONSE TO RFP

- Create project fact sheets and content for project websites, public meetings, and branding materials;
- Organize and participate at community outreach activities to educate the broader community about fare policy; and
- Respond to public and community inquiries and brief client staff on matters of public interest and concern.

Client: Illinois Dept. of Transportation/Chicago Dept. of Transportation

Project Description: Lake Shore Drive Phase I Project

- Develop a comprehensive plan to improve seven miles of Chicago's 8-lane Lake Shore Drive boulevard, including 12 highway junctions.

Position: Project Associate

Dates: August 2013 - June 2014

Responsibilities:

- Provide tracking and reporting of public input indicators collected through extensive public involvement processes;
- Facilitate public events, meetings, open house information sessions;
- Participate in construction status and client coordination meetings; and
- Organize, attend and present at business, community, and neighborhood group meetings regarding the project, its impacts and intended mitigations.



**EXHIBIT B - VENDOR RESPONSE TO RFP
CHRISTOPHER MEWES, CFM**

Public Assistance Specialist

EDUCATION:

Political Science
Hunter College, New York, New York
University of Maryland, Baltimore
County, Maryland

CERTIFICATIONS:

- Association of State Floodplain Managers, Certified Floodplain Manager, 2014
- Louisiana Department of Health and Hospitals, Certified First Responder, 2008

TRAINING:

- Introduction to Hazard Mitigation
 - Introduction to FEMA's Public Assistance Process
- Benefit Cost Analysis Fundamentals
 - 406 Hazard Mitigation
- Public Assistance Project Specialist
 - Hurricane Mitigation Basics for Mitigation Staff
 - Earthquake Mitigation Basics for Mitigation Staff
- Flood Mitigation Basics for Mitigation Staff
 - Introduction to Unified Hazard Mitigation Assistance
 - Emergency Planning for Public Works
 - Introduction to Debris Operations
 - Citizen's Disaster Assistance
 - State Disaster Management
- Emergency Support Function (ESF) #3 - Public Works and Engineering
- Emergency Support Functions (ESF) #14 - Long Term Community Recovery
 - ICS for Single Resources and Initial Action Incidents
 - Applying ICS to Healthcare Organizations
 - Overview of FEMA's Environmental and Historic Preservation Review
- Community Hurricane Preparedness
 - Earthquake Basics: Science, Risk, and Mitigation
- Introduction to Residential Coastal Construction
- The Public Works Role in Emergency Management

PROFESSIONAL PROFILE

Emergency Management Consultant with over 10 years of experience, training, and demonstrated strength in disaster recovery, hazard mitigation, and floodplain management. Versatile professional with management experience ranging from residential construction projects to multi-billion dollar grants. Diverse skills include crafting winning grant applications, interpreting policies and guidance, and benefit-cost analysis. Recognized by the Association of State Floodplain Managers as a Certified Floodplain Manager.

REPRESENTATIVE PROJECTS:

Consultant, 2014-Present
Austin, Texas

- Assisted the New York Governor's Office of Storm Recovery in internally managing their Federal Emergency Management Agency (FEMA) Hazard Mitigation Grant Program (HMGP)/Housing and Urban Development (HUD) Community Development Block Grant Disaster Recovery (HUD CDBGDR) match program following Superstorm Sandy
- Developed Hazard Mitigation Grant Program sub-applications valued at more than \$1.5 billion
- Performed over 200 benefit-cost analyses to determine cost-effectiveness of potential projects
- Reviewed potential projects for FEMA and HUD program eligibility and advised client on same
- Assisted the New Mexico Department of Homeland Security and Emergency Management with internally managing their FEMA Hazard Mitigation Grant Program

BCA Analyst, Innovative Emergency Management (IEM) 2013-2014
Albany, New York

- Assisted the NY Department of Homeland Security and Emergency Services with internally managing their FEMA Hazard Mitigation Grant Program
- Performed more than 100 benefit-cost analyses to determine cost-effectiveness of projects
- Drafted Requests for Information to obtain necessary data from more than 75 sub-applicants
- Made cost-effectiveness recommendations to the State for over \$200 million in projects

Lead Construction Manager, NECHAMA - Jewish Response to Disaster 2013
Bethpage, New York

- Provided technical/administrative oversight for repair of 130 homes following Hurricane Sandy
- Managed Sandy Recovery Home Repair Program budget of over \$600,000 for 2013
- Collaborated with local governments, nonprofits, FEMA, and Long Term Recovery Committees to ensure effective service delivery

Program Manager, United Saints Recovery Project 2012
Tuscaloosa, Alabama

- Managed home repair/rebuild program following the April 2011 tornadoes that struck Alabama
- Oversaw 8 staff responsible for construction, PR/development, and volunteer coordination
- Assessed projects, developed scopes of work, and monitored and evaluated progress

Construction Supervisor, All Hands Volunteers 2010-2011
Leogane, Haiti

- Provided oversight for construction of 9 transitional schools following the 2010 earthquake

CHRISTOPHER MEWES, CFM

Assistant Project Manager

- Connected schools with water/sanitation/hygiene as well as teacher training and support
- Assessed and identified school beneficiaries and monitored and evaluated school projects

Senior Mitigation Analyst/Team Lead, GCR & Associates 2009-2010

New Orleans, Louisiana

- Internally managed the state's Hazard Mitigation Grant Program following Hurricane Katrina
- Managed team of 7 analysts submitting for over \$20 million in hazard mitigation grant funds
- Provided technical/administrative oversight for over 200 home reconstruction/elevation projects

Construction Supervisor, Habitat for Humanity 2009

New Orleans, Louisiana

- Managed budget, schedule, and licensed sub-contractors for more than 20 homes
- Supervised approximately 50-100 volunteers per week in construction of HFH homes
- Coordinated with other staff to ensure the timely acquisition of materials and equipment

Planner, AECOM International Development 2008

Arlington, VA

- Provided project management and technical expertise as a FEMA Public Assistance technical assistance contractor
- Provided debris management, hazard mitigation, and long-term recovery planning to grantees

Client Recovery Specialist, American Red Cross 2007-2008

New Orleans, Louisiana

- Obtained over \$500,000 in funding for Hurricane Katrina survivors to meet recovery needs
- Supervised feeding response to Hurricane Gustav which distributed more than 600,000 meals
- Coordinated City Assisted Evacuation prior to Hurricane Gustav, servicing over 18,000 residents

