



RFP #002-20

"EMERGENCY MANAGEMENT CONSULTING SERVICES

DUE: Dec. 18th, 2019

Proposed by:

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

RE: City of Key West RFP No 002-20

Kinne Associates, LLC (KA) is pleased to respond to the Request for Proposals (RFP) NO. 002-20 *Emergency Management Consulting Services* for the City of Key West (City). KA is a small business consulting organization based in Hollywood, Florida, and we specialize in crisis and disaster management. The KA Team has worked on numerous disasters in Florida and the Florida Keys, including Hurricane Hermine, Hurricane Matthew, the multiple hurricanes of 2004/2005, and a major flooding event in 2014. Our core management team has an average of 30 years' experience in disaster response and recovery with established expertise in FEMA grant programs and insurance claims. We provide efficient emergency management services, including preparedness, training, mitigation, and recovery to all levels of governments.

Established in 2010, KA has a full-time staff of 47 employees and a cadre of over 250 temporary employees that include nationally recognized FEMA Public Assistance (PA) program experts, debris management experts, hazard mitigation specialists, professional engineers, project managers, insurance specialists, Environmental and Historic Preservations (EHP) specialists, Certified Floodplain Managers, Individual Assistance Specialists, certified trainers, and emergency responders. We can help the City develop and implement strategies designed to maximize federal and state assistance; provide expert programmatic and policy advice on federal disaster relief programs; provide financial grant management support; and, assist with emergency preparedness by conducting specialized training and exercise support and reviewing and testing of emergency management plans and procedures.

We have extensive experience assisting our clients with Initial Damage Assessments (IDA), Joint Preliminary Damage Assessments (PDA), site inspections and development and formulation of FEMA Project Worksheets (PWs), eligibility/compliance reviews, scope of work/project cost changes, requests for time extensions, and final program review and project closeout. We can also train and mentor City staff on FEMA's processes to enhance your ability to handle future disaster events and can provide project management services, assist with emergency planning and help ensure effective fiscal oversight. When necessary, we have the knowledge and experience to successfully pursue additional Federal funding through appeals and arbitration.

The KA Team includes instructors and trainers that have the necessary experience and credentials to satisfy the Training and Emergency Preparedness requirements listed in the Scope of Services of the RFP. We can provide comprehensive training to City staff regarding the Incident Command System (ICS), Comprehensive Emergency Management Plan (CEMP) development, and can also facilitate exercises and drills to test readiness capabilities of emergency response plans and ICS concepts. We have utilized ICS concepts in response and



recovery operations, and served as Incident Commander, Planning Section Chief, Operations Sections Chief, and Logistics Section Chief on local and State Incident Management Teams. We have participated in joint National Level Exercises with Federal, state and local officials to test readiness capabilities of emergency response plans; and, have provided professional training related to the development of emergency management plans and procedures on the Federal, state and local level.

We have extensive experience analyzing disaster events from the initial phase of response operations to determine the amount of potential eligible federal funding; assessing impacts on critical infrastructure; identifying life, health, and safety concerns; identifying immediate needs of the impacted communities; evaluating situational requirements; implementing response activities and recovery programs; determining operational requirements; estimating and projecting program expenditures; establishing operations plans; developing strategic timelines and program goals; establishing and implementing tracking systems and monitoring plans; and, identifying and addressing training requirements.

Our Team members are fully knowledgeable of FEMA's documentation requirements and capable of managing the information to ensure payment by FEMA. The KA Team has been instrumental in development of the FEMA's new PA Delivery Model and Grants Management system which is now required for all disaster operations. And we have Subject Matter Experts and National Trainers that are actively involved in implementation of the new processes.

Our PA Program experts have significantly more experience than most of the FEMA personnel that are employed today, and we can use our experience to help ensure the City is able to easily navigate the bureaucratic processes of the FEMA recovery programs. Please follow the below links for insight into FEMA's personnel struggles that negatively affect the City and other subrecipients:

<https://www.gao.gov/products/GAO-18-472> <https://www.gao.gov/products/GAO-19-594T>

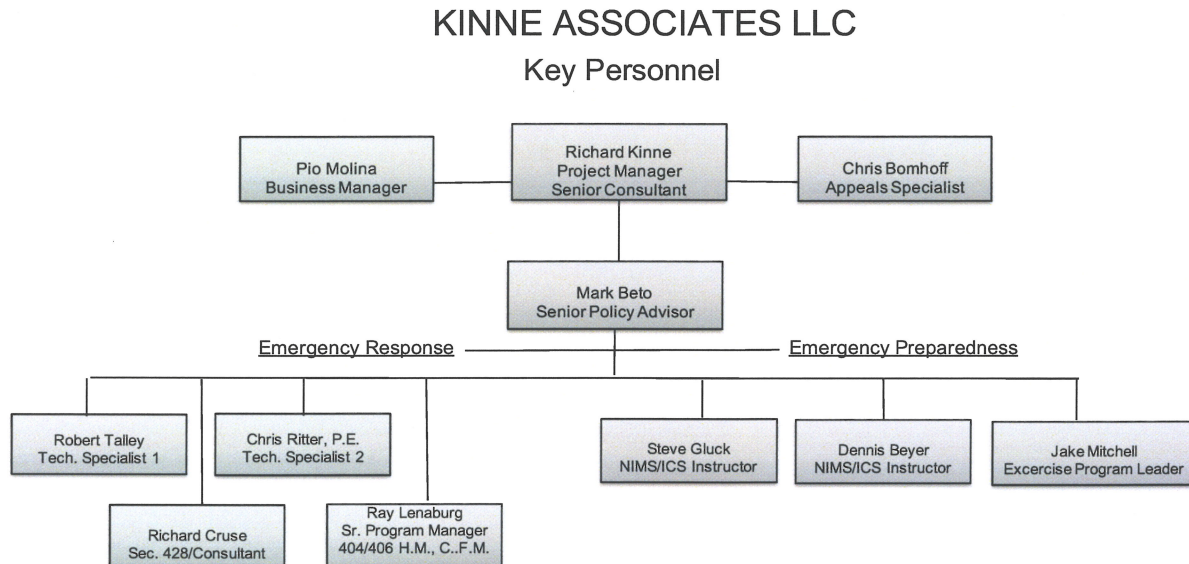
We truly appreciate the opportunity to be considered by the City and we are excited at the prospect of being able to help ease the bureaucratic burden of navigating the FEMA recovery process. Richard Kinne is the authorized representative for this proposal. Kinne Associates, LLC is located at 7777 Davie Rd Extension, Suite 302A-3, Davie, Florida, and the phone number is (954) 439-6227. Our Federal Tax ID is: ???? Our website is: kinneassociates.com.

Sincerely,

Richard Kinne
Kinne Associates LLC
Richard@kinne.com



2. RESPONSE TO THE RFP



Qualifications

The Kinne Associates resources that will be assigned to the City for this project will vary slightly based on the specific disaster event. However, 90% of our representatives have a minimum of over 10 years' experience working with FEMA's PA program. While working directly for FEMA, our team members gained extensive disaster field experience managing and administering all aspects of the PA Program while mentoring and training FEMA, State, and Technical Assistance Contractors on eligibility issues and PA program delivery. Over the years, we have assisted hundreds of municipalities through every step of the FEMA recovery process including:

- Maximize federal funding;
- Identify and develop scope of work for Section 428 projects;
- Compliance with all federal paperwork requirements;
- Supplement existing accounting and documentation systems to ease the burden of complying with FEMA/State processes and requirements;
- Site inspection and order of magnitude cost of repair;
- Determine and maximize hazard mitigation opportunities;
- Determination of eligibility and categorization of projects;
- Facilitate temporary facilities funding as needed;
- Reconcile FEMA and insurance recoveries;
- Advise on a financial recovery strategy that addresses immediate and long-term recovery;



- Training to build and enhance internal capacity for future disaster events;
- Respond to Office of Inspector General Audits;
- Advise on appeals or arbitration, if necessary; and,
- Pursue assistance from other Federal and/or State Agencies, including NRCS, HUD, FHWA and USDA.

