



A PROPOSAL FOR

# Emergency Management Consulting Services RFP No. 25-001

FOR CITY OF KEY WEST

DECEMBER 18, 2024

OFFICE OF THE CITY CLERK  
1300 WHITE STREET  
KEY WEST, FL 33040



RE: REQUEST FOR QUALIFICATIONS TO PROVIDE EMERGENCY MANAGEMENT CONSULTANT SERVICES

The City of City of Key West is looking for an experienced consultant to provide Emergency Management Consultant Services. WSB offers quality services that are consistent with the City of Key West's expectations. The City will see the following key benefits from the WSB team:

**PROVEN LEADERSHIP:** As the Planning and Grants Department Manager, Allison oversees a range of projects, including writing and updating plans, submitting state and federal grant applications, managing Community Rating System (CRS) efforts, fostering interdepartmental collaboration, and handling various other tasks. With her background as the Northeast Area Coordinator for the Oklahoma Department of Emergency Management, she brings technical expertise. Allison has been key in developing the Emergency Management services offered by WSB.

**EXCEPTIONAL TRACK RECORD AND QUALIFIED TEAM:** Our team's extensive experience in Emergency Management services is complemented by a portfolio of successful projects that demonstrate our ability to deliver high-quality outcomes. We are proud to provide the City with a team of industry-leading experts whose resumes, project experience, and work samples are included in our proposal. Each member of our team is committed to supporting the City of Key West.

**LOCAL PRESENCE WITH NATIONAL STRENGTH:** Our deep roots in serving governmental agencies enable us to understand and meet the unique requirements of clients like the City of Key West. Founded in 1995, WSB is a nationally based engineering firm registered in the State of Florida. With strong presence within the southeast region, multiple offices in Florida, and our office in Fort Lauderdale, we are supported by a nationwide network of over 1500 professionals, ensuring that we bring both local knowledge and national expertise to every project.

ENTITY INFORMATION:

- Firm Name: WSB LLC
- Address: 23333 W Commercial Blvd Unit 106B Fort Lauderdale, FL 33309
- Phone: 561.632.5185
- Website: [wsbeng.com](http://wsbeng.com)
- Authorized Representatives: Roderick Myrick, PE, VP of Strategy & CEI Southeast | Rob Mizell, PE Vice President of Transportation and Design | Cory Nichols PE Vice President of Operations Strategy

The WSB team will exceed client and project expectations. We do customer-centric work by adapting to the needs of our clients, while acting as a trusted advisor. We look forward to working with you on this project. Please feel free to contact me at 561-632-5185 or [rmyrick@wsbeng.com](mailto:rmyrick@wsbeng.com) with any questions you may have about our proposal. We look forward to working with you on this project.

A handwritten signature in blue ink, appearing to read "R. Myrick". The signature is fluid and cursive, with a large initial "R" and a stylized "M".

Rod Myrick, PE  
Vice President Strategy & CEI



## TABLE OF CONTENTS

Organization Overview .....	1
Professional Qualifications of Key Personnel .....	5
Program Approach and Pricing Methodology .....	14
Familiarity with Florida and the Florida Keys .....	18
Client References.....	19

## APPENDICES

Appendix A: Resumes

Appendix B: Forms

# Organizational Overview



## Forge ahead.

WSB is a design and consulting firm specializing in engineering, community planning, environmental, and construction services. Together, our staff improves the way people engage with communities, transportation, infrastructure, energy and our environment. We offer services that seamlessly integrate planning, design and implementation.

We share a vision to connect your dreams for tomorrow to the needs of today—the future is ours for the making.

1,500+  
STAFF

50+  
SERVICE AREAS

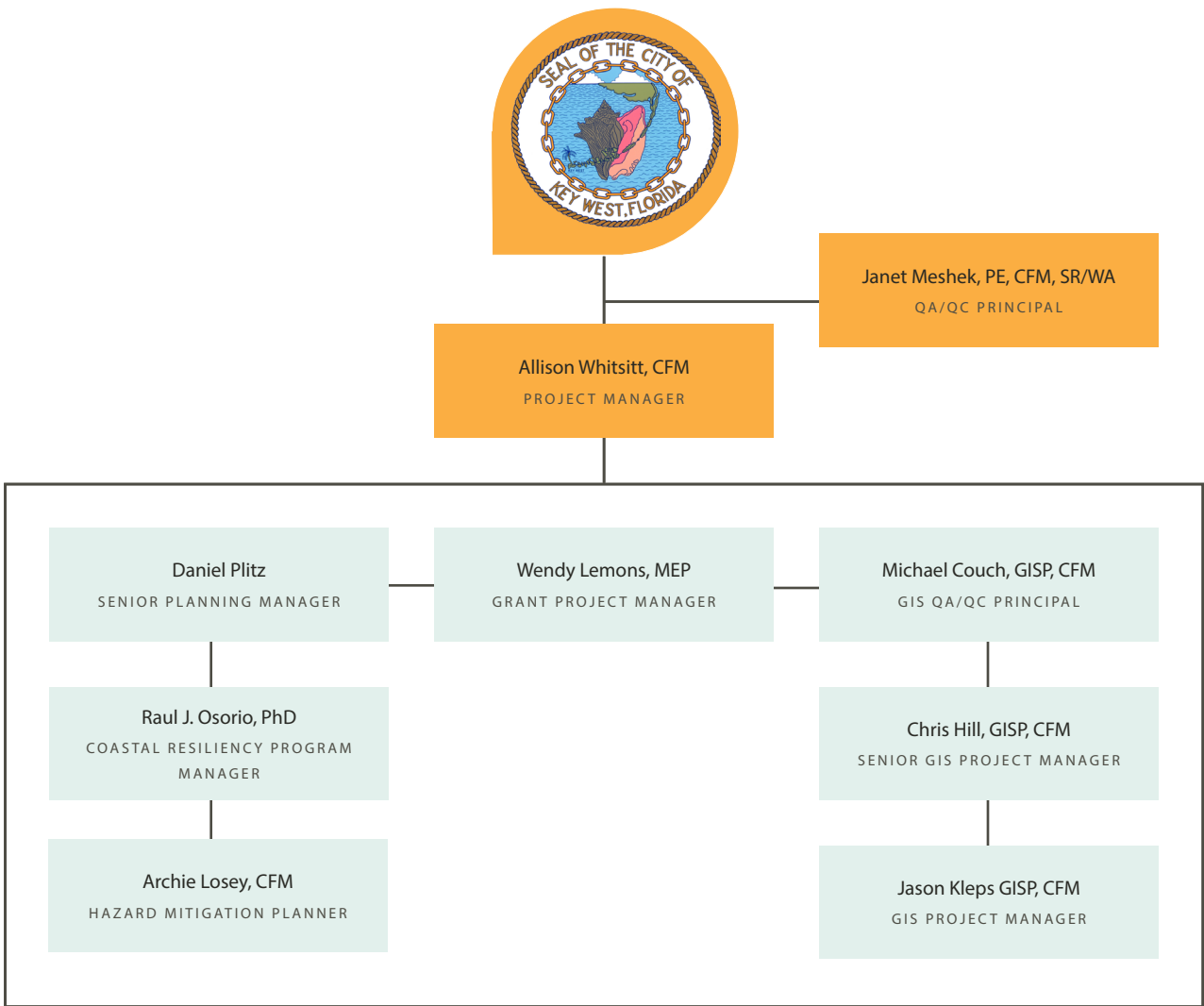
45+  
OFFICES

10  
STATES

Emergency Management Consulting | Alternative Project Delivery | Asset Management | Biogas | Bridges & Structures | City Engineering | Community Planning | Constructability Review | Construction Materials Testing & Special Inspection | Contractor Modeling | Drinking Water | Economic Development | Environmental Compliance | Geohazard Risk Management | Geospatial | Geotechnical Engineering | GIS Services | Grants & Funding | Health & Safety Compliance | Intelligent Transportation Systems | Investigation & Remediation | Land Development | Landscape Architecture | Managed Services | Natural Resources | Pavement Management | Pipeline | Project Management & Construction Administration | Public Engagement | Public Works Management | Right of Way | Roadway Design | Smart Cities | Solar | Survey | Sustainability | Technology Solutions | Traffic Engineering | Transit Planning | Transportation Planning | Urban Design | Vibration Monitoring | Visualizations | Water Resources | Water Reuse |



# Organizational Chart



## Allison Whitsitt, CFM PROJECT MANAGER

EXPERIENCE:

8 Years

CERTIFICATIONS:

IAEM Certified Emergency Manager

EDUCATION:

B.S., Criminal Justice, University of Oklahoma

As the Planning and Grants Department Manager, Allison oversees a range of projects, including writing and updating plans, submitting state and federal grant applications, driving business development initiatives, fostering interdepartmental collaboration, and handling various other tasks. With her background as the Northeast Area Coordinator for the Oklahoma Department of Emergency Management, she brings technical expertise and practical, boots-on-the-ground insights to WSB and the communities we serve.

## Financial Disclosure:

WSB has provided the financial disclosure below as a letter from our financial institution stating our account is in good standing.



July 8th, 2024

To Whom It May Concern,

This letter is to confirm that account number 14811 which is owned by WSB LLC is held at Choice Bank and has been established for deposit purposes including ACH credit/debits. The account is in good standing. Choice Banks' routing number is 091302966.

Please feel free to call me with any further questions you may have.

Sincerely,

A handwritten signature in black ink, appearing to read "Bri Lindig".

Bri Lindig  
Cash Management Analyst  
763-398-3090

## Litigation History:

WSB hereby certifies that there has been no litigation, abitation, or disputes within the last (5) years.

## Current Workload:

PROJECT TITLE	CLIENT	LOCATION	EST. COMPLETION DATE
MAYES COUNTY HAZARD MITIGATION PLAN	MAYES COUNTY	OKLAHOMA	MAR 2025
ROGERS COUNTY HAZARD MITIGATION PLAN	ROGERS COUNTY	OKLAHOMA	MAR 2025
GOLD STRIKE FLOOD MITIGATION PLAN	CHEROKEE NATION	MISSISSIPPI	APR 2025
CITY OF CHICKASHA HMGP/BRIC APPLICATION	CITY OF CHICKASHA	OKLAHOMA	DEC 2025
COVELL BRIC APPLICATION	COVELL	OKLAHOMA	DEC 2025
MUSKOGEE COUNTY AA & OKAY RD.	MUSKOGEE COUNTY	OKLAHOMA	SPRING 2026

# Qualifications

## PROFESSIONAL QUALIFICATIONS AND EXPERIENCE OF KEY PERSONNEL

WSB is uniquely positioned to provide the City of Key West with an exceptional disaster recovery team, inclusive of emergency management experts. Our team of professionals have proudly served in both response and recovery roles before, during and after local, state, and national disasters, and bring expertise in all phases of emergency management, including public assistance and debris management and removal.

Our team possesses disaster recovery experience at both the local and state levels, administratively and in the field, and is equipped to help the City navigate the complex federal process and successfully recover from natural disasters.

From emergency operations center support staff to command post operations, and from response to recovery, our team of professionals has been deployed to numerous local, state, and national disasters.

With both academic and real-world, boots-on-the-ground experience, WSB has been aiding communities in their recovery and reconstruction efforts following disasters through specialized technical expertise. We develop Hazard Mitigation Plans with actionable projects to enhance resilience, conduct Hydrologic and Hydraulic studies for flood mitigation and infrastructure design, and provide GIS services for efficient debris management. We are dedicated to addressing Key West's distinct challenges.

The WSB Planning and Grants team brings unparalleled, practical expertise in emergency management and grant writing. Our grant professionals are currently managing nearly \$55 million in state and federal grants. This includes FEMA Hazard Mitigation Grant Program (HMGP) and Flood Mitigation Assistance (FMA) grants for projects like voluntary flood acquisition and floodproofing, along with Community Development Block-Disaster Recovery (CDBG-DR) grants and Building Resilient Infrastructure and Communities (BRIC) grants.

From application to closeout, our team's meticulous grant management processes have consistently benefited the communities we serve. In addition to technical expertise, we understand the importance of maintaining good relationships with all funding agencies. WSB has developed outstanding relationships with agencies across the State of Florida including the Department of Transportation (FDOT) and FEMA. From beginning to end, nobody works harder to ensure grant management and compliance than WSB. We strive to deliver the best possible experience for our partners throughout the life of the project.

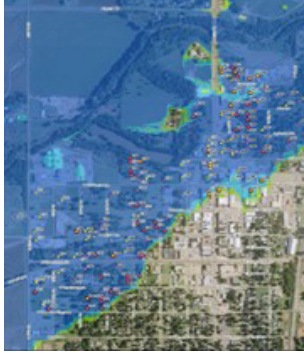
## KEY PERSONNEL

The WSB team is led by Allison Whitsitt, the former Northeast Area Coordinator for the Oklahoma Department of Emergency Management and Homeland Security, and supported by our entire team of grant managers, planners, GIS professionals, surveyors, engineers, voluntary acquisition and relocation agents, and external partners. Additional key staff for this project include:

- Wendi Lemons – Master Exercise Practitioner, Associate Emergency Manager –Formerly with the Oklahoma Department of Homeland Security, Director of EM for Lincoln County. Deployed in Oklahoma for flood, fire, tornado events, and to the Keys for Hurricane Irma response.
- Archie Losey – Certified Floodplain Manager – Meteorologist, former FAA meteorologist
- Daniel Piltz – EMAC A-Team Certified, previously worked for the Oklahoma Department of Emergency Management in all phases of emergency management. Daniel has deployed in Oklahoma for tornadoes, fires, flood, winter storms, and an earthquake. He has deployed nationally for hurricane and wildfire response and recovery.

Resumes of WSB's Key Staff and bios are provided in Appendix A.