Disaster Reservist, American Red Cross 2005-2006

Biloxi, Mississippi

- Mobilized 50-75 Emergency Response Vehicles per day to Katrina affected communities
- Managed logistics for feeding operation responsible for serving up to 30,000 meals per day
- Coordinated 100-200 volunteers and staff concurrently on deployment on the MS Gulf Coast

Stephen Nance, MBA Manager

Education

- M.B.A., Southeastern Louisiana University
- B.S., Louisiana State University

Relevant Qualifications:

Mr. Nance has more than 10 years of experience in the banking and mortgage industry and more than nine years of experience providing disaster recovery and compliance services to government sector clients. His specific expertise includes a broad knowledge of Public-Private Partnership governance and compliance, U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG) and Federal Emergency Management Agency (FEMA) regulations and deep understanding of compliance audit authorities, including the Stafford Act, 24 CFR Part 570, 44 CFR Part 206, 2 CFR Part 200, and OMB Circular A-133. His experience includes:

- Providing disaster recovery support to states with federally funded disaster recovery programs, with a focus on CDBG programs and FEMA funds, in the wake of Hurricanes Katrina, Rita, Ike, Gustav, Sandy, Lee, Irene, and Nemo and flooding from Mohawk. Clients include New York Governor's Office of Storm Recovery; Dormitory Authority of the State of New York, Texas Division of Emergency Management; and Louisiana Housing Corporation, Louisiana Office of Community Development-Disaster Recovery Unit.
- Developing and implementing long-term compliance monitoring plans, and checklists, along with implementing program and project closeout procedures, project and program closeout tracking, file management procedures, and development of record retention schedules for each department and program.
- Providing policy and operational support services including compliance and monitoring, project management, performance audit preparation, quality control and assurance, and policy and procedure development and documentation. Work in this area includes policy and procedures development and documentation for the Louisiana Housing Corporation, Louisiana Office of Community Development-Disaster Recovery Unit, Texas Division of Emergency Management, and the Texas Department of Transportation.

Relevant CohnReznick Experience:

Project 1

Client: Texas Department of Transportation (TxDOT)-Strategic Contracts Management Division

Project Description:

- Assist TxDOT's Strategic Contracts Management Division by providing project performance review services to support the planning, development, procurement,

EXHIBIT B - VENDOR RESPONSE TO RFP

implementation and operation and maintenance of statewide Public-Private Partnership delivered projects.

- Review contracts and work authorizations for procurement and general engineering consultants to document processes and procedures, review contract deliverables from assignment through approval for timeliness and completeness, evaluate and analyze project costs to verify accuracy of invoice hours, work completed within the defined period of performance, and ensure billable rates are consistent with approved labor rates, as stated in each work authorization.

Position: Lead Performance Review Manager **Dates:** January 2016 - Present

Responsibilities:

- Manage one performance review team, leading staff responsible for completing project performance reviews.

Perform secondary reviews for TxDOT alternate delivery method contracts for procurement and general engineering services. These reviews included evaluating contract deliverables and invoices based upon project scope of work, adherence to federal and state procurement requirements, and financial /cost management.

Project 2

Client: New York Governor's Office Storm Recovery (GOSR)

Project Description:

- Assisted GOSR in administering the Infrastructure Public Assistance CDBG Match program, which assists local governments and municipalities in recovery efforts using government funds.
- Reviewed FEMA-eligible Project Worksheets to determine if project costs are eligible to be reimbursed for the non-federal share with HUD CDBG funding. Review included an evaluation of eligibility funding for environmental clearance, procurement, financial/cost management, insurance/duplication of benefits, labor compliance, Section 3, and Civil Rights.

Position: Project Eligibility Manager **Dates:** June 2015 - January 2016

Responsibilities:

- Managed one of the four operations teams, leading staff responsible for completing day-to-day eligibility reviews and document collection activities.
- Performed secondary reviews for FEMA-eligible Project Worksheets to determine eligible project costs for reimbursement for the non-federal share with CDBG funding. These reviews included evaluating eligibility criteria based upon project scope of work including environmental clearance, federal and state procurement requirements, labor compliance, Section 3, Civil Rights, and financial /cost management.

Project 3

Client: State of Texas, Department of Public Safety (DPS), Division of Emergency Management (TDEM)

EXHIBIT B - VENDOR RESPONSE TO RFP

Project Description:

- Led by professionals with expertise in disaster recovery grant management, CohnReznick's team serves as a contractor to the Texas Department of Public Safety to perform grant administration-related for FEMA Public Assistance and Hazard Mitigation grants. Specifically, the team works with 36 subgrantees within the state to coordinate the entire Public Assistance process from Project Worksheet writing through closeout. The team provides technical assistance relating to compliance with federal disaster regulations and continuous compliance monitoring.

Position: Compliance Manager

Dates: August 2014 - June 2015

Responsibilities:

- Upon receipt of A-133 audits of subrecipients, coordinate directly with the subrecipient on behalf of TDEM to write a management response to any findings and prepare a corrective action plan;
- Performed complex grant coordination, financial and programmatic compliance, technical assistance, and administration work to plan, organize, and monitor federally funded disaster grants within the State of Texas;
- Conducted applicant briefings and other outreach and training activities, ensure grant applications are processed properly, and monitor both the programmatic and financial aspects of awarded projects;
- Ensured deadlines are met, applications or other documentation are complete and correct before submission to federal authorities, monitoring activities are conducted in accordance with the project guidelines, and payment requests are promptly and correctly processed;
- Reviewed progress reports, payment requests, and provide guidance and assistance to grant recipients on documentation requirements and resolution of project-related problems;
- Performed budget monitoring and project site inspections, and document progress and/or completion of projects, causes for delays in project completion from established timelines, or deviations from the scope of work to ensure procurement and contracting compliance;
- Assisted local jurisdictions with request for project extensions or project change requests;
- Ensured compliance with local regulations and ordinances; and
- Identified and flag potential duplicate service contacts and provided for fraud, waste, and abuse identification and remediation.

Project 4

Client: State of Louisiana, Office of Community Development (OCD) Disaster Recovery Unit (DRU) Project Closeout, File Management, and Record Retention

Project Description:

EXHIBIT B - VENDOR RESPONSE TO RFP

- CohnReznick contracted with OCD/DRU to develop and implement program and project closeout procedures, project and program closeout tracking, file management procedures, and development of record retention schedules for each department and program.

