

ATTACHMENTS/FORMS

2021-RFP001

REQUEST FOR PROPOSALS DISASTER
RECOVERY CONSULTING SERVICES
2021-RFP001

COVER PAGE

SUBMIT ONE ELECTRONIC VERSION VIA www.diamondheadbids.com or EMAIL or Plan House:

CITY OF DIAMONDHEAD
Attn: Jeannie Klein, City Clerk
jklein@diamondhead.ms.gov

COMPANYNAME: Rostan Solutions, LLC

DATE: 2/4/2021



February 4, 2021

City of Diamondhead
Department of Finance
Attn: Jeannie Klein, City Clerk
5000 Diamondhead Circle
Diamondhead, Mississippi 39525

Re: RFP No. 2021-RFP001 — Disaster Recovery Consulting Services

Dear Ms. Klein and Selection Committee Members,

Rostan Solutions, LLC (Rostan) is pleased to submit to you for consideration our response to *RFP No. 2021-RFP001 — Disaster Recovery Consulting Services*, published by the City of Diamondhead (City).

Rostan is a Baton Rouge-based FEMA consulting firm that specializes in disaster recovery and program management services. We understand the countless moving parts of a recovery effort that an organization bears, however, we take pride in helping our clients navigate the complex challenges of Federal Grant Programs to emerge with greater resilience, strengthened infrastructure, and broader economic stability. We focus on representing local governments and providing direction to our clients in the midst of a disaster and we take pride in helping our clients navigate the complex challenges of recovery to emerge with greater resilience, strengthened infrastructure, and broader economic stability. The Rostan Team will work closely with the City, serving as your STATE and FEDERAL Representative, but most importantly, our experts will be armed with the programmatic knowledge in how to apply the Stafford Act, 2 CFR and the FEMA Public Assistance Policy and Procedure Guide correctly to the City damages.

We understand the City is seeking ‘cradle to grave’ disaster recovery consulting services for FEMA and other federally funded programs during the term of this contract. This being recognized, and in an effort to showcase our true understanding of the City’s current and future needs, Rostan is bringing forth a team of professionals that is intimately familiar with federal programs, policy and regulations. Our Team will **DELIVER** results and provide immediate **DIRECTION** for the City of Diamondhead throughout the entire scope of the contract.

PHILOSOPHY

Our philosophy for providing successful disaster recovery programs is simple.

- Provide credentialed personnel that stay with our clients through closeout;
- Leverage our close relationships with MEMA and FEMA to yield and expedite results;
- Lead and provide sound direction to navigate our clients’ recovery efforts;
- Deliver maximized funding results that align with the long-term vision of our clients.

DELIVERING RESULTS

What we address in the proposal is critical to the City of Diamondhead—speed, solid process delivery, and a well-organized, efficient management team. Beyond the specific requirements, and as displayed throughout our submission, the Rostan Team offers:

- **Extensive FEMA Public Assistance (PA) and Local Government Experience**— We are recovery leaders with decades of PA expertise and eligibility experience with infrastructure projects at both the subgrantee and grantee levels, including specialized in-house knowledge and capabilities for local government. The Rostan Team comprises of all FULL-TIME staff dedicated to the project. We are ready to mobilize as needed to provide quality consulting services upon notice to proceed.
- **Professional Collaboration with All Stakeholders**— By working collaboratively with MEMA and FEMA, our objective is to avoid delays, maximize eligible funding, and avoid appeals. Our staff has years of prior experience working directly with the Mississippi Emergency Management Agency (MEMA) and helped guide MEMA to a policy correction regarding the CARES Act Cost Eligibility for Public Health and Safety. This key experience will prove invaluable to the City for future projects.

By selecting our team, Rostan will ensure the City maximizes grant funding opportunities while achieving compliance with complex regulations. We are proud to submit this response and are looking forward to working with City and State leadership to successfully bring Diamondhead to the forefront of funding opportunities that are available.

I am the duly authorized agent of Rostan and if you should have any questions, please contact me via cell at 225-202-3637, by email at kjones@rostan.com, or by fax at 813-333-7330.

Very truly yours,



Kyle Jones
Vice President
Rostan Solutions, LLC

3. QUALIFICATIONS AND EXPERIENCE

EXECUTIVE SUMMARY

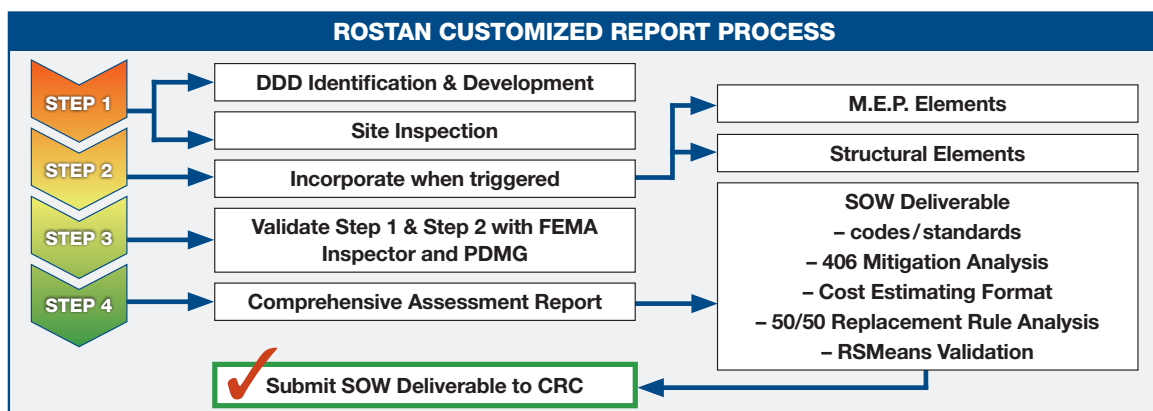
An effective and timely recovery requires leadership, direction and the ability to interface with state and federal agencies. A successful recovery program will ensure a timely return to full functionality with a more resilient city, and our Team, presented herein, possess the capabilities and local experience to manage stakeholders and outcomes to maximize results. Our Team is not just a traditional consulting and engineering team. Whether we are helping communities recover from natural disasters, safeguarding and maintaining critical power infrastructure, or providing traditional engineering services, we go to work each day knowing that we are making a positive impact on the world. These are huge responsibilities, and we take pride in providing a successful path forward. Thinking differently and challenging the norm is what we do. Every day we plan for the unexpected, develop critical insights, and deliver new, creative, and adaptive solutions. No matter the situation, our Team is your partner and advocate. We serve as the critical interface between MEMA and FEMA and allow the City to focus on its primary mission.

Rostan has held leadership roles for multiple local governments for federal funded programs for Hurricanes Katrina, Rita, Gustav, Ike, Sandy, and more recently with Hurricane Laura and Delta. For each engagement, we use a proven project delivery and control system that is customized and scaled to our client's needs and capacity. Our approach includes the following fundamental goals:

- 1 Identifying and reducing program risks
- 2 Monitoring contractual and programmatic compliance
- 3 Overcoming recovery obstacles by streamlining program processes
- 4 Optimizing staffing and program resources
- 5 Developing and recommending innovative solutions to solve complex problems
- 6 Proactively detecting potential issues in advance of funding or disbursements

ROSTAN EXPERTISE

The lifeblood of any disaster recovery program endeavor lies in sufficient and expedited funding/cash flow. In order to ensure sufficient funding, our team leans on MEMA and FEMA to fast track project worksheets through the new FEMA Delivery Model Process so that projects can be developed at a quicker pace, which in turn leads to a faster obligation process once the projects are setup. Our team's Damage Assessment Reporting Process is customized specifically to the the new FEMA Delivery Model, which is illustrated in the graphic below:



In a federally declared disaster FEMA’s Public Assistance and Hazard Mitigation programs are the primary funding mechanisms employed to fund restoration of public facilities and infrastructure. Our team is familiar with management of FEMA Public Assistance and Hazard Mitigation projects, including the Alternative Procedures Pilot Program implemented through the Hurricane Sandy Recovery Improvement Act. This makes our Team the best choice for ensuring that all opportunities for federal assistance are sought and every eligible dollar is reimbursed. We are highly skilled in all major disaster recovery programs and insurance claims management. In addition, we are familiar with the State of Mississippi funding mechanisms and administrative mechanisms designed to serve public entities in the disaster recovery process.

