

**DISASTER PROGRAM & OPERATIONS, INC.**  
**City of Key West, Florida**  
**REQUEST FOR PROPOSAL For**  
**EMERGENCY MANAGEMENT CONSULTING SERVICES**  
**RFP# 25-001**

**DUE: December 18<sup>th</sup>, 2024, at 3:00 PM**

**Proposer: Disaster Program & Operations Inc.**  
**Address: 404 West Palm Drive, #100, Florida City, FL 33034**  
**Primary Contact: Gabrielle Benigni- President of DP&O**  
**Phone Numbers: 561-436-3383**  
**Email Address: [Gbenigni@dpando.com](mailto:Gbenigni@dpando.com)**



Is certified under the provisions of  
287 and 295.187, Florida Statutes, for a period from:  
12/16/2020 to 12/16/2022



**CERTIFIED MINORITY  
WOMEN OWNED BUSINESS**  
47QSWA21D006N

**FEATURING WEB AND MOBILE APPS**



**FIRSTNET.**  
AT&T FirstNet Responder  
Member ID M5763234





Disaster Program & Operations Inc

**City of Key West, Florida**  
**City Clerk**  
**1300 White Street**  
**Key West, FL 33040**

## **TAB 1: COVER LETTER**

**December 18<sup>th</sup>, 2024**

**Subject: Proposal Submittal: RFP No. 25-001 for “Emergency Management Consulting Services”**

Disaster Program & Operations, Inc. (DP&O) is pleased to submit this proposal for **“RFP No. 25-001”** for **“Emergency Management Consulting Services”** for the City of Key West (City).

### **Commitment and Understanding of Work to be Performed**

DP&O understand the “City” is seeking proposals for Emergency Management Consulting Services to support its Comprehensive Emergency Management Plan and respond to future declared disaster and other emergency efforts. This includes assisting the City in strategically managing the City’s claim developments and administration under Federal and State Disaster Programs related to any disasters during the term of the contract. DP&O understands that such Federal Programs may include but are not limited to FEMA Public Assistance (PA), FEMA 404 Hazard Mitigation Grant Program (HMGP), HUD Community Development Block Grant Disaster Recovery, Federal Highway Emergency Relief Program, Federal Transit Administration, and Small Business Administration.

Since 2004, we have ***helped our clients obtain in excess of \$25 billion in disaster recovery funding*** from FEMA and multiple Federal sources. Our clients have relied on our expertise in preparing for, responding to, and recovering from some of the most significant disasters in our Nation’s history, including severe weather (Hurricanes, EF 4 Tornadoes, Ice Storms, Major wildfires, and Environmental catastrophes (Oil Spills, Large Tank Spills). This work included: damage assessments, project development, construction/remediation management and administration of Federal and state disaster recovery grant programs for some of the costliest and most devastating disasters in our nation’s history.

Our Corporate Principles each have 25 + years as nationally recognized experts in Disaster Recovery Programs, Debris Management, and Emergency Management including a former FEMA Region IV Director, **John Copenhagen**, CEO, (applicant advocate at Region IV level, Headquarters); **John O’Dell**, CTO (Creator of WebEOC, used in 52 U.S. States including Florida and all Florida counties, and FEMA HQ); **Gabrielle Benigni**, President (FEMA Policy compliance recognized industry leader for Disaster Project Claims Submittals, Disaster Debris Management, and Hazard Mitigation /CDBG- DR Program management; programs and Process & creator of RecoveryEOC™ Software Program ); **Laurie Wood**, CIO (recognized WebEOC SME and EM Director). **Rob Russakoff**, Senior VP Recovery/Debris Management/QAQC Data Manager. **Liz Valdes**, Senior VP Recovery Debris Management Expert/Project Manager. **Urban Hammarstedt**, Operations Director DP&O is supported by seasoned Certified Public Adjusters, Utility engineers, Former EM Directors, and Nationally recognized experts with FEMA Policy, Former FDEM Public Assistance Officer, Debris Management Specialists, and IT software specialist. All of our staff hold advanced FEMA and ICS disaster recovery and public assistant certifications, and many are Florida Public Adjusters certified well skilled at working with City’s Risk management.

Our staff’s client representation excels with the entire Federal Disaster Grant management, administration process, Federal & FEMA Policy compliance, and regulations, Stafford Act, 44CFR, 2CFR 200, Post Katrina Emergency Management Reform Act, Sandy Recovery Improvements Act (SRIA) of 2013 including alternative procedures for public assistance and debris removal and HUD CDBG-DR, USDA, USACE, FHWA, NRCS, FTA, EPA, and other grant programs. Each professional staff hold multiple FEMA, ICS certifications and all staff hold OSHA HAZWOPER Site Supervisor Certifications.

Our strength is in our disaster recovery work and maximizing cost recovery requires expertise in the full grants management lifecycle of numerous programs administered by multiple Federal agencies. Our leadership brings the program management knowledge, understanding, and relationships that are key for Successful Disaster Recovery. Our dedicated staff have decades of success and experience with the entire disaster management and disaster reimbursement administration process, from performing mobilizing to assist with damage assessment, emergency repairs documentation, donating resources management, debris management, debris removal data reconciliation, maintaining FEMA compliance throughout the entire process. Our well-seasoned staff emphasize from day one, audit ready documents to support project closeout, and we maintain this audit readiness through the entire FEMA PA review and approval process including post disaster grant management, and other Grant Programs (FEMA Covid-19, Cares Act, HMPG 404, and 406, State LMS program).

Our technical approach demonstrates the highest level of in-depth understanding of Disaster Management and Administrative Services in accordance with FEMA policies, OIG audit principals resulting in decades of successful financial recovery for our clients from disasters.

DP&O maintains consistent proactive advocacy for our clients with Federal funding agencies, and our work requires that are knowledgeable and stay current with the legal and regulatory framework, of each disaster and the interim policies. Our deep expertise in these areas facilitates our clients obtaining ALL their entitled funding. The DP&O team is adept at applying the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended, and related authorities including titles 2 and 44 of the Code of Federal Regulations (CFR), FEMA FP 104-009-2 PA Program and Policy, Sandy Improvement Act (SRIA), and the Disaster Recovery Reform Act (DRRA) of 2018

Most importantly, our knowledge of the FEMA PA Portal, and FDEM PA Portal including a long-standing working relationship with FDEM and FDEM Consultant Auditors which enables our team to timely identify and resolve potential discrepancies clarify questionable items and turn projects around quickly to obligation and payment.

**I. Entity Information**

**Company Name:** Disaster Program & Operations, Inc.

**Address:** DP&O's office for this project is located at: 404 West Plam Drive, Florida City, FL (at Florida City Hall).

**Business/Financial Headquarters:** 10033 Sawgrass Dr. W., Suite 121, Ponte Vedra, FL 32082 (Jacksonville)

**Phone Number:** 24/7 (800)753-8563 or (561) 436-3383

**Website:** [www.dpando.com](http://www.dpando.com)

**Email Address:** [gbenigni@dpando.com](mailto:gbenigni@dpando.com)

**II. Authorized Representative**

Gabrielle Benigni, President, [gbenigni@dpando.com](mailto:gbenigni@dpando.com)

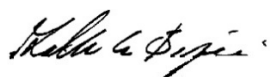
Phone: 24/7 (800)753-8563 or (561) 436-3383

Address: **404 West Palm Drive, #100, Florida City, FL 33034**

**DP&O is an approved AT&T FirstNet Responder, Member ID M-5763234**, registered with NPPGov. This allows DP&O and our clients priority access to cell and internet post disaster as a first responder with AT&T FirstNet. DP&O maintains over 150+ AT&T FirstNet cellphones.

We appreciate the opportunity to submit this proposal. In selecting our approach, processes, and staff, we have made selections that are progressive, flexible, innovative, and industry leading. We are excited to have this opportunity to support you and your business objectives and we look forward to the next steps in your decision-making process.

Sincerely,



Gabrielle E. Benigni, President DP&O  
404 West Palm Drive, #100, Florida City, FL 33034  
24/7 Phone (305) 317-0831  
[www.DPando.com](http://www.DPando.com)

## TAB 2: RESPONSE TO THE RFP

DP&O President/owner and Management staff each have over two decades of successful **national** client representation for turnkey, Disaster Planning, Response, and Recovery services for U.S. municipalities located in (Florida, Alabama, Mississippi, Tennessee, Texas, Oklahoma, California, New York and Puerto Rico), including State Public Colleges, County Public School Systems and Public Utilities clients. For some of the largest Hurricanes (2004 Charlie, Jeanne, Frances; 2004 Katrina, Wilma; 2008 Ike, 2016 Matthew, 2017 Irma, 2022 Ian, 2024 Helene and Milton) and other Disasters (EF 4Tornadoes and Fire Storms), we have provided turnkey, comprehensive response, recovery, and mitigation services emphasizing and creating resilience for our cities and their communities.

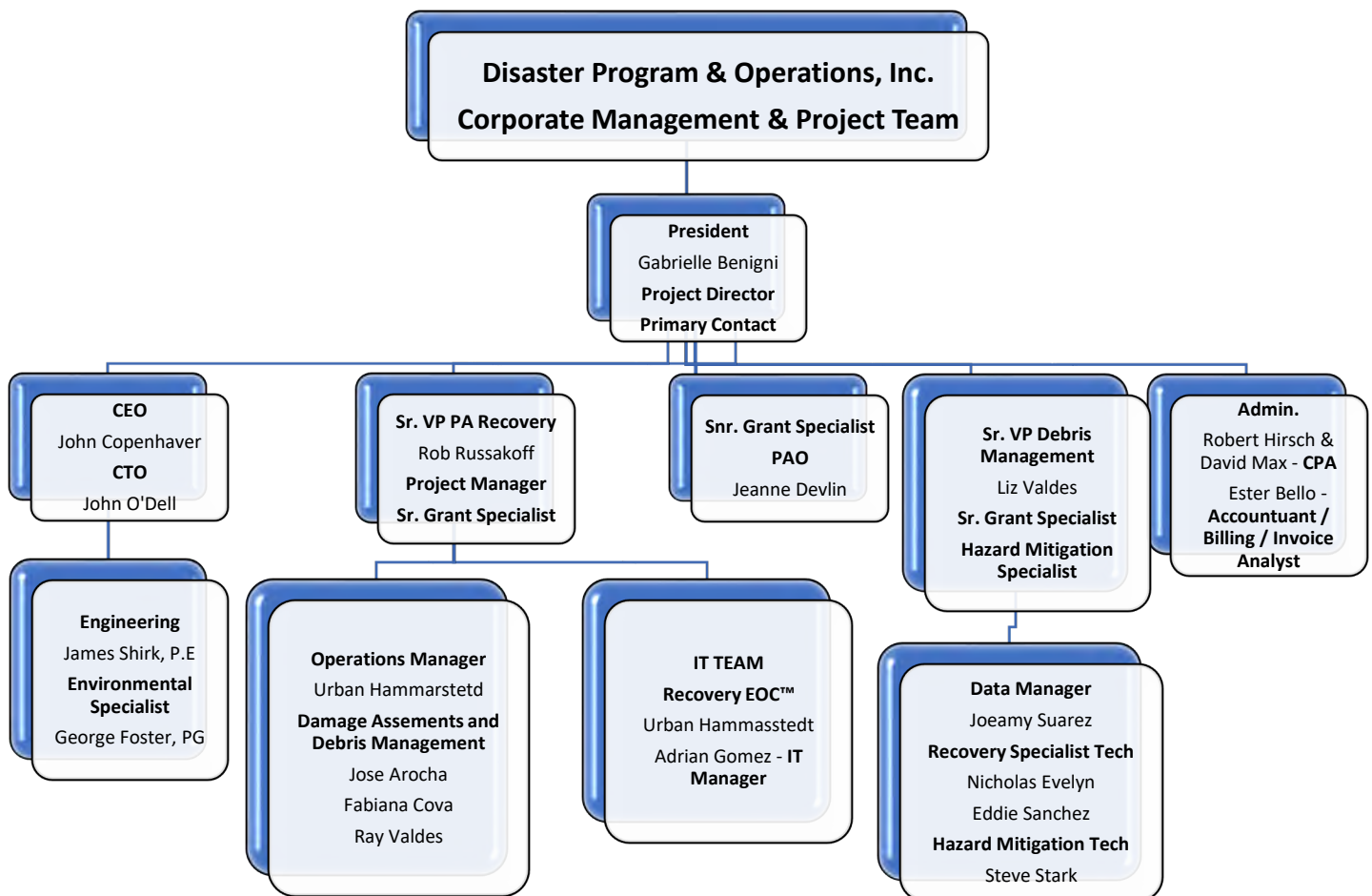
Our management experience and capabilities span all Federal funding programs, including the most recent funding streams from the Coronavirus Aid, Relief, and Economic Security (CARES) Act, Emergency Rental Assistance Program (ERAP), and American Recovery Plan Act (ARPA), and Hurricane Nicole, Ian, and Milton Interim Policies.

We shine at FEMA negotiations, leveraging alternative FEMA Streamlined (SPA) project submittals, which minimize FEMA review and approval time and speed up project obligations and funding to our clients.

### **I. ORGANIZATIONAL OVERVIEW**

#### **a.) Structure:**

DP&O maintains 3 Nationally Recognized Corporate leaders; 2 Directors well-Seasoned FEMA Policy experts; 1 FEMA PA Officer (former State PAO); 15 Full time Professional Management staff; 25 Full time FEMA Recovery Administrative Specialist; 10 Field Technicians and 75 on-call trained Administrative Recovery Specialists.



## **b.) Background:**

DP&O previously known as Disaster Operations & Training, Inc. Incorporated 2004 changed our name in 2015 to Disaster Program & Operations, Inc. to emphasize our full-service Disaster Management program(s) which focus on “All Hazards” Preparedness and Post disaster financial recovery strategies which minimize recovery time and FEMA obligation delays, maximize reimbursement dollars, qualify our clients for Hazard Mitigation 404 and 406 funds and leverage other Federal Funding sources.

DP&O proudly serves clients across the United States, providing comprehensive disaster recovery and debris management services to municipalities, counties, utilities, public schools, colleges, and other agencies. Our operations span urban, suburban, and rural communities. We specialize in emergency response, damage assessments, debris logistics, FEMA compliance, and long-term disaster recovery, ensuring tailored solutions for diverse geographic regions and disaster scenarios.

**Our Forte is Disaster Recovery Services:** DP&O’s staff and management has excelled with FEMA Public Assistance (PA) Advisory Services, Regulations and Audit Assistance, Expertise with Alternate Sources of Funding including Hazard Mitigation 404 and 406, Alternate Methods of Disaster Cost Recovery, Financial, Grant Project Management Support, and Public Insurance Adjustment Support.

Our philosophy of “Efficient Disaster Preparedness and Streamlining the Response, Recovery process for obtaining Federal Reimbursement is concurrent with City’s needs and DP&O commits to successfully executing to successful completion for the below services but not limited to:

**FEMA Public Assistance Advisory Services** - The development of a process to capture eligible expenses in an efficient, accurate, and defensible manner from the outset, including:

- Advising on FEMA's rules, practices, procedures and the constant updates to policy.
- Advising on processes to track costs, including direct administrative and contractor costs, to facilitate reimbursement for all eligible costs.
- Provide access to DP&O’s Document and Disaster Claims Management system/Portal for 24/7 access and easy view of real time Disaster Project status, cost and PW tracking.
- Pre and Post Disaster City Records assessment: Assess current City tools, mechanisms, procedures and recommend improvements that can be integrated with current processes, tools, and systems to make future disaster reimbursements more efficient and accurate.
- Assist the City in obtaining, analyzing, and gathering field documentation.
- Working directly with City departments to review all data and supporting documentation to determine whether costs are eligible and adequately supported and recordkeeping is in line with FEMA and audit expectations.
- Oversight of contractors’ billing to ensure Contractor’s invoices are in accordance with their contract.
- Expertise in Cost Estimating, developing, Detailed Damage Descriptions and Dimensions ("DDD's") and project's Scope of Work.
- Our management are seasoned Certified Public Adjusters, well skilled with assisting the City’s Risk Manager to review projects that are expected to receive insurance and ensure expected insurance payouts are deducted from FEMA PA Projects and are separate from those with no insurance.
- PW preparation, review, approval and tracking: We Categorize, record, track, and file costs in support of the financial reimbursement process; Track Project Worksheet lifecycle status and the status of payments from the State.
- Respond to audit questions and/or findings, as required.
- Preparing audit checklists and conducting extensive audit and closeout work.
- Financial, Grant, and Project Management Support: Advise on FEMA’s rules, practices, and procedures and how to track costs, including direct administrative costs, to facilitate reimbursement for all eligible client costs, including contractor costs.

### **DP&O COMMITMENT**

**From Project initiation we are committed to ensure the City maintains compliance with federal disaster regulations in an effort to optimize retention of funds, pass audits and include in our streamlined approach pre-audit activities for all submitted documentation.**



**Response Logistics and Staff Augmentation Support:** Damage Assessments (Infrastructure and Utilities); Donations and Volunteer Management; Emergency Repairs Documentation; Costs Tracking; and Disaster Debris Monitoring and Logistics.

**BACKGROUND of FIRM**

Combined DP&O has Prepared 1000's of FEMA PWs for all FEMA Categories and Obtained Over \$900 Million in FEMA PA Reimbursements and Qualified and Managed \$500 Million in Hazard Mitigation Grants.