Since KA's inception in 2010, KA staff have provided similar services as requested in the RFP under contract with federal, state, and local governments in the following states:

Louisiana	Tennessee	South Dakota	North Carolina
California	Kentucky	Kansas	New Jersey
Georgia	Missouri	North Dakota	New Mexico
South Carolina	New York	Alaska	Puerto Rico

Past projects include major disaster (hurricane, flooding) events approaching the billion-dollar mark for large municipalities. Services comprised of initial response efforts in public assistance, to management of PA grants, to successful appeal and arbitration submissions. Additional projects include mock training exercises, preparedness planning, and outreach programs between public entities and local businesses.

The KA Team has been involved with very complex, large-dollar projects, and have helped secure substantial funding for our clients, including developing and processing over 1,000 PWs for the City of Nashville, Tennessee, with approximately \$1 billion dollars for the repairs to infrastructure, all processed and obligated within 15 months from the date of declaration. In the aftermath of Hurricane Katrina, we worked with Senator Mary Landrieu to pass special legislation and reach an unprecedented settlement with FEMA, resulting in \$1.8 billion to fund a more comprehensive construction plan for the Louisiana Recovery School District (RSD) and the Orleans Parish School Board (OPSB), which involved 127 severely damaged school campuses, affecting education of over 50,000 K-12 students.

Between September 2014 through February 2015, we provided PA Program Operations Support directly to FEMA following a major event in the Florida panhandle in April of 2014. Although initially deployed to train and mentor FEMA Task Force Leads in the field, our Team was requested to relocate to the satellite office in Escambia City and co-located with the FEMA Public Assistance Officer to provide guidance and support for the management and implementation of all aspects of the PA program for that event.

The KA Team is currently assisting the County of Los Angeles, California, with numerous legacy disasters. Our efforts include Final Inspection and Closeout of Large Projects across all categories of work and involves many complex and somewhat contentious projects. Los Angeles County government includes over 35 separate departments and layers of entities within the departments. The KA Team manages the County's conflicting priorities and we have established protocols to address the various disasters in a timely manner. Grant administration activities performed for the County include managing grant funding received while adhering to regulatory requirements for project performance and timelines.



The KA Team in Los Angeles also manages the Federal and State requirements for uncompleted work by requesting time extensions for the Period of Performance and the Administrative requirements for appeals; DHS OIG Audits; and, if applicable, Arbitration. In addition to the Federal Closeout activities for LA County, KA is also managing funding received from the State of California through the California Disaster Assistance Act (CDAA) for disaster events without a Federal Declaration. We are also assisting the County with HUD's Community Development Block Grants (CDBG).

The KA Team has also recently begun working for the Town of Yankeetown, located in Levy County, Florida. Our Team is in place to assist the Town with debris monitoring, preparing FEMA PWs and detailed damage inspection reports, preparing Hazard Mitigation Grant Program (HMGP) applications, project management, conducting federal and State of Florida agency consultations, and grant closeout.

Management Team Qualifications

Our designated Contract Manager for this RFP is Richard Kinne, who is the former Director of Response and Recovery for Witt Associates, and brings the highly coveted blend of disaster management and a specialty in large-scale insurance adjustments of catastrophic disaster events. Mark Beto is our designated Project Manager for this RFP, and he is a nationally recognized PA program expert with over 20 years' experience in disaster response and recovery operations with FEMA – including Hurricane Isabel in Virginia, numerous severe flooding events throughout the country, and catastrophic hurricanes, such as Katrina, Rita, Gustav in Louisiana.

To address the Training and Emergency Preparedness requirements in the Scope of Services of this RFP, the KA Team includes Lead Instructor and Exercise Program Leader Steve Gluck, who is the Emergency Manager for the U.S. Army at Fort Sill, Oklahoma. He is an authorized NIMS/ICS instructor for the Army as well as through the State of Oklahoma. He meets all instructor requirements and has been re-certified on the new ICS curriculum. He has been involved in disaster exercises for nearly 38 years, having been in every position from a player to the Exercise Director.

For Training and Emergency Preparedness, the KA Team also includes Assistant Chief Dennis Beyer (ret.), who after 9/11 became the first Homeland Security Director for the City of Tulsa and served as chairman of the Tulsa Homeland Security Task Force. As Homeland Security Director, Chief Beyer led the effort to develop, administer, and maintain the Tulsa Area National Incident Management System (NIMS) Implementation Plan, which included the development of the Oklahoma Incident Management Team (OK-IMT). Chief Beyer currently works with the private and public sectors as a consultant and continues to instruct NIMS All Hazards IMT courses across the country. In addition, he deploys to major incidents including Hurricanes Harvey, Irma, and Michael. He is credentialed as a Type 3 Incident Commander and Advanced NIMS-ICS instructor.

For the Emergency Response Scope of Services in this RFP, one of the PA Subject Matter Experts (SME) available for this project is Richard Cruse, who has 25 years Emergency Management experience with 20 years working for FEMA as a Public Assistance Officer, Infrastructure Branch



Director, Deputy Federal Coordinating Officer, and Deputy Director of Long-Term Recovery. Another PA SME for this project is Robert Talley, who has worked in the FEMA PA program for 15 years. He has been deployed on over 60 disasters with positions that included Task Force Lead, Public Assistance Coordinator, Project Specialist, PA Closeout Specialist, QA/QC Specialist, Debris Specialist, and Insurance Specialist.

Other KA Team members that will augment and support the project as needed include Raymond Lenaburg, who has more than 45 years of experience in floodplain management, water resources, hydraulic modeling, dam safety, mitigation planning, and floodplain analysis, with 37 of those years working for FEMA Region 9 as the Risk Analysis Branch Chief in the Mitigation Division. For any audits or appeals, and to help ensure the City's documentation is in order, Chris Bomhoff will also support the team. Chris has more than 7 years' experience in crisis and emergency management with a focus in arbitration as an Arbitration and Audit Specialist in the FEMA Public Assistance program. His experience includes analyzing audit recommendations, formulating and completing a corrective action plan, and drafting responses to the Office of Inspector General.

To provide technical support to the Team, we have Christopher Ritter, PE, who has 29 years of office and field experience in the construction management industry as a Project Manager. Chris began working as a FEMA Technical Assistance Contractor (TAC) in 2011 and has assisted in the project formulation of numerous high profile and contentious projects in Louisiana from Hurricane Katrina and in New York for Hurricane Sandy in 2012.

The KA Team includes database developers and Microsoft Access experts who have experience establishing protocols for all PA project reporting requirements. KA professionals also include experts in FEMA's Individual Assistance Programs who have worked directly with states and individuals to assess damages to residential structures; housing assistance needs; Other Needs Assistance (ONA); coordination with Voluntary Agencies (VOLAG); and, other disaster programs administered by other Federal Agencies (OFAs), including USDA and USDHHS. We also have experienced trainers and exercise facilitators who will support this project as needed.

SCOPE OF SERVICES – Emergency Response

Recognizing the Scope of Services in the RFP includes supporting ongoing recovery efforts associated with Hurricane Irma, which was declared a major disaster in September of 2017, as well as supporting response and recovery operations for any future storms during the contract term, we offer a full-range of services that are designed to help the City efficiently and effectively address any PA program requirement. Upon Notice to Proceed, Kinne Associates will immediately deploy the Management Team, as discussed above, to coordinate with the City to identify priorities and develop strategies for addressing the overall situation. The initial deployment of the Management Team is intended to help establish the workload priorities, and the Team would be expanded/contracted as needed.