The comprehensive team has developed a proven method for accounting for, and correlating costs, to federal grants for a swift and audit resilient reimbursement. This approach defines a program management strategy with standard operating procedures, communication protocols and oversight, such that our clients meet any of the programmatic demands of FEMA and other funding sources. We are very familiar with negative financial and program audit findings that can plague FEMA programs. Our approach begins with the end in mind and will anticipate those issues before they can threaten funding, helping ensure a successful recovery program.

COMMITMENT TO THE CITY

As the City of Diamondhead recovery partner, our Team will maximize the amount of eligible grant funding, streamline the overall grant recovery process, and reduce or eliminate the disaster-related burdens placed on city resources. To do this, we have identified a team of professionals and dedicated personnel that will work to perform the following tasks:

CAPTURE OF DISASTER-RELATED DAMAGES

Our Team has worked on dozens of federally declared disasters— from performing site inspections to managing the entire recovery operation. We will staff this engagement with the resources needed to properly support the ongoing efforts of the City. Our staff of FEMA subject matter experts, engineers, architects, insurance specialists, and policy advisors will work with Diamondhead, MEMA, and FEMA to accomplish this.

RETENTION OF FUNDING

Our Team will provide the support needed to ensure that the City avoids deobligation of all the funding it is entitled to under the provisions and statutes set forth in law. Our team is staffed with construction managers, engineers, policy experts, and legal advisors who will work together to ensure that all activities performed on behalf of Diamondhead are in accordance with applicable laws, codes, and regulations.

INNOVATIVE STRATEGIES

Our team is especially adept at identifying innovative opportunities to fund the integration of sustainability and resiliency strategies into recovery projects. We will leverage every dollar of funding in support of the overall recovery and resiliency efforts.

MANAGE INSURANCE ADJUSTMENT SUPPORT

Our team knows the importance of insurance, especially with required programs such as the National Flood Insurance Program (NFIP). Our team is very familiar with training recipients to understand and comply with FEMA’s “obtain and maintain” requirements, and the implications and complications caused by duplication of benefits. This knowledge and our understanding will provide a foundation to assist with managing their insurance proceeds and avoiding duplication of benefits. We will work directly with the MEMA Technical Team to ensure insurance proceeds are applied correctly and that federal funding is maximized.

LEVERAGE OUR RELATIONSHIPS

Our unique experiences and longstanding relationships with MEMA, FEMA Region VI, and other federal, state, and local counterparts will enable us to resolve problems, expedite funding and ensure that Diamondhead’s funding is being utilized in the most effective and efficient manner.

ROSTAN TEAM PROFILE

ROSTAN SOLUTIONS, LLC



Rostan Solutions, LLC (Rostan) is a consulting firm that specializes in emergency preparedness, response, and recovery services and is a nationally recognized disaster recovery company with a thorough knowledge of both State and Federal regulations pertaining to disaster recovery management, Federal Emergency Management Agency (FEMA) Public Assistance, Federal Highway Administration (FHWA) recovery funding, and mitigation funding programs. Rostan also has proven success in managing recovery programs and meeting complex documentation and records requirements on behalf of local governments for FEMA reimbursement for all relevant public assistance categories for more than a decade. Rostan’s key disaster management personnel harness more than 150 years of combined experience with disaster recovery programs resulting from natural and man-made disasters.

Rostan has extensive experience with short-term and long-term recovery and mitigation projects. Our team members have worked closely with numerous municipalities, and higher education facilities with an instrumental vision for successful obligation of FEMA and HUD funding, while representing the clients’ interests in meetings with the State and FEMA, leading to millions in awarded projects. Our Team provides a cradle to grave approach to ensure that every eligible cost is captured and reimbursed by the federal programs. We have developed systematic processes for implementing program support for Federally funded programs. Rostan includes experts in long-term recovery and mitigation planning, infrastructure, federal assistance programs, environmental and historic preservation, and hazard analysis, in addition to unique and cutting-edge technical resources. Our team encompasses expertise and direct experience with clients and can help navigate the complexities of the grant processes.

FULL LEGAL NAME:

Rostan Solutions, LLC
POC: Kyle Jones, Vice President
Telephone: 225-202-3637
Fax: 813-333-7330
Email: kjones@rostan.com

CORPORATE STRUCTURE:

Limited Liability Company

YEARS IN BUSINESS:

Established in 2006

NUMBER OF EMPLOYEES:

35

OFFICE HEADQUARTERS:

8282 Goodwood Boulevard, Suite W6
Baton Rouge, LA 70806

KEYS OF SUCCESS:

1. A specialized disaster recovery consulting firm with former GOHSEP personnel that harnesses well over 150 years of collective team experience directly with FEMA and CDBG-DR federal funding programs.
2. Louisiana-based recovery team with FEMA technical eligibility and policy experts.
3. Rostan has tenured experience with the FEMA Public Assistance Program that enables our firm to lead the recovery effort on behalf of communities and help our clients navigate the complexities of the FEMA Public Assistance program.

LITIGATION

Rostan does not have any litigation history within the past five (5) years arising out of our performance as it relates to the scope of services being offered

SUBCONTRACTORS

Rostan does not intend to use any subcontractors for this project.

ROSTAN PROJECTS

WILKINSON COUNTY, MS | PUBLIC ASSISTANCE RECOVERY PROJECT MANAGEMENT SERVICES | 2019–PRESENT

Rostan is currently assisting Wilkinson County to provide grants management and technical assistance in the development of a comprehensive recovery strategy in the aftermath of DR 4358 and COVID. Our team is helping the County conduct emergency damage assessments for all city infrastructure and also helping with Expedited Funding from FEMA and MEMA. Our team serves as their representative in all correspondence with MEMA and FEMA.

GRANT NAME	AWARD AMOUNT	SCOPE OF WORK	DATE
DR-4358	\$20M (Projected)	Public Assistance	2019–Present

Client Contact: Nakia Anderson, Chancery Clerk, 601-430-1913, chanceryclerk@wilkinson.co.ms.gov, P.O. Box 516, 525 Main Street, Woodville, MS 39669,

WEST FELICIANA PARISH, LA | PUBLIC ASSISTANCE RECOVERY AND MITIGATION PROJECT MANAGEMENT SERVICES | 2018–PRESENT

Rostan serves as the Project / Client Manager for program management services to West Feliciana Parish for all parish mitigation and public assistance recovery projects. Responsible for coordinating the project activities and serving as liaison among the client and subcontracting companies involved in primary basic engineering tasks including the hydraulic and hydrologic study. Additional responsibilities include data collection and dissemination for all tasks involved in the project as well as reporting to the state of Louisiana for record keeping, including state-required requests for reimbursement and quarterly reporting.