**FEMA PA Grant Management & Advisory Services:**

- FEMA PW Pework
- Documentation Management
- Force Labor and Complex Payroll Systems
- Force Equipment Records
- FEMA PW Submittal packages & FEMA PA Portal documents entry
- Gathering Reviewing and Reconciling Disaster Records and Costs Data (Contractor & Mutual Aid Invoices)
- Materials Used In-Stock or New Purchases
- Engineering Designs Review and Environmental Compliance

- Category A Debris Removal Records Reconciliation
- Insurance Proceeds Adjustments
- FEMA and FDEM State Closeout and Other Audit Services
- FDEM/State Reimbursement Programs
- Hazard Mitigation & other Grants Management

**Our Strength is in DP&O's Planning Programs:**

- ✓ **Debris Management Planning & Debris Operations**
- ✓ **Disaster Preparedness/ Readiness - Client Training Emphasizing FEMA Compliance for both Pre and Post Disaster Reimbursement Requirements**
- ✓ **Asset Inventory Review for Grant Compliance**
- ✓ **Contract Compliance per 2 CFR 200**

Our accomplished success is due to our adherence in maintaining stringent documentation and requirements for Federal Disaster reimbursement, resulting in successful "Project Closeout and Flawless State/Federal Audits. Our well-seasoned staff emphasize from day one, on audit ready documents to support project closeout, and we maintain this audit readiness through the entire FEMA PA review and approval process including post disaster grant management and administration FEMA, other Grant Programs (FEMA Covid-19, Cares Act, HMPG 404, and 406, LMS (local mitigation strategy).

For over two decades we have been successful in recovering all eligible disaster costs with minimal delay, or de-obligations, by adhering to our strict QAQC review and reconciliation process incorporating the FEMA Review details, OIG Audit principles and Standards of Disaster Accounting. Our staff are well adept at applying the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended, and related authorities including titles 2 and 44 of the Code of Federal Regulations (CFR), FEMA FP 104-009-2 PA Program and Policy Guide, Sandy Recovery and Improvement Act (SRIA), and the Disaster Recovery Reform Act (DRRA) of 2018.

**HUD Community Development Block Grant Disaster Recovery (CDBG-DR) Support Services**

DP&O provides expert support services for HUD Community Development Block Grant Disaster Recovery (CDBG-DR) programs, helping communities recover and rebuild after disasters. Our team ensures compliance with HUD requirements while maximizing funding to address housing, infrastructure, and economic recovery needs. We assist clients with grant management, action plan development, unmet needs assessments, environmental reviews, project implementation, and comprehensive documentation. DP&O's proven experience in disaster recovery ensures streamlined processes, accountability, and effective resource allocation to restore resilience and improve quality of life for affected communities.

### **Current Operations:**

DP&O's current operations and manner of scope of services in the last five years includes turnkey, premiere Disaster Planning, Response & Recovery Services including but not limited to the following:

**Pre-Event Services:** Disaster Readiness Training and Contract Compliance with Federal 2CFR200, Pre-Disaster Asset Inventory Review, Roof Inspections, and Storm Drain Mapping; Disaster Debris Management Planning, Training & Exercises, FEMA Policy Guides, Debris Management Site (DMS) Review, Debris Removal Contractor Bid Preparation and Review.

**Post-Event Services:** FEMA Public Assistance Program Management & Policy Advice; Grant Management; HUD Community Development Block Grant Disaster Recovery (CDBG-DR); FEMA Disaster Projects "Pre-work", and Records Reconciliation; Damages Validations and Eligibility Analysis; FEMA Site Inspections, Insurance Adjustors Site Inspections; FEMA PW Disaster Claims Reimbursement Submittals, FEMA PW Review and Tracking; FDEM PW Review and Tracking; FDEM State Closeout Audits; Hazard Mitigation and other Grant Projects Submittals and Grant Closeout; Infrastructure and Utility Damage Assessments; Debris Damage Assessments, Truck/Equipment Certification, Disaster Debris Monitoring Services, DMS Site Operations Compliance. We have also performed Disaster Debris Monitoring, Post Disaster Damage Assessments, FEMA Site Inspections, Insurance Adjustors Site Inspections.

### **Awards and Recognition:**

DP&O has been consistently recognized for excellence in disaster recovery and debris management services. Our commitment to safety, innovation, and compliance has earned us accolades from municipal, county, and state agencies. We are proud to be acknowledged for our outstanding project management, effective coordination with FEMA and other regulatory bodies, and our dedication to supporting local small and disadvantaged businesses.

Notable achievements include:

- Commendations for rapid response and recovery efforts in hurricane-impacted communities.
- Recognition for implementing advanced technology, such as our Recovery EOC™ and TRKR™ ADMS, to enhance efficiency and accuracy.
- Awards for maintaining exceptional safety standards and delivering successful outcomes on high-profile recovery projects.

Our team's dedication to quality and client satisfaction continues to set us apart as a trusted leader in disaster recovery and resilience.

Using our Recovery EOC Disaster Claims and document management system, we maintain stringent documentation requirements which exceed the FEMA reimbursement requirements, for successful Federal Disaster reimbursement and "Project Closeout".

DP&O's management have Flawless State/Federal Audits track record are extremely experienced with FEMA negotiations and have been successful with clients FEMA Appeals representation.

DP&O has demonstrated two decades of Clients Disaster Recovery success representing Public Agency Clients with the complex FEMA reimbursement processes and procedures successfully obtaining all disaster reimbursement costs related to federally declared disaster events.

DP&O's Technical approach and methodology focuses on maximizing the amount of eligible reimbursement dollars by conducting efficient processes that reduce the timeline for eligibility determinations and provide audit ready disaster costs submittals that support successful disaster projects close out. A key benefit to DP&O's technical approach is Disaster Recovery Planning, leveraging lessons learned, and proven business processes, and innovative solutions available.

### c.) Financial Disclosure

DP&O is financially sound and has no loans or company debts. DP&O has not had any past or pending bankruptcies. DP&O has always been able to cash flow our projects and staff resources. In fact, DP&O has been able to continue client work for 4 months without client payment due to city delays, change in management and or city council meetings approvals. DP&O maintains a line of credit for \$250,000.00 which will provide a cushion in the event of any unforeseen client delays in payment to DP&O.

### d.) Litigation History

DP&O has never had any past or pending litigation, arbitration, lawsuits, disputes, filed against the DP&O relating to the work described herein or within the last five (5) years.

### e.) Current Workload

**DP&O has no restraints due to any current contract.**

Client Name and Contract Date	Description of Services
CITY OF HOMESTEAD, FLORIDA	<i>Debris Management Planning &amp; Audit Monitoring; Pre-Disaster Response and Recovery Planning; Disaster Emergency /Recovery Services; FEMA PA Program Management; Hazard Mitigation Grant Management/ COVID-19 FEMA Recovery; CARES ACT Recovery</i>
CITY OF FLORIDA CITY, FLORIDA	<i>Debris Management &amp; Monitoring; Pre-Disaster Response and Recovery Planning; Disaster Emergency /Recovery Services; FEMA PA Program Management; Hazard Mitigation Grant Management/ COVID-19 FEMA Recovery; CARES ACT Recovery</i>
MIAMI DADE COUNTY PUBLIC SCHOOLS, FL	<i>Debris Monitoring / Debris Removal Audit; Disaster Recovery Services; FEMA Program Assistance including Disaster Planning.</i>
SEMINOLE COUNTY PUBLIC SCHOOLS, FL	<i>Debris Monitoring / Debris Removal Audit; Disaster Recovery Services; FEMA Program Assistance including Disaster Planning</i>
HOMESTEAD ENERGY SERVICES (HES), FL	<i>Hurricane IRMA Disaster Recovery, Utility restoration, Monitoring Services, Asset Inventory, Hazard Mitigation.</i>
BREVARD COUNTY PUBLIC SCHOOLS, FL	<i>Debris Monitoring / Debris Removal Audit; Disaster Recovery Services; FEMA Program Assistance.</i>
FLORIDA COLLEGE CONSORTIUM, 28	<i>28 Florida Colleges Debris Management Planning, Debris Monitoring / Debris Removal Audit; Disaster Recovery Services; FEMA Program Assistance.</i>
NEW COLLEGE OF FLORIDA, SARASOTA, FL	<i>Debris Monitoring / Debris Removal Audit; Disaster Recovery Services; FEMA Program Assistance.</i>
CITY OF NEWBERRY, FLORIDA	<i>Debris Monitoring / Debris Removal Audit; Disaster Recovery Services; FEMA Program Assistance</i>
MIAMI DADE COLLEGES, FLORIDA	<i>Debris Monitoring / Debris Removal Audit; Disaster Recovery Services; FEMA Program Assistance</i>
ALCORN COUNTY ELECTRIC POWER ASSOCIATION, CORINTH MS	<i>Disaster Recovery and Grant Management Services; Debris Management and Debris monitoring.</i>
SUNNY ISLES, FLORIDA	<i>Debris Monitoring / Debris Removal Audit; Disaster Recovery Services; FEMA Program Assistance</i>



## II. QUALIFICATIONS

### a.) Key Personnel:

All our professional staff have extensive knowledge of FEMA, FHWA, NRCS, FDOT, FDEP, FWC and other applicable Federal, State or local agency laws, regulations and policies and hold FEMA certifications for advanced debris management planning and public assistance advisory services.

Additionally, our management team excels with FEMA Policy compliance consulting, representation assistance, Disaster claims preparation, Request for information (RFI's) replies, Costs records reconciliation, Disaster document management, PW review tracking, FEMA negotiations and any appeals associated with disasters and reporting responsibilities to the federal and State government. Most importantly, our knowledge of the FEMA PA Portal, and State Portal System enables our team to timely identify and resolve potential discrepancies, clarify questionable items and turn projects around quickly to obligation and payment.

*The DP&O Team is Extremely Skilled, Highly Experienced, Well Prepared and Ready to Provide the Highest Quality Disaster Debris Recovery Services & Support!*

DP&O's staff and management have decades of experience with FEMA Public Assistance (PA) Advisory Services, FEMA / with multiple Federal Grant Program Management occurring simultaneously during the disaster recovery life cycle, maintaining stringent documentation, requirements for Federal Disaster reimbursement, successful "Project Closeout and Flawless State/Federal Audits. DP&O staff and management are extremely experienced with Hazard Mitigation (404 and 406) Financial and Grant Management Support, FEMA negotiations, and FEMA Appeals representation.

Resumes: Please see *appendix A* as requested in Addendum 2.

### List of Staff:

Below is the list of the staff that would be assigned to the City for this project. All of our staff hold 40-hour HAZWOPER Site Supervisor Certification and are CPR AED / Basic First Aid Certified.

#### DP&O Primary Team Members:

Project Director / Primary Contact: Gabrielle Benigni, President

Senior VP Recovery/ Project Manager/Sr. Grant Management Specialist: Rob Russakoff

Senior Grant Management Specialist / Senior Public Assistance Officer (Sr. POA): Jeanne Devlin

Senior VP Recovery Debris Management Expert / Sr. Grant Management & Hazard Mitigation Specialist:  
Liz Valdes

Operations Manager / Software Product Manager / GIS: Urban Hammarstedt

Data Manger: Joeamy Suarez

Recovery Specialist Technician: Eddie Sanchez, Nicolas Evelyn, Steve Stark

Hazard Mitigation Technician: Steve Stark

Accountant / Billing / Invoicing Analyst: Ester Bello

Damage Assessment Estimator: Jose Arocha, Fabiana Cova, Ray Valdes

IT Support: Brian Hudson

IT Software Manager: Adrian Gomez

### List of Federal, State and Local FEMA Reimbursements Successfully Secured in the past five (5) years

Client & Disaster	# of PW's Submitted	\$ Total of PW's Submitted	\$ Total Cost Approved	% Submitted Approved	Comments
Hillsborough County - Hurricane Ian DR4673	21	\$29,689,450	\$29,427,645	99.10%	
Hillsborough County - Hurricane Idalia DR4734	5	\$4,819,869	\$4,819,869	100%	
New College of FL - Hurricane Ian DR4673	4	\$1,135,695	\$1,135,370	99.95%	
City of Homestead - Cares Act	10	\$2,200,000	\$2,200,000	100%	
City of Homestead - Hurricane Irma DR4337	21	\$14,802,297	\$14,121,391	95.40%	
Florida City - COVID-19	5	\$370,493	\$174,890	100%	
Florida City - Cares Act	7	\$1,161,342	\$1,160,422	99.90%	
Florida City - Hurricane Irma DR4337	18	\$3,146,212	\$2,964,364	94.20% *	In Arbitration: \$181,848
Seminole County Public Schools - Hurricane Ian DR4673	66	\$10,618,564	\$2,123,412		Multiple projects in various stages of approval
Seminole County Public Schools - Hurricane Nicole DR4680	1	\$101,431	\$101,431	100%	

### Three (3) examples of FEMA Public Assistance Advisory Services Provided, Including Pricing Methodology

#### **ALCORN COUNTY ELECTRIC POWER ASSOCIATION, CORINTH MS:** 2022 Storm Olga/Tornado: Disaster Recovery and Grant Management Services including Federal FEMA Contract Compliance

##### **Disaster Recovery Services:**

**PWs Obligated and funds Recovered:** ACE received all disaster costs reimbursement for 2 Category F PWs \$2.5 Million.

**Category B (Emergency Services) and Category F (Utilities):** DP&O performed assimilation & reconciliation of all Hurricane Olga October 2019 costs documentation of Force labor, Equipment, and 30+ Mutual Aid Contractors (MAA) Invoices, supporting documentation (daily logs, work orders etc.). DP&O utilized our Utility /Asset Mobile app to map/inventory and photograph all 25,000+ Damaged repaired power poles. DP&O created the Damaged Power Pole inventory with equipment and RUS construction units for damaged items and costing submittal. DP&O reconciled all materials purchased, used in stock with vendor Pos, invoices and payments.

DP&O prepared all FEMA cost templates and FEMA PA portal entry of all project narratives, and supporting FEMA required information per FEMA Portal EEI's. DP&O also qualified Hazard Mitigation for.

DP&O identified additional overlooked power poles and other costs that ACE did not include with original damages assessments.

**Materials: Damaged and Repaired Power Poles** were cross referenced with materials purchased and materials used in stock. DP&O reconciled all materials purchased, used in stock with vendor Pos, invoices and payments and prepared a detailed spreadsheet of the reconciled materials purchase and used in stock.

**MAA Crew and Force Labor Reconciliation:** DP&O prepared detailed spreadsheets summarizing MAA and Force labor Daily logs crew location per grid worked and cross referenced with Pole ID numbers per grid.

DP&O successfully supported the client with all FEMA PA Portal submittals and the Category F project is 100% complete and ACE received FEMA reimbursement payment of all submitted costs.

**Project Closeout:** DP&O obtained obligation of all ACE Olga projects at 100%-dollar value of submitted cost. DP&O performed project close out and submitted all request for reimbursement within 1 year of the disaster.

**Pricing Methodology:** Since time was critical and ACE had 4 months to gather final documentation for the 2500 damaged power poles, DP&O developed a field budget to accommodate the field data gathering and other disaster cost records reconciliation. DP&O maintained a weekly cost tracking of DP&Os efforts to ensure we stay on time and in the budget constraints. DP&O successfully completed the documentation and FEMA required submittals within the four months and below the estimated budget.

**CITY OF HOMESTEAD FL:** *Pre-Disaster Response and Recovery Planning including FEMA Federal Contract Compliance; Disaster Emergency /Recovery Services; FEMA PA Program Management; Hazard Mitigation Grant Management/ COVID-19 FEMA Recovery; CARES ACT Recovery Debris Management & Monitoring; Hurricane IRMA DR4337, COVID 19 and CARES ACT*

**Contract Date:** September 2018 – July 2024

**Audit and Records Reconciliation Services:** Category A: Debris Removal - 4 PW's for \$5.04M; Category B: Emergency Services - 1 PW for \$1.42M; Category E: Building & Equipment - 6 PW's for \$377,896; Category F: Utilities - \$4.98M with HMGP for \$2.20M; Category G: Parks - 3 PW's for \$111,801; TOTAL SUBMITTED = \$14.71M

**Description:** DP&O was awarded the Disaster Recovery Contract to provide audit and record reconciliation Services for Hurricane Irma Recovery per FEMA compliance which included preparing Irma Homestead Document Management System for each FEMA category per project, per department all cost records, reconciling the data obtaining missing information; contracts review and Invoices reconciliation; disaster projects records costs data to identify missing required items or discrepancies between invoices and daily logs; Multiple Departments Force Labor, Equipment, (including Police and EOC) records review. Emphasis was placed on Category A (Debris Removal), Category B (Emergency Services) & Category E (Buildings/Equipment) Projects.

**Category A:** DP&O reconciled all Debris Removal and Monitoring Data for four Category A periods identifying discrepancies between monitoring data and debris removal records including: Leaner, Hanger duplication, ineligible items, truck certifications, final haul out disposal cubic yard errors, DMS permitting, in accurate hourly Debris Removal charges, monitoring invoices errors and missing data. DP&O had to update GPS on all tickets and photo for proper reconciliation and per FEMA Pilot program for Accelerated Debris removal.

**Category B:** DP&O assimilated and reconciled multiple departments (Police, Parks and Recreation, Public Works, Streets & Stormwater) disaster costs documents and accounting information for Force Labor, Equipment, materials, and contractors. FEMA obligated Category B however denied Police department due to FEMA overlooking submittals in the FEMA PA Portal. DP&O Prepared the Category B Police Department appeal, and successfully obtained all Police submitted Labor and Equipment disaster costs. For the appeal, DP&O reconciled all Police Work Orders, with Payroll, Time sheets, and patrol cars utilized and updated narratives for emergency tasks. FEMA awarded the appeal and FDEM is in final payment at this time.