Position: Project Analyst

Dates: April 2012 - August 2014

Responsibilities:

- Coordinated client engagement activities;
 - Developed and implemented procedures and retention schedules;
 - Developed program-specific work plans and implements procedural activities within specified time schedules; and
 - Developed training materials to aid staff in the implementation of new procedures.
-

Project 5

Client: State of Louisiana, Office of Community Development (OCD) Disaster Recovery Unit (DRU) Housing Programs Transition Assistance

Project Description:

- CohnReznick contracted with OCD/DRU to assist in the development and implementation of long-term monitoring plans, checklists, and other process improvements related to the transfer of OCD/DRU housing programs to the Louisiana Housing Corporation (LHC).

Position: Project Lead

Dates: April 2012 - August 2013

Responsibilities:

- Lead client engagement activities;
 - Developed and implemented process improvement activities;
 - Developed program-specific work plans and implements transition activities within specified timeframes; and
 - Worked as a transition liaison between OCD/DRU and LHC to facilitate a seamless transition of all housing programs.
-

Project 6

Client: Office of Community Development (OCD) Disaster Recovery Unit (DRU) A-133 Audit Compliance Monitoring System Development

Project Description:

- CohnReznick contracted with OCD/DRU to develop a database system to monitor and track all required A-133 audits from subrecipients and track any audit findings related to these audits to satisfy OMB Circular A-133 requirements.

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Position: Project Lead

Dates: November 2009 - April 2012

Responsibilities:

- Facilitated the development of a Metastorm-based tracking and compliance monitoring system in conjunction with other subcontractors to OCD/DRU;
 - Wrote all business requirements and submitted appropriate change requests from the development to the implementation phases of the fully functioning tracking system;
 - Designed process flows and wrote all standard operating procedures (SOPs) for utilization of A-133 audit tracking system;
 - Facilitated meetings with Louisiana legislative auditors and HUD auditors to review compliance audits and findings for all subrecipients to OCD/DRU; and
 - Analyzed financial statements for all subrecipients who expended more than \$500,000 in federal money within a given fiscal year to determine if they were in compliance with OMB A-133 requirements.
-

Project 7

Client: “Road Home” Program Audit and Contracts Management

Project Description:

- Contracted to provide audit oversight and management to approximately 40 audit analysts and coordinators and perform contracts’ administrator oversight to more than 50 subcontractors.

Position: Audit Manager

Dates: September 2007 - June 2009

Responsibilities:

- Developed formalized checklists and documentation standards for audit group;
- Prepared and maintained up-to-date task order amendments for more than 50 subcontractors;
- Established performance metrics for audit personnel performing daily compliance reviews;
- Developed processes and procedures for four departments, as well as directly manage over 70 employees across multiple business units;
- Established audit parameters and provided results of audit findings to senior management, as well as to the state of Louisiana; and
- Monitored the receipt, accuracy, and timeliness of subcontractor-submitted documents relating to the contract deliverables, as well as monitored contract performance, costs’ considerations, and task objectives.

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Ron Anderson

Florida Disaster Consulting

Technical Experience

Florida Disaster Consulting, LLC/Owner [2008 - Present]

Owner

- Manage all company affairs. Develop and review contracts and proposals. Locate, hire and train staff for various positions.
- Provide consulting services to various clients on the FEMA Public Assistance Grant Process, FHWA – ER Grant process and other emergency management activities. Provide Engineering, Construction, insurance and other specialists as needed.
- For additional information, please visit WWW.Floridadisasterconsulting.com.

Florida Department of Transportation [1995 - 2008]

Emergency Coordination Officer /Incident Commander

- Managed the District 7 Emergency Operations Center and 50 individuals at full activation.
 - Managed District 7's response to all emergencies within the District including responses to workplace, local State, and national emergencies such as terrorist threats, earthquakes, hazardous material spills, wildfires, tornadoes, hurricanes, sinkholes and major traffic incidents.
 - Managed the organizational development, recruitment, selection, training, deployment, and operations of all District 7 Emergency Response Teams.
 - Managed preparation, response and recovery operations for incidents that directly or indirectly impact the District with regards to FEMA Public Assistance Program and the FHWA - ER Program.
 - Provided annual training to 42 individual local governments on the FEMA Public Assistance Program, the FHWA-ER Program and other State disaster programs.
 - Developed and maintained Central Florida's Contraflow Plans for Interstate 4 and Interstate 75,
 - Developed and maintained the District's Debris Operations Plan. Comprehensive Emergency Management Plan. Served as a State Continuity of Operations Plan Administrator.
 - Assisted the Florida Turnpike Authority and the Hillsborough County Expressway Authority in responding to events that negatively impact their operations.
 - Managed the Annual \$500,000 Emergency Management General Engineering Contract and individuals that provide emergency management and engineering support for the District Emergency Operations Center.
 - Served as the Transportation/Public Works Committee Chairman on the Regional Terrorism Task Force.
 - Managed all activities related to emergency contracts and FHWA/FEMA reimbursement of recovery costs for District Seven and its local governments.
- Served in various Federal and State positions as deployed under FEMA and FHWA Declarations during incident response and recovery operations.

Florida Department of Transportation [1989 - 1995]

Assistant District Traffic Operations Design Engineer

- Designed Roadway plans, Traffic Signal Timings, Traffic Signing and Marking Plans.
- Developed and Maintained Evacuation Route Signing Plans
- Performed Traffic Studies
- Attended and address issues at Public Hearings on proposed projects.

EXHIBIT B - VENDOR RESPONSE TO RFP

- Reviewed consultant construction plans for completeness and constructability.

