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1. Cover Letter

January 10, 2018

City of Key West
1300 White St.
Key West, Florida 33040
Attention: Cheri Smith, City Clerk
City of Key West RFP No: 001-18

Dear Ms. Smith,

Tidal Basin Government Consulting, LLC (Tidal Basin) is pleased to submit our proposal to the City of Key West (the City) in response to its Request for Proposals (RFP)# 001-18 for Emergency Management Consulting Services. As current incumbents, we are already performing most of the services outlined in this RFP on an emergency contract basis. We estimate the City's recovery costs at roughly \$43.5 million, covering approximately forty-five (45) Project Worksheets. **We are fully engaged in assisting the City to maximize its reimbursements.**

By way of background, in 2016, Adjusters International, Inc. (AI) and Tidal Basin combined their organizations under one umbrella with the shared goal to continue to provide a **Total Solution®** for disaster preparedness and recovery, assisting clients in securing government grants and maximizing private property insurance proceeds. The Tidal Basin Team, for purposes of this RFP response, is comprised of **Tidal Basin, Early Alert, and HGA**. Collectively, this team has designed a customized strategy and approach to assist the City in strategically managing claim developments and administration under federal and state disaster programs related to Hurricane Irma, and any proceeding disasters during the term of this contract. We will leverage our combined ~100 years of experience and expertise with **FEMA Public Assistance (PA), FEMA 404 and 406 Hazard Mitigation Grant Program (HMGP), HUD Community Development Block Grant Disaster Recovery (CDBG-DR), Federal Highway Emergency Relief Program, Federal Transit Administration, and Small Business Administration** to provide the insight, perspective, and timely consulting services requested by the City. In addition, we will provide **Financial and**

Why the Tidal Basin team is the Best Choice for Key West:

- **Over 20 years of experience and proven capabilities** with the FEMA PA and HMGP programs
- We offer the **Total Solution®** - We unite the property insurance and FEMA portions of your disaster recovery into one financial recovery strategy.
- **Unsurpassed audit and appeal experience** – we have a winning record
- **Current hands-on knowledge** of FEMA policy changes, to include the Post Katrina Emergency Reform Act, Sandy Recovery Improvement Act, Super Circulars, and FEMA PA New Delivery Model





Grant Management Support, Public Insurance Adjustment Support and other related, requested Support Services to maximize and expedite funding. We also have mastered the appeals and arbitration processes, including negotiations with FEMA and the State Division of Emergency Management (DEM), and with retaining City funds during project closeout and audit. We understand that recovery is not about how much funding is granted but how much of the funding is kept without risk of de-obligation. With the Tidal Basin team, there is no learning curve as we are capable of "hitting the ground running" on behalf of the City, regardless of the situation, scope, or magnitude of the catastrophe. At Tidal Basin, our core strengths—hands-on expertise with the FEMA PA Program, history of client advocacy and retention, and dedication to enabling a full and efficient financial recovery—make us an invaluable addition to any emergency response and recovery team. Tidal Basin stands ready to continue assisting the City with sound fiscal management, recovery, and consulting services to support the organization, management, reimbursement, and administration of post-disaster grant funding. We are confident that the unique combination of our national expertise and local resources will prove to be the best value for Key West.

Contact Information

Corporation Name	Street Address	Mailing Address
Tidal Basin Government Consulting, LLC (Tidal Basin)	126 Business Park Dr. Utica, NY 13502	126 Business Park Dr. Utica, NY 13502
Phone Numbers	Website	Email
Office: 315-797-3035 Toll Free: 800-382-2468 Fax: 315-797-1090	www.tidalbasingroup.com	info@tidalbasingroup.com

As President and CEO, I am authorized to represent Tidal Basin in negotiating and signing any agreement which may result from this proposal. Thank you for your consideration of our proposal and the opportunity to provide the requested support to the City of Key West.

Sincerely,

John Marini
President & CEO
Cell: 315-415-2963
jmarini@tidalbasingroup.com

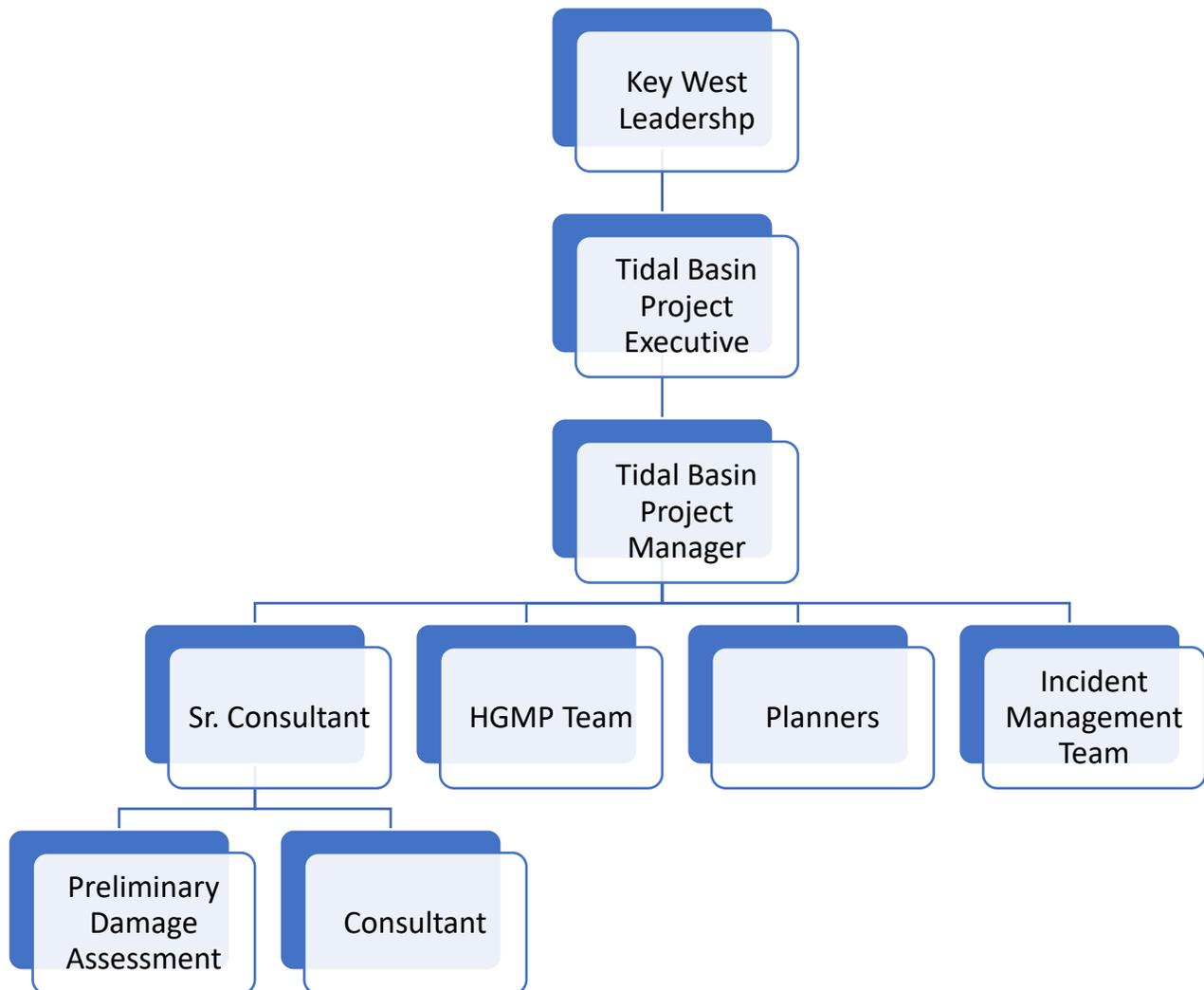




2. Responses to the RFP

Organization Chart, Number of Employees

Tidal Basin has 100 employees, in addition to over 400 on-call disaster recovery experts we can consistently count on for immediate mobilization, including our 70+ Florida-licensed professional public adjusters to assist with the City's insurance recovery needs.





Financial Information, Litigation, and Summary of Current Workload

Tidal Basin is fiscally responsible, adhering to the highest ethical standards regarding every aspect of our business. Since inception, our company has maintained a stable professional and financial work environment for our national staff. Tidal Basin currently maintains a \$35 million line of credit with Key Bank, ensuring our cash flow and financial obligations are met. Our firm has never filed for bankruptcy in the past, is not currently in bankruptcy and has no bankruptcy action pending. Tidal Basin is not and has not been involved in any litigation within the last five (5) years. Since the declaration of Hurricane Irma, Tidal Basin actively supports 23 Disaster Services Contracts in Florida. With our nationwide network and robust staffing capability, this work contemplated in this RFP will not impact our ability to satisfy the City's request for emergency management consulting services. We stand ready to deploy and continue our disaster recovery work at the City when it issues its notification to contract award.

Company Information

The Tidal Basin team brings a wealth of Florida disaster recovery expertise to meet and exceed the City's requirement for Emergency Management Services before, during, and after any size or scope disaster. Our focus is managing the required Emergency Management and related complex relationship of all integrated funding sources available to the City. Our firms bring proven experience in supporting our local, state, and federal clients. Having assisted more than 150 cities, counties and states, we have responded to every catastrophic event in the nation over the past 20 years. With this amount of experience and our level of expertise, we feel confident that Team Tidal Basin is the premier provider of services requested under this RFP and represents the best value to the City. **The Tidal Basin team, consisting of Tidal Basin, Early Alert, and HGA**, will provide support services in concert and compliance with the National Prevention Framework, National Protection Framework, National Mitigation Framework, National Response Framework (second edition), National Disaster Recovery Framework, National Incident Management System, the Incident Command System, FEMA Comprehensive Preparedness Guide (CPG) 101, FEMA Public Assistance (PA) Grant and Individual Assistance Program.

Early Alert, Inc.



Early Alert, Inc. and its wholly owned subsidiary, All Hazard Training (AHT), together are a leading disaster and emergency management consulting firm comprised of an elite team of widely respected professionals in the emergency management industry. Established in 1999 in Florida, and incorporated in 2000, Early Alert, Inc. has been offering unparalleled, hands-on experience in the fields of emergency management, disaster operations and incident management, public safety, all-hazard training, contingency development, business continuity, and loss mitigation for seventeen years.

With our principals located in Florida and Georgia, EA has nearly 50 support staff located throughout the country who are ready to deploy, as required in support of client needs. We are





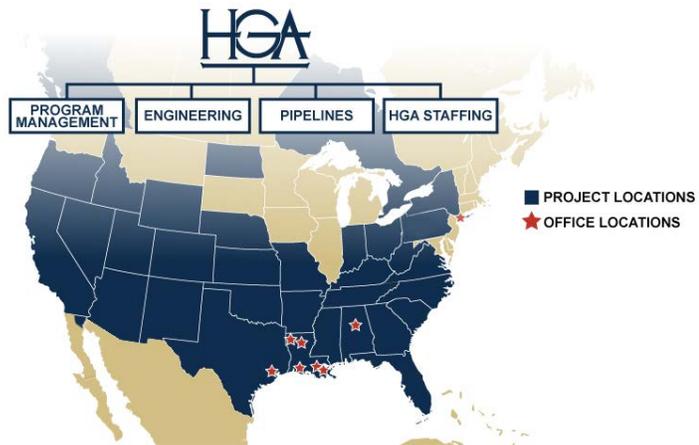
proud to say these highly skilled practitioners include: Certified Emergency Managers with extensive federal, state and local experience; teams of meteorologists, with decades of experience working within the highest echelons of government service; All Hazard Instructors and Master Exercise Practitioners; All Hazard Planners, Analysts, Program Managers and a wide variety of Subject Matter Experts (SMEs) located across the nation. This “multi-discipline” advantage provides the flexibility to serve our clients’ needs with the best and most appropriate expertise. **Additional details about our firm can be found at: www.earlyalert.com.**

Hunt, Guillot and Associates, LLC (HGA)



HGA administers large-scale housing and infrastructure programs involving multiple funding streams such as HUD’s CDBG-DR Program, FEMA Public Assistance (PA), and Hazard Mitigation Assistance (HMA) Programs. We have a proven track record of successfully delivering over \$3 Billion in disaster recovery services across multiple programs and funding streams for state and local clients.

HGA has been providing comprehensive, reliable support in the ongoing disaster recovery efforts across the States of Louisiana and New York—including administering two of the largest CDBG-DR infrastructure programs in the country. Our disaster recovery services to Louisiana include management of over \$1.5B in HUD CDBG-DR and \$181M in FEMA HMA funding for housing and infrastructure projects. Following Superstorm Sandy, HGA was selected by New York to support its infrastructure and housing recovery. Our recovery support to New York State has included managing \$1.1B in CDBG-DR funded infrastructure projects, \$1B in CDBG-DR funded housing projects, and assisting with the State’s \$795M FEMA PA Match Program. Since 2012, our disaster housing support has facilitated the recovery of approximately 15,000 residential structures through HUD and FEMA funding.



Trott Hunt and Jay Guillot founded HGA in 1997 and have led the firm’s growth to a staff of over 400 employees across 12 offices. Our Staffing Division provides us the flexibility to quickly ramp up or down based on client need. ***ENR recently ranked HGA as the 30th ranked Program Management firm out of the top 50 in North America and a top ranked engineering firm.*** **Additional details about our firm can be found at: www.hga-llc.com.**



Tidal Basin’s Founding and History

In 2016, Adjusters International (AI) and Tidal Basin combined forces and expanded operations to offer expertise in all areas of post-disaster recovery,





as well as disaster preparedness and resiliency services in advance of a disaster. AI was founded in 1985 as private corporation and Tidal Basin was established as a private corporation in 2006. Both organizations, now operating under one umbrella as Tidal Basin, successfully guide FEMA-eligible entities in maximizing disaster recoveries and their ability to be as prepared as possible pre-event, providing expert advice about FEMA PA, private insurance processes, Hazard Mitigation and every other aspect of emergency management.

The AI/Tidal Basin platform is formidable, given the mutual, core mission of helping clients achieve a sound recovery following a disaster. We consistently will deploy a sound management system and a proven approach to providing consulting services that are designed to seamlessly complement our clients’ existing operations. **Additional details about our firm can be found at: www.tidalbasingroup.com.**

Service Areas

Our service areas include FEMA’s Public Assistance (PA), 404 and 406 Hazard Mitigation Grant Program (HMGP), Community Disaster Loan (CDL), and National Flood Insurance Program (NFIP); Federal Highway Administration (FHWA) Emergency Relief (ER) Program; Federal Transit Administration; Small Business Administration; Housing and Urban Development (HUD) Community Development Block Grant Disaster Recovery (CDBG-DR); and Natural Resources Conservation Service (NRCS).

Professional Qualifications of Key Personnel

1. Key Personnel Resumes

Tidal Basin will continue to provide the City a dedicated team of subject matter experts necessary to support the tasks outlined in this scope of services. Our team is proficient in all local, state, and federal regulations referenced in the RFP, as we are currently demonstrating in our ongoing assignment with the City. Our long-term staffing approach includes keeping the continuity of staff as requested by the City, and introducing additional team members as needs warrant. All team members are highly trained professionals, recognized leaders in the industry and are up to date on the latest FEMA policies and procedures. Because many on our team have been with us 10+ years, we are able to offer consistency in staffing, even years after the initial recovery activities have taken place. **Key Personnel Resumes can be found in Attachment – D.**

2. List of Federal, State, and Local FEMA Reimbursements Successfully Secured Over Past 5 Years

This list can be found in Attachment – R.

3. Examples of FEMA PA Advisory Services & Pricing Methodology

Example 1	Hurricanes in Lee County, FL
Issue	\$40 million in damages to 400 buildings across Lee County. Over \$30M for debris removal and cleanup.





Example 1 Hurricanes in Lee County, FL	
Solutions Applied	We developed and implemented a cohesive grant-management process for recovery from all four hurricanes. This strategy integrated the overlapping layers of Federal disaster relief, allowing systematic funding for recovery from private insurance, FHWA and NRCS. Our team worked successfully with FDOT and FHWA to secure funding, compiling the Detailed Damage Inspection Reports (DDIR) for submission to FDOT, meeting with FDOT representatives, and submitting support for our clients' insurance claims. recovery strategy tapped multiple federal disaster relief sources and integrated the recovery with the various insurance claims.
Outcome	Reimbursement was made based on the information and format provided by our team, as we successfully obtained FEMA's expedited grant funding without delay, as the County demonstrated sound management of the FEMA Public Assistance Program. We also leveraged funding from multiple federal grant programs not fully covered under FEMA's Public Assistance program. Lastly, we orchestrated a successful appeal to a denial of funds that required an entity to carry insurance equal to its FEMA grant. Thus, areas hit by both Charley (2004) and Wilma (2005) were fully eligible for FEMA grants.
Pricing Methodology	Time and Expenses (T&E)

Example 2 Severe Storms in New York State	
Issue	The facility was in an "A" designated flood zone, meaning the likelihood that a flood would occur within a 100-year period was highly probable. Despite this designation, coverage through the National Flood Insurance Program (NFIP) was not obtained by the applicant. Hazard mitigation measures were needed to guard against future reoccurrences of damage.
Solutions Applied	We disagreed with FEMA's position that the City, contractor and insurance company were responsible for funding the repair of the damages. Instead, we coordinated a wastewater strike team with specialized mitigation specialists to identify, write and obligate eligible restoration costs. We submitted a grant application to FEMA for permanent repairs to restore the existing plant and terminal pump station to pre-disaster condition. The strike team prepared a mitigation proposal that included the substitution of damaged pumps with submersible pumps, which are much less prone to damage. We also prepared a grant that funded an engineering feasibility study to further explore additional mitigation improvements to include flood barrier protection walls and other watertight structures.
Outcome	Our firm's involvement helped reverse FEMA's original denial of funding to full reimbursement for the repairs. In the end, our determination of eligibility allowed the applicant to secure over \$14 million in FEMA recovery funding for the facility.
Pricing Methodology	Time and Expenses (T&E)





Example 3 Hurricane Wilma in Village of Islamorada, FL	
Issue	Our team determined that the Village Hall project had been misclassified as an "Alternate Project," subjecting the federal funding formulas to a more restrictive set of calculations.
Solutions Applied	We worked with a Public Assistance Coordinator with the Florida Division of Emergency Management to correctly classify this project as a "Replacement Project."
Outcome	FEMA officials agreed to re-estimate the project and the replacement funding of the Village Hall started at roughly \$1.5 million. Prior to our firm's involvement, Village officials expected just over \$80,000 for damages to the entire building. Ultimately, we helped the Village recover about \$5 million in federal funding for all eligible projects.
Pricing Methodology	Time and Expenses (T&E) and Fixed Fee Not to Exceed (NTE) for one project

Program Approach

1. Technically, Why the Tidal Basin Team Should be Selected for Performing RFP Services

As incumbents, Tidal Basin will continue to utilize our customized, client-focused, and compliance-based approach to accomplish the work and scope of services defined in this RFP. We will work collaboratively with the City of Key West finding solutions to the complexities of implementing effective disaster recovery and preparedness programs. We will support all efforts by offering advice, guidance, and interpretation of the FEMA Public Assistance (PA), Hazard Mitigation programs, HSEEP, and CPG-101 as well as the public insurance adjusting processes and requirements. We will continue to serve as your trusted partners in achieving maximum financial recovery.

Tidal Basin is proud to have been recognized by Inc. Magazine's "Top 5,000 Fastest Growing Private Companies in America."

We will remain engaged throughout the entire process to include all pre- and post-disaster tasks to ensure continuity at all levels. Tidal Basin's assigned expert staff will remain your advocate until the project is completed and their services are no longer required. This will help safeguard the retention of institutional knowledge and limit any disruptions that often result from repetitive personnel changes.

Tidal Basin will provide oversight and control over both technical and management aspects of the programs. Our methodology includes regular meetings/reviews to assess overall progress, identifying and managing risks, ensuring close coordination, and fostering effective internal and external team communications. We measure and control all critical aspects of the project's progress while establishing metrics and performance measures to allow our team to react to any issues or challenges in a timely manner. Our project approach is designed to provide continuous advocacy and ensure the City of Key West remains a top priority. Below is a brief breakdown of our proposed approach for each of the services identified in the RFP.





I. Emergency Response: FEMA Public Assistance Advisory Services

The Tidal Basin team will work collaboratively to successfully guide the City through the ins and outs of developing efficient project formulation strategy.

When it comes to Public Assistance advisory services and project formulation, Tidal Basin’s philosophy is, “Get it right the first time”! We initiate our process by supporting the City of Key West with an exploratory call and scoping meeting, and assisting in developing a defensible list of projects that we will advance through the FEMA process. We will then work in collaboration with the City to conduct damage intake and initial eligibility reviews and initiate the Project Worksheet formulation process. The Tidal Basin team will work collaboratively to successfully guide the City through the ins and outs of developing an efficient project formulation strategy, including determinations of how to organize projects, which to select for improved or alternate project status, and identifying critical facilities that qualify for FEMA’s temporary facility program. Our team of disaster experts will provide quality assurance and quality control reviews of all FEMA drafted projects to ensure maximum funding is provided.

Our detailed methodology also includes guiding the city through the complex world of federal procurement by conducting procurement/contract reviews to ensure compliance with FEMA requirements. Procurement compliance can mean the difference between FEMA acceptance of projects and funding reimbursement requests or not. Our experienced team of experts will also support the City of Key West in developing a funding strategy that will address any damages or costs not eligible under the FEMA Public Assistance program and identify other grant programs that can be leveraged. Tidal Basin will also look at every opportunity to reduce the financial burdens on the City to include applying FEMA’s Direct Administrative Cost (DAC) policy whenever possible.

II. Emergency Response: FEMA 404 and 406 Hazard Mitigation Expertise

Tidal Basin believes our clients know best how to repair and rebuild in a more resilient manner. Therefore, we will work with the City to take advantage of additional funding opportunities to strengthen and improve infrastructure and protect against future damage. We will work closely with your staff, ensuring all projects identified and developed will be reviewed for potential mitigation opportunities available under FEMA’s 406 mitigation program. Together we will also identify technically viable and cost-effective FEMA 404 hazard mitigation opportunities and develop proposals that will enhance and protect existing projects and facilities in a more holistic manner, identifying non-project related opportunities as well. Our consultants **“think about the end at the beginning”** and will fully explore and support every opportunity to help establish a stronger, more resilient community.