**Category F: 2 PW's + Hazard Mitigation and Category A -** DP&O performed assimilation and reconciliation of costs documentation of Force Labor, Equipment, Materials, Asplundh Debris Removal, and **55+ Mutual Aid Contractors (MAA)** Invoices, supporting documentation (daily logs, work orders etc.).

**Category E & G:** Performed all project inspections and assimilation, review, and reconciliation of the following:

**Force Labor** - payroll, with time sheets, work orders or daily logs

**Equipment** - with cross check to force labor and Work Orders; FEMA costs codes updates

**Contractors** - invoices with back up daily logs, areas worked, payments; Contract compliance with 2 CFR 200

**Materials** - with POs, Payments, and uses /reason; In stock and Purchased Materials reconciled

We have supported Homestead through all FEMA and FDEM RFIs for each FEMA Category and have obtained Category A, B, E and G obligations and FEMA reimbursements.

We submitted all FEMA documents utilizing the FEMA PA Portal. Each PW per FEMA Category is maintained both electronically, and manually in audit proof format with supporting documents in DP&O's Disaster Claims/Document Management system and to facilitate a quick project close out and or audit. All projects' financial supporting documents are 100% accurate and audit ready.

**Project Closeout:** DP&O obtained obligation of all projects at 100%-dollar value of submitted cost, a total of \$15 Million dollars and successfully managed closeout with the state. DP&O performed project close out and submitted all request for reimbursement within 2.5 years of the disaster.

**FEMA COVID DR4486 and CARES ACT SUBMITTALS:** DP&O has performed all COVID disaster submittals and Costs records reconciliation and project closeout for FEMA and Covid 19 application submittal. DP&O also managed all client submittals for the **Dade County Cares Act Portal**. DP&O submitted all Request for reimbursement and tracked all payments for Cares Act and submittals of Police Haz Pay. We have recently performed Project close out for Cares Act final payments.

**Pricing Methodology:** DP&O developed a field budget to accommodate the field data gathering and other disaster cost records reconciliation. DP&O maintained a weekly cost tracking of DP&Os efforts to ensure we stay on time and in the budget constraints. DP&O successfully completed the documentation and FEMA required submittals within the four months and below the estimated budget.

**NEW COLLEGE OF FLORIDA, SARASOTA: Hurricane Ian DR 4673: Disaster Recovery Services; FEMA Program Assistance; Disaster Debris Management and Monitoring; Debris Removal Audit.**

**Contract Date:** May 2021 - April 2026

**Hurricane Ian 2022** - heavy wind driven rains caused massive flooding which exceeded the 500-year flood plain predictions. The Sarasota campus is located along the Bay. Most all of the Campus had extensive flood damage to historic property and massive amounts of hazard trees and limbs throughout the campus and debris washed up along the Bay shoreline. DP&O coordinated with NCF Emergency Services Manager Yosef Shapiro, the Debris Removal crews and equipment necessary to remove all the debris hazards and worked from September 2022 to December 23, 2022.

DP&O Submitted Two (2) Category A Debris Removal PW's with all FEMA Required Documentation for \$701,214 and Category B for \$285,163. One (1) Category Z for \$49,213 for a Total PW's Reimbursed \$1.1 Million

**Category A:** FEMA Projects Preparations, Review Preparation, Submittal, Review and Obligations.

In order to expedite a rapid FEMA review and approval process, DP&O took the Category A debris removal project and grouped the large project into two smaller projects to be submitted as FEMA's streamlined (SPA's) project. Submitting the large project as two small SPA projects, DP&O was able to push the FEMA review and approval within four months and NCF received obligations in five months. DP&O quickly worked with the state to perform state closeout audit and submit request for reimbursement of both projects. DP&O obtained all NCF category A debris removal project funds within 10 months of hurricane Ian.

DP&O coordinated the disaster hazards identification team to work a day ahead of debris removal contractor identifying all disaster debris hazards that posed a threat to the health, safety and welfare of the campus, students, faculty and community. During these inspections, DP&O identified critical safety hazards as well and coordinated removal of damaged trees near powerlines proximal or on school properties.

Additionally, DP&O identified buried beach debris which created a serious environmental impact to the sea turtle and protected birds. DP&O monitors staked /secured these areas and successfully tracked the hourly debris removal operations using TRKR™ ADMS including photos and maps of areas worked.

DP&O performed all Debris removal documentation using TRKR™ ADMS and submitted the FEMA Category A and B Disaster projects submittals to FEMA PA Portal. Most all of the schools had extensive flood damage in the parking lots, uplifted storm drains, culverts, slopes and embankments washed out, and many concrete sidewalks were washed away. The flood debris was deposited in several areas of the school's campus.

**DP&O performs** Disaster Recovery Planning Training per FEMA requirements for (Pre and Post disaster records for Emergency Repairs, Assets Inventory, Damage assessments, Long Term Recovery). DP&O met with each college departments and held webinars to provide Disaster Recovery Planning training and Disaster Cost Tracking process review.

We provided Debriefing report for the college with Disaster Recovery Cost templates and checklist to ensure FEMA Compliance for each Colleges Department.

**Pricing Methodology:** DP&O developed a field budget to accommodate the field data gathering and other disaster cost records reconciliation. DP&O maintained a weekly cost tracking of DP&Os efforts to ensure we stay on time and in the budget constraints. DP&O successfully completed the documentation and FEMA required submittals within the four months and below the estimated budget.



### **III. PROGRAM APPROACH AND PRICING**

#### **a.) Approach:**

**DP&O's Management Staff are the Best Qualified to Perform this Scope of Work** and bring the city the following value-added benefits:

- We have extensive knowledge of FEMA policies, the stringent disaster reimbursement requirements and stay current with the new FEMA and FDEM PA Portal processes and reimbursement programs such as FDEM's FROC.
- Our staff have the expertise to provide advice and guidance on Procurement & Contracting per 2 CFR 200 specific elements that the City may need to be revised for better alignment with Federal and state requirements.
- We are experts in: Infrastructure Damages assessments (Water/Sewer, Public Power, Buildings/Roofs, Parks) to qualify disaster projects, and identify overlooked eligible damages and costs; Payroll reconciliation, force account labor and equipment reimbursements, supplies, donated services, mutual aid, and contracted services
- We have obtained FEMA obligations for more dollars than our clients originally expected.
- We have saved our clients Millions of Dollars by providing oversight of contractors' billing to ensure that they invoice in accordance with their contract and that all costs eligible for the disaster grant funding.
- Our staff hold class certifications for Florida Recovery Obligation Calculation (F-ROC) 601,602 courses and we have assisted our clients with the FROC Disaster Readiness Assessments.
- Our Recovery EOC Software Disaster Cost tracking templates are FROC and FEMA PW compliant
- Obtained Hazard Mitigation funding for both State and Federal programs.
- Expertise with Alternate Sources of Funding, including Hazard Mitigation 404 and 406: Recommendations for alternate grant funding for flood-related projects ineligible for FEMA PA reimbursement.
- Providing interagency (Federal, State, County, Local) coordination and technical support, as well as identifying funding resources that may be available to assist in the long-term recovery process.
- Providing Clients Detailed Event and Financial Reports: summarizing steps/processes that occurred after the event, with a timeline; Tailoring Client Specific Financial reports and PW Review, approval, and Payment Tracking with dates submitted by the City and reimbursed by FEMA.
- Annual Disaster Training and Prep including lessons learned by each Department and making recommendations to improve the Departments readiness for Disaster data and documents gathering per FEMA compliance.

#### **DP&O COMMITMENT**

**DP&O is seriously committed to assist the City in strategically managing the City's claim developments and administration under Federal and State Disaster Programs related to any local, state, or federally declared disaster to include but not limited to: FEMA Public Assistance (PA), FEMA 404 Hazard Mitigation Grant Program (HMGP), 406 Local Mitigation Strategy Grant Programs, Federal Highway Emergency Relief Program, Federal Transit Administration, and SBA Small Business Administration and other FDEM reimbursement programs (FROC).**

DP&O's approach **streamlines the entire Disaster Recovery process from Pre -Disaster planning, thru response and recovery and financial recovery seizing Hazard Mitigation grant opportunities.** Most critical for Disaster reimbursement is Documentation management, audit ready disaster reimbursement forms submittals and flawless back up documentation and we do this with excellence utilizing our Recovery EOC™ web and mobile apps BOLT™ EOC and TRKR™. Our Recovery EOC allows the City 24/7 access to all project data in real time view of all Disaster Recovery phases from Damage assessments to Recovery Projects costs tracking with all FEMA required back up documentation. Recovery EOC™ can interface with ARC GIS and WebEOC which ensures all CRITICAL disaster data is maintained and centralized for long term access. Recovery EOC™ maintains all disaster project costs with back up documentation in audit ready format, allows clients 24/7 visibility to work in progress with project status/cost summary and enables DP&O to ramp up with the City's project expediently to assist with Disaster Related Recovery Services



## Example of Previous Successes

**HILLSBOROUGH COUNTY FL:** Hurricane Ian DR4673; Hurricane Idalia DR4734; Hurricane Nicole DR4680 and Covid-19 DR4486 - Disaster Recovery Services; FEMA Program Assistance & PW Submittals; Appeals Preparation and RFI replies.

**Contract Date:** August 24, 2024 - August 23, 2026

*Hurricane IAN 2022:*

### **AUDIT and RECORDS RECONCILIATION SERVICES:**

**Category A: Debris Removal - 3 PW's = \$18.2M**

**Category B: Emergency Services – 10 PW's = \$9.45M**

**Category C: Roads & Bridges – 3 PW's; Category E: Building & Equipment - 1 PW**

**Category F: Utilities – 2 PW's; Category G: Parks & Rec: 1 PW = \$1.45M**

**TOTAL SUBMITTED: \$29.1M**

**Disaster Records Reconciliation Team:** DP&O has assigned several disaster records reconciliation teams as follows to review all HC documents, damage assessment reports, financial cost records, facilities work orders and engineering estimates to identify missing items and organize per project with all FEMA required documentations. **CAT E:** Buildings, Interiors, Exteriors and Roofs: DP&O has reconciled and organized all facilities work orders from work completed to confirmed 100% complete, cross referencing the work order to back up documentation (contractor invoices, damage assessment photos, work order description details, etc.). The team identified each County issue and gathered all FEMA required items to document quantities and dimensions to ensure complete accurate disaster work is verified for FEMA reimbursement.

**Contractor Invoice Records Reconciliation Team:** This team reconciled all HC contractor invoices with payments, HC workorders, and backup daily logs detailing contractor's work. The team reviewed the contractor invoice with the contract line items to identify discrepancy for the need for change orders and contractor addendums in order to qualify for FEMA reimbursement.

**FEMA Recovery Scoping Meeting (RSM) and Damage Assessment Inventory Team:** DP&O represented HC with all FEMA meetings and site inspections. DP&O prepared a detailed damage inventory so that FEMA can create the projects for disaster reimbursement. DP&O grouped the projects to the best financial benefit for HC (for example, projects that are 100% work completed are being grouped by either County zone and per roofs interior and exterior) this will allow HC to submit projects less than \$1 million for quicker FEMA review and project obligation. Larger projects which included work to complete and can qualify for hazard mitigation, DP&O grouped these projects to best qualify for hazard mitigation (example, storm drains and roof projects).

**DP&O Submitted Two (2) Category A 100% Debris Removal with all FEMA required documentation totaling \$15.9 Million and One (1) Category A 75% for \$2.3 Million Dollars. Both Category A 100% and 75% projects are being submitted to the FDEM FROC program for reimbursement.**

**Category A: Debris Removal Records Reconciliation** per FEMA Accelerated Debris Removal Program dates of reimbursement DP&O reconciled daily the Debris Removal load haul tickets, and removal of hazard trees (leaners) and hazard limbs (hangers) including load haul tickets, truck certifications certified no duplicate tickets; leaner/hanger tickets were reviewed for accuracy, readability, and GPS coordinates.

DP&O reconciled all Debris Removal contractor invoices and ensured invoice errors were corrected before approval for MDC final payment. **DP&O reconciled all Reduced Debris taken to final disposal at Waste Management facility and all Waste Management invoices** with quantity corrected ticket discrepancies prior to submittal.

**DP&O Submitted Ten (10) Category B 100% Emergency Services PW's with all FEMA required documentation totaling \$9.45 Million.**

**Category B: Emergency Services Reconciliation** reviewed and assimilated force labor disaster cost, receiving payroll records, cross referencing disaster work performed. Force equipment is being reconciled for each of the HC staff vehicles used for disaster pre and post disaster emergency services. The force equipment will be crossed reference and matched with the force labor. Materials: All HC materials used in stock will be reconciled and cross reference to HC work orders, vendor PO's, invoices and payments made. Material purchased are being reconciled with vendor PO, vendor payments and vendors payments.

**DP&O also Submitted:**

**Three (3) Category C Roads & Bridges PW's**

**One (1) Category E Buildings & Equipment PW's**

**Two (2) Category F Utilities PW's**

**One (1) Category G Parks & Recreational Facilities PW's**

**One (1) Category Z Management Costs PW's**

**DP&O Submitted with all FEMA required documentation totaling \$1.45 Million.**

**SEMINOLE COUNTY PUBLIC SCHOOLS (SCPS):** *DR4637 Hurricane Ian; DR4680 Hurricane Nicole; FEMA PA Program Assistance; HMGP Grant Management and Projects Qualification; Federal Contract Compliance, Debris Management Planning and Monitoring*

**Contract Date:** August 2018 - November 2024

**Special Disaster Project Assistance:** SCPS requested DP&O's Disaster Recovery Services on October 1, 2022, in which DP&O mobilized in less the 24 hours with Key Disaster Recovery Management and Support Monitoring Staff. DP&O immediately held meetings with facilities and risk management to detail a plan of action to identify all disaster damages and identify projects that qualify for Hazard Mitigation for 80 School campuses with over 640 buildings. DP&O had identified 34 projects that qualified for Flood Mitigation and Roof/Building mitigation and provided base cost estimates for FEMA Grant submittal. DP&O obtaining cost estimates and detail scope of work for each of the 34 projects which involved multiple buildings and areas for each school campus.

DP&O is submitted all FEMA weekly progress and weekly progress reports to the SCPS Recovery leaders in a timely manner.

**Debris Contractor Incorrect Invoicing, then Threatening Litigation:** DP&O's client Seminole County Public Schools (SCPS) paid the Debris Removal contractor for Hourly debris removal work without DP&O first reviewing the invoice and comparing to our monitor records. The contractor was billing for labor and equipment not on the project and for excessive hours. **Resolution:** DP&O discovered over \$250,000 in billing errors. DP&O supported the Audit of each Contractor invoice on excel with detailed notes and backup including the required sign in at each school location. The SCPS attorney successfully closed the issue and SCPS was credited \$250,000 in the remaining Contractors balance.

DP&O performed the insurance adjusters' inspections for all 80 campus and all buildings which included roofs, building interior and exterior to assess and quantify all Hurricane IAN disaster damages. DP&O, utilizing our **BOLTEOC™** mobile and web apps creating a detailed damage assessment data base identifying all damages per school with detailed descriptions and photograph and allowed SCPS real time view of damage site inspections, progress and priorities.

**DP&O Submitted Two (2) Category A Debris Removal PW's with all FEMA Required Documentation for \$3.4M and Category B for \$1.412M. Both Category A Projects as well as Category B are Being Submitted to the FDEM FROC program for reimbursement.**

**Disaster Records Reconciliation Team:** DP&O had assigned several disaster records reconciliation teams as follows to review all SCPS documents, damage assessment reports, financial cost records, facilities work orders and engineering estimates to identify missing items and organized per project with all FEMA required documentations. **CAT E:** Buildings, Interiors, Exteriors and Roofs Team: DP&O reconciled and organized all facilities work orders from work completed to confirmed 100% complete, cross referenced the work order to back up documentation (contractor invoices, damage assessment photos, work order description details, etc.). The team identified per each school all FEMA required items to document quantities and dimensions. The field recon team gathered all missing FEMA required information (dimensions, quantities, etc.) to ensure complete accurate disaster work was verified for FEMA reimbursement.

**Contractor Invoice Records Reconciliation Team:** This team is reconciled all SCPS contractor invoices with payments, SCPS workorders, and backup daily logs detailing contractor's work. The team reviewed the contractor invoice with the contract line items to identify discrepancy for the need for change orders and contractor addendums in order to qualify for FEMA reimbursement.

**CAT B Emergency Services Recon Team:** This team reviewed an assimilating force labor disaster cost, reviewed payroll records, cross referenced disaster work performed. Force equipment was being reconciled for each of the SCPS staff vehicles used for disaster pre and post disaster emergency services. The force equipment was crossed reference and matched with the force labor. Materials: All SCPS materials used in stock was reconciled and cross referenced to SCPS work orders, vendor PO's, invoices and payments made. Material purchased were reconciled with vendor PO, vendor payments and vendors payments.

