City of North Port
PURCHASING
Office: 941.429.7170
Fax: 941.429.7173
Email: purchasing@cityofnorthport.com

WORK ASSIGNMENT

☒ **Change Order** ☐ **Amendment**

CONSULTANT: ROSTAN SOLUTIONS, INC

CONTINUING CONTRACT NO. & TITLE: AGREEMENT NO. 2019-49.01

THIS WORK ASSIGNMENT

WORK ASSIGNMENT #: 2022-18PW.01

SHORT TITLE: Assistance with FEMA Reimbursement and other Grants Management Services After Hurricane Ian

DATE SUBMITTED: 03/30/2023

AMOUNT (LUMP SUM) : $1,500,000

SCHEDULED COMPLETION: 05/29/2025

CONTRACT AND BUDGET OVERVIEW FOR FISCAL YEAR 20____

	DEPARTMENT	CITYWIDE (completed by Purchasing)
TOTAL OF PREVIOUS ASSIGNMENTS	$1,500,000	
THIS WORK ASSIGNMENT	$0	
TOTAL WORK ASSIGNMENTS	$1,500,000	
ACCOUNT NO/PROJECT NO	107-5000-541.34-00 / IAN22	

All work assignments require City Manager approval. In presenting this work assignment, it is understood that:

1. All associated supporting documentation and justification for this Work Assignment Change Order/Amendment is attached hereto.
2. Unless specified herein, work does not involve watercraft, boat piers and/or other activities requiring additional workers compensation endorsements.
3. Contact or involvement with hazardous materials is not anticipated, should hazardous materials be encountered, the City shall be informed.
4. THIS TOTAL WORK ASSIGNMENT, INCLUDING CHANGE ORDERS AND/OR AMENDMENTS SHALL NOT EXCEED $500,000 & ANY RESULTING CONSTRUCTION SHALL NOT EXCEED $500,000 &ANY RESULTING CONSTRUCTION SHALL NOT EXCEED $4,000,000 PER FLORIDA STATUTE 287.055 AS AMENDED.

CITY OF NORTH PORT
CHANGE ORDER/CONTRACT AMENDMENT FORM

WA #: 2022-18PW.01

CO#: 2 Amendment #: _____

City's Contract No.: 2019-4901 **Project Manager/Engineer:** GARRETT WOODS

Project Name: Assistance with FEMA Reimbursement and other Grants Management Services After Hurricane Ian

Description:

Rostan Solutions, LLC is to provide services in the City of North Port for assistance with FEMA Reimbursement and other Grants Management Services After Hurricane Ian. Services are defined by a scope of services including:
1) Grant Admin/Mgt Services
2) Project Management Services
3) Consensus Based Codes and Standards Analysis
4) 50/50 Analysis, Detailed Estimating Services, Etc.

Purpose of Change Order:

Rostan Solutions, LLC has requested to extend the agreement from April 05, 2023 to May 29, 2025 based upon updated consulting services related to Hurricane Ian activities. This change order includes no update to the total amount of services based upon updated estimates of services. The original amount for the work assignment 2022-18PW.01 was a preliminary estimate of services.

Attachments (list documents supporting change):

Email with attachment from Rostan Solutions, LLC dated March 30, 2023

Executed Change Order 2022-18PW.01.

CHANGE IN CONTRACT PRICE					CONTINGENCY FUNDS	
Original Contract Amount:			$500,000		**Use of Contingency Funds?**	**Yes** ☐ **No** ☒
Previous Amendment/ Change Orders:	#	0	to #	0	**Original Contingency Amount:**	
	#	1	to #	1		
Approved Amount: Amendments/Change Orders	Amend				**Approved Use of Contingency Amount:**	
	CO					
Current Contract Price:			$1,500,000		**Increase/(Decrease):**	
This Change Add/(Deduct):			$0			
Total Contract Amount w/this change (pending approval):			$1,500,000		**Contingency Balance:**	

CHANGE IN CONTRACT TIME

Please fill in the Initial & Final Dates of the original contract and the Difference (days) for each subsequent change order (the dates will auto-fill in the first two columns), as well as the corresponding Action and Basic Description. **You must double-click the chart to open in Excel before entering data.** You may add extra rows if necessary.