## Kingfisher Creek H&H Analysis and Hazard Mitigation Plan



**CLIENT:** CITY OF KINGFISHER

**LOCATION:** KINGFISHER, OK

**REFERENCE:** DAVE SLEZICKEY | CITY MANAGER | 405.375.3705

In 2007, the City of Kingfisher experienced a devastating flood event as the remnants of Tropical Storm Erin dumped over seven inches of rain in the Kingfisher Creek watershed. Several residences, commercial buildings and churches experienced flooding. WSB used GIS to evaluate the high water mark data documenting the flood event. Many of the flooded buildings were not within the special flood hazard area identified on the FEMA Flood Insurance Rate Map. Additional analysis revealed the flood event to be less than a 2% Annual Chance event. Based on these datasets, we developed an updated hydrology model for Kingfisher and Uncle John's Creeks as well as an updated hydraulic model through the City of Kingfisher. We utilized Mesonet rainfall to create a model of the 2007 flood event. In order to match the high water mark data, a split flow approach was required through the US-81 corridor. With a calibrated model, we were able to perform an analysis for multiple storm frequencies and combined with finished flood elevations and building values we calculated damage estimates for future flooding events.

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## Hurricane Irma - Deployment to City of Marathon

**CLIENT:** CITY OF MARATHON

**LOCATION:** MARATHON, FL

**REFERENCE:** MICHELLE LINCOLN | DISTRICT 2 COMMISSIONER MONROE COUNTY, FLORIDA

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## CEI-Pre-Event Disaster Monitoring-Traffic Signal Repair/Generator Installation

**CLIENT:** FLORIDA DEPARTMENT OF TRANSPORTATION

**LOCATION:** STATEWIDE

**REFERENCE:** JEFFREY SCOTT PE | TRAFFIC OPERATIONS | 904.360.5644

WSB has been successful in securing FEMA reimbursements through the FDOT District 2 CEI-Pre-Event Disaster Monitoring-Traffic Signal Repair/Generator Installation (contract # X0494). This was a 5-year Task Work Order driven contract that began in June 2018, ended June 2023, and included all 18 counties in FDOT District 2. We successfully secured FEMA reimbursement for multiple hurricanes through this contract. We have also worked as a subconsultant on the continuing Disaster Recovery contracts for every FDOT District statewide.

## May 2019 Flood Outfall Assessment



**CLIENT:** CITY OF TULSA

**LOCATION:** TULSA, OK

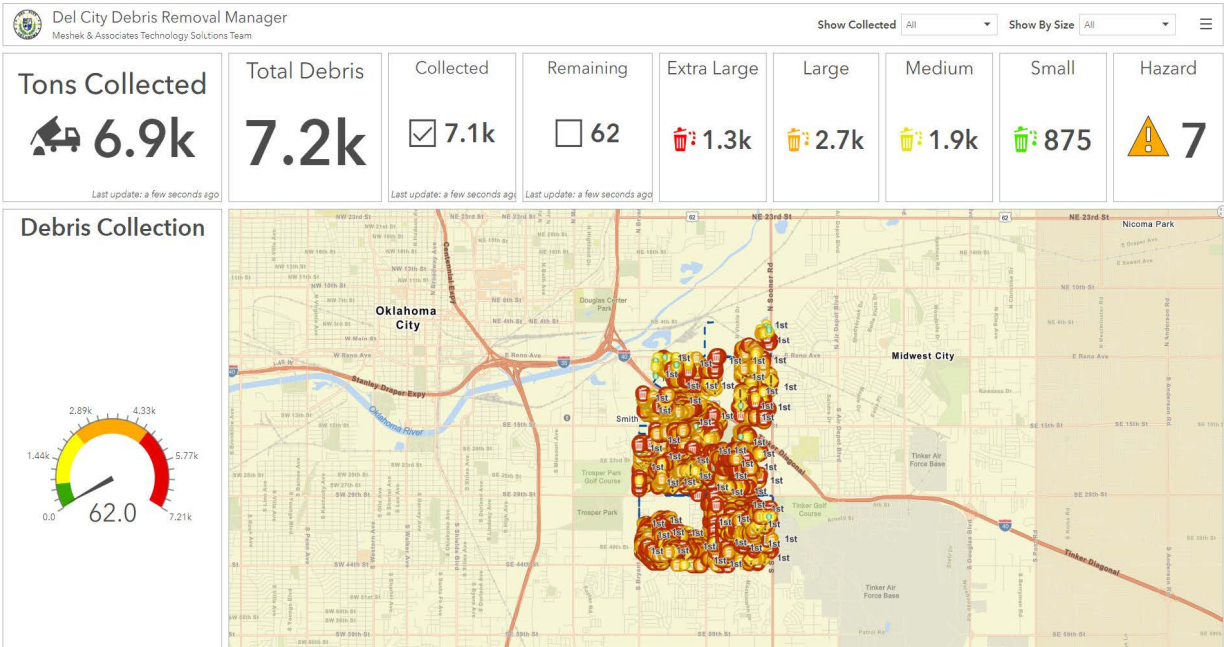
**REFERENCE:** BROOKE CAVINESS PE. | CFM STORMWATER DESIGN LEAD | 918.596.9458

The May 2019 regional flooding disaster in Arkansas and northeast Oklahoma triggered historic impacts throughout the Arkansas River watershed, with some towns largely or completely submerged. WSB assisted the City of Tulsa, the US Army Corps of Engineers, other regional stakeholders, and the public by mapping and identifying the growing flood risks during the disaster. Federal and local terrain datasets were mosaicked to model and map flood scenarios. Inundation mapping was updated as forecasts changed. Web maps were issued to the public to aid in preparation during the event. Following the disaster, the US Army Corps of Engineers (USACE) Tulsa District hired WSB to expand and refine this impact analysis along the Arkansas River.

The City of Tulsa utilized our GIS Stormwater System inspectors to identify damaged pipe outfalls along the Arkansas River for preliminary damage assessments. In the first few meetings, it became apparent the resources provided by FEMA, the Small Business Administration (SBA), insurance, and other participants, were not enough to help communities fully recover. County commissioners and USACE requested that WSB coordinate and facilitate a meeting to determine the potential of supplemental disaster appropriations. The request and meeting focused on two Housing and Urban Development (HUD) programs: The Community Development Block Grant — Disaster Recovery (CDBG-DR) and The Community Development Block Grant — Mitigation (CDBG-MIT). The meeting included local, state, and federal officials, along with a Congressional Delegation. Two months after the meeting, HUD announced an appropriation of \$36 million in CDBG-DR funds. WSB has continued to be involved at the local level in anticipation of the CDBG-DR funds in Oklahoma. Our planning and grant team the use of these funds to meet the local cost share requirements of FEMA's Hazard Mitigation Assistance programs.

This experience continues to be heavily relied on in the areas impacted by the 2019 flood event as communities navigate the vast array of recovery programs. In response, WSB developed many datasets, maps, and dashboards to highlight unmet needs and identify low to moderate income populations. These included analyses of the extent and depth of flooding against the buildings, critical facilities, populations, transportation routes, and concentrations of National Flood Insurance Program policy holders likely to be impacted by future flood events.

Debris Management Solution



CLIENT: DEL CITY  
LOCATION: DEL CITY, OK  
REFERENCE: J.D. HOCK | CITY MANAGER | 405.677.5741 | JHOCK@CITYOFDELCITY.ORG

In 2020, an early ice storm left central Oklahoma with piles of fallen tree limbs and debris. The City of Del City contacted WSB's GIS team to create a solution to improve the efficiency of the debris removal process. We deployed the tools of what is now Esri's Emergency Debris Management Solution, which greatly aided the process.

This Solution let the City complete the initial storm damage assessment in only 16 hours. This included 7,214 debris piles recorded, categorized, and photographed. Only three employees and a single vehicle were needed to complete the assessment, using QuickCapture. Cataloging the debris piles in this way allowed the City to better scope and task the necessary cleanup efforts. Collected data provided accurate information for contractor cost estimates.

The Hub site provided key information for residents and business owners to ensure storm debris was positioned properly for efficient removal efforts, and to better understand the cleanup effort overall. During the debris collection phase, the City staff traveled with each debris collection crew, using Survey123 to collection information including the vehicles used, the crew members, the type of debris collected, the method of disposal, and the total weight removed per truck load. This weight information, including attached dump tickets from the final dump site, provided accurate and critical data collection for FEMA reimbursement requests. This allowed Del City to be reimbursed a far more rapid manner than the typical non-Solution process. Operations Dashboards let City staff and the public monitor overall progress of the debris removal process. City staff were able to monitor the number of debris piles needing to be removed from the initial assessment, the cleanup process, and even those piles (using photographs from the field crews) of piles ineligible for pickup.



# Program Approach and Pricing

A disaster's impact on a community can be overwhelming, affecting all phases of emergency management and often requiring external assistance such as additional resources, technical expertise, or financial support. During the preparedness phase, effective planning and training can significantly reduce the severity of disasters. In the response phase, swift action is crucial to mitigate immediate threats to human life, stabilize the situation, and deploy necessary resources. Once the immediate danger has passed, the recovery phase begins—a long and complex process aimed at restoring infrastructure, services, and community well-being. Throughout the mitigation phase, strategies are implemented to reduce future risks and enhance resilience to similar events.

WSB's team of Emergency Management professionals has extensive experience handling all aspects of federally declared disasters, from initial preparedness efforts to conducting preliminary damage assessments, managing response operations, and overseeing recovery efforts, including project management, expense tracking, and reimbursement requests. WSB's Project Approach for the City of Key West's Emergency Management Services integrates expertise across all phases of emergency management to ensure a comprehensive and effective disaster response and recovery process.

## APPROACH

Supporting our communities before, during, and in the immediate aftermath of an event represents just one critical facet of our mission. Equally important is the ongoing effort to ensure that lessons learned from these experiences are thoroughly identified, integrated into future planning, and supported with appropriate funding to enhance resilience and preparedness. Our team has been instrumental in developing and implementing a gamut of emergency and disaster-related plans and programs, leading and facilitating diverse training programs, and engaging directly in exercises designed to rigorously test and refine the safeguards we establish. Through these initiatives, we not only address current challenges but also build a foundation for stronger, more adaptive responses to future emergencies

## LOGISTICS

Our team is highly experienced in coordinating with City, County, State, and Federal representatives to ensure compliance with programmatic, financial, contracting, and accounting requirements under Federal and State regulations. We recognize the vital role of clear and effective communication in successfully managing these complex processes. With team members based in Florida and neighboring states, along with the capability to involve additional expertise through virtual platforms, we are well positioned to meet the City's needs with flexibility and efficiency. We proactively schedule and participate in meetings as needed, and will tailor our approach to address the specific concerns and priorities of the City of Key West. Our team's expertise enables us to facilitate proactive and productive discussions, provide clear and actionable updates, and resolve issues promptly. Whether providing clarification on compliance matters, addressing audit inquiries, or streamlining contracting processes, our team ensures a collaborative and transparent approach to meet all requirements effectively and without delay.

## DESIGNATED OFFICE

WSB will be performing the work required under this project from our Fort Lauderdale office located at **3333 W COMMERCIAL BLVD, UNIT 106B, FORT LAUDERDALE, FL 33309.**

## LIMITATIONS

We are a national firm with distributed computing and data backup systems, ensuring uninterrupted design services regardless of whether events. With multiple offices across Florida and a team of over 170 professionals, we can quickly mobilize resources to assist the City of Key West prior to a catastrophic event, or as soon as US-1 becomes accessible. Our deliverables will be produced and shared electronically, allowing City staff to review them from any location with internet access. Backed by extensive experience, strategic planning, and effective resource management, we are fully prepared to meet Key West's unique challenges. We are committed to delivering high-quality, resilient, and sustainable solutions tailored to the community's needs, without limitations impacting our ability to perform.

## PRICING

WSB has attached the Price Proposal Form in Appendix B for this project.

## EXPERIENCE IN THE FLORIDA KEYS

In 2017, WSB Grant Project Manager Wendi Lemons deployed to the City of Marathon, Florida, immediately following Hurricane Irma to assist City officials with the recovery process. Wendi helped with the City's debris management plan and contracts, public communications, and re-entry plans. She ensured that all necessary public and individual assistance processes were followed and properly documented.

During this deployment, her team successfully overcame unique issues that arose after the storm had passed. One of the primary issues facing the cities in the Keys was the lack of infrastructure to support residents and business owners who would be returning home. Residents also wanted to park recreational vehicles on or in front of their property while cleaning and repairing their homes. Wendi helped the City revise their codes to allow for such circumstances, ensuring all stakeholders were involved as apart of the process. Residential streets (almost no public right-of-way) in the Keys are very narrow, leaving little room for residents to pile debris for pick up and still allow for the passage of cars and emergency vehicles. This resulted in additional delays as the contractor could not remove debris from private property. Our team assisted debris removal contractors and accomadated residents on these streets by completing work on a time schedule. For her work during the recovery phase, Wendi was recognized by the City of Marathon, FL.

# Scope of Services

## EMERGENCY RESPONSE

WSB is committed to supporting the City of Key West in effectively and strategically administering and managing Federal and State disaster-related programs. We bring a proven track record in pre and post-disaster consulting, with extensive expertise in navigating Federal and State programs, optimizing reimbursements, and ensuring compliance. Below,

we detail our understanding of the requirements, our proposed approach, and examples of the services we provide. Thank you for considering our qualifications.

## FEMA Public Assistance Advisory Services

### GRANT MANAGEMENT

Currently managing over \$55 million in grant funds for local jurisdictions, WSB's experienced grants management team excels at leveraging community plans and additional resources to identify eligible projects and align them with appropriate grant funding opportunities. Beyond project identification, our team has a proven track record of assisting communities in securing over \$88 million in Hazard Mitigation Grant Program (HMGP) funding and \$22 million in Building Resilient Infrastructure and Communities (BRIC) funding.

WSB offers a team of experienced professionals to assist the City manage grants effectively while ensuring compliance and timely reporting. Our team has developed an effective, proven process for managing grants and maintaining compliance, designed to alleviate the administrative burden for our communities and ensure all necessary documentation is captured and submitted according to program guidelines. This process also helps expedite the reimbursement process, ensuring funds are returned to the City more quickly.

WSB offers comprehensive grant management services to relieve this administrative burden for communities. From application submission to compliance activities, such as quarterly reporting and closeouts, our team is dedicated to supporting the City throughout the entire grant lifecycle.