Florida Department of Transportation [1982 - 1989]

Assistant District Materials and Research Pavement Engineer

Duties and responsibilities:

- Performed Lab tests on materials to ensure correct pavement design standards were met.
- Performed site inspections to gather data on concrete, soils and other base material to determine durability.
- Inspected Asphalt Plants within the District to ensure all safety and design standards were met.
- Performed Roadway inspections to determine roadway conditions and recommend solutions.
- Programmed roadways for resurfacing projects

Employment History

Florida Disaster Consulting, LLC/Owner [2008 - Present]

Florida Department of Transportation [1982 - 2008]

Education

Lakeland High School 1981
Polk Community College 1985 - 1986

Certifications

Relevant Trainings

- L381 - Public Assistance Operations I
- L382 - Public Assistance Operations II
- FEMA IS 002 – Emergency Preparedness USA
- FEMA IS 007 - Citizens guide to Disaster Assistance
- FEMA IS 0026 Points of Distribution
- FEMA IS 00100 FW - Introduction to the Incident Command System for Federal Disaster Workers
- FEMA IS 00200 FW - Incident Command System for Federal Disaster Workers
- FEMA IS 00907 – Active Shooter
- FEMA IS 600 - Special Considerations for FEMA PA Projects
- FEMA IS 700- National Incident Management System
- FEMA IS 800 National Response Plan
- G202 - Debris Management
- TSP11- Continuity of Operations Planning
- TSP6 - Continuity of Operations Program Managers Course
- TS11 – Incident Command System for Public Works
- TSR2 - NEPA Environmental and Historic Preservation Regulations
- TSG9 - Mission Tracking
- Incident Traffic Control and Design - University of Florida
- NBC Domestic Preparedness Training – Jacksonville State University
- NBC Responder Awareness – US National Domestic Preparedness Program
- NBC Responder Operations - US National Domestic Preparedness Program

EXHIBIT B - VENDOR RESPONSE TO RFP

- | | |
|--|---|
| <ul style="list-style-type: none">• G202A – Advanced Debris Management• G670 – Human Services• TS13 – Federal Highway Administration Emergency Relief Program• G627 – Rapid Impact Assessment Team• G635–RapidResponse Team Orientation• TSR5 – Damage Assessment | <ul style="list-style-type: none">• NBC Incident Command - US National Domestic Preparedness Program• Hazardous Materials Communications and Incident Response – US DOT• Hazardous Object Identification – City Of Tampa Bomb Squad• Emergency Response to Terrorism – National Fire Academy |
|--|---|

TAB 10: SATISFACTION OF REQUIREMENTS



TAB 10: SATISFACTION OF REQUIREMENTS

Essential Components

For the City of Tallahassee/Leon County recovery program to be successful, the only element to be included in the proposal not explicitly included in the City's specifications and requirements are an effect software solution. By utilizing our MB3 EMGrantsPro software platform, the City of Tallahassee/Leon County becomes a leader in Florida for recovery connectivity to federal and state clearinghouse platforms. No other solution offers the one-to-one understanding of what it needed in the lifecycle of the contributing grants. From compliance guarantees, to reductions in data entry errors, the Wheeler EMC Team solution is unmatched. MB3's success has come largely because of working closely with their clients to understand their challenges and a commitment to building an industry leading grants management software to help meet those challenges.

Environmental Impact

The Wheeler EMC Team will incorporate green infrastructure into hazard mitigation initiatives when technically feasible and eligible under the identified grant program. Green infrastructure provides multiple benefits that public assets can employ to help mitigate risk. Common green infrastructure practices used for mitigation may include green roofs, bio-retention, swales, and infiltration basins or trenches. The specific green infrastructure strategy will depend on site location and conditions, nonetheless, maximum preservation and enhancement of existing green infrastructure such as wetlands, wooded areas, open green space, landscaping, and soils should be coupled with new green infrastructure practices.



TAB 11: MISCELLANEOUS DOCUMENTS



EXHIBIT B - VENDOR RESPONSE TO RFP

d. Section 5.0 Evaluation Of Proposals has been hereby revised:

Evaluation of proposals will be performed consistent with the City's Procedures Manual using the following criteria and weighted values:

CRITERIA	MAX SCORE	FACTOR	MAXIMUM POINTS
TECHNICAL PROPOSAL			
Executive Summary	0	0	0
Response to Proposal	5	1	5
Statement of Work	5	2	10
Minimum qualifications	5	4	20
References	5	4	20
General Statement of Experience	5	2	10
Proposed Management and Operations Plan	5	7	35
COST/FEE PROPOSAL			
Cost to the City	30	1	30
Maximum Points Allowed			130

e. Section 6 has been deleted.

f. Section 7.0 Contract Award Has been hereby revised:

7.2 The City reserves the right to select a single Prime Contractor for two (2) contracts, one for the City and a separate contract to be awarded by the County. Note: any resulting contract with Leon County shall be written and executed only by Leon County.

7.3 The City also reserves the right to select a second Prime Contractor who will be responsible for providing services offered in the proposal to the County, whether performed by the Contractor's own employees or through the use of sub-Contractors. This prime Contractor shall be the sole point of contact for the County with regard to contractual matters.

7.4 Any multiple awards, if selected, shall be awarded at the sole discretion of the City/County

7.5 The City reserves the right to incorporate the Contractor's proposal into a contract. Failure of a firm to accept this obligation may result in the cancellation of any award.

7.6 The selected firm(s) will be required to assume responsibility for all services offered in the proposal. The City will consider a selected firm to be the sole point of contact with regard to contractual matters, including payment of any or all charges.

7.7 A copy of the official final scores, ranking, and recommendation will be posted and may available for review in the City's Procurement Services Division, upon completion of the evaluation process by the evaluation committee. An electronic copy of the final results will also be posted on www.demandstar.com.

g. Section 10.6.2.1 Commercial General Liability and Automobile Liability Coverage bullet one has been hereby revised as follows:

EXHIBIT B - VENDOR RESPONSE TO RFP

- The City of Tallahassee and Leon County, Florida, members of its Commission, boards, commissions and committees, officers, agents, employees and volunteers are to be covered as additional insureds as respects: liability arising out of activities performed by or on behalf of the Contractor; products and completed operations of the Contractor; premises owned, leased or used by the Contractor or premises on which Contractor is performing services on behalf of the City. The coverage shall contain no special limitations on the scope of protection afforded to the City of Tallahassee or Leon County, members of the Commission, boards, commissions and committees, officers, agents, employees and volunteers.
- h. Attachment G – References form has hereby been added to the RFP to be submitted with your proposal by the designated deadline.
- i. Answers to Questions submitted timely. (See attached)

RESPONDENT'S ACKNOWLEDGMENT

COMPANY/FIRM NAME Wheeler Emergency Management Consulting, LLC
PERSON AUTHORIZED Jason Wheeler Jan E. Wheeler
TO SIGN FOR PROPOSER (Print Name) (Signature)
DATE SIGNED 11-8-16

3. If you have any questions on this addendum or any related matter, please contact: Claudia Cooper

E-mail: Claudia.Cooper@talgov.com; Ph (850) 891-8401, or through FRS TDD at 771.