III. Emergency Response: Financial and Grant Management Support

One of the more complicated and time-consuming parts of the overall disaster recovery process includes the activities associated with financial and grant management of the FEMA PA funding platform. Once the project formulation phase is completed and funds have been obligated for use, our professional team of seasoned FEMA Public Assistance experts will assist the City of Key West with the financial/grant management and close-out phase of your recovery efforts. Our primary goals are to define and standardize the activities associated with this phase, to promote consistency in implementing and monitoring the PA Program, and provide a mutual understanding of the expectations and requirements of the program. The figure to the right depicts key steps our disaster experts will assist the City with during this phase of its recovery efforts.

Key Steps

- ✓ Project Reporting
- ✓ Time Extensions
- ✓ Requests for Reimbursement
- ✓ Project Versioning
- ✓ Changes in Scope
- ✓ Alternate Projects
- ✓ Improved Projects
- ✓ Close-Out
- ✓ Final Reconciliation
- ✓ Final Inspections
- ✓ Arbitration/Appeals
- ✓ Audits

IV. Emergency Response: Public Insurance Adjustment

Tidal Basin is the only company that operates under one corporate umbrella, to jointly deliver both FEMA public assistance consulting and public adjusting insurance services. We are the nation’s premier provider of integrated disaster recovery consulting services to public entities of all types in maximizing and expediting reimbursement from property insurance claims and FEMA Public Assistance grants, combined. Our key advisor is Florida’s former Deputy Insurance Commissioner who has worked with most every property insurance company in the country and understands the insurance claims process when it comes to property settlement advocacy.

We help our clients navigate through all areas of the complicated disaster recovery process. Our knowledge helps develop and implement an effective process that unites the property insurance and FEMA portions of your disaster recovery into one financial recovery strategy.

The two processes take different perspectives on what’s eligible and how it’s quantified. FEMA’s funding is secondary to property insurance coverage; however, you must pursue all potential recoveries with your insurance company(ies) first. Our disaster recovery consultants help you integrate both sources to obtain maximum funding. Our property insurance claim experts help:

- Fully evaluate your insurance coverage;
- Determine policy compliance issues;
- Develop a claim management strategy;
- Complete detailed valuations of building, equipment and inventory losses;
- Formulate business interruption models;
- Assemble comprehensive claim presentations with expert reports;
- Coordinate with Disaster Recovery specialists;
- Negotiate and settle disputes;
- Expedite the entire process; and





- Integrate the insurance claim with your FEMA recovery

Because Tidal Basin is set apart from our competitors by our insurance background and knowledge gained over 30-years as an industry leader in public insurance adjusting, we will put this experience and expertise to work for you. Our insurance specialists will conduct a thorough review of previous and current FEMA Public Assistance projects and provide the City with an Insurance Obtain/Maintain Report. These efforts will ensure compliance with the FEMA obtain and maintain insurance requirements.

V. HUD CDBG-DR Support Services

HGA brings significant CDBG-DR infrastructure, housing, and economic recovery qualifications to the team.

In concert with our strategic partners at HGA, we will provide professional level support to the City of Key West in the planning, administration, and implementation of eligible CDBG-DR activities. This will include conducting unmet needs assessments that identify type and location of the community’s disaster recovery needs especially in the three core aspects of recovery – housing, infrastructure, and the economy. We will provide extensive knowledge of CDBG-DR eligible activities ensuring national objectives, particularly as they apply to disaster recovery, are included. Our technical assistance will consist of environmental reviews, cross-cutting federal requirements such as procurement, federal labor standards, fair housing, accessibility, uniform administrative requirements, and monitoring and compliance.

Our team will help develop and submit HUD’s required action plan and any amendments, performance reporting, and grant closeout. We will develop policies and procedures for implementing CDBG-DR funded programs and activities including oversight and monitoring, while maintaining project files with supporting documentation for all CDBG-DR funded activities.

HGA assisted with the development of the CDBG-DR Implementation Plan for the New York State Governor’s Office of Storm Recovery (GOSR) following Superstorm Sandy and the CDBG-DR Implementation Plan for the Louisiana Office of Community Development- Disaster Recovery Unit (OCD-DRU) following Hurricanes Katrina and Rita. The Implementation Plans provide detailed forms, templates, instructions, and general guidance in the implementation of disaster recovery projects and functions to ensure full compliance with all CDBG-DR rules and regulations.

VI. Emergency Preparation: Training

Tidal Basin has also developed and maintains a robust training series on a wide variety of emergency management topics, to include Basic FEMA Eligibility, Cost Documentation Requirements, Section 428 Alternative Procedure Options, Surviving an OIG Audit, Procurement/Contracting, FEMA Insurance Obtain and Maintain. These courses will be offered to the City’s staff to help familiarize them with policy changes, roles and responsibilities, effective oversight procedures, and other processes that will ultimately increase awareness and





better prepare Key West for future events.

Copies of any materials (presentations, hand-outs, etc.) will be provided to City in accordance with requirements outlined in the RFP. We will ensure all materials comply with the most current federal or state educational requirements and will handle all pre-event advertisements, course registration and materials and course close out packages. The close out packages will include the student roster, agenda, course objectives, participant's evaluation summary and student evaluations from the course within 45 days after the course completion.

VII. Emergency Preparation: NIMS Training

The Tidal Basin team will develop a National Incident Management System (NIMS) Training Program that includes ICS 300 and 400 level courses as well as a CEMP Refresher course. Each course will meet national level requirements for developing, maintaining and sustaining NIMS training. The NIMS Training Program developed will be consistent with the National Training Program, as mandated by the Post-Katrina Emergency Management Reform Act of 2006.

Our approach to the CEMP Refresher Course specifically will be based on the City of Key West's current CEMP, including Hazard Annexes and department emergency response plans. The target audiences for these courses include all staff that assume any Command and General staff or support positions within the City's Emergency Operations Center. As outlined in our approach for "general" training above, our staff will provide all necessary actions to meet both state and federal training requirements and will support all pre-and-post course activities.

Tidal Basin is capable of meeting both State and federal training requirements and will support all pre-and-post course activities.

VIII. Emergency Preparation: Planning – CEMP Update

A Comprehensive Emergency Management Plan (CEMP) establishes a framework for an effective comprehensive emergency management program. An effective CEMP describes the basic strategies, operational goals/objectives, and mechanisms through which a jurisdiction will mobilize resources and conduct activities in support of emergency management efforts through prevention, preparedness, response, recovery, and mitigation. To facilitate effective response and recovery operations, Tidal Basin will ensure the City's CEMP adopts a functional approach that groups the types of emergency assistance to be provided into Emergency Support Functions (ESFs). Our expert preparedness and planning staff, working for and in close coordination with the City, will provide administrative, research, planning, publishing services and best practices required to develop a completely updated CEMP.

Our staff will review and submit revisions of the City's CEMP, to ensure accuracy and cohesiveness with current policy and practice. We will provide the City electronic, editable versions of these documents and upon completion, the documents will be delivered electronically in both the native program format and a password protected Adobe PDF. We will ensure close coordination with City officials to include meetings and/or workshops to gather information necessary for the update. We will incorporate a review of After Action





Reports from previous exercises to ensure needed corrective actions included in the CEMP Update.

IX. Emergency Preparation: Exercises and Drills

Many firms take a “check the box” approach to exercises that, while maintaining compliance, does little to deliver the innovation or value required moving a program forward. With Tidal Basin, we do not conduct exercises for the sake of having an exercise. Like the City, we know that exercises really do matter. Tidal Basin’s approach to design and delivery of HSEEP-compliant exercises and related requirements means that multi-disciplinary expert is utilized to execute a step-wise process for exercise design, delivery, documentation, and evaluation. We understand that this requires both work on-site and remote work as well as ongoing technical support for the specific exercise events requested by our clients.

Tidal Basin strictly adheres to the defined HSEEP evaluation methodology that ensures lessons observed become lessons learned.

For each exercise, we will schedule and conduct the various planning meetings, develop scenarios and related exercise products; arrange for conduct, and facilitate the exercises; and document the results in an AAR/IP. We will work with your organization to support the identification and invitation, and registration of participants; identify controllers and evaluators and support related requirements. Tidal Basin has developed an approach to delivering exercises that will ensure that project objectives are met and that the exercise serves as a foundation for enhancing a unified preparedness and response capability and identifying areas for improvement. Evaluation, After-Action and Post-Event Documentation Support is also vital and Tidal Basin strictly adheres to the defined HSEEP evaluation methodology that ensures lessons observed become lessons learned. We look at the inter-relationships and inter-dependencies of issues and identify whether an issue has a behavioral or structural solution. We will conduct the evaluation to identify lessons learned, both for practical implementation of roles and responsibilities for future events and for modifying Exercise Plans, as examples.

X. Emergency Preparation: Special Projects

The Tidal Basin staff will support the City with any special projects to include continuity of operations plans (COOP) and department operations center reviews and recommendations. With regards to any special projects related to planning, we will follow our approach outlined in the Planning section earlier. However, when it comes to conducting reviews of current operations and providing recommendations, Tidal Basin will work to gain a better understanding of the City’s current operating procedures, processes, plans, and policies through an operational audit and gap analysis. After our assessments, we will provide an oral presentation (supported by a bulleted management summary) outlining our findings and providing recommendations for areas where the City may be most vulnerable. In addition, during the time that the assessment takes place we will provide one four-hour administrative training session to Key West. Finally, we will combine what we have learned with the City’s goals and processes into an Administrative Action Plan (AAP) that will include forms, procedures, and processes designed to lessen





administrative burden and redundancies. Additional information regarding our Program Approach to executing the Emergency Preparation scope of services can be found in **Attachment B – Proposer’s General Operation Plan.**

XI. How Our Team Can Add Value to The Goals & Objectives of The City

Our team can add value to the goals and objectives of the City services through:

Technical Capability	Added Value to City of Key West
Advocacy	Tidal Basin represents and advocates for the insured, Recipient and Sub-Recipient ONLY - never FEMA or the insurance company. Our approach to field operations is based on flexible delivery of services, and we will perform as directed by the City.
Ability to Maximize Funding	Our foundation is built upon obtaining the maximum financial recovery for our clients, always striving for the best recovery, always asking “How can we get the fullest possible funding for this client?”
Hazard Mitigation Focus	Our trained mitigation staff recognize and suggest 406 Hazard Mitigation opportunities to maximize this funding resource under the FEMA program. In our most recent operations, nearly 21% of all project worksheets written achieved additional grant funding. Our mitigation staff has written successful HMGP grant applications and worked with LMS’ in FL and across the country.
Insurance Knowledge	Our public insurance adjusters are State-licensed professionals who have decades of experience working with the intricacies of disaster-type policies (e.g., National Flood Insurance Program, hurricane, earthquake, etc.). We bring a Total Solution® to the Recipient, with in-depth understanding and direct experience of how insurance programs and the Public Assistance Program intertwine.
Immediate Response Capability	One call to Tidal Basin deploys a highly-qualified team of disaster recovery specialists within 48 hours.
Support from PDA to Closeout	Our expertise covers the entire spectrum of the FEMA PA Program.
In-House, Professional Staff	Our staff are employees of the company and therefore under our direction and control. Our employees subscribe to a stringent code of ethics and professional standards.
Fully Equipped Staff	Our staff arrives fully prepared with all necessary equipment to do the job, including laptop computers, specialized software, portable color printers, GPS units, digital cameras, cell phones, and safety equipment.
Tempest-GEMS	Our intuitive, dynamic, and collaborative web-based grant management software (Tempest-GEMS) seamlessly and efficiently tracks costs, ensures compliance, and captures and stores other required data to keep the City audit-ready at all times.





2. Logistically, How Tidal Basin Intends to Interact & Interface with the City

The Tidal Basin team will remain engaged throughout the entire recovery process from initial engagement through grant closeout.

Logistically, our role is to continue to interact and interface with the City as its advocate, proactively addressing any misunderstandings or problems involving any aspect of eligibility, funding, or the program in general. We will remain engaged throughout the entire recovery process from initial recovery and project formulation through grant management and close-out. Staff will closely monitor every project to ensure timelines are met, issues are addressed promptly, and regular coordination meetings are held with City staff. We will maintain coordination with City officials, representatives, and stakeholders to ensure any necessary program requirements are met and filed in a timely manner, to include quarterly reports, requests for reimbursement, time extensions, etc.

Specifically, as incumbents, our team regularly interacts with the key City staff, to include its Department of Finance and the office of General Counsel. Currently, we are supporting the City's recovery efforts from damage caused by Hurricane Irma, including FEMA eligible cost recovery related to debris removal, emergency protective measures, and permanent repair efforts. We also support the political leadership of the City on decisions related to maximizing disaster grant funding. We're assisting in writing City project worksheets for all PA categories and, where applicable, ensuring 406 hazard mitigation funding was applied to projects. The City is one of the first FEMA Sub-recipients to use the new FEMA Portal, allowing us to fully engage this website-based system to upload supporting documents directly tied to specific projects and then made readily available for FEMA review and Project Worksheet development. **Estimated recovery costs for the City of Key West is roughly \$43.5 million, covering approximately forty-five (45) Project Worksheets.** Our invoices and supporting documentation are prepared with the needs of clients in mind, and we will work closely with the Finance Department to ensure that they have the supporting documentation they need when they need it.

3. Location(s) Where Majority of Services Will be Performed

100% of the work of this project will be performed onsite, at the City's facility in City Hall. However, we are flexible in this regard. We understand that the needs and/or preferences of the City may change and fluctuate, based upon the scope and magnitude of an engagement, as well as the availability of resources. No matter the physical location requirements, our staff of professional disaster recovery personnel, with decades of experience as industry leaders, will make ourselves available at any location to support the City with our most comprehensive approach to recovering from disasters.



4. Limitations That Would Impact Firm's Ability to Perform RFP Services

Tidal Basin has no current and does not anticipate any future limitations that may exist that would impact our firm's ability to perform the services covered under this RFP. We are fully capable, equipped, and available to immediately respond to the City's disaster recovery needs.

5. Proposed Price for 3-Year Period for Scope of Services of RFP

Our competitive pricing is reflected in the Proposal Schedule, in **Attachment – A**.

6. Other Material

Technology plays an integral role in how the Tidal Basin team delivers an effective grant management, close-out, and final audit process to the City. Our use of technology is described in detail in the sections that follow.



- **Oversee Grant Life Cycle**
 - *Manage multiple grant programs from application to closeout*
- **Manage Dollars**
 - *Tracking of every dollar in, every dollar out with a Bank Book like display*
- **Manage Documents**
 - *For each action, upload a document to prove it is completed*
- **Manage Compliance**
 - *Know what is missing before asked. Procurement Policy, Contract Workflow, & others*
- **Provide Grant Management Time/Expenses (DAC Tracker)**
 - *Enter Time and expense against any active grant/project worksheet*
- **Advise on FEMA Public Assistance**
 - *Manage Project Worksheets and Print FEMA reports and forms*

Tempest-GEMS

Tidal Basin has invested heavily in our information technology and data management resources, resulting in the development of a dedicated software platform system we call Tempest-GEMS. Tempest-GEMS has remarkable capabilities – namely its ability to prevent errors such as failure to follow federal procurement law, failure to provide supporting evidence of expenditure, and duplication of expenses. Tempest-GEMS’s customizable features make tracking and documenting essential data a painless, transparent process. Our software simplifies the process of managing and reporting our activities on behalf of the City.

Tempest-GEMS provides progress reports of program delivery during each phase of recovery. All milestones of the process are recorded, providing the City with an independent and verifiable source of measurement and reducing the reliance on FEMA reports. All information is specific for each sub-recipient and summarized by the City. Automated reporting identifies trends that enable managers to understand the dynamics of the ongoing process. This software streamlines quality assurance, while highlighting issues of special concern so they can be addressed before they become problems. Tempest-GEMS will be customized to meet the needs of the City for a disaster. The graphic on this page highlights the best Tempest-GEMS features and capabilities that we will continue to utilize to assist the City in its current recovery goals and objectives. Our proven software and strategy allows us to assist in securing the maximum funds available for

recovery, while properly documenting projects to guard against the possibility of de-obligation of Federal funds during the final inspection and audit process.

Total Solution®

In tandem with leveraging our software platform to streamline the FEMA PA and grants management process, we also utilize our patented **Total Solution®** methodology. The Total Solution® empowers us to assist the City **to both develop and implement proven strategies designed to maximize federal and state assistance**. The Total Solution® means that we offer,

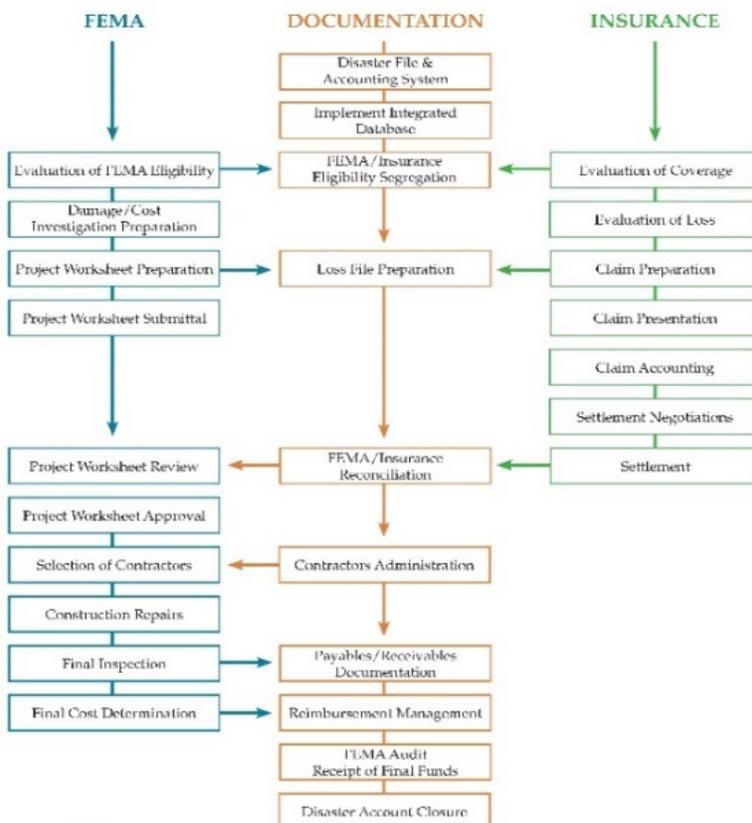




like no one else, a total financial recovery solution that integrates FEMA Public Assistance, FEMA Mitigation (406 and HMGP), private property insurance public adjusting and claims consulting expertise, Housing and Urban Development’s (HUD) CDBG-DR, and other disaster relief. FEMA requirements specify that private property insurance is the primary payor for damages and FEMA recoveries are secondary. We know how to put all stakeholders around the table so that the insurance company representatives are coordinating with FEMA, the City and our team, ensuring that we deliver the best possible outcomes for disaster recovery.

We have, as part of our team, Florida’s former deputy insurance commissioner and other insurance industry experts including actuaries and insurance coverage experts. This combined knowledge of maximizing private insurance payouts combined with FEMA recovery efforts allows us to develop and focus on a comprehensive financial recovery strategy. The significance of our understanding of each area of expertise – insurance and the FEMA Public Assistance program and how each work together and complement each other – is a discriminator between our team and all other competitors.

DISASTER RECOVERY PROGRAM PROCESS "The Total Solution"



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Our Total Solution® offers insurance adjusting and FEMA consulting together to maximize the City's financial recovery.



Every Catastrophe, Every Recovery



Familiarity with Local Area

Tidal Basin has maintained a presence in Florida assisting with disaster recovery efforts since Hurricane Andrew in 1992. Currently, in addition to the City, we aid numerous local Florida Keys organizations in their respective recoveries from Hurricanes Matthew and Irma. We have extensive familiarity with recovery operations in Florida, to include guiding our clients through their insurance and FEMA recoveries. We have experience with emergencies such as hurricanes, flooding, tropical cyclones, severe weather events, tornados, floods, oil spill responses, and biological and chemical hazardous materials. This intimate familiarity and level of involvement enables our in-depth understanding of the unique needs and challenges Florida, and particularly, those the City faces following such devastating events.

Cost Proposal and Pricing Methodology

Our competitive pricing is reflected in the Proposal Schedule, **Attachment – A**.