Initial Date	Final Date	Difference (days)*	Action	Basic Description
Enter number of days in Yellow Cell			Add Action and Description in Yell Cells	
10/7/22	4/5/23	180 days	Original	Initial Execution
4/6/23	5/29/25	785 days	Change Order Two	Scheduled Completion Date
5/30/25	5/29/25			
5/30/25	5/29/25			
5/30/25	5/29/25			
Total		965 days		

* Calendar days (not working days)

SIGNATURES ON NEXT PAGE

***RECOMMENDED BY*:**

By: _____ 03/30/2023
Consultant **Date**

By: GARRETT WOODS Digitally signed by GARRETT WOODS Date: 2023.03.30 15:31:53 -04'00' _____
City POC/Project Manager **Date**

***APPROVED BY*:**

By: Chuck Speake Digitally signed by Chuck Speake Date: 2023.04.06 16:00:40 -04'00' _____
Department Director **Date**

By: TIME EXTENSION ONLY _____
Budget Administrator **Date**

By: Alla V. Skipper Digitally signed by Alla V. Skipper Date: 2023.04.07 11:05:42 -04'00' _____
Purchasing **Date**

By: Kimberly Williams Digitally signed by Kimberly Williams Date: 2023.04.10 13:25:31 -04'00' _____
Finance Director **Date**

By: _____ 4/11/23
Assistant City Manager **Date**

By: _____
City Manager **Date**

By: _____
City Clerk (If applicable) **Date**

By: _____
City Attorney (If applicable) **Date**

Garrett Woods

From: Keithan Williams <kwilliams@rostan.com>
Sent: Thursday, March 30, 2023 12:58 PM
To: PWFinance
Cc: Valerie Malingowski; Rostan Contracts; Jamie Welsh; Dina Groves; Jan Gay; Stefani Muscat; Jeremy Landry; Joshua Bennett; Adam Ferguson; Kyle Jones
Subject: [EXTERNAL] City of North Port / Rostan Consulting Services Agreement

EXTERNAL EMAIL: This email is from an external source! Be careful o

Good Afternoon,

In reference to City of North Port/Rostan Solutions agreement (Project **IAN22** / Account # 107-5000-54134-00), Rostan is requesting change order approval to extend our agreement past 4/5/23. This change order will authorize Rostan more time, through 5-29-25, which matches the MSA end date to provide grants management and project management consulting services at the direction of the City of North Port to facilitate the City's recovery from Hurricane Ian under one or more federal or state disaster recovery programs. To aid in the City's recovery, some of the necessary tasks that Rostan Solutions will perform are as follow:

- Provide general grant management advice.
- Assist in the development of a disaster recovery team.
- Assist in the development of a comprehensive recovery strategy.
- Provide advice to disaster recovery team as appropriate and participate in meetings.
- Prepare draft correspondence to State and FEMA as necessary.
- Facilitate the management of all submitted documentation, including Procurement Specifications for Restoration phase efforts and respond to all FDEM/FEMA Requests for Information (RFI).

- Review eligibility issues. Work with City of North Port to develop justifications for work performed to remediate, restore, and mitigate.
- Assist City of North Port in developing an approach to filing and tracking costs.
- Review contracts and purchasing documentation.
- Review documentation prepared by City of North Port .
- Assist City of North Port with compiling costs for presentation to FEMA and FDEM.
- Assist City of North Port to prepare Project Worksheets (PW) documentation.

- Work with FDEM and FEMA representatives to facilitate the coordination of eligible damages for reimbursement for emergency protective measures, remediation activities and reconstruction activities to restore damaged facilities.
- Status meetings; Notes / Action Items
- Recommendation Memos regarding FEMA Process and/or Policy (as needed)
- Draft Project Worksheet(s) / supporting documentation, Emergency work categories.
- Draft Project Worksheet(s) / supporting documentation, Permanent / Restoration work categories.
- Draft projects / grant applications for mitigation work / hazard vulnerability / resiliency improvements.
- Procurement support to secure contracting services; Engineers, Environmental, Remediation, etc.

- Support in required responses to appeals, audits, and state/federal RFIs.

Please let us know if you need anything else to facilitate this request. Thank you for your time and consideration.