EXHIBIT B - VENDOR RESPONSE TO RFP



NOTICE TO RESPONDENTS

November 7, 2016

ADDENDUM No. 2

REQUEST FOR PROPOSALS (RFP) NO. 0004-17-CC-BC

DISASTER RECOVERY SERVICES

1. This addendum incorporates changes and/or clarifications to the above referenced RFP only in the manner and to the extent stated herein and shall become part of the resulting contract.

2. Respondent must acknowledge this addendum by one of the following methods:
 - a. IF THIS ADDENDUM IS RECEIVED PRIOR TO SUBMITTING A PROPOSAL TO THE CITY OF TALLAHASSEE PROCUREMENT SERVICES OFFICE:
By signing and returning the addendum with the sealed PROPOSAL 1 – TECHNICAL PROPOSAL specified in the RFP.

OR
 - b. IF THIS ADDENDUM IS RECEIVED AFTER SUBMITTING A PROPOSAL TO THE CITY OF TALLAHASSEE PROCUREMENT SERVICES OFFICE:
By signing and returning the addendum in a separate sealed envelope/package (original and same number of copies). The City of Tallahassee Procurement Services Office must receive acknowledged addendums by the time/date set for receipt of proposals specified in the RFP.

3. It is a goal of this solicitation to encourage the utilization of Minority, Women and Small Business Enterprise Program (MWSBE) and Small Local Business Enterprise Program (SLBE) companies. Directories for those companies can be found at the following websites:
City of Tallahassee website at <http://www.talgov.com/pubworks/pubworkshome.aspx>
Leon County at <http://cms.leoncountyfl.gov/Home/Departments/OfficeofEconomicDevelopment/MWSBE>
State of Florida at http://dms.myflorida.com/other_programs/office_of_supplier_diversity_osd

4. If you have any questions on this addendum or any related matter, please contact: Claudia Cooper at E-mail: Claudia.Cooper@talgov.com; Ph (850) 891-8401, or through FRS TDD at 771.

END OF ADDENDUM

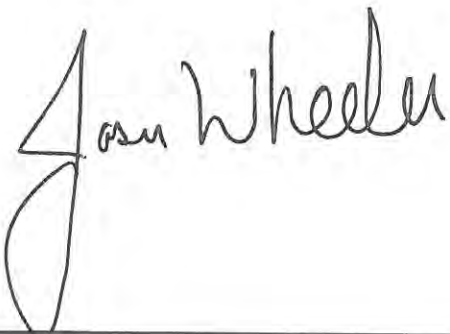
 Jan Wheeler 11-8-16

EXHIBIT B - VENDOR RESPONSE TO RFP

**ATTACHMENT A
REPRESENTATIONS / CERTIFICATIONS**

TAXPAYER IDENTIFICATION

Bidder must complete Federal Form W-9 and submit it with their bid. The form may be downloaded from the Internal Revenue web site at www.irs.gov.

OFFICIAL COMPANY INFORMATION AS REGISTERED (Type/Print)

COMPANY NAME: Wheeler Emergency Management Consulting, LLC_____

MAIL ADDRESS: 311 Inglewood Drive_____

Tallahassee, Florida 32301_____

(City) (State) (Zip Code+4)

TELEPHONE NO: VOICE: (850) 879-6300_____, EXTENSION: _____

(Toll-Free Preferred) OTHER: (____) _____; FAX: (____) _____

EMAIL ADDRESS: jason@wheeleremc.com_____

WEBSITE URL: wheeleremc.com_____

COMPANY CONTACT FOR CONTRACT MANAGEMENT (Type/Print)

PERSON NAME: Jason Wheeler_____

TELEPHONE NO: VOICE: (850) 879-6300_____, EXTENSION: _____

(Toll-Free Preferred) OTHER: (____) _____; FAX: (____) _____

EMAIL ADDRESS: jason@wheeleremc.com_____

PAYMENT REMITTANCE ADDRESS (Type/Print) (if same as 2.8, enter "SAME 2.8")

NAME: SAME 2.8_____

MAIL ADDRESS: _____

(City) (State) (Zip Code+4)

TELEPHONE NO: VOICE: (____) _____, EXTENSION: _____

(Toll-Free Preferred) OTHER: (____) _____; FAX: (____) _____

EMAIL ADDRESS: _____

CONTACT FOR INVOICE INQUIRIES

NAME: Jason Wheeler_____

TELEPHONE NO: VOICE: (850) 879-6300_____, EXTENSION: _____

(Toll-Free Preferred) OTHER: (____) _____; FAX: (____) _____

EMAIL ADDRESS: jason@wheeleremc.com_____

WHERE TO SEND PURCHASE ORDER (IF APPLICABLE)

COMPANY NAME: Wheeler Emergency Management Consulting, LLC_

MAIL ADDRESS: 311 Inglewood Drive_____

Tallahassee, Florida 32301_____

(City) (State) (Zip Code+4)

EXHIBIT B - VENDOR RESPONSE TO RFP

Form **W-9**
(Rev. December 2014)
Department of the Treasury
Internal Revenue Service

**Request for Taxpayer
Identification Number and Certification**

**Give Form to the
requester. Do not
send to the IRS.**

Print or type
See Specific Instructions on page 2.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
Wheeler Emergency Management Consulting

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification; check only **one** of the following seven boxes:
 Individual/sole proprietor or single-member LLC
 Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ **P**
 Other (see instructions) ▶
 C Corporation
 S Corporation
 Partnership
 Trust/estate

Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
Exempt payee code (if any) _____
Exemption from FATCA reporting code (if any) _____
(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.)
311 Inglewood Drive

6 City, state, and ZIP code
Tallahassee, Florida 32301

7 List account number(s) here (optional)

Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number									
			-						
or									
Employer identification number									
4	5	-	3	0	3	9	9	7	3

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here Signature of U.S. person ▶ *Joe E. Wheeler* Date ▶ *11-8-16*

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after its release it) is at www.irs.gov/fw9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding?* on page 2.