### MEETING ATTENDANCE

With multiple offices in the State of Florida as well as a number of staff based in South Florida, our staff is available to attend meetings as requested by the City. We will also present a schedule for regular meetings with the City of Key West working group to keep all projects and assignments on task and moving forward.

## KNOWLEDGE OF FEDERAL REGULATIONS

As experienced emergency management professionals, the WSB team has an in-depth understanding of the Stafford Disaster Relief and Emergency Assistance Act and the alternate PA and debris removal procedures granted by the Sandy Recovery Improvement Act (SIRA) of 2013. We are ready to assist the City of Key West through the recovery phase of any open and any future disaster declarations. Having managed disasters at both the local and state levels and overseeing public assistance cases from damage assessments to closeouts, our team is well-equipped to provide all necessary professional and technical assistance. We ensure compliance with State and Federal guidelines while navigating current disaster recovery efforts.

## IDENTIFY AND COMMUNICATE RISK

WSB's extensive experience in applying for and managing grants uniquely positions our firm to quickly identify risks that may preclude the ability to optimize reimbursement, as well as those opportunities which may bolster it. Once identified, we will work with the City of Key West to resolve any issues that may arise before they become a problem, saving you time and maximizing utilization of the financial resources at your disposal. Our team members have extensive individual experience with the FEMA Public Assistance Program, having successfully navigated six Federal Single Audits and five FEMA monitoring visits while working for the Oklahoma Department of Emergency Management. We work closely with state auditors to understand their requests and minimize issues and collaborated with FEMA to close previously inherited audit findings. When conflicting opinions or misinterpretations arise, we bring the auditor, FEMA, and State Emergency Management to the table to resolve them effectively before an actual audit finding is issued. Additionally, we have improved processes and written Standard Operating Procedures (SOPs) as needed. We use this knowledge to ensure all documentation is collected and formatted properly to pass any audit or monitoring.

## TECHNICAL ASSISTANCE

A full-service engineering firm, WSB is equipped to provide a comprehensive range of technical assistance in-house, including GIS, hydrology and hydraulics (H&H), engineering, and more. Our multidisciplinary departments frequently collaborate on projects, allowing us to deliver seamless, integrated solutions to our clients.

## DAMAGE ASSESSMENTS

Damage assessments in a post-disaster environment require comprehensive documentation, meticulous validation of data, progress tracking, and the integration of advanced technology to streamline these processes. WSB is well-prepared to support the City in these efforts with experienced staff and innovative tools. Our team has leveraged GIS technology to map locations of damage, debris, and project sites, as well as employed drones for inspections in difficult-to-access areas, ensuring thorough documentation of all damage. Additionally, this technology enables the creation of public-facing dashboards with intuitive charting indicators, facilitating efficient crew management and aligning public expectations with project progress.

## PROCESS FOR FIELD DOCUMENTATION

We train field staff in how to properly document requirements in the field, ensuring accurate and thorough record-keeping. Documentation is collected regularly, followed by conversations with staff to confirm all necessary information is included. We assist in completing required FEMA forms alongside the staff and work closely with them to ensure the full scope of the project is accurately captured in the FEMA project documentation.

## FEMA PA WORKSHEETS

Proper formulation of Project Worksheets (PWs) is critical to success in the FEMA Public Assistance Program. Our team works closely with the FEMA Program Delivery Manager (PDMG) to ensure that all eligible costs are thoroughly documented and agreed upon. However, this is only half the battle. FEMA frequently assigns new PDMGs throughout the lifecycle of a project, which can create challenges in maintaining continuity. To address this, our team is meticulous in documenting conversations and agreements with PDMGs, ensuring that any changes or updates are clearly recorded. We maintain easy-to-understand records to quickly bring new PDMGs up to speed, minimizing disruptions and confusion. Additionally, we are prepared to work directly with the FEMA Consolidated Resource Center (CRC) as needed to resolve potential discrepancies or address any questions. This proactive approach ensures a smooth process, reduces delays, and supports the successful completion of the project.

## HAZARD MITIGATION PLANS

WSB has developed FEMA-approved Hazard Mitigation Plans for more than 131 communities. Backed by an experienced and

skilled planning team, WSB is well-equipped to support the City of Key West in identifying hazard mitigation strategies and programs aimed at reducing or eliminating future risks while improving community preparedness. Furthermore, our team will collaborate with the City to pinpoint funding opportunities, transforming these strategies into actionable projects and enhancing Key West's resilience against disasters.

In a post-disaster environment, the WSB team will work with the City to identify opportunities to repair or replace public infrastructure through 404 and 406 mitigation programs to maximize the financial benefit of Federal Disaster Assistance. Through our working partnership, collaborative efforts will enhance community resilience while underscoring specific ways mitigation can make the City of Key West a more resilient place to live.

#### ALTERNATE/IMPROVED PROJECTS

Our team is always looking for innovative ways to maximize federal dollars and implement outside-the-box solutions. Improved Projects and Alternate Projects offer excellent opportunities to achieve these goals. We assist in generating ideas for alternate uses of facilities or land when the original facility is no longer critical or desired. Additionally, we evaluate each project to determine whether improvements are needed or beneficial. Improved Projects, in particular, are an effective way to enhance the City's resilience. To leverage options, we assess the feasibility and potential benefits, helping the City make informed decisions about pursuing them. If a project is deemed feasible and desirable, we prepare detailed cost estimates and a comprehensive scope of work for submission to FEMA. Throughout the process, we maintain constant communication to ensure compliance with approval steps and address any requirements, such as environmental and historical reviews. Once FEMA approves the project, we manage the scope of work and budgets as we would for any other project, ensuring its successful completion.

#### REVIEW PROJECT WORKSHEETS

Our review of Project Worksheets (PWs) is an ongoing process, not a one-time effort conducted only at the project's inception. While creating a flawless PW at the start of a project is ideal, it is not always feasible. We collaborate with local officials and contractors to determine if a PW needs to be updated or adjusted. At least quarterly, we monitor the need for scope-

of-work modifications and budget amendments. For more complex projects, monthly monitoring may be required—a decision made in coordination with City leadership and adjusted as necessary. During these reviews, if a cost overrun greater than 10% is anticipated, we proactively work with the State and FEMA to initiate the amendment process. This proactive approach minimizes risks for the City and ensures a smoother closeout, ultimately safeguarding compliance and maximizing the project's success.

#### RECONCILE ELIGIBLE COSTS

Determining and recording eligible costs for reimbursement is a critical component of the PA process. WSB's staff will assist the City of Key West in determining eligible time and expense costs according to local policy to ensure compliance and recording those costs for future reimbursement through the PA program.

#### PREPARE APPEALS

If a project expense is deemed ineligible by FEMA, we evaluate to see if we concur. If we do not concur, we work with City leadership to determine if an appeal is needed. If City Leadership would like to pursue an appeal, we begin gathering information to support our stance to have the project and/or costs included.

#### MONITOR RECONSTRUCTION

Our project managers are actively engaged throughout the reconstruction process to ensure that timelines, expenses, and the scope of work remain compliant with the approved Project Worksheet (PW). If any of these elements deviate from the plan, we work closely with construction companies to bring the project back in line with the PW's requirements. Should adjustments to the PW become necessary, we coordinate with the construction company, City leadership, the State, and FEMA to facilitate the required changes. This collaborative approach ensures that modifications are properly documented and approved, minimizing delays and maintaining compliance with FEMA regulations.

#### PW CLOSEOUTS

The WSB team will work with the City to define and refine processes to monitor and close out all project activities, ensuring compliance and smooth closure of all PA work at the end of the project life cycle.

#### APPEALS AND ARBITRATION

After submitting an appeal, we maintain regular

communication with FEMA to ensure progress is being made toward issuing a determination. However, there are times when FEMA may experience significant delays in responding to an appeal. If a determination is delayed, we collaborate with City leadership to decide on the next steps. These actions may include engaging FEMA executive leadership or elected officials to help expedite the process. If the case progresses to arbitration, we leverage every mechanism allowed under the Stafford Act to advocate for the City's interests. This may involve working with attorneys to navigate the legal aspects of the dispute. We assist in preparing thorough documentation and collaborate with the legal team to build the strongest possible case. Our proactive and strategic approach ensures that the City is well-prepared for every stage of the process, from appeal to arbitration.

#### RESPOND TO AUDIT FINDINGS

Our team members have extensive individual experience with the FEMA Public Assistance Program, having successfully navigated six Federal Single Audits and five FEMA monitoring visits while working for the Oklahoma Department of Emergency Management (OEM). We have worked closely with state auditors to understand their requests and minimize issues and collaborated with FEMA to close previously inherited audit findings. When conflicting opinions or misinterpretations arise, we bring the auditor, FEMA, and State officials to the table to resolve them effectively before an actual audit finding is issued. Our strong relationships with FEMA Grants and Compliance Divisions have been instrumental in this process. Additionally, we have improved processes and written Standard Operating Procedures (SOPs) as needed. Despite inheriting a challenging situation, we successfully closed 36 inherited findings, wrote the OEM Risk Assessment, and coordinated the development of the OEM monitoring process, culminating in a clean result during the last monitoring visit. We use this knowledge to ensure all documentation is collected and formatted properly to pass any audit or monitoring.

## FEMA 404 & 406 Mitigation Expertise

#### HAZARD MITIGATION EXPERTISE

WSB has been assisting communities in identifying opportunities for life-saving hazard mitigation initiatives for decades. In the aftermath of a disaster, WSB will work

closely with the City of Key West to thoroughly assess and identify opportunities for repairing, replacing, and enhancing public infrastructure through FEMA's 404 and 406 mitigation programs. This collaborative effort will ensure that the City fully leverages the financial benefits of Federal Disaster Assistance while implementing cost-effective, long-term solutions. By combining our expertise and resources, we will not only strengthen the City's resilience but also underscore targeted mitigation strategies that will significantly reduce future risks, ultimately making Key West a safer, more sustainable, and resilient community for years to come.

#### HAZARD MITIGATION PROPOSALS & PROGRAMS

Our team has a proven track record of developing comprehensive hazard mitigation proposals and successful grant applications for a variety of clients. We understand the unique requirements and objectives of each program, whether it be HMGP, PDM, BRIC, or other mitigation programs. We leverage our deep understanding of federal and state guidelines to ensure that applications are complete, well-supported, and aligned with the programmatic goals.

WSB has numerous professionals who are certified in Benefit Cost Analysis (BCA) methodology and have a strong grasp of the FEMA BCA Toolkit. We will work diligently to assess potential projects' economic viability by evaluating costs, benefits, and risk reduction outcomes. We use the latest tools and resources to ensure that the analysis is thorough and meets the specific requirements set forth by FEMA and other funding agencies. With over 30 years of experience in hazard mitigation planning, grant writing, and analysis, our team has successfully managed numerous projects related to disaster recovery and mitigation funding. We have worked with various stakeholders across the United States, and our knowledge of local, state, and federal policies ensures that we can navigate the complexities of mitigation programs with efficiency and precision.

We are confident that our expertise, combined with our commitment to high-quality service, will help achieve the objectives of your hazard mitigation programs and ensure the effective use of grant funds.

## Financial & Grant Management Support



## FEMA RULES AND PROCEDURES

As experienced emergency management professionals, WSB's disaster management and response team has an in-depth understanding of the Stafford Disaster Relief and Emergency Assistance Act and the alternate PA and debris removal procedures granted by the Sandy Recovery Improvement Act (SIRA) of 2013. We are ready to assist the City of Key West with any future disaster declarations that may require support. Having managed disasters at both the local and state levels, and overseeing public assistance cases from damage assessments to closeouts, our team is well-equipped to provide all necessary professional and technical assistance. We ensure compliance with State and Federal guidelines while navigating current disaster recovery efforts. Understanding FEMA's Public Assistance process can be inherently lengthy and complicated, our team has derived a way to divide large, complex tasks into more manageable ones, simplifying reimbursement. Our team deeply understands FEMA processes and requirements, and our true strength lies in our ability to streamline them. While understanding the program is essential, making it simple is crucial. Our approach excels in this regard—it's more of an art than a science.

## GENERAL MANAGEMENT ADVICE

We pride ourselves on maintaining a meticulous and detail-oriented program that ensures timely and accurate reporting for our partners. We employ a multi-step review process to ensure programmatic allowability and financial accountability. This process consolidates all documentation in a single location for reconciliation and secondary review before submission.

Our approach not only alleviates the administrative burden on the City but minimizes the need for Requests for Information (RFI), and budget modifications. By incorporating safeguards into our processes, we ensure all potential opportunities for maximum reimbursement are utilized, and delays at the state and federal levels are minimized.

## INTERNAL CONTROLS ASSESSMENT

Performing internal controls assessments is a cornerstone of effective financial and grant management support. These assessments involve evaluating the processes, policies, and procedures in place to ensure the accuracy, integrity, and compliance of financial operations. WSB's extensive experience in applying for and managing grants uniquely positions our firm to quickly identify risks that may preclude the ability to optimize reimbursement, as well as those opportunities that

may bolster it. Once identified, we will work with the City of Key West to resolve any issues that may arise before they become a problem, saving you time and maximizing utilization of the financial resources at your disposal.

By identifying gaps and potential risks, we help organizations strengthen their control environment, improve accountability, and reduce the likelihood of errors or fraud. For grant management, robust internal controls are essential to meeting compliance requirements, adhering to regulations, and demonstrating responsible stewardship of resources. Our grants management and finance staff have extensive knowledge of 2CFR200 procurement guidelines, given that many of our projects are funded with federal grant dollars. We frequently assist communities with the complexities of state and federal purchasing requirements and will work closely with the City of Key West both before and after disaster to ensure compliance and reimbursement eligibility for procured goods and services. Our comprehensive assessments empower organizations to enhance transparency and achieve operational efficiency. WSB's grants management and finance staff help communities with the complexities of state and federal purchasing requirements and will work closely with the City of Key West throughout the disaster recovery process.

## PRE-AUDIT ACTIVITIES

Our team offers unmatched expertise with FEMA's Public Assistance Program, grounded in hands-on experience and proven success. While working with the Oklahoma Department of Emergency Management (OEM), we navigated six Federal Single Audits and five FEMA monitoring visits with exceptional results.