Thanks,

Keithan Williams | Project Manager
ROSTAN SOLUTIONS, LLC
8282 Goodwood Blvd.
Suite W6
Baton Rouge, LA 70806
M: 225.975.2811 | kwilliams@rostan.com
www.rostan.com

PURCHASE REQUISITION NBR: 0000055740

PO 49546 CO1

R

STATUS: PURCHASING AGENT

REQUISITION BY: LISA GUERREIRO

REASON: ADD TO EXISTING PO049546 CO#1 WA 2022-18PW.01

DATE: 11/15/22

SHIP TO LOCATION: PUBLIC WORKS

SUGGESTED VENDOR: 5981 ROSTAN SOLUTIONS LLC

DELIVER BY DATE: 9/30/23

LINE NBR	DESCRIPTION	QUANTITY	UOM	UNIT COST	EXTEND COST	VENDOR PART NUMBER
1	CO #1 FOR WA 2022-18PW.01 FOR ASSISTANCE WITH FEMA REIMBURSEMENT AND OTHER GRANTS MANAGEMENT SERVICES AFTER HURRICANCE IAN AGREEMENT NO. 2019-49.01 COMMODITY: CONSULTING SERVICES SUBCOMMOD: NATURAL DISASTER CONSULTI	1000000.00	$$	1.0000	1000000.00	

REQUISITION TOTAL: 1000000.00

A C C O U N T I N F O R M A T I O N

LINE #	ACCOUNT		PROJECT	%	AMOUNT
1	10750005413400	OTHER CONTRACTED SERVICES	IAN22 HURRICANE IAN 2022-09	100.00	1000000.00
					1000000.00

REQUISITION IS IN THE CURRENT FISCAL YEAR.

EVER-WKAS
WA 2022-18PW.01; 2019-49

FEDERAL TERMS TO FOLLOW. IF SERVICES EXCEED MITIGATION AND LEAD TO CONSTRUCTION, PLEASE CONTACT THE CITY PROJECT MANAGER BEFORE PROCEEDING.

PURCHASING DEPARTMENT
VENDOR TRACKING
Prior PO Total: $500,000.00
New PO Total: $1,500,000.00
YTD Dept Exp (Incl): $4,457,715.36
YTD CW Exp (Incl): $4,457,715.36

CO1 TO ADD LINE 2, REQ NO 55740

City of North Port
PURCHASING
Office: 941.429.7170
Fax: 941.429.7173
Email: purchasing@cityofnorthport.com

WORK ASSIGNMENT

☒ **Change Order** ☐ **Amendment**

CONSULTANT: ROSTAN SOLUTIONS, INC

CONTINUING CONTRACT NO. & TITLE: AGREEMENT NO. 2019-49.01

THIS WORK ASSIGNMENT

WORK ASSIGNMENT #: 2022-18PW.01

SHORT TITLE: Assistance with FEMA Reimbursement and other Grants Management Services After Hurricane Ian

DATE SUBMITTED: 11/10/2022

AMOUNT (LUMP SUM) : $1,500,000 WITH CO

SCHEDULED COMPLETION: 180 DAYS FROM SCHEDULED START DATE – EST 04/5/2023

CONTRACT AND BUDGET OVERVIEW FOR FISCAL YEAR 20 23

	DEPARTMENT WA	CITYWIDE (completed by Purchasing) gd 11-17-22
TOTAL OF PREVIOUS ASSIGNMENTS	$500,000	$3,457,715.36
THIS WORK ASSIGNMENT Change Order	$1,000,000	$1,000,000.00
TOTAL WORK ASSIGNMENTS	$1,500,000	$4,457,715.36
ACCOUNT NO/PROJECT NO	107-5000-541.34-00 / IAN22	Various

All work assignments require City Manager approval. In presenting this work assignment, it is understood that:

1. All associated supporting documentation and justification for this Work Assignment Change Order/Amendment is attached hereto.
2. Unless specified herein, work does not involve watercraft, boat piers and/or other activities requiring additional workers compensation endorsements.
3. Contact or involvement with hazardous materials is not anticipated, should hazardous materials be encountered, the City shall be informed.
4. THIS TOTAL WORK ASSIGNMENT, INCLUDING CHANGE ORDERS AND/OR AMENDMENTS SHALL NOT EXCEED $500,000 & ANY RESULTING CONSTRUCTION SHALL NOT EXCEED $500,000 &ANY RESULTING CONSTRUCTION SHALL NOT EXCEED $4,000,000 PER FLORIDA STATUTE 287.055 AS AMENDED.

CITY OF NORTH PORT
CHANGE ORDER/CONTRACT AMENDMENT FORM

WA #: 2022-18PW.01

CO#: 1 Amendment #:

City's Contract No.: 2019-4901 **Project Manager/Engineer:** GARRETT WOODS

Project Name: Assistance with FEMA Reimbursement and other Grants Management Services After Hurricane Ian

Description:

Rostan Solutions, LLC is to provide services in the City of North Port for assistance with FEMA Reimbursement and other Grants Management Services After Hurricane Ian. Services are defined by a scope of services including:
1) Grant Admin/Mgt Services
2) Project Management Services
3) Consensus Based Codes and Standards Analysis
4) 50/50 Analysis, Detailed Estimating Services, Etc.