GRANT NAME	AWARD AMOUNT	SCOPE OF WORK	DATE
DR-1603 HMGP	\$4M	Streambank Stabilization	2015–Present
DR-4277 Public Assistance	\$5M	Bridge Replacements	2016–Present
DR-4277 HMGP	\$2M	Drainage and Lift Station Projects	2016–Present

MS Secretary of State Business ID: 1245642

F0200
Fee: \$ 250



Michael Watson
SECRETARY OF STATE

2020363785

Business ID: 1245642
Filed: 11/17/2020 04:12 PM
Michael Watson
Secretary of State

Application to Register Foreign Limited Liability Company

Business Information

Business Type: Limited Liability Company
Business Name: Rostan Solutions, LLC
Business Email: dstankunas@rostan.com
State of Incorporation: FL
Date Organized: 11/01/2014

Full or Partial management of the LLC is vested in a manager or managers.

NAICS Code/Nature of Business

541620 - Environmental Consulting Services

Principal Office Address: 3433 Lithia Pinecrest Rd, Ste 287
Valrico, FL 33596

Registered Agent

Name: CORPORATION SERVICE COMPANY
Address: 7716 Old Canton Rd, Suite C
Madison, MS 39110

Signature

The undersigned certifies that:

- 1) he/she has notified the above-named registered agent of this appointment;
- 2) he/she has provided the agent an address for the company, and;
- 3) the agent has agreed to serve as registered agent for this company

By entering my name in the space provided, I certify that I am authorized to file this document on behalf of this entity, have examined the document and, to the best of my knowledge and belief, it is true, correct and complete as of this day **11/17/2020**.

Name: Darius Stankunas
Manager
Address: 3433 Lithia Pinecrest Rd, Ste 287
Valrico, FL 33596

P.O. BOX 136
JACKSON, MS 39205-0136

TELEPHONE: (601) 359-1633

GRANT NAME	AWARD AMOUNT	SCOPE OF WORK	DATE
DR-4462 Public Assistance	\$20M	Debris, Road Repairs Force Account Labor	2019–Present
DR-4484 COVID	TBD	Cat B Costs	2020–Present
DR-4559 Public Assistance	TBD	Force Account, Repairs, Debris	2020–Present

Client Contact: Kenny Havard, Parish President, 225-784-3647, khavard@wfparish.org, 5934 Commerce Street, St. Francisville, LA 70775

CONCORDIA PARISH, LA | FEMA PUBLIC ASSISTANCE AND HAZARD MITIGATION GRANT PROGRAM | MULTIPLE DECLARED DISASTERS | 2019–PRESENT

Rostan is the Program Manager for all of Concordia Parish Police Jury’s (CPPJ) FEMA-related grant projects, as well as advising the Parish on its Louisiana Watershed funding opportunities. Rostan helped CPPJ overcome an initial denial by FEMA for roads impacted by the 2019 Mississippi River flooding events. We have also helped expedite the Parish’s HMGP project funded through DR-1603. Rostan has recently helped the Parish maximize its LA CARES allocation.

GRANT NAME	AWARD AMOUNT	SCOPE OF WORK	DATE
DR-4462 Public Assistance	\$3M	Asphalt/Gravel Roads; Force Account Labor	2019–Present
DR-1603 HMGP	\$7.1M	Brushy Bayou Flood Control Project	2019–Present
LA CARES	\$2M	COVID-19 Emergency Measures	2020–Present

Client Contact: Sandi Burley, Secretary/Treasurer, Concordia Parish Police Jury, 318-336-7151, sburley@conppj.org, 4001 Carter Street, Room 1, Vidalia, LA 71373

REFERENCES

Rostan has extensive experience providing disaster recovery consulting services to local governments. We believe in remaining involved with our clients until the recovery process is complete. We have many long-term client relationships, and we are humbled by and proud of our references. Provided below are references for relevant projects.

WILKINSON COUNTY, MS | 2019–PRESENT



Nakia Anderson, Chancery Clerk
P.O. Box 516, 525 Main Street, Woodville, MS 39669
Tel: 601-430-1913
Email: chanceryclerk@wilkinson.co.ms.gov

WEST FELICIANA PARISH, LOUISIANA | 2018–PRESENT



Kenny Havard, Parish President
5934 Commerce Street, St. Francisville, LA 70775
Tel: 225-784-3647
Email: khavard@wfparish.org

CONCORDIA PARISH, LOUISIANA | 2019–PRESENT

CONCORDIA PARISH POLICE JURY

Sandi Burley, Secretary/Treasurer
Concordia Parish Police Jury
4001 Carter Street, Room 1, Vidalia, LA 71373s
Tel: 318-336-7151
Email: sburley@conppj.org

KEY PERSONNEL

Rostan has assembled a project team consisting of highly competent professional staff with a proven track record in developing innovative solutions to complex disaster recovery challenges. Our experience is that the key to an expeditious recovery includes careful planning combined with consistent implementation of the schedule and the ability to adapt to changing circumstances and conditions on a frequent basis. We strive to anticipate problems before they arise and resolve them by relying on our past experiences, best-practices and our understanding of current regulations.

Our team has been organized to best meet the needs of the City, so that we can quickly, efficiently, and cost effectively execute the projects tasks that the City requires. Rostan is organized to perform as one unified team to create a seamless and transparent approach to projects. We believe that maintaining close communications with the City, contractors, and FEMA representatives provides for efficient recovery management.

KYLE JONES, CEM: VICE PRESIDENT | PROGRAM MANAGER

Mr. Jones began his career in emergency management in 2003 working for the Louisiana Office of Emergency Preparedness (now GOHSEP). His experience on the state, local and private sectors is fundamental in his ability to navigate federal programs for his clients and to enable success. He is regarded as a subject matter expert in the FEMA Public Assistance Programs through the International Association of Emergency Managers (IAEM) and has built a credentialed reputation amongst local government applicants for providing direction managing resources effectively. He also specializes in development of PW's, the FEMA appeal process, Code of Federal Regulation (CFR) analysis, and identification of Federal funding sources for clients. Mr. Jones serves as the Vice President of Rostan and has been on staff since 2018.

RHONDA "MISSY" ROBERTS: GRANTS MANAGEMENT LEAD

Ms. Roberts' 12 years of experience encompasses disaster recovery, response as well as policy and problem resolution. She is a highly effective Public Assistance Consultant with extensive knowledge of laws, rules, regulations, 44CFR, 2CFR, Stafford Act and Public Assistance Policy and Program Guide. Ms. Roberts served as an advisor to sub-grantee and grantee staff and provided advice and assistance regarding the application processes, as well as agency policies and procedures. In addition, she provided guidance and acted as a liaison to resolve complex grant issues for applicants including Tangipahoa Parish, East Jefferson Levee District and the Town of Grand Isle in the State of Louisiana across several FEMA disaster declarations. Her most recent experience demonstrates expertise in project management and implementation of recovery for large-scale disasters. She has been on staff with Rostan since 2019.

CLIFF THOMPSON: TECHNICAL LEAD

Mr. Thompson has more than 30 years of experience in the construction industry. During his tenure, he gained extensive managerial experience in the residential, commercial, and industrial construction industries and has experience in managing projects of up to a 300-manpower load and can coordinate well with other contractors. Mr. Thompson has more than 14 years training and experience with FEMA Public Assistance and Individual Assistance, Technical Assistance Contract Community Development, Block Grant-Disaster Recovery, and programs conducting site assessments and developing detailed estimates based on the findings in the field. Mr. Thompson has been on staff with Rostan since 2019.

In order to comply with page count requirements, abbreviated resumes for key individuals anticipated to serve the City have been included. Full resumes are available upon request.