For Hurricane Irma, our suggested approach would be to work with the City to identify any areas of concern related to grants management responsibilities, including a review of financial systems to help ensure documentation is sufficient to support FEMA reimbursements. We will review the status of all open PW grant awards to ensure that regulatory timelines for



completing the disaster work are being met. And, if needed, we will assist the City in submitting Time Extension requests to the State. We will use our advanced knowledge and experience with FEMA's PA program to ensure that all permanent work projects are fully considered for 406 Hazard Mitigation and that all disaster damage was properly identified and accounted for on PWs with a complete and accurate scope of work and cost estimate. We will help ensure the City is set up for successful closeout of all PW grant awards. And, if necessary, we can assist with any administrative requirements for appeals, DHS OIG Audits, and Arbitration. We will also assist in managing any funds received through HUD's Community Development Block Grants (CDBG) or the Federal Highway Administration.

For Hurricane Irma and any future disaster event, our approach would be to use our Team Leads to divide the overall workload and requirements into two general areas of responsibility, with one team concentrating on field activities associated damage assessment, meeting with FEMA for site inspections, and development of PWs. The other team would be responsible for support activities, such as 406 and 404 Hazard Mitigation Programs, Environmental and Historic Preservation, insurance, engineering/cost estimating, appeals and arbitration, and resource coordination and reports.

The Team Leads would develop a priority listing of projects and establish critical paths and Gantt Charts to address every project. The Gantt Charts would establish the overall schedule to address the workload for each team and would identify projects that require technical assistance. The Gantt Chart would establish the sequencing of the technical reviews and be used by the Team Leads and Project Manager to schedule the technical support, as needed. In most cases, the Technical Specialists from the KA Team would provide support remotely and not need to deploy to the City. The Technical Specialists would be on-call to provide support, as needed, and be utilized in a strategic manner to reduce costs and maintain schedules.

Reports: Kinne Associates has managed multi-faceted statewide projects and has tracking systems to provide details of staff resources, activities and accomplishments. We will submit reports to ensure the City remains fully informed of our activities and progress and is aware of any issues or impediments. The Gantt Charts developed by the Team Leads that will be used to establish the overall sequencing of our activities will also serve to provide clarity on City documents and duties, as compared to KA work products and duties, and will include reference to timelines, deadlines, and resource planning.

Scope of Services Provided: We present the following detailed approach to address the Scope of Services in the RFP, which is applicable for the current Hurricane Irma work, as well as any future disaster event. Based on our expertise in the PA program, KA can ensure all program requirements are satisfied and help the City maximize available assistance.

Damage Assessment: Immediately following an event, Kinne Associates can assist the City, starting with the Initial Damage Assessments (IDA) and Joint Preliminary Damage Assessment (PDA). We will prepare a master list of damaged sites as identified by the various entities within the City, assign SMEs that will work with the City to validate the sites, train City entities on the process of Damage Assessments and in the format required by the State and FEMA. The documentation developed through the damage assessment process is the crucial building block



that leads into a request for major disaster, and, ultimately, into the development of PWs for FEMA grant assistance.

Applicants Brief: Once the City receives a major disaster declaration, Kinne Associates can coordinate with the City entities to ensure complete participation in the Public Assistance Applicant's Briefing, which is when the City officially submits a Request for Public Assistance (RPA) and begins the process of working with FEMA and the State to schedule follow-up meetings and site inspections. Based on the damage assessment process, we will develop an inventory of damaged sites and projects, including mapping damaged sites by GPS Coordinates, and develop a digital central depository for the data. Additionally, we will identify Special Considerations within the inventory, including Insurance issues, environmental and historic concerns, Flood Insurance Rate Map data (FIRMS or DFIRMS), and 406 Hazard Mitigation opportunities.

Kinne Associates will also pursue assistance from other Federal and/or State Agencies, including NRCS, HUD, FHWA, and USDA. These Federal entities, at times, work through State or local agencies. However, all require a formal request for assistance. Within seven days of a declared event, Kinne Associates will contact each entity if the type of event coincides with the available Federal or State assistance.

Recovery Scoping Meeting ("Kick-off Meeting"): Following the Applicant's Briefing, we will assist the City with the Recovery Scoping Meeting, which is considered the first substantive meeting that FEMA/State schedules with a Subrecipient. Our information developed during the IDA and PDA process will be used to create the Damage Inventory, which is the critical driver in FEMA's New Delivery Model. The Damage Inventory will be presented to FEMA during the Scoping Meeting to identify damage sites, establish City recovery priorities, identify potential 406 Hazard Mitigation opportunities, and establish potential Environmental and Historic Preservation assistance needs.

Site Inspections/Project Description/Scope Development: On behalf of the City, we will schedule site inspections with the State and FEMA to identify damages and document costs associated with emergency response activities, debris removal operations, and all permanent work categories. For more complex projects, our Technical Experts will fully develop the Damage Description & Dimensions (DDD), the Scope of Work (SOW), and the estimated costs to repair the disaster damaged facilities. Our SMEs have been involved with numerous high-profile, and, at times, contentious projects, and have the expertise to develop detailed damage descriptions and dimensions. We address every project with the five key questions: "what, when, where, how, and how much". This is normally all that is needed to create a detailed description of damages and the damage dimensions and the genesis of a complete and thorough scope of work. We will work with the City, State, and FEMA to ensure all items of work are captured and will ensure that the scopes of work include current International Building Codes or City adopted codes and standards.

Project Cost Estimation & Documentation: FEMA may accept an estimate from the City when the estimate is properly documented. Kinne Associates SMEs will assist in the cost estimates, identifying to FEMA and the State the City's historic costs for most items of work. Our Specialists include Cost Estimating Format (CEF) veterans who will validate and verify FEMA's



estimate for accuracy, appropriate unit costs and quantities, and fair CEF Factors. This is critical if the City considers a project a candidate for Section 428 Alternative Procedures Projects.

Preparing Small Project Worksheets: A project eligible under Section 422 Simplified Procedures of the Stafford Act, with a total cost of less than \$131,100 (Fiscal Year 2020 - this threshold changes every fiscal year) is considered by FEMA to be a “Small Project”. Our PA program experts will develop cost estimates for all small projects where the work has not been completed and will ensure complete and accurate documentation is assembled to provide FEMA answers to category-specific Essential Elements of Information. We will also work with the State and FEMA to expedite immediate closeout of the small projects once they are obligated by FEMA to help ease the administrative burden of tracking and managing open projects.

Preparing Large Project Worksheets: For projects with a total cost of more than \$131,100 (Fiscal Year 2020 - this threshold changes every fiscal year), FEMA considers these PWs to be “Large Projects.” It is essential to consider the grouping of individual sites when developing PWs. We can help ensure that the grouping of sites is based on the City’s priorities, and not on FEMA’s desire to group many sites onto one Large Project PW. Our PA experts will ensure that all damages are captured, either as individual sites or in logical groupings, to create large projects. Kinne Associates strategic planning includes early identification of projects/sites that may delay the review and subsequent funding of a project. We will work with the City to identify mitigation opportunities for repair or replacement projects and ensure that the additional mitigation work is included in the PWs.

Improved Project: When conducting repair or replacement projects, the City may wish to make improvements to a damaged facility that are not required by eligible codes or standards. For these projects we can assist the City in obtaining required approval from the State. And, if the Improved Project significantly changes the pre-disaster configuration of the facility, we can help ensure the project request is forwarded to FEMA so that appropriate EHP laws, regulations, and Executive Orders are reviewed for necessary compliance. Our program experts can develop an accurate and complete cost estimate to ensure that all applicable costs are captured.

Alternate Project: Alternate Projects allow the City to forgo repairing a damaged facility and to use the otherwise eligible funding from FEMA towards an alternate project. For these types of projects, it is essential to develop an accurate and complete cost estimate based on the work that is necessary to restore the original facility, and it is critical to obtain FEMA’s approval prior to initiating work. Under the Disaster Recovery Reform Act of 2018, the reduction of assistance for alternate projects has been eliminated; so, this funding option is now more advantageous. And Kinne Associates can work with the City to explore this option.

