



RAFTS

# DISASTER RECOVERY CONSULTING SERVICES

RFP # 2024-DRCS-1 | AUGUST 13, 2024

## RFP FOR DISASTER RECOVERY CONSULTING SERVICES FOR THE CITY OF TERRELL, TEXAS

SUBMITTED BY

**ROSTAN SOLUTIONS, LLC**

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**ORIGINAL DOCUMENT**

August 12<sup>th</sup>  
1354







August 13, 2024

City of Terrell  
Attn: City Secretary  
Office of the City Secretary  
201 East Nash Street  
Terrell, Texas, 75160

**Re: RFP # 2024-DRCS-1 DISASTER RECOVERY CONSULTING SERVICES**

Dear Selection Committee Members,

Rostan Solutions, LLC (Rostan) is pleased to submit to you for consideration our response to the *Request for Proposals* —for Disaster Recovery Consulting Services, published by the City of Terrell (hereinafter, City). Rostan is a consulting firm that the City is intimately familiar with. Ranking second on the City's Debris Monitoring Services RFP, Rostan is positioned to fully support the City through our specialized focus on cost recovery and innovative strategy mechanisms that we deploy to pursue and secure federal funding. Our primary focus is centered around our speed, creativity and accuracy in obtaining federal funding for our clients. We take pride in helping our clients navigate and overcome the complex challenges of mitigation and recovery efforts to emerge with greater resilience, strengthened infrastructure, and broader economic stability.

Our Team will **DELIVER** results and provide immediate **DIRECTION** for City of Terrell throughout its entire contract duration. We intend to serve as a liaison between our clients and federal and state agencies tasked with funding grant programs. Our demonstrated experience will allow us to fully represent City in all aspects of pursuing and securing federal grant dollars. We adamantly encourage the City to contact our references in order to see how much of an impact we can truly make for the City if given the opportunity.

Rostan provides consulting services to subgrant recipients that have implemented similar recovery and mitigation activities. The following submittal outlines the requirements set forth in the RFP and identifies the experience, qualifications, and approach which will be used to assist the City of Terrell with its future recovery and mitigation efforts. Since 2013, the Rostan Team has managed and secured over \$5 billion in federal programmatic funding across the country for local government entities.





## PHILOSOPHY

Our philosophy for providing successful disaster recovery programs is simple. Provide credentialed personnel that stay with our clients through closeout; Leverage our close relationships with TDEM and FEMA to yield results; Lead and provide sound direction to navigate our clients' recovery efforts; and Deliver maximized funding results that align with the long-term vision of our clients. Specific to the City's requirements, Rostan possesses decades of quality experience providing disaster recovery services for project and grant administration to local governments. We understand the ultimate scope of services for financial recovery that are being requested by the City, and we are offering an approach that highlights our keen understanding of the City's true needs at this point in time:

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

## DELIVERING RESULTS

Rostan has developed, implemented, and managed FEMA projects in 14 states and two US territories in Regions II, III, IV, VI, VII, VIII, & IX spanning more than 60 years and recovering more than \$17 billion since 2006. We have an UNMATCHED footprint for representing Texas County Governments and our references are happy to serve as such.

What we address in this proposal for the City is critical — **Speed of service, Sound process and program delivery, and a Well-organized, efficient management team.** Beyond the specific requirements, and as displayed throughout our submission, the Rostan Team offers:





- **Speed of Service** — Demonstrated results stand out and speak for themselves. Following the aftermath of Hurricane Ida, DR- 4611, as the FEMA consultant for St. James Parish, Rostan was able to obtain PW19, which was obligated on December 22, 2021, just 3 months after Ida made landfall. Rostan worked tirelessly with FEMA R6 staff to obligate the initial Category A PW19 based on a validation methodology estimate from the USACE. This speed of obligation is unmatched.
- **Sound Process and Program Delivery** — Our dedicated Texas-based Program team offers the City exceptional FEMA technical expertise with proven and demonstrated performance through trusted key personnel.
- **Well-Organized and Efficient Management Team** — By working collaboratively with internal and external stakeholders, our objective is to avoid delays, maximize eligible funding, and AVOID Determination Memo's / Appeals. Our staff has years of prior experience working directly with the Texas Division of Emergency Management (TDEM), and FEMA and navigating the challenges for local governments. This key experience will prove invaluable to the City's recovery effort.



By selecting our team, together, we will help lay the foundation for a successful recovery, ensuring that the City continues to maximize grant funding opportunities while achieving compliance through evolving and complex regulations. We are proud to submit this response and are looking forward to working with City and State leadership to have the City remain at the forefront of TDEM and FEMA Region 6's attention, similarly to how we have assisted all our clients.





**POINT OF CONTACT**

I will serve as the primary liaison for the City regarding this project effort, including contractual requirements and technical clarifications. I can be reached via the points of contact below:

PRIMARY CLIENT CONTACT	
NAME	Kyle Jones
TITLE	Principal/ Vice President
ADDRESS	8282 Goodwood Blvd Baton Rouge, LA 70806
PHONE	225-202-3637
EMAIL	kjones@rostan.com

In closing, this letter serves as confirmation of our commitment to provide the services requested in a timely manner. We look forward to your favorable response to our proposal and to work with the City towards an expedited and successful recovery. If you should have any questions or require any additional information, please do not hesitate to contact us. We appreciate your fair consideration and welcome the opportunity to demonstrate why Rostan is a preferred provider of disaster-related consulting services.

Very truly yours,



Kyle Jones, CEM  
Principal / Vice President  
Rostan Solutions, LLC





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DISASTER

# **SECTION 1**

## **PROJECT TEAM**

**EXECUTIVE SUMMARY**  
**ROSTAN TEAM PROFILE**  
**KEY PERSONNEL**  
**ROSTAN RESUMES**  
**ORGANIZATIONAL CHART**





## EXECUTIVE SUMMARY

Rostan intimately understands how vulnerable the City is due to its geographical location. An effective and timely recovery requires leadership, direction and the ability to interface with state and federal agencies. A successful recovery program will ensure a timely return to full functionality with a more resilient City, and our team, presented herein, possess the capabilities and local experience to manage stakeholders and outcomes to maximize results.

Our team is not just a traditional disaster recovery consulting firm. Whether we are helping communities recover from natural disasters, safeguarding and maintaining critical power infrastructure, or providing innovative strategies for in-kind matching components, we go to work each day knowing that we are making a positive impact for our clients.

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

**1**

**Identifying and reducing program risks**

**2**

**Monitoring contractual and programmatic compliance**

**3**

**Overcoming recovery obstacles by streamlining program processes**

**4**

**Optimizing staffing and program resources**

**5**

**Developing & recommending innovative solutions to solve complex problems**

**6**

**Proactively detecting potential issues in advance of funding or disbursements**



These are huge responsibilities, and we take pride in providing a successful and expedient path forward. Thinking differently and challenging the norm is where we thrive. Every day we plan for the unexpected, develop critical insights, and deliver new, creative, and adaptive solutions. No matter the situation, our Team is your partner and advocate. We serve as the critical interface between TDEM and FEMA and allow the City to focus on its primary mission.

## OUR TEAM

The Rostan Team is fully prepared to assist the City with the management of their disaster recovery efforts, including programmatic and funding support related to the FEMA Public Assistance (PA) program and any other programmatic, technical, or funding programs required to manage the full disaster recovery process.



Rostan Solutions, LLC's primary mission is focused primarily on one objective—assisting its clients in recovering from disasters. We can proudly say that, in the past 20 years, Rostan employees have served more than 300 clients in the state, local, and private non-profit sectors resulting in more than \$5B in disaster-related funding opportunities. Since 2017, Rostan has expanded to over 25 credentialed FEMA eligibility and policy specialists, and grant management / technical experts at the helm of one of the firm's principals. We strive for excellence and thrive in facilitating federally funded programs on behalf of our clients from project inception through closeout.

Rostan has a history of providing expert, efficient service. Rostan's approach does not require large teams of personnel, nor do we expect to replace the effective roles of the local, state, and federal partners in the recovery process. The approach is to provide a resource of expertise and experience to ensure that the recovery process is effective, and the pursuit of federal assistance results in the client being made whole. Rostan is not just a program expert, although our expertise in the federal disaster recovery programs is comprehensive. Rostan also brings the expertise of infrastructure and environmental concerns.





We have the ability to engage leading experts to ensure that all aspects of the recovery and mitigation process are effective. Rostan has worked on many projects and understands the unique issues and concerns that the Client must address during disaster recovery to address FEMA Compliance concerns. Our expertise also includes insurance coverage analysis for post disaster risk and our experience allows us to pursue all options for funding assistance.

## **UTILIZATION OF MINORITY AND WOMEN BUSINESS ENTERPRISES**

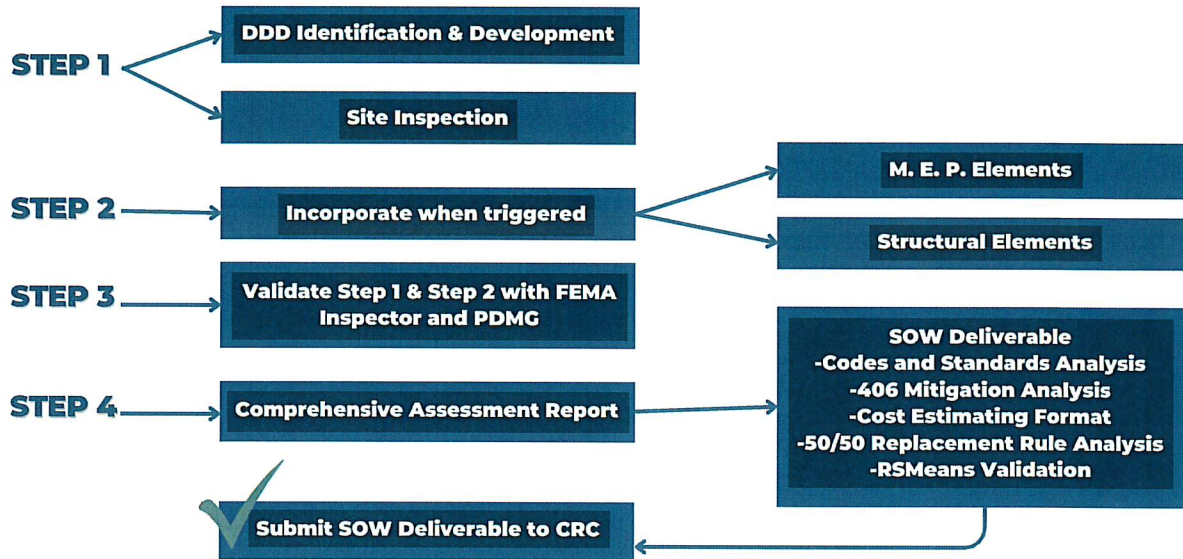
Rostan has traditionally had a sensitivity towards the utilization of minority-owned enterprises in the normal course of our business, which includes Women and Minority Business Enterprises (W/MBE) as subcontractors and as suppliers of goods and services. Furthermore, we try to extend our efforts beyond professional level services, whenever possible, to engage Women and Minority Business Enterprises for nontechnical needs that may arise during the normal course of operations. Rostan has long been an advocate of Small Business Enterprise (SBE) and Disadvantaged Business Enterprise (DBE) project participation and will continue to utilize SBE and DBE firms whenever feasible because we believe in investing in the community and the grassroots establishments that give communities character.

## **ROSTAN EXPERTISE**

The lifeblood of any disaster recovery program endeavor lies in sufficient funding. In order to ensure sufficient funding, where clients can not only restore functionality but actually build back better, through command of available funding sources is required. In a federally declared disaster FEMA's Public Assistance and Hazard Mitigation programs are the primary funding mechanisms employed to fund restoration of public facilities and infrastructure. Our team is familiar with management of FEMA Public Assistance and Hazard Mitigation projects, including the Alternative Procedures Pilot Program implemented through the Hurricane Sandy Recovery Improvement Act. This makes our Team the best choice for ensuring that all opportunities for federal assistance are sought and every eligible dollar is reimbursed. We are highly skilled in all major disaster recovery programs and insurance claims management. In addition, our Principal Project Executive, Kyle Jones, has a longstanding and close working relationship with TDEM and FEMA Region 6, and harnesses the expertise to move projects and streamline eligibility issues. His experience with TDEM and direct access with the State will be an invaluable asset to the City.



## ROSTAN CUSTOMIZED REPORT PROCESS



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

## COMMITMENT TO THE CITY

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





## **CAPTURE OF DISASTER-RELATED DAMAGES**

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

## **RETENTION OF FUNDING**

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

## **INNOVATIVE STRATEGIES**

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

## **MANAGE INSURANCE ADJUSTMENT SUPPORT**

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

## **LEVERAGE OUR RELATIONSHIPS**

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



## FIRM QUALIFICATIONS & EXPERIENCE

### ROSTAN TEAM PROFILE

Rostan Solutions, LLC (Rostan) is a consulting firm that specializes in emergency preparedness, response, and recovery services and is a nationally recognized disaster recovery company with a thorough knowledge of both State and Federal regulations pertaining to disaster recovery management, Federal Emergency Management Agency (FEMA) Public Assistance, Federal Highway Administration (FHWA) recovery funding, and mitigation funding programs.



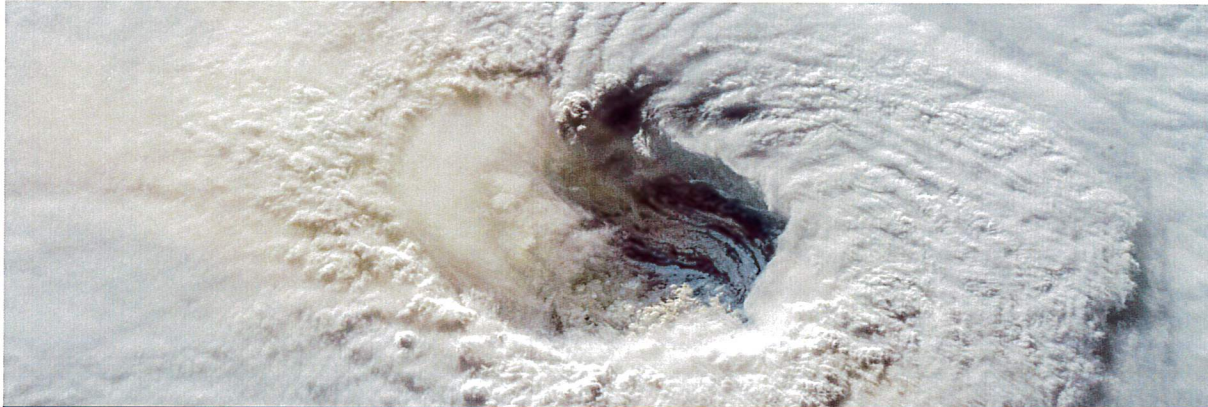
Rostan also has proven success in managing recovery programs and meeting complex documentation and records requirements on behalf of local governments for FEMA reimbursement for all relevant public assistance categories for more than a decade. Rostan's key disaster management personnel harness more than 150 years of combined experience with disaster recovery programs resulting from natural and man-made disasters.

In response to increasing client interest, in 2004 Malcolm Pirnie developed an emergency planning and disaster recovery management practice to assist its clients in addressing their disaster management needs. In 2006, Malcolm Pirnie created Rostan as a wholly owned subsidiary. In 2009, Malcolm Pirnie merged with Arcadis-US, Inc. (Arcadis) and Malcolm Pirnie became a wholly owned subsidiary of Arcadis. In 2013, Arcadis divested Rostan, and Rostan became an independent, privately-owned small business whose principal partners led the original development of the company while with Malcolm Pirnie in 2004.