KYLE A. JONES, CEM

VICE PRESIDENT | PROGRAM MANAGER



EDUCATION

BA, Business Administration,
Louisiana State University, 2007

YEARS OF EXPERIENCE

18

PROFESSIONAL REGISTRATIONS

Certified Emergency Manager
(CEM)

QUALIFICATIONS

- FEMA Professional Development Series
- IS-139: Exercise Design
- IS-230 b: Fundamentals of Emergency Management
- IS-235 b: Emergency Planning
- IS-240 a: Leadership & Influence
- IS-241 a: Decision Making & Problem Solving
- IS-242 a: Effective Communication
- IS-244 a: Developing & Managing Volunteers
- FEMA Multi-Hazard Emergency Planning for Schools – Train the Trainer
- HS/TEEX Threat & Risk Assessment Course
- IS-00001: Emergency Program Manager
- IS-07: A Citizen's Guide to Disaster Assistance
- IS-26: Guide to Points of Distribution
- IS-100: Intro to ICS
- IS-100.SCa: Intro to ICS for Schools
- IS-200: ICS for Single Resources & Initial Action Incidents
- IS-212: Intro to Unified Hazard Mitigation Assistance

Mr. Jones is a Certified Emergency Manager with a tenured background in emergency management and federal programs. Mr. Jones is regarded as a subject matter expert in the FEMA Hazard Mitigation Assistance and Public Assistance Programs and specializes in maximizing funding sources for clients and applying the federal regulations and/or policies correctly to projects. Mr. Jones also specializes in FEMA Appeals, Code of Federal Regulation analysis, and mitigation project types for reconstruction, floodproofing, and retrofitting impacted or vulnerable facilities. Mr. Jones also has extensive programmatic knowledge of the 404 and 406 mitigation programs and has nearly two decades of hands-on experience in managing HMGP/HMA and Public Assistance Programs, major federal disaster declarations, and incorporating National Incident Management System components on behalf of clients.

PROFESSIONAL EXPERIENCE

ROSTAN SOLUTIONS | VICE PRESIDENT | 2018 – PRESENT

ARCADIS NORTH AMERICA | DIRECTOR, DISASTER PROGRAMS | 2014–2018

EAST BATON ROUGE PARISH | DEPUTY DIRECTOR | BATON ROUGE, LA | 2007–2014

STATE OF LOUISIANA OFFICE OF EMERGENCY PREPAREDNESS—MILITARY DEPARTMENT | OPERATIONS SUPPORT & MANAGEMENT | 2003–2007

PROJECT AND PROGRAMS EXPERIENCE

PUBLIC ASSISTANCE PROGRAM MANAGEMENT | LOCAL GOVERNMENTS, SCHOOLS, STATE AGENCY, PRIVATE-NON-PROFITS (PNP), HOUSES OF WORSHIP (HOW), AND HOUSING AUTHORITIES | 2014–2020

Serves as the Program Management Lead and Subject Matter Expert for Public Assistance Programs on behalf of clients that are impacted by a disaster. Responsible for managing projects and representing client interests from the initial scoping meeting through closeout and subsequent appeals across numerous sectors of Applicants.

HAZARD MITIGATION ASSISTANCE (HMA) PROJECT MANAGEMENT | 2014–2020

Project Manager for various hazard mitigation projects in Louisiana at Louisiana State Penitentiary, West Feliciana, St. James and Iberville Parish.

RHONDA M. ROBERTS

GRANTS MANAGEMENT LEAD



EDUCATION

Attended the University of Mississippi

YEARS OF EXPERIENCE

13

CERTIFICATIONS

- IS100 Introduction to Incident Command systems
- IS120.a Introduction to Exercises
- IS 139-Exercise Design
- IS-200 ICS for Single Resources
- IS208.a State Disaster Management
- IS230.b-Fundamentals of Emergency Management
- IS235.b-Emergency Planning
- IS240.b-Leadership and Influence
- IS241.b-Decision Making and Problem Solving
- IS242.b-Effective Communication
- IS244.b-Developing and Managing Volunteers
- IS253-Coordinating Environmental & Historical Preservation Compliance
- IS300-Intermediate ICS for Expanding Incidents
- IS393.a-Introduction to the Public Assistance Process
- IS324-Community Hurricane Preparedness
- IS400-Advanced ICS for Command and General Staff
- IS454-Fundamentals of Risk Management
- IS 559-Local Damage Assessments
- IS631-Public Assistance Operation I
- IS632-Introduction to Debris Operations in Public Assistance
- IS660-Introduction to Public-Private Partnerships
- IS700.a/800.b-NIMS, National Response Framework
- IS910-Emergency Management Preparedness Fundamentals
- AWR319-Leveraging Tools for Conducting Damage Assessments

Ms. Roberts' 13 years of experience encompasses disaster recovery, response as well as policy and problem resolution. She is a highly effective Public Assistance Consultant with extensive knowledge of laws, rules, regulations, 44CFR, 2CFR, Stafford Act and Public Assistance Policy and Program Guide. Ms. Roberts served as an advisor to sub-grantee and grantee staff and provided advice and assistance regarding the application processes, as well as agency policies and procedures. In addition, she provided guidance and acted as a liaison to resolve complex grant issues for applicants including Tangipahoa Parish, East Jefferson Levee District and the Town of Grand Isle. Her most recent experience demonstrates expertise in project management and implementation of recovery for large-scale disasters

PROFESSIONAL EXPERIENCE

ROSTAN SOLUTIONS, LLC | SENIOR PROJECT MANAGER – DISASTER RECOVERY PUBLIC ASSISTANCE | 2019–PRESENT

Program Manager for clients participating in FEMA's Public Assistance Program. Ms. Roberts provides guidance, assistance and problem resolution to all staff supporting Rostan's clients in recovery from Hurricanes Harvey, Michael, Barry, Mississippi River Flooding, Hurricane Laura and Hurricane Delta in the States of Texas, Florida, Mississippi and Louisiana. Ensures all Public Assistance projects adhere to rigorous programmatic regulations and compliance for large clients with complex projects such as City of Sulphur, Texas City Independent School District, Little Cypress Independent School District, United Christian Academy, Early Education and Care, Inc., Florida State Hospital, West Feliciana Parish and Plaquemines Parish. Ms. Roberts provides problem resolution and programmatic support to Rostan Staff to overcome any issues and pitfalls faced by our clients

CLIFF THOMPSON

TECHNICAL LEAD



EDUCATION

- 2 years Louisiana State University
- 2 years Associated Builders & Contractors

YEARS OF EXPERIENCE

39

REGISTRATIONS & CERTIFICATIONS

- Construction Coordinator, Louisiana
- RS Means Costworks and RS Means Online

TRAINING

- EMA IS-00100 Introduction to the Incident Command System
- FEMA IS-00200 ICS for Single Resources and Initial Action Incidents
- FEMA CEF Training
- OSHA 10, 30 & 40
- 8 Hr. HAZWOPER
- HAZCOM
- Confined Space & Trench Certification
- Emergency Response

HIGHLIGHTS

- More than 30 years of construction experience
- 14 Years of experience in Emergency Response and Recovery for Katrina, Rita, Gustav, Ike, Isaac, Sandy, Louisiana Great Floods 2016, Irma, Maria, Harvey, Michael and Barry, 2019 Floods, Laura, and Delta.