Alternative Procedures Project (Large Projects only): Section 428 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended, (Stafford Act) authorizes FEMA to award PA funding based on fixed estimates. Known as 428 Alternative Procedures, this Pilot Program includes the authority to consolidate multiple permanent work projects to offer the maximum amount of flexibility; and, if there is a cost underrun, the excess funds kept and used for a variety of different projects. The incentive to the City is the possibility of using a fixed budget to manage multiple projects, without the requirement to build back as before the



disaster, and no requirement to track costs to specific work items or facilities. Kinne Associates can provide guidance on how to best utilize this approach with the intent to enable the City to drive its own recovery.

Identifying Cost-effective Mitigation Measures: Our Team includes Sections 406 and 404 Hazard Mitigation Specialists that can assist the City in maximizing resiliency and protection of damage to public and private property. We can evaluate proposed PA mitigation measures for eligibility; cost-effectiveness; technical feasibility; and, compliance with EHP laws, regulations, and Executive Orders. We can also work with the City to develop a comprehensive understanding of ongoing challenges that could be addressed by applying for Statewide Section 404 Hazard Mitigation funds. Our Mitigation Specialists are very experienced using FEMA's Benefit Costs Analysis (BCA) software and know how to maximize its methodologies. Our Mitigation Specialists will ensure the City takes full advantage of FEMA's available funding for hazard mitigation.

Identifying/Resolving Special Considerations: When conducting work with FEMA grant funds, it is critical to initiate and coordinate consultation with FEMA, State, and other Federal Agencies to ensure compliance with the National Environmental Policy Act (NEPA), the Clean Water Act, the Clean Air Act, the Endangered Species Act, the National Historic Preservation Act, and other federal statutes and executive orders. Our program experts can help ensure that the critical coordination takes place at the earliest stage of the recovery process. And, our Team includes Certified Floodplain Managers (CFM) available to the City to assist with projects located in Special Flood Hazard Areas (SFHA). We will evaluate the impacts of City actions within the SFHA to comply with Executive Orders 11988 and 11990 (Floodplain Management and Protection of Wetlands).

Insurance: If there are any issues related to insurance, the KA Team has multiple insurance experts, including Richard Kinne, who is a nationally recognized FEMA Insurance Specialist who has reviewed thousands of PWs and is intimately familiar with the insurance requirements related to the FEMA PA program. We can work directly with your insurance company to ensure you receive the maximum recovery available under the policy, and we will review all PWs to ensure that FEMA requirements to obtain and maintain insurance coverage is adequate and necessary.

Reviewing PWs: Kinne Associates has a long history of preparing damage surveys and related costs for repairs for FEMA disaster grants and are experts in obtaining and maintaining superior documentation to facilitate obligation of projects and timely closure of PW grant awards and disasters. We will work with the City to review all PWs to ensure all eligible work and costs have been fully and accurately captured. We can identify any situations where FEMA may be misapplying the PA program authorities and work to influence the process, with documented facts, when subjective determinations are not supported by Law or Regulation.

Eligibility Determinations: The KA Team includes appeals and arbitration experts as well as FEMA PA policy experts. Frankly, we know policy and how it is implemented better than most FEMA staff working today, and we have experience developing appeal responses and responses to OIG Audits while working with FEMA. We can assist the City with any eligibility determinations and work with FEMA, as needed, to help resolve any issues.



PW Exit Briefs: Kinne Associates will attend, with City representation, the FEMA-required Exit Briefings, to once again ensure all eligible work and costs have been fully documented and captured in the PWs. The Exit Briefing often is the final opportunity to communicate with the FEMA representative that serviced the City during the Recovery Operations and allows for additional documentation to be submitted by the City if a disagreement exists in any portion of the PA Program.

PW Management and Close-Out: Kinne Associates can assist the City in requesting and obtaining funding on obligated projects. We will submit to the State requests for progress funding disbursements for obligated projects and correlate the supporting documentation to the request for payment. We will monitor all Program compliance requirements, including requests to extend a project's Period of Performance.

Preparing PW Versions for Cost Adjustments: All project activities will be tracked for costs purposes, and we will perform interim inspections of sites to identify to the City any project that may exceed the approved and obligated estimate. If an eligible project overrun is identified, we will analyze the reason for the overrun, and, when appropriate, prepare an amended version of the project for State and FEMA consideration.

Final Inspection Request: Kinne Associates will coordinate with all City Departments for all required final site inspections by the State and/or FEMA and we will perform final site assessments for all City projects when all work is complete. Our data central depository will facilitate all documentation requests and will also assist in accelerated closure of projects.

Procurement: FEMA and its auditors are placing more and more emphasis on identifying procurement violations. We can help ensure the procurement actions taken by the City comply with Federal requirements, and, as needed, our experts can develop price analysis and cost-comparisons to help demonstrate that project costs are reasonable. In addition, our engineers and accountants can provide technical assistance as needed to review contracts, develop detailed cost estimates and review and compile documentation to support reasonable costs.

Appeals/Arbitration/Audits: If disagreements arise regarding site damages, scopes of work, or costs, we can assist by working with FEMA and the State through facilitated discussions to hopefully resolve the issue and avoid a time-consuming appeals process. However, if necessary, our team includes highly-qualified appeal and arbitration specialists and we can assist the City by developing PA program appeals and preparing arbitration cases. Our Specialists are experts in all aspects of disaster programs, including project closeout and any subsequent Federal, State, or local audits. We have a Team of PA program experts that are knowledgeable and experienced with audits at all levels, and we will aggressively pursue required documentation from the beginning of our contract with the City to ensure all program funds can sustain any potential audit.

PW/Disaster Reporting: Kinne Associates experts include database developers and reports specialists with the ability to manipulate data to any requirements the City may have. Our Reports Specialists are experts in Grant Manager and EMMIE and retrieving static information,



as well as developing reports tracking progression of all project worksheet versions through closeout; identifying trends; project production; review status; obligated dollars; and, all project status, including Final Inspections and Closeouts. The data can be presented to satisfy all stakeholders and tailored to specific audiences, as directed by the City.

Construction Management: The KA team includes engineers and senior project managers with vast experience in the construction management industry who can develop and review technical scopes of work and cost estimates. We can help manage and monitor your construction projects; prepare weekly and monthly reports; supervise field inspectors and field activities; and, actively advise, assist, and support in formulating, delivering, and successfully implementing small to large complex infrastructure projects.

Management Costs/Direct Administrative Costs (DAC): The services listed above are generally reimbursed by FEMA through its Management Costs allowance. Kinne Associates has tracking systems and reports, which have been successfully used to capture the necessary information to obtain reimbursement for our activities under FEMA's Management Costs policies.

Individual Assistance: Activities associated with Individual Assistance would not be reimbursed under FEMA's DAC/Interim Management Costs policies. However, if needed, Kinne Associates professionals include experts in FEMA's Individual Assistance Programs and have worked directly with states and individuals to assess damages to residential structures; housing assistance needs; Other Needs Assessment (ONA); and, coordination with Voluntary Agencies (VOLAG) and other disaster programs administered by other Federal Agencies (OFAs), including USDA and USDHHS.

Familiarity with South Florida/Keys: The KA Team has worked numerous disasters in Florida and the Florida Keys, including Hurricane Hermine, Hurricane Matthew, the multiple hurricanes of 2004/2005, and a major flooding event in 2014. We understand the unique logistical challenges associated with restricted access during response and recovery operations. We understand that island residents who choose to remain during a major hurricane will likely have no power, water, internet or cellphone service, gasoline, and very little food.

We have experience helping devastated areas prioritize restoration of damaged electric grids, utilities, communications, and other essential services. We have experience in working with impacted areas that require police-controlled access points to allow residents to re-enter the area and can help prioritize debris activities to open City streets that are blocked by downed trees and utility poles, or roadways that are flooded by storm surge and rainfall.