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







## FIRM NAME

ROSTAN SOLUTIONS, LLC

## FAX

813.333.7330

## WEBSITE

www.rostan.com

## ROSTAN OFFICE LOCATIONS

3433 Lithia Pinecrest Road, Suite 287, Valrico, FL 33596 – Corporate  
**8282 Goodwood Boulevard, Baton Rouge, LA 70806 – Regional Office**  
 3000 Gulf Breeze Parkway, Gulf Breeze, Florida 32563 – Regional Office  
 4600 Goer Drive, Suite 200A, North Charleston, SC 29406 – Regional Office  
 429 Lenox Avenue, Miami Beach, Florida 33139 – Regional Office

## ROSTAN PRINCIPALS [AUTHORIZED NEGOTIATORS]

Darius Stankunas  
 President  
 561-701-7390  
 dstankunas@rostan.com

Sam Rosania  
 Executive Vice President  
 813.505.1313  
 srosania@rostan.com

Travis Mays  
 Vice President  
 713.823.2002  
 tmays@rostan.com

Kyle Jones  
 Vice President  
 225.202.3637  
 kjones@rostan.com

## YEAR ESTABLISHED

2006

## DUNS

964990340

## SYSTEM FOR AWARD MANAGEMENT [SAM] STATUS

ACTIVE





## ROSTAN SERVICE OFFERINGS – DISASTER LIFE CYCLE

### PREPAREDNESS: BEFORE DISASTER STRIKES, ROSTAN CAN HELP YOU BE READY FOR ANY EMERGENCY

- Federal [FEMA] Procurement Policies and Procedures Review and Assessment
- Pre-Event Disaster Response and Recovery Procurement Support
- Comprehensive Emergency Plan Development and Review
- Continuity of Operations ("COOP") Plan Development and Review
- Debris Management Plan Development and Seasonal Review
- DMS Permitting and Regulatory Support Including Identification and Baseline Assessment
- FEMA Public Assistance Pre-Event Audit
- Community Rating System ("CRS") Support and Staff Augmentation
- Training and Exercises

### RESPONSE & RELIEF: ROSTAN IS YOUR PARTNER DURING THE DISASTER TO ENSURE OPERATIONAL CONTINUITY

- Debris Monitoring [of Debris Removal]
  - General Debris Removal Management
  - Private Property Demolition and Debris Removal Oversight
  - Waterway Debris Removal Oversight
  - Data Development and Document Management
- Public Information and Outreach Support
- Emergency Procurement Support
- Project Management Services for Emergency Remediation and Repair Efforts
- Post-Disaster Damage Assessment and Inventory
- Residential and Public Infrastructure Substantial Damage Assessments
- Emergency Operations Center ("EOC") Staff Augmentation
- GIS-Based Support for Emergency Response and Planning Activities
- Federal, State, and Local Regulatory Compliance Monitoring



### RECOVERY AND RECONSTRUCTION: ROSTAN CAN LEAD YOUR DISASTER RECOVERY AND LONG-TERM REBUILDING EFFORTS

- Federal Disaster Recovery Funding Program Administration
  - FEMA Public Assistance ("PA") Program, Including 406 Mitigation & Alternative Procedures Pilot ("428 Program") Project Development
  - HHS Administration for Children and Families ("ACF") Funding
  - National Resource Conservation Service ("NRCS") Emergency Watershed Protection Program ("EWP")
- Administrative Appeals Support for Adverse Agency Determinations
- Federal Procurement Regulation ["2 CFR Part 200"] Advisory Services
- Project Management and Construction Oversight
- After Action Planning
- Long-Term Recovery Planning
- Federal Single Audit Support

### RESILIENCE, RISK REDUCTION, AND MITIGATION: AFTER THE DISASTER, ROSTAN CAN HELP IDENTIFY AND SECURE MITIGATION FUNDING TO PROTECT AGAINST FUTURE DAMAGES

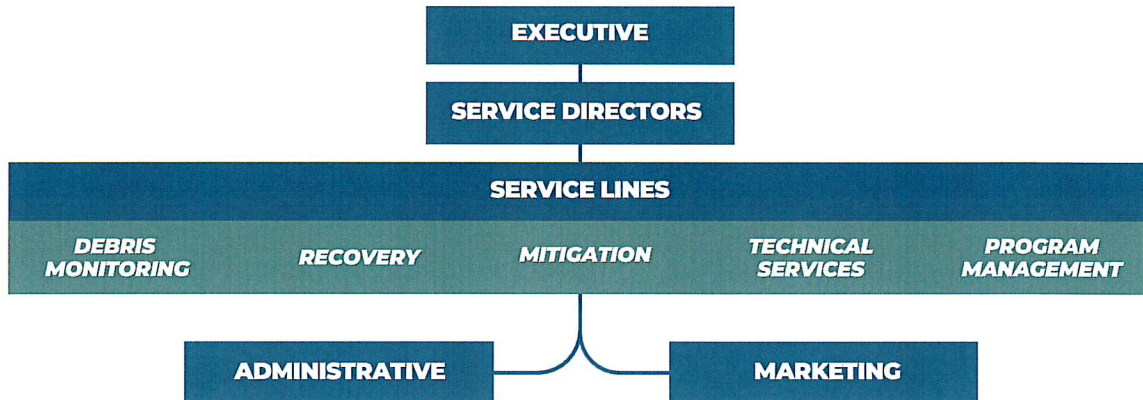
- FEMA Hazard Mitigation Planning, Including:
  - Plan Development and Update
  - GIS and HAZUS-Based Risk Assessment
  - Planning Process Facilitation
- Identifying and Securing State and Federal Hazard Mitigation Funding:
  - FEMA Funding
    - Hazard Mitigation Grant Program ("HMGP")
    - Flood Mitigation Assistance ("FMA")
    - Building Resilient Infrastructure and Communities ("BRIC")
  - HUD Community Development Block Grant ("CDBG") Funding
    - CDBG Mitigation Funding ("CDBG-MIT")
    - CDBG Disaster Recovery Funding ("CDBG-DR")
- Benefit-Cost Analysis ("BCA") Preparation and Rehabilitation
- GIS Application Development
- Grant Management and Regulatory Compliance Support, Including Representation with State and Federal Agencies
- Client-Specific Grant Research and Funding Identification (USDA, NWRP, CWA, etc)





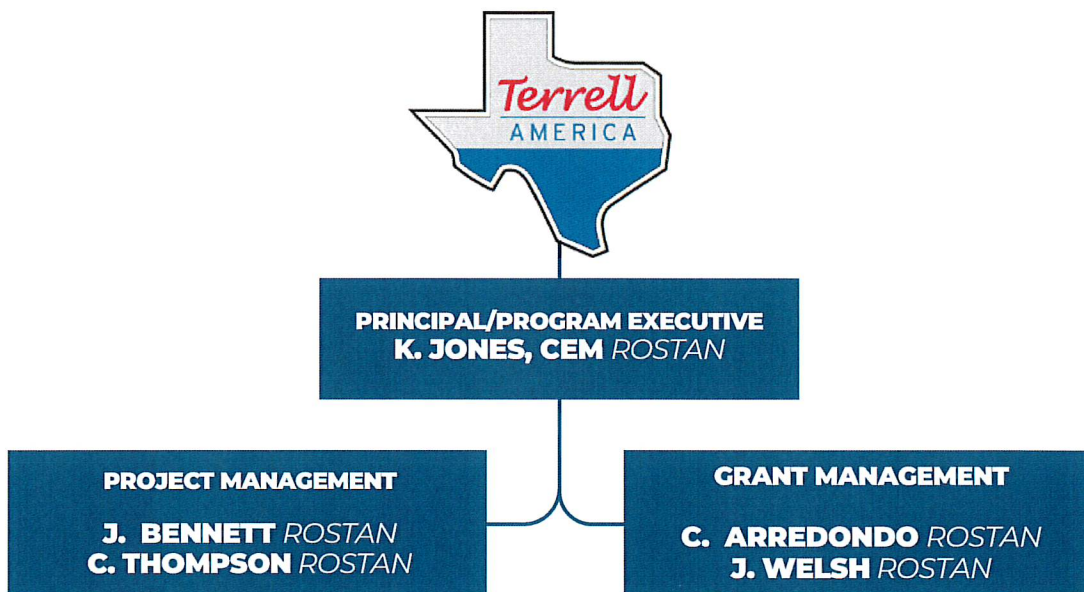
## FIRM AND PROJECT ORGANIZATIONAL STRUCTURE

### FIRM ORGANIZATIONAL STRUCTURE



### PROJECT ORGANIZATIONAL STRUCTURE

The Rostan team is organized to create a seamless and transparent approach to projects. As shown in the following organizational chart, we have assembled a team of experts with the qualifications and experience needed for this project. This organizational structure provides the City with a defined leadership and communication structure.





## KEY PERSONNEL

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

Our team has been organized to best meet the needs of the City, so that we can quickly, efficiently, and cost effectively execute the projects tasks that the City requires. Rostan is organized to perform as one unified team to create a seamless and transparent approach to projects. We believe that maintaining close communications with the City, contractors, and FEMA representatives provides for efficient recovery management. We also believe that maximizing the use of local personnel not only helps the community recover more quickly, it also provides for operational efficiencies due to familiarity with roads, traffic patterns, local culture, and funding requirements. It is for these reasons that we believe Rostan is uniquely qualified to perform the services requested in the City's solicitation.

### KYLE JONES

CEM: PRINCIPAL / VICE PRESIDENT • PROGRAM EXECUTIVE

ROSTAN

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





## **CARLOS ARREDONDO**

### PROGRAM MANAGEMENT

ROSTAN

Mr. Arredondo has been involved with FEMA disaster recovery since the Louisiana floods of 2016. He has guided clients through complex insurance processes and facilitates the FEMA Damage Inventory, DDD, EEI, and cost estimating aspects for our clients. He has assisted several local governments, and non-profit organizations with securing 20M+ in reimbursements of disaster recovery expenditures, as well as successfully navigating FEMA to overturn unfavorable interpretation of policies for clients. Mr. Arredondo is fluent in Spanish and has been on staff with Rostan since 2019 with direct participation in recovery efforts for every declared disaster along the Gulf Coast and the USVI. Mr. Arredondo has been on staff with Rostan since 2019.

## **JAMIE WELSH**

### GRANT MANAGEMENT

ROSTAN

Ms. Welsh offers extensive experience in Disaster Planning and Recovery. Her work with disaster-related projects began in 2008 during recovery assistance efforts in the wake of Hurricane Gustav and have since earned the designation as subject matter expert in the area of Public Assistance, with specific expertise in reimbursements, identifying and recovering project overpayments, procurement, financial reconciliation, and closeout. She is well-versed in FEMA codes and regulations. Ms. Welsh has been on staff with Rostan since 2019.

## **JOSHUA BENNETT**

### PROJECT MANAGEMENT

ROSTAN

Mr. Bennett has 18 years of experience in the construction industry. Throughout this time he has amassed skills in construction management, project management, inspection, labor relations, quality control, scheduling, supervising, building site supervision, blueprints, reporting, time management, punch lists, contracting, estimating, material costing, invoicing, renovations, OSHA, hazardous materials, HAZMAT, building codes, electrical codes, and environmental codes. Mr. Bennett has been on staff with Rostan since 2019.



## CLIFF THOMPSON

SENIOR TECHNICAL SPECIALIST

ROSTAN

Mr. Thompson has more than 30 years of experience in the construction industry. During his tenure, he gained extensive managerial experience in the residential, commercial, and industrial construction industries. His working knowledge of isometric, orthographic, architectural, topographic and construction drawings make him suitable for multi-craft projects, as well as subcontract coordination. Mr. Thompson has experience in managing projects of up to a 300-manpower load and can coordinate well with other contractors. Mr. Thompson also has experience in municipal projects. He has done work with the U.S. Army Corps of Engineers, including working as the Field Project Manager during the unwatering of New Orleans following Hurricane Katrina. In addition, Mr. Thompson has more than 12 years training and experience with FEMA Public Assistance (PA) and Individual Assistance (IA) Technical Assistance Contract (TAC) Community Development Block Grant-Disaster Recovery (CDBG-DR) programs conducting site assessments and developing detailed estimates based on the findings in the field.

***Full Rostan team resumes can be found in “Appendix A” of this proposal.***





## **SECTION 2**

### **EXPERIENCE**

#### **SIMILAR PROJECTS WITHIN THE LAST 5 YEARS**

#### **REFERENCES**







## CITY OF SULPHUR, LA | PUBLIC ASSISTANCE RECOVERY PROJECT MANAGEMENT SERVICES 2020 – PRESENT

Rostan currently represents the City of Sulphur to provide grant and project management and technical assistance in the development of a comprehensive recovery strategy in the aftermath of Hurricanes Laura and Delta. Our team conducted damage assessment city-wide, and has over 35 FEMA Projects written to date, totaling in excess of \$70M. Rostan worked closely with GOHSEP and FEMA in an effort to secure one of the first local government Category A-Debris Project Worksheets from DR-4559 (Laura) that totaled over \$20M. The Rostan Technical Team is assisting the city with all Project Management activities with temporary facilities, remediation and abatement projects, and also with managing its Private Property Debris Removal Program. Additionally, Rostan serves as the primary interface between the City and GOHSEP/FEMA.

GRANT NAME	AWARD AMOUNT	SCOPE OF WORK	DATE
DR-4559 Public Assistance	\$70M+	Grant and Program Management, Technical Services	2020 - Present
DR-4570 Hurricane Delta	\$500K	Grant and Program Management, Technical Services	2020 - Present

**Client Contact: Jennifer Thorn, Finance Director, 337-527-4509, [jthorn@sulphur.org](mailto:jthorn@sulphur.org), 101 N Huntington St., Sulphur, LA 70663**







## ST. JAMES PARISH, LA | MITIGATION AND PUBLIC ASSISTANCE RECOVERY PROJECT MANAGEMENT SERVICES | 2018 – PRESENT

Rostan currently serves as the program/grant management firm for St. James Parish government and provides strategic consulting support to the Parish for Hurricane Ida recovery. Rostan works closely with the Parish to facilitate all programmatic requirements for the Public Assistance Program and is responsible for all grant management, project management, Individual Assistance Programs, Private Property Debris Removal program management, and substantial damage assessments. In addition, the Rostan Team oversees the post-disaster insurance cost recovery process. The Rostan team also helps the Parish manage five HMGP projects, as well as two FEMA HMGP applications for funding to alleviate flood risk, improve drainage systems, and install generators to ensure critical facilities can remain functional during future disasters. Management of the HMGP process includes application development, Benefit Cost Analyses, funding coordination through GOHSEP and FEMA, Quarterly Reporting, and reimbursement oversight.

GRANT NAME	AWARD AMOUNT	SCOPE OF WORK	DATE
DR-4611 Hurricane Ida	\$10,000,000 +	Public Assistance: Categories A – G	2021 – Present
DR-4484 COVID	\$82,230	Public Assistance: Category B	2021 – Present
DR-1603	\$2,306,874	HMGP — Harden Community Saferooms	2018 – Present
DR-1603	\$92,940	HMGP — Magnolia Heights Drainage	2018 – Present
DR-1786	\$3,108,990	HMGP — Drainage Improvements	2018 – Present
DR-4080	\$334,003	HMGP — Wind Retrofit of Parish Buildings	2018 – Present
DR-4277	TBD	Drainage Improvements and Temporary Flood System	2018 – Present
DR-4611	TBD	Drainage Improvements, Generators, and Flood Reduction	2022 – Present

**Reference Contact: Eric Deroche, Director of Emergency Preparedness, 5800 LA 44, Convent, LA 70723 225-562-226, [eric.deroche@stjamesparishla.gov](mailto:eric.deroche@stjamesparishla.gov)**





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

Since 2015, Rostan has served as the program management consulting firm to West Feliciana Parish for all parish mitigation and public assistance recovery projects. Rostan is responsible for coordinating all programmatic activities and serves as the Parish liaison to FEMA and GOHSEP for all correspondence and meetings. Additional responsibilities include data collection and dissemination for all tasks involved in the project as well as reporting to the state of Louisiana for record keeping, including state-required requests for reimbursement and quarterly reporting.

GRANT NAME	AWARD AMOUNT	SCOPE OF WORK	DATE
DR-1603 HMGP	\$4M	Streambank Stabilization	2015 - Present
DR-4277 Public Assistance	\$5M	Bridge Replacements	2016 - Present
DR-4277 HMGP	\$2M	Drainage and Lift Station Projects	2016 - Present
DR-4462 Public Assistance	\$20M	Debris, Road Repairs Force Account Labor	2019 - Present
DR-4484 COVID	\$2M	Cat B Costs	2020 - Present
DR-4559 Public Assistance	\$1M	Force Account, Repairs, Debris	2020 - Present

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







## ACADIA PARISH POLICE JURY, LOUISIANA PUBLIC ASSISTANCE PROGRAM MANAGEMENT SERVICES 2021 – PRESENT

Rostan began working with the Acadia Parish Police Jury (APPJ) in November 2021 to assist with their FEMA Public Assistance grants. Our team identified several projects that were eligible via the Public Assistance program. Rostan zeroed in on the large vector control measures taken by APPJ following Hurricane Laura for mosquito abatement with no project pending with FEMA. We immediately submitted for Late Damages to GOHSEP/FEMA and approval was granted. This resulted in Mosquito Abatement Project Worksheets being written and obligated for \$1,154,549.76. Additionally, the Parish Jail roof was severely damaged, yet not previously captured. Rostan received notification both Cat B and Cat E projects would be written. Our team is currently working with FEMA and their Site Inspection team on the Jail projects as well as a Parish-wide drainage canal project. The Drainage Canal project is quite technical but with the documentation and resources, Rostan's Technical Team was able to provide to FEMA's Site Inspectors, this project is advancing.