We collaborated directly with state auditors, understanding their needs to minimize issues proactively, and worked closely with FEMA to resolve and close inherited audit findings. When challenges arose, such as conflicting interpretations or procedural disagreements, we facilitated collaborative discussions between auditors, FEMA, and OEM to achieve timely and effective resolutions—often before findings escalated into formal issues.

Our ability to form strong relationships with the State and Local Finance teams and FEMA Grants and Compliance Divisions has been pivotal, allowing us to improve processes, develop Standard Operating Procedures (SOPs), and drive meaningful organizational progress. For instance, we successfully closed



36 inherited findings, authored the OEM Risk Assessment, and designed a robust monitoring process. These efforts culminated in a clean outcome during our most recent monitoring visit.

Leveraging this experience, we ensure that documentation is comprehensive, accurate, and audit-ready, providing confidence in navigating FEMA's compliance requirements and delivering results that stand up to scrutiny.

#### MEET WITH REPRESENTATIVES

Our team is highly experienced in coordinating with City, County, State, and Federal representatives to ensure compliance with programmatic, financial, contracting, and accounting requirements under Federal and State regulations. With team members based in Florida and neighboring states, along with the capability to involve additional expertise through virtual platforms, we are well-positioned to meet the City's needs with flexibility and efficiency. We proactively schedule and participate in meetings as needed, tailoring our approach to address the specific concerns and priorities of all stakeholders. Our team's expertise enables us to facilitate productive discussions, provide clear and actionable updates, and resolve issues promptly. With a proven track record of working alongside agencies such as FEMA and State Emergency Management organizations, we are well-versed in regulatory frameworks and adept at aligning programmatic and financial practices with Federal and State guidelines. Whether providing clarification on compliance matters, addressing audit inquiries, or streamlining contracting processes, our team ensures a collaborative and transparent approach to meet all requirements effectively.

By prioritizing clear communication and informed decision-making, we help ensure seamless coordination and successful outcomes for the program's objectives.

#### PREPARE REPORTS

Our team is highly skilled in preparing detailed and accurate reports for both State and FEMA agencies, ensuring compliance with all applicable guidelines and requirements. We have extensive experience drafting programmatic, financial, and compliance reports tailored to meet the unique needs of State and Federal entities. We use a meticulous approach to data collection, analysis, and formatting, ensuring all reports are

comprehensive, clear, and audit-ready. This includes compiling supporting documentation, reconciling financial data, and aligning narratives with program objectives. Additionally, we stay up-to-date with the latest reporting standards and regulations to ensure submissions meet FEMA and State expectations.

Our proven process has been instrumental, not only in alleviating the administrative burden on the City, but, in securing approvals, resolving audit findings, and maintaining program compliance. With a commitment to accuracy and timeliness, we provide the City with high-quality reports that facilitate seamless interactions with State and FEMA stakeholders.

#### CONTRACTOR OVERSIGHT

Our team brings extensive experience in providing oversight of contractor billing to ensure compliance with contract terms and disaster grant funding requirements. We meticulously review contractor invoices to verify that billed amounts align with contract provisions, scope of work, and agreed-upon rates. We provide support and training to the contractor as necessary, ensuring their documentation is complete and fits seamlessly within the greater reimbursement process. We also ensure that all eligible costs are properly documented and claimed in accordance with Federal and State disaster grant guidelines. Our process includes:

- Detailed Invoice Reviews: Cross-checking billing details against contract terms and supporting documentation.
- Eligibility Verification: Ensuring all claimed costs meet FEMA and other disaster grant funding criteria.
- Audit Readiness: Organizing and maintaining comprehensive records to support claims and facilitate seamless audits or monitoring visits.

By employing a thorough and systematic approach, we help prevent disallowed costs and safeguard grant funding. Our oversight ensures accurate reimbursement and compliance, providing the City with confidence in the financial management of disaster recovery projects.

#### CATEGORIZE/TRACK PROJECT WORKSHEETS

Our team has a proven track record of effectively categorizing, recording, tracking, and filing costs to support the financial reimbursement process. We utilize systematic approaches

and advanced tools to ensure that all expenses are accurately documented and aligned with the requirements of disaster grant programs. Key elements of our approach include:

- **Cost Management:** Categorizing and recording all expenditures with precision to facilitate eligibility verification and timely reimbursement.
- **Documentation Control:** Maintaining an organized filing system that ensures easy retrieval of records for audits, monitoring visits, and compliance reviews.
- **Project Worksheet Tracking:** Monitoring the status of each Project Worksheet (PW) from initial submission through approval and funding, providing regular updates to stakeholders.
- **Payment Oversight:** Tracking payments from the State to ensure funds are received promptly and addressing any delays or discrepancies.

By employing these practices, we streamline the reimbursement process, reduce administrative burdens, and ensure full compliance with FEMA and State financial requirements. Our attention to detail and proactive tracking help maximize recovery funding for the City.

#### INTERAGENCY COORDINATION/TECHNICAL SUPPORT

Having extensive experience with the Public Assistance process at both local and state levels, WSB staff are well-equipped to provide technical support and assist the City of Key West transition into long-term recovery following a major disaster. Key members of our team were on site and successfully supported the City of Marathon, FL through this transition after Hurricane Irma by drawing on past experience in disaster response and recovery, fostering collaboration between State and County agencies, aligning recovery efforts and acting as a liaison to bridge gaps between agencies and ensure alignment of recovery goals and priorities.

Team members also assisted the City of Marathon in identifying projects that could be funded with 406 mitigation funding and preparing for hazard mitigation funding dollars that would be available in the future as a result of the disaster declaration. By combining our deep knowledge of funding mechanisms with our ability to navigate complex interagency relationships, we

deliver tailored solutions that maximize available resources and drive sustainable recovery for the City.

## Public Insurance Adjustment Support

#### IDENTIFY CLAIMS & ENSURE COVERAGE

During the recovery process, the WSB team will gather all relevant insurance policies to ensure comprehensive coverage and prevent the duplication of benefits, which is prohibited. This includes covering deductibles and underinsured eligible damages. We determine actual proceeds or anticipated proceeds if not yet paid to formulate the project, and we submit all other eligible expenses for reimbursement. If the initial insurance payment is inadequate and the City chooses to pursue an insurance appeal, we will track those costs and submit them for reimbursement through FEMA.

## CBDG-DR Support Services

#### EXPERIENCE & TECHNICAL COMPETENCE

The WSB team possesses the knowledge and experience required to guide the City of Key West through CBDG and CBDG-DR activities, including infrastructure programs, housing rehabilitation or buyout initiatives, and planning and capacity-building efforts. By integrating stakeholder engagement strategies, regulatory expertise, and strategic planning, we ensure successful program implementation while maintaining compliance with general (2 CFR 200) grant requirements and HUD-specific regulations. Our adaptable approach aligns with programmatic goals, ensuring both effectiveness and adherence to Federal Regulations.

#### UNMET NEEDS ASSESSMENTS

Grounded in data-driven methodologies, stakeholder collaboration, and commitment to delivering actionable insights that guide effective recovery efforts, our team will lend our expertise in conducting unmet needs assessments to the City to aid in identifying and prioritizing disaster recovery needs across housing, infrastructure, and economic platforms. Our ability to build strong partnerships with community organizations, local governments, and residents who reside in target areas allows us to leverage our expertise with a collaborative approach to empower the community to recover stronger and more resiliently. We look forward to supporting your unmet needs assessments and ensuring their success.

## NATIONAL OBJECTIVES

The Disaster Services team at WSB offers a clear and effective approach to help communities prepare for and recover from disasters. By leveraging our expertise, we align recovery efforts with HUD's national objectives to ensure project success, meet programmatic goals, and deliver meaningful benefits to your community. Whether prioritizing low- to moderate-income populations, addressing urgent post-disaster needs, or preventing slums and blight in targeted areas, we are highly experienced in tailoring recovery activities to address the specific challenges faced by disaster-impacted communities.

## TECHNICAL ASSISTANCE

WSB provides comprehensive technical assistance to ensure the successful implementation of CDBG-DR-funded programs and activities. Our expertise includes HUD-level environmental reviews and clearances, along with ensuring compliance with a broad range of cross-cutting federal requirements. We are committed to delivering customized support that meets program regulations while addressing the specific needs of your community. From ensuring procurement policies that align with 2CFR200, to assisting with Fair Labor Housing Act and Uniform Administrative Requirements, our team will leverage our expertise so your staff can focus on achieving its recovery goals while maintaining compliance and accountability.

## ACTION PLAN FOR DISASTER RECOVERY

Understanding the complexities involved in federal grant programs, our team brings experience assisting communities with HUD Action Plans, Plan amendments, compliance reporting, and grant closeout activities. Engaging stakeholders through a series of public meetings and comment periods ensures transparency and community involvement and allows us to integrate public feedback and acquired data into action plans. This methodology helps plans clearly outline the allocation of funding and anticipated outcomes while managing stakeholder and public expectations. WSB is committed to guiding Key West through every step of the recovery process. With our expertise in Action Plan development, performance reporting, and grant closeout, we ensure your programs comply with HUD requirements and achieve impactful outcomes for your community.

## POLICIES & PROCEDURES

WSB offers comprehensive expertise in creating policies and procedures for implementing CDBG-DR-funded programs and activities. Our approach prioritizes compliance with federal regulations while promoting accountability, transparency, and efficiency in program administration. We develop customized frameworks to achieve programmatic goals, minimize risks, and ensure effective oversight of contractors, subcontractors, and subrecipients. We create policies and procedures that cover all phases of activities, from inception to implementation, to oversight and framework that align with HUD guidelines and 2CFR200 compliance to ensure your CDBG-DR funded activities are completed to the highest standard of compliance and with measurable results.

## MAINTAIN DOCUMENTATION

WSB excels in maintaining thorough and organized project files with all necessary supporting documentation for CDBG-DR-funded activities. We recognize that accurate documentation is essential for ensuring program compliance, supporting audits and monitoring processes, and upholding the integrity of the recovery efforts. Our team maintains a comprehensive file organization system for each funded activity that ensures alignment with HUD requirements and easy tracking for national objective compliance. Standard checklists and templates tailored to HUD requirements enables our team to train local staff and partners to support consistent file maintenance. We are dedicated to providing your organization with dependable and comprehensive project file management, ensuring compliance with federal regulations, and reducing administrative risks. With our expertise in documentation management, you can focus confidently on achieving your recovery objectives.

## EMERGENCY PREPARATION

As a part of the comprehensive emergency management consulting package WSB is proposing for the City of Key West, included below are the details of our plan to provide training and education, which complies with all regulatory requirements and the information necessary to allow the City to be engaged throughout each phase of the emergency preparedness cycle.

# Training Classes

## MATERIALS SUBMISSION

WSB recognizes the importance of maintaining consistent and accurate training materials that deliver a unified message to the target audience. We agree to the requirement to submit all training materials, including presentations, handouts, and any supplementary documentation, to the City at least one week prior to the scheduled class for review and approval. We are committed to ensuring full compliance with this process and will designate a team member to oversee the timely submission and coordination with the City's designated representatives. Any training materials developed or utilized by WSB and/or our contractors are designed to meet or exceed current federal and state educational requirements, including but not limited to standards established by FEMA's Emergency Management Institute (EMI) and the Florida Division of Emergency Management (FDEM). Our instructional content undergoes a thorough internal review process to ensure accuracy, compliance, and alignment with best practices in the field of emergency management training.

We appreciate and encourage feedback from the City during the review process and are ready to make any required adjustments to ensure the materials align with the City's expectations and goals. Furthermore, WSB and our contractors will promptly provide updated or revised materials if federal or state requirements change before the scheduled training sessions.

## PROMOTIONAL MATERIALS

The WSB team is committed to providing pre-event promotional and registration materials to support the City's training initiatives. Our Marketing team will deliver professionally designed advertisements tailored to target audiences in both print and digital formats, along with high-quality flyers and posters that clearly convey event details for physical and online distribution. Additionally, we will create email communications to inform participants and encourage registration, as well as provide user-friendly registration resources and documentation to ensure accessibility for all participants. All materials will be submitted to the City for review and approval before distribution to ensure alignment with branding guidelines and communication strategies.

## REGISTRATION

WSB will obtain and provide written confirmation from the

appropriate agency to verify that all training programs, materials, and certifications comply with applicable standards and requirements. This documentation will be submitted to the City as part of our commitment to ensuring transparency and adherence to state and federal guidelines. We are ready to work closely with the City to fulfill any additional requirements.

## SETUP & CLEAN UP

WSB fully accepts the responsibility of managing the setup and teardown of the training space. Our team will ensure that all necessary equipment, materials, and furnishings are properly arranged before the session begins to create a professional and effective learning environment. Following the training, we will handle the teardown process efficiently, ensuring the space is cleaned, organized, and restored to its original condition. This includes appropriately storing or removing any items used during the session. We are committed to minimizing disruptions and maintaining the integrity of the training space, leaving it ready for its next use. Should the City provide additional specifications or guidance for setup or teardown, we will incorporate those requirements into our process.

## EQUIPMENT PROVISION

Our team will ensure that all equipment is properly set up and tested beforehand to confirm its functionality during the training. If any additional equipment or specific requirements arise, we are fully prepared to meet those needs to support the City's goals.

## CLASS MATERIALS

WSB understands the requirement to provide copies of class materials for each student. We will ensure that all participants receive the required materials, including printed handouts, presentations, and any supplementary resources, to enhance their learning and engagement during the training session. These materials will be prepared in advance and distributed to each student at the beginning of the class. Should the City have any specific formatting or content preferences, we are fully prepared to accommodate them to ensure the materials meet the City's expectations.

## COURSE CLOSE OUT PACKAGE

WSB will deliver a comprehensive closeout package upon completion of each course, which will include all of the materials developed for that specific course as outlined above.

## CERTIFICATES OF COMPLETION

WSB recognizes the requirement to issue Certificates of

Completion to each student upon successful completion of the training course. Our certificates will include all the necessary information specified in this RFQ. We will ensure that each certificate is accurately prepared and promptly distributed to participants. Additionally, we are dedicated to complying with all regulatory requirements, including obtaining and including the relevant FEMA/FDEM course approval code when applicable.