SCOPE OF SERVICES – Emergency Preparation

Training/Emergency Planning: As noted above, the KA Team includes instructors and trainers that have the necessary experience and credentials to satisfy the Emergency Training and Planning requirements listed in the Scope of Services of the RFP. The KA Team's in-depth knowledge and experience will be available to provide comprehensive training to City staff regarding the Incident Command System (ICS), Comprehensive Emergency Management Plan



(CEMP) development, and can also facilitate exercises and drills to test readiness capabilities of emergency response plans and ICS concepts.

Training Classes: The KA Team will customize our Training courses/programs to meet the specific needs of the City. Our experienced, professional Instructors will address all the training services listed in this section of the RFP by coordinating with the City to ensure all requirements are satisfied. Specifically, the KA Team will provide copies of all materials (presentations, handouts, etc.) at least one week prior to any scheduled training for review and approval by the City. All materials will be in compliance with the most current federal and state educational requirements. We will handle all pre-event advertisements for the training, as well as all necessary registrations, set-up and tear down of the training area; and, we will provide all necessary training equipment and materials for the class, including Course Closeout Packages for each course.

The KA Team will provide training for City staff and contractors on all aspects of the National Incident Management System (NIMS), including IS-300 Intermediate ICS, IS-400 Advanced ICS, and CEMP Refresher. We will design each Training Course based on the City's CEMP, including Hazard Annexes and Department Emergency Response Plans, as well as a review of any changes to the CEMP.

Our Training Objectives and Curricula will be customized to provide individual attention to the various functions of the ICS structure, including: Incident Commander, Public Information Officer, Liaison Officer/EOC Representative, Safety Officer, Operations Section Chief, Operations Branch Director, Planning Section Chief and Support Personnel, Logistics Section Chief and Support Personnel, and, Finance and Administration Section Chief and Support Personnel. We will also provide General Safety Refresher Training.

CEMP Update: The KA Team will provide professional services involved with the annual review, edit, publication, release and distribution for a comprehensive update of the City's CEMP. Our services will include review and submittal of revisions of the City's CEMP to ensure accuracy and cohesiveness with current policy and practices. The KA Team will participate/facilitate coordination meetings and workshops with different groups of City employees to gather information necessary for the updates. We will also review After Action Reports from past exercises to ensure that needed corrective actions are included in the CEMP update. Release and distribution of the CEMP Update will be included as part of the CEMP Refresher Class.

Exercise and Drills: The KA Team includes authorized NIMS/ICS instructors, as well as Homeland Security Exercise and Evaluation Program (HSEEP) instructors that can design, develop, facilitate, and evaluate exercises and drills. The KA Team can also handle special projects training and exercise needs as directed by the City. The KA Team's professional services includes researching grant funding available to the City to off-set the cost of the drills and exercises; and, if required, we will assist the City is applying for the grant funding and ensure compliance with the requirements of the grant funding received.

For the CEMP Exercise, we will design, develop, facilitate and evaluate an Exercise to test the City's emergency response capabilities in accordance with the CEMP and in compliance with HSEEP. Our professional services include all pre-exercise, exercise, and post-exercise logistics,



including research, planning, development, communications, facilitating, evaluating, and reporting. To prepare for the Exercise, as directed, the KA Team will participate in pre-exercise planning meetings with the City's Exercise Team to develop the exercise scenario. Following the exercise, our services will include development and publication of an After-Action report. We will provide all necessary equipment to conduct the exercise or drill, as well an exercise closeout package.

In Service Drills: The KA Team will design, develop, facilitate, and evaluate a drill to test the City's ability to properly complete the necessary ICS Forms during an event. Our services include design and presentation of scenarios that challenge attendees to decide which ICS Form is to be used and then allows the attendee to complete the required ICS Form. We will also design, develop, facilitate and evaluate an exercise to test the City's ability to establish and operate a Joint Information Center (JIC), which will include a JIC Refresher Training that involves scenarios that require the attendee to decide if a JIC is to be used and then allows attendees to establish and operate a mock JIC.

The KA professional services will include all pre-drill, drill, and post-drill logistics including research, planning, facilitation and reporting. Our reporting will include drill closeout packages with participant rosters, drill overview and results, and participant evaluation.



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: Kinne Associates LLC

Contact Name & Telephone #: Richard Kinne, Tel. +1.954.439.6227

Email Address: _____

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

Kinne Associates LLC whose address is
7777 Davie Rd. Extension, Suite 302A-3, Hollywood, Fl., 33024
Street City State Zip

BIDDER

The name of the Bidder submitting this Proposal is _____
Kinne Associates LLC doing business at
7777 Davie Rd. Extension, Suite 302A-3, Hollywood, Florida, 33024
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:

Richard Kinne

If Sole Proprietor or Partnership

IN WITNESS hereto the undersigned has set his (its) hand this _____ day of _____ 2019.

Signature of Bidder

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 16 day of December 2019.

(SEAL)

Kinne Associates LLC

Name of Corporation

By Richard Kinne

Richard Kinne

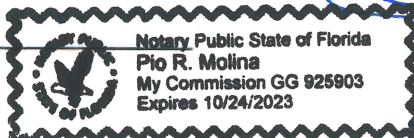
Title President

Attest Pio Molina

Sworn and subscribed before this 16 day of December, 2019

NOTARY PUBLIC, State of Florida, at Large

My Commission Expires: _____



Fee Schedule Level 2 Support: TO BE PROPOSED BY CONSULTANT

Position	Rate/Hour
Emergency Management	
Senior EM CONSULTANT	
EM CONSULTANT	
Senior Planner	
Project Manager	
Planner	
Incident Management Team Support (Level 2)	
[PHASE 1]	\$ 9,600.00
Initial On-site Incident Management Support Team Activation (IMST) Fee	Plus expenses, per 24 hr. day
[PHASE 2]	
Emergency Management Coordinator <i>(IMST Overhead Teams; Team Leader)</i>	\$ 200.00/hr.
Operations Manager <i>(Any IMST Command or General Staff position)</i>	\$ 175.00/hr.
Operations Specialist <i>(Any non-general/command IMST position)</i>	\$ 162.50/hr.
Senior Program Manager	\$ 200.00/hr.
Program Manager	\$ 175.00/hr.
Technical Specialist	\$ 162.50/hr.
Administrative Support	\$ 50.00/hr.
Damage Assessment Team Lead	\$ 175.00/hr.
Damage Assessment Specialist (Team)	\$ 145.00/hr.
Public Assistance Consulting	

Position	Rate/Hour
Senior CONSULTANT / Appeals Specialist	
CONSULTANT	\$ 225.00/hr.
Technical Specialist I - Insurance	\$ 175.00/hr.
Technical Specialist II - Enviromental Hist. Preserv.(EHP)	\$ 175.00/hr.

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.*

ATTACHMENT – A

UNIT PRICE PROPOSAL FORM

Proposal costs are inclusive of all related expenses including, but not limited to, contract

PROPOSAL FROM:

Company: Kinne Associates LLC

Address: 7777 Davie Rd. Extension, Suite 302A-3

Hollywood, Florida, 33024

Phone/ Fax: Tel. +1.954.391.6701

To furnish all materials, equipment and labor and to perform all work in accordance with the Contract Documents for: **As-Needed Emergency Management Services**, located within CITY OF KEY WEST, Florida.

To: *CITY OF KEY WEST*

ATTN: CITY CLERK

1300 White St.

Key West, FL 33040

- 1.0 The undersigned Proposer proposes and agrees, if this Proposal is accepted, to enter into a Contract with CITY in substantially the form as the Contract included in the Proposal Documents to perform all Work and any Additional Services as specified or indicated in the Proposal Documents at the unit prices and within the times indicated in this Proposal and in accordance with the other terms and conditions of the Proposal Documents.
- 2.0 Proposer accepts all of the terms and conditions of the Invitation to Proposal and Instructions to Proposers, including without limitation those dealing with the disposition of Proposal security. The Proposal will remain subject to acceptance for 90 days after the

Proposal opening, or for such longer period of time that Proposer may agree to in writing upon request of CITY.