Mr. Thompson has 39 years of experience in the construction industry. During his tenure, he gained extensive managerial experience in the residential, commercial, and industrial construction industries. His working knowledge of isometric, orthographic, architectural, topographic and construction drawings make him suitable for multi-craft projects, as well as subcontract coordination. Mr. Thompson has experience in managing projects of up to a 300-manpower load and can coordinate well with other contractors. Mr. Thompson also has experience in municipal projects. He has done work with the U.S. Army Corps of Engineers, including working as the Field Project Manager during the unwatering of New Orleans following Hurricane Katrina. In addition, Mr. Thompson has more than 14 years training and experience with FEMA Public Assistance (PA) and Individual Assistance (IA) Technical Assistance Contract (TAC) Community Development Block Grant-Disaster Recovery (CDBG-DR) programs conducting site assessments and developing detailed estimates based on the findings in the field.

PROJECT AND PROGRAMS EXPERIENCE

SENIOR TECHNICAL SPECIALIST • SUBJECT MATTER EXPERT | ROSTAN SOLUTIONS | 2019–PRESENT

Conduct disaster Recovery Management for Texas, Louisiana, Florida, USVI and Wisconsin. Provide Technical Support over several Independent School Districts, Municipalities and Critical/ Non-Critical PNPs.

- Disaster Recovery Specialist | Governor’s Office of Homeland Security And Emergency Preparedness (GOHSEP) | 2017–2019
- FEMA Project Specialist and Estimator | City Of Wharton, TX | 2016–2017
- Construction Manager | Reconstruction, Rehabilitation, Elevation and Mitigation (RREM) Project | Department of Community Affairs for the State of New Jersey | 2015–2017
- Construction Manager | City of New York | Build It Back | 2015
- Technical Support | FEMA Support | New York City Housing Authority (NYCHA) | 2014–2015
- Disaster Recovery Specialist | GOHSEP | LA | 2012 – 2014
- Field Construction Coordinator | Small Rental Property Program, | Louisiana Office Of Community Development, Disaster Recovery Unit (OCD-DRU) | New Orleans, LA | 2009–2012
- Field Project Manager | Unwatering of Terrebonne Parish | 2008

4. PROPOSED STRATEGY AND TECHNICAL APPROACH

OVERVIEW

Our team, as infrastructure experts, are well-equipped to provide support for the FEMA Public Assistance Grant Program and the process immediately following a declared incident. The Public Assistance (PA) Grant Program (including 406 Mitigation) provides assistance to state and local entities maintaining and operating public infrastructure to respond, recover and mitigate impacts. We assist with project formulation, cost estimating, project validation, project worksheet development, appeals, audits and grant closeouts. These solutions will be funded through approved FEMA Project Worksheets (PW) and Hazard Mitigation Proposals (HMP). Our Team will assist with both implementations of these eligible projects as well as fulfillment of the reimbursement process.

The following outlines the basic steps that will be taken to develop grant submittals for FEMA and other funding sources in place to provide aid for the recovery of the flooding impacts to City facilities.

OVERARCHING OBJECTIVES

Implement project schedules to accommodate the operational demands of the City and its residents
Ensure facilities are within budget that maximize the yield of your program dollars
Provide effective communication across all service providers and stakeholders
Provide and implement protocols to overcome unexpected project challenges and mitigate program risk

Our customized approach begins with sound understanding of the proposal requirements, but also captures additional recommendations in resource capacity and contract structure/capacity to deliver aggressive results based on our collective team's credentialed experience in disaster recovery. The elements included within the organizational structure represent not only our understanding of the Request for Proposals, but more importantly illustrate how our comprehensive team intends to deliver results for the City.



LEVERAGE AVAILABLE FUNDING

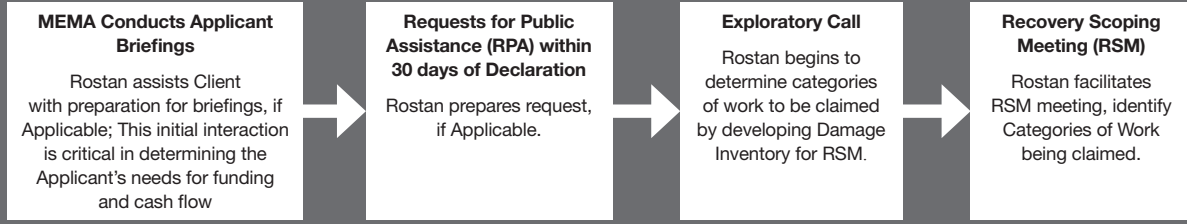
FINANCIAL, ACCOUNTING, REPORTING AND GRANT MANAGEMENT

City Administrations and Finance Directors are challenged with augmenting existing sources of funding, identifying and leveraging new sources, and creating cost-effective budgets while meeting existing City demands. Funding opportunities to meet such needs after a presidentially declared disaster is vital for the immediate and long-term recovery of the City.

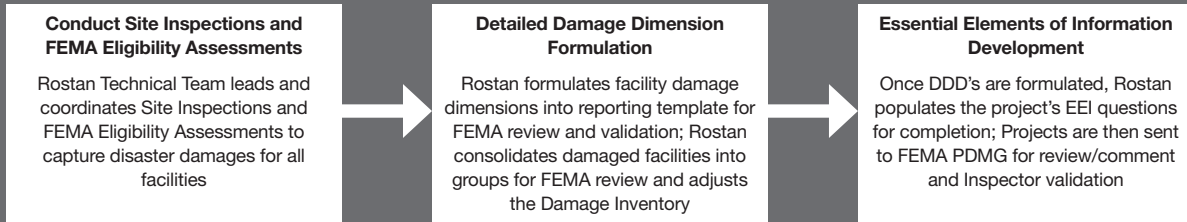
Historically, we take a proactive role to assist our clients in obtaining project funding. Our success has been built upon developing specific knowledge about funding available in the various geographic regions, gaining expertise in the various sources, cultivating relationships with funding agencies,

PA PROGRAM DELIVERY PROCESS

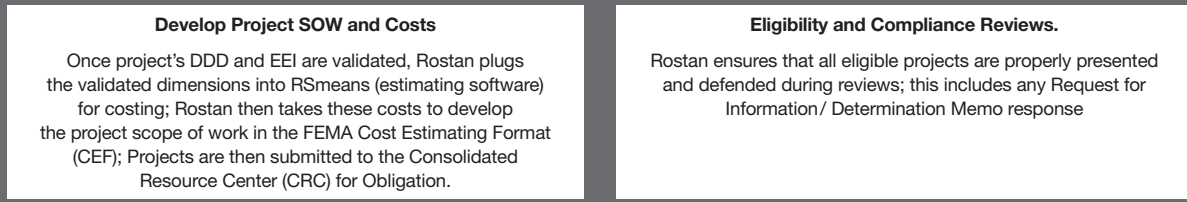
PHASE 1: OPERATIONAL PLANNING & APPLICANT COORDINATION



PHASE 2: ASSESSMENTS AND ELIGIBILITY – SITE INSPECTION, DDD FORMULATION, EEI DEVELOPMENT



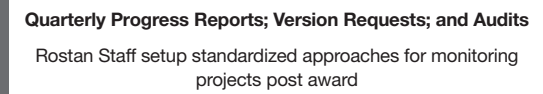
PHASE 3: SCOPING AND COSTING VALIDATION



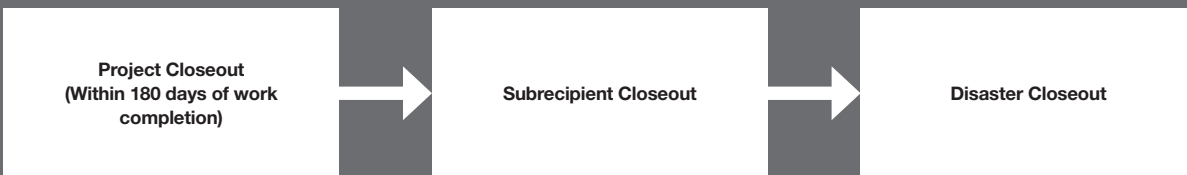
PHASE 4: OBLIGATION / AWARD or APPEAL PROCESS



PHASE 5: POST-AWARD MONITORING & AMENDMENTS



PHASE 6: FINAL RECONCILIATION & CLOSEOUT



as well as developing funding strategies that maximize return on investment. Our funding team has been instrumental in the obligation of billions of dollars for local / state governments. Our methodology below depicts our exceptional resource capabilities and outlines our best practice approach for managing the financial and accounting aspects for Diamondhead’s recovery efforts.