GRANT NAME	AWARD AMOUNT	SCOPE OF WORK	DATE
DR-4559	\$8,498,357.03	Identify additional areas eligible for FEMA PA funding previously omitted for Hurricane Laura	2021-Present
DR-4611	\$302,504.51	Ensure all APPJ Emergency Protective Measures & Mosquito Abatement are included.	2021-Present

**Client Contact: Kaitlyn Sonnier, Assistant OEP Director, 337-788-8800,  
[acadiahsep-asst@appj.org](mailto:acadiahsep-asst@appj.org), 568 Northeast Court Circle Crowley, Louisiana 70526**



## REFERENCES

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



### **CITY OF SULPHUR, LOUISIANA | 2020 – PRESENT**

Jennifer Thorn, Finance Director  
101 N Huntington St., Sulphur, LA 70663  
Tel: 337-527-4509  
Email: [jthorn@sulphur.org](mailto:jthorn@sulphur.org)



### **ST. JAMES PARISH, LOUISIANA | 2018 – PRESENT**

Eric Deroche, Director Emergency Preparedness  
5800 LA 44, Convent, LA 70723  
Tel: 225-562-2260  
Email: [eric.deroche@stjamesparishla.gov](mailto:eric.deroche@stjamesparishla.gov)



### **WEST FELICIANA PARISH, LOUISIANA | 2018 – PRESENT**

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



### **ACADIA PARISH POLICE JURY, LOUISIANA | 2021 – PRESENT**

Kaitlyn Sonnier, Assistant OEP Director,  
568 Northeast Court Circle Crowley, Louisiana 70526  
Tel: 337-788-8800  
Email: [acadiahsep-asst@appj.org](mailto:acadiahsep-asst@appj.org)





## **SECTION 3**

### **TECHNICAL APPROACH**

**OVERVIEW**  
**LEVERAGE AVAILABLE FUNDING**  
**PROTOCOLS**  
**REIMBURSEMENT REQUESTS**  
**CLOSEOUT**





## TECHNICAL APPROACH

### OVERVIEW

Rostan will act as an extension of the City during all meetings and correspondence with TDEM/FEMA and will facilitate the grant management in accordance with FEMA policies. This includes but is not limited to, consulting and advising the City as subject matter expert for any grant modification requests. Rostan will represent all City information and intents to FEMA and the State of Mississippi in a manner which maximizes the outcome for the City to the fullest extent possible. Part of this approach includes the development of a strategy which meets the needs of the City and is appropriate per applicable guidance and regulation.

Rostan will provide personnel resources to the City with expertise and experience for identification of damage and costs, project worksheet development and oversight, and analysis of all available mitigation opportunities and subsequent proposal development. Our team will work directly with the City in applying for grant funding and developing components, which will capture, document, and organize information in an appropriate, eligible, and compliant manner for presentation to FEMA and the State.

Our team, as FEMA Program, Technical and Policy experts, are well-equipped to provide continued support to the City for FEMA Public Assistance and Hazard Mitigation Programs. The Public Assistance (PA) Grant Program (including 406 Mitigation) provides assistance to state entities maintaining and operating public infrastructure to respond, recover and mitigate impacts. Our experts will assist with project development, formulation, cost estimating, project validation, project worksheet development, appeals, audits and grant closeouts. These solutions will be funded through approved FEMA Project Worksheets (PW) and Hazard Mitigation Proposals (HMP). Our Team will work closely with each City Department and also with the Administration to validate projects immediately following an event through our customized local government Approach.

### ROSTAN PHASED RECOVERY APPROACH

PHASE 1	Operational Planning & Applicant Coordination
PHASE 2	Damage Assessments & Eligibility Determinations, Site Inspections, DDD Formulation & EEI Development
PHASE 3	Scoping and Cost Validation
PHASE 4	Obligation & Award or Appeal Process
PHASE 5	Post-Award Monitoring, Amendments & Modifications
PHASE 6	Final Reconciliation, Project Closeout and Obtain and Maintain Requirement Review







For Public Assistance Programs, the **'Rostan Phased Recovery Approach'** illustration outlines the various phases of the City's recovery effort in alignment with the new FEMA Delivery Model, and truly showcases our expertise of how the FEMA P.A. Program is managed. Our approach is specifically customized and tailored to FEMA's newly implemented process and is designed for speed and fast track of project funding.

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

Our approach focuses on our existing relationships with FEMA and the intimate knowledge that our team has of the solicitation with regard to the organizational type of the City. Our experience with the local government will allow us to expedite the delivery of the Key Service Areas for the City. Our Approach also involves the IMMEDIATE need of a standing meeting with FEMA and TDEM to keep all stakeholders engaged and to keep projects moving.

POST-DISASTER MITIGATION		
<b>406</b> Hazard Mitigation (HM)	 Hazard Mitigation Grant Program (HMGP)	 Non-disaster (competitive HM grants on annual funding cycle)
<b>POST-DISASTER</b>	<b>POST-DISASTER</b>	<b>NON-DISASTER</b>
funding through FEMA PA PROGRAM	funding through FEMA HMGP PROGRAM <b>funding is limited</b>	funding through HAZARD MITIGATION ASSISTANCE (HMA) PROGRAM
Incident-specific Grants	Multi-hazard / Area-wide Grants	Multi-hazard / Area-wide Grants
<b>Funding available for</b> Disaster-damaged Elements of Facilities Only	<b>Funding available for</b> Damaged + Non-damaged Facilities	<b>Funding available for</b> Non-damaged Facilities



For Hazard Mitigation Programs, the Post Disaster Mitigation Program illustration outlines the various funding opportunities that are available to the City. It is the intent of Rostan, to aggressively pursue hazard mitigation funding to address City needs for all vulnerable facilities. Our demonstrated success with the City of Slidell, highlights our capabilities in being able to apply for, secure, and manage HMGP funding on behalf of the City. Rostan staff will pave the way for the City to position for Hazard Mitigation Funding and will open the door for other opportunities to mitigate vulnerable critical infrastructure and insufficient drainage systems.



These Teams are fundamentally cross trained in both Public Assistance and Hazard Mitigation Programs. Additionally, each Team possesses the knowledge of CDBG-DR Non-Federal Matching requirements for the disasters that have been approved by TDEM. Based on our demonstrated history with local government, we understand and recognize that the most beneficial solution is to designate and devote our personnel to the City so that relationships can be formed, continuity/streamlining of processes can occur, and our team can understand each City facility on an intimate level.

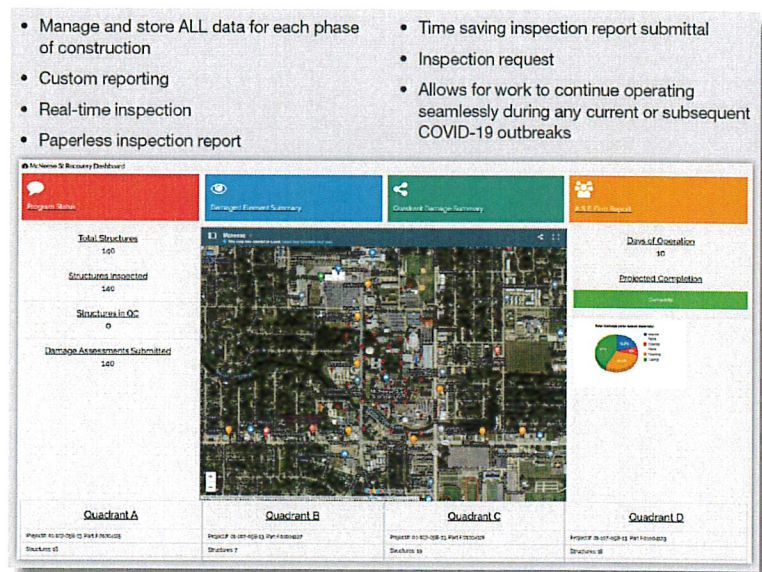
Our Teams will be strategically designated to the City in order to achieve exponential results from the Public Assistance Program, as well as Hazard Mitigation Program Funding. Our teams are organized in a manner in which each team can apply for, manage, implement, and deliver all FEMA Programs in their full, respective life cycles. Our Team will report directly to our designated Project Manager. We believe this process will enable our teams to be effective and allow for streamline communication and reporting process for the City. **Our primary objective through this approach is to build continuity and relationships with the staff/administration at the City, and to become familiar with the infrastructure and assets at each City facility so that when a disaster occurs, our team can navigate through the FEMA process at an effective/efficient pace.**





Our methodology for integrating our approach into the recovery and mitigation processes for the City is fundamentally simplistic. This flow chart depicts our Phases of Work Progress as it relates to a client's recovery efforts. In short, after an event, various timelines are set in place, and the urgency to collect data and damage documentation from the Applicant is hard pressed. Having a systematic process for collecting this information into a centralized point is vital for the success of the recovery program. Our Team will assist the City to implement measures and protocols with the latest technology platforms available to ensure damages are collected, captured and cataloged efficiently.

Our Team provides this and more to the City. The City benefits immediately from our learned experiences, familiarity with your assets, and from our relationships with TDEM and FEMA to streamline funding for City projects. The ability to utilize our expertise will continue to benefit the City and will speed up the recovery effort since we are familiar with your processes and facilities.

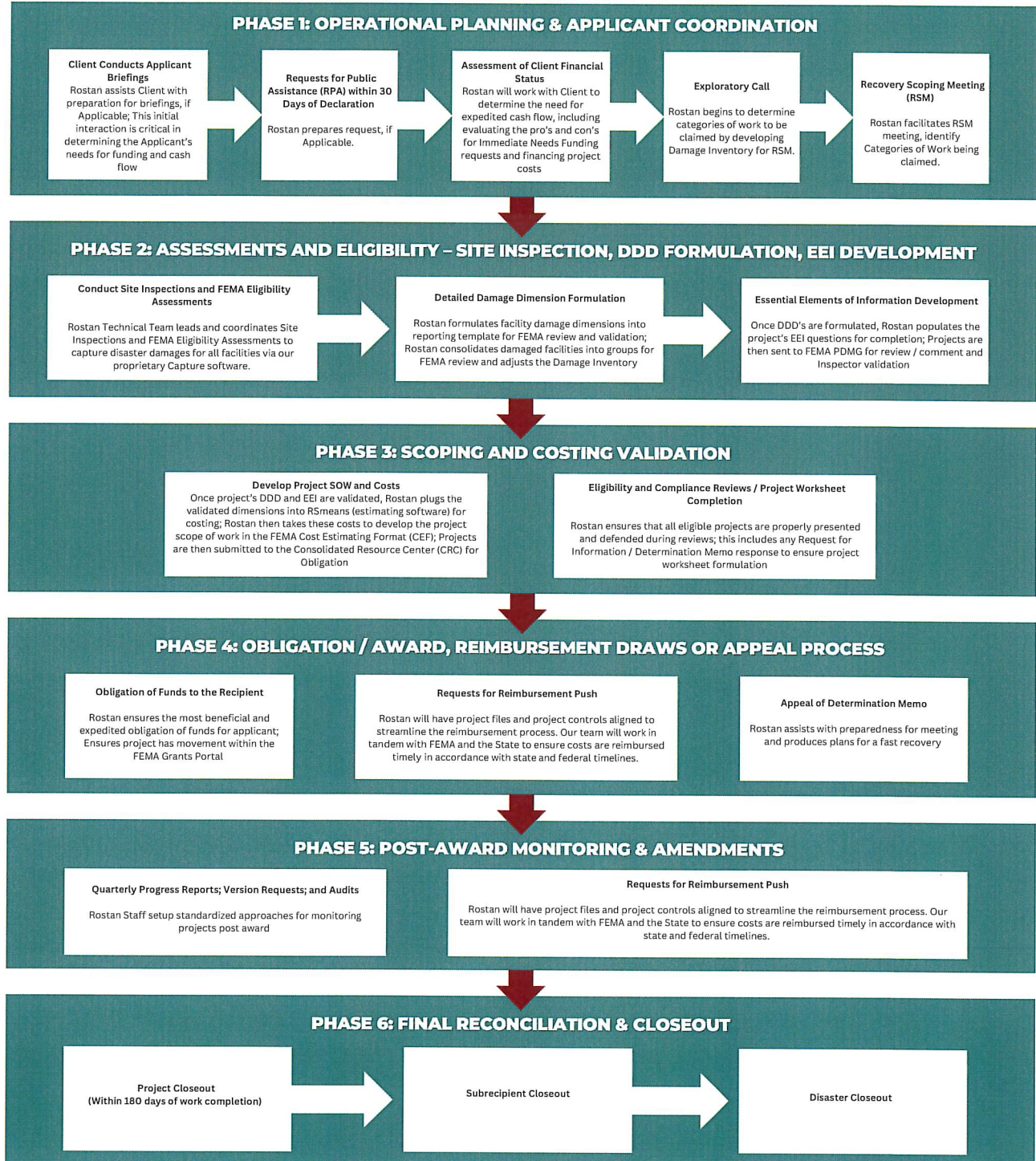


In order to effectively implement project schedules within various damaged City facilities, we will work closely with the City Administration, including the coordination for (a) a comprehensive comparative cost analysis for whether each site requires repair or replacement, (b) a recommended course of action for project timeline, (c) a plan for implementation for each recommended course of action, including associated projected costs and timelines in bringing each site to safety and environmental compliance (d) identification of any and all available funding options, including but not limited to FEMA reimbursement, insurance proceeds, CDBG-DR funds, including monitoring and compliance. Throughout this process, our Team will ensure all required FEMA and other federal funding source requirements are met. The differentiating factor for delivering this objective will be the systematic use of our technology platforms to standardize reporting mechanisms and allow the City to have real-time visibility and access.





## PA PROGRAM DELIVERY PROCESS







Our Team encompasses the ability to streamline field damage assessments and required FEMA reporting. Working closely with City staff and regulatory agencies, TDEM and FEMA, our team will review the comprehensive field inspection reports, surveys and needs assessment of all facilities that were impacted by an event, whether previously identified or not. Through our team's proprietary software, the **Rostan Information Management System (Rostan-IMS)**, we are able to aggregate assessment data at a rapid and accurate pace and prioritize City assets, based on the FEMA Public Assistance Category of Work, including Category A – Debris, Category B – Emergency Protective Measures, Category C – Roads and Bridges, Category D – Water Control Facilities, Category E – Buildings and Equipment, Category F – Utilities, and Category G – Parks, Recreation, and Other. These data sets will allow the City to view, real-time, assessment progress for damages at each facility, where applicable.

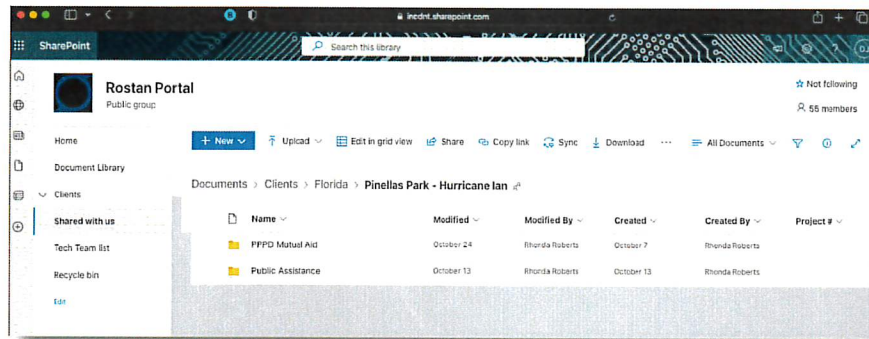
Having nearly 2 decades of disaster recovery program experience, Rostan has a vast, complete knowledge of the disaster recovery program lifecycle. This experience has allowed us to pioneer a modified database that focuses on process and reporting efficiency, customization, and allow for mobility and ease of execution.

This team, designed to field technical inquiries regarding any area of the program, will be on call and available to City staff for preparation of position briefs and/or in-person reporting as requested. We will provide monthly written reports with real-time data representing current status of project scopes, delivery schedules and budget/cost comparisons. Special reports are provided as needed and requested by the City in order to foster effective communications with the oversight entities.

## MONITORING & QA/QC

As with the development of well thought out policies and procedures, monitoring plans are just as important. Our monthly status reports will include, but not be limited to an email report with current status of grant funds, reimbursements, minutes and sign-in sheets from meetings, issues that affect the project funding and outstanding information requests. In fact, the disaster regulations specifically spell out the need for the approval of Quality Control and Monitoring plans. We commit to continuing to provide the appropriate and most qualified staff to perform the full spectrum of services, from project kickoff to closeout/audit, and we will leverage our SharePoint to accomplish this.