3. Attachments





ATTACHMENT – A UNIT PRICING PROPOSAL SCHEDULE



Proposal Schedule for Level 1 Support (Emergency Response)



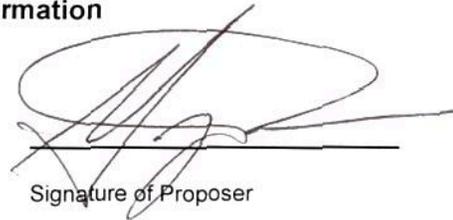
PROPOSAL SCHEDULE

Item	Quantity	Unit Price	Extended
	Hours per Event	(Fixed Fee)	Total
Emergency Response Activation			
Project Executive	80	\$ 225	\$ 18,000
Subject Matter Expert	80	\$ 225	\$ 18,000
Project Manager	160	\$ 225	\$ 36,000
Public Adjuster	320	\$ 185	\$ 59,200
Senior Closeout Specialist	80	\$ 165	\$ 13,200
Closeout Specialist	160	\$ 155	\$ 24,800
Other: List specialty		\$	\$
Item	Quantity	Unit Price	Extended
	Class	(Fixed Fee)	Total
TRAINING CLASSES (FIXED FEE)			
IS 300 – Intermediate Incident Command System	2	\$ 7,150	\$ 14,300
IS 400 – Advanced Incident Command System	2	\$ 5,280	\$ 10,560
CEMP Refresher Incident Commander (IC)	1	\$ 3,850	\$ 3,850
Comprehensive Emergency Management Plan (CEMP); Hazard Annexes and associated emergency response and contingency plans Annual Update (FIXED FEE)	1	\$ 16,500	\$ 16,500
EXERCISES AND DRILLS (FIXED FEE)			
CEMP Exercise	1	\$ 10,450	\$ 10,450
ICS Forms Drill	1	\$ 3,850	\$ 3,850
Joint Information Center (JIC) Drill	1	\$ 3,850	\$ 3,850

PREPAREDNESS EVENTS (FIXED FEE)			
City Emergency Operations Center (EOC) Facilitation	1	\$ 4,950	\$ 4,950
Alternate City EOC Facilitation (IMT)	1	\$ 3,850	\$ 3,850
SPECIAL PROJECTS (HOURLY RATE): GRANT RESEARCH AND APPLICATION	Proposed Hours	Hourly Rate	Extended Total
Project Manager or Lead Consultant	80	\$ 225	\$ 18,000
Project Engineer or Lead Planner	120	\$ 165	\$ 19,800
Associate	80	\$ 155	\$ 12,400
Staff Assistant	40	\$ 65	\$ 2,600
TOTAL PROPOSED CONTRACT PRICE			\$ 294,160

Confirmation of Signature of Unit Price Proposal Information

Gregory P. Raab
 Name of Proposer



Signature of Proposer

Vice President
 Title



Proposal Schedule for Level 2 Support (Emergency Preparation)

Fee Schedule Level 2 Support: TO BE PROPOSED BY CONSULTANT

Position	Rate/Hour
Emergency Management	
Senior EM CONSULTANT	\$ 225
EM CONSULTANT	\$ 165
Senior Planner	\$ 165
Project Manager	\$ 225
Planner	\$ 155
Incident Management Team Support (Level 2)	
[PHASE 1] Initial On-site Incident Management Support Team Activation (IMST) Fee	\$ 5280 Plus expenses, per 24 hr. day
[PHASE 2] Emergency Management Coordinator (<i>IMST Overhead Teams; Team Leader</i>)	\$ 155
Operations Manager (<i>Any IMST Command or General Staff position</i>)	\$ 125
Operations Specialist (<i>Any non-general/command IMST position</i>)	\$ 105
Hazard Mitigation Assistance	
Senior Program Manager	\$ 225
Program Manager	\$ 165
Technical Specialist	\$ 155
Administrative Support	\$ 65
Preliminary Damage Assessment – Public Assistance	
Damage Assessment Team Lead	\$ 165
Damage Assessment Specialist (Team)	\$ 155
Public Assistance Consulting	
Senior CONSULTANT / Appeals Specialist	\$ 225
CONSULTANT	\$ 165
Technical Specialist I	\$ 165
Technical Specialist II	\$ 155

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.*

- *Onsite Activation: The Activation Fee Schedule is executed when requested by the City Manager and/or OEM and followed with a written "Notice to Proceed" to report to the Emergency Operation Center or other applicable location. Partial days are billed at 12 hour increments.*
- *Initial IMST Response Team will vary in number of staff based on the scope of each event. Typically a two (2) person team will respond for phase 1 to evaluate situation status and resource need. Phase 2, staffing will ramp up to address immediate needs and should an event escalate to significant proportions, CONSULTANT will have pre-staged staffing on standby for immediate response. Phase 2 pricing shall be negotiated and determined based the approved fee schedule and on scope of services at time of request.*
- *Activation (Emergency Management) fees are eligible for reimbursement if the Governing Agency is included in a declared disaster by a Presidential Declaration. The amount of the recovery may vary depending on the disaster eligibility of Federal, State, and local match for the event. (i.e.: In a hurricane activation: 100% recovery for Emergency Protective Measures for initial 72 hours response, 75% Federal / 25% (divided by local and state) for other disaster recovery operations).*
- *Phase 2 Response Fees: Professional fees will be invoiced on a monthly basis. Expenses will be billed to the City at EA's cost. Expense reimbursement will include transportation, lodging, meals and incidentals. EA will make every effort to keep expenses to a minimum. We encourage the City to assist us with this by any means available. To simplify billings, we are agreeable (and prefer) to establishing per diems that are agreeable to the both the City and our team as long as they accurately reflect the current economic conditions.*

(This space intentionally left blank)



ATTACHMENT – B PROPOSER’S GENERAL OPERATION PLAN

Emergency Preparation Services

Requirement: Annual reviews of the City’s CEMP and Hazard Annex review, and associated emergency response and contingency plans.

Our Team has been onsite assisting the City of Key West with their post Hurricane Irma FEMA recovery from day one.

Governments can discharge their emergency management responsibilities by taking four interrelated actions: mitigation, preparedness, response, and recovery. A systematic approach is to treat each action as one phase of a comprehensive process, with each phase building on the accomplishments of the preceding one. The overall goal of the City CEMP review will be to minimize the impact caused by an emergency in the jurisdiction. We will conduct annual reviews of the City’s CEMP, Hazard Annex, and all other associated emergency response and contingency plans with the same caliber of excellence we currently demonstrate to the City.

The following are examples of the planning, training and exercise services our team can provide to the City of Key West. Our team’s planning capabilities available to the City include (but are not limited to) the following:

- Resource Management
- Logistics
- Incident Action Plan Preparation
- Comprehensive Emergency Management Plan (CEMP)
- Continuity of Operations Plan (COOP)
- Pre-disaster Hazard Mitigation
- Debris Management and Monitoring

Planning Services

Existing Plans & Procedures

Our team has reviewed and is familiar with the current City Comprehensive Emergency Management Plan (CEMP), it’s supporting standard operating procedures, and other related documents which support the City with its capability to prepare for, protect against, respond to, recover from and mitigate all hazards. These core planning documents include the purpose, scope and methodology for planning, direction and control, organizational structures, alert notification and warning; and, emergency actions to be taken. For clarity, and where possible, language from these documents has been incorporated into this RFP.

The City of Key West’s CEMP has been compiled as a guide for City government and its residents, with a methodology that parallels the Federal Response Plan and the State and County Emergency Plans. This plan is designed to provide a framework for the City of Key West



to prepare, respond, recover and mitigate from the effects of an emergency or disaster. While severe weather such as a tropical cyclone can cause the most wide-spread damage and potential for loss of life and damage to property, smaller events with less warning like flooding, hazardous material spills, tornadoes, terrorism, active shooter or fires need to be considered and planned for, as well.

Hazards Analysis

In concert with Florida Statutes 252.38 Emergency management powers of political subdivisions, the City of Key West government undertakes a comprehensive emergency management program, (All Hazards approach) to protect life and property from the effects of emergency events such as tropical storms and hurricanes, flooding, tornadoes, major fires, terrorism, civil unrest and other calamities. The City government has the first responsibility for emergency management activities. When the emergency exceeds the local government’s capability to respond, assistance will be requested from the Monroe County government, and through them, the State of Florida and the Federal government (FEMA, etc.). As determined by the City Manager, City departments that perform essential functions will be required to remain on duty during the period of some emergencies. Personnel from other City departments may be needed to supplement essential functions (Emergency Support Functions, ESFs). The City EOC may be activated as either a “Command” entity or as a “Support” entity.

Tropical weather is the greatest hazard affecting the City of Key West. The City is also vulnerable to other emergency events, including: tornadoes and water spouts; flooding; major fires/wildfires; hazardous material incidents; airport/aircraft accidents; terrorism; pandemic; civil unrest, and; collateral effects from disasters and emergencies from other parts of Florida. For example, either an East Coast evacuation, or a Caribbean refugee event would create significant local impacts.

Vulnerabilities

As a low-lying barrier island community, the City is exposed to tropical cyclone storm surge that would cause minor to extensive damage to all the City residents, businesses, infrastructure, utilities, public facilities and associated services. In addition, a required hurricane evacuation is dependent on only one (1) egress and ingress road, U.S 1. Close coordination with public safety officials and The City’s EOC is essential.

An efficient and successful recovery starts well before a disaster event takes place. The key components to coping with a disaster and



The Preparedness Cycle Builds Capabilities





recovering from its effects are an effective preparedness plan; early and timely warnings and advice; a sound response plan; and a well-coordinated, progressive recovery plan to maintain continuity of operations. To help the City accomplish this, our team can provide experienced, all-hazards planners to support the evaluation, creation and/or revision of all planning documents in support of City's disaster response and recovery operations and to ensure compliance with applicable regulations and requirements.

As a public document, an EOP also cites its legal basis, states its objectives, and acknowledges assumptions. The City's CEMP and Hazard Annex review, and associated emergency response and contingency plans will include but not be limited to:

Core Objectives

- Coordination and partnership with the City Emergency Manager
- Conduct a review of the City's community-based planning that involves community leaders and the private sector in the planning process.
- Ensure plans are developed through an analysis of risk.
- Identify operational assumptions and resource demands.
- Prioritize plans and planning efforts to support their seamless transition from development to execution for any threat or hazard.
- Integrate and synchronize efforts across all levels of government.

CEMP Review Points

- Essential for protecting the public including warning, emergency public information, evacuation, and shelter.
- Review local and/or State laws, rules, regulations, executive orders, etc., that may be considered enabling legislation. Review Federal regulatory requirements.
- A review of the existing Hazard analysis and associated vulnerabilities; the basis for both mitigation efforts and emergency operation plans. From an emergency operation planning perspective, hazard analysis helps a planning team decide what hazards merit special attention, what actions must be planned for, and what resources are likely to be needed.
- Review guidance and crosswalk of existing plans for the jurisdiction and the plans of neighboring jurisdictions. Review agreements with neighboring jurisdictions, military installations, private sector organizations, etc.
- A comprehensive review of past CEMP activations (Hurricane Irma) and how the CEMP addressed the City need relating to preparedness, response, recovery and mitigation.
- Assigned responsibilities to stakeholders and individuals for carrying out specific actions at projected times and places in an emergency that exceeds the capability or routine

Successful operations occur when organizations know their roles, understand how they fit into the overall plan, and can execute the plan.



responsibility of any one agency, e.g., the Fire and Police departments, Public Works, Parks and Recreation, Port Authority, etc.

- Lines of authority and organizational relationships, and shows how all actions will be coordinated.
- Assess how people and property will be protected in emergencies and disasters.
- Identified personnel, equipment, facilities, supplies, and other resources available--within the City or by agreement with other jurisdictions--for use during response and recovery operations. This would include a review of stand-by contracts for disaster response and recovery.
- Identified steps to address mitigation concerns during response and recovery activities.
- Coordination efforts with Monroe County Emergency Management, adjoining municipalities, other associated governmental agencies, the military, tourist industry, applicable private sector and media.
- A cross-walk will be prepared and disseminated to indicate how changes have been integrated.
- Review the promulgation document to enter the CEMP "in force" (official status) and provide authority and responsibility for organizations to perform their tasks.

Accomplished properly, the CEMP assessment and update will provide a methodical way to engage the whole community in thinking through the life cycle of a potential crisis, determining required capabilities, and retain the framework for roles and responsibilities. Additionally, it will shape how the community envisions and shares a desired outcome, selects effective ways to achieve it, and communicate expected results. Ultimately and unilaterally, each jurisdiction's plans must reflect what the City will do to address its specific risks with the unique resources it has or can obtain.

Our team partners with our clients through all four core emergency management components: Preparedness, Response, Recovery and Mitigation, to analyze vulnerability to various hazards and design a customized program to address and manage the risk exposure. We reinforce this analysis with comprehensive emergency and disaster planning, training in emergency management, disaster response and recovery, and incident command and control. This planning includes meeting key elements of the National Incident Management System (NIMS), the National Response Framework and the National Disaster Recovery Framework, operational continuity, and regulatory compliance.

Training & Exercise Services

Requirement: City Associate Emergency Management Training

The key to successful crisis management is a staff of well-trained responders equipped with the proper tools to minimize adverse impacts during crisis situations. Training your staff to respond properly to an emergency in accordance with your disaster plan is essential to successfully weathering a crisis.

***Our Mission:
To Empower the
City with the
Skills Needed to
Respond
Effectively to any
Emergency.***



We work with you to help identify your risk exposure and to customize a training program to prepare for emergencies, to operate effectively during crises, and to mitigate losses from disasters. In addition, our services include development of complete customized programs, conduct and evaluation of exercises, and design of comprehensive emergency scenarios for dealing with all hazards or for a specific hazard, such as a hurricane or terrorist event.

Comprehensive Emergency Management Training & Exercise Program

Our Team can develop a comprehensive training and exercise program for the City based on the CEMP and COOP. Our team has designed, supported, facilitated, and evaluated numerous trainings and exercises. We have extensive experience providing comprehensive exercise design packages catered to an organization's resources and objectives. We provide comprehensive NIMS-compliant and latest Homeland Security Exercise and Evaluation Program (HSEEP) exercises of any size and scope. This includes discussion-based exercises such as seminars, workshops, tabletops, and games. Additionally, we provide operations-based exercises like drills, both functional and full-scale, for a variety of disasters and mass casualty incidents that could occur in any community. An all-hazards exercise program can be developed that will include scenario-based discussion, from tabletop exercises to functional and full-scale exercises.

Highly-Qualified Team of Instructors

Our team of instructors are highly qualified to provide the requested training for your needs. AHT has worked extensively to support agencies in their efforts to be compliant with the National Incident Management System (NIMS). Specifically, AHT has trained and certified

thousands of first responders, governmental and civilian administration and support personnel in NIMS, the National Response Plan and Framework, and all levels of this Incident Command System (ICS). In accordance with U.S. Department of Homeland Security (DHS) guidelines, when conducted, all exercises include a review of participants' use of NIMS and ICS.

All Instructors meet or exceed compliance with state and national requirements and standards.

All instructors meet or exceed the requirements as defined by the Department of Homeland Security National Incident Management System Training Program, National Integration Center (NIC) Incident Management Systems Division and the National Emergency Training Center: Emergency Management Institute and National Fire Academy.

- Instructors have successfully completed ICS-100 through ICS-400, IS-700 (National Incident Management System) and IS-800B (The National Response Framework).
- Instructors have extensive experience in lesson content and presenting all courses.
- Lead instructors have served as an Incident Commander, or on Command or General staff in an incident that went beyond one operational period and have developed and written numerous incident action plans.
- Worked in an incident that included multi-agency coordination.
- Unit instructor served as Incident Commander, or on Command or General staff in 50 or more incidents.



- All courses and training meet or exceed nationally recognized industry standards and standards established by Incident Management System Division/National Incident Management System (NIMS) Integration Center for courses as taught by the Department of Homeland Security (DHS). All Applicable courses meet the content and objectives outlined in the National Standard Curriculum Training Development Guidance, required by the NIMS Integration Center.

Credentials All-Hazards ICS Position Specific Courses

For All-Hazards ICS Position Specific Courses, lead instructors are pre-qualified by their State Training Officers (STO's) and are on the list of lead instructors authorized by the FEMA National Emergency Training Center, Emergency Management Institute for Position Specific courses. Additionally, all lead instructors have had experience and are fully qualified Type 1 or 2 Incident Management Teams for their position(s) and have functioned in that capacity at an incident that required multiagency coordination, beyond one operational period and required written Incident Action Plans. This is a requirement to qualify and obtain credentials for inclusion in the FEMA National Emergency Training Center, Emergency Management Institute ICS Position Specific list. ***Our firm is one of only three in the country qualified to provide these services with credentialed, experienced personnel.***

Specialized Expertise: DHS/FEMA Master Exercise Practitioners

In addition, our Performance-based Exercise Programs are led by our Master Exercise Practitioners, certified and credentialed by DHS/FEMA through the Master Exercise Practitioner Program (MEPP). This forms the basis of the All Hazard Training Exercise and Evaluation teams. Our MEPP-certified team members have completed prescribed training and demonstrated, through hands-on application, a high degree of professionalism, capability and familiarity with all aspects of emergency management exercises.

Moreover, our All Hazard Instructors and Master Exercise Practitioner professionals bring proven, extensive experience in all aspects of preparedness, response, recovery and mitigation, including hands-on response and recovery experience with tropical cyclones, severe weather events (tornado, high wind, freezes, etc.), wildfires, inland and coastal floods, mass migration, hazardous materials and radiological emergencies, oil spills, pandemics, civil unrests, and major transportation incidents.

Additional information can be found at www.allhazardtraining.com.

We will continue to deliver comprehensive consulting services, reducing transition risks and eliminating the learning curve that other bidders would have to overcome.



ATTACHMENT – C PROPOSER’S QUALIFICATIONS STATEMENT FORM



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.

Tidal Basin Government Consulting provides disaster preparedness and recovery services to
federal, state, local government and private sector clients.

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

675 N Washington St #400, Alexandria, VA 22314

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

Telephone # 315-797-3035 Fax # 315-797-1090
jmarini@aidrc.com graab@aidrc.com fsardelli@aidrc.com

4. Number of employees:

100

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

Bases on current identified needs, we anticipate four (4) Full Time consulting staff.

6. Company Identification numbers for the Internal Revenue Service:

EIN 20-5926493

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

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

Date of formation/registration: 3/9/2009

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.

Orange County, NY. Please see Attachment S. Last Project Completed

10. Have you ever failed to complete any work awarded to you? If so, where and why?
No.

11. Give names, addresses and telephone numbers of three 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 _____ Orange County, NY

Address _____ 225 Wells Farm Road

_____ Goshen, NY 10924

Telephone No. _____ 845-615-0565

• Name _____ Port Authority of NY & NJ

Address _____ 2 Montgomery St. 3rd Floor

_____ Jersey City, NJ 07302

Telephone No. _____ 201-395-7477

• Name _____ Charlotte County, FL

Address 18500 Murdock Circle

Port Charlotte, FL 33948

Telephone No. 941-743-1378

• Name _____

Address _____

Telephone No. _____

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

Table B-1: In Progress Contracts

Name of Project	Owner	Value	Contracted Completion Date	% of Completion to Date
See Attachment T - In-Progress Contracts				

(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?

Yes

-
14. Provide list of subcontractor(s), the work to be performed and also a list of major materials suppliers for this Project?

Table B-2: Subcontractors

Sub Contractor Name	Address	Work to be Performed
Early Alert	2740 SW Martin Downs Blvd #414 Palm City, FL 34990	Training/Exercise
HGA	PO Box 580 Ruston, LA 71270	HMGP

(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 ATTACHMENT E

16. What equipment will you purchase for the proposed work?

(Continue list on insert sheet, if necessary)

None

18. What equipment will you rent for the proposed work?

(Continue list on insert sheet, if necessary)

None.

19. 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)

Proposed Project Team is depicted in Organization Chart on Page 5 of our proposal response.

Proposed Key Personnel Resumes are provided in ATTACHMENT – D KEY PERSONNEL RESUMES of our proposal response.

20. 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 a trade name, state the names of the individuals who do business under the trade name.)

Tidal Basin Government Consulting, LLC 675 N Washington St #400, Alexandria, VA 22314

President - John W. Marini Secretary - Stephen T. Surace

- 20.1 The correct name of the bidder is:

Tidal Basin Government Consulting, LLC

- 20.2 The business is a (Sole Proprietorship) (Partnership) (Corporation).

Corporation

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

John Marini, President & CEO

Steve Surace, SVP & CFO

Dan Craig, SVP

Greg Raab, VP

SUBMITTED BY:



GREG RAAB / VICE PRESIDENT

SIGNATURE

PRINT NAME/ TITLE

STATE OF ~~FLORIDA~~ NEW YORK

) SS.

COUNTY OF Oneida)

The foregoing instrument was acknowledged before me this 8th day of January,

2018, by Greg Raab who is personally known to me or who has

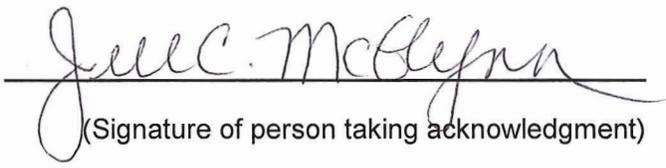
produced drivers license as identification and who did/did not take an oath.

WITNESS my hand and official seal, this 8th day of January, 2018

(NOTARY SEAL)

Jill C. McGlynn
Notary Public, State of New York
Reg. # 01MC5062853
Qualified in Oneida County
Commission Expires 7/8/2018

Jill C. McGlynn
Notary Public, State of New York
Reg. # 01MC5062853
Qualified in Oneida County
Commission Expires 7/8/2018


(Signature of person taking acknowledgment)



ATTACHMENT – D KEY PERSONNEL RESUMES



D. Casey Levy, CFM Subject Matter Expert

Career Highlights

- ❖ Over 20 years of experience in emergency management
- ❖ Expertise in Project/Program Management, HUD CDBG-DR Program, FEMA Hazard Mitigation and Public Assistance Grant Programs, Operations/Logistics, Personnel Administration, Protocol/Briefings, and QA/QC Management
- ❖ Recognized as Expert Witness in the FEMA Hazard Mitigation Program for the 19th and 22nd Judicial District Courts of Louisiana

Education, Training, Certifications, Awards & Affiliations

- ❖ Bachelor of Business Administration (Management), Loyola University
- ❖ Distinguished Military Graduate/Leadership Award, Reserve Officer Training Corps, Loyola University
- ❖ Various Military Courses
- ❖ Certified Floodplain Manager
- ❖ Various FEMA EMI IS Courses to include: IS 100 Intro to ICS, IS 102 Preparing for Federal Disasters, IS 200 ICS for Single Resources, IS 230 Fundamentals of EM, IS 288 Role of Voluntary Organizations, IS 315 CERT, IS 547 Intro to Continuity of Operations, IS 700 NIMS Intro, IS 703 NIMS Resource Management, IS 775 EOC, IS 807 ESF #7

Relevant Experience

HGA, June 2014-Present

Project Manager and Subject Matter Expert

- ❖ Responsible for the overall project management of ~\$15M contract for residential housing inspections and change orders for approximately 10,000 homes within the State of New York's CDBG-DR funded housing program that were damaged by Superstorm Sandy. Advises the senior leadership at the Governor's Office of Storm Recovery (GOSR) on all policy/programmatic issues related to FEMA grant programs. Responsible for coordinating HUD CDBG funded projects that are used as the non-federal cost share (global match) for the HMGP projects on seven open disasters.

Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP), December 2011- Present

Senior Logistics Officer / Operations Section

- ❖ Ensured that proper inventory levels of Critical Emergency Supplies were maintained at State leased warehouses throughout the State. Coordinated with FEMA on behalf of the State for all logistical operations during a declared emergency. Coordinated with the Louisiana National Guard for the distribution of commodities to effected areas after a declared



D. Casey Levy, CFM Project Manager

disaster. Acted as Assistant Operations Officer during non-disaster periods in managing the State Emergency Operations Center.

GOHSEP, October 2006- December 2011

Hazard Mitigation Section Chief / State Hazard Mitigation Officer (SHMO)

- ❖ Implemented programmatic, administrative, and technical management of approximately \$2B in mitigation projects funded by FEMA and/or various emergency and capital outlay funds from the State of Louisiana.
- ❖ Served as the State Hazard Mitigation Officer (SHMO).
- ❖ Exercised full managerial authority to direct and control the activities of the State's Hazard Mitigation Program and assure implementation of program goals and objectives of Hazard Mitigation including the Hazard Mitigation Grant Program (HMGP), Flood Mitigation Assistance Program (FMA), Pre-Disaster Mitigation Program (PDM), Repetitive Flood Claims Program (RFC), Severe Repetitive Loss Program (SRL) and any other FEMA funded mitigation program.
- ❖ Provided expert technical assistance to local and state officials, professional organizations and private non-profit organizations on current and pending pre-disaster and post-disaster funding issues in order to assist them in meeting the requirements of state and federal legislation.
- ❖ Assisted in developing mitigation priorities, goals and objectives through annual and multi-year planning documents. Aided in developing and maintaining the State Hazard Mitigation Strategy and served as advisor to the State Hazard Mitigation Team under direction of the Agency Director.
- ❖ Reviewed and rated employee performance, initiates personnel actions, approves leave, interviews and selects key subordinates, provided necessary training, settled employee grievances and recommended disciplinary actions for a 100 member Mitigation Section, including contractor personnel.