UNDERSTANDING THE FEMA PROCESS AND MANAGING GRANT AND PROGRAMMATIC REQUIREMENTS

Our Team understands applicable Federal policies and regulations that govern FEMA and other federally funded programs. Our objective is to ensure our clients recover all eligible costs that were incurred as a result of a disaster and to provide local dedicated staff and resources to ensure satisfaction from project inception through closeout as expeditiously as possible, working intimately with outside stakeholders, such as MEMA, Department of Housing and Urban Development (HUD), and FEMA. Understanding the comprehensive, detailed policies, procedures, and compliance requirements can be daunting for clients receiving Disaster Recovery funding. We are comprised of the best and the brightest in FEMA PA and CDBG, and our experience outlined in this proposal supports the resourcefulness that we will deliver to the City. Our Team has extensive experience developing disaster related policies and procedures for infrastructure, economic development, and housing programs.

THE SANDY RECOVERY IMPROVEMENT ACT OF 2013

The Sandy Recovery Improvement Act of 2013 (SRIA)—Alternative Procedures Pilot Program: Participation in the new alternative procedures is voluntary but can be leveraged in certain cases. Rostan, has successfully implemented the Alternative Procedures Pilot Program for a number of clients including \$1.7B restoration and mitigation funding for NYC Health and Hospitals Corporation, \$12M in relocation and rebuilds on new sites for educational institutions in Port Arthur, TX and Lafayette, LA and \$3.2M restoration and mitigation funding for the Escambia Community Clinic. Our team of experts were instrumental elements (formerly) of the MEMA Technical Team who sought tens of millions in 428 funding across numerous Louisiana Applications as well. ***The City will have at its disposal a Project Team that can apply for and deliver the flexibility of the 428 Alternative Procedures Pilot Program to the benefit of the recovery process.***

HUD COMMUNITY DEVELOPMENT BLOCK GRANT DISASTER RECOVERY (CDBG-DR)

We are also comprised of HUD CDBG and Program Management experts plan to utilize their collective experience from lessons learned and coordinate with the City to implement programs that are most advantageous to the affected populace. At the City’s request, Rostan will facilitate the development of a compliant Action Plan, and Action Plan Amendments must be prepared and approved by HUD which allows the City to receive a grant agreement and amendments from HUD. Collectively, we will ensure programmatic regulations are adhered to as it relates to Davis-Bacon and all required Labor Compliance reviews. Our Team has extensive experience in drafting Disaster Recovery Action Plans, amendments and developing disaster related policies, procedures, tracking systems, and monitoring plans.

CONTRACT REVIEW AND DEVELOPMENT

As with other parts of the grants management process, our Team has developed contract management SOPs and best practices detailing every step of contract development, including approval and execution process and authorities. These SOPs have been developed in consideration of each federal program and its respective regulations and policies and will be coordinated with the state. During the contract development process, staff will develop a full scope of work using the information provided in both the original application and in the federal award letter. Additional

input will be obtained from technical and environmental experts, as appropriate.

We will work with the City to include all relevant state and federal statute citations, executive orders and other guidance in the contract vehicle to be used to implement the projects funded by federal sources. Any various required attachments (e.g., maintenance agreements, vendor debarment, quarterly reports, reimbursement forms), will be included for compliance.

REPORTING AND CORRESPONDENCE

Reporting and communications within the project team and with stakeholders is a primary responsibility of both the Project and Grant Manager. Our Team will work with the City to develop reporting protocols and schedules for activity logs, timesheets, and any other required or designed report. Rostan has developed templates for project monitoring correspondence, application review, and contract development correspondence, and correspondence related to every phase of a project's life cycle. Correspondence or documents that are not template in nature can be quickly drafted upon request and sent to the City for review, approval, and use. Ensuring clear communication has been and will continue to be a pillar for success with federal programs. All templates will be provided to the City for review and acceptance and we will work with the City in the development of a Comprehensive Building Assessment Report.

REIMBURSEMENT REQUESTS

Our comprehensive portfolio includes the submission of Requests for Reimbursement for many federal programs. Our team can effectively manage eligible and ineligible items, provide appropriate and specific documentation of expenses, and direct allocation of costs to the appropriate funding source when match is required / multiple programs provide funding. The contract instrument, allocation of funding shares is delineated, and any prevailing limits or restrictions on specific funds are clearly outlined and structured. Our Team correlates the implementation of the project scope with the grant funding scope to streamline the reimbursement process and decrease confusion and delays with the MEMA and FEMA.

COMPLIANCE

It is critical that federal aid programs comply with all Environmental, Historic, Labor Compliance, Davis-Bacon, Public Health & Safety Requirements/ Legal Requirements. Rostan will work closely (training, outreach, SOPs, site visits, and desk reviews) with the City to ensure full compliance with all applicable laws, regulations, and other programmatic and financial requirements including all environmental, historic, and public health and safety requirements. The team will use all opportunities to monitor project and grant activities, including checklists, database records, quarterly reports, site visits and conference calls to assure that all legal requirements of both programs are satisfied. Our Team will implement the following steps to ensure compliance with regulations, provide audit coordination and assist the City with responding to audit findings. Throughout grant administration, we use QA/QC process to detect fraud, waste, and abuse by sub-grantees. This includes:

IMPLEMENTING A CONTROLLED ENVIRONMENT

Based on program requirements and guidance, there will be a set of clear expectations. A complete review of program policies and procedures will be completed prior to ramp-up activities.

ESTABLISHMENT OF RESPONSIBILITY

Training to identify suspected fraud, waste, and abuse will be conducted with appropriate staff and specific roles will be assigned.

REGULAR RISK ASSESSMENT

Throughout the grant cycle, specific personnel will be tasked with identifying and analyzing various factors that create risk for the projects and develop methodologies and procedures to minimize this risk.

DOCUMENTATION STANDARDS

Strict documentation standards will be required and will maximize the use of source documents that can be independently and objectively verified.

MONITORING

All internal policies, procedures, and other control mechanisms will be regularly monitored to ensure effectiveness. Monitoring touch points includes desk monitoring, site visits, and performance tracking and reporting.

TRANSPARENCY

Transparency will be encouraged throughout all program areas where possible. Findings of fraud, waste, and abuse will be anonymized and distributed to stakeholders to increase awareness and transparency of program operations.

CLOSEOUT

To minimize challenges with the project close-out process, we begin the accounting for closeout on day one of implementation, ensuring details are not forgotten or documents misplaced by the time critical audit preparation efforts begin. File review and monitoring will take place throughout the project life to reduce any corrective actions at the end of a project. A critical part of project close-out is the development of a Closeout Checklist. A project closeout process will be recommended to ensure that all contractual and programmatic requirements are satisfied. A final inspection or deliverables review is conducted after the project is 100% complete. A reconciliation of financial records is completed, and the eligibility, national objective and beneficiary data and characteristics of beneficiaries are included with each file.