We will convene with City Officials at the initial kick-off meeting to discuss the best option for the City and the appropriate access the City wishes to have to our SharePoint Site. Protocols for document upload will be discussed and agreed to and progress reports will be generated to offer insight to the City into progress toward project completion and obligation.

Our Team will customize and assist with a framework specific to the City to ensure that milestones are on target and financial elements are considered during the recovery process. Our QA/QC review procedures set management and quality processes into motion before project work begins. At the onset of the project, we determine data quality objectives, metrics, and the technical path to achieve these. We are accustomed to working across disciplines, business, and geographic lines to achieve successful project results for our clients.

## LEVERAGE AVAILABLE FUNDING

### FINANCIAL, ACCOUNTING, REPORTING & GRANT MANAGEMENT

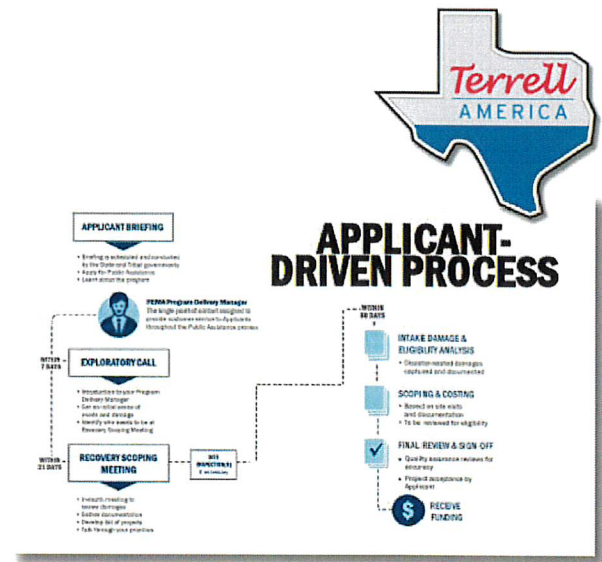
City Administration and Finance staff are challenged with augmenting existing sources of funding, identifying and leveraging new sources, and creating cost-effective budgets while meeting existing City demands. Funding opportunities to meet such needs after a presidentially declared disaster is vital for the immediate and long-term recovery of the City. As the City is aware, our team takes a proactive role to assist our clients in obtaining and maximizing project funding. Our success has been built upon developing specific knowledge about funding available in the various geographic regions, gaining expertise in the various sources, cultivating relationships with funding agencies, as well as developing funding strategies that maximize return on investment. Our methodology below depicts our exceptional resource capabilities and outlines our best practice approach for managing the financial and accounting aspects for the City's recovery efforts.





The element of negotiating and working closely with FEMA is truly undervalued, when in reality, it is an art form. Rostan will negotiate with FEMA and State personnel, where necessary with City approval, throughout the development, approval and implementation process to ensure that the grant funding is adequate and maximizes the outcome for the City. Being an effective consultant and representative of the City means maximizing all available funding to the City, while reducing financial risk, liability and exposure. Our close coordination with FEMA is methodically planned and well calculated. We concede to smaller issues to achieve greater results that are part of a larger picture. Our Team will provide qualified and professional staff to negotiate with FEMA and the State on behalf of the City. We have a deep respect for quality performance, and we value accurate reporting as a standardized tool in our collective project delivery, coordination, and communication approach. Our work product speaks for itself and is simply unmatched in our ability to negotiate and work directly with FEMA Region 4 and FEMA Headquarters. We relish the opportunity to represent the City in their FEMA needs and are proud of our work performed to date. The City will not find a more trusted partner that can effectively negotiate FEMA claims and damages on its behalf, than Rostan.

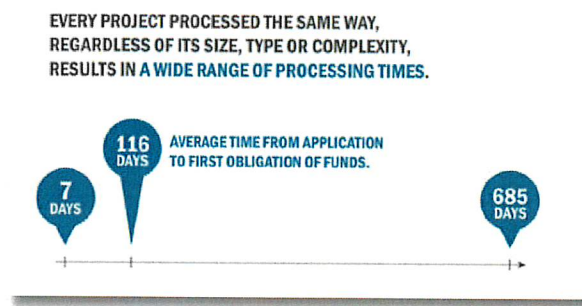
## NEGOTIATE & WORK WITH FEMA ON BEHALF OF THE CITY OF TERRELL



**SIMPLY PUT, OUR STANDARD OF WORK IS RESPECTED, OUR PERSONNEL WHO WILL REPRESENT THE CITY ARE RESPECTED, AND WE WILL ENSURE THAT THE CITY OF TERRELL IS RESPECTED.**



## UNDERSTANDING THE FEMA PROCESS AND MANAGING GRANT AND PROGRAMMATIC REQUIREMENTS



Our Team understands applicable Federal policies and regulations that govern FEMA and other federally funded programs. Our objective is to ensure that the City recovers all eligible costs that were incurred as a result of a disaster and to provide local dedicated staff and resources to ensure satisfaction from project inception through closeout as expeditiously as possible, working intimately with outside stakeholders, such as TDEM, HUD, and FEMA. Understanding the comprehensive, detailed policies, procedures, and compliance requirements can be daunting for clients receiving Disaster Recovery funding. We are comprised of the best and the brightest in FEMA PA, HM, and CDBG, and our experience outlined in this proposal supports the resourcefulness that we will deliver to the City. Our performance will be measured through the below objectives:

→	<b>Meeting with the City to discuss additional expenses and funding deficits</b>
→	<b>Preparation, presenting and managing all associated grant amendments to TDEM and FEMA as requested by the City</b>
→	<b>Performing all duties in compliance with TDEM and FEMA from the City guidance and regulation requirements 100% of the time</b>
→	<b>Reporting grant management progress to the City monthly</b>
→	<b>Providing and managing tracking of funds and budgetary changes to the City monthly</b>
→	<b>Assisting in responding to and submitting any request for information to FEMA prior to given deadline</b>





Our team, as infrastructure experts, are well-equipped to provide support for the FEMA Public Assistance Grant Program and the process immediately following a declared incident. The Public Assistance Grant Program, including 406 Mitigation, provides assistance to eligible entities who maintain and operate public infrastructure to respond, recover and mitigate impacts. We will assist with and oversee project formulation, cost estimating, project validation, project worksheet development, appeals, audits and grant closeouts on behalf of the City.

**THE CITY OF TERRELL NEEDS A TEAM WHO ENCOMPASSES THE FOLLOWING CHARACTERISTICS:**

Can showcase demonstrated success that fund projects across FEMA Programs for the City

Able to provide sound guidance and programmatic direction

Can help the City navigate the FEMA Program complexities and deliver a comprehensive Recovery and Mitigation Program

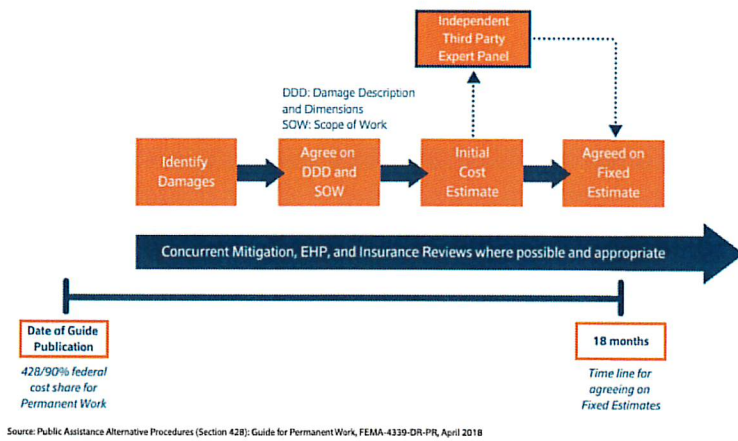
Our Team consists of experts that can do more than just administer and facilitate the grant process. Our experts will work directly with the City to implement and deliver the solutions that will rebuild City infrastructure better than it was before, to establish resiliency. These solutions will be funded through approved FEMA Project Worksheets (PW) and Hazard Mitigation Proposals (HMP), on top of any insurance proceeds. Our Team will assist with both implementations of these eligible projects as well as fulfillment of the reimbursement process.

## THE SANDY RECOVERY IMPROVEMENT ACT OF 2013

**The Sandy Recovery Improvement Act of 2013 (SRIA)** — Alternative Procedures Pilot Program: Participation in the new alternative procedures is voluntary but can be leveraged in certain cases. Rostan, has successfully implemented the Alternative Procedures Pilot Program for a number of clients including \$1.7B restoration and mitigation funding for NYC Health and Hospitals Corporation, \$12M in relocation and rebuilds on new sites for educational institutions in Port Arthur, TX and Lafayette, LA and \$3.2M restoration and mitigation funding for the Escambia Community Clinic. Our team of experts were instrumental elements (formerly) of the Louisiana Governor's Office of Homeland Security and Emergency Preparedness Technical Team who sought tens of millions in 428 funding across numerous Louisiana Applications as well. Every disaster is unique, and Rostan's Technical Team will work closely with the City to develop the most appropriate funding program that benefits the City.



## Section 428 Process



**THE CITY WILL HAVE AT ITS DISPOSAL A PROJECT TEAM THAT CAN APPLY FOR AND DELIVER THE FLEXIBILITY OF THE 428 ALTERNATIVE PROCEDURES PILOT PROGRAM TO THE BENEFIT OF THE RECOVERY PROCESS.**

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

We are also comprised of CDBG-DR and Program Management experts plan to utilize their collective experience from lessons learned and coordinate with the City to implement programs that are most advantageous to the affected populace.



**NON-FEDERAL  
MATCH PROGRAM**

Collectively, we will ensure programmatic regulations are adhered to as it relates to Davis-Bacon and all required Labor Compliance reviews. Of significant importance is the matching non-federal share matching components that the CDBG-DR program affords to the City. Our team of policy experts can navigate the City through the complex matching requirements of this federal funding source and ensure that the non-federal match is met when this fund is available. Our Team has extensive experience in drafting Disaster Recovery Action Plans, amendments and developing disaster related policies, procedures, tracking systems, and monitoring plans.





## REGULATORY AND FINANCIAL COMPLIANCE

### REGULATORY

**FEDERAL EMERGENCY MANAGEMENT AGENCY**  
**HISTORIC REVIEW ASSESSMENT FOR DETERMINATION OF EFFECT**

Project Number: \_\_\_\_\_

Address/Location of facility/site: \_\_\_\_\_

Historic Name and ID #: \_\_\_\_\_

Historic Data: ☐ None ☐ Non/Partial ☐ State Register or other ☐ Contributing to Historic District

1. Describe disaster damage, particularly as it relates to character-defining features: \_\_\_\_\_

2. The proposed scope of work will affect all of the following: ☐ Repair or replace non-character defining features ☐ Repair and/or replace historic features/elements in-kind to return facility to pre-disaster condition ☐ Alter or remove historic features/elements ☐ Add new historic features/elements to a historic facility, setting or landscape ☐ Conduct, develop or make archaeological resources inaccessible ☐ Include mitigation, an alternate project or an improved project ☐ Other project: \_\_\_\_\_

3. Describe measures to prevent or minimize loss or impairment of character-defining features: \_\_\_\_\_

4. Alterations: ☐ None ☐ Driveway ☐ Garages ☐ Porch/Steps ☐ Project Workman ☐ Scope of Work ☐ Site Plan ☐ National Register ☐ List of Materials ☐ Schedules ☐ Archaeological Survey ☐ Field Notes ☐ Summary Views or Increased Photos ☐ Documentation Plans ☐ Research Notes ☐ Other: \_\_\_\_\_

5. Evaluation: ☐ No Character-defining features were affected ☐ The above actions meet the conditions for a Programmatic Agreement governing historic resources ☐ The above actions substantially conform with the appropriate parts of the Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation ☐ Further consultation with the SHPO in accordance with the Programmatic Agreement is required ☐ Development of SHPO or Memorandum of Agreement is required ☐ Recommendations for conditions or stipulations to ensure that the assessment of effect is consistent with 36 CFR Part 60 criteria of effect and substantially conforms to the Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation include: \_\_\_\_\_

6. Assessment of Effect (check one): ☐ No Effect ☐ No Adverse Effect ☐ Adverse Effect

7. Specialist: Your signature shows that you have reviewed this form and related material for conformity with requirements in FEMA's Programmatic Agreement governing compliance with the National Historic Preservation Act, applicable parts of the Secretary of the Interior's Standards for Rehabilitation and Guidelines for Archeology and Historic Preservation, the Secretary of the Interior's Standards for Archeological Documentation/Standards, or any other applicable Secretary of the Interior's Standards, 48 CFR Part 201, and FEMA Management Policies, and have provided your best professional opinion. If completed: \_\_\_\_\_

8. Action Taken and Date: \_\_\_\_\_

FEMA Form 90-122, NOV 88

One of the most often overlooked elements of a recovery or mitigation project is complying with the applicable regulatory agencies. Our role with the City will be to ensure complete program compliance and comply with all Environmental, Historic, Labor Compliance, Davis-Bacon, Public Health & Safety Requirements/ Legal Requirements. Rostan has an impeccable history with state and federal government agencies and will serve as the lead in this endeavor due to their credentialed experience and relationships. Our experts have tremendous working relationships with all the regulatory agencies and will work closely (training, outreach, SOPs, site visits, and desk reviews) with the City to ensure full compliance with all applicable laws, regulations, and other programmatic and financial requirements including all environmental, historic, and public health &

safety requirements. Our team will use all opportunities to monitor project and grant activities, including checklists, database records, quarterly reports, site visits and conference calls to assure that all legal requirements of both programs are satisfied.

Our Team will implement the following steps to ensure compliance with federal regulations, provide audit coordination and assist the City with responding to audit findings. Throughout the grant administration and formulation process, we intend to utilize the below QA/QC process to detect fraud, waste, and abuse. This includes:

Rostan sets itself apart from other competitors in our strategy and unique approach to working with TDEM and delivering recovery, mitigation, and closeout services. We have longstanding relationships with both TDEM and FEMA personnel and will work directly with TDEM to facilitate all projects and recover eligible damages/costs. The Rostan Team is well-positioned to provide support for the process following declared incidents through project closeout. Rostan will lead and facilitate, as directed by the City, all applicant meetings, Requests for Information (RFIs), Requests for Reimbursements (RFRs), project formulation, review of documentation, cost estimating, project validation, Project Worksheet (PW) development, appeals, audits, and grant closeouts.



## IMPLEMENTING A CONTROLLED ENVIRONMENT

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

## ESTABLISHMENT OF RESPONSIBILITY

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

## REGULAR RISK ASSESSMENT

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

## DOCUMENTATION STANDARDS

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

## MONITORING

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

## TRANSPARENCY

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





## FINANCIAL

Fiscal Management describes the policy and procedural development for fiscal control, including the processes for project cash request and disbursement, accounts receivable/payable, and the program income tracking. Our team will assist the City, with planning and strategy to not only manage cash flow, but also maximize the funding, offset any applicable non-federal matching requirements, and ensure compliance with federal regulations and State audit requirements. This includes sound fiscal/budget controls and a systematic approach for documentation and records storage. Currently, Rostan uses and interfaces with clients via its Microsoft Office SharePoint site. This link allows for clients to upload project specific data to a secure access point and enables our team to access files in seconds. This process speeds up project reporting capabilities and allows our team to process reimbursements timelier and push the documentation through to TDEM and FEMA respectively.

Our Team offers access to national networks, robust software suites; customized data systems and web-based tools and solutions. Our team has recent and extensive experience in operating within FEMA's new Grants Portal system for the Public Assistance Program, a key qualification to successfully obtaining federal reimbursement, as well as working with State-Level Mb3 systems for reporting.

We will assist the City in accounting for all of these costs initially as estimates for grant development and funding, and finally as actual costs to be used for reimbursement of eligible grant funding. The actual costs will eventually have to be reconciled; and we will assist with the reconciliations of costs, reimbursement pursuits through FEMA, and will facilitate any future audits, appeals (if needed), programmatic/financial reporting, and lastly grant and financial closeouts.





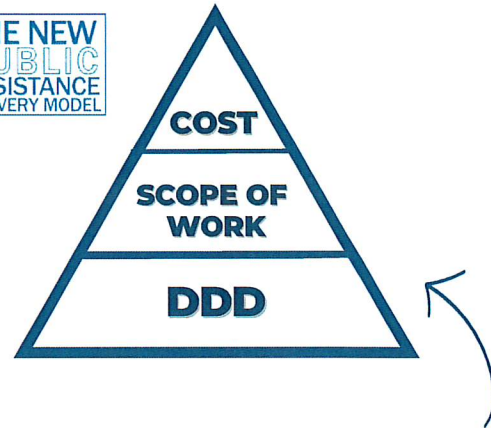
## PROTOCOLS

### SITE INSPECTION PHASE

Assessing damages is a time-sensitive, essential element in the response and recovery process. We understand the financial implications to the City of a poorly performed site inspection operation. Our team can provide personnel experienced with training on how to identify and account for all potentially eligible damages, and how to ensure that the proper claims and estimates are submitted in a timely manner. Alongside local officials, we will assist with the development of metrics, milestones, and timetables appropriate for each project that will provide the most benefit to the City.