## National Incident Management System Training

WSB looks forward to bringing National Incident Management System Training to the City of Key West to better prepare City officials and responders for all areas of pre- and post-disaster management. Our team of training specialists is led by FEMA certified, Lead instructor Kary Cox. Kary is a highly sought-after instructor, not only for the nearly 50 years of practical emergency and disaster response experience he brings to the classroom, but for his hands-on teaching style that leaves all of his students wanting more.

Kary is certified to teach ICS 300, 400, all ICS position-specific courses, and Comprehensive Emergency Management Plan refresher. Kary also specializes in teaching the Incident Command System to local government officials in ways that they find useful and most applicable to the roles they specifically play in disaster situations. He has been responsible for all aspects of these training courses. Tasks include setting course prices, material preparation, promoting the courses, meeting the minimum number of students, coordinating registration, executing the logistics of setting up class equipment, teaching the classes, and providing certificates to students. He has utilized teaching partners when needed to enhance coursework. He has been a local emergency management director for over 38 years and served as a county fire chief for 18 years. He has served in various roles within the Oklahoma Emergency Management Association including President and Training Officer. Kary has written numerous plans including Emergency Operations Plans, Emergency Action Plans, Hazard Mitigation Plans, Incident Action Plans, Integrated Preparedness Plans, and Recovery Plans. All of these plans have been utilized in real-world events as well as during exercises. He has served in various ICS roles including Incident Commander. Kary has also deployed to numerous state and national disasters and served in many roles.

## Class Objectives and Topics

All class objectives and topics will align with the City's Comprehensive Emergency Management Plan (CEMP) and will incorporate all revisions. Classes will be a minimum of 8 hours and will be scheduled over a two week period. Each class will target position specific training, along with general safety training.

## Comprehensive Emergency Management Plan Update

With leadership from a Certified Emergency Manager experienced in local and state government, the WSB team specializes in developing and updating emergency management and hazard mitigation plans that adhere to federal, state, and local standards, including the National Incident Management System (NIMS) and the Incident Command System (ICS). Our process prioritizes stakeholder collaboration, scenario-driven planning, and a focus on resilience to ensure your community or organization is fully prepared for any emergency. We've developed a quarterly planning update methodology that ensures your plan remains current and valid throughout the year. This approach not only reduces the workload for stakeholders during annual updates but also facilitates ongoing gap analysis, risk assessments, and the integration of potential funding opportunities as they arise.

## Exercises and Drills

### QUALIFICATIONS

WSB's Disaster Response team regularly conducts HSEEP exercises for both internal staff development and to support clients in meeting their training and exercise requirements. Our team is highly qualified, with the exercise team lead holding FEMA's Master Exercise Practitioner Certification, and all relevant staff members having completed HSEEP training. With extensive hands-on experience in emergency management, our team understands the critical importance of maintaining a comprehensive exercise program and brings a high level of realism to our exercises. WSB will work closely with the City to develop and sustain a comprehensive and effective exercise program that strengthens their emergency management system.



## CEMP EXERCISE

Our team has extensive experience in creating and facilitating exercises, we will collaborate closely with the City to design exercises that are aligned with their CEMP goals and address specific capabilities. The development of each exercise will include multiple planning meetings to ensure alignment among all stakeholders, followed by comprehensive documentation that details key components such as objectives, roles, procedures, and evaluations. After the exercise, we will provide a thorough evaluation and an after-action report to support improvements to the City's emergency response strategies. Our objective is to deliver a well-structured and impactful exercise that strengthens the City's emergency management program.

## IN-SERVICE DRILLS

Our team is fully prepared to facilitate In-Service drills, ensuring they are realistic and effective in assessing the City's emergency response procedures. We will design and execute drills, providing all necessary support and resources. We will address any topics requested by the City or identified through after-action reviews or real-world responses, including, but not limited to, ICS forms and JIC scenarios. Following each drill, we will deliver detailed performance reports and evaluations that highlight strengths, areas for improvement, and recommendations to enhance the City's response capabilities.

# Special Projects

## QUALIFICATIONS

WSB's Planning Team boasts extensive experience in working with communities to develop a variety of emergency management planning documents, including Emergency Response Plans. This experience is highlighted in the Qualifications section earlier in this proposal, which includes personal experience and the project experience of our firm working with many of clients we serve.

## POTENTIAL SPECIAL PROJECTS

Included in WSB's approach to provide comprehensive emergency management consulting services for the City of Key West is the development of a Continuity of Operations Plan (COOP), review and recommendations for the Department Operations Center (DOC), software review for DOC/EOC operations to ensure the software selected has the best utilization to fit the needs of the City, and resource typing

and integration into the City's Comprehensive Emergency Management Plan (CEMP) to ensure the City has an organized inventory of their resources to ensure their accessibility when needed and to track them.

## CONTINUITY OF OPERATIONS PLAN

Through the extensive Emergency Management experience possessed by WSB's Planning Team, we will develop a Continuity of Operations Plan for the City of Key West that will ensure that the most critical resources necessary for the City to maintain continuous operation will be provided to its residents before, during, and after a disaster.

## DEPARTMENT OPERATIONS CENTER ASSESSMENT

WSB will conduct a thorough assessment of the City's current Department Operations Center, evaluate the City's current and future needs for the DOC, and provide a report detailing our recommendations for the DOC and propose the role WSB's services will play in serving the City through the DOC. As a part of the recommendations report for the DOC, WSB will include an assessment of the software services available to meet the City's needs and provide information about each option to include the features and specifications, pricing, and any additional equipment that may be necessary to support each software option.

## COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

WSB seeks to provide the City of Key West with a Comprehensive Emergency Management Plan that will serve as a continual process to evaluate the City's current needs, capabilities, and risk, and anticipate any future changes to each. More details on WSB's proposed approach to provide the City with a valuable CEMP is included in Attachment B of this proposal.





Appendix A

# Resumes



### Education

B.S., Criminal Justice,  
University of Oklahoma

A.A., Tulsa Community  
College

### Certifications

Certified Emergency  
Manager

### Associations

National Emergency  
Management Association

Oklahoma Emergency  
Management Association

Oklahoma Floodplain  
Managers Association

National Emergency  
Managers Association

International Association of  
Emergency Managers

## Allison Whitsitt AEM

### Planning Department Manager/Project Manager

As the Planning and Grants Department Manager at WSB, Allison oversees a range of projects, including writing and updating plans, submitting state and federal grant applications, managing Community Rating System (CRS) efforts, driving business development initiatives, fostering interdepartmental collaboration, and handling various other tasks. With her background as the Northeast Area Coordinator for the Oklahoma Department of Emergency Management, she brings technical expertise and practical, boots-on-the-ground insights to WSB. and the communities it serves. Allison has been key in developing the Emergency Management services offered by WSB.

As Finance and Grant Coordinator at the Tulsa Area Emergency Management Agency, Allison managed the annual program budget, oversaw diverse funding streams, and ensured adherence to local, state, and federal regulations. She provided crucial guidance to City and County officials on funding regulations and authored grant proposals to secure resources enhancing County emergency management capabilities. Allison conducted operational impact assessments, monitored severe weather alongside public safety agencies, and coordinated damage assessment activities to ensure accurate disaster impact reporting to local, state, and federal authorities. During her tenure, she played pivotal roles in various disasters, including leading the Damage Assessment team during the August 2017 tornado, serving as Logistics Section Chief for the Rhea Fire in western Oklahoma, and contributing to the OEM EMAC team's efforts in Cumberland County, NC during Hurricane Florence.

After her tenure at TAEMA, Allison took on the role of Northeast Area Coordinator at the Oklahoma Department of Emergency Management, collaborating closely with communities across Northeast Oklahoma and the entire state. At OEM, Allison led field operations during the December 2018 tornado outbreak, overseeing public and individual assistance assessments. She also served as the primary field contact for Northeast Oklahoma during the 2019 flood, stationed in Muskogee County. Allison was instrumental in daily response operations, including the recovery of the USS Batfish Submarine and locating two runaway barges on the river. Transitioning into recovery efforts, Allison led comprehensive damage assessments across all 22 counties in her jurisdiction and managed public assistance projects throughout. Additionally, Allison has deployed to numerous disaster events, including fires, hurricanes, polar events, tornadoes, and floods.



### Education

B.B.A. Accounting

B.B.A. Entrepreneurship and  
Venture Management

University of Oklahoma

### Certifications

EMAC A-Team

### Associations

Oklahoma Emergency  
Management Association

National Emergency  
Managers Association

## Daniel Piltz

### Senior Planning Manager

Daniel has over a decade of experience in Emergency Management, most of which was spent with the Oklahoma Department of Emergency Management, where he ultimately served as Acting Agency Director. He has held a variety of roles, including Director of Preparedness and Response, Director of Grants Management, Grants Compliance Officer, Northeast Regional Coordinator, and GIS Specialist. Daniel's expertise spans all phases of Emergency Management, including day-to-day administration, disaster response, recovery operations, hazard mitigation, and grants management.

#### Response/Recovery

Daniel developed the State Emergency Operations Center (EOC) activation policies and procedures for response and recovery. As Director of Preparedness and Response, he led the State EOC through two federal disaster declarations and three Fire Management Assistance Grants. Additionally, he has responded to numerous federally declared disasters to support response and recovery efforts. He deployed to New Mexico and Texas through EMAC missions for hurricanes and wildfires, providing operations support and documentation tracking for reimbursement. Daniel also spearheaded the creation of Oklahoma's first Integrated Preparedness Plan, a comprehensive emergency management framework.

#### Compliance

As the primary point of contact for federal Single Audits of FEMA's Public Assistance program, Daniel successfully reduced the number of audit findings year over year. He resolved inherited audit issues by developing simple, compliant processes. Daniel also acted as the lead point of contact for FEMA Joint Monitoring Visits, overseeing the review of multiple programs, including Public Assistance, Hazard Mitigation, the Emergency Management Performance Grant, and Individual Assistance. He worked closely with FEMA to provide the necessary documentation to support program procedures and reimbursements.

#### Grant Management

Daniel created a streamlined reimbursement process for all emergency management grants in Oklahoma, leading teams throughout the grant lifecycle. His responsibilities included completing grant applications, preparing quarterly reports, managing reimbursement requests, and overseeing grant closeouts. His approach emphasized tailored training for individuals and departments to ensure accurate reimbursement.



## Raul J. Osorio, PhD

Coastal Resiliency Program Manager

Raul has over 8 years of coastal engineering experience and has managed and designed various resiliency and restoration projects, across different settings, including land, freshwater, and marine systems. Raul has experience utilizing hydrodynamic and wave modeling, GIS, remote sensing, planning, and conducting restoration programs. He has worked with numerous academic institutions, NGOs, and private sector organizations. Additionally, he excels in science communication, effectively engaging with both private and public entities. Raul's water resources experience allows him to collaborate with interdisciplinary and multidisciplinary teams, bringing innovative solutions to complex water quality and quantity challenges. Raul currently works as a Coastal Resiliency Program Manager for WSB's Water Resources team, focusing on the Southeast region of the United States.

### SERVICE GROUP:

Water Resources

### EDUCATION:

Bachelor of Environmental Engineering, Zamorano University, Honduras, 2014

MS in Natural Resources, Kansas State University, U.S. 2017

PhD in Biological Engineering, Mississippi State University, U.S., 2021

### MEMBERSHIPS +

### CERTIFICATIONS:

Certified in Geographic Information Science, Manhattan, KS

### Great Plains Windbreak/Crop Yield study | Manhattan, KS

**FUNDING ORGANIZATION:** THE NATIONAL AGROFORESTRY CENTER KANSAS FOREST SERVICE AND THE UNITED STATES DEPARTMENT OF AGRICULTURE FOREST SERVICE

**PROJECT DURATION:** AUG 2015 – AUG 2017

As a Graduate Research Assistant at Kansas State University, Raul contributed to a study investigating the continued benefits of windbreaks in the Great Plains, specifically their impact on crop yields in modern agricultural systems. The research compared soybean (*Glycine max* L.) and winter wheat (*Triticum aestivum* L.) yields from fields with and without windbreak protection across Kansas and Nebraska over multiple years. Raul's responsibilities included project conceptualization, developing methodology, and performing formal data analysis. He was also responsible for field data collection from landowners, processing, and analyzing crop yield data using GIS (ArcMap), Statistical software (SAS), and Python. Additionally, Raul played a key role in technical writing for manuscripts and disseminating findings at conferences, meetings, and through publications aimed at both technical and non-technical audiences. The outcomes of this study were published in *Agroforestry Systems*, with results showcasing the effects of windbreaks on crop yield (Osorio, R. J., Barden, C. J., & Ciampitti, I. A., 2018).

### The Efficacy of Marsh Terraces in Enhancing and Restoring Gulf Coastal Wetlands | Starkville, MS

**FUNDING ORGANIZATION:** THE NATIONAL ACADEMIES OF SCIENCES, ENGINEERING, AND MEDICINE

**PROJECT DURATION:** JAN 2018- AUG 2021

As a Graduate Research Assistant at Mississippi State University, Raul contributed to a project focused on enhancing the scientific understanding and implementation of marsh terracing for coastal restoration in the northern Gulf of Mexico. Marsh terracing, a technique used to mitigate subsidence and sea level rise, involves constructing segmented sediment ridges in various patterns. Despite its long history, little research has been conducted on its optimal use and effectiveness. Raul's responsibilities included project management, conceptualization, and the development of methodology, alongside conducting formal data analysis. He collected field data using waves (ADCPs and wave buoys) and wind instruments (anemometers) and processed the data with software tools such as Ocean Contour by Nortek, MATLAB, Python, ERDAS Imagine, and ArcMap. Raul also carried out numerical wave modeling using SWAN. Furthermore, he contributed to technical writing and disseminated the results through conferences, meetings, and publications targeting both technical and non-technical audiences. The findings were published in three journals: *Water* (Osorio, R. J., Linhoss, A., & Dash, P., 2020), *Ecological Engineering* (Osorio, R. J., Linhoss, A., Skarke, A., French, J., Brasher, M., & Baghbani, R., 2022), and *Dynamics of Atmospheres and Oceans* (Osorio, R. J., Linhoss, A., Skarke, A., Brasher, M., 2024).