**FEMA Recovery Scoping Meeting (RSM) and Damage Assessment Inventory Team:** DP&O represented SCPS with all FEMA meetings and site inspections. DP&O prepared a detailed damage inventory so that FEMA could create the projects for disaster reimbursement. DP&O grouped the projects to the best financial benefit for SCPS (for example, projects that were 100% work completed were being grouped by either school zone and per roofs interior and exterior) this allowed SCPS to submit projects less than 100 million for quicker FEMA review and project obligation. Larger projects which included work to complete and will qualify for hazard mitigation, DP&O grouped these projects to best qualify for hazard mitigation (example, storm drains and roof projects).

**Insurance Damage Inspections:** DP&O performed monitoring the insurance adjusters' inspections for all 80 campus and all buildings which included roofs, building interior and exterior to assess and quantify all Hurricane IAN disaster damages. DP&O, utilizing our **BOLTEOC™** mobile and web apps created a detailed damage assessment data base identifying all damages per school with details descriptions and photograph and allowing SCPS real time view of damage site inspection damage site inspections, progress and priorities.

**DP&O is Florida Schools System Contractor Certified per Jessica Lungford Act. All DP&O staff hold Florida School Contract badges authorizing us to work at school properties.**

**DP&O Submitted Category A-100% Debris Removal with all FEMA required documentation for \$2.2 Millon and Category A-75% for \$1.2 Millon Dollars. Both Category A 100% and 75% projects are being submitted to the FDEM FROC program for reimbursement.**

## **b.) Logistics:**

DP&O prioritizes seamless collaboration and open communication with our clients to ensure successful project execution and client satisfaction. Our approach to working with the City during service delivery will involve structured communication, real-time updates, and coordinated efforts tailored to the city's specific needs.

- 1. Project Understanding, Addressing the Client Needs and Kickoff Meeting:** Upon contract award DP&O will schedule a kick-off meeting with the City and key department staff to discuss and plan a collective project vision to include pre-disaster planning, to ensure the city's readiness to maintain FEMA compliance for the pre disaster and post disaster reimbursement requirements, emergency road clearing capabilities and obstacles, City internal process for tracking force labor, material, equipment cost, organizational structure and points of contact, schedule expectations that will serve as a common bond, keeping team players together.
- 2. Pre-event and Post-event Project Planning/City and Debris Removal Contractor Table-Top Exercise:** DP&O will focus on developing or updating the City's Debris Management Plan (DMP) including; Identifying regional geographic critical areas (beaches, islands, other water ways) and obstacles which can affect debris removal operations and mobilization and or removal of critical debris hazards. The DMP will address debris removal zones, priorities, critical facilities, roles and contacts, temporary debris management sites, waterway and beaches debris removal and debris management center (location for daily briefings and debriefings). This includes but is not limited to tabletop exercises with the County and Debris Removal contractor prior to hurricane season.
- 3. Communications & Meetings:** DP&O's Project Manager and Project Principle will establish avenues of communication with the City's Representative and Debris Removal Contractor, at the contract award. Documentation of all communications will be in the form of published meeting minutes, monthly progress reports, and/or telephone conversation records. The success of this project will be contingent upon maintaining a continuous line of communication and understanding amongst the Project Team (including subcontractors) and City's representatives.
- 4. Maintaining Project Quality Control:** The Disaster Debris Project Manager and President, hold the ultimate responsibility for quality control of the work performed by DP&O's Project Team and all debris removal contractors. Their final review and approval of all work products is the last step in a series of checks and balances that ensures refinement and review of the work as it progresses. As with any project, effective QA/QC starts with identification of project roles upon initiation, which is a key element to our standard QA/QC program. When a storm is impending (assuming prior notice is available), DP&O and our staff will be on a 24-hour alert from this point forward.
- 5. Maintaining Project Cost Control:** At DP&O, cost control is a key facet of our success. We pride ourselves in our ability to complete projects within or below project budgets. We have a history of satisfied Clients that have come to rely on our abilities to complete projects within an established budget. We can accomplish this by our established, computer-based, cost control system. Controlling costs begins with the initiation of each project at DP&O. At the beginning of a project, the Project Manager and Finance Director provide each member of the Project Team with an agreed upon number of hours within which each task is expected to be completed. Daily project meetings provide each Project Manager with the required feedback to anticipate whether the expected labor expenditures will meet the project requirements.
- 6. Perform accurate debris damage assessments and Identify all critical debris hazards (especially beaches, coastal areas and waterway banks).**
- 7. Obtaining & Maintain Debris Removal Monitoring Documentation:** DP&O takes pride in performing detailed debris removal monitoring with DP&O's TRKR™ ADMS System which maintains all debris removal documentation, daily progress reporting and mapping of debris removal operations completed and in progress and which client and DP&O management has 24/7 access with real time knowledge of debris operations.
- 8. Facilitate Timely Financial Recovery and Successful FEMA Disaster Reimbursement of ALL Eligible Disaster Project Cost:** Using RecoveryEOC™ and TRKR™ ADMS allows DP&O to maintain Quality Assurance and Quality control of all debris removal documentation and other client disaster cost data in audit ready format resulting in prompt FEMA PA Portal submittal therefore minimizing delays, FEMA review and approval. DP&O's internal FEMA PW tracking ensures that DP&O stays on top of the entire FEMA and State project review through successful project closeout.

**c.) Designated Office:**

**Office Location to Perform the Work:** DP&O's office for this project is located at: 404 West Plam Drive, Florida City, FL (at Florida City Hall). Approximately 100% of the total services will be managed and performed from this office, including administrative oversight, project management, coordination, reporting, financial management, invoicing, compliance documentation, and remote support operations.

**d.) Limitations:**

DP&O excels with maintaining open communications and onsite client representation as required by the client, before, during and post disaster. Understanding that Key West maybe difficult to access during a hurricane track and response, DP&O would station onsite support team to accommodate the city of Key West as needed for assisting in any disaster support services (administrative support, EOC staff, damage assessment teams, emergency repairs tracking, volunteer/staging centers management, etc.). Additionally, DP&O's document management system and recovery EOC, Web and Mobil Apps streamlines the data gathering, maintaining the critical data and view of real time recovery process via the web and mobile apps. This ensures the City of Key West and DP&O both have 24/7 access to view the disaster response and recovery progress and cost and documentation.

**e.) Pricing:**

Total price for a three (3) year period for the scope of services, including all associated costs \$555,000.00 Please see attached Proposal Schedule Rate Sheet in Table A.

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These rates reflect our commitment to providing high quality disaster recovery services at competitive and transparent pricing. We believe our rates are fair and in line with industry standards, ensuring value for the comprehensive and professional services we offer.



#### **IV. Familiarity with Florida and the Florida Keys**

##### **CITY OF FLORIDA CITY, FLORIDA:**

Post Hurricane Irma, the City of Florida City, being the gateway to the Florida Keys, was also the staging for the first responders, hotels, fueling and base camp. DP&O was requested to assist in supplying backup generators for the hotels and for gas stations to ensure the first responders had adequate fuel and lodging. Additionally, we coordinated the food and catering for the first responders and staged and managed the cold storage tractor trailers.

**Residence:** The city of Florida City is a diverse community, with a significant population of minority residents. During Hurricane Irma, DP&O provided special consideration for work areas where children and pedestrians were walking and riding bikes. DP&O monitored pedestrians for safety hazards during debris removal after the storm as it was a critical aspect of ensuring the safety of both the cleanup crews and the public.

Many times, residents would try to circumvent via their cars or bikes while heavy equipment was working in the areas. The monitors worked closely with contractors and the city police and notified the city and police when such occurrences happened. DP&O hired off duty officers to add another level of security to job areas, this was coordinated directly with police.

During this time, there was an influx of residence at home discarding household items such as damaged personal property, mangled playgrounds, household appliances, damaged cars and stockpiled outside of their residents with mixed trash. Debris was severely mixed with household C/D and vegetation. DP&O mobilized a Debris Management Recovery team and Debris Monitors to coordinate the manual segregation and removal of debris to be relocated to DMS site for debris reduction and compaction.

**Beach Debris Removal:** Beach debris removal after a hurricane is a crucial part of the recovery process to restore the beaches to their natural state and ensure the safety of visitors and wildlife. Florida City has several lakes and beach / shoreline areas which are in an environmentally sensitive area. Buried beach debris caused both environmental safety hazards to the community and to wildlife. DP&O performed beach surveillance and safety assessment to identify hazards such as sharp objects, hazardous materials, unstable structures, and potential wildlife threats. Buried beach debris consisted of separating debris into categories such as vegetative (tree branches, seaweed), construction materials (wood, metal), plastics, and hazardous materials.

DP&O ensured that during the beach removal operations there was minimal environmental impact from the heavy equipment. Equipment inspections was performed prior to each workday to ensure a clean and well working machine was being used. DP&O minimized the use of heavy machinery in ecologically sensitive areas to prevent damage to dunes, vegetation, and marine ecosystems.

**Damaged Boats and Cars:** Many residents store their boats, in the Florida City boat storing facilities. These boat storage facilities were damaged by Irma and boats were strewn along. DP&O had to inventory all damaged boats and photograph serial numbers, if possible, for the city to locating boat owners. Boats were stored at the debris management site for either the owner to pick up or for disposal.

##### **SARASOTA, FLORIDA:**

Post Hurricane Helene and Milton, DP&O assisted several costal State Colleges such as State College of Florida, New college of Florida and USF Sarasota in their response efforts. DP&O was prepared and mobilized fuel trucks to ensure adequate fuel for all of DP&O emergency road clearing and debris removal teams. We secured hotels with backup generators within an hour from the project locations for DP&O staff and debris removal teams.

**Damage Assessment and Critical Debris Hazards:** DP&O mobilized damage assessment teams to identify critical debris hazards that prevented access to the campus entries and critical facilities. Infrastructure damage assessment teams were mobilized to access critical facilities.

**Environmental Sensitive and Species Protected Areas:** Each of the campuses existed along the bay and experienced storm surge and flooding causing various debris hazards of down trees, large tree trunks, damaged boats, sea piling and seaweeds. Some of these debris were deposited in environmentally sensitive areas and areas of protected species. DP&O using our Recovery EOC software was able to map and photograph these sensitive areas to facility mobilization of the proper labor and equipment necessary to remove the debris from these environmentally sensitive and species protected areas. DP&O worked alongside arborist and state permitting office to ensure the clients environmental compliance with state and federal regulations.

## V. Client References

As requested, please find the list of references for which similar services.

CITY OF FLORIDA CITY	
Client Contact	<p>Contact Name: Eugene Leon, Project Manager  Contract Date: September 2016-May 2028  Address: 404 West Palm Drive, Florida City, FL. 33034  Phone: (Cell) 786-304-8230 Email: <a href="mailto:Proj-mngr@floridacityfl.gov">Proj-mngr@floridacityfl.gov</a>  Additional Contact Name: Jennifer Evelyn  Phone: (Cell): 305-247-8221 Email: <a href="mailto:Cityclerk@floridacityfl.gov">Cityclerk@floridacityfl.gov</a></p>
Description of Services	<p>Project Description: <i>Hurricane IRMA DR4337: Monitoring &amp; Debris Management; Pre-Disaster Response and Recovery Planning; Disaster Emergency / Recovery Services; FEMA PA Program Management; Hazard Mitigation Grant Management/ COVID-19 FEMA Recovery; CARES ACT Recovery</i></p>
HOMESTEAD ENERGY SERVICES	
Client Contact	<p>Contact Name: Billy Branch, Asst. Dir.  Contract Date: September 2018 – May 2025  Address: 675 N Flagler Ave, Homestead, FL 33030  Phone: (Office): 305-224-4707  Email: <a href="mailto:wbranch@cityofhomestead.com">wbranch@cityofhomestead.com</a></p>
Description of Services	<p>Project Description: <i>Hurricane Irma DR4337 Hazard Mitigation Project qualifying, management, construction oversight; FEMA PW Submittal and Project Quarterly reports and Project Closeout; Disaster Recovery Consulting, FEMA PA submittals; Asset Inventory, Power Pole and Substation Inventory.</i></p>
ALCORN COUNTY ELECTRIC POWER ASSOCIATION	
Client Contact	<p>Contact Name: Sean McGrath, CFO  Contract Date: December 2019 – Current  Address: 1909 S Tate St, Corinth, MS 38834  Phone: (Cell): 662-287-4402  Email: <a href="mailto:Smcgrath@ace-power.com">Smcgrath@ace-power.com</a></p>
Description of Services	<p>Project Description: <i>2022 Storm Olga: Disaster Recovery &amp; FEMA PA Grant Management Services; In response Documentations of 25,000 Damaged Repaired Power Utility Poles; Reconciliation of Mutual Aid contractors, Materials, labor, equipment: FEMA PA representation, Multiple PW submittals, PW tracking through obligation and Project closeout.</i></p>
TUPELO WATER & LIGHT	
Client Contact	<p>Contact Name: Johnny Timons  Contract Date: January 2019 to January 2024  Address: 320 North Front St. Tupelo MS, 38804  Phone: (Office): 662-841-6469; cell: 662-871-8350  Email: <a href="mailto:J.timmons@tupeloms.gov">J.timmons@tupeloms.gov</a></p>
Description of Services	<p>Project Description: <i>2022 Storm Olga: Disaster Recovery &amp; FEMA PA Grant Management Services; In response Documentations of 10,000 Damaged Repaired Power Utility Poles and other assets; Reconciliation of Mutual Aid contractors, Materials, labor, equipment: FEMA PA representation, Multiple PW submittals, PW tracking through obligation and Project closeout.</i></p>
NEW COLLEGE OF FLORIDA - SARASOTA	
Client Contact	<p>Client Name: Sarasota – NCF  Contact Name: Yosef Shapiro, B.S, M.S, Environmental Science/Studies  Director, Environmental Health and Safety and Emergency Management  Contract Date: May 202 – April 2026  Address: 5800 Bay Shore Road, Sarasota, FL 34243  Phone: 941-487-4449  Email: <a href="mailto:yshapiro@ncf.edu">yshapiro@ncf.edu</a></p>
Description of Services	<p>Project Description: <i>Hurricane Ian DR 4673, Disaster Debris Management and Monitoring; Debris Removal Audit; Disaster Recovery Services; FEMA Program Assistance.</i></p>

## APPENDIX A: DP&O Staff Resumes and Qualifications



### **Gabrielle Benigni, DP&O President, Project Director; Primary Contact; FEMA PA Policy Expert and Hazard Mitigation specialist**

**Email:** GBenigni@dpando.com

**SUMMARY:** Ms. Benigni more than 25 years of Disaster Response and Recovery services, Debris Management Planning, Debris Removal Operations and is an industry leader for FEMA Public Assistance (PA) program policy, State/ Federal Agency disaster reimbursement requirements, and OIG audits. As a degreed hydrogeologist she began her career directing Environmental Investigations, Contamination Assessments, contaminated site cleanups, specialty demolition projects, contaminated debris, and debris removal for beaches, marinas, Intracoastal Waterways and sensitive environmental areas for large scale disasters. Since 1998 She represented public entities with FEMA compliance and projects submittals, in over 50 Declared disasters, 4 of which where the nation's largest (Hurricanes, Floods, and Fires). During this She leveraged her disaster cleanup and Federal claims experience and formed Disaster Operations and Training 2005

to 2015 where she named her company Disaster Program & Operations, Inc. as she emphasizes Disaster Planning and Readiness, Streamlining Recovery operations for Counties, Cities, Public Schools, Utilities, Cities, Colleges ensuring Disaster readiness and federal compliance for FEMA's disaster reimbursement requirements and qualifying projects for Hazard Mitigation.

As President of DP&O (Formerly DO&T), and EXACT Recovery she formed and developed the concept of "Recovery EOC™" web and mobile solutions combining Utility asset Management, daily work order/ cost tracking with Incident Mode for Disaster Claims & document Management. Using a SQL database "Recovery EOC™" can interface with any existing software programs and is the only disaster recovery program to interface with ESRI, and WebEOC (DHS voted as nations Crisis Incident Management software) used Statewide nationally and in many large cities.

Recovery EOC™ makes order out of disorder for municipalities and Utility organizations, ensuring compliance for FEMA's pre disaster asset status, damages validations, and emergency repairs documentation. Recovery EOC decreases FEMA submittals time, and cost, and increases financial survivability from disasters providing a real time tracking of all disaster recovery tasks with detailed FEMA required documentation. Recovery EOC™ centralizes all Assets, Resources (Labor, Equipment, Materials, Contractors) with supporting attachments for multilateral Uses: Utility/Asset management, Work Management, Cost Tracking, Asset Mapping, with Daily and Incident Modes including a Reporting module for Client specific reports and functions as a "Disaster Claims Management System" with all supporting documents and attachments. Recovery EOC™ auto populates federal disaster claims forms (FEMA PW templates) and will provides long term disaster document storage in audit proof format.

With DP&O, Gabrielle, represents numerous Florida municipalities, Colleges, Large Public-School Districts, the Tennessee Valley Public Power Authority (TVPPA), and other Utility organizations for FEMA /Federal Disaster compliance. Gabrielle performs for all her clients annual Pre -Disaster Training, Debris Management Planning and FEMA Public Assistance Disaster reimbursement compliance.

She participates with IAEM (International Association of Emergency Managers) FEMA Caucus quarterly discussions of current FEMA trends and issues for applicant's reimbursements and assists Waste Management with FEMA compliance and debris management issues for Miami-Dade County Cities.

During 2013 Gabrielle, for Super Storm Sandy served as State lead consultant to NY DHES Liaison to the Chief of Public Assistance and Deputy Commissioner. Her tasks included critical applicants support (including Wastewater Treatment Facilities, and Port Authority) for appeals justification and critical applicant status reports for the Governor's office. She represented the State at various levels for FEMA Projects (Project Worksheets (PW)) Review, and approval at the State/FEMA initial review, State/FEMA QAQC review, and the Final PW Grantee level review and approval.