### **SITE INSPECTIONS ARE CRITICAL**

THE NEW  
PUBLIC  
ASSISTANCE  
DELIVERY MODEL



**DETAILED DAMAGE  
DESCRIPTIONS ARE THE  
FOUNDATION OF THE  
GRANT**

## SCOPE OF WORK DEVELOPMENT AND ELIGIBILITY

We will assist the City with the completion of the applications. All necessary forms will be developed, such as the budget/cost summary form, supplemental information, program schedule, activity beneficiary form, target area and project maps, project description, cost estimates, other funds supplemental documentation, proofs of publication, statement of assurances, etc.

**Federal grant applications submitted, must be program eligible, cost effective, environmentally sound, and technically feasible. Team reviewers include former PA, HM, and CDBG-DR project managers and experienced technical staff. Typical elements that must be satisfied:**





✓	<b>Compliance with all requirements of federal grant eligibility — Damage, impacts, at risk</b>
✓	<b>A beneficial impact upon the declared disaster area, and compliance with any applicable state directives in the state program administrative plan for the specific disaster</b>
✓	<b>Solution of a problem independently</b>
✓	<b>Cost-effectiveness and evidence of substantial reduction of the future losses</b>
✓	<b>Long-term and technically feasible</b>
✓	<b>Conformance with all applicable environmental, historic, or cultural preservation requirements</b>
✓	<b>Required non-federal match</b>
✓	<b>Leveraging issues for multiple grant sources</b>
✓	<b>Conformance with all applicable federal, state and local regulations (e.g., NFIP regulations or state/local building codes)</b>
✓	<b>High level technical feasibility</b>

Once the application is determined to be complete and feasible, the team's in-depth technical review begins to drill down into the details of the proposed project to confirm the benefit-cost analysis; apply any pertinent regulations; review cost estimates, site plans and architectural drawings; affirm thoroughness of the application; check that all documentation required for environmental and/or historic preservation is included; and if warranted, provide assistance with Requests for Information (RFI).

## POLICY ADVISORY SERVICES

Rostan is unlike any traditional consulting firm. We have two (2) licensed attorneys who specialize in FEMA Recovery and Mitigation Policy. The City will benefit from our collective experience in FEMA Appeals and Arbitrations and in how we leverage FEMA's own precedent cases against them. Our FEMA work in six (6) other FEMA regions across the country afford our team the advantage of having visibility on other FEMA Region's eligibility determinations surrounding similar projects. So that the City will know and understand the role of our Policy Advisory Services relative to federal programs on behalf of the Department, the Rostan Policy Team encompasses the following:



→	<b>Provide on-going research for project eligibility determinations to establish precedent case work</b>
→	<b>Develop a multi-tiered QA/QC process to ensure that awards and contracts meet all federal regulations</b>
→	<b>Use quarterly reporting mechanisms to document progress, including any procurement activity</b>
→	<b>In coordination with TDEM, perform regular desk monitoring through the review of Requests for Reimbursement for front-end audits</b>
→	<b>Provide checklists to be submitted with Requests for Reimbursement</b>
→	<b>Review bid documents, advertisements, addendums if applicable, wage rates, attend bid openings, pre-construction conferences, etc. to ensure compliance with state and federal laws</b>
→	<b>Perform labor compliance reviews, as applicable</b>
→	<b>All costs will be reviewed for eligibility and cost reasonableness (If the project is competitively bid, there will be no need for this review)</b>
→	<b>Assist the City/sub-grantee in developing RFP/RFQ materials for engineering, architectural or construction services to ensure all required items are included, such as proper wage rates, minority goals, etc</b>
→	<b>If needed, attend and provide assistance at preconstruction conferences, bid opening, tabulation and minutes, bid award and contractor eligibility</b>
→	<b>Assure that corrective action plans are developed, enforced, and implemented, as needed</b>
→	<b>Ensure compliance with Single Audit Act requirements, review audit reports, as necessary</b>

## REIMBURSEMENT REQUESTS

Our comprehensive portfolio includes the submission of Requests for Reimbursement for many federal programs, specifically for Public Assistance and Hazard Mitigation Programs. In fact, the Rostan Team is responsible for some of the largest reimbursement requests for local governments on record, both for Public Assistance and also for the sole Hazard Mitigation Grant Program Project. Our Team is designed and structured to effectively streamline and manage eligible costs and all force account expenses, provide appropriate and specific source documentation of expenses, and deliver direct allocation of costs to the appropriate funding source when match is required. **Our objective, to the fullest extent possible, is to make EVERY Disaster that impacts the City a budget neutral Disaster.**





This is attainable through our Team correlating the implementation of the project scope with the grant funding scope to streamline the reimbursement process, identify potential matching elements, and decreasing confusion and delays with the FEMA Consolidated Resource Center. This also involves our Program Team having a trusted relationship with the local FEMA personnel, assigned Program Delivery Managers, and TDEM — which we will demonstrate to the City.

Our Team will work with the City to develop reporting protocols and schedules for activity logs, timesheets, and any other required or designed report. Rostan has developed templates for project monitoring correspondence, application review, and contract development correspondence, and correspondence related to every phase of a project's life cycle.

Correspondence or documents that are not template in nature can be quickly drafted upon request and sent to the City for review, approval, and use. Ensuring clear communication has been and will continue to be a pillar for success with federal programs. All templates will be provided to the City for review and acceptance, and we will work with the City in the development of a Comprehensive Building Assessment Report.

## **CLOSEOUT**

To minimize challenges with the project close-out process, we begin the accounting for closeout on day one of implementation, ensuring details are not forgotten or documents misplaced by the time critical audit preparation efforts begin. Our Team will begin preparing, internally, for a front-end audit in order to streamline projects through closeout. This process involves close coordinate with TDEM as the projects are being initially developed. Our approach is centered around TDEM involvement from the onset of a project so we can avoid any unnecessary delays for missing documentation. As part of this process and best practice, our Team will conduct monthly project monitoring reviews of all associated will take place throughout the project life to reduce any corrective actions at the end of a project. An essential element of any project close-out is the development and maintenance of a Closeout Checklist. Our Team will be responsible for the maintenance of these checklists and the City will have real-time visibility with access to our SharePoint site, where these files will be stored. Prior to submitting reimbursement requests to TDEM, our teams will conduct a thorough file review and QA/QC check to ensure project files are complete. Once complete, both our Project Manager, as well as our Program Executive, will sign off on the checklist to finalize the file for submittal to TDEM.





# SECTION 4

## COST PROPOSAL





## COST PROPOSAL

POSITION	HOURLY RATE
CONSULTING SERVICES	
Program Executive	\$190.00
Program Manager	\$160.00
Senior Consultant	\$150.00
Consultant	\$140.00
Jr. Consultant	\$130.00
Administrative Support	\$80.00
TECHNICAL SERVICES	
Project Manager	\$170.00
Assistant Project Manager	\$155.00
Senior Technical Specialist	\$185.00
Technical Specialist	\$165.00
Jr. Technical Specialist	\$145.00
Senior Appeal/Senior Policy Specialist	\$180.00
Appeal/Policy Specialist	\$160.00

\*Rostan will work with the City, TDEM and FEMA to fund the maximum eligible management cost percentage for grant administrative and project management services.

\*Rostan also intends to work closely with the City, TDEM and FEMA to recover costs that the City has already incurred as In-Kind Match offsets to contribute towards the non-federal match portion.



# **SECTION 5**

## **APPENDIX A**

### **APPENDIX A (ROSTAN TEAM RESUMES)**





## APPENDIX A

# KYLE JONES, CEM

PRINCIPAL | VICE PRESIDENT | PROGRAM EXECUTIVE

ROSTAN  
SOLUTIONS

Mr. Jones is a Certified Emergency Manager with a tenured background in emergency management, public assistance, and federal cost recovery programs. Mr. Jones specializes in maximizing funding sources for clients and applying the federal regulations and/or policies to projects. Mr. Jones also specializes in FEMA Appeals, Code of Federal Regulation analysis, and interfaces with FEMA and State Agencies on behalf of clients to ensure program success for project funding. Mr. Jones' extensive disaster recovery background yields tremendous programmatic knowledge of the 404 and 406 mitigation programs with nearly two decades of hands-on experience in managing HMGP/HMA, Public Assistance Programs, and other major federal disaster declarations on behalf of clients.

### YEARS OF EXPERIENCE

20

### EDUCATION

BA, Business Administration,  
Louisiana State University, 2007

### PROFESSIONAL REGISTRATIONS

Certified Emergency Manager (CEM)

### QUALIFICATIONS

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

### PROFESSIONAL EXPERIENCE

ROSTAN SOLUTIONS | BATON ROUGE, LA | 2018 - PRESENT  
**PRINCIPAL/ VICE PRESIDENT**

ARCADIS NORTH AMERICA | BATON ROUGE, LA | 2014 - 2018  
**DIRECTOR, DISASTER PROGRAMS**

EAST BATON ROUGE PARISH | BATON ROUGE, LA | 2007 - 2014  
**DEPUTY DIRECTOR**

STATE OF LOUISIANA OFFICE OF EMERGENCY PREPAREDNESS - MILITARY DEPARTMENT | BATON ROUGE, LA | 2003 - 2007  
**OPERATIONS SUPPORT & MANAGEMENT**



# KYLE JONES, CEM

ROSTAN  
SOLUTIONS

PRINCIPAL | VICE PRESIDENT | PROGRAM EXECUTIVE

## PROJECT AND PROGRAMS EXPERIENCE

LOCAL GOVERNMENTS, SCHOOLS, STATE AGENCY, PRIVATE-NON-PROFITS (PNP), HOUSES OF WORSHIP (HOW), AND HOUSING AUTHORITIES || 2014 – PRESENT

### **PUBLIC ASSISTANCE PROGRAM MANAGEMENT**

Serves as the Program Executive and Principal for Public Assistance and Hazard Mitigation Assistance Programs on behalf of clients that are impacted by a disaster totaling over \$2.5B in program management since 2014. Responsible for managing projects and representing client interests from the initial scoping meeting through closeout and subsequent appeals across numerous sectors of Applicants.

Local Government recovery experience includes assistance provided to West Feliciana, St. James Parish, Plaquemines Parish, West Feliciana Sheriff's Office, West Feliciana Parish Hospital, City of Sulphur, City of Lake Charles, and the City of Pinellas Park, Acadia Parish, Beauregard Parish, Concordia Police Jury, Diamondhead MS, Gramercy LA, Gretna, LA, Jackson LA, Jefferson Parish, Kenner LA, Litcher LA, Madisonville LA, Mansura LA, Midway, FL, Natchitoches Parish, North Port FL, Pearl River LA, Point Coupee Parish Sheriff's Office, Quincy FL, St. Mary Parish LA, St. Tammany Parish LA, Town of Simmesport LA, West Carroll Parish Sheriff's Office LA, Westlake LA, Wilkinson County MS, Plaquemines Medical Center LA, Plaquemines Port Harbor Terminal District.

School recovery experience includes assistance provided to West Feliciana Parish Schools, Fort Worth ISD-TX, Texas City ISD-TX, Little Cypress ISD-TX, Huffman ISD-TX, Corpus Christi ISD-TX, Gadsden County Schools, and Polk County Schools-FL, Louisiana College.

State Agency recovery experience includes assistance provided to Louisiana Department of Corrections and Florida State Hospitals, Kisatchie Regional Planning & Development District.

Private-Non-Profits (PNP) recovery experience includes assistance provided to Group Health Cooperative-South Central Wisconsin and Early Education and Care, Inc-FL, United Christian Academy-TX, Community Christian School-TX, and Hamilton Christian Academy, LA, St. Vincent de Paul- Paulina/Litcher/Gramercy, St. George Catholic Church and School LA, Aetna Better Health of Louisiana, Blue Cross Blue Shield of Louisiana, Diocese of St. Thomas USVI, YMCA of the Capital Area- Baton Rouge LA, Church of the King LA, Community Action Program Committee, Inc.





# KYLE JONES, CEM

PRINCIPAL | VICE PRESIDENT | PROGRAM EXECUTIVE

ROSTAN  
SOLUTIONS

House of Worship recovery experience includes assistance provided to Apostolic Christian Church-LA and First Baptist Church of Denham Springs-LA, Louisiana Baptist Convention.

Housing Authority Recovery experience includes assistance provided to Duson Housing Authority, New Iberia Housing Authority, Oakdale Housing Authority, and Eunice Housing Authority.

Serves as the Program Executive and Principal for Hazard Mitigation Assistance Programs on behalf of clients that are impacted by a disaster totaling over \$500MM in program management since 2014. Represents agencies interests for various hazard mitigation projects, including Louisiana State Penitentiary, West Feliciana, St. James, and Iberville Parish.

## **MULTIPLE LOUISIANA CLIENTS || 2014 – PRESENT**

### HAZARD MITIGATION ASSISTANCE (HMA) PROJECT MANAGEMENT

Serves as the Program Executive and Principal for Hazard Mitigation Assistance Programs on behalf of clients that are impacted by a disaster totaling over \$500MM in program management since 2014. Represents agencies interests for various hazard mitigation projects, including Louisiana State Penitentiary, West Feliciana, St. James and Iberville Parish. Responsible for coordinating the project activities and serving as the executive liaison amongst the client, subcontracting companies involved in primary basic engineering tasks including the hydraulic and hydrologic study. Additional responsibilities include data collection and dissemination for all tasks involved in the project as well as reporting to the state of Louisiana for record keeping, including state-required requests for reimbursement and quarterly reporting.

## **MULTIPLE LOUISIANA CLIENTS || 2007 – 2014**

### EMERGENCY PLANNING

Developed East Baton Rouge Parish, Pointe Coupee Parish, Vermilion Parish and Evangeline Parish Emergency Operations Plan (EOP). Developed East Baton Rouge Parish, Pointe Coupee Parish, Vermilion Parish and Evangeline Parish Continuity of Operations Plan (COOP). Developed the first Point of Distribution (POD) Plan for the City of Baton Rouge,



# KYLE JONES, CEM

PRINCIPAL | VICE PRESIDENT | PROGRAM EXECUTIVE

ROSTAN  
SOLUTIONS

Parish of East Baton Rouge and managed and maintained database of all Critical Infrastructure / Key Resource facilities parish wide. Responsible for managing the EOC during activations and streamlining resource requests during activations, facilitated briefings during EOC activation for the Mayor-President.

## **MULTIPLE CLIENTS || 2007 – 2014**

### **PUBLIC ASSISTANCE, HAZARD MITIGATION AND PROGRAM ADMINISTRATION**

Managed the Public Assistance and Hazard Mitigation Programs for East Baton Rouge Parish totaling more than \$300 million in federal funding. Managed preliminary damage assessments (PDA) and streamlined reporting processes for the Parish. Served as the City-Parish Authorized Representative for FEMA Public Assistance & Hazard Mitigation Programs and Appeals, Department of Homeland Security Office of Inspector General (OIG) Audits, and Louisiana Legislative Auditor (LLA) Site Visits. City-Parish Homeland Security & Emergency Preparedness Liaison to the East Baton Rouge Parish School System & Voluntary Organizations Active in Disasters (VOAD) for all engagements. Directly managed and oversaw the entire East Baton Rouge Parish Hazard Mitigation Assistance (HMA) program with \$26MM of funding being granted to East Baton Rouge Parish during tenure. Projects included: FMA Acquisition of 8 Structures, HMGP-DR 1786 Acquisition of 24 Structures, HMGP-DR 4080 Wind Hardening Project, HMGP-DR 1786 Wind Retrofit & Floodproofing, SRL Acquisition of 8 Structures, HMGP-DR 1603 Acquisition of 8 Structures, HMGP-DR 1603 Critical Infrastructure Generator Installation.

## **EOC ACTIVATION, SPACE SHUTTLE COLUMBIA DISASTER, FLOODING, HURRICANE RESPONSE || 2003 – 2006**

### **DISASTER RECOVERY AND RESPONSE COORDINATION**

Assisted Disaster Recovery Division with FEMA Public Assistance Windshield Surveys and Funding Implementation on behalf of Parishes for DR-1521 and DR-1668 (Flooding) and Hurricane Ivan Response Efforts (DR-1548). Coordinated State response efforts with the Operations Division and managed state and local resource requests during Space Shuttle Columbia Crash for DR-3172 and coordinated crash site coordinates with the Louisiana Air National Guard inside State Emergency Operations Center (EOC).