Prior Professional Experience

Sim-G Technologies-Department of Homeland Security – HSIN Program Management Office, March 2006- October 2006

Task Force Belle Chasse (Hurricanes Katrina & Rita Relief Operations), J-1/ Deputy Chief, Joint Visitors Bureau (JVB), August 2005-January 2006

Louisiana Army National Guard (LAARNG), Chief, Military Personnel Division, 2003-August 2005

61st Troop Command (LAARNG), Personnel Officer (S-1), 1999-2003

415th Military Intelligence Battalion (LAARNG), Executive Officer (XO), 1997-1999

415th Military Intelligence Battalion (LAARNG), Operations Officer (S-3), 1994 -1997

30th and 31st Air Defense Artillery Brigades, Battery Commander/Executive Officer/ Assistant Battalion S-3/ Platoon Leader, 1971-1975



Henry "Hank" Manning Subject Matter Expert

Career Highlights

- ❖ Over 30 years of experience administering CDBG funded projects.
- ❖ Significant local- and state-level experience in leadership roles and was selected to serve on the national board of the Council of State Community Development Agencies (COSDA).
- ❖ Disaster recovery program experience encompasses HUD CDBG-DR, FEMA Public Assistance (PA), and FEMA Hazard Mitigation.
- ❖ Skilled in matching federal grant programs to maximize recovery dollars for communities.

Education, Training, Certifications, Awards & Affiliations

- ❖ Masters of Public Administration, Drake University, Des Moines, IA
- ❖ Awarded the HEW Education for the Public Service Fellowship
- ❖ BA, Wartburg College, Waverly, IA

Relevant Experience

HGA, 2014 to the Present

Subject Matter Expert

- ❖ Review all Upstate Community Reconstruction Program documents including applications, procurement actions, and contracts for CDBG compliance.
- ❖ Serve as liaison with the Dormitory Authority of the State of New York, a subrecipient with over 50 projects, providing technical assistance on CDBG compliance and policies and procedures.
- ❖ Coordinate the completion of cost reasonableness reviews for all professional services contracts and change orders.
- ❖ Provide technical assistance to Infrastructure Program Grant Managers and Subrecipients on CDBG requirements.
- ❖ Serve as Grant Manager for Infrastructure Program projects including the completion of pre-applications and applications.

CohnReznick, 2014

Senior Manager

- ❖ Served as CDBG subject area expert
- ❖ Supervised completion of CDBG pre-applications
- ❖ Conducted CDBG training sessions for Public Assistance Program staff
- ❖ Recruited and interviewed potential new staff
- ❖ Reviewed PA project worksheets for CDBG compliance

Henry "Hank" Manning



Henry “Hank” Manning Subject Matter Expert

CDM Smith, 2010 to 2014

Public Infrastructure Program Manager

- ❖ Led staff of five to award and directly administer over \$50 million in Community Development Block Grant Disaster Recovery (CDBG-DR) funds under contract to the State of Illinois.
- ❖ Developed application guidelines and conducted 4 application workshops throughout the State.
- ❖ Supervised review of 250 applications.
- ❖ Trained staff of engineers in federal compliance areas including procurement, environmental, labor standards, financial management, and property acquisition.
- ❖ Provided on site monitoring training for grant managers.
- ❖ Provided on site pre-construction conference training for grant managers.
- ❖ Continuously reviewed project milestone spreadsheets and met with grant managers to ensure projects progressing as quickly as possible.
- ❖ Prepared standard operating procedures for the environmental review process and the Public Infrastructure Program.
- ❖ Supervised FEMA PA Match Program and Disaster Recovery Planning Program.

Iowa Department of Economic Development

- ❖ Team Leader, 2000 to 2009
 - Led staff of five to administer \$14 million annually in federal Community Development Block Grant (CDBG) funds for infrastructure, community facility, and emergency projects.
 - Supervised review of 90 CDBG applications annually and on site compliance monitoring of recipients.
 - Collaborated with other funding agencies to ensure the best use of all funding available.
 - Created fund to finance renewable energy and alternative storm water management projects.
 - Deployed to inter-agency team managing \$800 million in disaster recovery funds after 2008 floods.
 - Directed CDBG program to match FEMA Hazard Mitigation Program.
 - Named “Team Leader of the Year” by department management.
 - Selected to serve on the national board of the Council of State Community Development Agencies (COSDA).
- ❖ Project Manager, 1983 to 2000
 - Reviewed CDBG applications for funding and provided technical assistance to cities and counties.

Henry “Hank” Manning



Henry “Hank” Manning Subject Matter Expert

- Coordinated jointly funded projects with USDA, the Iowa Department of Natural Resources, and Iowa Homeland Security.
- Managed up to 60 CDBG funded projects at a time to ensure progress and compliance.
- Conducted on site monitoring of all grant projects.
- Served as staff environmental review officer for CDBG and HOME funded projects.
- Supervised review of infrastructure applications for disaster recovery funding after 1993 floods and winter storms of 1998.
- Conducted technical assistance sessions as application and recipient workshops.

City of West Point, IA, 1978 to 1983

City Administrator

- ❖ Prepared annual operating budget and 5-year capital improvements program.
- ❖ Supervised all city operations and employees, including municipal electric utility.
- ❖ Led creation of non-profit corporation to access financing for construction of senior citizens housing.
- ❖ Prepared state and federal grant applications.

SUMMARY OF QUALIFICATIONS

Bryan Blankenship is a 35-year professional with comprehensive experience in meteorology and oceanography, physical and life sciences, weather management and operations, emergency management, research, education and technical training. He retired from the U.S. Naval Meteorology and Oceanography Command in 2010 as a naval officer following a distinguished 30-year military career. During his tenure he served in a variety of positions of increased responsibility and complexity throughout the world both ashore and afloat. Significant duties included tours on five Flag Staffs, two aircraft carriers, an amphibious carrier and the command of three Fleet Weather detachments. Following his naval career, he has worked as a government technology consultant and a cybersecurity analyst.

Bryan is a certified Department of Labor Journeyman Meteorologist and certified Navy Meteorological and Oceanographic Analyst-Forecaster. He has operational forecasting experience throughout the United States, Central and South America, Caribbean, Asia, Western Pacific, Indian Ocean, Middle East, Europe, the Mediterranean, and Polar Regions. Bryan has been certified as a Navy and National Weather Service aviation, synoptic, maritime, upper air, radar, climatology, oceanographic observer since 1982, and is a graduate of numerous Navy and Air Force schools.

Education:

- BS, Natural Science and Mathematics

Years of Experience: 35

Areas of Experience:

- Operational Forecasting
- Meteorology
- Emergency Management

PROFESSIONAL EXPERIENCE

Actual disaster management, response and recovery experience includes hurricanes/typhoons, severe weather events, floods, tornados, tropical storms, mass migration, major oil spills, major transportation incidents, civil unrest and terrorist incidents. William's emergency management and disaster response and recovery experience is extensive. During his years of service, he

- was Project Manager for numerous ventures in both the public and private sectors.
- served as incident manager in numerous disasters.

Bryan accumulated over 1000 flight hours operating in the Arctic and Antarctic while serving as a Naval Aircrewman on the Naval Ice Reconnaissance Team. Bryan's personal awards and decorations while serving in the service include the Joint Meritorious Service Medal, Navy Meritorious Service Medal, Navy Commendation Medal with six awards, Navy Achievement Medal with five awards, Navy Good Conduct Medal with four awards, and various other service medals and ribbons.

SUMMARY OF QUALIFICATIONS

Robert 'Bob' Koenig has been working with Early Alert, Inc. since 2010, serving as a principal member of our instructional team -- as SME, Lead Instructor, Project Manager, before becoming Director of All Hazard Training in 2013. Bob is currently a member of the Southern Area Red Type 1 Incident Management Team, a Planning Team Manager and Logistics Section Chief with Texas Task Force 1, Urban Search and Rescue. Bob also serves as an Adjunct Instructor with the Texas Engineering Extension Service (TEEX), Texas A&M University in College Station, Texas in the enhanced incident management – unified command program.

In 2005, he retired from the Texas Forest Service after serving as the State Incident Management Team Coordinator and Chief of Incident Response Training. Bob was responsible for oversight of 17 All-Hazard Type 3 Incident Management Teams strategically located throughout the State of Texas for state and national response. In addition, Bob was a member of the Texas Forest Service Lone Star State Type 2 Incident Management Team, and co-authored the revision to the current *"USFA Type 3 Incident Management Team—Instructor Guide."* Bob served as Chair of the National Incident Management Support Team (IMST), National Integration Center (NIC), Federal Emergency Management Agency (FEMA).

Prior to joining the Texas Forest Service, Bob worked for three years as Program Manager for the Texas Engineering Extension Services' (TEEX) Urban Search and Rescue Division; for 19 years as an Internal Affairs Officer, Management Auditor and Agency Risk Manager for the Texas Department of Criminal Justice; and was the agency's representative to the State Emergency Management Council.

PROFESSIONAL EXPERIENCE

Bob has met all instructor qualification regarding National Incident Management System (NIMS): Training Program (NIMS) and U.S. Coast Guard All-Hazard National Incident Management System (NIMS) Incident Command System (ICS) Performance Qualification Standards, and in his 35+ year career has instructed over 30 All Hazard Incident Management Team O-305 courses, more than six Command and General Staff for Local Incident Management Team courses, and over 40 command and general staff position specific courses. He also has been an Exercise Leader and Exercise staff member. Bob's emergency response deployments include numerous natural and man-made incidents including:

- as Incident Commander, Liaison Officer and Planning Section Chief for Hurricanes Katrina, Rita, Ivan, Dolly and Ike;
- as Planning Section Chief to the Space Shuttle Columbia explosion and the World Trade Center incident with Texas Task Force 1;
- in a variety of command and general staff positions including Incident Commander, Operations Section Chief, Planning Section Chief and Logistics Section Chief to numerous tornadoes, floods, and law enforcement related incidents, including the Yearning for Zion Ranch incident in 2008 involving Warren Jeffs and the Fundamentalist Church of Latter-Day Saints; and
- in incident management positions to NFL Super Bowls and Major League Baseball World Series events, as well as political conventions.

Bob's latest assignment was as the state's incident commander on the Bastrop County Complex Fire Unified Command in September 2011, the most costly fire in Texas history. Bob has planned, facilitated, and written final reports on 12 After Action Reviews, including AARs for Hurricane Ike and the Bastrop County Complex Fire. Bob is also an NWCG qualified Liaison Officer and Training Specialist.

Years of Experience: 35

Areas of Experience:

- Disaster Preparedness, Response, Recovery & Mitigation
- Emergency Planning
- Emergency Program Manager
- Instructor
- Fire Service
- Command & Control of Major Operations
- Disaster Control/Emergency Readiness
- Emergency Search & Rescue

SUMMARY OF QUALIFICATIONS

Billy Wagner has served for over 30 years in public administration and management, and has gained extensive experience over his 40-year career in emergency management disaster response and planning, particularly with tropical cyclone and severe weather events. In his current position with Early Alert, he is responsible for public affairs and oversight of the emergency management team, which includes disaster mitigation, planning, response, and recovery. Billy's actual disaster response experience includes many severe weather events, tornados, tropical storms, hurricanes, floods, oil spill response, mass immigration and urban search and rescue.

Billy had the direct responsibility for the coordination of the response to over 50 Tropical Cyclone/Typhoon events. More significantly, he directed the response and recovery of 1992 Hurricane Andrew, 1996 Hurricane Bertha, 1996 Hurricane Lili, 1998 Hurricane Georges and TS Mitch, 1999 Hurricane Floyd, 2004 Hurricanes Charlie, Frances and Ivan, and 2005 Hurricanes Dennis, Katrina, Rita and Wilma.

Other related experience and practices include direct coordination with the Tropical Prediction Center/National Hurricane Center and World Meteorological Organization and Committee Team Leader for the FEMA / Corps of Engineers Hurricane Georges, Bertha, Opal & Fran Response Assessment. Billy is the only Emergency Management representative on the American Society of Civil Engineers Task Committee, which is developing a set of guidelines on wind damage investigation, for publication as an ASCE Manual of Practice.

Billy is one of the original founders of the Federal Emergency Management Agency's Hurricane Liaison Team (HLT). This select group of Emergency Management professionals with hurricane experience is specially trained to serve in the National Hurricane Center (NHC). The primary role of the HLT is to provide support to federal, state and local officials whenever a tropical cyclone threatens the United States and its territories in the Atlantic, Caribbean, and Gulf of Mexico basins. The HLT ensures that the emergency management community has the information needed to take proper actions in responding to the event.

Billy spearheaded the development of the position of HLT coordinator, responsible for contacting the state and local emergency managers assuring that they have received all the NHC products pertaining to the event and briefing them on any changes which may take place regarding the system between advisories. This position also has the responsibility of setting up the conference calls between the NHC and the emergency management community and high-level officials being affected, including Puerto Rico and the American Virgin Islands. He also handles any calls made to the NHC that are emergency management related.

Billy's awards and special recognition include:

- Excellence in Emergency Management Award from the Florida Emergency Preparedness Association for outstanding weather warning coordination and collaboration with the National Weather Service (NWS);
- the Neil Frank Award, the highest award given by the National Hurricane Conference; Emergency Management Director of the Year In recognition of dedicated service to the citizen of Florida for Emergency Management accomplishments;
- NWSEO Paul Revere Call to Action Award for going above and beyond in alerting the public and the emergency management community of the impending peril from proposed cuts to the NWS budget; the Robert C. Sheets Annual Award for contributions to hurricane preparedness for South Florida;
- Florida Emergency Preparedness Association Professional of the Year Award for endeavors to save the funding the NWS budget; the TPC/NHC budget, and the NWS Southern Region Office and liaison work at the NHC; and
- the Director's Award, recognizing FEMA's highest achievement.

Education:

- BS, Geology

Years of Experience: 40

Areas of Experience:

- Disaster Preparedness, Response, Recovery & Mitigation
- Emergency Management
- Emergency Planning
- Emergency Program Manager
- Emergency Management Instructor
- Disaster Control/Emergency Readiness

ROBERT J. WRIGHT

DISASTER RECOVERY MANAGER

AREAS OF EXPERTISE

404 HMGP

406 Hazard Mitigation

Alternative Procedures

Appeals

Closeout

Cost Estimating Format
(CEF)

FEMA Individual
Assistance

FEMA Public Assistance

Improved Projects

Preliminary Damage
Assessment

Project Management

PW Formulation

PW Version

PW Writing

EDUCATION

B.S., Business
Administration,
Columbia College

A.A.S., Airway Sciences,
Community College of
the Air Force

Robert Wright joined Adjusters International after 25 years of military service. Wright has worked three federally declared disasters in New York State, assisting with Adjusters International's administration of the FEMA Public Assistance Program for the State, and was deployed to Florida to assist Applicants in Monroe County, to Mississippi to assist Applicants in the aftermath of Hurricane Katrina, and to Louisiana to assist Applicants in Jefferson Parish. Wright worked as a consultant for the Village of Islands, Islamorada, Florida for federally declared disasters hurricanes Dennis, Katrina, Wilma, and Tropical Storm Rita. Wright retired from the Air National Guard as a Chief Master Sergeant.

Wright's broad knowledge and understanding of the FEMA Public Assistance program provided the basis for his technical writing. He is most recently published in *Disaster Recovery Today* where he authored the article, "Rebuilding Under the FEMA Public Assistance Program: Repair? Replace? Relocate?"

PROJECT EXPERIENCE

[City of Key West, FL – Hurricane Irma – October 2017 – Present](#)

Wright has recently been assigned to the City of Key West to assist with their recovery efforts from Hurricane Irma. Wright has been a valued asset to the City with the identification of eligible damaged facilities and has provided a detailed listing of project, by category, and has produced solid formulation of Category A and B project worksheets.

[City of San Jose, CA – Severe Winter Storms, Mudslide, Flooding - DR-4301 and DR-4308, September 2017 – Present](#)

Wright is currently assisting the City of San Jose with their projects identification and project formulation. Wright has been instrumental in providing input to suggest positive changes to the project worksheets initially written by FEMA staff. Wright also visited with City staff and provided a valuable training session regarding 2CFR and proper procurement of contracts.

[Town of Danville, CA – Severe Winter Storms, Mudslides, Flooding – DR-4301, DR-4305 and DR-4308, June 2017 – Present](#)

Wright is currently assisting the Town of Danville with project identification and formulation to meet the requirements of the Public Assistance Program. Wright is currently assisting in the development of damage description and scope of work and has provided the Town with valuable input for the obligation of each project worksheet.

[Victor Valley Wastewater Reclamation Authority, Victorville, CA – DR 1952 – March 2017 – June 2017](#)

Wright assisted the Victor Valley Wastewater Reclamation Authority with the closeout of two large projects. One large project was submitted for a final closeout cost of over \$36million and the second large project was submitted for a final closeout cost of over \$8million. Wright was instrumental in developing a final cost tracking and supporting documentation mechanism; providing the state closeout specialist with a one-stop shop for both large projects.

PROJECT EXPERIENCE (CONTINUED)

A total of 110 PWs were written for these two disasters which are estimated to provide \$3.8 million in funding. Alaska's Emergency Management staff also asked Wright to assist with Alaska's state-level disaster AI-238, which was the result of a severe winter storm that struck Prince William Sound.

[Union-Endicott Central School District, September, 2011 – 2012](#)

During the first week of September 2011, the School District suffered record flooding after the remnants of Tropical Storm Lee caused the Susquehanna River to overflow its banks that abut school district property. The resulting flood left the entire athletic field complex under 14.5 feet of floodwater and roughly 5 inches of thick muddy silt once the waters receded. Wright is serving as Project Lead for this engagement. Damages are estimated at over 1.6 million dollars.

[New York State: OCNY-001 - Orange County, Tropical Storm Lee, 2011](#)

Wright was initially assigned to Orange County after a summer flood event that damaged a few of the County-owned facilities. Bob was responsible for accompanying a FEMA Building Assessment Team during multiple visits to the County Office Complex. Bob started the project coordination and formulation for all county facilities eligible public assistance funding.

[State of Minnesota: 1921-DR-MN, Severe Storms, Tornadoes, and Flooding, June – August 2011](#)

A tornado devastated Wadena County in June 2010, cutting a path directly through the County Fairgrounds. In its aftermath, a total of 11 buildings were destroyed and another five buildings were severely damaged. Wright was hired to assist the County a year after the disaster, playing an instrumental role in helping them to rebuild the fairgrounds. He developed a comprehensive project tracking process that gave the County accurate, up-to-date information on the progress and financial outlays associated with each repair, replaced in-kind, alternate or improved project. Wright's efforts allowed the recovery team to make important final decisions on rebuilding plans and move construction forward, while also considering possible future uses of the fairgrounds for the community.

[New York State: 1899-DR-NY, Severe Storms and Flooding, May – September 2010](#)

In response to a Nor'easter that ripped through nine southern tier counties in March 2010, Wright was deployed as a Project Officer on the AI team of 26 consultants assisting over 241 applicants to document 1,170 PWs totaling an estimated \$113 million in damages. Appointed as a Technical Advisor, Wright was assigned to the Joint Field Office in Albany, NY. In this capacity, Wright was responsible for overseeing staff and Project Worksheet development for the nine affected counties. He also worked with State and FEMA representatives to develop issue solutions.

[Cedar Rapids Community School District, June 2008 - Present](#)

Wright served as Project Manager guiding the school district through their recovery from the June 2008 floods. He worked closely with the district starting shortly after the floodwaters crested to help formulate their financial recovery plan, document damages and eligibility, and coordinate with FEMA and the State to expedite the district's financial recovery. Estimated losses are in the neighborhood of \$25 million.

[City of New Orleans: Sewerage & Water Board, April 2008 – June 2008](#)

Wright was called in to assist the Sewerage & Water Board with the formulation of several complex projects, including the development of a \$31 million Category B project worksheet and an improved project for the Board's fleet of vehicles adhering to Katrina-specific guidance from FEMA.

[State of Florida: Village of Islands Islamorada, Hurricanes Dennis, Katrina, Wilma & Tropical Storm Rita, August 2007 – May 2008](#)

Wright was asked by the Village Staff to provide closeout assistance with numerous project worksheets from hurricanes Dennis, Katrina, Wilma, and Tropical Storm Rita. Working jointly with State and FEMA personnel, Wright provided required documentation supporting the scope of work as outlined in each Project Worksheet and he developed a comprehensive spreadsheet detailing expenditures incurred by Islamorada eligible for final reimbursement from FEMA.

State of Florida: Monroe County School District, Hurricane Wilma, May – July 2007

As a consultant for the School District, Wright assisted in the preparation of over \$4 million in obligated project worksheets for State and FEMA closeout final inspection.

State of Louisiana: Jefferson Parish, Hurricane Katrina, March – April 2007

As a consultant for Jefferson Parish, Wright worked to ensure maximum FEMA grants funding as a result of the damages

PROJECT EXPERIENCE (CONTINUED)

the Parish sustained from Hurricane Katrina of roughly \$126 million dollars in eligible FEMA funding. Wright was assigned to Jefferson Parish General Services Department to assist with their recovery efforts and was successful in identifying Hazard Mitigation opportunities as well as Improved/Alternate Projects for the Library System, Fire Department, and other Governmental facilities.

New York State: 1670-DR-NY, Severe Storms and Flooding, January – February 2007

A federally declared disaster that identified potential Applicants and FEMA-approved projects totaling \$19 million. During this recovery operation, Wright was assigned as the State Public Assistance Coordinator for New York State Agencies, such as Parks and Recreation, State Department of Transportation, and State University of New York Higher Education Campuses. Wright oversaw the work assignments of four State Project Officers and worked with Applicants from kickoff meetings through closeout to achieve compliance with all applicable laws, regulations, and policies.