### Education

M.A., Emergency & Disaster Management, American Military University

B.S., Emergency Management, Jacksonville State University

B.S., Public Health Administration, Columbia Southern University

### Certifications

FEMA Master Exercise Practitioner (MEP)

Chemical-Terrorism Vulnerability Information Specialist, Office of Infrastructure Protection

### Associations

Oklahoma Emergency Management

Colorado Emergency Management

National Emergency Managers Association

Arkansas Society of Professional Land Surveyors

## Wendi Lemons MEP

### Grant Project Manager

Wendi joined the Hazard Mitigation Planning team in 2022 and brings 20+ years of professional experience combined with formal education. Wendi's diverse background brings something to the table in nearly every aspect of public safety.

Wendi has held positions with the Oklahoma State Department of Health, the Oklahoma Office of Homeland Security and most recently served as the Director of Emergency Management for Lincoln County, where she also served as the Floodplain Administrator. During her time as a County EM Director, Wendi worked federally declared tornado and flooding disasters in her home county as well as non-declared disaster events of all types. She also deployed state-wide to assist fellow Emergency Managers on a multitude of occasions. Wendi became intimately familiar with the Public Assistance process in 2019 when floodwaters ravished county and city roads and bridges in Lincoln County, and she had to navigate the process with her county and city leadership staff.

In 2017, Wendi deployed to the City of Marathon, Florida, immediately following Hurricane Irma to assist city officials with the recovery process. During her time in Marathon, Wendi helped with the city's debris management plan and contracts, public communications, and re-entry plans. She ensured that all necessary public and individual assistance processes were followed and properly documented. Additionally, Wendi identified problematic city codes for residents impacted by the hurricane, and helped draft building code exceptions for extraordinary circumstances. For her work during the recovery phase, Wendi was recognized by the City of Marathon, FL.

Wendi served on the board of directors for the Oklahoma Emergency Management Association for many years, serving as Secretary and Vice President. She holds numerous certifications including FEMA's prestigious Master Exercise Practitioner certification. Wendi has been recognized by her peers on numerous occasions for her work in Emergency management.

Wendi currently manages the day-to-day operations in WSB's Grants Department, assisting with grant applications, ensuring communities meet compliance requirements, requesting reimbursements, and completing closeouts for our grant management partners. She also assists with hazard mitigation plans, exercise planning and coordination, and community relations.



## KEY PERSONNEL/SUPPORT TEAM MEMBERS



### Archie Losey , CFM

#### HAZARD MITIGATION PLANNER

EXPERIENCE:  
20+ Years

#### REGISTRATION/CERTIFICATION:

License: Certified Floodplain  
Manager

#### EDUCATION:

BS Meteorology, University of  
Oklahoma

Archie CFM possesses over 20 years of experience in meteorology and severe weather. He brings a vast knowledge of the wide range of hazards that affect states to WSB's planning team. His skills is complemented with expertise in data analysis, data science, and statistical analysis, as well as an insatiable desire to expand his repertoire.

---

## SUPPORT TEAM MEMBERS



### Miochael Couch GISP, CFM

#### GIS PRINCIPAL

EXPERIENCE:  
18 Years

#### REGISTRATION/CERTIFICATION:

License: Certified Geographic  
Information Systems  
professional, Certified Floodplain  
Manager

For more than 18 years, Michael has helped many states and local communities implement stormwater utility fees, perform FEMA mapping updates, launch municipal GIS programs, and map municipal utility systems. His largest projects include the mapping and necessary FEMA benefit-cost analyses for the multi-million-dollar City of Kingfisher floodplain property buyout, and the launch and ongoing support of the City of Enid GIS programs.



### Chris Hill, GISP, CFM

#### SR. GIS PROJECT MANAGER

EXPERIENCE:  
24 Years

#### REGISTRATION/CERTIFICATION:

License: Certified Geographic  
Information Systems  
professional, Certified Floodplain  
Manager

Chris has been involved in numerous mapping and GIS projects for local communities since joining our team in 2000. He has municipal mapping, data visualization, project data organization, and project administration expertise. His current projects include developing GIS Web Applications for communities and working with Esri's ArcGIS Online resources to create mapping solutions.



### Jason Kleps, GISP, CFM

#### GIS PROJECT MANAGER

EXPERIENCE:  
10 Years

#### REGISTRATION/CERTIFICATION:

License: Certified Geographic  
Information Systems  
professional, Certified Floodplain  
Manager

Jason began his GIS career using GPS and electromagnetic detection equipment to map underground utilities. He served in the United States Army for five years, providing firing data to artillery batteries. Since joining the team in 2014, Jason has taken the lead on field collections for comprehensive GIS projects, such as the City of Tulsa Storm Sewer project.





Appendix B

# Forms

COI



## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
3/1/2024

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 Marsh & McLennan Agency LLC 6160 Golden Hills Drive Minneapolis MN 55416	CONTACT NAME: Jessica Jolin	
	PHONE (A/C, No. Ext):	FAX (A/C, No):
INSURED WSB LLC 701 Xenia Ave So., Suite 300 Minneapolis, MN 55416	E-MAIL ADDRESS: jessica.jolin@marshmma.com	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A : National Union Fire Ins Co PittsburghPA	NAIC # 19445
	INSURER B : Great American Fidelity Insurance Co	41858
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

## COVERAGES

CERTIFICATE NUMBER: 1929493492

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  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC <input type="checkbox"/> OTHER:			GL5425678	3/1/2024	3/1/2025	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 25,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000 \$
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			CA4693553	3/1/2024	3/1/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			TUUF16688300	3/1/2024	3/1/2025	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000 \$
A	<input checked="" 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	WC014196003 WC015853268	3/1/2024 3/1/2024	3/1/2025 3/1/2025	<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

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

## CERTIFICATE HOLDER

For Information Only

## CANCELLATION

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

## **PROPOSAL FORM**

To: Office of the City Clerk, The City of Key West  
Address: 1300 White Street, Key West, Florida 33040  
Project Title: Emergency Management Consulting Services

Proposer's contact person for additional information on this proposal:

Company Name: WSB LLC  
Contact Name & Telephone #: Roderick Myrick, PE | 561.632.5185  
Email Address: roderick.myrick@wsbeng.com

### **PROPOSER'S DECLARATION AND UNDERSTANDING**

The undersigned, hereinafter referred to as the "Proposer," certifies that the only individuals or parties interested in this proposal are those explicitly named herein. The Proposer affirms that this proposal is fair, free from fraud, and made without collusion with any officials of the Owner. Furthermore, the Proposer confirms that there is no connection or collusion with any other individual submitting a proposal for this contract.

The Proposer also declares that they have thoroughly examined the Contract Documents related to the Scope of Work and have personally inspected the site (if applicable). The Proposer is satisfied with the quantities of materials and equipment required and the conditions of work involved. The Proposer acknowledges that the description of work quantities provided is brief and intended solely to convey the general nature of the work, aligning with the detailed requirements outlined in the Contract Documents, which are incorporated as part of this Proposal.

### **CONTRACT EXECUTION AND BONDS**

The Proposer agrees that, if this proposal is accepted, they will sign the Contract in the form attached hereto within ten (10) days—excluding Saturdays and legal holidays—following the Notice of Award. The Proposer will also provide proof of holding the necessary licenses, bonding requirements (if applicable), and certificates as specified in the Contract Documents.

### **CERTIFICATES OF INSURANCE**

Proposer agrees to furnish the City, before commencing the work under this contract, the certificates of insurance as specified in these documents.

### **ADDENDA**

The Bidder hereby acknowledges that he/she/they has received Addenda No's. 1, 2,  
3 4 5 \_\_\_\_\_,

(Proposer shall insert No. of each Addendum received) and agrees that all addenda issued are hereby made part of the Contract Documents, and the Proposer further agrees that their proposal's includes all impacts resulting from said addenda.

SALES AND USE TAXES

The Proposer agrees that all federal, state, and local sales and use taxes are included in the stated bid prices for the work.

SURETY

\_\_\_\_\_ whose address is

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_,

Street City State Zip

Proposer

The name of the Proposer submitting this proposal is

WSB LLC \_\_\_\_\_ doing business at

219 N Newnan Street, 4th Floor, Jacksonville, FL, 32202

Street City State Zip

which is the address to which all communications concerned with this proposal and with the contract shall be sent.

The names of the principal officers of the corporation submitting this proposal, or of the partnership, or of all persons interested in this proposal as principals are as follows:

Roderick Myrick, PE \_\_\_\_\_

Cory Nichols, PE \_\_\_\_\_

Rob Mizell, PE \_\_\_\_\_

If Sole Proprietor or Partnership

IN WITNESS hereto the undersigned has set his (its) hand this \_\_\_\_\_ day of \_\_\_\_\_ 2024.

\_\_\_\_\_

\_\_\_\_\_  
Title

If Corporation

IN WITNESS WHEREOF the undersigned corporation has caused this instrument to be executed, and its seal affixed by its duly authorized officers this 18 day of December 2024.

(SEAL)

WSB LLC

Name of Corporation

By: 

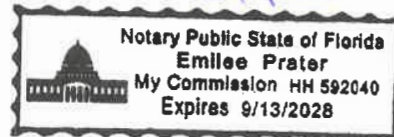
Title: President

Attest: 

Sworn and subscribed before this 6th day of December, 2024

NOTARY PUBLIC, State of Florida, at Large

My Commission Expires: 9/13/2028





**ATTACHMENT – A**  
**PRICE PROPOSAL FORM**

Proposal costs are inclusive of all related expenses including, but not limited to, contract administration, technical assistance to the City, personnel training and certification, TDMS management, services for security, safety, and associated actions necessary for implementation of emergency management operations by the Proposer as defined in the Contract.

PROPOSAL FROM:

Company: WSB LLC

Address: 219 N Newnan Street, 4th Floor Jacksonville FL 32202

Phone/ Fax: 904.337.6324

To furnish all materials, equipment and labor and to perform all work in accordance with the Contract Documents for: **Emergency Management Consultant Services**, located within The City of Key West, Florida.

To:     *THE OFFICE OF THE CITY CLERK*  
  
          *CITY OF KEY WEST*  
  
          *ATTN: CITY CLERK*  
  
          *1300 White St.*  
  
          *Key West, FL 33040*

- 1.0     The undersigned Proposer proposes and agrees, if this proposal is accepted, to enter into a Contract with The City in substantially the form as the contract included in the Proposal Documents to perform all work and any additional services as specified or indicated in the Proposal Documents at the unit prices and within the times indicated in this proposal and in accordance with the other terms and conditions of the Proposal Documents.
  
- 2.0     Proposer accepts all of the terms and conditions of the Invitation for Proposal and Instructions to Proposer(s), including without limitation those dealing with the disposition of proposal security. The proposal will remain subject to acceptance for 90 days after the proposal opening, or for such longer period of time that Proposer may agree to in writing upon request of The City.

- 3.0 In submitting this proposal, Proposer(s) represents, as set forth in the contract, that:
- A. The Proposer has examined and carefully studied the Proposal Documents, the other related data identified in the Proposal Documents, and the following Addenda, receipt of all, which is hereby acknowledged;
  - B. Proposer has had an opportunity to visit the Site and become familiar with and is satisfied as to the general, local and Site conditions that may affect cost, progress, and performance of the Work;
  - C. Proposer is familiar with and is satisfied as to all federal, state and local Laws and Regulations that may affect cost, progress and performance of the Work;
  - E. Proposer has given The City written notice of all conflicts, errors, ambiguities, or discrepancies that Proposer has discovered in the Proposal Documents, and the written resolution thereof by the City is acceptable to Proposer;
  - F. The Proposal Documents are generally sufficient to indicate and convey understanding of all terms and conditions for the performance of the Work for which this Proposal is submitted.
- 4.0 Proposer further represents that this proposal is genuine and not made in the interest of or on behalf of any undisclosed individual or entity and is not submitted in conformity with any agreement or rules of any group, association, organization or corporation; Proposer has not directly or indirectly induced or solicited any other Proposer(s) to submit a false proposal; Proposer has not solicited or induced any individual or entity to refrain from producing a Proposal; and Proposer has not sought by collusion to obtain for itself any advantage over any other Proposer(s) or over The City.
- 5.0 Proposer acknowledges that there are no quantities guaranteed, and unit cost information is solely for the purpose of comparison of Proposal(s), and final payment for all Unit Price Proposal items will be based on actual services provided, determined as provided in the Contract Documents.
- 6.0 Proposer acknowledges that all unit costs include any necessary insurance and bonds.