# CARLOS ARREDONDO

ROSTAN  
SOLUTIONS

## PROGRAM MANAGEMENT

Mr. Arredondo is an experienced Disaster Recovery and Planning specialist in private and public sector, with expertise in construction building, construction management, protocol development, cost analysis, team building, and public assistance. He is well-versed in FEMA codes and regulations, which allows him to carefully monitor and oversee all recovery program tasks to ensure maximum funding recovery and minimal funding de-obligation.

### YEARS OF EXPERIENCE

4 Years – Public Assistance Policy Consulting

9 Years – Construction Estimating, Management, and Building

8 Years – Military and Maritime Law Enforcement as Member of U.S. Coast Guard

### CERTIFICATION & SKILLS

- RSMeans
- FEMA CEF Training
- Master Carpentry
- Bilingual (Spanish / English)
- OSHA Basic Safety
- Building Project Management
- Project Scheduling
- Cost Analyses
- Projection Plan Development
- Budgeting

### EDUCATION

Art Institute, Media and Animation, Fort Lauderdale, FL.

Art Institute of California, Industrial Design, Orange County, CA

### RECOVERY EVENTS

2022	HURRICANE IAN
2021	HURRICANE IDA
	WINTER FREEZE, LA
2020	HURRICANE ZETA
	HURRICANE DELTA
	HURRICANE SALLY
	HURRICANE LAURA
	COVID-19 (FEMA DR-4484)
2019	FLOODING, LA
	HURRICANE BARRY

### PROFESSIONAL EXPERIENCE

ROSTAN SOLUTIONS | LOUISIANA | 2019 - PRESENT

**EXECUTIVE DIRECTOR 2023 - PRESENT | PROGRAM MANAGER 2020 - 2023 | TECHNICAL SPECIALIST 2019 - 2020**

B&G CONSTRUCTION | NEW ORLEANS, LA | 2016 - 2019

**PROJECT MANAGER**

JD RESTORATIONS | NEW ORLEANS, LA | 2014 - 2016

**GENERAL MANAGER**

CARBINE RESTORATIONS | NEW ORLEANS, LA | 2012 - 2014

**CARPENTER**

U.S. COAST GUARD | LONG BEACH, CA | 2004 - 2012

**BOATSWAIN'S MATE**



# CARLOS ARREDONDO

PROGRAM MANAGEMENT

ROSTAN  
SOLUTIONS

## PROJECT AND PROGRAMS EXPERIENCE

### PLAQUEMINES PORT (PPHTD), LOUISIANA || 2022 – PRESENT

CLIENT MANAGER

Responsibilities include building analysis and damage assessments; repair and mitigation scoping assessments; DDD Development; repair cost estimates; site inspection; debris and roads data collection and analysis; debris removal cost estimates; cost analysis; budgeting; procurement and contracting.

### CITY OF WINDERMERE, FLORIDA || 2022 – PRESENT

CLIENT MANAGER

Responsibilities include building analysis and damage assessments; repair and mitigation scoping assessments; DDD Development; repair cost estimates; site inspection; debris and roads data collection and analysis; debris removal cost estimates; cost analysis; budgeting; procurement and contracting.

### BABCOCK RANCH COMMUNITY DEVELOPMENT, FLORIDA || 2022 – PRESENT

CLIENT MANAGER

Responsibilities include building analysis and damage assessments; repair and mitigation scoping assessments; DDD Development; repair cost estimates; site inspection; debris and roads data collection and analysis; debris removal cost estimates; cost analysis; budgeting; procurement and contracting.

### CITY OF PINELLAS PARK, FLORIDA || 2022 – PRESENT

CLIENT MANAGER

Responsibilities include building analysis and damage assessments; repair and mitigation scoping assessments; DDD Development; repair cost estimates; site inspection; debris and roads data collection and analysis; debris removal cost estimates; cost analysis; budgeting; client interface; procurement and contracting.





## **CITY OF MANDEVILLE, LOUISIANA || 2022 – PRESENT**

### CLIENT MANAGER

Responsibilities include building analysis and damage assessments; repair and mitigation scoping assessments; DDD Development; repair cost estimates; site inspection; debris and roads data collection and analysis; debris removal cost estimates; cost analysis; budgeting; client interface; procurement and contracting.

## **CORPUS CHRISTI INDEPENDENT SCHOOL DISTRICT, TEXAS || 2019 – 2021**

### TECHNICAL SPECIALIST

Responsibilities include building analysis and damage assessments; repair and mitigation scoping assessments; DDD Development; repair cost estimates.

## **GADSDEN COUNTY SCHOOL DISTRICT, FLORIDA || 2019 – 2021**

### TECHNICAL SPECIALIST

Responsibilities include building analysis and damage assessments; repair and mitigation scoping assessments; DDD Development; repair cost estimates.

## **QUINCY COUNTY SCHOOL DISTRICT, FLORIDA || 2019 – 2021**

### TECHNICAL SPECIALIST

Responsibilities include building analysis and damage assessments; repair and mitigation scoping assessments; DDD Development; repair cost estimates.

## **POLK COUNTY SCHOOL DISTRICT, FLORIDA || 2019 – 2020**

### TECHNICAL SPECIALIST

Responsibilities include building analysis and damage assessments; repair and mitigation scoping assessments; DDD Development; repair cost estimates; site inspection.

## **WEST FELICIANA PARISH, LOUISIANA || 2019 – PRESENT**

### TECHNICAL SPECIALIST

Responsibilities include building analysis and damage assessments; repair and mitigation scoping assessments; DDD Development; repair cost estimates; site inspection; debris and roads data collection and analysis; debris removal cost estimates.



# CARLOS ARREDONDO

PROGRAM MANAGEMENT

ROSTAN  
SOLUTIONS

## **EARLY EDUCATION & CARE, INC., FLORIDA || 2019 – 2021**

TECHNICAL SPECIALIST

Responsibilities include building analysis and damage assessments; repair and mitigation scoping assessments; DDD Development; repair cost estimates.

## **THE DIOCESE OF ST. THOMAS IN THE VIRGIN ISLANDS, USVI || 2019 – PRESENT**

PUBLIC ASSISTANCE CONSULTANT/ PROJECT MANAGEMENT

Responsibilities include building analysis and damage assessments; repair and mitigation scoping assessments; DDD Development; repair cost estimates; cost analysis; contracting and procurement, budgeting; public assistance policy guidance.

## **LOUISIANA DEPARTMENT OF CORRECTIONS || 2019 – PRESENT**

PUBLIC ASSISTANCE CONSULTANT/ PROJECT MANAGEMENT

Responsibilities include building analysis and damage assessments; repair and mitigation scoping assessments; DDD Development; repair cost estimates; site inspection; debris and roads data collection and analysis; contracting and procurement, budgeting, public assistance policy guidance.

## **FLORIDA STATE HOSPITAL, DEPARTMENT OF CHILDREN AND FAMILIES || 2019 – 2021**

TECHNICAL SPECIALIST

Responsibilities include building analysis and damage assessments; repair and mitigation scoping assessments; DDD Development; repair cost estimates.

## **PLAQUEMINE PARISH, LOUISIANA || 2019 – PRESENT**

TECHNICAL SPECIALIST

Responsibilities include building analysis and damage assessments; repair and mitigation scoping assessments; DDD Development; repair cost estimates; site inspection; debris and roads data collection and analysis; debris removal cost estimates; cost analysis.





# CARLOS ARREDONDO

PROGRAM MANAGEMENT

ROSTAN  
SOLUTIONS

## **B&G CONSTRUCTION || NEW ORLEANS, LA || 2016 – 2019**

PROJECT MANAGER

Project scoping, project budgeting, sub-contracting, coordination, and management multiple trades, bid review and selection, cost analysis, hiring of new trades and field workers, project plan development, safety meetings, communication with clients and insurance agents, scheduling, inspections and permitting, material ordering, change orders, and any other task necessary for the completion of each project in a safely and cost-effective manner.

## **JD RESTORATIONS || NEW ORLEANS, LA || 2014 – 2016**

GENERAL MANAGER

Responsible for business development and growth, payroll, scheduling, budgeting, project management, determine scope of work, coordinate with multiple construction trades, billing and collection, equipment purchase, communication with insurance providers and client.

## **CARBINE RESTORATION || NEW ORLEANS, LA || 2012 – 2014**

CARPENTER

Master Carpenter, structural and cosmetic construction, material purchase, equipment/tools purchasing, drawing/plans reading, crew handling and management, trouble shooting.

## **U.S. COAST GUARD || PSU 311 LONG BEACH, CA || 2004 – 2012**

BOATSWAIN'S MATE

Petty Officer 3rd class/E-4, Boarding Team Member, Tactical Boat Crew Member, Search and Rescue, Maritime Law Enforcement and Safety, Contingency Operation Iraqi Freedom Veteran.



# JAMIE WELSH

GRANTS MANAGEMENT

ROSTAN  
SOLUTIONS

Ms. Welsh offers extensive experience in Disaster Planning and Recovery. Her work with disaster-related projects began in 2008 during recovery assistance efforts in the wake of Hurricane Gustav and have since earned the designation as subject matter expert in the area of Public Assistance, with specific expertise in reimbursements, identifying and recovering project overpayments, procurement, financial reconciliation, and closeout. She is well-versed in FEMA codes and regulations, which allows her to carefully monitor and oversee all recovery program tasks to ensure maximum funding recovery and minimal funding de-obligation.

## YEARS OF EXPERIENCE

10

## EDUCATION

BA, Political Science, Minor in English, Loyola University New Orleans,  
2009

## RECOVERY EVENTS

2021	HURRICANE IDA
2020	HURRICANE ZETA
	HURRICANE DELTA
	HURRICANE SALLY
	HURRICANE LAURA
	COVID-19 (FEMA DR-4484)
2019	FLOODING, LA
	HURRICANE BARRY
2016	HURRICANE IRMA
	HURRICANE HARVEY
	TROPICAL STORM NATE
2016	FLOODING, LA
2012	HURRICANE ISAAC
2008	HURRICANE GUSTAVE
	HURRICANE IKE
2005	HURRICANE RITA
	HURRICANE KATRINA

## RELEVANT PROFESSIONAL EXPERIENCE

### ROSTAN SOLUTIONS, LLC || LOUISIANA || 2019 – PRESENT

#### PROGRAM MANAGER

Serves as Program Manager under various disasters to Plaquemines Parish, Plaquemines Parish Medical Center, City of Diamondhead, City of North Port, and formerly Program Manager to Concordia Parish Police Jury and West Feliciana Parish Sheriff's Office. Responsibilities include providing policy guidance and recommendations to clients; developing project scopes of work for FEMA PA Project Worksheets (PWs); delivering technical expertise in FEMA meetings; requesting and receiving reimbursement of expenditures timely; and efficiently processing closeout. Lead to six Job Managers to include various other clients, multi-state disasters, and Grant Management, Project Management, and Hazard Mitigation services.





# JAMIE WELSH

GRANTS MANAGEMENT

ROSTAN  
SOLUTIONS

## **CSRS, INC. || BATON ROUGE, LA || 2016 – 2019**

### **PUBLIC ASSISTANCE CONSULTANT**

Served as the grants management consultant to the East Baton Rouge Parish School System managing 40 projects consisting of remediation, permanent repair, and contents claimed under federally funded grant for DR-4277 Louisiana Severe Storms and Flooding (August 2016 Flood) awarded from FEMA's Public Assistance Grants Program. Provided expertise in Federal policy, federal code and law which governs disaster recovery assistance. Worked closely and collaborated with various funding agencies and internal School Board departments to ensure the proper use and application of the Public Assistance funding. Focused on maximizing eligible, allocable federal dollars, and capturing all storm damaged elements. Used substantial experience gained through work performed on numerous disaster recovery projects for the benefit of the school system. Worked efficiently to reduce the timeline for eligibility determinations that support project cash flow sources, kept all stakeholders informed of progress and issues for resolution, and fostered a strong team atmosphere. Achieved \$43,455,222.49 in reimbursements.

## **DMS DISASTER CONSULTANTS || BATON ROUGE, LA || 2016**

### **PROJECT SPECIALIST**

Served as a Project Specialist to Division of Administration Office of Risk Management as Katrina Overpayments Team Lead to include acting as subject matter expert in Public Assistance project overpayments; performed detailed analyses of overpaid FEMA projects presented by GOHSEP; conducted research to determine ORM's role in the projects' federal obligations and further coordinated between the two agencies and respective applicants in finalizing ORM's financial responsibility. Performed daily DOA Facility Planning and Control (FP&C) project reconciliation reviews to determine all payments made by ORM across all claims associated to the respective project inquiries; conducted formal analyses of all payments by assembling and developing final actual costs for grant closure. Co-Lead under FEMA DR-4277 to include researching and performing daily ORM total property and auto claims to-date report for management and FEMA Kickoff Meeting purposes. Compiled extensive claim data currently submitted to Third-Party Administrator Sedgwick. Details include incurred estimated damages and respective costs. Provided reports to management as well as summary of Category 1644 losses with preliminary comprehensive and individual reserve totals.



# JAMIE WELSH

GRANTS MANAGEMENT

ROSTAN  
SOLUTIONS

## **GOVERNOR'S OFFICE OF HOMELAND SECURITY AND EMERGENCY PREPAREDNESS || BATON ROUGE, LA || 2016**

### **PROBLEM RESOLUTION OFFICER I**

Served as a subject matter expert in Public Assistance programs; provided technical assistance to Public Assistance applicants, the internal Grants Management section, and Closeout; worked with established processes, policies, and procedures pertaining to the FEMA and state recovery programs; conducted research in finding legal and policy decisions for determining the proper application of the Public Assistance grants; analyzed and recommended alternatives for a wide range of program issues; coordinated and/or worked with applicants to gather/compile information and/or documentation to request eligible reimbursements and closeouts; composed internal and external correspondence and reports; advised higher level management on all situations as needed; provided management with accurate and timely status reports; and attended agency coordination, planning, and operational meetings as well as trainings and exercises. Reconciled approximately \$2,252,901.81 in overpayments.

## **GOVERNOR'S OFFICE OF HOMELAND SECURITY AND EMERGENCY PREPAREDNESS || BATON ROUGE, LA 2013 – 2016**

### **DISASTER RECOVERY SPECIALIST II**

Provided administration and management to the Port of New Orleans and City of New Orleans in preparing documentation, invoices, and information to request reimbursement for federally funded grants awarded from FEMA's Public Assistance Grants Program; reviewed approved grants and processes payments in conjunction with the State of Louisiana and FEMA; and provided guidance and assistance to the sub-grantee to ensure compliance with applicable federal and state laws and regulations; Section: Public Assistance; Group: New Orleans; Specific Applicants: Port of New Orleans (primary applicant; \$17,401,787.34 in approved expenses) and City of New Orleans and St. John the Baptist Parish School Board (secondary applicants).





# JOSHUA BENNETT

PROJECT MANAGER

ROSTAN  
SOLUTIONS

Mr. Bennett has 16 years of experience in the construction industry. Throughout this time Mr. Bennett has amassed skills in construction management, program/project management, inspection, labor relations, quality control, scheduling, supervising, building site supervision, blueprints, reporting, time management, punch lists, contracting, estimating, material costing, invoicing, renovations, OSHA, hazardous materials, HAZMAT, building codes, electrical codes, and environmental codes.

## YEARS OF EXPERIENCE

16

## EDUCATION

Louisiana Technical College, Alexandria, LA,  
2011

## CERTIFICATION & SKILLS

- Microsoft Word
- Microsoft Excel
- RSMears
- FEMA CEF Training
- OSHA 10
- 8-hr. HAZWOPER
- HAZCOM
- Confined Space & Trench Certification

## HIGHLIGHTS

- Corpus Christi Independent School District, TX
- Gadsden County School District, FL
- Quincy County School District, FL
- Polk County School District, FL
- West Feliciana Parish, LA
- Early Education & Care, Inc., Panama City, FL
- Diocese of St. Thomas in the Virgin Islands, USVI
- Louisiana Department of Public Safety & Corrections
- Department of Children and Families – Florida State Hospital
- McNeese State University, LA
- City of Sulphur, LA
- Oakdale Housing Authority, LA
- Louisiana Christian College – Pineville, LA
- City of Westlake, LA
- Beauregard Parish, LA
- Community Action Program Committee, Inc., Pensacola, FL
- St James Parish, LA
- City of Shreveport, LA
- Wilkinson County, MS

## PROFESSIONAL EXPERIENCE

ROSTAN SOLUTIONS, LLC | LOUISIANA | 2019 – PRESENT  
**PROGRAM/ PROJECT MANAGEMENT DIRECTOR**

RAYFORD ENTERPRISES | ALEXANDRIA, LA | 2017 – 2019  
**PROJECT MANAGER**

LAWN CARE SPECIALIST | ALEXANDRIA, LA | 2015 – 2017  
**OWNER**

ALLEN REFRACTORIES CO. | NEW ORLEANS, LA | 2013 – 2015  
**BRICKLAYER**

LA TASKFORCE | NEW ORLEANS, LA | 2009 – 2013  
**BLIGHT OPERATIONS MANAGER**

SHAW CONSTRUCTORS, INC. | BATON ROUGE, LA | 2008 – 2009  
**QUALITY CONTROL TECHNICIAN**

SHAW ENVIRONMENTAL AND INFRASTRUCTURE | BATON ROUGE, LA | 2007 – 2008  
**DEBRIS TOWER TECHNICIAN**



# JOSHUA BENNETT

PROJECT MANAGER

ROSTAN  
SOLUTIONS

## PROJECT AND PROGRAMS EXPERIENCE

### **ROSTAN SOLUTIONS, LLC || LOUISIANA || 2019 – PRESENT**

PROGRAM/PROJECT MANAGEMENT DIRECTOR

Responsible for building analysis and damage assessments; repair and mitigation scoping assessments; bidding and cost estimating; DDD Development. Oversight of all project management projects, personnel, and budgets. Currently working on projects associated with the 2016 and 2019 Floods as well as Hurricanes Gustav, Ike, Irma, Maria, Harvey, Michael, Barry, Laura, Delta, and Ida.