State of Florida: Village of Islands, Islamorada, Hurricane Wilma, August – December 2006

As a consultant for Islamorada, Florida, Wright worked to ensure maximum FEMA grants funding after the devastating effects of Hurricane Wilma. After completing a thorough review of each project worksheet, Wright identified approximately \$1 million of additional eligible FEMA grants, one being the successful negotiations with State and FEMA Officials for the eligible replacement and relocation of the Islamorada Village Hall.

State of Mississippi: St. Louis Bay, Hurricane Katrina, September 2005 – July 2006

As a consultant for Bay St. Louis–Waveland School District, Wright worked to ensure maximum FEMA grants funding, after conducting a preliminary damage assessment of about \$43 million and writing approximately 75 project worksheets. The school district is composed of five campuses, all facilities of which were severely damaged by floodwaters and strong winds because of Hurricane Katrina. One elementary school was destroyed beyond repair. Wright was also involved in a \$6.8 million mold cleanup and remediation project on behalf of the school district.

State of Florida: Monroe County, Hurricane Dennis, August 2005

Wright worked as a consultant on a hurricane-related disaster that identified potential Applicants across Monroe County, and completed FEMA-approved projects totaling \$30 million in losses, with \$20 million in debris removal. Wright trained on-the-job to develop the appropriate technical assistance required by Applicants, formulate Project Worksheets, and work toward the successful implementation of mitigation strategies.

New York State: 1589-DR-NY, Severe Storms and Flooding, July 2005

A federally declared disaster that identified potential Applicants and FEMA-approved projects totaling \$96,377. During this recovery operation, Wright was training as a Public Assistance Liaison for Schoharie County's eligible municipal Applicants. In this capacity, he assisted in site surveys to assess damages to roadways caused by severe flooding; provided the appropriate technical assistance and assisted in the formulation of Project Worksheets as required by Applicants' needs. During the close out process, Wright conducted exit interviews with applicants providing them with an overview of their Project Worksheets and overall recovery.

PROFESSIONAL QUALIFICATIONS

IS-00100.b Introduction to Incident Command System ICS-100
IS-000208 State Disaster Management
IS-000253 Coordinating Environmental and Historic Preservation
IS-000318 Mitigation Planning for Local & Tribal Communities
IS-00393.a Introduction to Mitigation
IS-000403 Introduction to Individual Assistance (IA) (DF-10)
IS-00547.a Introduction to Continuity of Operations (COOP)
IS-000632 Introduction to Debris Operations in FEMA's Public Assistance Program
IS-00632.a Introduction to Debris Operations
IS-00700.a National Incident Management System (NIMS) An Introduction
N-000137 NEMIS Data Tech
N-000139 NEMIS Project Officer

This is a sampling of completed and relevant coursework. In addition, Wright has taken 19 other FEMA courses.

REFERENCES

Susan Mutch

Deputy Director for Mitigation &
Recovery
1220 Washington Ave.
Suite 101, Building 22
Albany, NY 12226-2251
518-292-2325
smutch@dhses.ny.gov

Ariana Lawson

Procurement/Grants Administrator
Village Administration Center & Public
Safety Headquarters
86800 Overseas Highway
Islamorada, FL 33036
305-664-6450
ariana.lawson@islamorada.fl.gov

Steve Graham

Executive Director – Business Services
907 15th Street SW
Cedar Rapids, IA
319-558-1237
sgraham@cr.k12.ia.us

SUMMARY OF QUALIFICATIONS

Victoria Koenig is the all-hazard training manager for All Hazard Training, a division of Early Alert, Inc. She is also President of Lone Star Incident Management Consultants, Inc. In both of these positions, Victoria conducts training needs assessments, develops training plans and curriculum, and delivers training. Victoria delivers all-hazard incident management training to local, state, tribal and federal agencies as well as private sector businesses. In addition, she develops and facilitates Department of Homeland Security Exercise and Evaluation Program (HSEEP) approved exercises for both public and private sector entities.

Victoria is a member of a Texas Type 3 All-Hazard Incident Management Team (AHIMT) and has over 25 years incident and emergency management experience. Currently, she serves as an adjunct instructor Texas A&M University's Texas Engineering Extension Service (TEEX). As such, she delivers various all-hazards incident management courses, including all-hazards position specific courses, various other command and general staff courses, and the Enhanced Incident Management Unified Command course.

For over eight years Victoria, a nationally credentialed Certified Public Manager (CPM), served as Deputy City Manager for the City of Nacogdoches, Texas – and, most notably, was Interim City Manager when the Space Shuttle Columbia exploded over East Texas. During this event, she headed the City of Nacogdoches' response to this international incident.

Her professional career has included an appointment by Texas Governor George Bush to a six-year term as a board trustee for the Texas Municipal Retirement System. For several years, Victoria worked as a professional journalist and was news director for a CBS-affiliate television station in Texas.

PROFESSIONAL EXPERIENCE

Victoria has deployed numerous times with the Texas Type 3 AHIMTs – including responses to both natural disasters and large-scale planned events, as well as served in many municipal positions. Various,

- she served with the Texas Lone Star Incident Management Team's 2011 response to Texas wildfires;
- during the devastating Bastrop Complex Urban Interface Firestorm (considered to be the worst in Texas history), Victoria served as the Lead Public Information Officer for the Texas Forest Service;
- served as Nacogdoches' Emergency Management Coordinator for several years, with responsibility for major response efforts to Hurricanes Katrina, Rita and Ike;
- Victoria served 10+ years with the City of Longview as its Public Information Officer and Community Relations Manager;
- she is qualified nationally as a Liaison Officer, Public Information Officer, and Plans Section Chief;
- Victoria is an all-hazards instructor for the FEMA Emergency Management Institute and the United States Fire Administration.

For several years Victoria served on the State of Texas All-Hazard Incident Management Team Steering Committee as a subject matter expert in Government/Administration. In December 2010 Victoria was selected to serve on the inaugural Board of Directors of the All-Hazards Incident Management Teams Association.

Education:

- Certified Public Manager (CPM)

Years of Experience: 30

Areas of Experience:

- Disaster Preparedness, Response, Recovery & Mitigation
- Emergency Management
- Exercise Planning and Design
- Emergency Program Manager
- Instructor
- Public Information / Communications

Michael Lee McDaniel

Mike.McDaniel.em@gmail.com

Executive Summary

Extensive experience in project and office management to include project funding, scheduling materials and work assignments in accordance with goals and project time-line. Ability to improve efficiency and productivity through automation systems. Outstanding motivational and personal skills. Analytical, articulate and diligent. Knowledge of qualitative and quantitative methods for assessment and improvement of disaster closeout programs. Knowledge and skill in identifying and resolving grant administration issues and/or problems.

Core Competencies

Strategic Planning
Quality Control
Proposal Development
Team Leadership
Communication Skills

Process Improvement
Budget Planning & Cost Control
Grant Management
Contract Negotiations
QA-QC FEMA DR's

Project Leadership
Client Relations
Goals and Objectives
Vendor Relations

Education

High School	Godby High School	1986	Diploma
College	Tallahassee Community College	1987	30 Credits
Other	Pat Thomas Law Enforcement Academy	1996	Certificate

FEMA

(G300), (G400), (IS-100), (IS-200), (IS-700), (IS-800), (Project Specialist 2.4 IACET CEU), (IS-139), (IS-230), (IS-235), (IS-240), (G-191 Incident Command System/Emergency Operations Center Interface), (State Emergency Operations Center-101).

Michael Lee McDaniel

Mike.McDaniel.em@gmail.com

Professional Experience

Task Force Lead & Manager (EHRA) 3/ 2015 – 3 / 2016

Coordinate with the Grantee (State of New Jersey), Sub-grantee (State, County, and Municipalities) to provide guidance and/or interpretation of Disaster Management procedures. I communicated with State, County, and Municipal Elected Officials to accomplish our disaster recovery mission. I am responsible to review Sub-Grantee Application (project worksheets) developed by State and FEMA Project Specialist and Public Task Force Leader; The work sheets included all Categories of Work, Debris Removal, Emergency Protective Measures, Water Control Facilities, Buildings and Equipment, Utilities, and Park and Recreation, and Other.

Task Force Lead & Project Lead (WITT OBRIENS) 5/ 2012 – 1/ 2015

Coordinate with the Grantee (State of Louisiana), Sub-grantee (State, County, and Municipalities) to provide guidance and/or interpretation of Disaster Management procedures. I communicated with State, County, and Municipal Elected Officials to accomplish our disaster recovery mission. I am responsible to review Sub-Grantee Applications (project worksheets) developed by State and FEMA Project Specialist and Public Task Force Leader; The work sheets included all Categories of Work, Debris Removal, Emergency Protective Measures, Water Control Facilities, Buildings and Equipment, Utilities, Park and Recreation, I was responsible for quality control of Project Worksheets being written then submitted to FEMA for concurrence. Also had a monthly quote of projects being submitted to the State. I then was moved to QA/QC supervisor for all Construction projects for State of Louisiana. I supervised and scheduled all State employees and private contractors working in multiple state facilities during construction. I reviewed all blueprints for approved projects. Ensured Projects are completed to specifications and all work is code compliant and cost efficient. Establish and maintain positive relations in multiple facilities during each phase of project. Schedule all tasks that are disruptive to tenant productivity for after hours or weekend status.

State Public Assistance Coordinator (WITT OBRIENS) 10/2011 – 4/2012

Coordinate with the Grantee (State of Vermont), Sub-grantee (State, County, and Municipalities) to provide guidance and/or interpretation of Disaster Management procedures. I communicate with State, County, and Municipal Elected Officials to accomplish our disaster recovery mission. I am responsible to review Sub-Grantee Application (project worksheets) developed by State and FEMA Project Specialist and Public Assistance Crew Leader; the work sheets included all Categories of Work, Debris Removal, Emergency Protective Measures, Water Control Facilities, Buildings and Equipment, Utilities, and Park and Recreation. I was then moved to QA-QC to Supervise and coordinate all construction contractors. I supervised all State employees and private contractors working in multiple state facilities. I reviewed blueprints for approved projects. Ensure Projects are completed to specifications and all work is code compliant and cost efficient. Establish and maintain positive relations in multiple facilities during each phase of project. Schedule all tasks that are disruptive to tenant productivity for after hours or weekend status.

Michael Lee McDaniel

Mike.McDaniel.em@gmail.com

Task Force Lead (Subcontractor Shirley Collins LLC) 7/ 2011- 10/2011

Coordinate with the Grantee (State of Alabama), Sub-grantee (State, County, and Municipalities) to provide guidance and/or interpretation of Disaster Management procedures. I communicate with State, County, and Municipal Elected Officials to accomplish our disaster recovery mission. I am responsible to review Sub-Grantee Application (project worksheets) developed by State and FEMA Project Specialist and Public Assistance Crew Leader; The work sheets included all Categories of Work, Debris Removal, Emergency Protective Measures, I also was QA/QC Lead, for DR – 1971 which included all Projects in construction, of Water Control Facilities, Buildings and Equipment, Utilities, I also reviewed blueprints for approved projects. Ensure Projects are completed to specifications and all work is code compliant with Alabama State requirements and was cost efficient. Establish and maintain positive relations in multiple facilities during each phase of project. Which also included Park and Recreation Facilities. I was Task Force Lead, which manages the daily efforts of Division A, PA team responsible for ten counties affected by DR-1971.

State Closeout Specialist (Subcontractor Wayne Sloan, LLC) 2010 – 2011

Coordinate with Sub-grantees (City of Miami, Miami-Dade County and Town of Medley) to gather pertinent documents and validate the documents for closeout for the 2005 storms (1602 DR and 1609 DR). Also assist applicants in understanding the procedures for close out and ensuring they understand what will be required of them in the event of future storms (specifically the Town of Medley and Miami-Dade County Fire Department). I was the QA-QC lead Construction supervisor for all City employees and private contractors working in multiple facilities. I reviewed all blueprints and supervised all construction projects in Miami-Dade and ensured they were completed to specifications and all work was code compliant with Miami Dade County and the State of Florida building code requirements. I also Establish and maintained positive relations in multiple facilities during each phase of project concurrently. I Schedule all tasks that are disruptive to tenant productivity for after hours or weekend status.

Public Assistance Project Officer (State of Florida Emergency Management) 2007-2010

Coordinate with the Grantee (State of Florida), Sub-grantee (State Agencies), and FEMA to gather pertinent documents for past disasters and ongoing current disasters to build project worksheets and closeouts for the State Agencies in the State of Florida. I have been assigned to do the closeouts of State Agencies for the 2004 and 2005 hurricanes (1539 DR, 1545 DR, 1551 DR, 1561 DR, 1595 DR, 1609 DR). I also have worked on project formulation and reviews for closeouts dealing with 1785 DR, 1602 DR, 3220 DR, 3259 DR, and 1679 DR. This job has led me to become very familiar with:

The Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. 5121-5207 (Stafford Act) is the legislation that provides the power for FEMA to assist States with Federal response and recovery to a disaster. The Code of Federal Regulations, CFR 44, the Federal Regulations for Emergency Management and Assistance. The public assistance program is located in Part 206 within Subparts C and G-L. Other regulations that are of interest to the Public Assistance Program is Parts 9 (Flood Plain Management and Protection of Wetlands), Parts 10 (Environmental Considerations), Parts 13 (Common Rule of Grant Administration) and 14 (Administration of Grants: Audits of State and Local Government).

Michael Lee McDaniel

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Public Assistance in the Florida Recovery Office supplies several tools to the employee to perform their job regardless of the task. Some of these tools are the Public Assistance Policy Digest (FEMA 321), Public Assistance Guide (FEMA 322), (CFR 44), Debris Management Guide (FEMA 325), ELMO (Library of resources and forms), PDA forms and guides, FRR Closeout Version, NEMIS, EMMIE, and Disaster Specific Guidance (specific guidance for each disaster).

Individual Assistance Deputy Director of Housing (State of Florida Emergency Management) 2009-2009

Represented the State of Florida coordinating State and Federal Assistance for the Individual Assistance Program dealing with Federally Declared Disasters 1831 DR and 1840 DR. This dealt with review of MPG grants, funding issues, coordination of disaster recovery centers, and other day to day operational issues. This was a supervisory position with oversight of approximately 22 State staff.

Public Assistance Project Officer (State of Florida Emergency Management) 2008-2009

Develop disaster grant related projects. Obtain and provide appropriate technical assistance as needed by applicant. Ensure disaster grant projects comply with all State and Federal laws, regulations and policies. Ensure continuity of service throughout the delivery of the project. Review project with applicant to ensure any special considerations are identified. Familiar with Public Assistance Guide, FEMA 322 2007; Public Assistance Policy Digest, FEMA 321 2008; CFR 44, 2007; Debris Manual and Disaster Specific Guidance. I have been assigned to the closeouts of State Agencies for the 2004 and 2005 hurricanes (1539 DR, 1545 DR, 1551 DR, 1561 DR, 1595 DR, 1609 DR). I also have worked on project formulation and reviews for closeouts dealing with 1785 DR, 1602 DR, 3220 DR, 3259 DR, and 1679 DR. During the 1831 DR and 1840 DR, I was assigned to a team to perform Preliminary Damage Assessments (PDA) as a State Representative.

Deputy Director; Liaison; Board Member Coop Program 1991 – 2007 Florida Department of State / Secretary of State Office

QA-QC all renovation projects for Secretary of State. Managed multiple projects in different geographic locations concurrently. Procure funding for diverse projects from Federal and State funding sources, for all State of Florida Historical preservation landmarks. Was a lead team member for the Legislative Budget Request (LBR) for the Department of State. Served as a liaison for the Native American's of Florida. Developed projects for the bidding process. Work with the Selection committee for open and competitive bidding. I was moved to QA-QC to Supervise and coordinate contractors' performance and schedules. Supervise State employees and private contractors working in multiple state facilities. I reviewed blueprints for approved projects. Ensure Projects are completed to specifications and all work is code compliant and cost efficient. Establish and maintain positive relations in multiple facilities during each phase of project. Schedule all tasks that are disruptive to tenant productivity for after hours or weekend status.

Michael Lee McDaniel

Mike.McDaniel.em@gmail.com

Professional References:

Bashir Wayne, Recovery & Mitigation Specialist, City of Miami, 305-318-5040

Raul de la Campa, Accountant III, Miami-Dade County, 305-375-1086

Cathy Day, Recovery Desk Chief, Division of Emergency Management, 850-210-4866

WILLIAM J. SLATER

PROJECT MANAGER

AREAS OF EXPERTISE

Alternate Projects
Closeout
Disaster Planning
EOC Experience
FEMA Public Assistance
Improved Projects
Project Management
Public Sector Experience
PW Version
PW Writing

CERTIFICATIONS + LICENSURE

Certified ICS Instructor
Certified DHS Instructor

ACHIEVEMENTS + AWARDS

New York State
Preparedness
Commission recognition
for work performed in
Florida's response to
Hurricanes Charley and
Francis

EDUCATION

M.A., Emergency and
Disaster Management
American Public
University, 2016

B.A., Communications &
Public Relations, Ithaca
College School of
Communications, Ithaca,
NY, 1987

As an emergency management professional, law enforcement officer, fire fighter and emergency medical technician, William Slater has extensive experience as a disaster professional and emergency response volunteer. His law enforcement experience is extensive, more than 20 years, and includes supervisory roles that eventually led to his assignment as a station commander. He served at the "ground zero" New York City Mayor's command post following the September 11, 2001 World Trade Center Terrorists Attacks in support of the rescue and recovery efforts. He was subsequently selected by the New York State Office of Emergency Management as a member of the initial cadre of New York State's Type II All-Hazards Incident Management Team. Slater is a certified trainer, providing instruction in police, fire and emergency management related curriculum for more than 18 years. As a trainer at the New York State Police Academy, his responsibilities also included oversight of other instructors. Slater is currently serving on the team deployed to work on behalf of the City of Key West, FL in response to Hurricane Irma.

PROJECT EXPERIENCE

[Hawaii 4282-DR-HI, Severe Storms, Flooding, Landslides, and Mudslides September 2016-December 2016](#)

Adjusters International deployed consultants to the State of Hawaii to provide assistance with the recovery from flash flooding associated with unusually heavy rains. Slater served as the Deputy to the State Public Assistance Branch Chief providing guidance to the State and their \$ 15 million dollar recovery

[Alaska State Card Street and Sockeye Wildfires – June 2015 - August 2015](#)

Adjusters International provided support to the State of Alaska in their recovery from the wildfires of 2015. Nearly 800,000 acres burned destroying numerous private residences and damaging critical infrastructure. AI provided estimators, verifiers and claims specialists to assist the State in the management of their disaster recovery process. Slater served as the project manager for this deployment and lead a team of 20 personnel to assist the State of Alaska.

[Hawaii 4201-DR-HI, Pu'u O'o Eruption, November 2014 – February 2015](#)

Adjusters International again deployed consultants to assist the State of Hawaii with a category A disaster in response to the Pu'u O'o eruption and resulting lava flow. Extraordinary emergency protective measures were taken to protect critical infrastructure and entire communities. Slater helped guide the state through this unusual response and the resulting \$10 million dollar recovery.

[Hawaii 4194-DR-HI, Tropical Storm Iselle, September 2014 – November 2014](#)

Adjusters International deployed consultants to the State of Hawaii to provide assistance with the recovery from Tropical Storm Iselle. Slater served as the Deputy to the State Public Assistance Branch Chief providing guidance to the State and their \$5 million dollar recovery.

[New York State: 4085-DR-NY, Hurricane Sandy, December 2012 - October 2013](#)

Adjusters International has deployed more than 200 consultants to work on behalf of New York State in response to Hurricane Sandy, the second costliest hurricane in United States history. Slater served as a Public Assistance Group Supervisor working with a team of 50 to 60 and coordinating the efforts of the Task Force Leaders. During this

engagement he was also involved in the recoveries of several applicants including the City of Long Beach and Long Beach City School District.

[Federal Emergency Management Agency: Disaster Assistance Employee, May 2011 December 2012](#)

Slater served as a member of the FEMA Region II Disaster Assistance Employee cadre, as an operational specialist and external affairs field specialist. As a member of this team he has responded to federally declared disasters and worked in joint field offices completing a variety of assignments. New York State Incident Management Assistance & New York State FEMA Region II All-Hazards IMAT Teams

These Teams are deployed to areas overwhelmed by disasters and provide support to local emergency operations Centers (EOC). As a team member, Slater was deployed to assist the State of Florida, with hurricanes Charley, Francis and Ivan, the State of Mississippi after Hurricane Katrina and the State of Louisiana after Hurricane Gustav. As part of the team, Slater served as the Information Officer within the logistics unit and was responsible for monitoring information, and the development and release of information to stakeholders and media.

[New York State: 4020-DR-NY, Hurricane Irene, 2011](#)

As a member of the FEMA Region II All-Hazards IMAT team, Slater was forward deployed to assist Schoharie County to provide command and operations support to the local government efforts. The team established an EOC and provided extensive support to the local external affairs officer.

[St. Thomas, US Virgin Islands, Tropical Storm Emily, 2011](#)

[As a member of the FEMA Region II All-Hazards IMAT team, Slater was deployed in advance of the landfall of this storm.](#)

[New York State: 1993-EM-NY, Severe Spring Storms and Flooding, 2011](#)

Slater served as an External Affairs Specialist in the FEMA Joint Field Office providing congressional and media support to the recovery efforts associated with this disaster.

[Houma, Louisiana: 1786-DR-LA, Hurricane Gustav, 2008](#)

Slater and the other members of the New York State All-Hazards IMAT Team were deployed in advance of this storm. The team was subsequently assigned to Houma in Terrebonne Parish to provide operational assistance to the Parish's response and recovery efforts.

[Jackson County, Mississippi: 1602-DR-LA, Hurricane Katrina, 2005](#)

Following this devastating hurricane the New York State All-Hazards IMAT Team was deployed to Jackson County to provide logistical and operation support to county government in their attempt to respond and recover from the storm. As a member of the team, Slater was directly responsible for helping the county to establish temporary facilities that allowed them to reestablish the delivery of county services.

[Santa Rosa County, Florida: 1551-DR-FL, Hurricane Ivan, 2004](#)

Provided guidance and operational and logistical support to the Santa Rosa County EOC as a member of the New York State All-Hazards IMAT Team.

[Columbia County, Florida: 1539-DR-FL, Hurricane Charley & 1545-DR-FL, Hurricane Francis, 2004](#)

Slater responded with the New York State All-Hazards IMAT Team to provide assistance to the local government with the flooding that occurred in the wake of these hurricanes. He assisted with planning, operational and logistical support to the Columbia County EOC.