**Table A –  
PROPOSAL SCHEDULE**

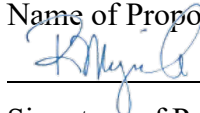
<b>Item</b>	<b>Quantity Hours per Event</b>	<b>Unit Price (Fixed Fee)</b>	<b>Extended Total</b>
<b>Emergency Response Activation</b>			
Project Executive	80	\$281	\$22,480
Subject Matter Expert	80	\$273	\$21,840
Project Manager	160	\$180	\$28,800
Public Adjuster	320	\$174	\$55,680
Senior Closeout Specialist	80	\$159	\$12,720
Closeout Specialist	160	\$130	\$20,800
Other: List specialty (Technical Specialist)	160	\$206	\$32,960
<b>Item</b>	<b>Quantity Class</b>	<b>Unit Price (Fixed Fee)</b>	<b>Extended Total</b>
<b>TRAINING CLASSES (FIXED FEE)</b>			
IS 300 – Intermediate Incident Command System	2	\$7,000	\$14,000
IS 400 – Advanced Incident Command System	2	\$7,000	\$14,000
CEMP Refresher Incident Commander (IC)	1	\$7,000	\$7,000
Comprehensive Emergency Management Plan (CEMP); Hazard Annexes and associated emergency response and contingency plans Annual Update (FIXED FEE)	1	\$60,000	\$60,000
<b>EXERCISES AND DRILLS (FIXED FEE)</b>			

CEMP Exercise	1	\$25,620	\$25,620
ICS Forms Drill	1	\$3,180	\$3,180
Joint Information Center (JIC) Drill	1	\$5,010	\$5,010
<b>PREPAREDNESS EVENTS (FIXED FEE)</b>			
City Emergency Operations Center (EOC) Facilitation	1	\$21,360	\$21,360
Alternate City EOC Facilitation (IMT)	1	\$25,335	\$25,335
<b>SPECIAL PROJECTS (HOURLY RATE): GRANT RESEARCH AND APPLICATION</b>	Proposed Hours	Hourly Rate	Extended Total
Project Manager or Lead Consultant	80	\$180	\$14,400
Project Engineer or Lead Planner	120	\$159	\$19,080
Associate	80	\$174	\$13,920
Staff Assistant	40	\$130	\$5,200
<b>TOTAL PROPOSED CONTRACT PRICE</b>			<b>\$ 423,385</b>

**Confirmation of Signature on Price Proposal Information: In the event of any discrepancies between the Price Proposal and the Draft Contract, the terms of the Draft Contract shall take precedence.**

Roderick Myrick, PE

Name of Proposer



Signature of Proposer

Vice President Strategy & CEI

Title

## **ATTACHMENT – B**

### **PROPOSER’S GENERAL OPERATION PLAN**

Detailed descriptions of how the Proposer would plan, organize, initiate, and evaluate:

- Annual reviews of the City’s CEMP and Hazard Annex review, and associated emergency response and contingency plans
- City associate emergency management training

**(This space intentionally left blank)**



A multi-year planning approach provides the City of Key West with a continuous update approach to plan management. This process allows the CEMP to stay perpetually up-to-date and can be used to keep plans updated, such as the Hazard Mitigation Plan (HMP). Working through the HMP and CEMP update process following a continuous, multi-year quarterly project schedule ensures a current evaluation of the City's capability to respond and remain resilient to hazards, identify where gaps in those capabilities may exist, and address those gaps by applying for grant funding as needed and appropriate. This approach also ensures that these documents are ready for submission and approval prior to their expiration date; regardless of grant funding availability. The goal of this planning schedule is to keep the City of Key West, upon approval of a submitted plan, consistently eligible to apply for grant opportunities as they become available with no fear of an expiring plan. The multi-year approach will also allow City of Key West to re-visit mitigation items frequently, re-prioritize those actions if necessary and identify funding streams outside of the usual FEMA money pots by getting stakeholders and officials together more often to plan. Coordinating with valuable partners more frequently also positions the City to address the needs of citizens using a more holistic approach, including the vulnerable population of those most at risk. This proposed project schedule also allows for the engagement of all planning partners on a regular basis throughout the planning cycle, which fosters understanding and buy in across all levels. Maintaining stakeholder investment across all avenues of planning ensures that the City of Key West stays ready and able to respond to any event, at all times. Historically, planning funding correlates with mitigation disaster funding, and those dollars are becoming increasingly difficult to come by. By anticipating the need to fund the City's own plan drafts and updates, this multi-year approach presents an efficient and plausible way to manage the ever-growing planning expectations placed on local governments.

An annual review and update of Key West's Comprehensive Emergency Management Plan, Hazard Mitigation Plan, and all other pertinent planning mechanisms will ensure accuracy and efficacy in reducing the loss of lives, property damage, and the cost of disaster recovery. Conducting quarterly update meetings throughout the year will seek to accomplish this, and integrating updates to the City's CEMP concurrently will ensure the CEMP maintains the most up-to-date policies, procedures, and organizational structure to allow the City to respond to emergencies or disasters with the appropriate measure. The annual review and update process is an important method to keep City officials and stakeholders informed regarding any changes in state or federal planning requirements or local needs. Below is the proposed schedule for quarterly meetings, with the activities to be accomplished and items to be addressed in each one.

For City Associate Emergency Management training, we would have an initial meeting with City leadership to determine priorities then coordinate with partners during the following quarterly meetings. Additionally, we would also review training course evaluations regularly and adjust courses, as necessary. The overall concept is to accomplish all emergency management planning functions and training needs in these meetings.

**Quarterly Meeting #1: –**

First quarter activities will include a full overview of the previous planning year, a brief synopsis of all planning points, and scheduling of events for the following update year.

### **Comprehensive Emergency Management Plan:**

- Identify Core Planning team as well as ensuring ESF POCs are current.
- Discuss recent policy or procedure changes in the HMP for implementation into the CEMP.
- Discuss recent events or incidents that have caused the need for change in the CEMP.
- Assess new and existing resources and incorporate them into the plan.
- Discuss ESF roles and responsibilities for different hazard types.
- Assess stakeholder awareness of assigned responsibilities and discuss all changes.
- Establish and/or update mutual aid agreements. <sup>[OBJ]</sup>
- Ensure MOUs are still relevant to the tasks assigned and responsible parties are up to date.
- Identify Whole Community Planning mechanism for planning meetings.

### **Hazard Mitigation Plan:**

- Q1 meeting will address planning and capability assessments.
- Determine the inclusion of any new jurisdictions and identify the status of any non-participating jurisdictions.
- Collect documentation for any potential grant funding sources.
- Discuss current action items and how to incorporate them into upcoming grants applications/fiscal budgets/bond issues.
- In-depth discussion regarding public outreach and methods to meet HMP and other grant planning requirements concurrently with public involvement throughout the planning cycle.
- Discuss public events for the upcoming calendar year.
  - Identify public meeting times/locations & distribution lists for HMP changes.
- Confirm contact information for all participants, make any necessary changes to staff.
- Update procedures addressing communication.
- Discuss integration of VOADs, other volunteer organizations, and businesses (status, future integration)

## **City Associate Emergency Management Training**

- Evaluate the previous year's training program and effectiveness.
- Discuss current training needs.

## **Quarterly Meeting #2:**

Quarterly meeting #2 will focus on reviewing the prior quarter, approving any changes made to both plans, and addressing the risk assessment for each plan. The group will also look at the changes in future conditions and how green initiatives can benefit all actions, along with any changes in priority for the upcoming year.

## **Comprehensive Emergency Management Plan:**

- Identify threats and hazards/risk assessment.
- Discuss ESF capabilities and resources.
- Discussion: Does the risk assessment in the HMP align with the CEMP?
- Determine operational capability gaps.
- Set Goals and objectives for training and exercise.
- Identify and type existing resources.
- Determine the training and exercise priorities.
- Begin draft of training and exercise plan.

## **Hazard Mitigation Plan:**

- Discuss the magnitude and nature of risks in the past year. All reported major disasters or hazard events will be recorded and discussed in this meeting.
- Incorporation of new hazard data and tools into the risk assessment.
- Review and document changes in population and land use.
- Budget discussion for upcoming projects/funding.
- Discuss climate adaptation, green building, and nature-based solutions.
- Discuss changes in priorities and inclusion/exclusion of participating jurisdictions.

## **City Associate Emergency Management Training**

- Determine the training and exercise courses needed.

- Begin draft of training and exercise plan.

### **Quarterly Meeting #3:**

Mitigation strategy and action items will be the focus for Q3, including a review of any upcoming grant opportunities that may align with identified projects. During this quarter, a draft update of the CEMP will be provided to all participants, preparing stakeholders to adopt the plan for the upcoming planning year.

### **Comprehensive Emergency Management Plan:**

- Draft & Review plan- During this quarter, WSB staff will begin preparing an updated draft plan, collaborating with City of Key West staff to ensure all criteria is fulfilled.
- Identify funding sources for capability gaps.
- Have ESFs discuss changes needed to their sections.

### **Hazard Mitigation Plan:**

- Discuss the implementation of the mitigation strategy including what is going well in the implementation, and what is not.
- Identify implementation issues.
- Discussion regarding previously listed mitigation actions, the need for new action items, and/or implementation of current action items along with the cost-effectiveness and overall benefit to the planning area.
- Evaluation of changes in risk reduction will as well as the potential outcome of current mitigation action items.
- Discuss upcoming NOFO application deadlines, and update action items accordingly.

### **City Associate Emergency Management Training**

- Review draft of training plan.
- Begin setting courses for the following year.
  - Set training dates and locations.
  - Finding teachers.
  - Developing/acquiring training materials.
  - Set course criteria and evaluation forms.

### **Quarterly Meeting #4:**

The final quarterly meeting will address plan maintenance and implementation for the upcoming year. A strategy discussion of how to implement the HMP & CEMP into all other planning mechanisms within the City will take place. This meeting will also be utilized to schedule all planning activities for the following planning year and finalize drafts of each.

**Comprehensive Emergency Management Plan:**

- Determine any new or changed operational priorities within the CEMP.
- Roles and responsibilities during an event should be updated by the jurisdiction and clearly outlined in the Comprehensive Emergency Management Plan.
- Identify operational goals for the following planning year.

**Hazard Mitigation Plan:**

- By the end of this meeting, each agency and stakeholder should be confident in the mitigation actions, both the implementation and benefit of each one.
- Discussion of training, data, funding, and/or technical assistance which may be used to implement mitigation actions.
- Resolution of any implementation issues.
- Revisit public outreach strategy.
- Changes in priorities.
- Identify hazard mitigation goals for the following planning year.

**City Associate Emergency Management Training**

- Finalize and publish next year's plan.

## ATTACHMENT – C

### **Proposer's Qualifications Statement Form**

The undersigned guarantees the truth and accuracy of all statements, and the answers contained herein.

1. Please describe your company in detail:

Founded in 1992, WSB is a forward-thinking design and consulting firm specializing in engineering, community planning, environmental, and construction services. WSB has over 1,500 staff, over 50 service areas, and more than 45 offices across 10 states.

2. The address of the principal place of business is:

219 N Newnan Street, 4th Floor Jacksonville, FL 32202

3. Company telephone number, fax number and e-mail addresses:

904.337.6324 | rmyrick@wsbeng.com

4. Number of employees:

1,500

5. Number of employees or subcontractors to be assigned to this

Dependant on event, up to 10 employees and one subcontractor.  
Capacity is no issue.

6. Company Identification numbers for the Internal Revenue Service:

41-1820018

7. Provide Occupational License Number (and County), if applicable, and expiration date:

M23000012528



8. How many years has your organization been in business?  
Does your organization have a specialty?

32 Years in Business. WSB is a forward-thinking design and consulting firm specializing in engineering, community planning, environmental, and construction services.

9. What is the last project of this nature or magnitude that you have completed?

Please provide project description, reference and cost of work completed:

Please refer to pages 5-7 of our response for an in-depth description of our previous relevant work experience.

10. Have you ever failed to complete any work awarded to you?  
If so, where and why?

No

11. Give names, addresses and telephone numbers of two individuals, corporations, agencies, or institutions for which you have previously performed work. List of ALL disaster response contracts performed in the last 5 years, including customer name, total contract amount and yards removed. Use a separate tab if necessary.

- **Name:** Florida Department of Transportation District 2
- **Address:** 2198 Edison Avenue, Jacksonville, Florida 32204-2730  
\_\_\_\_\_
- **Telephone No:** (904) 360-5400 \_\_\_\_\_
- **Disaster response Contract Performed:**  
FDOT District 2 CEI-Pre-Event Disaster Monitoring-Traffic Signal  
Repair/Generator Installation (Contract # X0494)  
5-year Task Work Order driven contract that began in June 2018,  
ended June 2023, and included all 18 counties in FDOT District 2.
- **Name:** Jeffrey Scott, P.E., FDOT Project Manager (904) 360-5644

- **Address:** \_\_\_\_\_  
\_\_\_\_\_
- **Telephone No:** \_\_\_\_\_
- **Disaster Response Contract Performed:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

12. List the following information concerning all contracts **in progress** as of the date of submission of this proposal. (In the event of co-venture, list the information for all co-ventures.)

**Table B-1: In Progress Contracts**

<b>Name of Project</b>	<b>Owner</b>	<b>Value</b>	<b>Contracted Completion Date</b>	<b>% of Completion to Date</b>
See proposal for complete list				

*(Continue list on insert sheet, if necessary.)*

13. Has the Proposer or Representative inspected the proposed project site and does the Proposer or Representative have a complete plan for performance of disaster response services?

N/A  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

14. Provide a list of subcontractors, the work to be performed, and also a list of major materials suppliers for this Project?

**Table B-2: Subcontractors** N/A

<b>Sub-Contractor Name</b>	<b>Address</b>	<b>Work to be Performed</b>

*(Continue list on insert sheet, if necessary)*

*The foregoing list of subcontractor(s) may not be amended after award of the contract without the prior written approval of the City Manager.*

15. What equipment do you own that is available for the work?  
PROVIDE LIST IN EXHIBIT A

16. What equipment will you purchase for the proposed work?  
*(Continue list on insert sheet, if necessary)*

N/A

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---

---

17. What equipment will you rent for the proposed work?  
*(Continue list on insert sheet, if necessary)*

N/A

---

---

---

N/A

---

18. State the names of the proposed project team and include resumes **and** give details of his or her qualifications and experience in managing similar work.  
*(Continue list on insert sheet, if necessary)*

Please See Resume and Staff in qualifications tab of proposal.

19. State the true, exact, correct and complete name of the partnership, corporation or trade name under which you do business and the address of the place of business. (If a corporation, state the name of the president and secretary. If a partnership, state the names of all partners. If there is a trade name, state the names of the individuals who do business under the trade name.)

WSB LLC | Brett Weiss President/CEO | Karne Newburn  
Secretary/General Counsel

19.1 The correct name of the bidder is: WSB LLC


19.2. The business is a (Sole Proprietorship) (Partnership) (Corporation).

Corporation

19.3 The names of the corporate officers, or partners, or individuals doing business under a trade name, are as follows:

N/A

SUBMITTED BY: \_\_\_\_\_ Roderick Myrick, PE \_\_\_\_\_

SIGNATURE:  \_\_\_\_\_

PRINT NAME: \_\_\_\_\_ Roderick Myrick, PE

TITLE: \_\_\_\_\_ Vice President of Strategy &

CEI \_\_\_\_\_


**(This space intentionally left blank)**

**ATTACHMENT D**

**Familiar with the City's Comprehensive Emergency  
Management Plan (CEMP) and Hazard Annex**

This Statement is to Attest That Proposer WSB LLC is Familiar  
with the City's Comprehensive Emergency Management Plan  
(CEMP) and Hazard Annex.