### **RAYFORD ENTERPRISES || ALEXANDRIA, LA || 2017 – 2019**

PROJECT MANAGER

Responsible for evaluating problematic systems or facilities and determining what installation or repair services need to be performed and preparing relevant reports. Oversaw and coordinated workers who maintained and repaired electrical, plumbing, ventilation, and other building systems for multiple companies owned by Rayford Enterprises, including Cabana Mobile Estates, West Lakes Estates, LLC, and the Rayford Building.

### **LA TASKFORCE || NEW ORLEANS, LA || 2009 – 2013**

BLIGHT OPERATIONS MANAGER

Performed debris removal, rough-cut, and finish-cut blighted property in coordination with FEMA post-Katrina operations. Responsible for maintenance and upkeep of equipment, manpower, and coordination / execution of lawn care to potential blighted properties throughout Chalmette, LA. Responsible for maintaining and handing in documentation of completed work to management for submittal to FEMA.

### **SHAW ENVIRONMENTAL AND INFRASTRUCTURE || BATON ROUGE, LA || 2007 – 2008**

DEBRIS TOWER TECHNICIAN





# CLIFF THOMPSON

SENIOR TECHNICAL SPECIALIST

ROSTAN  
SOLUTIONS

Mr. Thompson has more than 40 years of experience in the construction industry. During his tenure, he gained extensive managerial experience in the residential, commercial, and industrial construction industries. His working knowledge of isometric, orthographic, architectural, topographic and construction drawings make him suitable for multi-craft projects, as well as subcontract coordination. Mr. Thompson has experience in managing projects of up to a 300-manpower load and can coordinate well with other contractors. Mr. Thompson also has experience in municipal projects. He has done work with the U.S. Army Corps of Engineers, including working as the Field Project Manager during the unwatering of New Orleans following Hurricane Katrina. In addition, Mr. Thompson has more than 17 years of training and experience with FEMA Public Assistance (PA) and Individual Assistance (IA) Technical Assistance Contract (TAC) Community Development Block Grant-Disaster Recovery (CDBG-DR) programs conducting site assessments and developing detailed estimates based on the findings in the field.

YEARS OF EXPERIENCE	TRAINING	HIGHLIGHTS
41	EMA IS-00100 Introduction to the Incident Command System	More than 35 years of construction experience
<b>EDUCATION</b>	FEMA IS-00200 ICS for Single Resources and Initial Action Incidents	18 Years of experience in Emergency Response and Recovery for Hurricanes Katrina, Rita, Gustav, Ike, Isaac, Sandy, Irma, Maria, Harvey, Michael, Barry, Laura, and Delta; Louisiana Flooding of 2016 and 2019
Louisiana State University, 2 years	FEMA CEF Training	428 PAAP Expert
Associated Builders & Contractors, 2 years	OSHA 10, 30 & 40	SD/SI Expert
<b>CERTIFICATIONS &amp; REGISTRATIONS</b>	8 Hr. HAZWOPER	
Construction Coordinator, Louisiana	HAZCOM	
RS Means Costworks and RS Means Online	Confined Space & Trench Certification	
	Emergency Response	

## PROJECT AND PROGRAMS EXPERIENCE

### ROSTAN SOLUTIONS, LLC || LOUISIANA || 2019 – PRESENT

SENIOR TECHNICAL SPECIALIST || SUBJECT MATTER EXPERT

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



# CLIFF THOMPSON

SENIOR TECHNICAL SPECIALIST

ROSTAN  
SOLUTIONS

## **GOVERNOR'S OFFICE OF HOMELAND SECURITY AND EMERGENCY PREPAREDNESS (GOHSEP) || LOUISIANA || 2017 – 2019**

DISASTER RECOVERY SPECIALIST

GOHSEP Technical Team Lead, Problem Resolution Officer and Subject Matter Expert for Public Assistance and CEF. Developed cost analysis, white Papers, scope alignments and QA/QC the Technical Teams documentation associated with FEMA PA Project worksheets for Hurricanes Katrina, Rita, Gustav, Ike, Isaac and the Flood of 2016. As a Lead on the Technical Team, we are responsible for assisting the State Applicant Liaisons (SALs) and GOHSEP Management in developing detailed damage assessments and estimates and FEMA Cost Estimating Factsheets (CEFs) based on damages incurred by the Sub-recipients on any declared disasters. In the last year, our Technical Team has increased the grant total for the 2016 Flood by \$83,000,000.00.

## **CITY OF WHARTON, TX || 2016 – 2017**

FEMA PROJECT SPECIALIST AND ESTIMATOR

Develop detailed damage Assessments and Cost Estimating Factsheets (CEFs) for the damages associated with their spring flooding to the Parks and infrastructure.

## **NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS || RECONSTRUCTION, REHABILITATION, ELEVATION AND MITIGATION (RREM) PROJECT || 2015 – 2017**

CONSTRUCTION MANAGER

Oversee the execution of Community Development Block Grant (CDBG-DR) funds for properties damaged by Hurricane Sandy in New Jersey.

## **CITY OF NEW YORK || BUILD IT BACK PROJECT || 2015**

CONSTRUCTION MANAGER

Oversee the execution of Community Development Block Grant (CDBG-DR) funds for properties damaged by Hurricane Sandy in New York City.

## **NEW YORK CITY HOUSING AUTHORITY (NYCHA) || 2014 – 2015**

FEMA TECHNICAL SUPPORT

FEMA Technical Support Specialist to develop and validate the 428 PAAP budget estimate for all Hurricane Sandy damaged developments. Working with the NYCHA-PMO on the Funding and Estimating Team, Mr. Thompson helped to write a \$3.1billion grant — the largest in FEMA history. Assisted in the Tier 1 and Tier 2 reviews for all the housing developments in New York.





# CLIFF THOMPSON

SENIOR TECHNICAL SPECIALIST

ROSTAN  
SOLUTIONS

## **GOHSEP || LOUISIANA || 2012 – 2014**

DISASTER RECOVERY SPECIALIST

Developed cost analysis and scope alignments associated with FEMA PA Project worksheets for Hurricanes Katrina, Rita, Gustav, and Ike as well as conducting field damage assessments and Project Worksheet (PW) development following Hurricane Isaac.

## **LOUISIANA OFFICE OF COMMUNITY DEVELOPMENT, DISASTER RECOVERY UNIT (OCD-DRU) || SMALL RENTAL PROPERTY PROGRAM || NEW ORLEANS, LA || 2009 – 2012**

FIELD CONSTRUCTION COORDINATOR

Acted as Field Construction Coordinator for the Small Rental Property Program. He assisted applicants in the design and construction efforts associated with the SRPP Grants Management Program including several properties listed on the Department of Interiors Historic Landmark Structures in and around New Orleans, La.

## **TERREBONNE PARISH UNWATERING || TERREBONNE PARISH, LA || 2008**

FIELD PROJECT MANAGER

Mr. Thompson acted as the Field Project Manager over unwatering of Terrebonne Parish following Hurricane Ike. He was responsible for coordinating the staging, placing, assembling and monitoring of 75 pumps, which pumped 12 billion gallons in 24 days.

## **JACKSON BARRACKS RECONSTRUCTION PROJECT || LOUISIANA MILITARY DEPARTMENT (LAMD) || NEW ORLEANS, LA || 2006 – 2009**

PROJECT MANAGER

Mr. Thompson reviewed and conducted scope alignments for FEMA Project Worksheets and developed version requests, based on eligibility to the Project Worksheets associated with LAMD at Jackson Barracks in New Orleans. He oversaw design from the architect/engineer, reviewed and made recommendations on design efforts based on FEMA eligible scope items. He attended and participated in regular meetings with FEMA and GOHSEP personnel and oversaw construction efforts. Mr. Thompson gained a working knowledge of R.S. Means and National Estimator from working on this project. Participated in (2) 106 (MOA) Memorandum of agreements with FEMA EHP and oversaw the design and rehabilitation of the Jackson Barracks Historic Garrison and Historic Armory/ Powder Magazine as well as working with the State Historic Preservation Office (SHPO) on character defining features that were implemented in reconstruction of the single family dwellings on Beauregard Dr.



# CLIFF THOMPSON

SENIOR TECHNICAL SPECIALIST

ROSTAN  
SOLUTIONS

## **DEBRIS MONITORING SERVICES FEMA DR-1786 || BATON ROUGE AND GRAND ISLE, LA || 2008**

FIELD LEAD, DEBRIS MONITORS AND DUMP SITES

Oversee field operations for debris collection and disposal following Hurricane Gustav.

## **TARGA/DYNEGY || VENICE, LA || 2006**

FIELD PROJECT MANAGER

Rebuild the plant and remove 5 ½ feet of rozocane (swamp grass) from the plant and get the plant up and running following Hurricane Katrina. This plant supplies natural gas to approximately 40% of the East Coast.

## **U.S. ARMY CORPS OF ENGINEERS, NEW ORLEANS UNWATERING || 2005**

FIELD PROJECT MANAGER

Field Project Manager during the unwatering of New Orleans following Hurricane Katrina.

## **UNION TANK CAR FACILITY || ALEXANDRIA, LA || 2004**

FIELD PROJECT MANAGER

Oversee construction of the Union Tank Car Facility. 1 Million Sq. Ft. under roof.

## **CONCRETE INNOVATIONS INC. || 1998 – 2003**

OWNER

A decorative concrete, wet stamp, stain, overlay and industrial coatings company.





# SECTION 6

## REQUIRED FORMS

### REQUIRED FORMS







## New Vendor Registration Form

<b>Please provide all information requested on the is form. Please insert N/A for items not applicable:</b>			
<b>Company Name:</b> Rostan Solutions, LLC			<b>Contact Person/Title</b> Kyle Jones, Principal/Vice President
<b>Address:</b> 8282 Goodwood Blvd.	<b>City:</b> Baton Rouge	<b>State:</b> LA	<b>Zip Code:</b> 70806
<b>Payment Remittance Address:</b> 8282 Goodwood Blvd.	<b>City:</b> Baton Rouge	<b>State:</b> LA	<b>Zip Code:</b> 70806
<b>Billing Contact:</b> Jan Gay	<b>Phone:</b> 225-719-1503		<b>Email:</b> jgay@rostan.com
<b>Individual(s) authorized to contractually bind the company or firm (Please indicate if agent):</b>			
<b>Name:</b> Kyle Jones	<b>Title:</b> Principal/Vice President	<b>Phone:</b>	<b>Email:</b> kjones@rostan.com
<b>Name:</b>	<b>Title:</b>	<b>Phone:</b>	<b>Email:</b>
<b>Authorized Individual's Signature:</b> 			<b>Print Name:</b> Kyle Jones
<b>Title:</b> Principal/Vice President			<b>Date:</b> 8/8/2024
<b>I hereby certify that the above information is true and correct to the best of my knowledge. I have read, understand, and agree with the terms of the Vendor Statement of Agreement as outlined above. I understand that the submission of inaccurate information may result in rejection or deletion of my application.</b>			
<b>Authorized Individual's Signature:</b> 			<b>Print Name:</b> Kyle Jones
<b>Title:</b> Principal/Vice President			<b>Date:</b> 8/8/2024
<b>Office Use Only</b>	<b>Vendor Number:</b>	<b>Date Processed:</b>	<b>Initials:</b>
	<b>City of Terrell Finance Signature:</b>		<b>Date:</b>

**Please return completed form, W-9 form, and Conflict of Interest  
Questionnaire form to [ap@cityofterrell.org](mailto:ap@cityofterrell.org)**





# CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

FORM CIQ

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

## OFFICE USE ONLY

Date Received

1 Name of vendor who has a business relationship with local governmental entity.

Rostan Solutions, LLC

2 ☐ Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 Name of local government officer about whom the information is being disclosed.

N/A

Name of Officer

4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

☐ Yes☐ No

Reset


B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

☐ Yes☐ No

Reset

5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

6 ☐ Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

7   
Signature of vendor doing business with the governmental entity

8/8/2024

Date



# Request for Taxpayer Identification Number and Certification

► Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Give Form to the  
requester. Do not  
send to the IRS.

Print or type.  
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. Rostan Solutions, LLC		
2 Business name/disregarded entity name, if different from above		
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.  <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input checked="" type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► <u>S</u> <b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is <b>not</b> disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ►	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):  Exempt payee code (if any) _____  Exemption from FATCA reporting code (if any) _____  <i>(Applies to accounts maintained outside the U.S.)</i>	
5 Address (number, street, and apt. or suite no.) See instructions. 8282 Goodwood Blvd.	Requester's name and address (optional)	
6 City, state, and ZIP code Baton Rouge, LA 70806		
7 List account number(s) here (optional)		

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number								
			-			-		
or								
Employer identification number								
2	0	-	5	4	2	5	0	5 3

## Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign  
Here

Signature of  
U.S. person ►

Date ► 8/8/2024

## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

## Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
  - Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
  - Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
  - Form 1099-S (proceeds from real estate transactions)
  - Form 1099-K (merchant card and third party network transactions)
  - Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
  - Form 1099-C (canceled debt)
  - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.
- If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*





## Non-Collusion Statement


THE UNDERSIGNED AFFIRM THAT THEY ARE DULY AUTHORIZED TO EXECUTE THIS CONTRACT, THAT THIS COMPANY, FIRM, PARTNERSHIP OR INDIVIDUAL HAS NOT PREPARED THIS PROPOSAL IN COLLUSION WITH ANY OTHER PROPOSER, AND THAT THE CONTENTS OF THIS PROPOSAL AS TO PRICES, TERMS OR CONDITIONS OF SAID PROPOSAL HAVE NOT BEEN COMMUNICATED BY THE UNDERSIGNED NOR BY ANY EMPLOYEE OR AGENT TO ANY OTHER PERSON ENGAGED IN THIS TYPE OF BUSINESS PRIOR TO THE OFFICIAL OPENING OF THIS PROPOSAL.

VENDOR Rostan Solutions, LLC

ADDRESS 8282 Goodwood Blvd. Baton Rouge, LA, 70806

PHONE 225-202-3637

FAX 813-333-7330

PROPOSER (SIGNATURE) 

PROPOSER (PRINTED NAME) Kyle Jones

POSITION WITH COMPANY Principal/Vice President

SIGNATURE OF COMPANY OFFICIAL  
AUTHORIZING THIS PROPOSAL

COMPANY OFFICIAL  
(PRINTED NAME) Kyle Jones

OFFICIAL POSITION Principal/Vice President

**THIS DOCUMENT MUST BE COMPLETED, SIGNED, AND SUBMITTED  
WITH EACH PROPOSAL.**



## Document 00435

*DOCUMENT 00435, REQUIRED BY ALL PROPOSERS WHO WILL  
RECEIVE FEDERAL FUNDS IN PAYMENT OF PROCUREMENT.*

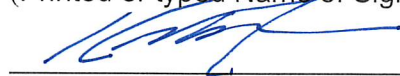
### PROPOSER'S CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION (49 CFR PART 29)

The undersigned certifies, by submission of this proposal or acceptance of this contract, that neither Contractor nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency. Proposer agrees that by submitting this proposal that Proposer will include this clause without modification in all lower tier transactions, solicitations, proposals, contracts, and subcontracts. Where the Proposer or any lower tier participant is unable to certify to this statement, that participant shall attach an explanation to this document.

Certification-the above information is true and complete to the best of my  
knowledge and belief.