By signing the filled-out form, you:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
- Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

EXHIBIT B - VENDOR RESPONSE TO RFP

Attachment D

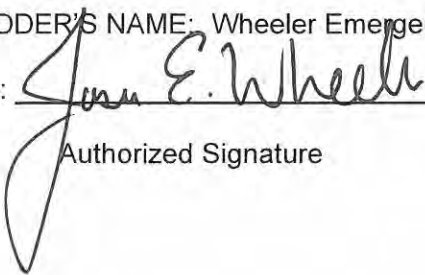
Certification of Drug-Free Workplace:

Section 287.087 of the Florida Statutes provides that, where identical tie bids are received, preference shall be given to a bid received from a bidder that certifies it has implemented a drug-free workforce program. Please sign below and return this form to certify that your business has a drug-free workplace program.

- 1) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
- 2) Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation and employee assistance programs and the penalties that may be imposed upon employees for drug abuse violations.
- 3) Give each employee engaged in providing the commodities or contractual services that are under Bid a copy of the statement specified in Subsection (1).
- 4) In the statement specified in Subsection (1), notify the employees, as a condition of working on the commodities or contractual services that are under Bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any State, for a violation occurring in the workplace no later than five (5) days after such conviction.
- 5) Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community by any employee who is so convicted.
- 6) Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements. False statements are punishable at law.

BIDDER'S NAME: Wheeler Emergency Management Consulting, LLC

By: 
Authorized Signature

Jason Wheeler - President and Owner

Print Name and Title

EXHIBIT B - VENDOR RESPONSE TO RFP**ATTACHMENT G****REFERENCES**

(This page must be submitted with the proposal and shall become an integral part of the resultant contract.)

Respondent Name:

REFERENCES

Proposer should submit a minimum of three (3) of clients to whom the Proposer has provided services similar to those being proposed to the City.

Description of Work – i.e. Length of Contract Period. Type of Work Performed	Contact name, title, phone number, address and email address
1 Wheeler EMC Florida Department of Emergency Management Statewide Public Assistance Support and Staff Augmentation Contract Start / End: 2011 – 2013	Evan Rosenberg Recovery Bureau Chief, FEMA 2555 Shumard Oak Blvd. Tallahassee, FL 32399 Evan.Rosenburg@em.myflorida.com 850.528.7526
2 Wheeler EMC Washington County Florida Disaster Recovery Administrative Services Contract Start / End: 2014 - 2019	Hank Hamilton Washington County, County Administrator 1331 South Boulevard Chipley, FL 32428 hhamilton@washingtonfl.com 850.638.6200
3 Wheeler EMC Jessamine County Kentucky Emergency Planning, Disaster Recovery, and Hazard Mitigation Grant Program Services Contract Start / End: 2015 - 2018	Honorable David K. West Jessamine County Judge / Executive 101 North Main Street, Suite 7 Nicholasville, KY40356 dwest@jessamineco.com 859.885.4500
4 Arcadis Florida Division of Emergency Management Statewide Hazard Mitigation Support and Staff Augmentation Contract Start / End: 2007 - Ongoing	Miles Anderson, State Hazard Mitigation Officer Florida Division of Emergency Management 2555 Shumard Oak Blvd. Tallahassee, FL 32399 Miles.Anderson@em.myflorida.com 850.413.9816
5 Arcadis City of Pensacola Pensacola Bay Eastern Sub-basin 2015 Action Plan Contract Start / End: 2014	Eric Olsen City Administrator, City of Pensacola 222 W. Main St. Seventh Floor of City Hall Pensacola, FL 32502 EOlsen@cityofpensacola.com 850.435.1496
6 Arcadis Columbia County, Florida Hazard Mitigation Grant Program Funding and Local Mitigation Strategy Support Contract Start / End: 2006 – Ongoing	David Kraus Risk Manager, Columbia County 263 NW Lake City Ave Lake City, FL david_kraus@columbiacountyfla.com 386.752.8787

EXHIBIT B - VENDOR RESPONSE TO RFP



BOBBY JINDAL
GOVERNOR

State of Louisiana
Governor's Office of Homeland Security
and
Emergency Preparedness

KEVIN DAVIS
DIRECTOR

December 5, 2013

To Whom It May Concern:

This is a letter to recommend MB3 INC. The State of Louisiana has used MB3's main product, EMGrantsPro, since 2005 right after Hurricane Katrina. We've used their system for Public Assistance from the beginning and more recently we've started using it for Hazard Mitigation. It is almost inconceivable to think of managing the volume of recovery projects without EMGrantsPro, especially for PA. The system was not only instrumental in managing the unprecedented volume coming from Hurricanes Katrina and Rita, but also several declarations since then.

I have worked very closely with the MB3 team and they have always been extremely responsive to our requests. Their support staff are very professional and thorough ensuring issues get resolved in a timely and efficient manner. Over the years we have brought forward numerous custom requests to MB3 and they have been more than willing to work through these requests with us. In particular Chris Stassen, Vice President Client Services, and Matt Blakely, President and CEO, have been very involved in working through these custom requests with us ensuring the best possible solutions are being implemented.

If you have any questions or would like to discuss, please don't hesitate to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read "Mark S. Riley".

Mark S. Riley
Deputy Director
Disaster Recovery Division

EXHIBIT B - VENDOR RESPONSE TO RFP



ND Department of Emergency Services

PO Box 5511

Tel: (701) 328-8100

Email: nddes@nd.gov

Bismarck, ND 58506-5511

Fax: (701) 328-8181

Website: www.nd.gov/des

Ensuring a safe and secure homeland for all North Dakotans

October 3, 2014

To Whom It May Concern:

This is a letter of recommendation for MB3 INC. and their web-based Grants Management product. I was looking for a system to provide grant and financial management of the various Grant programs that are managed and administered by the North Dakota Department of Emergency Services. I heard about MB3 INC. and their grants management system from other States where the product has been successfully implemented and has proven to be a key resource for the management of their grant programs. After engaging Matt Blakely, MB3's President and CEO, and seeing a demo of MB3's Grants Management product I made a decision early in 2014 to purchase the system.

Over the past few months I have worked closely with the MB3 team, led by Rod Thornhill, during the implementation of the system which went Live in September. The project implementation went very smoothly as Rod and the MB3 team worked with our Project Manager to ensure the project's success. The MB3 team has been very responsive and available to address any issues and answer any questions that came up throughout the implementation process.