#### **AREAS OF SPECIALIZATION**

- **Disaster Response and Recovery-Damage assessments, Federal PA program Policy expert for: Public Utilities, State, County, Municipalities; Public Schools & colleges.**
- **Debris Management Planning-Debris Removal Operations; Emergency Road Clearing & TDSR operations.**
- **FEMA and USDA Disaster Claims Management; Federal Appeals**
- **Earthwork/levee construction; Demolition; Asbestos Removal.**
- **Proposal Preparation /Bidding, Project /Contract Administration/Management.**
- **Hazardous Materials Emergency Response -Fuel Spills**



## **SPECIFIC ACCOMPLISHMENTS**

- **Multiple Florida Cities, Hurricane IRMA DR 4337, Sept 2017**, Client representation, Response Resources including Mutual Aid contractor coordination, Damage Assessments, FEMA PA submittals, documentation; Hazard Mitigation Projects qualification. Qualified Florida City of LMS Hazard Flood Mitigation Project.
- **Seminole County Public Schools, Hurricane Ian DR 4673 Sept 2022**, Rapid mobilization of disaster debris management teams to identify critical debris hazards, coordinated infrastructure DA teams for 80+ facilities (200+ buildings) including roofs, interior and exterior and erosion projects due to Ian Flooding. Implemented disaster recovery document management system and disaster recovery data reconciliation teams and represents client with all FEMA meetings and site inspections. City of Homestead, DR4337 Irma Sept 2017: Performed all FEMA eligible disaster projects data document management, coordinated disaster cost records reconciliation teams, directed, and supervised FEMA PW submittals for 20 projects FEMA category A-G, qualified HMGP projects, managed all FEMA and FDEM project review and approvals (request for information replies, request for reimbursement submittals, PW tracking through successful project closeout).
- **City of Homestead and Homestead Utilities, DR 4337 Irma Sept 2017**: Performed FEMA client representation and claims submittals including: Damage validations, Contractors, Labor, equipment, and Materials reconciliation, obtaining \$15 Million FEMA reimbursement. For the Utilities Gabrielle, directed, the proper documentation of 8500+ Damaged Repaired Power Poles validations, inventory with photos, & GPS; Invoices and Data Reconciliation of 50+ Mutual Aid Crews, Materials, and Transformers; Obtained Hazard Mitigation for Concrete Power poles, and FEMA PA Projects obligation (Total \$7Milli; Ongoing directs the Hazard Mitigation Project documentation and FEMA submittals.
- **Hurricane Olga October 2019, Alcorn Electric Association**: Pre – Disaster Asset Inventory with mapping and GPS; Performed Damage Assessments, 60,000+ Damaged Repaired Power Poles with equipment, Identified Poles with safety issues: FEMA PA representation thru FEMA obligation / payment.
- **Disaster Response Dec 28, 2019, EF 4 Tornado Mississippi: Tupelo Water & Light Public Utilities & 2 counties, 30 miles of service area (Marshall and Benton Counties)**: Mobilized with Electric Engineer & Drones to perform Damage Assessments, Damaged Repaired Power Poles with equipment Inventory, and mapping; Obtained FAA Exemption for Drones; Debris Management; Emergency contractors and Mutual Aid crews reconciliation; FEMA PA representation, PW submittals, approvals, and projects obligation
- **Oklahoma -State Debris Management Plan (DMP)** preparation and Implementation, for State of Oklahoma, OEM and is FEMA approved. Implemented templates and guidelines for State DMP implementation. Assisted with HMP programs for various disasters.
- **Disaster Services for Oklahoma** - Performed ice-storm, and tornadoes response and recovery, damage assessments and FEMA PW submittals. Represented municipalities as Applicant's Agent with OEM and prepared 14 appeals with supporting documentation for Oklahoma Emergency Management, which were all awarded at 100%- submitted dollar value.

**EDUCATION: B.S., Geology & Hydrogeology, University of Florida, Gainesville;**

## **CERTIFICATIONS**

- **2024 HAZWOPER SITE SUPERVISOR CERTIFIED/ CPR & FIRST AID CERTIFIED**
- Advanced Supervision of Asbestos Abatement Projects - Georgia Tech
- FEMA Debris Management Planning and Public Assistance: FEMA PA & HMGP.
- Advanced PADI Scuba Training
- NIMS/ICS 100-800; HIPAA Chapter 110 –Eligibility Criteria Specialist.
- **FDEM FROC 601 & 602 class**

## **PRESENTATIONS/TRAININGS**

- FMEA May 1, 2024: FEMA Pre & Post Disaster Reimbursement requirements; Lessons Learned, Increase Resilience via mobile apps and drones; Maintain FEMA compliance.
- TVPPA, August 13, 2021, Hurricane Disaster Prep, IT Solutions for Disaster Recovery and Documentation 2 Case studies.
- TVPPA, 2022 Webinar Series, FEMA Critical Requirements for Disaster Reimbursement; Lessons learned.



**Rob Russakoff, Sr. VP Disaster Recovery; Project Manager and Sr. Grant Management Specialist**

**Email:** RRussakoff@dpando.com

**SUMMARY:** Rob has 15 yrs. experience with disaster recovery cost accounting Per FEMA and OIG audit standards and is a FEMA PA Policy Expert with FEMA. He directs and performs all FEMA disaster projects data document management, coordinates disaster cost records reconciliation teams, directs, and supervises all DP&O staff for FEMA PW submittals and assists with HMGP projects identification and qualifications. Rob manages all FEMA and FDEM project review and approvals and prepares request for information replies and request for reimbursement submittals; For all DP&O clients he performs clients PW tracking through, review, approval, obligations, and successful project closeout). He leads the FEMA and CARES Act Recovery team for reconciliation tasks and strategy for most efficient turnaround of Covid 19 projects given very tight deadlines. Rob is highly proficient with MS Office Suite, excel and

database software and he utilizes DP&O's Recovery EOC™ disaster cost claims and document management system with Microsoft SQL reporting and provides all DP&O's clients Disaster Financial Recovery status reports per each stakeholder's request details. Rob excels with Disaster payroll reconciliation as many of DP&O's clients have complicated payroll systems, with multiple pay groups based on seniority and dates employed. He directs all client's disaster cost audits for labor, equipment, materials, and contractors with backup documentation for FEMA project submittals. He is very proficient with Mutual Aid Contractors' invoices and back up records reconciliation identifying and resolving data issues before FEMA Submittal. Rob is a Federal Contract compliance expert and reviews DP&O's client's disaster and emergency contractors' contracts to ensure compliance with 2 CFR 200.

Rob is very skilled with FDEM and FEMA PA Portals and FDEM Hazard Mitigation Grant portals for uploading qualifying projects and applicant grant applications submittals. Rob also represents DP&O clients for FDEM FROC 602 submittals for Hurricane Ian and Nicole.

- **EDUCATION AND PROFESSIONAL ASSOCIATIONS:**
- **University of Richmond - B.A. Business Management 1984**
- **2024 HAZWOPER SITE SUPERVISOR CERTIFIED/ CPR & FIRST AID CERTIFIED**

**FEMA CERTIFICATES:** Disaster Recovery, IS-559 Local Damage Assessment, IS 632a Introduction to Debris Operations, IS 633 Debris Management Plan Development, IS-660 Introduction to Public-Private Partnerships, IS-662 Improving Preparedness and Resilience through Public-Private Partnerships, IS-700.b An Introduction to the National Incident Management System, IS-703.b National Incident Management System Resource Management, IS-706 NIMS Intrastate Mutual Aid an Introduction, IS-800.d National Response Framework, Managing Project Tasks, IS-845.a NEMIS HMGP System: Oversight & Closeout, IS-860.c The National Infrastructure Protection Plan, An Intro, IS-1004 The FEMA Site Inspection Process, IS-1002 FEMA Grants Portal-Transparency at Every Step, IS-1006 Disaster Damage & Developing Project Files, IS-1007 Detail Damage Description and Dimensions, IS-1010 Emergency Protective Measures, IS-1012 Direct Administrative Costs, IS-1018 Determination Memorandums and Appeals



**Liz Valdes, Sr. VP Disaster Debris Management; Sr. Grant Management Specialist, & Hazard Mitigation Specialist**

**Email:** LValdes@dpando.com

**SUMMARY:** Liz has served for 18 years with DP&O (and former Disaster Operation & Training, Inc.) in several capacities - Senior Planning & Training Specialist & Grants Specialist. FEMA PA Recovery Manager, & Debris Management Specialist, Project Monitor Trainer and Disaster Debris SME for beaches, canals, and other sensitive environments. Liz successfully managed South Florida Cities, (Palm Beach, Broward, Dade-County) for multiple disasters managing Public municipalities Damage Assessments, Disaster Financial Recovery data assimilation (labor, equipment, contractors) and FEMA PA Projects management. As Project Manager Liz, directed Damage Assessment teams for Buildings, Parks, Roads, Historical sites, and Water and Sewer Facilities, and qualified all Eligible Disaster projects, working closely with client departments to prepare the FEMA required Scope of Work (Completed and Work to

Complete projects). Liz manages DP&O's Recovery specialist assigning /supervising disaster records gathering, records reconciliation and PW forms preparation. Prior to submitting to FEMA PA Portal ensures all FEMA submittals are audit ready and labeled per FEMA Portal labeling requirements. She utilizes DP&O's Recovery EOC™ disaster cost claims and document management system with Microsoft SQL reporting and provides all DP&O's clients Disaster Financial Recovery reports. Liz promptly prepares FEMA and State RFIs replies and performs all PW progress tracking for her assigned DP&O client. Liz excels with Hazard Mitigation Grant Projects is DP&O's lead for all Clients State LMS, BRIC, and FMA Project Submittals. With DP&O, Liz is lead in hiring, training, recovery technicians and debris monitoring staff including placement with debris removal crews. She assisted with Multiple cities obtaining Emergency Debris Management Site permits and



performed successful site closure for over 10 million cubic yards. Additionally, she trains staff with DP&O's Disaster Claims and Document Management system, and TRKR™ ADMS system used for monitoring /tracking all debris removal operations and costs Per FEMA required back up. She specializes in FEMA compliance/ policy and ensures all debris removal tasks are per FEMA Accelerated Debris Pilot Program and comply with the most current PAPPG and FEMA Grants Portal.

## **CERTIFICATIONS**

**2024 HAZWOPER SITE SUPERVISOR CERTIFIED/ CPR & FIRST AID CERTIFIED; FDEM FROC Trained 601/602 Class Certificate.**

**FEMA CERTIFICATES:** IS 10a Animals in Disaster: Awareness & Preparedness, IS 11a Animals in Disaster: Community Planning, IS 15a Special Events Contingency Planning for Public Safety Agencies, IS 100 Introduction to the Incident Command System, IS 200 ICS for Single Resources & Initial Action Incident, IS 200c Basic Incident Command System, /IS 230 Principles of Emergency Management, IS 244b Developing & Managing Volunteers, IS 275 Roles of the EOC in Community Preparedness, Response & Recovery, IS 321 Hurricane Mitigation Basic for Mitigation Staff, IS 556 Damage Assessment for public works, IS 558 Public Works & Disaster Recovery, IS 559 Local Damage Assessment, IS 630 Introduction to the Public Assistance Process, IS 631 Public Assistance Operations 1, IS 632 Intro to Debris Operations in FEMA's Public Assistance Program, IS 634 Introduction to FEMA's Public Assistance Program, IS 700 National Incident Management system NIMS an Introduction, IS 702 NIMS Public Information Systems, IS 703a NIMS Resource Management, IS 706 NIMS Intrastate Mutual Aid an Intro, IS 800a Nation Response Plan NRP an Introduction, IS 841.a NEMIS HMGP System. Overview & Setup, IS 842.b NEMIS HMGP System. Enter the HMGP Application, IS 1004 The FEMA Site Inspection Process, IS 1006 Documenting Disaster Damage & Dev Project Files, IS 1007 Detail Damage Description & dimensions, IS 1010 Emergency Protective Measures, IS 1018 Determination Memorandum & Appeals, IS 2002 Intro to FEMA Operational Planning, TS-R4 FEMA Reimbursement made easy, TS-11 Debris Management, TS-12 Evaluating Debris Management & Monitoring RFP's, TS-20 Emergency Pet Friendly Sheltering & Pets Act Reimbursement

**Jeanne Devlin, Snr Grant Management Specialist, PAO (Public Assistance Officer).**

**Email:** jeanneD@dpando.com

**SUMMARY:** Jeanne brings over 30 years of professional public service and has served more than 60 federally declared events taking on a wide range of activation and grant administration roles. Her extensive background includes Emergency Management, Law Enforcement, Intergovernmental affairs, Community Relations, and Grant Administration.

As a former FDEM PAO, Jeanne's recovery expertise includes Public Assistance, Individual Assistance, Sections 404 and 406 Hazard Mitigation, other HMA Mitigation Programs, Section 428 PAAP Projects, Grant Appeals, and Long-Term Recovery efforts. She is proficient with a variety of software tools, including Grants Portal/Manager, EMMIE, NEMIS, and MB3 (FLPA, LAPA, NJEMGrants, TDEMGrants).

Jeanne brings a wealth of experience and expertise to her role, demonstrating proficiency across a wide array of disaster recovery and grant management areas. Her career highlights include:

- Extensive involvement in Public Assistance, Individual Assistance, Long Term Recovery, and Pre-Disaster Recovery Planning.
- Deep knowledge of Section 404 Hazard Mitigation Grant Program and various HMA Programs, including BRIC and FMA Grants.
- Expertise in Section 428 Stafford Act – Public Assistance Alternative Procedures (PAAP) – Development and Audit.
- Proficiency in Section 324 Recipient and SubRecipient Management Costs, including MCIP research and implementation.
- Skilled in Section 705 Disaster Grant Closeout Procedures.

## **EDUCATION AND PROFESSIONAL ASSOCIATIONS:**

- Texas A&M University, College Station, TX, Degree: Bachelor of Science in Economics and Political Science
- McLennan Community College, Waco, TX; Degree: Associate of Science, Concentration in Mathematics
- McLennan Community College, Waco, TX; Certificate: TCLEOSE Certified Texas Peace Officer; Regional Police Academy

**FEMA CERTIFICATES:** FL 601 – Preliminary Damage Assessment, FL 603\* – Public Assistance Grant Program, FL 604 – Procurement Disaster Assistance Team (PDAT), G 191 – Incident Command System/EOC Interface; G 202 – Debris Management, G 205\*/270.4 – Recovery from Disaster: The Local Government Role, G 290 – Basic Public Information Officer, G 358\* – Evacuation and Re-Entry Planning, G 393\* – Mitigation for Emergency Managers, G 548 – Continuity of Operations (COOP) Program Manager, G 557\* – Rapid Needs Assessment, G 620 – Texas Disaster Recovery Course  
G 628 – Infrastructure Damage Assessment, MGT 323 – Instructor Development Workshop – Management and Planning Level, ICS 300 – 2019 Intermediate Incident Command System for Expanding Incidents, ICS 400 – 2019 Advanced Incident Command System, Command and General Staff, IS 100c – Introduction to Incident Command System, I-100, IS 200b – ICS for Single Resources and Initial Action Incident (ICS 200) , IS 200c - Basic Incident Command System for Initial Response, IS 630 – Introduction to the Public Assistance Process , IS 631 – Public Assistance Operations I , IS 632a – Introduction to Debris Operations , IS 634 – Introduction to FEMA's Public Assistance Program , IS 700b – National Incident Management System (NIMS) An Introduction , IS 800d – National Response Framework, An Introduction, \*FL Certified Instructor



**Urban Hammarstedt, Operations Director; Operations Manager and Software Product Manager /GIS analyst**

**Email:** UHammarstedt@dpando.com

**SUMMARY:** Urban has 15 years of Disaster Recovery and has been with DP&O since 2017, managing all DP&O's field technicians, for infrastructure/ utilities damage assessments, and emergency repairs validations for: Interior and exterior work; Utilities, Erosion Projects, Storm drainage systems, Recreational facilities. Urban works closely with clients to identify and qualify their projects for FEMA disaster eligibility and Hazard Mitigation. Utilizing DP&O's Recovery EOC™ Mobile App he provides logistics for contractor mobilizations, for emergency repairs on damaged assets, Damaged Power Poles, and debris removal operations). Using Recovery EOC mobile app BoltEOC™ his project teams map and photograph all assets damaged, and track project costs per FEMA and OIG audit requirements. He works with the client's finance and other key departments to ensure payroll records are verified with client Work Order systems,

and contractor invoices are reconciled with contractor daily logs and task performed. He reviews all client field data and Mutual aid contractor invoicing to ensure all costs are accurately captured and verified in DP&O's Disaster Claims and document management system. He supervises DP&O's Field Technicians for Damage Assessments, Debris hazard Identifications, Debris monitoring, and tracking all clients Disaster Recovery and Hazard Mitigations Project cost with progress/status reports. He leads our team with training and utilization RecoveryEOC™ BOLTEOC™ mobile cost & mapping system to record damaged assets, inventory infrastructure including power poles and grid systems for pre & post disaster FEMA requirements. He has served with DP&O in several capacities – Disaster Recovery audit services, Debris Management Specialist, Operations Manager of all field projects and Product Manager/lead trainer for DP&O's Recovery EOC™ Web & Mobile Software Solutions. Urban manages all Utilities/Infrastructure CAT E (Buildings/Equipment) & CAT F (Utilities), and G (Parks/Rec) disaster projects.