Purpose of Change Order:

Rostan Solutions, LLC has requested a change order increase in the amount of $1,000,000 based upon updated consulting services related to Hurricane Ian activities. This change order includes update to the total amount of services based upon updated estimates of services. The original amount for the work assignment 2022-18PW.01 was a preliminary estimate of services.

Attachments (list documents supporting change):

Email with attachment from Rostan Solutions, LLC dated November 09, 2022

Executed Change Order 2022-18PW.01.

CHANGE IN CONTRACT PRICE					CONTINGENCY FUNDS	
Original Contract Amount:			$500,000		**Use of Contingency Funds?**	**Yes** ☐ **No** ☒
Previous Amendment/ Change Orders:	#	0	to #	0	**Original Contingency Amount:**	
	#	0	to #	0		
Approved Amount: Amendments/Change Orders	Amend				**Approved Use of Contingency Amount:**	
	CO					
Current Contract Price:			$500,00		**Increase/(Decrease):**	
This Change Add/(Deduct):			$1,000,000			
Total Contract Amount w/this change (pending approval):			$1,500,000		**Contingency Balance:**	

CHANGE IN CONTRACT TIME

Please fill in the Initial & Final Dates of the original contract and the Difference (days) for each subsequent change order (the dates will auto-fill in the first two columns), as well as the corresponding Action and Basic Description. **You must double-click the chart to open in Excel before entering data.** You may add extra rows if necessary.

Initial Date	Final Date	Difference (days)*	Action	Basic Description
Enter number of days in Yellow Cell			Add Action and Description in Yell Cells	
10/7/22	4/5/23	180 days	Original	Initial Execution
4/6/23	4/5/23			
4/6/23	4/5/23			
4/6/23	4/5/23			
4/6/23	4/5/23			
Total		180 days		

* Calendar days (not working days)

SIGNATURES ON NEXT PAGE

RECOMMENDED BY:

By: Kyle Jones Digitally signed by Kyle Jones Date: 2022.11.10 10:14:42 -06'00'

Consultant **Date**

By: GARRETT WOODS Digitally signed by GARRETT WOODS Date: 2022.11.17 11:03:44 -05'00'

City POC/Project Manager **Date**

APPROVED BY:

By: Chuck Speake Digitally signed by Chuck Speake Date: 2022.11.14 15:00:45 -05'00'

Department Director **Date**

By: Heidi B. Hallas Digitally signed by Heidi B. Hallas Date: 2022.11.17 11:27:28 -05'00'

Budget Administrator **Date**

By: Ginny Duyn Digitally signed by Ginny Duyn Date: 2022.11.17 12:55:18 -05'00'

Purchasing **Date**

By: Kimberly Williams Digitally signed by Kimberly Williams Date: 2022.11.17 16:23:13 -05'00'

Finance Director **Date**

By: Date: 2022.11.21 08:24:52 -05'00'

Assistant City Manager **Date**

By: Jerome Fletcher Digitally signed by Jerome Fletcher DN: DC=northport, DC=city, OU=Departments, OU=CityManager, CN=Jerome Fletcher, E=jfletcher@cityofnorthport.com Reason: I am the author of this document Location: your signing location here Date: 2022.11.21 10:34:10-05'00' Foxit PDF Reader Version: 11.1.0

City Manager **Date**

By: _____

City Clerk (If applicable) **Date**

By: _____

City Attorney (If applicable) **Date**

City of North Port
PURCHASING
Office: 941.429.7170
Fax: 941.429.7173
Email: purchasing@cityofnorthport.com

WORK ASSIGNMENT

CONSULTANT	Rostan Solutions, LLC
CONTINUING CONTRACT NO. & TITLE	Agreement No. 2019-49.01

THIS WORK ASSIGNMENT

WORK ASSIGNMENT #	2022-18PW.01
SHORT TITLE	Debris Monitoring Service Hurricane Ian
DATE SUBMITTED	10/04/2022
AMOUNT (LUMP SUM)	$500,000.00
SCHEDULED COMPLETION	180 days from scheduled start date EST 4/5/23