Now that the system is Live in our Production environment I am very much looking forward to both our applicants and our State users being able to take advantage of this system for the management of our respective Grants. Users now have the ability to apply for grants as well as see project and payment status' in real time by logging into this new system.

Sincerely,

A handwritten signature in black ink, appearing to read 'Cody Schulz', is positioned below the word 'Sincerely,'.

Cody Schulz
Disaster Recovery Chief
ND Department of Emergency Services
Division of Homeland Security

EXHIBIT B - VENDOR RESPONSE TO RFP

*The State of South Carolina
Military Department*



OFFICE OF THE ADJUTANT GENERAL

ROBERT E. LIVINGSTON, Jr.
MAJOR GENERAL
THE ADJUTANT GENERAL

April 16, 2015

To Whom It May Concern:

It is my pleasure to recommend the consulting services of MB3, Inc. to you. We have had a relationship with MB3, Inc. through their creation and maintenance of our <https://southcarolinapa.org> website since 2005. Their customer support for the website has always been timely and helpful, but it wasn't until we had a major event that we realized the full capabilities available to us through our partnership with MB3.

In February 2014, South Carolina experienced the largest disaster to hit the state in 25 years in the form of a \$277 million ice storm. Our Public Assistance section was inexperienced and understaffed at the time of the event, and we were fortunate to have the long-standing relationship with MB3. During our time of greatest need, the staff of MB3 came to our aid and provided onsite support to assist and augment our Public Assistance staff.

The knowledge, expertise, connections, training, and guidance provided to the State of South Carolina by the MB3 absolutely cannot be understated. From the day we understood the magnitude of the ice storm, Darrell Dotson assisted us in any way he could while teaching us as much as he could along the way. We were extremely fortunate to have Darrell as a part of our recovery operation from the 2014 storm and now have MB3 support as part of our recovery process.

I hope the State of Maryland will strongly consider partnering with MB3 for your consulting needs. If I can provide additional information or clarify any information I have provided please do not hesitate to contact me.

Sincerely,

A handwritten signature in blue ink that reads "Elizabeth M. Ryan".

Elizabeth M. Ryan
Chief of Recovery and Mitigation
South Carolina Emergency Management Division

Emergency Management Division
2779 Fish Hatchery Road
West Columbia, South Carolina 29172
(803) 737-8500 • (803) 737-8570

OFFICE OF INSPECTOR GENERAL

**Washington County, Florida,
Effectively Managed FEMA
Public Assistance Grant
Funds Awarded for a July
2013 Flood**



Homeland
Security

**August 19, 2016
OIG-16-121-D**



DHS OIG HIGHLIGHTS

Washington County, Florida, Effectively Managed FEMA Public Assistance Grant Funds Awarded for a July 2013 Flood

August 19, 2016

Why We Did This Audit

Washington County, Florida, (County) received an award of \$13.9 million from the Florida Division of Emergency Management Agency (Florida), a Federal Emergency Management Agency (FEMA) grantee, for damages resulting from a July 2013 flood. We audited 14 projects totaling \$3.6 million. Our audit objective was to determine whether the County accounted for and expended FEMA funds according to Federal requirements.

What We Recommend

This report contains no recommendations.

For Further Information:

Contact our Office of Public Affairs at (202) 254-4100, or email us at DHS-OIG.OfficePublicAffairs@oig.dhs.gov.

What We Found

For the projects we reviewed, the County effectively accounted for and expended FEMA Public Assistance grant funds according to Federal regulations and FEMA guidelines. County officials accounted for disaster expenditures on a project-by-project basis, procured contracts for disaster work appropriately, and maintained adequate documentation to support the costs.

FEMA Response

Because the audit did not identify any issues requiring further action from FEMA Region IV, we consider this audit closed.

EXHIBIT B - VENDOR RESPONSE TO RFP



OFFICE OF INSPECTOR GENERAL

Department of Homeland Security

Washington, DC 20528 / www.oig.dhs.gov

August 19, 2016

MEMORANDUM FOR: Gracia Szczech
Regional Administrator, Region IV
Federal Emergency Management Agency
Thomas M. Salmon

FROM: Thomas M. Salmon
Assistant Inspector General
Office of Emergency Management Oversight

SUBJECT: *Washington County, Florida, Effectively Managed FEMA
Public Assistance Grant Funds Awarded for a
July 2013 Flood*
Audit Report Number OIG-16-121-D

We audited Public Assistance grant funds awarded to Washington County, Florida (County). The County received a Public Assistance grant award of \$13.9 million (net of insurance and other credits) from the Florida Division of Emergency Management (Florida), a Federal Emergency Management Agency (FEMA) grantee, for damages resulting from a July 2013 flood. The award provided 75 percent FEMA funding for emergency protective measures and permanent repair of roads. We audited 14 projects totaling \$3.6 million (see table 1). At the time of our audit, the County had completed work on all emergency projects in our audit scope but had not submitted final claims to Florida.

Results of Audit

For the projects we reviewed, the County effectively accounted for and expended FEMA Public Assistance grant funds according to Federal regulations and FEMA guidelines. County officials accounted for disaster expenditures on a project-by-project basis, procured contracts for disaster work appropriately, and maintained adequate documentation to support the costs.

Discussion with Management and Audit Follow-up

We discussed the results of our audit with County, Florida, and FEMA officials during our audit. We also provided a draft report in advance to these officials and discussed it at the exit conference on July 11, 2016. Because the audit did not identify any issues requiring further action from FEMA Region IV, we consider this audit closed.

EXHIBIT B - VENDOR RESPONSE TO RFP



OFFICE OF INSPECTOR GENERAL
Department of Homeland Security

The Office of Emergency Management Oversight contributors to this report are David Kimble, Director; Adrienne Bryant, Audit Manager; and Larry Jones, Auditor-in-Charge.

Please call me with any questions at (202) 254-4100, or your staff may contact David Kimble, Director, Eastern Regional Office - South, at (404) 832-6702.