3.0 In submitting this Proposal, Proposer represents, as set forth in the Contract, that:

- A. Proposer has examined and carefully studied the Proposal Documents, the other related data identified in the Proposal Documents, and the following Addenda, receipt of all, which is hereby acknowledged;

Addendum No.	Addendum Date
<u>#1</u>	<u>12/10/19</u>
<u> </u>	<u> </u>
<u> </u>	<u> </u>

- B. Proposer has had an opportunity to visit the Site and become familiar with and is satisfied as to the general, local and Site conditions that may affect cost, progress, and performance of the Work;
- C. Proposer is familiar with and is satisfied as to all federal, state and local Laws and Regulations that may affect cost, progress and performance of the Work;
- E. Proposer has given the City written notice of all conflicts, errors, ambiguities, or discrepancies that Proposer has discovered in the Proposal Documents, and the written resolution thereof by the City is acceptable to Proposer;
- F. The Proposal Documents are generally sufficient to indicate and convey understanding of all terms and conditions for the performance of the Work for which this Proposal is submitted.

4.0 Proposer further represents that this Proposal is genuine and not made in the interest of or on behalf of any undisclosed individual or entity and is not submitted in conformity with any agreement or rules of any group, association, organization or corporation; Proposer has not directly or indirectly induced or solicited any other Proposer to submit a false Proposal; Proposer has not solicited or induced any individual or entity to refrain from Proposal; and

Proposer has not sought by collusion to obtain for itself any advantage over any other Proposer or over City.

5.0 Proposer acknowledges that there are no quantities guaranteed, and Unit Cost information is solely for the purpose of comparison of Proposals, and final payment for all Unit Price Proposal items will be based on actual services provided, determined as provided in the Contract Documents.

6.0 Proposer acknowledges that all unit costs include any necessary insurance and bonds.

ATTACHMENT- B

PROPOSER'S GENERAL OPERATION PLAN

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

- Annual reviews of the City's CEMP and Hazard Annex review, and associated emergency response and contingency plans

Kinne Associates understands the importance of Planning and Exercise as defined and explained in the National Response Framework (NRF), which continues to be updated and refined based on best practices and lessons learned from legacy response operations. KA offers a complete NIMS Team, including all hazard, experienced Incident Commanders and Planning Specialists. Our Team recognizes and appreciates the value of every department within the City and their contribution to the City's CEMP and emergency response plans. We also recognize that coordination and inclusion of City Departments and staff can be challenging simply due to conflicting priorities. KA Planning Specialists will review the City's current CEMP, define critical actions and responsibilities within the CEMP, and ensure that every City Department is familiar with the Plan. The organization of critical actions will be distributed to all City Departments with specific responsibilities for each. Simultaneously, KA will interview first responders and critical City staff and solicit input and insight to the challenges the City endures during disaster and emergency situations. KA recommends the annual review and evaluation of the CEMP be performed at a time that does not conflict with Department priorities, such as fiscal responsibilities and peak tourist season, or during extended holiday season (Thanksgiving, Christmas, New Year).

- City associate emergency management training

KA offers exceptional instructors for NIMS/ICS and we have the ability and the resources to provide training year-round. Planning for training will be coordinated with the City managers to provide the best value to the City. It is critical that City staff are involved in all aspects of response operations, recognizing that COOP activities allows participation if evacuation is necessary. At the City's direction, KA will establish communication with all Departments to ensure maximum participation in offered emergency management training. KA will also establish metrics that will identify weaknesses and strengths within the City departments that will assist in the development of updated contingency planning.

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.

Kinne Associates is a national consulting firm providing experienced emergency management staff with a proven understanding of FEMA programs to Federal, State and local governments and non-profit organizations. Comprised of 27 full-time employees with an average of 20+ years experience with FEMA. A temporary cadre of 300 workers. Our staff are considered by FEMA to be Subject Matter Experts in Response, Recovery, Mitigation, planning, training, appeals, arbitration and audits

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

Kinne Associates LLC

7777 Davie Rd. Extension, Suite 302A-3

Hollywood, Florida 33024

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

Tel.: +1.954.391.6701

e-mail: richard@kinne.com

4. Number of employees:

Twenty Seven (27)

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

To be determined in accordance with the City of Key West, per project

6. Company Identification numbers for the Internal Revenue Service:

FEIN # 27-2883183

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

N/A

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

The company has been in business since July 2010 or 9.5 years. Our strongest disciplines are Public Assistance, Mitigation and Grant Management

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

Completed July 2019, Project Cost: \$100M

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

Houston Financial Corporation - Restoration of City of Houston's Theatre of Performing Arts, Parks & 3 Garages; Assisted the Corporation in the management of FEMA's PA program and the recovery of funds for emergency work as a result of Hurricane Harvey.

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** City of Nashville
2060 15th Avenue South
Nashville, TN 37212

Address _____

Contact: Cyndi Lykins
May 2010 - December 2012

Telephone No. Tel. 615.862.6694 | e-mail: cyndi.lykins@nashville.gov

- **Name** Recovery School Distric

Address 1615 Poydras Street, Suite 1400
New Orleans, LA 70112

Contact: Babs Myers
March 2006 - January 2010
FEMA PA Progrma Consulting and Financing Oversight

Telephone No. Tel. 225.342.3721 | e-mail: babs.myers@la.gov

- **Name** County of Los Angeles

Address Chief Executive Office
Kenneth Hahn
Hall of Administration
500 West Temple Street, Room 713,
Los Angeles, CA 90012

Contact: Jose Palacio, Public Assistance Recovery Officer
Tel. 323.980.2141 | e-mail: jpalacio@ceooem.lacounty.gov
July 2019 - Ongoing

Telephone No. _____

FEMA PA Program Consulting and Financial Oversight

- **Name** FEMA PA Program Consulting

Address Federal Emergency Management Agency (FEMA)/Escambia City, Fl.
100 Robert E Lee Blvd.,
Neew Orleans, LA

Contact: Michael McCloskey

Tel. 337.281.6350 | e-mail: michael.mccloskey@fema.dhs.gov

Sept. 2014 - Feb. 2015

Telephone No. FEMA PA Program Operations Support

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
L.A. County	L.A. County OEM	\$500,000	Expected June 2020	60%
Miami Archdiocese Hurricane Irma		\$500,000	Expected June 2020	40%

(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?

To be determined upon award and concurrence with the City of Key West

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

Table B-2: Subcontractors

Sub-Contractor Name	Address	Work to be Performed
CPM International	2100 Ponce de Leon Blvd. Coral Gables, Fl. 33134	Architectural & Engineering as may be required.

(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? N/A

PROVIDE LIST IN ATTACHMENT E

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

(Continue list on insert sheet, if necessary)

N/A - none required in the foreseeable future

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

(Continue list on insert sheet, if necessary)

N/A

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)

SEE ATTACHED "ATTACHMENT F"

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.)

Kinne Assocaites LLC

7777 Davie Rd. Extension, Suite 302A-3

Hollywood, Fl. 33024

- 20.1 The correct name of the bidder is:

Kinne Associates LLC

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

Corporation (LLC)

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

Richard Kinne

SUBMITTED BY:

Richard Kinne

Richard Kinne / President

SIGNATURE

PRINT NAME/ TITLE

STATE OF FLORIDA)

) SS.

COUNTY OF Miami-Dade)

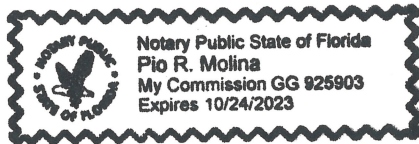
The foregoing instrument was acknowledged before me this 16th day of December,

2019, by Richard Kinne who is personally known to me or who has

produced FL Drivers License as identification and who did/did not take an oath.