**Urban for each DP&O clients leads their annual Asset Inventory status updates per FEMA Pre disaster requirements.**

**EDUCATION AND PROFESSIONAL ASSOCIATIONS:**

- **University of Memphis-Bachelor of Business Administration, Major in International Business – 91**

**2024 HAZWOPER SITE SUPERVISOR CERTIFIED/ CPR & FIRST AID CERTIFIED**

**FEMA CERTIFICATES:** FHWA Emergency Relief Pro Training for Local Agencies, IS-026 Guide to Points of Distribution, IS-075 Military Resources in Emergency Management, IS 100c Introduction to the Incident Command System, IS-101.c Preparing for Federal Disaster Operations, IS-102.c Preparing for Federal Disaster Operations: FEMA Response Partners, IS 200c Basic Incident Command System, IS-230.d Fundamentals of Emergency Management, IS-235.c Leadership and Influence Emergency Planning, IS-240.b Leadership & Influence, IS-241.b Decision Making and Problem Solving, IS-242.b Effective Communication, IS-244.b Developing and Managing Volunteers, IS-276.a Benefit-Cost Analysis Fundamentals, IS-288.a The Role of Voluntary Agencies in Emergency Management, IS-315.a CERT and the Incident Command System (ICS), IS 317.a Introduction to Community Emergency Response Team, IS 318 Mitigation Planning for Local & Tribal Communities, IS-321 Hurricane Mitigation Basics for Mitigation Staff, IS-322 Flood Mitigation Basics for Mitigation Staff, IS-324.a Community Hurricane Preparedness, IS-393.b Introduction to Hazard Mitigation, IS-395 FEMA Risk Assessment Database, IS-403 Intro to Individual Assistance, IS-552 The Public Works Role in Emergency Management, IS-554 Emergency Planning for Public Works, IS 556 Damage Assessment for Public Works, IS-558 Public Works and Disaster Recovery, IS-559 Local Damage Assessment, IS 632a Introduction to Debris Operations, IS 633 Debris Management Plan Development, IS-660 Introduction to Public-Private Partnerships, IS-662 Improving Preparedness and Resilience through Public-Private Partnerships, IS-700.b An Introduction to the National Incident Management System, IS-703.b National Incident Management System Resource Management, IS-706 NIMS Intrastate Mutual Aid an Introduction, IS-800.d National Response Framework, An Introduction, IS-815 ABC's of Temporary Emergency Power, IS-841.a NEMIS HMGP Systems Overview and Startup, IS-842.b NEMIS HMGP System Enter the HMGP Application, IS-843.a NEMIS HMGP System - Project Eligibility Determination, IS-844.a NEMIS HMGP System: Managing Project Tasks, IS-845.a NEMIS HMGP System: Oversight & Closeout, IS-860.c The National Infrastructure Protection Plan, An Intro, IS-1004 The FEMA Site Inspection Process, IS-1002 FEMA Grants Portal-Transparency at Every Step, IS-1006 Disaster Damage & Developing Project Files, IS-1010 Emergency Protective Measures, IS-1012 Direct Administrative Costs, IS-1018 Determination Memorandums and Appeals, IS-1020 Public Assistance Donated Resources, IS-1113 Coastal Barrier Resources Act, IS-1300 Introduction to Continuity of Operations, IS-2000 National Preparedness Goal & System Overview, IS-2002 Introduction to FEMA Operational Planning, IS-2200 Basic Emergency Operations Center Functions, IS-2500 National Prevention Framework, An Introduction, IS-2600 National Protection Framework, An Introduction, IS-2700 National Mitigation Framework, An Introduction, IS-2901 Intro to Community Lifelines

**Joeamy Suarez, Data Manager****Email:** JSuarez@dpando.com

**SUMMARY:** Joeamy has been with DP&O since 2004 serving as DP&O's lead Data Manager, Debris Monitor Trainer and FEMA PA specialist assisting DP&O's Project managers. She has a flawless record of Records review and proper file labeling, disaster cost data reconciliation of force labor and equipment records, applying FEMA costs codes, and contractor invoices reconciliation of daily logs, and areas worked. She performs 1<sup>st</sup> level QAQC of supporting daily logs, payroll, and time sheets. She is very proficient is highly proficient with MS Office Suite, excel and database software and utilizes DP&O's Recovery EOC™ disaster cost claims and document management system with Microsoft SQL reporting performing QAQC of completed FEMA PW templates prior to FEMA PA portal submittals. As Recovery specialist /Data

manager she reviews all clients Force labor, equipment, rented equipment, contractors documents to identify discrepancies, or missing items, and resolved issues prior to FEMA submittal. She Additionally, assists with Debris Removal Operations costs records reconciliation and cross checking to ensure all debris removal tickets GPS are accurate on tickets and within Public Agency boundaries. She excels with reconciliation of debris removal contractor and debris monitor records and resolving any discrepancies between the costs back up are corrected prior to FEMA submittal (including ticket ledgers, tickets, daily logs, invoices, payments, photos, and maps of areas worked). She assists with Debris Removal monitor inspection and maintaining monitor field logs. She is a trainer for DP&O's TRKR™ ADMS system assisting all monitors when needed and provides real-time supervision of monitor activities.

**2024 HAZWOPER SITE SUPERVISOR CERTIFIED/ CPR & FIRST AID CERTIFIED**

**FEMA CERTIFICATES:** IS 100c Introduction to the Incident Command System, IS 200c Basic Incident Command System for initial Response , IS-00230.d Fundamentals of Emergency Management, IS-242.b Effective Communication, IS 244b Developing & Managing Volunteers, IS- 00318 Mitigation Planning for Local and Tribal Communities, IS-319.a Tornado Mitigation Basics for Mitigation Staff, IS-320 Wildfire Mitigation Basics for Mitigation staff, IS-00321 Hurricane Mitigation Basics for Mitigation Staff Certificate, IS-00393.b Introduction to Hazard Mitigation, IS 556 Damage Assessment for Public Works, IS 558 Public Works & Disaster Recovery, IS- 00559 Local Damage Assessment, IS 632a Introduction to Debris Operations , IS 633 Debris Management Plan Development, IS- 1002 FEMA Grant Portal-Transparency at every step, IS 1004 FEMA Site Inspection Process, IS-1006 Disaster Damage & Developing Project files, IS-1007 Detailed Damage Description & Dimensions, IS 1010 Emergency Protective Measures, IS-1018 Determination Memorandums and Appeals, IS-1020 Public Assistance Donated Resources, IS-2002 Introduction to FEMA Operational Planning.

**Steve Stark, Hazard Mitigation Technician****Email:** SStark@dpando.com

**SUMMARY:** Since 2020 Steve has served with DP&O as PA Recovery specialist and Assistant Data manager he reviews all clients Force labor, equipment, rented equipment, contractors documents to identify discrepancies, or missing items, and resolved issues prior to FEMA submittal and ensure FEMA compliance. Prior to DP&O Steve assisted as FEMA Project specialist for 10 years on several State level contractor teams on 10 major federal declared disasters. Steve deployed directly to disaster areas to support FEMA PA recovery efforts, including Hurricanes Michael and Irma in Florida and Superstorm Sandy in New York. For these projects, he led damage assessments and the collection, analysis, and documentation of disaster-related expenditures and force account costs. Paul's areas of expertise include disaster recovery and response, PA, Section 404/406 hazard mitigation, project management, and Pre-Audit services ensuring applicants are Project close out ready.

With DP&O Steve additionally, assists with Disaster Cost records reconciliation and is exceptional at Materials recon and Debris Removal Operations costs records reconciliation. He excels with reconciliation of debris removal contractor and debris monitor records and resolving any discrepancies between the costs back up are corrected prior to FEMA submittal (including ticket ledgers, tickets, daily logs, invoices, payments, photos, and maps of areas worked). Steve, using TRKR and Bolt EOC Web app, over sees and spot checks client disaster data and records, including photos quality and descriptions to ensure images and data are precise and clear. Steve supports the DP&O Project managers as needed for field inspection teams assignments, damage repairs validations, and assimilating the disaster Projects PW back up per FEMA requirements.

**EDUCATION AND PROFESSIONAL ASSOCIATIONS:**

Metropolitan Community College, Microbiology 1991, Business Management 2015-2016

**2024 HAZWOPER SITE SUPERVISOR CERTIFIED/ CPR & FIRST AID CERTIFIED**

**FEMA CERTIFICATES:** Completed 141 ISP courses & all ICS courses; L-0201 Debris Technical Specialist L-0239 406 Hazard Mitigation; L-0382 PAC Crew Leader; L-0277 Basic Training for Community Relations Specialist; L-0282 Community Relations Deployment





### **Eddie Sanchez, Recovery Specialist Technician**

**Email:** [Esanchez@dpando.com](mailto:Esanchez@dpando.com)

**SUMMARY:** Eddie has been with DP&O since 2021 and is very hands on and has a large field presence and manages field Damage Assessment operations for Buildings, Utilities, Parks, and Roads per FEMA PA requirements. He has represented our and advised on possible issues surrounding NRCS's jurisdiction. He supervises other DA Technicians using Recovery EOC™ BoltEOC™ web and mobile app to ensure all Damages Descriptions are detailed and photos are clear and easy to view in addition to identifying overlooked damages and identifying safety hazards. During Debris Removal operations he supervises the Temporary Debris Management Site (TDMS) Monitors and Operations including performing Truck/Vehicle Certification to ensure all trucks are properly certified by DP&O's Mobile App TRKR™ ADMS System. He provides debris monitoring supervision, QAQC of leaner,

hanger, stump and spot checks of monitors photos, GPS locations on tickets and ticket ledgers. He also performs reconciliation of Force labor, with payroll, time sheets, and client work orders; applies FEMA Cost Codes to force equipment used for FEMA CAT A (Debris Removal and B (Emergency Services) Projects submittal. He assists the project manager and operations and logistics with scheduling field monitor placement and needs. He serves as a roving monitor when needed to review and spot check all monitor's activity.

### **EDUCATION AND PROFESSIONAL ASSOCIATIONS:**

- **Miami-Dade College, Kendall Campus, Miami, FL Associates of Arts in Mass Communication**
- **Miami-Dade College, Kendall Campus, Miami, FL Associates of Science Degree in Radio/TV**

**2024 HAZWOPER SITE SUPERVISOR CERTIFIED/ CPR & FIRST AID CERTIFIED**

**FEMA CERTIFICATE:** TS-6 Management of Spontaneous Volunteers in Disasters, TS-23 Volunteers and Donations



### **Nicholas Evelyn, Recovery Specialist Technician**

**Email:** [Nevelyn@dpando.com](mailto:Nevelyn@dpando.com)

**SUMMARY:** Nicholas has been with DP&O since 2015 and has served as a lead technician for Client's damage assessments, and department data gathering, scanning and review. During recovery Nick performs in several capacities.: Post disaster data gathering, review and records assimilation including DP&O's clients reconciliation of Force labor with Time Sheets, and equipment applying FEMA cost codes for FEMA submittal. Nick also ensures that Clients shelters volunteers and donations are accurately accounted for per FEMA PA requirements which help offset the Clients State cost share. removal records reconciliation with photos, GPS locations on tickets and ticket ledgers. Nick is highly experienced in government administration, financial analysis and field to office document control Nick also performs QAQC debris monitoring supervision, ensuring debris monitors are documenting debris removal operations

accurately He assists the project manager and operations and logistics and schedulers with identifying field obstacles and ramping up staff, monitor placement and needs. He serves as a roving monitor when needed to review and spot check all monitor's activity.

### **EDUCATION AND PROFESSIONAL ASSOCIATIONS:**

**Florida International University- B.S in Psychology Year 2020**

**FEMA CERTIFICATES:** IS -10a Animals in Disaster: Awareness & Preparedness, IS-11a Animals in Disaster: Community Planning, IS-100c Introduction to the Incident Command System, IS-200c Basic Incident Command System, IS-241b Decision Making & Problem Solving, IS-242b Effective Communication, IS-244b Developing & Managing Volunteers, IS-318 Mitigation Planning for Local & Tribal Communities, IS-319a Tornado Mitigation Basic for Mitigation Staff, IS-320 Wildfire Mitigation Basics for Mitigation Staff, IS-321 Hurricane Mitigation Basics for Mitigation Staff, IS-322.

**2024 HAZWOPER SITE SUPERVISOR CERTIFIED/ CPR & FIRST AID CERTIFIED**



### **Ester Bello, DP&O Administrator; Billing / Invoice Analyst**

**Email:** [EBello@dpando.com](mailto:EBello@dpando.com)

**SUMMARY:** Ester Bello has over 20 years in a wide variety of accounting and experience with government administration and financial analysis. She has served with DP&O for 16+ years as DP&O's lead QAQC Data Manager for all DP&O's Direct Administrative Cost for Public agency Clients. She ensures data integrity from day 1 is audit ready and properly categorized, labeled per FEMA requirements for disaster claims submittals processing. She has served as DP&O's lead accountant and company administrator preparing DAC Submittals and ensures all DP&O's staff invoices are accurate per contract billing with project titles, client budget POs and back up timesheets accurate are maintained. She performs all Client invoicing with timesheets per client's requirements and FEMA DAC and monitor documentation requirements. Additionally, Ester performs all client contract administration.

## EDUCATION AND PROFESSIONAL ASSOCIATIONS

- American Educational Institute/Continuing Education for Claims Law Year 03
- University of North Florida/Business/BA Year 1996
- FCCJ/AA Year 1993
- 2024 HAZWOPER SITE SUPERVISOR CERTIFIED/ CPR & FIRST AID CERTIFIED



### **Reinerio Valdes, Damage Assessment Site Inspector**

**Email:** RValdes@dpando.com

**SUMMARY:** Ray has served with DP&O (and former Disaster Operation & Training, Inc.) since 2005 in several capacities- as Project Technical Specialist, Damage Assessment Technician for Public Agencies and Public Power Utilities performing damage assessments, emergency repair crews, cost, tracking and documentation of damaged repaired power poles and utilities (Lift stations, storm drains) Using DP&O's Recovery EOC™ BoltEOC™ mobile app he leads our DA team for obtaining utility/ asset inventory mapping with asset details, photos, and notes. He has participated in over 20 disasters with critical FEMA deadlines to obtain all damaged inventory, which Ray excels at field data gathering of most sensitive Damages and repairs data. He has assisted with client's insurance onsite damage inspections of buildings and facilities (interiors, exteriors, and roofs) and has inventoried and mapped extensive damaged storm drain systems. During Debris Operations, Ray serves as Task Field Lead assisting with DMS sites management,

monitor field data review per FEMA compliance and troubleshooting Final haul out to disposal issues.

## **2024 HAZWOPER SITE SUPERVISOR CERTIFIED/ CPR & FIRST AID CERTIFIED**

**FEMA CERTIFICATES:** IS-100c Introduction to the Incident Command System, IS-200c Basic Incident Command System, IS-241b Decision Making & Problem Solving, IS-242b Effective Communication, IS-244b Developing & Managing Volunteers, IS-318 Mitigation Planning for Local & Tribal Communities, IS-319a Tornado Mitigation Basic for Mitigation Staff, IS-320 Wildfire Mitigation Basics for Mitigation Staff, IS-321 Hurricane Mitigation Basics for Mitigation Staff, IS-322 Flood Mitigation Basics for Mitigation Staff, IS-393b Intro to Hazard Mitigation, IS-556 Damage Assessment for Public Works, IS-558 Public Works & Disaster Recover, IS-559 Local Damage Assessment, IS-632a Introduction to Debris Operations, IS-633 Debris Management Plan Development , IS-700b Introduction to the National Incident Management System , IS-703a NIMS Resource Management, IS-706 NIMS Intrastate Mutual Aid an Intro, IS-800c Nation Response Framework an Introduction, IS-841a NEMIS HMGP System Overview & Setup, IS-842.b NEMIS HMGP System Enter the HMGP Application, IS-843.a NEMIS HMGP System: Project Eligibility Determination, IS-844.a NEMIS HMGP System: Managing Project Tasks, IS-1002 FEMA Grants Portal Transparency at every step, IS-1004 The FEMA Site Inspection Process, IS-1006 Documenting Disaster Damage & Development project file, IS-1007 Detailed Damage Description & Dimensions, IS-1010 Emergency Protective Measures, IS-1018 Determination Memos & Appeals, IS-1020 Public Assistance Donated Resources, IS-2002 Intro to FEMA Operational Planning, IS-2200 Basic Emergency Operations Center Function.



### **Jose Arocha, Damage Assessment Site Inspector**

**Email:** Jarocho@dpando.com

**SUMMARY:** Jose has served with DP&O (and former Disaster Operation & Training, Inc.) since 2017 in several capacities- as Project Technical Specialist, Damage Assessment Task Manager for Public Agencies and Public Power Utilities performing damage assessments, emergency repair crews, cost, tracking and documentation of damaged repaired power poles and utilities (Lift stations, storm drains.) Using DP&O's Recovery EOC™ BoltEOC™ mobile app he leads our DA team for obtaining utility/ asset inventory mapping with asset details, photos, and notes. He has participated in over 7 disasters with critical FEMA deadlines to obtain all damaged inventory, which he excels at field data gathering of most sensitive Damages and repairs data. Jose is DP&O's team lead for Client Insurance Site Inspections to ensure the insurance team identifies every insured damaged asset. He is a recovery specialist to ensure field to office data gathering all records are scanned and labeled properly and missing items are identified. He is highly efficient at disaster cost records reconciliation, ensuring photos match Clients Work Orders and Contractors repairs descriptions. He is very hands on and has a large field presence and coordinating the storm drain /culvert clean out crews maintain at each location the FEMA required back up documentation using Recovery EOC TRKR ADMS.