[New York, New York: 1491-DR-NY, 2001](#)

Slater served in the logistics unit of the NYC Mayor's Command Post, providing support to the response efforts immediately following the September 11, 2001 terrorists attacks on the World Trade Center.

PROFESSIONAL HISTORY

[Visiting Instructor \(State University of New York at Canton — Canton, NY — August 2009 - May 2013\)](#)

Responsible for the development, instruction, management and evaluation of criminal justice and homeland security related courses for classroom and online use.

[Certified Instructor \(SAIC Inc. — Mercury, NV — 2009 - 2013\)](#)

Employed as a Certified DHS instructor to delivering training to first responders to radiological incidents as part of the Counter Terrorism Operational Support (CTOS) program.

[Non - commissioned Officer \(New York State Police Troop D Emergency Management, 1999 - 2002\)](#)

Responsible for all New York State Police Emergency Management with Troop D (Onondaga, Oneida, Madison, Herkimer, Jefferson, Lewis and Oswego Counties). Responsibilities included planning and training for a potential nuclear incident involving the three nuclear power plants located within the counties. Acted as a liaison among the New York State Police and County Emergency Management offices, fire coordinators, and the New York State Office of Emergency Management. Responded to all HAZMAT scenes and declared disasters. Acted as State Police representative during county command post operations. Conducted training in the Incident Command System to New York State Police sworn members and school district personnel during the development of the "safe school" program.

[Communications Supervisor / Sergeant \(New York State Police Troop B — January 2007 - April 2009\)](#)

Responsible for all radio and telephone communications within Troop B area (St. Lawrence, Franklin, Clinton, Essex and Hamilton Counties). Direct supervision of seven communications specialists (dispatchers) and accountable for 18 civilian dispatchers working in Zone dispatch points including 911 centers. maintenance program. Acted as alternate emergency management NCO for Troop B, assuming the role of emergency manager when needed and responsible for command post operations during a declared state of emergency. Additional responsibilities included coordination of new hire training and coordinating communications equipment.

[Station Commander \(New York State Police Department — NYS — 1999 - 2007\)](#)

Supervised day-to-day station operations. Supervisory responsibility for 20 sworn members of the New York State Police including other first-line supervisors. Responded to and assumed responsibility of all Critical Incidents. Primary liaison with local officials and citizens.

[Lead Academic Instructor \(New York State Police Academy — Albany, NY — 1996 - 1998\)](#)

Assisted the academic NCO with course preparation and presentation. Provided general supervision for other academic instructors. Administered examinations for the New York State Police Basic School.

[New York State Police \(1988 - 2009\)](#)

Assisted with development, follow up review and quality control for the New York State Police Emergency Medical Dispatch Program. Participated in a team-based review and update of the New York State Police Manual including detailed contributions for the emergency response section. Participated in the development of the Contaminated Crime Scene Teams for response to weapons of mass destruction and other terrorism-related incidents. Developed and presented a task specific Hazardous Materials Technician Course for State Police personnel assigned to the Contaminated Crime Scene Emergency Response Team program

PROFESSIONAL QUALIFICATIONS

Emergency Management Institute & New York State Emergency Management Office Coursework:

ICS-100	Introduction to Incident Command
ICS-200	Single Resource and Initial Incident Actions
ICS-300	Intermediate Incident Command
ICS-400	Advanced ICS
ICS-403	Public Information Officer – Position Specific Training
ICS-700	NIMS Incident Command
ICS-800	National Response Framework
IS-00212	Introduction to Unified Hazard Mitigation Assistance

IS-00301 Radiological Emergency Response
IS-0547a Introduction to Continuity of Operations
IS-00548 Continuity of Operations Program Manager
IS-00634 Introduction to FEMA's Public Assistance Program

Adjusters International In-House Training:

AI-0001 AI Introductory PA Course
AI-0002 AI Advanced PA Course
AI-0003 AI Close-Out Administration
AI-0004 AI Preliminary Damage Assessments
AI-0005 AI CEF Introductory
Xactimate Estimating Software

This is a sampling of completed and relevant coursework. In addition, Slater has taken 16 other FEMA courses and has been OSHA certified.

REFERENCES

Michael McCloskey

FEMA Infrastructure Branch Director
Michael.McCloskey@fema.dhs.gov

William Campbell

Chief, Incident Management Team Program
NYS DHSES
wcampbell@dhses.ny.gov
518-292-2350

SUMMARY OF QUALIFICATIONS

Lisa Watson has been in the emergency management profession for over 30 years. She is the former Emergency Management Director for a Florida municipality, responsible for disaster, planning, response, recovery and mitigation management, all plan development, and inter-agency coordination. Watson's experience in planning and response and disaster management is broad, consisting of hurricanes, severe weather events, fire/rescue operations, prevention, investigation, mass casualty incidents, oil spills, mass migration and other disasters. Her experience has ranged from private sector emergency management response consulting to coordination of federal recovery efforts for state and local governments.

Watson began her career Broward County, Florida, as a paramedic and coordinator of evacuations for a local hospital. Upon relocation to Monroe County, Florida, she became a member of a volunteer fire department and worked her way up through the ranks from a volunteer firefighter to Deputy Fire Chief. She has also served as the County Deputy Emergency Manager for a local municipality in charge of emergency management and emergency medical services for the community. Watson is currently serving as Director of Emergency Management services for Early Alert.

Education:

- AS, Emergency Services
- BA, Business Administration

Years of Experience: 30

Areas of Experience:

- Disaster Preparedness, Response, Recovery & Mitigation
- Emergency & Disaster Planning
- Emergency Program Manager
- Fire Service Instructor
- Command & Control of Major Operations
- Disaster Control/Emergency Readiness
- Emergency Response/Haz-Mat

PROFESSIONAL EXPERIENCE

Actual disaster response experience includes hurricanes/typhoons, severe weather events, floods, tornados, tropical storms, fuel tanker rollovers, major structure fires, mass causality, wildfires, and urban search and rescue.

- As an Emergency Manager she has worked in local, state and federal government ranging from local municipalities to the Governor's Authorized Representative for the State of Florida to impacted counties and FEMA's Disaster Field Office.
- Primary functions have included the following: Incident Commander during many disasters (hurricanes/typhoons, wildfires, floods), Planning Section Chief and Operations Section Chief for the State of Florida's Emergency Operations Center in Tallahassee as well as Forward Command Posts throughout the state.
- She has also given many preparedness presentations and workshops and taught multiple emergency management courses for local municipalities on a small scale, to hundreds of participants at the Florida Governor's Hurricane Conference.
- Watson also assisted in writing, delivering and/or evaluating multiple training tabletop and functional exercises for government facilities and schools. The two most noted were the terrorism exercise for the State of Florida and the "Columbine" type exercise for Suwannee County, Florida.
- She has successfully written multiple comprehensive emergency management plans all of which have been ruled into State compliance.
- She has been successful in writing and managing over \$2 million in grant awards/money for a local municipality. She currently is responsible for the recovery of over \$8 million from FEMA for Hurricane's Dennis, Katrina, Rita and Wilma.
- Her understanding of the state and federal disaster system has won her praise from FEMA's Public Assistance Officer in Orlando and the Director of Emergency Management from the State of Florida.

Watson has a detailed understanding of state and federal emergency management programs and response/recovery operations. Watson has multiple certifications as an instructor for courses ranging from medical rescue to Emergency Management, as well as table-top and full scale exercises.

SUMMARY OF QUALIFICATIONS

William A. Wagner, III is President and principal owner of Early Alert, Inc. Mr. Wagner is a nationally recognized senior public and private sector executive with more than 38 years' experience public administration, managing and administering emergency management, incident command, strategies and tactics, emergency medical and mass casualty, fire rescue operations, fire prevention, fire investigation, and several successful entrepreneurial businesses. His subject matter expertise includes project management, administering all operational, planning and training for emergencies and disasters regarding emergency preparedness, response, recovery and mitigation.

Additional expertise includes Advanced Fire Administration, Firefighter Safety and Risk Management, Fire Cause and Origin, Disaster Control - Emergency Readiness, Emergency Response for Hazardous Materials, Emergency Planning, Advanced Incident Management and Unified Command.

Mr. Wagner current serves as the Florida Fire Chiefs' Association: State Emergency Response Team – Florida Emergency Preparedness Association Liaison, South Florida - State Incident Management Team as the Incident Commander or Operations Chief, Member of the All Hazard Incident Management Team Association Interstate Incident Management Team Qualifications System (IIMTQS) Committee and the Emergency Interoperability Consortium.

As a Certified Instructor, Mr. Wagner has developed and delivered training around the United States and abroad for emergency management, incident command, disaster response and fire rescue for more than 25 years. His training programs reflect his extensive experience in the field responding to national and man-made disasters and incidents. Mr. Wagner also develops and administers full-scale emergency response exercises which utilize his expertise in comprehensive planning and training.

PROFESSIONAL EXPERIENCE

Actual disaster management, response and recovery experience includes hurricanes/typhoons, severe weather events, floods, tornados, tropical storms, fuel tanker rollovers, major structure fires, wildfires, mass migration, major oil spills, major transportation incidents, urban search and rescue, civil unrest and terrorist incidents. William's emergency management and disaster response and recovery experience is extensive. During his years of service, he

- was Project Manager for numerous ventures in both the public and private sectors.
- served as incident manager in numerous disasters.
- includes such posts as Emergency Manager, Incident Commander, Planning Section Chief, Operations Section Chief and Logistics Section Chief.
- established the command post at Florida City during Hurricane Andrew where more than 250 firefighters began search and rescue in the first forty-eight hours following the storm, and managed a Unified Command System which included more than two hundred law enforcement personnel, several relief agencies and members of the Florida National Guard..
- served as Incident Commander in the Florida Keys for Hurricanes George, Katrina, and Wilma and an Incident Management Support Team Supervisor and Liaison for Hurricane Irma.
- recovery technician at the Value Jet disaster in the Florida Everglades.
- has served as an Emergency Management Coordinator for the Florida State Disaster Response Plan.
- was appointed to the elite Federal Emergency Management Agency (FEMA) Hurricane Liaison Team.

Education:

- U.S. National Fire Academy & Emergency Management Institute - Executive Analysis of Fire Service Operations in Emergency Management & Command and Control of Fire Department Operations at Natural and Man-made Disasters
- University of Cincinnati - Fire Protection Engineering
- National Certified Emergency Manager CEM

Years of Experience: 38

Areas of Experience:

- Disaster Preparedness, Response, Recovery & Mitigation
- Emergency Management Specialist
- Sr. Incident Management Specialist
- EOC Operations Specialist
- Emergency Program Manager
- Certified Disaster Response Instructor



ATTACHMENT – E LIST OF EQUIPMENT AVAILABLE FOR THE WORK



Equipment List

All Tidal Basin team members are fully equipped with:

- Laptop Computers
- Specialized Software
- Portable Color Printers
- GPS Units
- Digital Cameras
- Cell Phones
- Personal Protection Equipment
- Safety Equipment



ATTACHMENT – F EXPERIENCE LIST, REFERENCES & CREDENTIALS

Experience List

Please see the following documentation of our firms' qualifications and experience in providing **As-Needed Emergency Management Consulting** services.

Tidal Basin



Tidal Basin is qualified to deliver executive-level consulting to the City, namely strategic advice provided by top policy experts and industry leaders. Our preparedness, planning and training services are delivered using an integrated and practical approach designed to support real-world application. The City will see immediate benefits from our expert insurance consulting, building replacement cost valuation, claim auditing, and business interruption analyses. We provide program and project management support in all areas of disaster response and recovery, from damage assessments to debris management guidance to managing public assistance, hazard mitigation, and insurance recoveries, among other funding sources. Our robust consulting package includes grant management and insurance claim consulting, staffing and support, technical assistance, quality control, and funding coordination and oversight.

Our **as-needed emergency management consulting services experience** spans a diverse array of clientele. We have been trusted to:

- Guided more than **40 local public agencies** throughout the Gulf Coast to successful recoveries following the 2004, 2005 and 2008 hurricane seasons, **including Monroe County, Lee County, the City of Fort Myers, City of Sanibel, Charlotte County, City of Gulf Breeze, and the Village of Islamorada in Florida**
- Assisted the City of New Orleans, Port of New Orleans, New Orleans Sewerage & Water Board, City of Slidell, and Jefferson Parish in Louisiana; and Jefferson County, Port Arthur Independent School District, the Port of Houston and the Houston Independent School District in Texas
- Coordinated **~ \$100 million** FEMA recovery for the Mississippi State Port Authority, including compiling **more than 60 PWs – approximately 28 for alternate and improved projects** - and more than doubling the amount of the Port's insurance claim from the initial insurance company offer to final settlement
- Managed debris removal operations and rectified contract procurement errors to save Hawaii County **more than \$1M** during DR 4094 HI
- Guiding clients such as the City of Cedar Rapids, Linn County, and Cedar Rapids Community School District in Iowa through their recovery from **more than \$1 billion** in damages following the 2008 floods
- Came to the assistance of the City of New Orleans nearly a year after Hurricane Katrina to help the City identify and correct issues with their FEMA and insurance claims. This process required the review and tracking of **more than 950 PWs** representing more than **500M** in grant funding, managing FEMA-State communications and correspondence for the City's Capital Projects Administration, addressing numerous environmental and historical concerns related to projects, and undertaking appeals





and/or dispute resolution regarding contentious issues facing the City

- Providing PA, hazard mitigation, FTA, and insurance recovery support to the Port Authority of New York & New Jersey in managing their estimated loss of **more than \$2B** following Hurricane Sandy. Previous work for the Port includes handling their FEMA PA and hazard mitigation recoveries following the 9-11 Terrorist Attacks and their insurance claim following the 1993 World Trade Center bombing.

We are there for our clients at every stage of recovery, in whatever form they require. We credit these enduring relationships to our dedication to unwavering professionalism; unsurpassed knowledge of FEMA and other funding policy, systems and agencies; and a focus on tailoring our work product, communication and reporting structures to fit our clients' organizational needs. Tidal Basin's combination of state and federal knowledge of disaster relief programs, along with our hands-on experience gained during some of the costliest, devastating disasters in U.S. history, provides a comprehensive understanding of the resources available to assist the City in reaching its recovery goals.

Tidal Basin has been onsite assisting our Florida clients with their post-Hurricane Irma recovery since 09/24/2017.

HGA



Tidal Basin is supported by subcontractor HGA, who brings significant CDBG-DR infrastructure, housing, and economic recovery qualifications to the team. HGA has the experience to provide comprehensive grant administration and technical assistance to include environmental reviews and clearance and other cross-cutting federal requirements such as procurement, federal labor standards, fair housing, accessibility, uniform administrative requirements, and monitoring and compliance.

HGA has been providing comprehensive, reliable support in the ongoing disaster recovery efforts across the States of Louisiana and New York—including administering two of the largest CDBG-DR Infrastructure Programs in the country. HGA's ***as-needed emergency management disaster recovery consulting services*** to Louisiana include management of ***\$1.5B in CDBG-DR and \$181M*** in HMA funding for housing and infrastructure projects. Following Superstorm Sandy, HGA was selected by New York to support its Infrastructure and Housing Recovery. The firm's recovery support to New York State has included managing ***\$1.1B in infrastructure projects, \$1B in housing projects, and assisting with the State's \$795M PA Match Program***. Since 2012, our disaster housing support has facilitated the recovery of approximately 15,000 residential structures through HUD and FEMA funding.





We understand HUD's CDBG-DR Program requirements for the National Objective, Budget Allocation & Tracking, Environmental, Federal Policy Regulations, Acquisition, Construction Management Oversight & Labor Compliance, Financial Management, Records Management & Monitoring, Program Income, and Project Monitoring & Closeout. We have existing documentation and processes in place that can easily be customized for Key West. HGA's experience in administering and managing recovery projects has empowered us with an in-depth understanding of HUD CDBG-DR requirements to provide grantees with guidance and technical assistance, and the monitoring and oversight needed to ensure performance and compliance.

HGA is ranked #26 on the Zweig Group Hot Firm List and included on the Inc. 5000 List as one of the fastest growing private firms.

For both the State of Louisiana and New York's CDBG-DR Program, HGA has developed a separate CDBG application database to track all infrastructure projects. For Louisiana, the database information feeds the State of Louisiana's public website, www.Rebuild.la.gov, and Governor's reports for overall program/project progress. As a check and balance measure for the State of Louisiana, HGA reconciles the State's tracking system to ensure accurate reporting of application data, obligated costs, and beneficiaries. HGA provides the State with interactive executive dashboards to report program/project progress, funding disbursements, and beneficiary status with all infrastructure projects.

HGA developed the multi-level executive reporting system for the State of New York's recovery effort with Storm Sandy, Irene, and Lee (www.NYSDisasterRecovery.com) for the Governor's Office of Storm Recovery (GOSR) Infrastructure Recovery Program. The site includes an interactive program dashboard tracking program status, cost status, and phase development. Our integrated databases track project information, cost status, and change management through project lifecycles.

With each program, HGA has developed integrated, collaborative team sites to house all documentation, reports and lists relative to each project. This ensures all stakeholders have easy access to all information stemming from the program level to project level. Louisiana's and New York's site each has **over 200 concurrent users and the sites each house over 200,000 documents**. We will use these existing tools as a base for a customized solution for Key West. The Adjusters International Team will establish and maintain sufficient electronic records and hard files for each CDBG-assisted activity. In preparation for HUD and State project monitoring, we will ensure all records comply with HUD's CDBG-DR administrative requirements.



Early Alert



Tidal Basin is also supported by subcontractor Early Alert, who brings significant emergency preparedness, planning, training & exercise qualifications to the team. In the years since incorporation, Early Alert, has worked with many government and private agencies to further their emergency preparedness planning and response capabilities on an *as-needed basis or standby contract*.

Early Alert has been at the forefront of emergency planning and disaster preparedness throughout the field’s development as a science, a profession, and an industry. The associations we have built with its principle achievers and top minds are integral to our success, and therefore to the success of our clients when they call on our expertise. We are pleased that they will speak to our longevity and legitimacy as a company, the caliber of our work and our work ethic, and the honesty, professionalism and capabilities of our company.

Early Alert's diverse group of clients include from both the private and public sector, with global footprints. Our clients have several things in common; they seek ways to maximize their ability to provide solutions for Preparedness, Crisis Management and Risk Reduction Success. We work together with our clients to build, sustain and improve their capability to prepare for, protect against, respond to, recover from and mitigate all hazards. Specifically, our firm has provided similar, *as-needed emergency management consulting services* for the following clients:

The Tidal Basin team has brought together the most experienced and dynamic minds in the emergency management industry.

- **Texas A&M University System, Engineering Extension Service (TEEX):** In partnership with TEEX, developed the Incident Management Team Sustainment Training Course
- **U.S. Department of Agriculture - Animal and Plant Health Inspection Service:** Served as leaders on its USFA All Hazards Incident Management Team (IMT) O-305
- **Florida Division of Emergency Management:** Served as leaders on its USFA All Hazards Incident Management Team (IMT) and provided Position Specific training for the State
- **City of Marco Island, FL:** Provided Emergency Management Support and served on its Incident Management Support Team
- **City of Key West, FL:** Provided Emergency Management Support and served as leaders on its Incident Management Support Team
- **City of Marathon, FL:** Provided Emergency Management Support and served as leaders on its Incident Management Support Team

Note: This list is not exhaustive. Additional documentation of our firm’s experience is available upon request.