WITNESS my hand and official seal, this 16th day of December, 2019

(NOTARY SEAL)



A handwritten signature in blue ink, consisting of a stylized 'R' followed by a vertical line and a horizontal line, all enclosed within a large, loopy oval.

(Signature of person taking acknowledgment)

Experience / Credentials (Attachment F)

Instructor: Dennis Beyer – Credentials Attached

Project Manager – Richard Kinne – Credentials Attached

Exercise Program Leader – Jake Mitchell – Credentials Attached

References (Attachment F)

Client: Archdiocese of Miami

Contact Name: Michael Casciato, CFO,

Telephone Number: 305-762-1294

Email Address: Mcasciato@theadom.org

Years of Service: 6 months

Scope of Services: Assist the Archdiocese in the recovery of funds from FEMA for various declared disaster events. Assist in the preparation of Appeals.

Client: County of Los Angeles

Contact Name: Jose Palacio

Telephone Number: 323-980-2141

Email Address: jpalacio@ceooem.lacounty.gov

Years of Service: 1 year

Scope of Services: Assist the County in the recovery of funds from FEMA for Various declared disaster events. Assist the County in Response Operations when requested. Assist the County in the preparation of Appeals/Arbitration.

Client: Houston First Corporation

Contact Name: Peter McStravik

Telephone Number: 718-853-8153

Email Address: pmcstravik@houstonfirst.com

Years of service: 1 year

Scope of Services: Assist the Corporation (quasi Government agency) in the management of FEMA's PA Program. Assist the Corporation in the recovery of funds for emergency work as a result of Hurricane Harvey.



References

KA has provided FEMA PA Program Subject Matter Experts (SMEs) to numerous and various government entities, including FEMA. The projects involved are voluminous; however, the following represents a sampling of similar projects/contracts for KA:

City of Nashville
2060 15th Avenue South Nashville,
TN 37212
Dianna Stephens 615 642-2913
May 2010 - December 2012
FEMA PA Program Consulting and Oversight

Recovery School District
1615 Poydras Street Suite 1400
New Orleans, LA 70112
Babs Myers 225-342-3721
babs.myers@la.gov
March 2006 - January 2010
FEMA PA Program Consulting and Financing Oversight

County of Los Angeles
CHIEF EXECUTIVE OFFICE
Kenneth Hahn
Hall of Administration
500 West Temple Street, Room 713,
Los Angeles, California 90012
Jose Palacio - Public Assistance Recovery Officer
323-980-2141
ipalacio@ceooem.lacounty.gov
July 2019 – Ongoing
FEMA PA Program Consulting and Financial Oversight

FEMA PA Program Consulting
Federal Emergency Management Agency (FEMA)/Escambia City, FL
1100 Robert E Lee Blvd New Orleans, LA
Michael McCloskey
337-281-6350
Michael.mccloskey@fema.dhs.gov
September 2014 - February 2015
FEMA PA Program Operations Support

Federal Emergency Management Agency (FEMA)/Austin, TX
FRC 800 North Loop



KA Resumes / Bios of Key Team Members for this RFP

Richard Kinne

Richard is the founder and President of Kinne Associates – a national consulting firm with a proven and deep understanding of FEMA programs – to support non-profit organizations and federal, state, and local governments. His staff is comprised of some of the most experienced and credentialed experts in disaster management who have assisted private and public entities in the development of preparations for and recovery from disaster and crisis events. Prior to starting Kinne Associates, Richard was the Director of Response and Recovery for Witt Associates, founded by James Witt, the former Director of FEMA during the Clinton administration. Richard developed and established a national cadre to assist state and local governments and private sector entities with on-site technical expertise and emergency management services.

Richard brings the highly coveted blend of disaster management and a specialty in large-scale insurance adjustments of catastrophic disaster events with expert knowledge of risk management and underwriting, having provided consulting services for the industry's largest brokers and insurers, including Lloyds of London, Chubb Group of Insurance Companies, and AON, among others. He is a highly sought-after public speaker, having spoken before numerous national and state conferences, to include the National Hurricane Conference, the Florida Governor's Hurricane Conference, Public Risk Management Association, and Risk Management Society. Richard was certified as a National Trainer in FEMA Public Assistance programs, Cost Estimating Format, and insurance for FEMA.

Mark Beto

Mark has over 20 years' experience in disaster response and recovery operations with FEMA. Throughout his career, Mark has demonstrated the ability to manage and support a variety of personnel and disaster events. In addition to overseeing large catastrophic disaster events with hundreds of staff members and multi-agency teams, Mark has worked directly with large statewide entities, major cities, and very small municipalities. In these situations, Mark patiently and compassionately assisted the government organizations navigate the complex FEMA bureaucracies to ensure they received the maximum amount of FEMA funding available.

Mark has demonstrated the ability to assemble and train very diverse teams on how to conduct site inspections and develop clear and concise Project Worksheets with complete and accurate description of damages and scopes of work. Mark has mentored and trained FEMA, State and Technical Assistance Contractors (TAC) on eligibility issues and PA program delivery on many disaster events.

Mark started his career as a Project Officer in FEMA Region 3 and quickly moved to manager of close out operations, where he established protocols and metrics necessary to track the production of closeout projects by field staff and ensure that product quality exceeded expectations of Region 3 management. Mr. Beto was soon after deployed as an effective Public





FEMA

10/2/2014

Official Transcript

Dennis M Beyer
9030 N Memorial Dr
Owasso, OK 74055

For Student:

Dennis M Beyer

National Fire Academy courses begin with C, D, F, H, N, O, P, Q, R, W and Y
Emergency Management Institute courses begin with B, E, G, K, L and S