Kyle Jones

(Printed or typed Name of Signatory)



(Signature)

8/8/2024

(Date)

NOTE: The penalty for making false statements in offers is prescribed in 18 U.S.C. 1001

END OF DOCUMENT 00435-FAA

**THIS DOCUMENT MUST BE COMPLETED, SIGNED, AND SUBMITTED  
WITH EACH PROPOSAL.**





## NO GOVERNMENT OBLIGATION TO THIRD PARTIES

The Owner and Contractor acknowledge and agree that, notwithstanding any concurrence by the Federal Government in or approval of the solicitation or award of the underlying contract, absent the express written consent by the Federal Government, the Federal Government is not a party to this contract and shall not be subject to any obligations or liabilities to the Owner, Contractor, or any other party (whether or not a party to that contract) pertaining to any matter resulting from the underlying contract.

It is further agreed that the clause shall not be modified, except to identify the subcontractor who will be subject to its provisions.

Kyle Jones

---

(printed name of signatory)



8/8/2024

---

(signature and date)

**THIS DOCUMENT MUST BE COMPLETED, SIGNED, AND SUBMITTED  
WITH EACH PROPOSAL.**



PROGRAM FRAUD AND FALSE OR FRAUDULENT  
STATEMENTS AND RELATED ACTS  
31 U.S.C. 3801 et s eq.

Contractor acknowledges that the provisions of the Program Fraud Civil Remedies Act of 1986, as amended, 31 U.S.C. § 3801 et seq., "Administrative Remedies for False Claims and Statements," apply to its actions pertaining to this Project. Upon execution of the underlying contract, the Contractor certifies or affirms the truthfulness and accuracy of any statement it has made, it makes, it may make, or causes to be made, pertaining to the underlying contract for which this contract work is being performed. In addition to other penalties that may be applicable, the Contractor further acknowledges that if it makes, or causes to be made, a false, fictitious, or fraudulent claim, statement, submission, or certification, the Federal Government reserves the right to impose the penalties of the Program Fraud Civil Remedies Act of 1986 on the Contractor to the extent the Federal Government deems appropriate.

Kyle Jones

\_\_\_\_\_  
(printed name of signatory)



8/8/2024

\_\_\_\_\_  
(signature and date)

THIS DOCUMENT MUST BE COMPLETED, SIGNED, AND SUBMITTED  
WITH EACH PROPOSAL





## ACCESS TO RECORDS AND REPORTS

The following access to records requirements apply to this contract:

- (1) The contractor agrees to provide (insert name of state agency or local or Indian tribal government), (insert name of recipient), the FEMA Administrator, the Comptroller General of the United States, or any of their authorized representatives access to any books, documents, papers, and records of the Contractor which are directly pertinent to this contract for the purposes of making audits, examinations, excerpts, and transcriptions.
- (2) The Contractor agrees to permit any of the foregoing parties to reproduce by any means whatsoever or to copy excerpts and transcriptions as reasonably needed.
- (3) The contractor agrees to provide the FEMA Administrator or his authorized representatives access to construction or other work sites pertaining to the work being completed under the contract."

Kyle Jones

\_\_\_\_\_  
(printed name of signatory)



8/8/2024

\_\_\_\_\_  
(signature and date)

**THIS DOCUMENT MUST BE COMPLETED, SIGNED, AND SUBMITTED  
WITH EACH PROPOSAL**



## EQUAL EMPLOYMENT OPPORTUNITY

### 29 CFR Part 1630, 41 CFR Parts 60 et s eq.

During the performance of this contract, the contractor agrees as follows:

- (1) The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.
- (2) The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive considerations for employment without regard to race, color, religion, sex, or national origin.
- (3) The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the contractor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- (4) The contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
- (5) The contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
- (6) In the event of the contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions as may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

CONTINUED NEXT PAGE





EQUAL EMPLOYMENT OPPORTUNITY  
29 CFR Part 1630, 41 CFR Parts 60 et s eq.  
**CONTINUED**

(7) The contractor will include the portion of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance: Provided, however, That in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the administering agency the contractor may request the United States to enter into such litigation to protect the interests of the United States."

Kyle Jones



8/8/2024

(printed name of signatory)

(signature and date)

**THIS DOCUMENT MUST BE COMPLETED, SIGNED, AND SUBMITTED  
WITH EACH PROPOSAL**



## GOVERNMENT-WIDE SUSPENSION AND DEBARMENT


By signing and submitting its bid or proposal, the bidder or proposer agrees to comply with the following:

- (1) This contract is a covered transaction for purposes of 2 C.F.R. pt. 180 and 2 C.F.R. pt. 3000. As such the contractor is required to verify that none of the contractor, its principals (defined at 2 C.F.R. §180.995), or its affiliates (defined at 2 C.F.R. §180.905) are excluded (defined at 2 C.F.R. § 180.940) or disqualified (defined at 2 C.F.R. § 180.935).
- (2) The contractor must comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C and must include a requirement to comply with these regulations in any lower tier covered transaction it enters into.
- (3) This certification is a material representation of fact relied upon by (insert name of subrecipient). If it is later determined that the contractor did not comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C, in addition to remedies available to (name of state agency serving as recipient and name of subrecipient), the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment.
- (4) The bidder or proposer agrees to comply with the requirements of 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C while this offer is valid and throughout the period of any contract that may arise from this offer. The bidder or proposer further agrees to include a provision requiring such compliance in its lower tier covered transactions.

Kyle Jones

\_\_\_\_\_  
(printed name of signatory)

8/8/2024

  
\_\_\_\_\_  
(signature and date)

**THIS DOCUMENT MUST BE COMPLETED, SIGNED, AND SUBMITTED  
WITH EACH PROPOSAL**





# CONTRACT WORK HOURS AND SAFETY STANDARDS ACT

## 29 CFR § 5.5(b)

- (1) Overtime requirements - No contractor or subcontractor contracting for any part of the contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any workweek in which he or she is employed on such work to work in excess of forty hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of forty hours in such workweek.
- (2) Violation; liability for unpaid wages; liquidated damages - In the event of any violation of the clause set forth in paragraph (1) of this section the contractor and any subcontractor responsible therefor shall be liable for the unpaid wages. In addition, such contractor and subcontractor shall be liable to the United States for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the clause set forth in paragraph (1) of this section, in the sum of \$10 for each calendar day on which such individual was required or permitted to work in excess of the standard workweek of forty hours without payment of the overtime wages required by the clause set forth in paragraph (1) of this section.
- (3) Withholding for unpaid wages and liquidated damages - The Owner shall, upon its own action or upon written request of an authorized representative of the Department of Labor, withhold or cause to be withheld, from any moneys payable on account of work performed by the contractor or subcontractor under any such contract or any other Federal contract with the same prime contractor, or any other federally-assisted contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same prime contractor, such sums as may be determined to be necessary to satisfy any liabilities of such contractor or subcontractor for unpaid wages and liquidated damages as provided in the clause set forth in paragraph (2) of this section.

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# CONTRACT WORK HOURS AND SAFETY STANDARDS ACT

29 CFR § 5.5(b)

CONTINUED

- (4) Subcontracts - Contractor or subcontractor shall insert in any subcontracts the clauses set forth in paragraphs (1) through (4) of this section and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for compliance by any subcontractor or lower tier subcontractor with the clauses set forth in paragraphs (1) through (4) of this section.

Kyle Jones

---

(printed name of signatory)



8/8/2024

---

(signature and date)

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## DAVIS BACON ACT AND COPELAND ANTI-KICKBACK ACT

1. Contractor. The contractor shall comply with 18 U.S.C. § 874, 40 U.S.C. § 3145, and the requirements of 29 C.F.R. pt. 3 as may be applicable, which are incorporated by reference into this contract.
2. Subcontracts. The contractor or subcontractor shall insert in any subcontracts the clause above and such other clauses as the FEMA may by appropriate instructions require, and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for the compliance by any subcontractor or lower tier subcontractor with all of these contract clauses.
3. Breach. A breach of the contract clauses above may be grounds for termination of the contract, and for debarment as a contractor and subcontractor as provided in 29 C.F.R. § 5.12."

Kyle Jones

\_\_\_\_\_  
(Printed Name of Signatory)



8/8/2024

\_\_\_\_\_  
(Signature and Date)

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## LOBBYING

### Byrd Anti-Lobbying Amendment, 31 U.S.C. § 1352 (as amended)

Contractors who apply or bid for an award of \$100,000 or more shall file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant, or any other award covered by 31 U.S.C. § 1352. Each tier shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the recipient.

### APPENDIX A, 44 C.F.R. PART 18 – CERTIFICATION REGARDING LOBBYING

#### Certification for Contracts, Grants, Loans, and Cooperative Agreements

(To be submitted with each bid or offer exceeding \$100,000)

The undersigned Contractor certifies, to the best of his or her knowledge, that:

- 1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- 2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- 3) The undersigned shall require that the language of this certification be included in the award documents for all subwards at all tiers (including subcontracts, subgrants and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

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LOBBYING  
CONTINUED

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. § (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The Contractor, Rostan Solutions, LLC, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, Contractor understands and agrees that the provisions of 31 U.S.C. § 3801 et seq apply to this certification and disclosure, if any.

Executed this 8th day of August, 2024

By



\_\_\_\_\_  
Signature of Bidder/Contractor /Subcontractor's Authorized Official

Kyle Jones

\_\_\_\_\_  
Printed Name of Bidder/Contractor /Subcontractor's Authorized Official

Principal/Vice President

\_\_\_\_\_  
Title of Authorized Official

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CLEAN AIR  
42 U.S.C. § 7401 et seq.

Contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. §§ 7401 et seq. The Contractor agrees to report each violation to the Owner and understands and agrees that the Owner will, in turn, report each violation as required to assure notification to the State of Texas, Federal Emergency Management Agency, and the appropriate Environmental Protection Agency Regional Office.

Contractor also agrees to include these requirements in each subcontract exceeding \$150,000 financed in whole or in part with Federal assistance provided by FEMA.

Kyle Jones

(printed name of signatory)

8/8/2024

(signature and date)

CLEAN WATER REQUIREMENTS  
33 U.S.C. 1251 et seq.

Contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Federal Water Pollution Control Act, as amended, 33 U.S.C. 1251 et seq. Contractor agrees to report each violation to the Owner and understands and agrees that the Owner will, in turn, report each violation as required to assure notification to the State of Texas, Federal Emergency Management Agency, and the appropriate Environmental Protection Agency Regional Office. Contractor also agrees to include these requirements in each subcontract exceeding \$150,000 financed in whole or in part with Federal assistance provided by FEMA.

Kyle Jones

(printed name of signatory)

8/8/2024

(signature and date)

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PROCUREMENT OF  
RECOVERED MATERIALS  
42 U.S.C. 6962

- (1) In the performance of this contract, the Contractor shall make maximum use of products containing recovered materials that are EPA- designated items unless the product cannot be acquired—
- (i) Competitively within a time frame providing for compliance with the contract performance schedule;
  - (ii) Meeting contract performance requirements; or
  - (iii) At a reasonable price.
- (2) Information about this requirement, along with the list of EPA-designate items, is available at EPA's Comprehensive Procurement Guidelines web site,  
<https://www.epa.gov/smm/comprehensive-procurement-guide-line-cpg-program>.

Kyle Jones

\_\_\_\_\_  
(printed name of signatory)



8/8/2024

\_\_\_\_\_  
(signature and date)

DEPARTMENT OF HOMELAND SECURITY  
SEAL, LOGO, AND FLAGS

The contractor shall not use the DHS seal(s), logos, crests, or reproductions of flags or likenesses of DHS agency officials without specific FEMA pre-approval.

Kyle Jones

\_\_\_\_\_  
(printed name of signatory)



8/8/2024

\_\_\_\_\_  
(signature and date)

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## COMPLIANCE WITH FEDERAL LAW, REGULATIONS, AND EXECUTIVE ORDERS

This is an acknowledgment that FEMA financial assistance will be used to fund the contract only. The contractor will comply will all applicable federal law, regulations, executive orders, FEMA policies, procedures, and directives.

Kyle Jones

\_\_\_\_\_  
(printed name of signatory)



8/8/2024

\_\_\_\_\_  
(signature and date)

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## HUB Vendor Status

\_\_\_\_\_ YES (attach certification)        X   NO

HUB VENDORS: HUB vendors (Historically Underutilized Business) are vendors whose company is owned by either a minority or woman. If you are classified as a HUB vendor and have certification to prove this, please respond below and attach a copy of your certification. If you would like to read the Texas bid statute which references HUB vendors, please follow this link <http://www.statutes.legis.state.tx.us/SOTWDocs/LG/htm/LG.252.htm>

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# Texas' Required Contract / Purchase Order Terms and Conditions

Updated August 2021

The following terms and conditions are required by the Texas State Legislature.  
The City of Terrell cannot enter into a contract without a statement from the Vendor affirming that they agree to the terms and conditions below.

**PROHIBITION OF BOYCOTT OF ENERGY COMPANIES:** By accepting this contract or purchase order, Vendor verifies that is does not Boycott Energy Companies and agrees that during the term of this Agreement will not Boycott Energy Companies as that term is defined in Texas Government Code Section 809.001, as amended. This section does not apply if Professional (or Contractor) is a sole proprietor, a non-profit entity, or a governmental entity; and only applies if: (i) Professional (or Contractor) has ten (10) or more fulltime employees and (ii) this Agreement has a value of \$100,000.00 or more to be paid under the terms of this Agreement.

**PROHIBITION OF DISCRIMINATION AGAINST FIREARM ENTITIES AND FIREARM TRADE ASSOCIATIONS:** By accepting this contract or purchase order, Vendor verifies that is does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association; and (ii) will not discriminate during the term of the contract against a firearm entity or firearm trade association. This section only applies if: (i) Professional (or Contractor) has ten (10) or more fulltime employees and (ii) this Agreement has a value of \$100,000.00 or more to be paid under the terms of this Agreement; and does not apply: (i) if Professional (or Contractor) is a sole proprietor, a non-profit entity, or a governmental entity; (ii) to a contract with a sole-source provider; or (iii) to a contract for which none of the bids from a company were able to provide the required certification.

**PROHIBITION OF BOYCOTT OF ISRAEL AND OF DOING BUSINESS WITH CERTAIN ENTITIES:** By accepting this contract or purchase order, Vendor verifies that his/her company, under the provisions of Subtitle F, Title 10, Government Code Chapter 2270 and Subchapter F, Government Code Chapter 2252::

1. Does not boycott Israel currently; and
2. Will not boycott Israel during the term of the contract the above-named Company, business or individual with the City of University Park, Texas; and
3. Does not do business with Iran, Sudan, or a Foreign Terrorist Organization.

**CONTINUED NEXT PAGE**



# Texas ' Required Contract / Purchase Order Terms and Conditions

## CONTINUED

Pursuant to Section 2270.001, Texas Government Code:

1. "Boycott Israel" means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes; and
2. "Company" means a for-profit sole proprietorship, organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or any limited liability company, including a wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of those entities or business associations that exist to make a profit.

Pursuant to Section 2252.151, Texas Government Code:

1. "Foreign terrorist organization" means an organization designated as a foreign terrorist organization by the United States secretary of state as authorized by 8 U.S.C. Section 1189.

Company Name: Rostan Solutions, LLC

Printed Name of Company Representative:  
Kyle Jones

Signature: 

Title:  
Principal/Vice President

Date:  
8/8/2024

BID / RFP Number:  
RFP # 2024-DRCS-1

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## E-VERIFY PROGRAM

The Contractor shall utilize the U.S. Department of Homeland Security's E-Verify system, in accordance with the terms governing use of the system, to verify the employment eligibility of all new employees hired by the Contractor during the term of the Contract. In addition, Contractor shall require any subcontractors performing work or providing services pursuant to the Contract to verify the employment eligibility of all new employees hired by the subcontractor during the term of the Contract. The Contractor shall provide to the County, within thirty (30) days of the effective date of this Contract, documentation of such enrollment in the form of a copy of the E-Verify "Edit Company Profile" screen", which contains proof of enrollment in the E-Verify Program (this page can be accessed from the "Edit Company Profile" link on the left navigation menu of the E-Verify employer's homepage). Contractor further agrees that it will require each subcontractor that performs work under this Contract to enroll and participate in the E-Verify Program on the same terms as Contractor. Contractor shall obtain from its subcontractor(s) a copy of the "Edit Company Profile" screen indicating enrollment in the E-Verify Program and make such record(s) available to the Owner upon request.

Company Name: Rostan Solutions, LLC

Printed Name of Company Representative:  
Kyle Jones

Signature: 

Title:  
Principal/Vice President

Date:  
8/8/2024

BID / RFP Number:  
RFP # 2024-DRCS-1

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