He also performs as Debris operations field manager and Project Technical Specialist assisting with debris management plans, debris damage assessments, and maintaining field to office recovery data gathering For Debris Management Site (TDMS) Monitoring being performed by field monitors, Debris Vehicle Certification to ensure all trucks are properly certified by DP&O's Mobile App TRKR™ ADMS System. He has participated in over 7 disasters with projects estimating over 10 million cubic yards and also utilizes DP&O's TRKR™ ADMS system assisting all monitors when needed and provides real-time supervision of monitor activities.

## **2024 HAZWOPER SITE SUPERVISOR CERTIFIED/ CPR & FIRST AID CERTIFIED**

**FEMA CERTIFICATES:** IS-633 Debris Management Plan Development; IS-632.A Introduction to Debris Operations



**Fabiana Cova, Damage Assessment Site Inspector****Email:** Fcova@dpando.com

**SUMMARY:** Fabiana has served with DP&O since 2017 in several capacities- Supervisor for Damages, emergency repairs validations for dimensions, materials used/installed; storm drain and culvert damages with all mapping of each location, photos, and notes per FEMA PA requirements. She also reviews clients' damages and repairs documentation efficiently and quickly identifying missing documentation to be gathered in the field by DP&O Filed team. She leads the Debris hazards identification team working with Clients departments heads and Public-School principals for assessing disaster hazards and coordinating with DP&O Field team to secure areas until debris or another asset hazard is removed. Using her engineering skills, she excels at FEMA site inspections for Damages for "Work to Complete" "Building: Interior /Exterior, Walkways, Erosion project areas, and Storm Drain systems) projects validation. Fabiana is DP&O's team lead for Client Insurance Site Inspections to ensure the insurance team identifies every insured damaged asset. Fabiana is a recovery specialist to ensure field to office data gathering all records are scanned and labeled properly and missing items are identified. She is highly efficient at disaster cost records reconciliation, ensuring photos match Clients Work Orders and Contractors repairs descriptions. She performs Debris Monitoring Supervision and training of Debris Monitoring. Fabiana is very efficient and skilled with Debris Removal records reconciliation per FEMA PA requirements. She supervises debris field operations including Debris Management Site (DMS) Monitoring, load haul to disposal, and leaner hanger stump removal. She has participated in 5 disasters with projects estimating over 5 million cubic yards and \$15 Million in Disaster Projects costs. She utilizes DP&O's Recovery EOC web and mobile apps Bolt EOC and TRKR™ ADMS system for all disaster records data gathering.

**2024 HAZWOPER SITE SUPERVISOR CERTIFIED/ CPR & FIRST AID CERTIFIED****FEMA CERTIFICATES:** TS-27 Local Volunteers and Donation Management; IS-633 Debris Management Plan Development; IS-632.A Introduction to Debris Operations**Adrian Gomez, IT Manager****Email:** adrian.gomez@dpando.com

**SUMMARY:** Adrian is DP&O's Software IT Manager providing IT services and custom software development services and leads our development team. He provides support to a variety of industries and is an extremely gifted software developer with over ten years of experience in software architecture, enterprise mobility, IT infrastructure, cybersecurity, and IT management. Also Founder of Wide Evolution Systems Corp. Mr. Gomez is a Honeywell ISV Gold Partner and also a Honeywell developer.

**EDUCATION:** University of Havana, Cuba Computer Science**BRIAN HUDSON, IT Support Technician****Email:** Bhudson@exactrecovery.com

**SUMMARY:** Brian Hudson has 20 years of experience serving the Public Utility industry and serves as DP&O's Utilities Subject Matter Expert on disaster projects located in the Southeast United States. Since 2014, Brian has mobilized with DP&O on multiple disasters aiding the Public Utilities damages assessments, and emergency repairs validations Per FEMA requirements, including coordination of Mutual Aid Contractors, Material and Crew Logistics, and working with DP&O's TRKR™ and BoltEOC™ to confirm the damages boundaries, map debris hazard's location, and inventory /document damage repaired power poles with Construction RUS units, mapping, and identifying safety hazards. He also performs asset inventory inspections and mapping of Water and Sewer facilities. He leads the identification of new features for BoltEOC™ Utility Asset Mobile App. Brian also assists

DP&amp;O's President Gabrielle with Utility Department Training for FEMA Disaster Reimbursement requirements.

**EDUCATION:** University of Mississippi Oxford, 2000 B.S.E.E Electric Engineering**GEORGE K. FOSTER, M.S., P.G, Senior Environmental Specialist****Email:** Gfoster@dpando.com

**SUMMARY:** Experience in Geology, Rock and Mineral Prospecting, Reserves Analysis, Drilling and Coring, Clay Mineralogy, Industrial Mineralogy, Portland Cement Chemistry, and Mine Permitting

**EDUCATION:** MS in Geology, 1985, University of Florida. Master's research involved trace element analysis by x-ray fluorescence (XRF) of Portland cement and cement raw materials and a statistical analysis of the relationship between trace element concentrations and cement mortar strengths. Graduate BA in Geology, 1981, University of South Florida. Declared an honor student senior year (GPA 3.5/4.0). Member USF Rugby Club, 1980 season.

**JAMES E. SHIRK, P.E.** - Florida Professional Engineer, #046468, Engineer IV American Academy of Environmental Engineers

**SUMMARY: Jim serves as DP&O's Senior Engineer Analyst for Environmental projects, and he has 30 + years Engineering experience including the following projects:**

Property Evaluation and Assessment

- Performed over 20 initial evaluations for property transfers under the New Jersey Environmental Cleanup Responsibility Act (ECRA),
- Performed over 80 Phase I Environmental Site Assessments in New Jersey, Pennsylvania, Texas, and Florida for transfers of property used for asphalt batch mixing, retail and apartment construction, hotels and motels, and waste recycling.

Remedial Design for Contaminated Soils and Groundwater

- Designed systems and prepared remedial action plans to remediate soil and groundwater contaminated by hydrocarbons and solvents. System designs have included recovery using pneumatic pumps, collection, and treatment for discharge to municipal treatment works, air sparging, bio-sparging, soil vapor extraction, multi-phase extraction, and *in situ* bioremediation.

Geotechnical Investigations and Assessments

- Evaluated geotechnical investigations for sinkhole studies, prepared cost assessments and reviewed field operations for investigation for more than 20 residential properties.

Surface and Groundwater Resources

- Completed major stream surveys in New York, New Jersey, and Florida, including determining stream flows, developing stage-discharge relationships, predicting travel time and re-aeration data from physical stream configuration, and stream modeling for dissolved oxygen.
- Designed and implemented a stream survey in Florida to provide data to develop a detailed water budget.

**EDUCATION:** BS and MS in Civil Engineering, 1965, 1970, University of Arkansas.

**DP&O Expertise And Experience Of Key Project Personnel**

KEY PERSONNEL	POSITIONS / TITLE	DISASTER MONITORING PROJECTS
Gabrielle Benigni <b>25+ Years Experience</b>	Project Director	<b>Hurricane:</b> 1998 Georges; 2004 Charley, Jeanne, and Frances; 2005 Katrina, Wilma; 2008 IKE; 2012 Sandy; 2017 IRMA; 2018 Michael; 2019 Olga, 2022 Ian, 2024 Helene and Milton. <b>Tornado:</b> 2014 Tupelo MS EF4; 2016 Mississippi EF4
Rob Russakoff <b>15 Years Experience</b>	Sr. VP – Project Manager / Sr. Grant Management Specialist	<b>Hurricane:</b> Wilma; 2012 Sandy; 2017 IRMA; 2019 Olga, 2022 Ian, 2024 Helene and Milton. <b>Tornado:</b> 2014 Tupelo MS EF4, 2016 Mississippi EF4
Jeanne Devlin <b>30+ Years Experience</b>		<b>Hurricane:</b> 1998 Georges; 2004 Charley, Jeanne, and Frances; 2005 Katrina, Wilma; 2008 IKE; 2012 Sandy; 2017 IRMA; 2018 Michael; 2019 Olga, 2021 Ida, 2022 Ian, 2024 Helene and Milton. <b>Severe Storm:</b> 2020 KY, 2021 KY, 2022 KY, 2022 KS <b>Tornado:</b> 2014 Tupelo MS EF4, 2016 Mississippi EF4
Liz Valdes <b>25+ Years Experience</b>	Project Manager – Sr. VP	<b>Hurricane:</b> 1998 Georges; 2004 Charley, Jeanne, and Frances; 2005 Katrina, Wilma; 2008 IKE; 2012 Sandy; 2017 IRMA; 2018 Michael; 2019 Olga, 2022 Ian, 2024 Helene and Milton. <b>Tornado:</b> 2014 Tupelo MS EF4; 2016 Mississippi EF4
Urban Hammarstedt <b>15 Years Experience</b>	Operations Manager / Recovery EOC™	<b>Hurricane:</b> 2012 Sandy; 2017 Irma; 2019 Olga, 2022 Ian, 2024 Helene and Milton. <b>Tornado:</b> 2014 Tupelo MS EF4; 2016 Mississippi EF4
Nicolas Evelyn <b>7 Years Experience</b>	Recovery Specialist Technician	<b>Hurricane:</b> 2005 Katrina/Wilma; 2012 Sandy; 2017 Irma; 2019 Olga, 2022 Ian, 2024 Helene and Milton. <b>Tornado:</b> 2014 Tupelo MS EF4; 2016 Mississippi EF4

Joeamy Suarez <b>19 Years Experience</b>	Recovery Specialist Technician	<b>Hurricane:</b> 2004 Charley, Jeanne, and Frances; 2005 Katrina, Wilma; 2012 Sandy; 2017 IRMA; 2019 Olga, 2022 Ian, 2024 Helene and Milton. <b>Tornado:</b> 2014 Tupelo MS EF4, 2016 Mississippi EF4
Ester Bello <b>20+ Years Experience</b>	Billing/Invoice Analyst	<b>Hurricane:</b> 2004 Charley, Jeanne, and Frances; 2005 Katrina, Wilma; 2012 Sandy; 2017 IRMA; 2019 Olga, 2022 Ian, 2024 Helene and Milton. <b>Tornado:</b> 2014 Tupelo MS EF4, 2016 Mississippi EF4
Reinerio Valdes <b>19 Years Experience</b>	Damage Assessment Site Inspector	<b>Hurricane:</b> 2004 Charley, Jeanne, and Frances; 2005 Katrina, Wilma; 2012 Sandy; 2017 IRMA; 2019 Olga, 2022 Ian, 2024 Helene and Milton. <b>Tornado:</b> 2014 Tupelo MS EF4, 2016 Mississippi EF4
Eddie Sanchez <b>7 Years Experience</b>	Data Manager	<b>Hurricane:</b> 2005 Katrina/Wilma; 2017 Irma; 2019 Olga, 2022 Ian, 2024 Helene and Milton. <b>Tornado:</b> 2014 Tupelo MS EF4; 2016 Mississippi EF4
Jose Arocha <b>6 Years Experience</b>	Damage Assessment Site Inspector	<b>Hurricane:</b> 2017 IRMA; 2018 Michael; 2019 Olga, 2022 Ian, 2024 Helene and Milton.
Fabiana Cova <b>6 Years Experience</b>	Damage Assessment Site Inspector	<b>Hurricane:</b> 2017 IRMA; 2018 Michael; 2019 Olga, 2022 Ian, 2024 Helene and Milton.
Steve Stark <b>13 Years Experience</b>	Hazard Mitigation Analyst	<b>Hurricane:</b> 2012 Sandy; 2017 IRMA; 2018 Michael; 2019 Olga, 2022 Ian, 2024 Helene and Milton. <b>Tornado:</b> 2014 Tupelo MS EF4; 2016 Mississippi EF4
Brian Hudson <b>25+ Years Experience</b>	GIS Analyst / IT Support Tech	<b>Hurricane:</b> 1998 Georges; 2004 Charley, Jeanne, and Frances; 2005 Katrina, Wilma; 2008 IKE; 2012 Sandy; 2017 IRMA; 2018 Michael; 2019 Olga, 2022 Ian, 2024 Helene and Milton. <b>Tornado:</b> 2014 Tupelo MS EF4; 2016 Mississippi EF4
Adrian Gomez <b>6 Years Experience</b>	IT Manager	<b>Hurricane:</b> 2017 IRMA; 2018 Michael; 2019 Olga, 2022 Ian, 2024 Helene and Milton.

**ATTACHEMENTS: REQUIRED FORMS**



## **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: Disaster Program & Operations, Inc.

Contact Name & Telephone #: Gabrielle Benigni 561-436-3383

Email Address: gbenigni@dpando.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.



**ADDENDUM NO. #1**  
**Emergency Management Consulting Services**  
**RFP #25-001**

This addendum is issued as supplemental information to the Invitation to Bid package for clarification of certain matters of both a general and a technical nature. The referenced Invitation to Bid package is hereby amended in accordance with the following items:

1. **Clarification of Specifications:** [No Changes]
2. **Changes to Submission Requirements:** [No Changes]
3. **Updates on Project Timeline:** [No Changes]
4. **Responses to Questions:** [No Changes]
5. **Additional Resources:** Additional resources are provided below this Addendum No. #1

All other terms and conditions of the original Invitation to Bid remain unchanged. Bidders are encouraged to review this addendum carefully and incorporate the changes into their bids. Bids submitted without acknowledgement may be considered non-responsive.

*Gabrielle Benigni*  
Signature

Disaster Program & Operations, Inc.  
Name of Business



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Disaster Program & Operations, Inc.

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**ADDENDUM NO. 3**  
**Emergency Management Consulting Services**  
**RFP 25-001**

This addendum is issued as supplemental information to the Request for Proposal package for clarification of certain matters of both a general and a technical nature. The referenced Request for Proposal package is hereby amended in accordance with the following items:

1. **Clarification of Specifications:** [No Changes]
2. **Changes to Submission Requirements:** [No Changes]
3. **Updates to Project Timeline:** [No Changes]
4. **Responses to Questions:**
  - 1) Can the City please clarify if references to TDMS are intentional and if debris monitoring is included in this solicitation's scope of work?  
  
Answer: TDMS reference was not intentional and debris monitoring is not a segment of this RFP.
5. **Additional Resources:** [No Changes]

All other terms and conditions of the original Request for Proposal remain unchanged. Proposers are encouraged to review this addendum carefully and incorporate the changes into their bids. Bids submitted without acknowledgement may be considered non-responsive.

*Gabrielle Benigni*  
Signature

Disaster Program & Operations, Inc.  
Name of Business



**ADDENDUM NO. 4**  
**Emergency Management Consulting Services**  
**RFP 25-001**

This addendum is issued as supplemental information to the Request for Proposal package for clarification of certain matters of both a general and a technical nature. The referenced Request for Proposal package is hereby amended in accordance with the following items:

1. **Clarification of Specifications:** [No Changes]
2. **Changes to Submission Requirements:** [No Changes]
3. **Updates to Project Timeline:** [No Changes]
4. **Responses to Questions:**
  1. The Price Proposal Form on pages 39-40 of the RFP does not include several of the positions that are listed in the pricing table of the draft agreement on page 72. Should proposers include hourly rates for the additional positions that are listed within the draft agreement, such as the “Hazard Mitigation Assistance” and “Preliminary Damage Assessment – Public Assistance” sub-categories?

**Answer:** Please include the hourly rates for all positions referenced in the draft agreement and provide them in the Price Proposal Form on pages 39-40.

2. On page 19 of the RFP, “Pricing” is currently listed under the “Program Approach and Pricing” section, which counts towards the 20-page response limit. Will the City consider excluding the Price Proposal Form (Attachment A) from the 20-page response limit?

**Answer:** Yes, the City will allow the Price Proposal Form to be excluded from the 20-page response limit.

3. Several of the items/qualifications that the City is requesting under the “Organization Overview” section on page 18 of the RFP are also included within the Proposer’s Qualifications Statement Form (Attachment C) on pages 42-46 of the RFP. Are proposers allowed to reference the Proposer’s Qualification Statement Form (Attachment C) within the “Organization Overview” section of their response, or are these items required to be included in both areas?

**Answer: Kindly include the information only in the Proposer’s Qualifications Statement Form (Attachment C) and avoid duplicating it in multiple sections.**

**5. Additional Resources:** [No Changes]

All other terms and conditions of the original Request for Proposal remain unchanged. Proposers are encouraged to review this addendum carefully and incorporate the changes into their bids. Bids submitted without acknowledgement may be considered non-responsive.

*Gabrielle Benigni*  
Signature

Disaster Program & Operations, Inc.  
Name of Business



**ADDENDUM NO. 5**  
**Emergency Management Consulting Services**  
**RFP 25-001**

This addendum is issued as supplemental information to the Request for Proposal package for clarification of certain matters of both a general and a technical nature. The referenced Request for Proposal package is hereby amended in accordance with the following items:

1. **Clarification of Specifications:** [No Changes]
2. **Changes to Submission Requirements:** [No Changes]
3. **Updates to Project Timeline:** [No Changes]
4. **Responses to Questions:**
  - 1) Will the City consider the required litigation history to be excluded from the 20 page limit in the "Response to the RFP" section?  
**Answer: No, the City would like for the required litigation history to be included in the 20-page response.**
5. **Additional Resources:** [No Changes]

All other terms and conditions of the original Request for Proposal remain unchanged. Proposers are encouraged to review this addendum carefully and incorporate the changes into their bids. Bids submitted without acknowledgement may be considered non-responsive.