SUBMITTED BY: Roderick Myrick, PE

SIGNATURE: \_\_\_\_\_

PRINT NAME: \_\_Roderick Myrick, PE\_\_\_\_\_

TITLE: \_\_\_\_ Vice President of Strategy & CEI \_\_\_\_\_

**(This space intentionally left blank)**

**ATTACHMENT E**  
**ANTI-KICKBACK AFFIDAVIT**

STATE OF Florida )

: SS

COUNTY OF Duval )

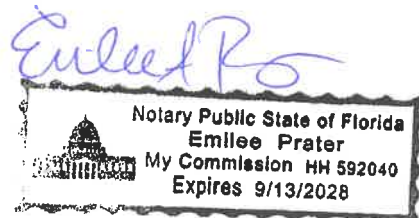
I, the undersigned hereby duly sworn, depose and say that no portion of the sum herein bid will be paid to any employees of the City of Key West as a commission, kickback, reward or gift, directly or indirectly by me or any member of my firm or by an officer of the corporation.

  
By: Roderick Myrick, PE

Sworn and subscribed before me this 6<sup>th</sup> day of December 2024.

NOTARY PUBLIC, State of Florida at Large @ Duval County

My Commission Expires: 9/13/2028



**ATTACHMENT F**  
**SWORN STATEMENT UNDER SECTION 287.133(3)(A)**  
**FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES**

*THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.*

1. This sworn statement is submitted with Bid or Proposal for \_\_\_\_\_  
\_\_\_\_\_

2. This sworn statement is submitted by WSB LLC  
(name of entity submitting sworn statement)

whose business address is 219 N Newnan Street, 4th Floor Jacksonville FL 32202  
\_\_\_\_\_

and (if applicable) its Federal Employer Identification Number (FEIN) is 41-820018  
\_\_\_\_\_

(If the entity has no FEIN, include the Social Security Number of the individual  
signing this sworn statement \_\_\_\_\_)

3. My name is Roderick Myrick, PE  
(please print name of individual signing)

and my relationship to the entity named above is Vice President Strategy & CEI  
\_\_\_\_\_

4. I understand that a “public entity crime” as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including but not limited to, any bid or contract for goods or services to be provided to any public or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, material misrepresentation.

5. I understand that “convicted” or “conviction” as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication guilt, in any federal or state trial court of record relating to charges brought by indictment information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.

6. I understand that an “affiliate” as defined in Paragraph 287.133(1)(a), Florida Statutes, means

1. A predecessor or successor of a person convicted of a public entity crime; or
2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term “affiliate” includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm’s length agreement, shall be a prima facie case that one person controls another



person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

7. I understand that a "person" as defined in Paragraph 287.133(1)(8), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.
8. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies).

☒ Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor any affiliate of the entity have been charged with and convicted of a public entity crime subsequent to July 1, 1989, AND (Please indicate which additional statement applies.)

☐ There has been a proceeding concerning the conviction before a hearing of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer did not place the person or affiliate on the convicted vendor list. (Please attach a copy of the final order.)

☐ The person or affiliate was placed on the convicted vendor list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in the public interest to remove the person or affiliate from the convicted vendor list. (Please attach a copy of the final order.)

☐ The person or affiliate has not been put on the convicted vendor list. (Please describe any action taken by or pending with the Department of General Services.)

(signature)

(date)

STATE OF

Florida

COUNTY OF

~~Dade~~ Duval

PERSONALLY APPEARED BEFORE ME, the undersigned authority,

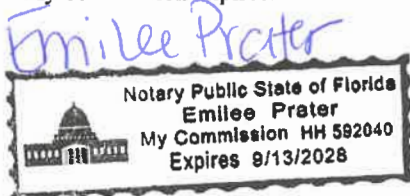
Rod Mynick

(name of individual signing)

Who, after first being sworn by me, affixed his/her

signature in the space provided above on this 6<sup>th</sup> day of December, 2024.

My commission expires:



Emilee Prater

NOTARY PUBLIC

**ATTACHMENT G**  
**CITY OF KEY WEST INDEMNIFICATION FORM**

To the fullest extent permitted by law, the CONTRACTOR expressly agrees to indemnify and hold harmless the City of Key West, their officers, directors, agents and employees \*(herein called the “indemnitees”) from liabilities, damages, losses and costs, including but not limited to, reasonable attorney’s fees and court costs, such legal expenses to include costs incurred in establishing the indemnification and other rights agreed to in this Paragraph, to persons or property, to the extent caused by the negligence, recklessness, or intentional wrongful misconduct of the CONTRACTOR, its Subcontractors or persons employed or utilized by them in the performance of the Contract. Claims by indemnitees for indemnification shall be limited to the amount of CONTRACTOR’s insurance or \$1 million per occurrence, whichever is greater. The parties acknowledge that the amount of the indemnity required hereunder bears a reasonable commercial relationship to the Contract and it is part of the project specifications or the bid documents, if any.

The indemnification obligations under the Contract shall not be restricted in any way by any limitation on the amount or type of damages, compensation, or benefits payable by or for the CONTRACTOR under Workers’ Compensation acts, disability benefits acts, or other employee benefits acts, and shall extend to and include any actions brought by or in the name of any employee of the CONTRACTOR or of any third party to whom CONTRACTOR may subcontract a part or all of the Work. This indemnification shall continue beyond the date of completion of the work.

CONTRACTOR: 219 N Newnan Street, 4th Floor Jacksonville, FL 32202  
Address \_\_\_\_\_

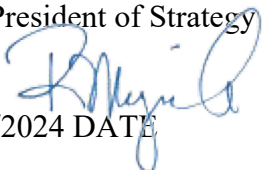
SEAL:

\_\_\_\_\_  
Signature

Roderick Myrick, PE  
Print Name

Vice President of Strategy & CEI  
Title

12/18/2024 DATE



**ATTACHMENT H**  
**EQUAL BENEFITS FOR DOMESTIC PARTNERS AFFIDAVIT**

STATE OF Florida )

: SS

COUNTY OF Duval )

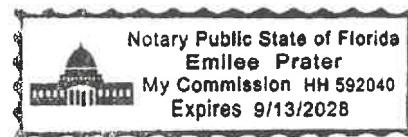
I, the undersigned hereby duly sworn, depose and say that the firm of \_\_\_\_\_

WSB LLC

provides benefits to domestic partners of its employees on the same basis as it provides benefits to employees' spouses, per City of Key West Code of Ordinances Sec. 2-799.

By: Roderick Myrick, PE

Sworn and subscribed before me this 6<sup>th</sup> day of December 2024.



NOTARY PUBLIC, State of Florida at Large Duval  
County

My Commission Expires: 9/13/2028

**ATTACHMENT I**  
**CONE OF SILENCE AFFIDAVIT**

STATE OF Florida )

: SS

COUNTY OF Duval )

I, the undersigned hereby duly sworn, depose and say that all owner(s), partners, officers, directors, employees and agents representing the firm of WSB have read and understand the limitations and procedures regarding communications concerning City of Key West Code of Ordinances Sec. 2-773 Cone of Silence.

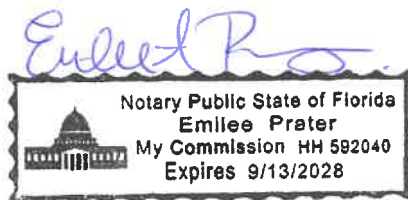
By: Roderick Myrick, PE

Sworn and subscribed before me this

10<sup>th</sup> day of December 2024.

NOTARY PUBLIC, State of Florida at Large Duval County

My Commission Expires: 9/13/2028




[illegible]

By: Roderick, Myrick, PE

6th day of December, 2024.

NOTARY PUBLIC, State of Florida at Large

*Emilee P*

Notary Public State of Florida  
**Emilee Prater**  
My Commission HH 592040  
Expires 9/13/2028

**ATTACHMENT K**  
**LOCAL VENDOR CERTIFICATION**  
**PURSUANT TO CITY OF KEY WEST CODE OF ORDINANCES SECTION 2-798**

The undersigned, as a duly authorized representative of the vendor listed herein, certifies to the best of his/her knowledge and belief, that the vendor meets the definition of a “Local Business.” For purposes of this section, “local business” shall mean a business which:

- a. Principle address as registered with the FL Department of State located within 30 miles of the boundaries of the city, listed with the chief licensing official as having a business tax receipt with its principle address within 30 miles of the boundaries of the city for at least one year immediately prior to the issuance of the solicitation.
- b. Maintains a workforce of at least 50 percent of its employees from the city or within 30 miles of its boundaries.
- c. Having paid all current license taxes and any other fees due the city at least 24 hours prior to the publication of the call for bids or request for proposals.
  - Not a local vendor pursuant to Code of Ordinances Section 2-798
  - Qualifies as a local vendor pursuant to Code of Ordinances Section 2-798

If you qualify, please complete the following in support of the self-certification & submit copies of your County and City business licenses. Failure to provide the information requested will result in denial of certification as a local business.

Phone:

Fax:

Length of time at this address

Date \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

By \_\_\_\_\_, of \_\_\_\_\_  
(Name of officer or agent, title of officer or agent) Name of corporation acknowledging)  
or has produced \_\_\_\_\_ as identification  
(type of identification)

Signature of Notary

---

Print, Type or Stamp Name of Notary

Title or Rank

**ATTACHMENT L**  
**AFFIDAVIT ATTESTING TO NONCOERCIVE CONDUCT**  
**FOR LABOR OR SERVICES**

Entity/Vendor Name: WSB LLC

Vendor FEIN: 41-1820018

Vendor's Authorized Representative: Roderick Myrick, PE | Vice President of Strategy & CEI  
(Name and Title)

Address: 219 N Newnan Street, 4th Floor

City: Jacksonville State: Florida Zip: 32202

Phone Number: 904.337.6324

Email Address: rod.myrick@wsbeng.com

As a nongovernmental entity executing, renewing, or extending a contract with a government entity, Vendor is required to provide an affidavit under penalty of perjury attesting that Vendor does not use coercion for labor or services in accordance with Section 787.06, Florida Statutes.

As defined in Section 787.06(2)(a), coercion means:

1. Using or threatening to use physical force against any person;
2. Restraining, isolating, or confining or threatening to restrain, isolate, or confine any person without lawful authority and against her or his will;
3. Using lending or other credit methods to establish a debt by any person when labor or services are pledged as a security for the debt, if the value of the labor or services as reasonably assessed is not applied toward the liquidation of the debt, the length and nature of the labor or service are not respectively limited and defined;
4. Destroying, concealing, removing, confiscating, withholding, or possessing any actual or purported passport, visa, or other immigration document, or any other actual or purported government identification document, of any person;
5. Causing or threatening to cause financial harm to any person;
6. Enticing or luring any person by fraud or deceit; or
7. Providing a controlled substance as outlined in Schedule I or Schedule II of Section 893.03 to any person for the purpose of exploitation of that person.

As a person authorized to sign on behalf of Vendor, I certify under penalties of perjury that Vendor does not use coercion for labor or services in accordance with Section 787.06. Additionally, Vendor has reviewed Section 787.06, Florida Statutes, and agrees to abide by same.

Certified By: \_\_\_\_\_ Roderick, Myrick, PE \_\_\_\_\_, who  
is authorized to sign on behalf of the above referenced company.

Authorized Signature: \_\_\_\_\_

Print Name: \_\_Roderick Myrick, PE

Title: \_\_Vice President of Strategy & CEI

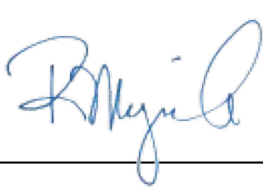


**ATTACHMENT M**  
**VENDOR CERTIFICATION REGARDING SCRUTINIZED COMPANIES LISTS**

Respondent Vendor Name: <u>WSB LLC</u>		
Vendor FEIN: <u>41-1820018</u>		
Vendor's Authorized Representative Name and Title: <u>Roderick Myrick, PE</u>		
Address: <u>219 N Newnan Street, 4th Floor</u>		
City: <u>Jacksonville</u>	State: <u>Florida</u>	Zip: <u>32202</u>
Phone Number: <u>904.337.6324</u>		Email <u>rod.myrick@wsbeng.com</u>

Section 287.135(2)(a), Florida Statutes, prohibits a company from bidding on, submitting a proposal for, or entering into or renewing a contract for goods or services of any amount if, at the time of contracting or renewal, the company is on the Scrutinized Companies that Boycott Israel List, created pursuant to section 215.4725, Florida Statutes, or is engaged in a boycott of Israel. Section 287.135(2)(b), Florida Statutes, further prohibits a company from bidding on, submitting a proposal for, or entering into or renewing a contract for goods or services over one million dollars (\$1,000,000) if, at the time of contracting or renewal, the company is on either the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, both created pursuant to section 215.473, Florida Statutes, or the company is engaged in business operations in Cuba or Syria.

As the person authorized to sign on behalf of Respondent, I hereby certify that the company identified above in the section entitled "Respondent Vendor Name" is not listed on either the Scrutinized Companies that Boycott Israel List, Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List I understand that pursuant to section 287.135, Florida Statutes, the submission of a false certification may subject such company to civil penalties, attorney's fees, and/or costs and termination of the contract at the option of the awarding governmental entity.

Certified By: _____	Roderick Myrick, PE	Vice President of Strategy & CEI
	<i>Print Name</i>	<i>Print Title</i>
Authorized Signature: _____		

**CITY OF KEY WEST CONSULTANT RANKING FORM**

Project Name:       Emergency Management Consulting Services

Project Number:     RFP #25

Firm \_\_\_\_\_

Date \_\_\_\_\_

<b>SELECTION CRITERIA</b>	<b>POINTS ALLOWED</b>	<b>POINTS EARNED</b>
Professional Qualifications of Key Personnel	25	
Program Approach	25	
Familiarity with Local Area	10	
Cost Proposal and Pricing Methodology	30	
<b>Subtotal Points</b>	<b>90</b>	
References	10	
<b>Total Points</b>	<b>100</b>	