OFFICE OF INSPECTOR GENERAL

Department of Homeland Security

Appendix A

Objective, Scope, and Methodology

We audited Public Assistance grant funds awarded to the County, FIPS Code 133-99133-00. Our audit objective was to determine whether the County accounted for and expended FEMA grant funds according to Federal regulations and FEMA guidelines for FEMA Disaster 4138-DR-FL. The County received a Public Assistance grant award of \$13.9 million from Florida, a FEMA grantee, for damages resulting from a July 2013 flood. The award provided 75 percent FEMA funding for emergency protective measures and permanent road repairs. The award consisted of 102 projects: 71 large projects and 31 small projects.¹

We audited nine large and five small projects with awards totaling \$3.6 million (see table 1). The audit covered the period from July 2, 2013, to June 2, 2016, during which the County claimed \$2.3 million for the projects in our scope.

To accomplish our objective, we interviewed County, FEMA, and Florida personnel; gained an understanding of the County's method of accounting for disaster-related costs and its procurement policies and procedures; judgmentally selected (generally based on dollar amounts) and reviewed project costs and procurement transactions for the projects in our audit scope; reviewed applicable Federal regulations and FEMA guidelines; and performed other procedures considered necessary to accomplish our audit objective. As part of our standard audit procedures, we also notified our Office of Information Technology Audits of all contracts the subgrantee awarded under the grant that we reviewed to determine whether the contractors were debarred or whether there were any indications of other issues related to those contractors that would indicate fraud, waste, or abuse. As of the date of this report, the Office of Information Technology Audits' analysis of contracts was ongoing. When it is complete, we will review the results and determine whether additional action is necessary. We did not perform a detailed assessment of the County's internal controls applicable to its grant activities because it was not necessary to accomplish our audit objective.

¹ Federal regulations in effect at the time of disaster set the large project threshold at \$67,500. [Notice of Adjustment of Disaster Grant Amounts, 77 Fed. Reg. 61423 (Oct. 9, 2012)]



OFFICE OF INSPECTOR GENERAL

Department of Homeland Security

Appendix A (continued)

Table 1: Schedule of Projects Audited

Project Number	Category of work ²	Type of Project	Amount Awarded
13	C	Large	\$ 229,386
14	C	Large	168,730
32	C	Large	761,632
165	C	Large	446,241
168	B	Large	120,498
178	C	Large	582,449
208	C	Large	221,870
225	C	Large	521,717
227	C	Large	237,384
11	C	Small	59,268
27	C	Small	52,102
38	C	Small	54,408
42	C	Small	55,349
97	C	Small	65,269
Total			\$3,576,303

Source: FEMA project worksheets and County records

We conducted this performance audit between October 2015 and July 2016 pursuant to the *Inspector General Act of 1978*, as amended, and according to generally accepted government auditing standards. Those standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our findings and conclusions based upon our audit objective. We believe the evidence obtained provides a reasonable basis for our findings and conclusions based upon our audit objective. Unless stated otherwise in this report, to conduct this audit, we applied the statutes, regulations, and FEMA policies and guidelines in effect at the time of the disaster.

² FEMA classifies disaster-related work by type: debris removal (Category A), emergency protective measures (Category B), and permanent work (Categories C through G).



OFFICE OF INSPECTOR GENERAL
Department of Homeland Security

Appendix B
Report Distribution

Department of Homeland Security

Secretary
Chief of Staff
Chief Financial Officer
Under Secretary for Management
Chief Privacy Officer
Audit Liaison, DHS

Federal Emergency Management Agency

Administrator
Chief of Staff
Chief Financial Officer
Chief Counsel
Director, Risk Management and Compliance
Audit Liaison, FEMA Region IV
Audit Liaison, FEMA (Job Code G-16-003)

Office of Management and Budget

Chief, Homeland Security Branch
DHS OIG Budget Examiner

Congress

Congressional Oversight and Appropriations Committees

External

Mayor, Washington County
Executive Director, Florida Department of Emergency Management
State Public Assistance Officer, Florida

ADDITIONAL INFORMATION AND COPIES

To view this and any of our other reports, please visit our website at: www.oig.dhs.gov.

For further information or questions, please contact Office of Inspector General Public Affairs at: DHS-OIG.OfficePublicAffairs@oig.dhs.gov. Follow us on Twitter at: @dhsoig.



OIG HOTLINE

To report fraud, waste, or abuse, visit our website at www.oig.dhs.gov and click on the red "Hotline" tab. If you cannot access our website, call our hotline at (800) 323-8603, fax our hotline at (202) 254-4297, or write to us at:

Department of Homeland Security
Office of Inspector General, Mail Stop 0305
Attention: Hotline
245 Murray Drive, SW
Washington, DC 20528-0305



County Administrator
Hank Hamilton

EXHIBIT B - VENDOR RESPONSE TO RFP
WASHINGTON COUNTY
BOARD OF COUNTY COMMISSIONERS

1331 South Boulevard
Chipley, Florida 32428
Phone (850)638-6200
Fax (850)638-6106

ALAN T BUSH
District One

CHARLES KENT
District Two

CHARLES BROCK
District Three

TODD ABBOTT
District Four

LYNN GOTHARD
District Five

JEFF GOODMAN
Attorney

July 11, 2016

To Whom It May Concern:

In July 2013, Washington County was impacted by tropical rains resulting in flooding and severe damage to hundreds of miles of unpaved roads and their facilities. The county was included in Presidential Declaration DR-4138. FEMA provided assistance to the county to survey damage and prepare Project Worksheets. Funding was obligated thereafter.

Being a county with a large area and a small population, resources are limited and in May of 2014, the county sustained a second flooding disaster (DR-4177). The county staff became overwhelmed. In April of 2015, Washington County procured the services of Wheeler Emergency Management after learning of Wheeler's expertise and assistance to our neighboring county during DR-4177.

Wheeler began the process of defining errors and omissions contained within the obligated Project Worksheets and submitted to FEMA, through its State counterpart, revisions totaling an excess of \$3,000,000 to be added to the existing obligated funding amount.

Wheeler, collaboratively with the County's staff, the Florida Department of Emergency Management, FEMA and the Florida Department of Finance, assisted the county successfully with receiving reimbursements for its disaster recovery expenses, and the county has avoided the borrowing of operating capital.

I can sincerely recommend Wheeler's able assistance should you have an unfortunate circumstance, such as we had in Washington County.

Sincerely,

Hank Hamilton
County Administrator

EXHIBIT B - VENDOR RESPONSE TO RFP



In association with