CODE TITLE

E915 INTERGRATED EMERGENCY
MANAGEMENT COURSE TULSA,
OKLAHOMA

Dates: 2/2/2004 thru 2/6/2004

Final Grade: Passed

E951 NIMS ICS All-Hazards Incident
Commander Train-the-Trainer

Dates: 10/19/2009 thru 10/21/2009

Final Grade: Passed

E953 NIMS ICS All-Hazards Public Information
Officer Train-the-Trainer

Dates: 9/12/2011 thru 9/16/2011

Final Grade: Passed

2.10 CEU

E959 NIMS ICS All-Hazards Operations Section
Chief Train-the-Trainer

Dates: 10/26/2009 thru 10/27/2009

Final Grade: Passed

1.70 CEU

E968 NIMS ICS All-Hazards Logistics Section
Chief Train-the-Trainer

Dates: 11/8/2009 thru 11/10/2009
Final Grade: Passed
2.10 CEU

E974 NIMS ICS All-Hazards
Finance/Administration Train-the-Trainer

Dates: 10/28/2009 thru 10/29/2009
Final Grade: Passed
1.40 CEU

F517 EXECUTIVE SKILL SERIES: MANAGING
AND LEADING CHANGE

Dates: 10/14/1999 thru 10/15/1999
Final Grade: Passed

F807 INFECTION CONTROL FOR
EMERGENCY RESPONSE PERSONNEL

Dates: 5/21/1992 thru 5/22/1992
Final Grade: Passed

H465 ICS 300, INTERMEDIATE ICS FOR
EXPANDING INCIDENTS FOR
OPERATIONAL FIRST RESPONDERS

Dates: 9/25/2006 thru 9/29/2006
Final Grade: Passed

H467 ICS-400 ADVANCED ICS FOR
COMMAND AND GENERAL STAFF
COMPLEX INCIDENTS AND MACS FOR
OPERATIONAL FIRST RESPONDERS

Dates: 9/25/2006 thru 9/26/2006
Final Grade: Passed

H467 ICS-400 ADVANCED ICS FOR
COMMAND AND GENERAL STAFF
COMPLEX INCIDENTS AND MACS FOR
OPERATIONAL FIRST RESPONDERS

Dates: 7/31/2006 thru 8/1/2006

Final Grade: Passed

H530 EMERGENCY RESPONSE TO
TERRORISM: BASIC CONCEPTS
TRAIN-THE-TRAINER

Dates: 12/8/1997 thru 12/9/1997

Final Grade: Passed

H530 EMERGENCY RESPONSE TO
TERRORISM: BASIC CONCEPTS
TRAIN-THE-TRAINER

Dates: 2/3/1998 thru 2/4/1998

Final Grade: Passed

H560 CONFERENCE ON TERRORISM

Dates: 4/22/2002 thru 4/24/2002

Final Grade: Passed

L950 NIMS ICS All-Hazards Incident
Commander Course Tulsa, OK

Dates: 4/11/2011 thru 4/15/2011

Final Grade: Passed

3.50 CEU

L956 NIMS ICS All-Hazards Liaison Officer
Tulsa, OK

Dates: 12/13/2010 thru 12/14/2010

Final Grade: Passed

1.40 CEU

L962 NIMS ICS All-Hazards Planning Section
Chief Tulsa, OK

Dates: 1/17/2011 thru 1/20/2011
Final Grade: Passed
2.80 CEU

L963 NIMS ICS All-Hazards Planning Section
Chief Train-the-Trainer College Station,
TX

Dates: 8/24/2009 thru 8/26/2009
Final Grade: Passed

R113 FIRE SERVICE INSTRUCTIONAL
METHODOLOGY

Dates: 10/21/1991 thru 11/1/1991
Final Grade: Passed

R120 EXECUTIVE FIRE OFFICER PROGRAM
SYMPOSIUM

Dates: 4/21/2006 thru 4/23/2006
Final Grade: Passed

R120 EXECUTIVE FIRE OFFICER PROGRAM
GRADUATE SYMPOSIUM

Dates: 6/1/2005 thru 6/3/2005
Final Grade: Passed

R120 EXECUTIVE FIRE OFFICER PROGRAM
SYMPOSIUM

Dates: 3/28/2008 thru 3/30/2008
Final Grade: Passed

R123 EXECUTIVE DEVELOPMENT

Dates: 7/24/2000 thru 8/4/2000

Final Grade: Passed

R125 EXECUTIVE LEADERSHIP

Dates: 4/7/2003 thru 4/18/2003

Final Grade: Passed

R130 STRATEGIC MANAGEMENT OF
CHANGE

Dates: 7/9/2001 thru 7/20/2001

Final Grade: Passed

R239 CHEMISTRY OF HAZARDOUS
MATERIALS (OFF-SITE)

Dates: 1/27/1992 thru 2/7/1992

Final Grade: Passed

R306 EXECUTIVE ANALYSIS OF FIRE
SERVICE OPERATIONS IN
EMERGENCY MANAGEMENT

Dates: 7/8/2002 thru 7/19/2002

Final Grade: Passed

R702 NATIONAL TRADE CONFERENCE

Dates: 11/1/1998 thru 11/3/1998

Final Grade: Passed

T164 NIMS INCIDENT COMMAND SYSTEM
FOR EMERGENCY MEDICAL SERVICES
TRAIN-THE-TRAINER

Dates: 6/12/2005 thru 6/13/2005

Final Grade: Passed

T414 USFA/NHTSA NIMS TRAIN-THE-
TRAINER PROGRAM

Dates: 6/12/2005 thru 6/17/2005

Final Grade: Passed

T415 INTRODUCTION TO UNIFIED
COMMAND FOR MULTI-AGENCY &
CATASTROPHIC INCIDENTS TRAIN-
THE-TRAINER

Dates: 6/16/2005 thru 6/17/2005

Final Grade: Passed

T555 EMERGENCY RESPONSE TO
TERRORISM: STRATEGIC
CONSIDERATIONS FOR COMMAND
OFFICERS TRAIN-THE-TRAINER

Dates: 9/8/2000 thru 9/10/2000

Final Grade: Passed

T796 NIMS INCIDENT COMMAND SYSTEM
FOR THE FIRE SERVICE TRAIN-THE-
TRAINER

Dates: 6/14/2005 thru 6/15/2005

Final Grade: Passed

O0305 USFA Type 3 Incident Management Team
Training

Dates: 1/14/2013 thru 1/18/2013

Final Grade: Passed

5.00 CEU

SPECIAL PROGRAM

EXECUTIVE FIRE OFFICER PROGRAM

DATE GRADUATED

4/2/2004

OKLAHOMA OFFICE OF HOMELAND SECURITY

Hereby Certifies that:

Dennis Beyer

Has met all requirements for NIMS Instructor.

Instructor #: 1056

Expiration Date: 12/31/2022



ANTI-KICKBACK AFFIDAVIT

STATE OF Florida)

: SS

COUNTY OF Miami-Dade)

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

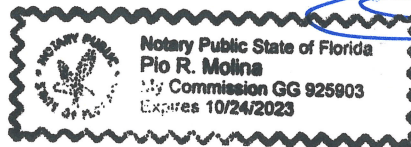
By: Richard Kinne, President

Richard Kinne

Sworn and subscribed before me this 16 day of December 2019.

NOTARY PUBLIC, State of Florida at Large

My Commission Expires:



[Signature]

* * * * *

**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 RFP No. 002-20
Emergency Management Consulting Services, City of Key West

2. This sworn statement is submitted by Kinne Associates LLC
(Name of entity submitting sworn statement)

whose business address is 7777 Davie Rd. Extension, Suite 302A-3
Hollywood, Florida, 33024

and (if applicable) its Federal Employer Identification Number (FEIN) is _____
FEIN: 27-2883183

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

signing this sworn statement _____

3. My name is Richard Kinne
(Please print name of individual signing)

and my relationship to the entity named above is 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).

XX 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.)

Richard Kinne
(Signature)

December 16th, 2019
(Date)

STATE OF Florida
COUNTY OF Miami-Dade

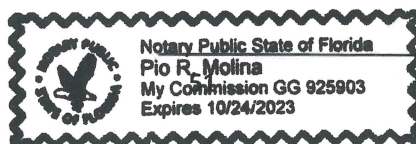
PERSONALLY APPEARED BEFORE ME, the undersigned authority,

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

signature in the space provided above on this 16th day of December, 20 19.

My commission expires:

[Signature]



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: Kinne Associates LLC
7777 Davie Rd. Extension, Suite 302A-3,
Hollywood, Fl. 33024

SEAL:

Address

Signature

Richard Kinne
Richard Kinne

Print Name

EQUAL BENEFITS FOR DOMESTIC PARTNERS AFFIDAVIT

STATE OF Florida)

: SS

COUNTY OF Miami-Dade)

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

Kinne Associates 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.

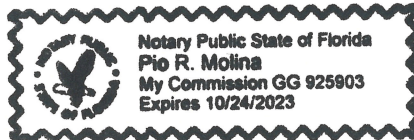
By: Richard Kinne 

Sworn and subscribed before me this 16th day of December, 2019.

NOTARY PUBLIC, State of Florida at Large



My Commission Expires:



* * * * *

CONE OF SILENCE AFFIDAVIT

STATE OF Florida)

: SS

COUNTY OF Miami-Dade)

I, the undersigned hereby duly sworn, depose and say that all owner(s), partners, officers, directors, employees and agents representing the firm of Kinne Associates LLC 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: Richard Kinne

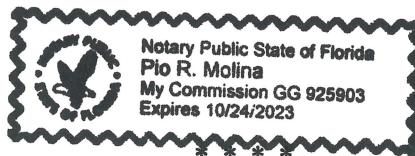


Sworn and subscribed before me this

16th day of December 2019.

NOTARY PUBLIC, State of Florida at Large

My Commission Expires:



CITY OF KEY WEST CONSULTANT RANKING FORM

Project Name: Emergency Management Consulting Services

Project Number: RFP #002-20

Firm Kinne Associates LLC

Date Dec. 16, 2019

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