*Gabrielle Benigni*  
Signature

Disaster Program & Operations, Inc.  
Name of Business



### 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

Merchant's Bonding Company \_\_\_\_\_ whose address is

PO BOX 14498 \_\_\_\_\_, Des Moines \_\_\_\_\_, IA \_\_\_\_\_, 50306 \_\_\_\_\_

Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

### Proposer

The name of the Proposer submitting this proposal is

Disaster Program & Operations \_\_\_\_\_ doing business at

830-13 A1A N #674 \_\_\_\_\_, Ponte Vedra Beach \_\_\_\_\_, FL \_\_\_\_\_, 32082 \_\_\_\_\_

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:

Gabrielle Benigni \_\_\_\_\_ President/Owner \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### If Sole Proprietor or Partnership

IN WITNESS hereto the undersigned has set his (its) hand this 9th day of December 2024.

 \_\_\_\_\_

Signature of Bidder

President/Owner \_\_\_\_\_

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 9th day of December 2024.

(SEAL)

Disaster Program & Operations, Inc.

Name of Corporation



By: Gabrielle Benigni

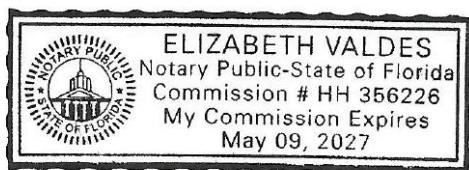
Title: President/Owner

Attest: \_\_\_\_\_

Sworn and subscribed before this 9th day of December, 2024

NOTARY PUBLIC, State of Florida, at Large

My Commission Expires: 5-9-2027



**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: Disaster Program & Operations, Inc.

Address: 830-13 A1A N #674 Ponte Vedra Beach FL 32082

Phone/ Fax: 561-436-3383

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	\$ 185.00	\$ 18,000.00
Subject Matter Expert	80	\$ 150.00	\$ 12,000.00
Project Manager	160	\$ 150.00	\$ 24,000.00
Public Adjuster	320	\$ 110.00	\$ 35,200.00
Senior Closeout Specialist	80	\$ 95.00	\$ 7,600.00
Closeout Specialist	160	\$ 85.00	\$ 13,600.00
Other: List specialty GIS Specialist	160	\$ 135.00	\$ 21,600.00
<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	\$ 0.00	\$ 0.00
IS 400 – Advanced Incident Command System	2	\$ 0.00	\$ 0.00
CEMP Refresher Incident Commander (IC)	1	\$ 0.00	\$ 0.00
Comprehensive Emergency Management Plan (CEMP); Hazard Annexes and associated emergency response and contingency plans Annual Update (FIXED FEE)	1	\$5,000.00	\$ 5,000.00
<b>EXERCISES AND DRILLS (FIXED FEE)</b>			



CEMP Exercise	1	\$ 2,000.00	\$ 2,000.00
ICS Forms Drill	1	\$2,000.00	\$ 2,000.00
Joint Information Center (JIC) Drill	1	\$ 2,000.00	\$ 2,000.00
<b>PREPAREDNESS EVENTS (FIXED FEE)</b>			
City Emergency Operations Center (EOC) Facilitation	1	\$ 3,500.00	\$ 3,500.00
Alternate City EOC Facilitation (IMT)	1	\$ 500.00	\$ 500.00
<b>SPECIAL PROJECTS (HOURLY RATE): GRANT RESEARCH AND APPLICATION</b>	Proposed Hours	Hourly Rate	Extended Total
Project Manager or Lead Consultant	80	\$ 150.00	\$ 12,000.00
Project Engineer or Lead Planner	120	\$ 135.00	\$ 16,200.00
Associate	80	\$ 95.00	\$ 7,600.00
Staff Assistant	40	\$ 65.00	\$ 2,600.00
<b>TOTAL PROPOSED CONTRACT PRICE</b>			<b>\$ 185,400.00</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.**

Gabrielle Benigni

\_\_\_\_\_  
Name of Proposer

*Gabrielle Benigni*

\_\_\_\_\_  
Signature of Proposer

\_\_\_\_\_  
President/Owner

\_\_\_\_\_  
Title

Fee Schedule Level 2 Support: TO BE PROPOSED BY CONSULTANT

Position	Rate/Hour
<b>Emergency Management</b>	
Senior EM CONSULTANT	\$175.00
EM CONSULTANT	\$135.00
Senior Planner	\$150.00
Project Manager	\$150.00
Planner	\$110.00
<b>Incident Management Team Support (Level 2)</b>	
<b>[PHASE 1]</b> Initial On-site Incident Management Support Team Activation (IMST) Fee	\$5,500 Plus expenses, per 24 hr. day
<b>[PHASE 2]</b> Emergency Management Coordinator ( <i>IMST Overhead Teams; Team Leader</i> )	\$195.00
Operations Manager ( <i>Any IMST Command or General Staff position</i> )	\$110.00
Operations Specialist ( <i>Any non- general/command IMST position</i> )	\$95.00
<b>Hazard Mitigation Assistance</b>	
Senior Program Manager	\$150.00
Program Manager	\$125.00
Technical Specialist	\$90.00
Administrative Support	\$45.00
<b>Preliminary Damage Assessment – Public Assistance</b>	
Damage Assessment Team Lead	\$125.00
Damage Assessment Specialist (Team)	\$95.00
<b>Public Assistance Consulting</b>	
Senior CONSULTANT / Appeals Specialist	\$165.00
CONSULTANT	\$125.00
Technical Specialist I	\$95.00
Technical Specialist II	\$65.00

*Note: The Activation fee is based on the following:*

***On-site Incident Management Support Team (IMST)***

*Note: The Activation fee is based on the following onsite Activation, when requested by the City /City Manager and/or OEM to report to the Emergency Operation Center or other designated location.*

**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)**

## **Annual Reviews of CEMP and Hazard Annexes**

DP&O would begin with a comprehensive review of the existing City Comprehensive Emergency Management Plan (CEMP), Hazard Annex, and associated contingency plans.

### **Planning:**

- **Schedule:** Establish a yearly review schedule, considering factors like budget cycles, potential hazard seasons, and major events.
- **Checklist:** Develop a comprehensive checklist covering:
  - Plan currency and relevance to current threats and vulnerabilities.
  - Identification of any outdated information or procedures.
  - Assessment of plan effectiveness in past incidents.
  - Review of hazard annexes for accuracy and completeness.
  - Evaluation of emergency response and contingency plans for alignment with CEMP.
  - Identification of training needs for staff.

### **Organizing:**

- **Assign Roles:** Clearly define responsibilities within the review team.
- **Resource Allocation:** Ensure adequate resources (time, budget, personnel) are allocated for the review process.
- **Communication Plan:** Establish a communication plan to keep stakeholders informed about the review process and findings.

### **Initiating:**

- **Kick-off Meeting:** Conduct a meeting to:
  - Review the review process and timeline.
  - Assign tasks and deadlines.
  - Discuss potential challenges and solutions.
- **Document Review:** Distribute CEMP, hazard annexes, and emergency response/contingency plans to the review team. Conduct a thorough review, identifying areas for improvement.
- **Tabletop Exercises or Drills:** Consider conducting tabletop exercises or drills to test the plans and identify weaknesses.

### **Evaluating:**

- **Findings and Recommendations:** Compile a detailed report summarizing findings, recommendations, and action items.
- **Action Plan:** Develop an action plan to address identified issues, including timelines and responsible parties.
- **Lessons Learned:** Document lessons learned from the review process and past incidents to inform future planning and training.
- **Plan Updates:** Update CEMP, hazard annexes, and emergency response/contingency plans based on review findings and recommendations.

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

#### **Planning:**

- **Needs Assessment:** Identify training needs based on job roles, experience levels, and identified gaps in knowledge or skills.
- **Training Objectives:** Develop clear and measurable learning objectives for each training session.
- **Training Delivery Methods:** Determine the most suitable delivery methods (e.g., classroom, online, blended learning).
- **Training Schedule:** Create a training schedule that aligns with the city's operational needs and budget constraints.

#### **Organizing:**

- **Training Materials:** Develop or acquire training materials, including presentations, handouts, and exercises.
- **Instructor Selection:** Identify qualified instructors or trainers, either internal or external.
- **Participant Registration:** Establish a registration process to track attendance and collect necessary information.
- **Logistics:** Arrange for training facilities, equipment, and refreshments.

#### **Initiating:**

- **Training Delivery:** Conduct training sessions, ensuring active participation and engagement.
- **Evaluation:** Use a variety of evaluation methods (e.g., pre- and post-tests, surveys, observations) to assess participant learning and training effectiveness.



**Evaluating:**

- **Review and Feedback:** Analyze evaluation results to identify areas for improvement in future training sessions.
- **Training Recordkeeping:** Maintain accurate records of training attendance, completion, and evaluation results.
- **Continuous Improvement:** Incorporate feedback and lessons learned into future training programs.

**Additional Considerations:**

- **Collaboration with External Partners:** Collaborate with regional, state, and federal emergency management agencies to share best practices and resources.
- **Technology Integration:** Utilize technology tools (e.g., emergency management software, online training platforms) to enhance efficiency and effectiveness.
- **Public Awareness and Education:** Implement public awareness campaigns to educate the community about emergency preparedness and response.
- **Regular Exercise and Testing:** Conduct regular drills and exercises to test plans and procedures.

By following these guidelines, we can effectively plan, organize, initiate, and evaluate its emergency management programs, ensuring the safety and resilience of your community.

## 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:**

DP&O assists clients time and costs effective recovery and minimize downtime and financial impact.  
We provide a turn-key comprehensive response, task and cost tracking for clients affected by disasters.

DP&O utilizes RecoveryEOC™ to track and manage all disaster related data, documents and costs

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

404 West Palm Drive Florida City FL 33034

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

561-436-3383

gbenigni@dpando.com

**4. Number of employees:**

12

**5. Number of employees or subcontractors to be assigned to this project (per event) and what is capacity?**

The number of employees/subcontractors to be assigned will depend on the extent of damage  
from the disaster and client's needs.

**6. Company Identification numbers for the Internal Revenue Service:**

47-3936181

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

N/A

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

9+ years

Disaster consulting, monitoring, removal & recovery

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:

DP&O mobilized for Hurricane Milton assisting in debris removal at 3 USF Campus' St. Petersburg, Sarasota and Tampa along with New College of Florida and State College of Florida.

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

N/A

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:** New College of Florida/ Yosef Shapiro

- **Address:** 5800 Bay Shore Rd. Sarasota FL 34243

- **Telephone No:** 305-790-5789

- **Disaster response Contract Performed:**

Debris Removal for Hurricane Milton

Disaster Debris Management, Monitoring, Debris Removal Audit,

'Disaster Recovery Services, FEMA Program Assistance for Hurricane Ian

- **Name:** City of Homestead/Steve Taylor

- **Address:** 100 Civic Ct. Homestead, FL 33030  
\_\_\_\_\_
- **Telephone No:** 305-510-5277 \_\_\_\_\_
- **Disaster Response Contract Performed:**  
Monitoring and Debris Mgmt; disaster Recovery Consulting Services, FEMA PA Program  
Management; Hazard Mitigation Grant Management for Hurricane Irma  
\_\_\_\_\_

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>
Debris Removal	USF Tampa	\$2.5 million	pending/active	95%

*(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?

DP&O has not inspected the proposed site, however our physical office is located in Florida City, 2 hours from the site. DP&O has a complete plan for disaster response services and can mobilize 24-48 hours upon request of the Client.

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**

<b>Sub-Contractor Name</b>	<b>Address</b>	<b>Work to be Performed</b>
Not applicable		

*(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)*

Not applicable

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**17.** What equipment will you rent for the proposed work?

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

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**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)*

see list of resumes and qualifications

---

Gabrielle Benigni, President; Liz Valdes, Vice President

---

Rob Russakoff, Sr. Vice President, Operations Urban Hammarstedt, Operations Manager

---

**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.)

Disaster Program & Operations, inc.

---

Gabrielle Benigni, President

---

Joeamy Suarez, Secretary

---

**19.1** The correct name of the bidder is:

Disaster Program & Operations, Inc.

---



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: Disaster Program & Operations, Inc.

SIGNATURE *Gabrielle Bengini*

PRINT NAME: Gabrielle Bengini

TITLE: President/Owner

**(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  
Disaster Program & Operations, Inc. is Familiar with the City's  
Comprehensive Emergency Management Plan (CEMP) and Hazard  
Annex.

SUBMITTED

BY: Disaster Program & Operations, Inc.

SIGNATURE: *Gabrielle Benigni*

PRINT NAME: Gabrielle Benigni

TITLE: President/Owner

**(This space intentionally left blank)**

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

STATE OF Florida )

: SS

COUNTY OF Miami Dade )

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: Gabrielle Benigni

Sworn and subscribed before me this 9th day of December 2024.

NOTARY PUBLIC, State of Florida at Large

My Commission Expires: 5-9-2027



**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 Disaster Program & Operations, Inc.

2. This sworn statement is submitted by Disaster Program & Operations, Inc.  
(name of entity submitting sworn statement)

whose business address is 830-13 A1A N #674 Ponte Vedra Beach FL 32082

and (if applicable) its Federal Employer Identification Number (FEIN) is 47-3936181

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

3. My name is Gabrielle Benigni  
(please print name of individual signing)

and my relationship to the entity named above is President/Owner

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.)

Gabrielle Benigni  
(signature)

12/9/2024  
(date)

STATE OF Florida

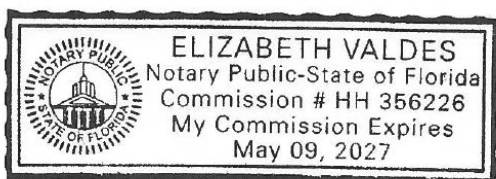
COUNTY OF Miami Dade

PERSONALLY APPEARED BEFORE ME, the undersigned authority,

Gabrielle Benigni who, after first being sworn by me, affixed his/her  
(name of individual signing)

signature in the space provided above on this 9th day of December, 2024.

My commission expires: 5-9-2027



90 Nallas  
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: 830-13 A1A N #674 Ponte Vedra Beach FL 32082

Address

Gabrielle Benigni  
Signature

Gabrielle Benigni  
Print Name

President/Owner  
Title

12/9/2024  
DATE

SEAL:





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

STATE OF Florida )

: SS

COUNTY OF Miami Dade )

I, the undersigned hereby duly sworn, depose and say that all owner(s), partners, officers, directors, employees and agents representing the firm of Disaster Program & Operations, Inc. 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: Gabrielle Benigni

Sworn and subscribed before me this

9th day of December 2024.

\_\_\_\_\_

NOTARY PUBLIC, State of Florida at Large

My Commission Expires: 5-9-2027



STATE OF FLORIDA )  
 : SS  
COUNTY OF MONROE )

By: Gabrielle Benigni

9th day of December, 2024.

My Commission Expires: 5-9-2027

**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.

Business Name Disaster Program & Operations, Inc. Phone: 561-436-3383

Current Local Address: Fax:  
(P.O Box numbers may not be used to establish status)  
404 West Palm Dr #100 Florida City FL 33034  
Length of time at this address

Gabrielle Benigni 12/9/2024  
Signature of Authorized Representative Date  
STATE OF Florida  
COUNTY OF Miami Dade

The foregoing instrument was acknowledged before me this 9th day of December, 2024.  
By Gabrielle Benigni, of Disaster Program & Operations, Inc.  
(Name of officer or agent, title of officer or agent) Name of corporation acknowledging)  
or has produced herself as identification  
(type of identification)

Li Valdes  
Signature of Notary  
Li Valdes

Return Completed form with  
Supporting documents to:  
City of Key West Purchasing

Li Valdes  
Print, Type or Stamp Name of Notary  
Li Valdes  
Title or Rank

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

Entity/Vendor Name: Disaster Program & Operations, Inc.

Vendor FEIN: 47-3936181

Vendor's Authorized Representative: Gabrielle Benigni, President/Owner  
(Name and Title)

Address: 830-13 A1A N #674

City: Ponte Vedra Beach State: Florida Zip: 32082

Phone Number: 561-436-3383

Email Address: gbenigni@dpando.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: Ester Bello, who is authorized to sign on behalf of the above referenced company.

Authorized Signature: *Ester Bello*

Print Name: Ester Bello

Title: Administrator



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

Respondent Vendor Name: <u>Disaster Program &amp; Operations, Inc.</u>		
Vendor FEIN: <u>47-3936181</u>		
Vendor's Authorized Representative Name and Title: <u>Gabrielle Benigni/President</u>		
Address: <u>830-13 A1A N #674</u>		
City: <u>Ponte Vedra Beach</u>	State: <u>FL</u>	Zip: <u>32082</u>
Phone Number: <u>561-436-3383</u>	<u>gbenigni@dpando.com</u>	Email

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: <u>Ester Bello</u>	Administrator _____,
<i>Print Name</i>	<i>Print Title</i>
Authorized Signature: <u><i>Ester Bello</i></u>	_____

**CITY OF KEY WEST CONSULTANT RANKING FORM**

Project Name:           Emergency Management Consulting Services

Project Number:       RFP #25

Firm Disaster Program & Operations, Inc.

Date 12/9/2024

<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>	