5. AUDITING HISTORY

Fiscal Management describes the policy and procedural development for fiscal control, including the processes for project cash request and disbursement, accounts receivable/payable, and the reimbursement requests from numerous projects. Our team's demonstrated experience will assist the City of Diamondhead with planning and strategy to not only manage cash flow, but also maximize the funding, and ensure compliance with federal regulations and State audit requirements. This includes fiscal/budget control, innovative in-kind match solutions, advanced reimbursement requests with the State and FEMA, and maintaining sound fiscal controls and practices with the Finance Department.

Our success for defending and maintaining program reimbursements for our client's originates from our experience with Federal programs across numerous FEMA Regions as well as our database management system in SharePoint. Our experience affords us visibility as to what FEMA has funded or has the tendency of funding in different areas of the country. We rely on FEMA's own precedent to dictate how we navigate our clients claim through process. This ensures we are SUCCESSFUL through fighting battles we know we can win. **Our SharePoint site affords our clients visibility** as to how the files are structured and maintained. Through this platform, we are able to share documentation with our clients, and maintain a structured data point system that enables project files to be accessed quickly.

It is our intent to leverage our experience and our Rostan SharePoint site to effectively manage any and all project documentation that pertains to federal reimbursement requests. We will assist the City in accounting for all project related costs and expenses initially as estimates for grant development and funding, and finally as actual costs to be used for reimbursement of eligible grant funding. The actual costs will eventually have to be reconciled; and we will assist with the reconciliations of costs, reimbursement pursuits through FEMA, and will facilitate any future audits, appeals (if needed), programmatic/financial reporting, and lastly grant and financial closeouts.

6. PROPOSED PRICING

ATTACHMENT A HOURLY RATE FORM

Key Program Management Personnel: The Proposer shall identify Key Program Management Personnel for the Project. Provide detailed resumes (limited to two pages) of Key Program Management showing related experience.

PROGRAMMANAGEMENT

<u>Position</u>	<u>City/State</u>	<u>Hourly Rate</u>
Program Manager	Baton Rouge / LA	\$185.00
Deputy Program Manager	Baton Rouge / LA	\$0.00
Program Administrator	Baton Rouge / LA	\$160.00
Project Coordinator	Baton Rouge / LA	\$0.00
Subject Matter Expert	Baton Rouge / LA	\$0.00
Senior Consultant	Baton Rouge / LA	\$170.00
Consultant	Baton Rouge / LA	\$150.00
Junior Consultant	Baton Rouge / LA	\$105.00

Other Program Staff: The Proposer shall identify Other Program Staffs hourly rate. The Proposer may add additional lines if necessary.


CONSTRUCTION & OPERATIONS

<u>Position</u>	<u>City/State</u>	<u>Hourly Rate</u>
Cost Estimating		
On-Site Inspector	Baton Rouge / LA	\$155.00
Construction Manager		
Resident Engineer	Baton Rouge / LA	\$160.00
Senior Technical Specialist	Baton Rouge / LA	\$180.00
Technical Specialist	Baton Rouge / LA	\$155.00
Junior Technical Specialist	Baton Rouge / LA	\$135.00

PROGRAM & ADMINISTRATIVE SUPPORT

<u>Position</u>	<u>City/State</u>	<u>Hourly Rate</u>
Financial Lead		
Project Manager	Baton Rouge / LA	\$165.00
FEMA Coordination		
Subject Matter Expert Funding Assistance Database Manager	Baton Rouge / LA	\$115.00
Procurement and Contracting Scheduling Administrative Assistance Senior Adviser	Baton Rouge / LA	\$85.00



All hourly rates provided shall be inclusive of all expenses incurred. Submitted by:

 _____ Authorized Signature, Title	Vice President	2/3/2021 _____ Date
_____ Rostan Solutions, LLC Consultant Firm Business		

7. SOCIOECONOMIC CONTRACTORS

Rostan does not hold any MBE/WBE/DBE certificates.

8. ADMINISTRATIVE INFORMATION

		CERTIFICATE OF LIABILITY INSURANCE		DATE (MM/DD/YYYY) 09/28/2020			
THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.							
IMPORTANT: If the certificate holder is an ADDITIONAL INSURED , the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED , subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).							
PRODUCER Lassiter-Ware Insurance 1300 N. Westshore Blvd. Suite 110 Tampa FL 33607		CONTACT NAME: Wendy Tyree PHONE (A/C, No, Ext): (800) 845-8437 E-MAIL ADDRESS: wendyt@lassiterware.com		FAX (A/C, No): (888) 883-8680			
INSURED Rostan Solutions, LLC 3433 Lithia Pinecrest Road Suite 287 Valrico FL 33596		INSURER(S) AFFORDING COVERAGE INSURER A: Crum & Forster Specialty Insurance Co INSURER B: Travelers Indemnity Co. of CT INSURER C: INSURER D: INSURER E: INSURER F:		NAIC # 44520 25682			
COVERAGES		CERTIFICATE NUMBER: 20-21 Cert		REVISION NUMBER:			
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.							
INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Contractors Pollution Liability GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO. JECT <input type="checkbox"/> LOC OTHER:			EPK132419	09/29/2020	09/29/2021	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			EPK132419	09/29/2020	09/29/2021	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE DED \$ RETENTION \$			EFX115957	09/29/2020	09/29/2021	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
B	<input type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N N	N / A	UB5J8648192047G	09/29/2020	09/29/2021	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Professional Liability (Claims-Made) Limits included with General Liability			EPK132419	09/29/2020	09/29/2021	Each Claim \$1,000,000 Aggregate \$2,000,000
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)							
CERTIFICATE HOLDER				CANCELLATION			
~Evidence of Insurance c/o Rostan Solutions, LLC 3433 Lithia Pinecrest Road Suite 287 Valrico FL 33596				SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.			
				AUTHORIZED REPRESENTATIVE 			
© 1988-2015 ACORD CORPORATION. All rights reserved.							
ACORD 25 (2016/03)		The ACORD name and logo are registered marks of ACORD					

REQUEST FOR PROPOSALS DISASTER RECOVERY CONSULTING SERVICES

Company Name: Rostan Solutions, LLC

City of Diamondhead Drug-Free Workplace Form

The undersigned firm hereby certifies that

Rostan Solutions, LLC does:

Name of Firm

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 danger of drug abuse in the workplace, the business' policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, employee assistance programs and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the contractual services that are described in the CITY's request for proposal to provide bond underwriters services a copy of the statements specified in paragraph 1.
4. In the statements specified in paragraph 1, notify the employees that, as a condition of working on the contractual services described in paragraph 3, 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 the State of Mississippi 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 or plea.
5. Impose an sanction 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. Consistent with applicable provisions with State or Federal law, rule, or regulation, make a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1 through 5.

As the person authorized to sign this statement, I certify that this form complies fully with the above requirements.


Signature

2/3/2021

Date

REQUEST FOR PROPOSALS

2021-RFP001 DISASTER RECOVERY CONSULTING SERVICES

AFFIDAVIT

TO: CITY OF DIAMONDHEAD

At the time the proposal is submitted, the Respondent shall attach to his proposal a sworn statement.

The sworn statements shall be an affidavit in the following form, executed by an officer of the firm, association or corporation submitting the proposal and shall be sworn to before a person who is authorized by law to administer oaths.

STATE OF Louisiana CITY OF Baton Rouge Before me, the undersigned authority, personally appeared Kyle Jones who, being duly sworn, deposes and says he is Vice President of Rostan Solutions, LLC (Firm) the respondent submitting the attached proposal for the services covered by the RFP documents for 2021-RFP001 DISASTER RECOVERY CONSULTING SERVICES.