References

Tidal Basin Emergency Response Client References

Client #1	Monroe County, Florida (Tidal Basin)		
Reference Point of Contact	Judith Clarke , Asst. County Engineer 1100 Simonton St Key West, FL 33040 305-295-4329 clarke-judith@monroecounty-fl.gov	Maria Slavik , Risk Manager 1100 Simonton Street Key West, FL 33040 305-295-3178 slavik-maria@monroecounty-fl.gov	Tina Boan , Sr. Director 1100 Simonton Street 2-213 Key West, FL. 33040 305-292-4470 boan-tina@monroecounty-fl.gov
Years of Service	July 2005–July 2006 and September 2017-present	Contract Value: \$750,000	
Scope of Service(s)	Public Assistance Consulting for Hurricanes Irma, Katrina, Wilma, and Rita		

Client #2	City of Hialeah, FL (Tidal Basin)	
Reference Point of Contact	Adriel Sanchez 501 Palm Avenue Hialeah, FL 33010 305-606-3600 amsanchez@hialeadfl.gov	
Years of Service	July 2015 – Present	Contract Value \$ 250,000
Scope of Service(s)	FEMA PA, Hazard Mitigation, Grants Administration, and Comprehensive Disaster Recovery Consulting Services	

Client #3	City of Hialeah, FL (Tidal Basin)	
Reference Point of Contact	Adriel Sanchez 501 Palm Avenue Hialeah, FL 33010 305-606-3600 amsanchez@hialeadfl.gov	
Years of Service	July 2015 – Present	Contract Value \$ 250,000
Scope of Service(s)	FEMA PA, Hazard Mitigation, Grants Administration, and Comprehensive Disaster Recovery Consulting Services	



Client #4 Charlotte County, Florida (Tidal Basin)	
Reference Point of Contact	Cari Branco Senior Division Manager 18500 Murdock Circle, Suite 536 Port Charlotte, FL 33948 941-743-1255
Years of Service	December 2014-Present Value \$ 120,000
Scope of Service(s)	FEMA PA, Hazard Mitigation, Grants Administration, and Comprehensive Disaster Recovery Consulting Services

Client #5 Jefferson Parish, Louisiana (Tidal Basin)			
Reference Point of Contact	<table border="0"> <tr> <td>Anthony L. Francis, Jr. Director, Jefferson Parish Department of General Services 200 Derbigny Street, Suite 3300 Gretna, LA 70053 504-364-2675 afrancis@jeffparish.net</td> <td>Timothy Palmatier Finance Director JP Government Building, 4th Floor, Suite 4200 Gretna, LA 70053 504-364-2767 tpalmatier@jeffparish.net</td> </tr> </table>	Anthony L. Francis, Jr. Director, Jefferson Parish Department of General Services 200 Derbigny Street, Suite 3300 Gretna, LA 70053 504-364-2675 afrancis@jeffparish.net	Timothy Palmatier Finance Director JP Government Building, 4 th Floor, Suite 4200 Gretna, LA 70053 504-364-2767 tpalmatier@jeffparish.net
Anthony L. Francis, Jr. Director, Jefferson Parish Department of General Services 200 Derbigny Street, Suite 3300 Gretna, LA 70053 504-364-2675 afrancis@jeffparish.net	Timothy Palmatier Finance Director JP Government Building, 4 th Floor, Suite 4200 Gretna, LA 70053 504-364-2767 tpalmatier@jeffparish.net		
Years of Service	April 2007- June 2017 Value \$ 4,400, 000		
Scope of Service(s)	FEMA PA, Hazard Mitigation, Grants Administration, and Comprehensive Disaster Recovery Consulting Services		

Client #6 Orange County, New York (Tidal Basin)			
Reference Point of Contact	<table border="0"> <tr> <td>Brendan Casey Commissioner, Emergency Svc. Ctr. 22 Wells Farm Road Goshen, NY 10924 845-615-0565 bcasey@co.orange.ny.us</td> <td>Mike Morris Risk Manager 18 Seward Avenue Middletown, NY 10940 845-234-3206 mmorris@co.orange.ny.us</td> </tr> </table>	Brendan Casey Commissioner, Emergency Svc. Ctr. 22 Wells Farm Road Goshen, NY 10924 845-615-0565 bcasey@co.orange.ny.us	Mike Morris Risk Manager 18 Seward Avenue Middletown, NY 10940 845-234-3206 mmorris@co.orange.ny.us
Brendan Casey Commissioner, Emergency Svc. Ctr. 22 Wells Farm Road Goshen, NY 10924 845-615-0565 bcasey@co.orange.ny.us	Mike Morris Risk Manager 18 Seward Avenue Middletown, NY 10940 845-234-3206 mmorris@co.orange.ny.us		
Years of Service	December 2011–Present Value \$ 900,000		
Scope of Service(s)	FEMA PA, Hazard Mitigation, Grants Administration, Comprehensive Disaster Recovery Consulting Services, and Insurance Adjusting (Total Solution®)		



Client #7 Linn County, Iowa (Tidal Basin)		
Reference Point of Contact	Steve Estenson Risk Manager Administrative Office Building 930 First Street Southwest Cedar Rapids, IA 52404-2161 319-892-5207 Steve.estenson@linncounty.org	Linda Langston County Supervisor Linn County Administrative Office Building 930 First Street SW Cedar Rapids, IA 52404 319-892-5000 Linda.langston@linncounty.org
Years of Service	July 2008-July 2012	Value \$ 1,000,000
Scope of Service(s)	FEMA PA, Hazard Mitigation, Grants Administration, Comprehensive Disaster Recovery Consulting Services, and Insurance Adjusting (Total Solution®)	



HGA Emergency Response Client References



LOUISIANA DISASTER RECOVERY INFRASTRUCTURE PROGRAM



CLIENT

Louisiana Office of Community Development/Disaster Recovery Unit

PROJECT TIMELINE

October 2007 – Present

PROGRAM VALUE

\$1.4 billion CDBG/\$280 million FEMA funds

Tasks

- Large-Scale Program Management
- Grant Management

Client Project Manager/Point of Contact:

Pat Forbes, Executive Director
LA OCD/DRU
150 N. 3rd Street, Suite 700
Baton Rouge, LA 70801
(225) 219-9600
Patrick.forbes@la.gov

Working with the Office of Community Development Disaster Recovery Unit (OCD-DRU), HGA provided consulting services for the program administration of approximately \$1.4 billion in CDBG-DR-funded projects in those parishes affected by Hurricanes Katrina and Rita.

HGA is currently supporting the closeout of these projects. Using proven project management methodologies, integrated project controls and reporting, and CDBG administrative expertise, we have a successful track record in executing and adding value to the overall administrative process. Under this contract, HGA has successfully managed approximately 357 concurrent projects for the State of Louisiana in 23 parishes, 16 school boards, local non-profits, and fishery enterprises. Services provided to the State include helping develop the program's processes; development of the program's execution/implementation plan; development of web-based document storage, monitoring and reporting system; interaction with key stakeholders; CDBG application development; and overall grant management through every phase of each project.

Recovery project categories include:

- Drainage Improvements
- Health and Hospitals
- Economic Development
- Community Facilities
- Medical Centers
- Parks and Recreation
- Major Infrastructure
- Planning and Acquisition

SUPERSTORM SANDY CDBG DISASTER RECOVERY PROGRAM



CLIENT

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

PROJECT TIMELINE

2014 – Present

PROGRAM VALUE

\$1.1B

TASKS

- Large-Scale Program Management
- Global Match
- Grant Management

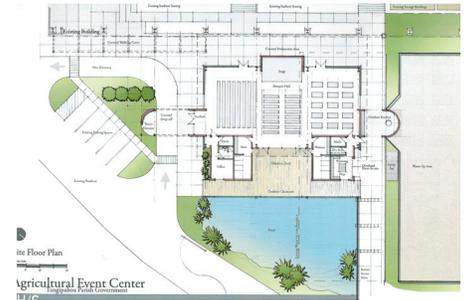
Client Project Manager/Point of Contact:

Natalie Wright
Deputy Executive Director
Community Reconstruction,
Infrastructure & Small Business
GOSR, 25 Beaver Street, 5th Floor
NY, NY 10004
(212) 480-5349
Natalie.Wright@stormrecovery.
ny.gov

HGA is serving as the GOSR Community Development Block Grant, Disaster Recovery (CDBG-DR) Infrastructure Program Manager. The scope of work includes managing the \$1.1B allocated to three programs with an estimated 350 projects:

- Community Reconstruction Program: A \$625M program providing rebuilding and resiliency assistance to over 120 communities.
 - Infrastructure and Local Government Program: A \$430M program supporting multiple, large-scale projects including critical infrastructure projects in the energy, transportation, water and wastewater, healthcare, and coastal sectors.
 - Global Match Program: A \$65M program supporting the State's FEMA HMGP match requirements by funding projects with 100% CDBG-DR funds that meet FEMA HMGP eligibility criteria.
- HGA also assisted with the development of the CDBG-DR Implementation Plan for GOSR following Superstorm Sandy. The Implementation Plan provides detailed forms, templates, instructions, and general guidance in the implementation of disaster recovery projects and functions to ensure full compliance with all CDBG-DR rules and regulations.

PARISH-IMPLEMENTED RECOVERY PROGRAMS



CLIENT

Nine Parishes affected by Hurricanes Gustav & Ike

PROJECT TIMELINE

August 2009 – Present

PROGRAM VALUE

\$123M in CDBG-DR infrastructure and housing projects

Tasks

- Program Management
- Grant Management

Client Project Manager/Point of Contact:

Melissa Cowart
Head Accountant
Tangipahoa Parish Government
206 East Mulberry Street
Amite, LA 70422
(985) 748-3211
missycowart@tangipahoa.org

Carla Chiasson
Grants Officer
St. Charles Parish
PO Box 302
Hahnville, LA 70057
(985) 783-5000
cchiasson@stcharlesgov.net

HGA is currently providing project management/administrative/consulting services in nine parishes affected by Hurricanes Gustav & Ike totaling over \$123M in CDBG-DR infrastructure and housing projects.

Services provided include development of parish recovery plans detailing projects crucial for recovery, initial planning of each of these projects, interaction with key stakeholders, CDBG application development, and overall grant management through every phase of each project. HGA uses tools such as schedules, needs lists, and progress reporting to keep the parish administrations actively involved and informed.

Parish projects include mitigation tasks, purchasing/installing generators, building and hardening upgrades, purchasing fire trucks, building a flood alert system, housing, drainage upgrades, rebuilding levees,

communication upgrades, upgrading sewer systems, building a community center, renovating a boat launch, rebuilding a canal, sewer lift station improvements, building a detention basin, road improvements, renovating a water tower, rebuilding rail spurs, and a housing affordable rental program. HGA has also developed an interactive website system to track all program documentation, reports, and progress with each parish's project. This site enables the parish officials, OCD staff and HGA project managers to monitor/track required program documentation across the state.

SUPERSTORM SANDY CDBG DISASTER RECOVERY PROGRAM

Program Management

Delivering on commitments. Building long-term relationships.



CLIENT

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

PROJECT TIMELINE

2015 – 2017

PROGRAM VALUE

\$1B

Tasks

- Construction Management
- Inspections
- Change Order Management

Client Project Manager/Point of Contact:

Michael Kuehn
Governor's Office of Storm Recovery
25 Beaver Street
New York, NY 10004
516-242-3795
Michael.Kuehn@stormrecovery.ny.gov

HGA provided Construction Management Support Services to GOSR for homes under the New York Rising Housing Recovery Program. This work involved performing final inspections on thousands of homes to ensure that repairs were completed according to the Program guidelines, awarded scope of work, and New York State residential building codes. Additionally, HGA managed change order requests for homeowners requiring a design professional to amend an existing scope of work. HGA placed great emphasis on its robust QA/QC procedures, resulting in Program acceptance and compliance in over 99% of its deliverables. Using XactAnalysis throughout its workflow, HGA's team of QA/QC specialists conducted an in-depth review of every completed inspection and change order in accordance with detailed technical procedures.

Additional automated processes systematically review dozens of technical data points in every estimate based on unique, customized logic. As part of HGA's risk management protocol and dedication to delivering a superior level of quality, all QC data was regularly analyzed by management to identify areas for process improvement and individual staff performance.

The Program comprises over 10,000 residential structures, including both single and multi-family homes. HGA has delivered the following:

- 6,000 change orders
- 5,500 final inspections
- Final Inspections Standard Operating Procedures Manual
- Change Order Management Standard Operations Procedures Manual

HOUSING ASSISTANCE PROGRAM



CLIENT

Plaquemines Parish

PROJECT TIMELINE

November 2015 - Present

PROGRAM VALUE

\$16.9 Million

Tasks

- Construction Management
- Grant Management
- Match Program

Client Project Manager/Point of Contact:

Hilda Lott
Grant Administrator
Plaquemines Parish Government
8056 Hwy 23
Suite 200
Belle Chasse, LA 70037
(504) 297-5000
hlott@ppgov.net

In response to the housing needs resulting from Hurricane Isaac, HGA on behalf of Plaquemines Parish Government has developed and is currently administering the Parish's \$16,953,000 Disaster Recovery Community Development Block Grant (CDBG-DR) program, providing assistance to single-family homeowners with unmet housing repair needs.

The major component of this program is the Plaquemines Housing Assistance Program (PHAP), developed primarily to address the repair needs of extremely low-to-moderate income homeowners whose homes were damaged by Hurricane Isaac; however this does not preclude addressing repair needs of other income groups who otherwise qualify. This program address both minor rehab (unmet repair needs under \$15,000) and major rehab (unmet repair needs in excess of \$15,000). For eligible properties experiencing 50% or more in storm-related damages, PHAP will support the replacement/reconstruction and elevation of the structure to the required height to meet or exceed the property's Digital Flood Insurance Rate Map (DFIRM) rating. Sixty-nine (69) properties are included in the Program.

The major objectives of the PHAP are to:

- Rehabilitate owner-occupied residential structures
- Enhance affordability of homeownership for low- and moderate-income persons
- Preserve existing property values by eliminating the blighting influence of substandard properties
- Provide a safe and sanitary living environment for the occupants.

In concert with administration of the PHAP, HGA is also responsible for administering a CDBG-DR funded 25% non-federal match program to support the FEMA funded Hurricane Isaac Hazard Mitigation Grant Program (HMGP) activities for 99 properties across the Parish.



Early Alert Emergency Preparation Client References

	City of Marathon, FL Emergency Management Support and Incident Management Support Team
Dates:	June 2014 - Present
Contact/Reference:	POC: Chuck Lindsey Title: City Manager Agency: City of Marathon Direct: 305-289-4130 Email: lindseyc@ci.marathon.fl.us
Project Overview:	Early Alert provides the City with Emergency Management Support Services and stand-by Incident Management Support Team (IMST) Activation. Most recent notable service delivery, Early Alert provided a IMST for the City pre-and-post Hurricane Irma.

	City of Key West, FL Emergency Management Support and Incident Management Support Team
Dates:	June 2013 - Present
Contact/Reference:	POC: James K. Scholl Title: City Manager Agency: City of Key West Direct: 305-809-3888 Email: jscholl@cityofkeywest-fl.gov
Project Overview:	Early Alert provides the City with Emergency Management Support Services and stand-by Incident Management Support Team (IMST) Activation. Most recent notable service delivery, Early Alert provided a IMST for the City pre-and-post Hurricane Irma.

	City of Marco Island, FL Emergency Management Support and Incident Management Support Team
Dates:	June 2015 - Present
Contact/Reference:	POC: Chris Byrne Title: City Incident Commander Agency: City of Marco Island Direct: 239-825-0507 Email: cbyrne@cityofmarcoisland.com
Project Overview:	Early Alert provides the City with Emergency Management Support Services and stand-by Incident Management Support Team (IMST) Activation. Most recent notable service delivery, Early Alert provided a IMST for the City pre-and-post Hurricane Irma.



**Florida Division of Emergency Management
USFA All Hazards Incident Management Team (IMT) and Position
Specific training for the State.**

Dates:	2014 to 2016
Contact/Reference:	POC: Ashley Davis Title: Chief of Operations Agency: Division of Emergency Management Direct: 850-413-9969 Email: Ashley.Davis@em.myflorida.com
Project Overview:	All Hazard Training, a Division of Early Alert, provided USFA All Hazards Incident Management Team (IMT) O305 and Position Specific for All Hazard L-956 Liaison Officer and All Hazard L-958 Operations Section Chief training for the State.



**U.S. Department of Agriculture - Animal and Plant Health
Inspection Service
USFA All Hazards Incident Management Team (IMT) O-305**

Dates:	June 2013 - 2016
Contact/Reference:	POC: Lennie Green Title: Manager Agency: Human Technology, Inc. Direct: 703-893-5305 Ext. 318 Email: lgreen@humtech.com
Project Overview:	The Animal and Plant Health Inspection Service is a multi-faceted Agency with a broad mission area that includes protecting and promoting U.S. agricultural health, regulating genetically engineered organisms, administering the Animal Welfare Act and carrying out wildlife damage management activities. These efforts support the overall mission of USDA, which is to protect and promote food, agriculture, natural resources and related issues. All Hazard Training, a Division of Early Alert, provided USFA All Hazards Incident Management Team (IMT) O305 Training and Emergency Management planning services for the USDA, APHIS.



**Texas A&M University System, Engineering Extension Service
(TEEX)
*In partnership with TEEX, Developed the Incident Management
Team Sustainment Training Course.***

Dates:	2014 and on-going delivery
Contact/Reference:	2014 and on-going delivery Project Cost: N/A POC: Mike Gibler Title: Program Director, Preparedness Programs



	<p>Agency: Texas A&M University System, Engineering Extension Service (TEEX) Direct: 979-458-5616 Email: mike.gibler@teex.tamu.edu</p>
Project Overview:	<p>All Hazard Training, a Division of Early Alert and in partnership with TEEX, developed the nation’s first and only Incident Management Team Sustainment Training Exercise. This day-long functional exercise allows individual team members an opportunity to work on Position Task Book completion as actual behaviors are observed throughout the exercise and evaluated before participants depart.</p> <p>Note: EA and TEEX completed two (2) pilot IMT Sustainment Training Exercises, the first was Tulsa Oklahoma Fire. The second was for Oklahoma City/County and Tinker Air Force Base. Both had excellent reviews and exceptional feedback regarding the course and exercise.</p>

Note: Additional references can be provided upon request.



Credentials

Please see the following credentials for our proposed Instructor, Project Manager, and Exercise Program Leader key personnel positions.

Wednesday, August 10, 2016



Dear William Wagner,

Congratulations! This letter is your official notification of meeting all the necessary requirements for Certified Emergency Manager (CEM®) re-certification. The recertification plate to adhere to your diploma will be mailed in the coming weeks.

You are scheduled to re-certify in 2020. You can create your next recertification application now and start logging in information to meet the current requirements of continuing education / training hours and professional contributions over the next five years. However, if at any time the recertification requirements change you will be required to meet the new requirements within your next recertification submission. Please go to <http://www.iaem.com/page.cfm?p=certification/application/recertification&lvl=2> for details.

It is your responsibility to keep IAEM Headquarters updated with your current mailing and email address. In the summer of 2019, you will start receiving reminder notices by email as well as by mail reminding you that your recertification is due. If you choose not to re-certify in 2020, you may no longer use the CEM® designation after your name beginning January 1, 2021.

We have posted online at <http://www.iaem.com/page.cfm?p=Certification-Review-Followup-2016> a copy of the employer notification letter for you to personalize and forward on to your supervisor advising of your recent achievement of the CEM® designation. The letter will detail the CEM® requirements and give appropriate recognition to you and credit to your organization for having a leader of your caliber. Your recertification plate to be attached to your CEM® diploma will be mailed separately to the address on file.

Again, you have my sincere congratulations for your outstanding achievement in maintaining the Certified Emergency Manager.

Sincerely,

A handwritten signature in black ink, appearing to read "J. Smysnuik". The signature is fluid and cursive, with a large initial "J" and a long, sweeping underline.

Jennifer Smysnuik, CEM®
CEM® Commission Vice Chair



STATE OF FLORIDA

DIVISION OF EMERGENCY MANAGEMENT

RICK SCOTT
Governor

BRYAN W. KOON
Director

July 13, 2016

International Association of Emergency Managers (IAEM)
201 Park Washington Court
Falls Church, VA
22046-4527

RE: Recertification Certified Emergency Manager – William Wagner III, CEM

As a Certified Emergency Manager (CEM), it is my honor to recommend William Wagner III for his recertification with the International Association of Emergency Managers (IAEM).

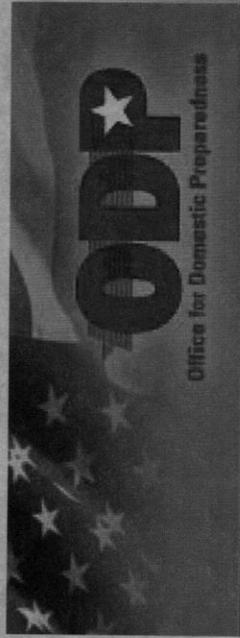
During the years of 2012 – 2014, William supported the state of Florida's hybrid Incident Management Team (IMT) Program (f/k/a State Assistance Teams). He attended workshops, trainings, and conference calls held in Florida during this time.

William's experience enhanced Florida's IMT program as we moved from a state IMT concept to a state and local level IMT Program.

If you have you any questions, please feel free to contact me.

Sincerely,

Ashley H. Davis, CEM
Operations Section Chief
All-Hazards IMT Program Manager
Florida Division of Emergency Management
Ashley.Davis@em.myflorida.com
(850) 413.9893



**THE HOMELAND SECURITY
EXERCISE AND EVALUATION PROGRAM**

Certificate of Completion

*Homeland Security Exercise and Evaluation Program (HSEEP)
Exercise Evaluation*

Presented to

William Wagner, III

Completed

March 7-8, 2005

FDLE Office, Miami-Dade



Alex Schore

Carlos Gonzalez

Instructor

Manny Cela, Coordinator

Division of State Fire Marshal

BUREAU OF FIRE STANDARDS AND TRAINING

Hereby Awards this

108058

INSTRUCTOR I

to

WILLIAM A. WAGNER III

Expires the 31st Day of December, 2018.

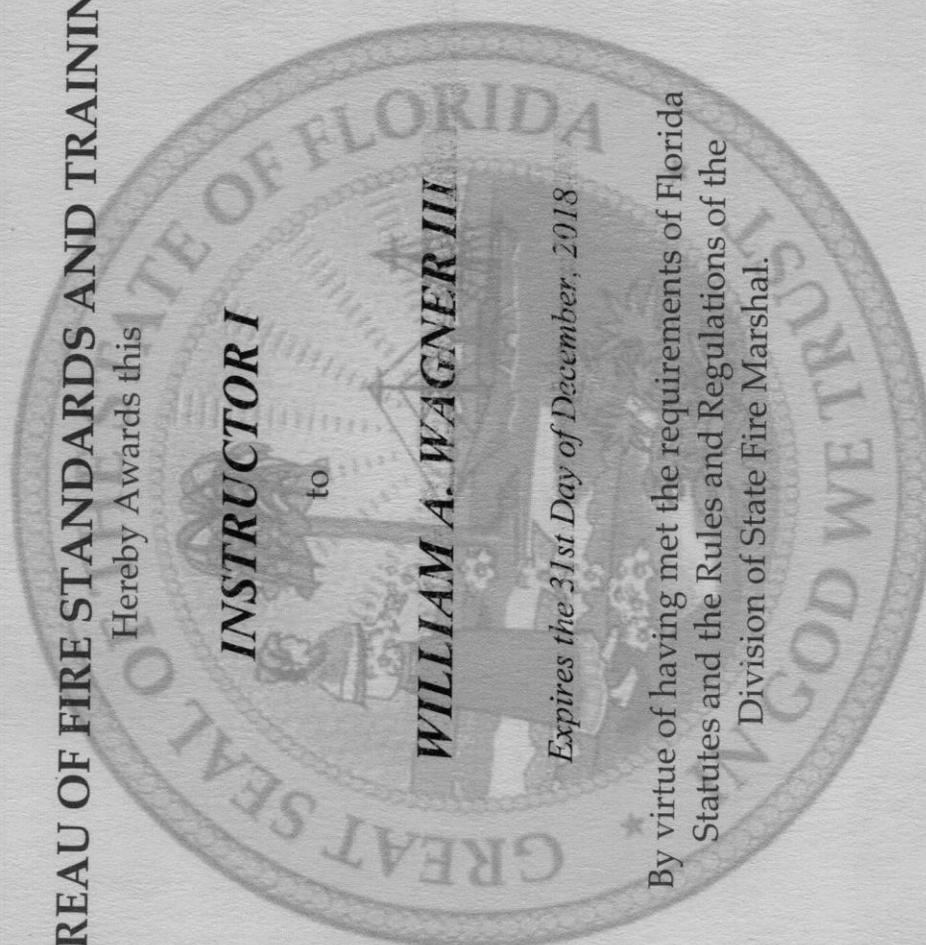
By virtue of having met the requirements of Florida Statutes and the Rules and Regulations of the Division of State Fire Marshal.



W. A. Stovall
State Fire Marshal

Bill Weustend
Bureau Chief

Julius Halas
Director





ATTACHMENT – G NON-COLLUSION AFFIDAVIT

This requirement is addressed by notarization and signature of the **Attachment - H Bid Proposal Form**. We confirm that our offer is made without collusion, per Section **BIDDER'S DECLARATION AND UNDERSTANDING**, page 15, which states:

"The undersigned, hereinafter called the Bidder, declares that the only persons or parties interested in this Proposal are those named herein, that this Proposal is, in all respects, fair and without fraud, that it is made without collusion with any official of the Owner, and that the Proposal is made without any connection or collusion with any person submitting another Proposal on this Contract."