The affiant further states that no more than one proposal for the above referenced project will be submitted from the individual, his firm or corporation under the same or different name and that such respondent has no financial interest in the firm of another respondent for the same work, that neither he, his firm, association nor corporation has either directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with this firm's proposal on the above described project. Furthermore, neither the firm nor any of its officers are debarred from participating in public contract lettings in any other state.

Rostan Solutions, LLC (Proposer)

By [Signature] Vice President (Title)

STATE OF Louisiana PARISH OF East Baton Rouge

Subscribed and sworn to before me this 3rd day of February, 2021, by Kyle Jones who personally appeared before me at the time of notarization, and who is personally known to me or who has produced as identification.

[Signature] Notary Public

My commission expires: Indefinite

VENDOR ON ALL CITY PROJECTS MUST EXECUTE AND ATTACH AFFIDAVIT TO EACH PROPOSAL.



REQUEST FOR PROPOSALS
2021-RFP001 DISASTER RECOVERY CONSULTING SERVICES

AFFIDAVIT

AFFIDAVIT OF SOLVENCY

PERTAINING TO THE SOLVENCY OF Rostan Solutions, LLC, being of lawful age and being duly sworn, I, _____

Kyle Jones, as Vice President

_____ (ex. CEO, officer, president, duly authorized representative, etc.) hereby certify under penalty of perjury that:

1. I have reviewed and am familiar with the financial status of the above stated entity.
2. The above stated entity possesses adequate capital in relation to its business operations or any contemplated or undertaken transaction to timely pay its debts and liabilities (including, but not limited to, unliquidated liabilities, unmatured liabilities and contingent liabilities) as they become absolute and due.
3. The above stated entity has not, nor intends to, incur any debts and/or liabilities beyond its ability to timely pay such debts and/or liabilities as they become due.
4. I fully understand failure to make truthful disclosure of any fact or item of information contained herein may result in denial of the application, revocation of the Certificate of Public Necessity if granted and/or other action authorized by law.

The undersigned has executed this Affidavit of Solvency, in his/her capacity as a duly authorized representative of the above stated entity, and not individually, as of this 3rd day of February, 2021.



Signature of Affiant

STATE OF

Louisiana

Kyle Jones

PARISH OF East Baton Rouge

Subscribed and sworn to before me this 3rd day of February, 2021, by Kyle Jones who personally appeared before me at the time of notarization, and who is personally known to me or who has produced _____ as identification.



Notary Public

My commission expires:
Indefinite



REQUEST FOR PROPOSALS DISASTER RECOVERY CONSULTING SERVICES

City of Diamondhead Conflict of Interest Disclosure Form

Project(2021-RFP001)Number/Description: 2021-RFP001 Disaster Recovery Consulting Services

The term "conflict of interest" refers to situations in which financial or other considerations may adversely affect or have the appearance of adversely affecting a consultant's/contractor's professional judgment in completing work for the benefit of the City of Diamondhead ("CITY"). The bias such conflicts could conceivably impart may inappropriately affect the goals, processes, methods of analysis or outcomes desired by the CITY.

Consultants/Contractors are expected to safeguard their ability to make objective, fair, and impartial decisions when performing work for the benefit of the CITY. Consultants/Contractors, therefore, must there avoid situations in which financial or other considerations may adversely affect or have the appearance of adversely affecting the consultant's/contractor's professional judgement when completing work for the benefit of the CITY.

The mere appearance of a conflict may be as serious and potentially damaging as an actual distortion of goals, processes, methods of analysis or outcomes. Reports of conflicts based upon appearances can undermine public trust in ways that may not be adequately restored even when the mitigating facts of a situation are brought to light. Apparent conflicts, therefore, should be disclosed and evaluated with the same vigor as actual conflicts.

It is expressly understood that failure to disclose conflicts of interest as described herein may result in immediate disqualification from evaluation or immediate termination from work for the CITY.


Please check the appropriate statement:

- I hereby attest that the undersigned Respondent has no actual or potential conflict of interest due to any other clients, contracts, or property interests for completing work on the above referenced project.
- The undersigned Respondent, by attachment to this form, submits information which may be a potential conflict of interest due to other clients, contracts or property interests for completing work on the above referenced project.

Legal Name of Respondent:

Rostan Solutions, LLC

Authorized Representative(s)


Signature

Kyle Jones, Vice President

Print Name/Title

Signature

Print Name/Title

**2021-RFP001
CITY OF DIAMONDHEAD
DISASTER RECOVERY CONSULTING SERVICES**

Revision/Correction No. 1

**** Acknowledgement of this revision should shall be signed and included in submittal.****

The following section on page 10 of RFQ is hereby revised/corrected to read as follows:

All RFP Packages submitted shall be binding for one hundred twenty (120) consecutive calendar days following the submittal ~~February 11, 2021~~. February 4, 2021.

IV; REQUEST FOR PROPOSALS SUBMITTAL REQUIREMENTS

A. Respondent Responsibilities:

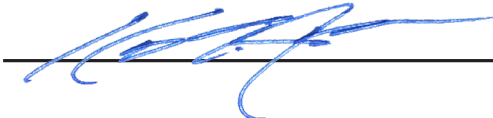
Respondents are responsible for any and all costs associated with developing and submitting an RFP Package in response to this Request for Proposals. Respondents are also solely responsible for any and all costs associated with interviews and/or presentations requested by the CITY. It is expressly understood, no Respondent may seek or claim any award and/or reimbursement from the CITY for any expenses, costs, and/or fees (including attorneys' fees) borne by any Respondent, during the entire RFP process. Such expenses, costs, and/or fees (including attorneys' fees) are the sole responsibility of the Respondent.

All RFP Packages received in response to this Request for Proposals shall become the property of the City of Diamondhead and will not be returned. In the event of contract award, all documentation produced as part of the contract will become the exclusive property of the CITY.

By submitting an RFP Package, each Respondent certifies that the proposer has fully read and understands any and all instructions in the Request for Proposals, and has full knowledge of the scope, nature, and quality of work to be performed. All RFP Packages submitted shall be binding for one hundred twenty (120) consecutive calendar days following the submittal ~~February 11, 2021~~. February 4, 2021

Authorized Signature, Title

Date



Vice President

2/3/2021

Rostan Solutions, LLC

Consultant Firm Business

**2021-RFP001
CITY OF DIAMONDHEAD
DISASTER RECOVERY CONSULTING SERVICES**

Revision/Correction No. 2

**** Acknowledgement of this revision should shall be signed and included in submittal. ****

The following section on page 3 of RFQ is hereby revised/corrected to read as follows:

...support the City's disaster recovery for **open and** future declared disasters, to expedite financial recovery...

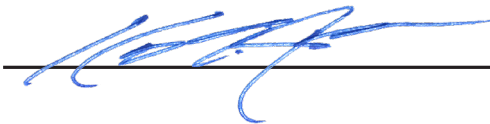
I. INTRODUCTION

A. Purpose:

The City of Diamondhead (CITY) is accepting sealed Request for Proposal packages. The purpose of this Request for Proposals is to solicit responses from qualified firms to provide professional service assistance to support the CITY's disaster recovery for **open and** future declared disasters, to expedite financial recovery and mitigation through the Federal Management Agency's (FEMA) Public Assistance (PA) Program and other federal and state programs, to ensure full compliance with all federal, state, and local laws in order to limit any subsequent audits and reviews, and to minimize impacts from future disasters.

Authorized Signature, Title

Date



Vice President

2/3/2021

Rostan Solutions, LLC

Consultant Firm Business