ATTACHMENT – H BID PROPOSAL FORM



BID PROPOSAL FORM

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

Bidder's contact person for additional information on this Proposal:

Company Name: **Tidal Basin Government Consulting, LLC**

Contact Name & Telephone #: **John Marini, President & CEO; Office: 315-797-3035; Cell: 315-415-2963**

Email Address: **jmarini@tidalbasingroup.com**

BIDDER'S DECLARATION AND UNDERSTANDING

The undersigned, hereinafter called the Bidder, declares that the only persons or parties interested in this Proposal are those named herein, that this Proposal is, in all respects, fair and without fraud, that it is made without collusion with any official of the Owner, and that the Proposal is made without any connection or collusion with any person submitting another Proposal on this Contract.

The Bidder further declares that he has carefully examined the Contract Documents for the construction of the project, that he has personally inspected the site, that he has satisfied himself as to the quantities involved, including materials and equipment, and conditions of work involved, including the fact that the description of the quantities of work and materials, as included herein, is brief and is intended only to indicate the general nature of the work and to identify the said quantities with the detailed requirements of the Contract Documents, and that this Proposal is made according to the provisions and under the terms of the Contract Documents, which Documents are hereby made a part of this Proposal.

CONTRACT EXECUTION AND BONDS

The Bidder agrees that if this Proposal is accepted, he will, within 10 days, not including Saturdays and legal holidays, after Notice of Award, sign the Contract in the form annexed hereto and will provide evidence of holding required licenses and certificates as indicated in the Contract Documents.

CERTIFICATES OF INSURANCE

Bidder agrees to furnish the Owner, before commencing the work under this Contract, the certificates of insurance as specified in these Documents.

ADDENDA

The Bidder hereby acknowledges that he has received Addenda No's. 1, _____, _____, _____, _____, _____, _____, _____, _____, _____, _____,

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

SALES AND USE TAXES

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

SURETY

Tidal Basin Government Consulting, LLC _____ whose address is
675 N Washington St #400 _____, Alexandria _____, VA _____, 22314 _____
Street City State Zip

BIDDER

The name of the Bidder submitting this Proposal is Tidal Basin Government Consulting, LLC
_____ doing business at
126 Business Park Dr. _____, Utica _____, NY _____, 13502 _____
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:

<u>John Marini, President & CEO</u>	<u>Gregory Raab, Vice President of Operations</u>
<u>126 Business Park Dr. Utica, NY 13502</u>	<u>126 Business Park Dr. Utica, NY 13502</u>
<u>Office: 315-797-3035 / Cell: 315-415-2963</u>	<u>Office: 315-797-3035 / Cell: 315-534-1783</u>
<u>jmarini@tidalbasingroup.com</u>	<u>graab@adjustersinternational.com</u>

If Sole Proprietor or Partnership

IN WITNESS hereto the undersigned has set his (its) hand this 4th day of January 2017.

Gregory P. Raab
Signature of Bidder

Vice President
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 8th day of January 2017.

(SEAL)

Tidal Basin Government Consulting, LLC

Name of Corporation

By Frank C. Sardelli

Title Financial Reporting Manager

Attest [Signature]

Sworn and subscribed before this

8th day of January, 2018

NOTARY PUBLIC, State of New York, at Large

My Commission Expires:

7/8/2018

Jill C. McGlynn
Notary Public, State of New York
Reg. # 01MC5062853
Qualified in Oneida County
Commission Expires 7/8/ 2018



**ATTACHMENT – I SWORN STATEMENT UNDER SECTION 287.133(3)(A)
FLORIDA STATUTES**



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 City of Key West, FL

2. This sworn statement is submitted by Tidal Basin Government Consulting, LLC
(Name of entity submitting sworn statement)

whose business address is 675 N Washington St #400, Alexandria, VA 22314

and (if applicable) its Federal Employer Identification Number (FEIN) is 20-5926493

(If the entity has no FEIN, include the Social Security Number of the individual

signing this sworn statement _____

3. My name is Gregory P. Raab
(Please print name of individual signing)

and my relationship to the entity named above is Vice President

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 of 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
 - a. A predecessor or successor of a person convicted of a public entity crime; or
 - b. 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).

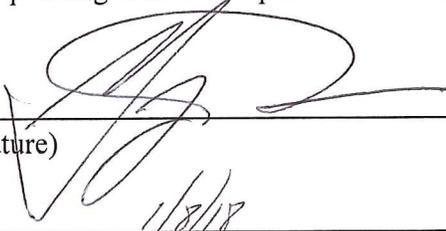
 X Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor any affiliate of the entity have been charged with and

convicted of a public entity crime subsequent to July 1, 1989, AND (Please indicate which additional statement applies.)

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

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

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



(Signature)

1/8/18
(Date)

STATE OF New York
COUNTY OF Oneida

PERSONALLY APPEARED BEFORE ME, the undersigned authority,

Greg Raab who, after first being sworn by me, affixed his/her
(Name of individual signing)

signature in the space provided above on this 8th day of January, 2018.

My commission expires:

Jill C. McGlynn
Notary Public, State of New York
Reg. # 01MC5062853
Qualified in Oneida County
Commission Expires 7/8/2018

Jill C. McGlynn
58



ATTACHMENT – J ANTI-KICKBACK AFFIDAVIT

ANTI-KICKBACK AFFIDAVIT

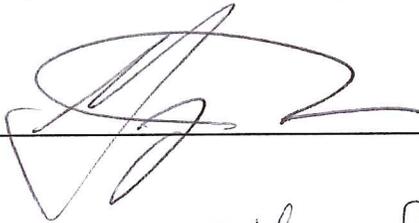
STATE OF New York)

: SS

COUNTY OF Oneida)

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: Gregory P. Raab



Sworn and subscribed before me this 8th day of January 2018

NOTARY PUBLIC, State of New York at Large

My Commission Expires: 7/8/2018

Jill C. McGlynn
Notary Public, State of New York
Reg. # 01MC5062853
Qualified in Oneida County
Commission Expires 7/8/ 2018

* * * * *



ATTACHMENT – K CITY OF KEY WEST INDEMNIFICATION FORM

CITY OF KEY WEST INDEMNIFICATION FORM

To the fullest extent permitted by law, the CONSULTANT expressly agrees to indemnify and hold harmless the City of Key West, their officers, directors, agents and employees (herein called the "indemnitees") from any and all liability for damages, including, if allowed by law, 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, caused in whole or in part by any act, omission, or default by CONSULTANT or its subcontractors, material men, or agents of any tier or their employees, arising out of this agreement or its performance, including such damages caused in whole or in part by any act, omission or default of any indemnitee, but specifically excluding any claims of, or damages against an indemnitee resulting from such indemnitee's gross negligence, or the willful, wanton or intentional misconduct of such indemnitee or for statutory violation or punitive damages except and to the extent the statutory violation or punitive damages are caused by or result from the acts or omissions of the CONSULTANT or its subcontractors, material men or agents of any tier or their respective employees.

Indemnification by CONSULTANT for Professional Acts. CONSULTANT hereby agrees to indemnify the City of Key West and each of its parent and subsidiary companies and the directors, officers and employees of each of them (collectively, the "indemnitees"), and hold each of the indemnitees harmless, against all losses, liabilities, penalties (civil or criminal), fines and expenses (including reasonable attorneys' fees and expenses) (collectively, "Claims") to the extent resulting from the performance of CONSULTANT'S negligent acts, errors or omissions, or intentional acts in the performance of CONSULTANT'S services, or any of their respective affiliates, under this Agreement. If claims, losses, damages, and judgments are found to be caused by the joint or concurrent negligence of the City of Key West and CONSULTANT, they shall be borne by each party in proportion to its negligence.

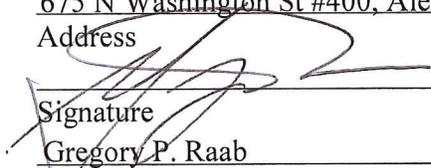
The indemnification obligations under the Contract shall not be restricted in any way by any limitation on the amount or type of damages, compensation, or benefits payable by or for the CONSULTANT under Workers' Compensation acts, disability benefits acts, or other employee benefits acts, and shall extend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

CONSULTANT: Tidal Basin Government Consulting, LLC

SEAL:

675 N Washington St #400, Alexandria, VA 22314

Address



Signature

Gregory P. Raab

Print Name



ATTACHMENT – L EVIDENCE OF INSURABILITY AFFIDAVIT

Per Page 25 of the RFP: 27.2 *The PROPOSER shall complete THE EVIDENCE OF INSURABILITY AFFIDAVIT included herein as part of their proposal.*

*No such Affidavit was included in the RFP; however, we confirm that Tidal Basin currently has the requisite type and amount of insurance and has the ability to obtain any additional insurance to meet the City's contract requirements. Our Certificate of Insurance (COI) is included in **Attachment M, Certificate of Insurance.***



ATTACHMENT – M CERTIFICATE OF INSURANCE (COI)

Tidal Basin has reviewed and confirms our ability and willingness to comply with stated insurance requirements upon reward of contract.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
01/04/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Gilroy, Kernan & Gilroy, Inc. 210 Clinton Road P.O. Box 542 New Hartford, NY 13413-0542 Robert Broccoli	CONTACT NAME: Robert Broccoli	FAX (A/C, No): 315-768-8600	
	PHONE (A/C, No, Ext): 315-768-8888	E-MAIL ADDRESS:	
INSURED Tidal Basin Government Consulting LLC 126 Business Park Drive Utica, NY 13502	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A: Continental Casualty Co.		20443
	INSURER B: Cincinnati Insurance Co.		10677
	INSURER C: Westchester Fire Insurance Co		10030
	INSURER D:		
	INSURER E:		
INSURER F:			

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
B	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	X	X	CPP5252643	12/09/2017	12/09/2018	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
B	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			CPP5252643	12/09/2017	12/09/2018	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
C	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000	X	X	CPP5252643	12/09/2017	12/09/2018	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	X 6050373336	10/04/2017	06/06/2018	PER STATUTE <input checked="" type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
D	E&O / Cyber			G27456298004	06/01/2017	06/01/2018	Ea Occur 5,000,000 Aggregate 5,000,000

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

City of Key West Florida is additional insured on a primary and non-contributory basis. Waiver of Subrogation and thirty (30) days prior written notice to the City applies.

CERTIFICATE HOLDER

CANCELLATION

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

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Lawrence T. Ridway III

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ATTACHMENT – N EQUAL BENEFITS FOR DOMESTIC PARTNERS AFFIDAVIT

EQUAL BENEFITS FOR DOMESTIC PARTNERS AFFIDAVIT

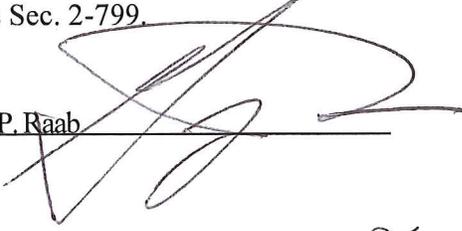
STATE OF New York)

: SS

COUNTY OF Oneida)

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

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

By: Gregory P. Raab


Sworn and subscribed before me this 8th day of January, 2018

NOTARY PUBLIC, State of New York at Large

My Commission Expires: Jill C. McGlynn
Notary Public, State of New York
Reg. # 01MC5062853
Qualified in Oneida County
Commission Expires 7/8/ 2018

* * * * *



ATTACHMENT – O CONE OF SILENCE AFFIDAVIT

CONE OF SILENCE AFFIDAVIT

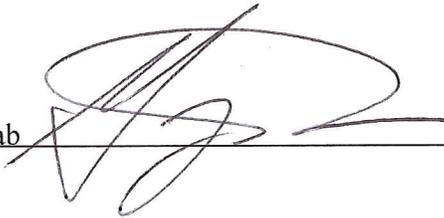
STATE OF New York)

: SS

COUNTY OF Oneida)

I, the undersigned hereby duly sworn, depose and say that all owner(s), partners, officers, directors, employees and agents representing the firm of Tidal Basin Government Consulting have read and understand the limitations and procedures regarding communications concerning City of Key West issued competitive solicitations pursuant to City of Key West Ordinance Section 2-773 Cone of Silence.

By: Gregory P. Raab



Sworn and subscribed before me this

8th day of January 2018.

NOTARY PUBLIC, State of New York at Large

My Commission Expires: 7/8/2018

Jill C. McGlynn
Notary Public, State of New York
Reg. # 01MC5062853
Qualified in Oneida County
Commission Expires 7/8/ 2018

* * * * *



ATTACHMENT – P SIGNED/CONFIRMATION OF RECEIPT OF ADDENDA

This requirement is addressed by notarization and signature of the **Attachment - H Bid Proposal Form**. We confirm that we have received all Addenda, per Section **ADDENDA**, page 16, which states:

*"The Bidder hereby acknowledges that he has received Addenda No's. ____, ____, ____.
(Bidder shall insert No. of each Addendum received) and agrees that all addenda issued are hereby made part of the Contract Documents, and the Bidder further agrees that his Proposal(s) includes all impacts resulting from said addenda."*



ATTACHMENT – Q LICENSE & CERTIFICATE

Tidal Basin will furnish documentation showing compliance with the licensing requirements of the provisions of Chapter 66 Section 87 of the Code of Ordinances of the City of Key West; and within 10 days following the Notice of Award, demonstrate that our firm has, at a minimum, the following license & certificate: A. City of Key West Business Tax Receipt.

Please see attached ***certificate of authorization to transact business in the State of Florida.***

State of Florida

Department of State

I certify from the records of this office that TIDAL BASIN GOVERNMENT CONSULTING, LLC is a District of Columbia limited liability company authorized to transact business in the State of Florida, qualified on February 1, 2010.

The document number of this limited liability company is M10000000434.

I further certify that said limited liability company has paid all fees due this office through December 31, 2018, that its most recent annual report was filed on January 4, 2018, and that its status is active.

I further certify that said limited liability company has not filed a Certificate of Withdrawal.

*Given under my hand and the
Great Seal of the State of Florida
at Tallahassee, the Capital, this
the Fourth day of January, 2018*



Ken Detzner
Secretary of State

Tracking Number: CU7082196269

To authenticate this certificate, visit the following site, enter this number, and then follow the instructions displayed.

<https://services.sunbiz.org/Filings/CertificateOfStatus/CertificateAuthentication>



ATTACHMENT – R LIST OF FEDERAL, STATE, AND LOCAL FEMA REIMBURSEMENTS THAT HAVE BEEN SUCCESSFULLY SECURED OVER THE PAST FIVE (5) YEARS.



Client	State	FEMA PA	Monetary Value
City of Fort Walton Beach	FL	✓	\$5,000
Martin County	FL	✓	\$25,000
Monroe County Sheriff's Office	FL	✓	\$50,000
City of Gulf Breeze	FL	✓	\$75,000
City of DeBary	FL	✓	\$100,000
City of Fort Myers	FL	✓	\$100,000
Holy Cross Hospital	FL	✓	\$150,000
Pinellas County	FL	✓	\$160,000
Lee County	FL	✓	\$250,000
City of Sanibel	FL	✓	\$250,000
Village of Islamorada	FL	✓	\$300,000
Charlotte County	FL	✓	\$300,000
Monroe County	FL	✓	\$500,000
State of Alaska	AK	✓	\$5,000,000
City of Berkeley	CA	✓	\$35,000
City of Boulder	CO	✓	\$135,000
Waterbury	CT	✓	\$25,000
Chatham County	GA	✓	\$10,000
Maui County	HI	✓	\$35,000
State of Hawaii	HI	✓	\$5,000,000
Linn County	IA	✓	\$150,000
City of Cedar Rapids	IA	✓	\$2,800,000
Terrebonne Parish	LA	✓	\$5,000
City Park of New Orleans	LA	✓	\$6,000
City of Bogalusa	LA	✓	\$10,000
City of Gretna	LA	✓	\$20,000
Audubon Nature Institute	LA	✓	\$50,000
City of Slidell	LA	✓	\$800,000
Port of New Orleans	LA	✓	\$2,500,000
Sewerage and Water Board of New Orleans	LA	✓	\$2,500,000
City of New Orleans	LA	✓	\$3,500,000



Jefferson Parish	LA	✓	\$10,000,000
Commonwealth of Massachusetts	MA	✓	\$55,000
Wadena County	MN	✓	\$50,000
Owatonna Public Utilities	MN	✓	\$80,000
Steele County	MN	✓	\$250,000
City of Duluth	MN	✓	\$250,000
City of Pascagoula	MS	✓	\$30,000
Hancock County	MS	✓	\$138,000
Mississippi State Port Authority	MS	✓	\$150,000
Jackson County Port Authority	MS	✓	\$175,000
Jackson County	MS	✓	\$400,000
Minot Park District	ND	✓	\$6,000
City of Minot	ND	✓	\$6,000
Jersey City Municipal Utilities Authority	NJ	✓	\$400,000
North Hudson Sewerage Authority	NJ	✓	\$450,000
Port Authority of New York & New Jersey	NJ	✓	\$12,000,000
Unkechaug Nation	NY	✓	\$5,000
Herkimer Housing Authority	NY	✓	\$5,000
Shinnecock Nation	NY	✓	\$10,000
Town of Maine	NY	✓	\$60,000
Union-Endicott CSD	NY	✓	\$60,000
Town of Union	NY	✓	\$125,000
Orange County	NY	✓	\$1,500,000
State of New York	NY	✓	\$150,000,000
Derry Township Municipal Authority	PA	✓	\$125,000
South Carolina Emergency Management Division	SC	✓	\$20,000
St. Luke's Episcopal Hospital	TX	✓	\$15,000
Aldine ISD	TX	✓	\$20,000
Austin Independent School District	TX	✓	\$20,000
Port of Houston Authority	TX	✓	\$25,000
Coryell County	TX	✓	\$25,000
City of Copperas Cove	TX	✓	\$40,000



Knapp Medical Center	TX	✓	\$50,000
MD Anderson Center	TX	✓	\$50,000
City of Port Isabel	TX	✓	\$50,000
Weslaco ISD	TX	✓	\$90,000
City of Weslaco	TX	✓	\$90,000
Sabine-Neches Navigation District	TX	✓	\$100,000
Port of Port Arthur	TX	✓	\$150,000
Memorial Hermann Hospital System	TX	✓	\$200,000
Port Arthur ISD	TX	✓	\$300,000
City of Marble Falls	TX	✓	\$500,000
Houston ISD	TX	✓	\$700,000
Jefferson County	TX	✓	\$1,000,000



ATTACHMENT – S LAST PROJECT COMPLETED

Attachment C, Page 42, Requirement #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.

Adjusters International, Inc. (AI) was engaged by Orange County to provide insurance adjusting services for damages to facilities from Hurricane Irene which occurred in August 2011, followed by Tropical Storm Lee in September 2011. AI was also engaged to perform FEMA grant management services for the same two disasters to oversee the County's Public Assistance (PA) process for five buildings that incurred damages as a result of the storms. One Orange County building alone suffered damages estimated at over \$7 million. AI's role is to maximize both the County's insurance settlement within the contractual obligations of the insurance policy and their FEMA Public Assistance reimbursements through a coordinated effort.

AI's FEMA grant management role also included involvement in the County's PA process for all stages of recovery, including review of eligibility issues, developing justifications, assisting in damage inspections and damage estimates for presentation to FEMA and New York State. The preliminary estimate for damages incurred within Orange County was in excess of \$60 million from Hurricane Irene and Tropical Storm Lee, of which \$14 million was accounted for on more than 100 County A-G PWs. Many of the damaged areas contain complex reconstruction and engineering issues, which have led the County to engage architectural & engineering firms to assist in those evaluations. Impacts to facilities include extensive building structural damage, dam repairs and large embankment erosions. With two disasters occurring consecutively and being simultaneously active, one of the major hurdles is the organization of County financial documentation for PW formulation to ensure strict compliance with FEMA standards and procedures. An organized approach from the beginning will assist the County throughout the process, both by reducing the need for work to be resubmitted, as well as by allowing the County to efficiently fulfill closeout requests and requirements. AI has also been actively guiding the County in pursuing other sources of funding, specifically from the 404 Hazard Mitigation Grant Program.

AI also transitioned in October 2012 to incorporate Hurricane Sandy damages into the grant management process, necessitating accurate recordkeeping for multiple overlapping disasters. To keep in compliance with FEMA's recently implemented PA Pocket Guide for project formulation, the County's \$1.4 million in damages was consolidated into eight PWs. This strategy allowed the County to utilize FEMA's Debris Removal Alternative Procedures Pilot Program and maximize reimbursement for their extensive debris handling and removal process.



ATTACHMENT T IN-PROGRESS CONTRACTS



ATTACHMENT - T In-Progress Contracts

Project Name	Owner	Value	Contracted Completion Date	% of Completion to Date
University of Miami	University of Miami	\$500,000	6/30/2018	80%
City of Miami Beach	City of Miami Beach	\$500,000	11/30/2018	50%
Massachusetts Emergency Management	Massachusetts Emergency Management	\$200,000	8/18/2018	50%
Virginia Dept. Emergency Management	Virginia DEPT Emergency Management	\$100,000	Subcontractor	50%
City of Hialeah	City of Hialeah	\$300,000	12/31/2018	50%
Dallas Airport	Dallas Airport	\$150,000	12/31/2017	100%
Texas Department of Emergency Management	Texas Department of Emergency Management	\$100,000	Subcontractor	50%
Clay County, FL	Clay County, FL	\$150,000	4/15/2018	50%
Flagler Beach, FL	Flagler Beach, FL	\$130,000	12/19/2017	100%
Seminole County, FL	Seminole County, FL	\$65,000	1/21/2018	100%
Seminole Cty School Board	Seminole Cty School Board	\$200,000	1/21/2018	80%
Florida International University	Florida International University	\$250,000	12/12/2018	25%
Hialeah Gardens	Hialeah Gardens	\$200,000	11/27/2018	50%
City of Aventura	City of Aventura	\$300,000	5/5/2018	75%
Baptist Hospital	Baptist Hospital	\$300,000	9/11/2018	20%
Collier County, FL	Collier County, FL	\$500,000	10/24/2022	10%
FEMA HIS	Vanguard Emergency Management (TBGC is 1/3 joint venture partner)	\$350,000,000	9/30/2018	80%