CONTRACT AND BUDGET OVERVIEW FOR FISCAL YEAR 20 23

GD-10/7/22

	DEPARTMENT	CITYWIDE (completed by Purchasing)
TOTAL OF PREVIOUS ASSIGNMENTS	$500,000	$500,000
THIS WORK ASSIGNMENT	$500,000	$500,000
TOTAL WORK ASSIGNMENTS	$1,000,000	$1,000,000
ACCOUNT NO/PROJECT NO	~~107-3032-534.34-00~~ / IAN22	107-3032-534.34-00/IAN22

107-5000-541.34-00 - acct no. corrected, see attached email

All work assignments require City Manager approval. In presenting this work assignment, it is understood that:

1. All associated supporting documentation and justification for this work assignment is attached hereto.
2. Unless specified herein, work does not involve watercraft, boat piers and/or other activities requiring additional workers compensation endorsements.
3. Contact or involvement with hazardous materials is not anticipated, should hazardous materials be encountered, the City shall be informed.
4. THIS WORK ASSIGNMENT SHALL NOT EXCEED $500,000 & ANY RESULTING CONSTRUCTION SHALL NOT EXCEED $4,000,000 PER FLORIDA STATUTE 287.055 AS AMENDED.

SUBMITTED BY:

Digitally signed by Travis Mays
DN: cn=Travis Mays, o=Rostan Solutions, LLC, ou=Principal, email=tmays@rostan.com, c=US
Date: 2022.10.04 13:53:22 -04'00'

CONSULTANT	DATE
	10/04/2022

APPROVED BY:

Chuck Speake Digitally signed by Chuck Speake Date: 2022.10.05 13:22:09 -04'00'

DEPARTMENT DIRECTOR	DATE	BUDGET ADMINISTRATOR	DATE
Ginny Duyn Digitally signed by Ginny Duyn Date: 2022.10.07 09:18:55 -04'00'			
PURCHASING	DATE	FINANCE DIRECTOR	DATE
ASSISTANT CITY MANAGER	DATE	CITY MANAGER	DATE

Print Form Clear All Fields

Bernice Moen

From: Lisa Herrmann
Sent: Friday, October 7, 2022 10:58 AM
To: Garrett Woods; Bernice Moen
Cc: PWFinance; Purchasing; Ginny Duyn
Subject: RE: Approval Requested - Budget and Finance Manager

107-5000-541.34-00

From: Garrett Woods <gwoods@northportfl.gov>
Sent: Friday, October 7, 2022 10:57 AM
To: Bernice Moen <bmoen@northportfl.gov>
Cc: PWFinance <PWFinance@northportfl.gov>; Lisa Herrmann <lherrmann@northportfl.gov>; Purchasing <Purchasing@cityofnorthport.com>; Ginny Duyn <gduyn@northportfl.gov>
Subject: RE: Approval Requested - Budget and Finance Manager

Bernie,

Correct account number is 107-500-541.34-00

Thank you.

Garrett Woods
Business Manager – Public Works Department
City of North Port
1100 N Chamberlain Blvd
North Port, FL 34286
Phone 941.240.8087
Cell 941.224.7744
Fax 941.240.8063
gwoods@northportfl.gov
https://www.northportfl.gov/

United States national motto: "**In God We Trust**"

From: Bernice Moen <bmoen@northportfl.gov>
Sent: Friday, October 7, 2022 10:04 AM
To: Garrett Woods <gwoods@northportfl.gov>
Cc: PWFinance <PWFinance@northportfl.gov>; Lisa Herrmann <lherrmann@northportfl.gov>; Purchasing <Purchasing@cityofnorthport.com>; Ginny Duyn <gduyn@northportfl.gov>
Subject: FW: Approval Requested - Budget and Finance Manager

Good morning, Garrett.

Please provide me via email with correct account number for WA 2022-18PW.01 Rostan.

Thank you.

Very Respectfully,

Bernie Moen
Purchasing Specialist II
Finance Department – Purchasing Division
City of North Port
4970 City Hall Blvd., Ste 337
North Port, FL 34286
Phone: (941)429-7114
TEMP CELL NO. (941)716-7845
NEW EMAIL: bmoen@northportfl.gov

From: Lisa Herrmann <lherrmann@northportfl.gov>
Sent: Friday, October 7, 2022 9:56 AM
To: Bernice Moen <bmoen@northportfl.gov>
Cc: Purchasing <Purchasing@cityofnorthport.com>
Subject: RE: Approval Requested - Budget and Finance Manager

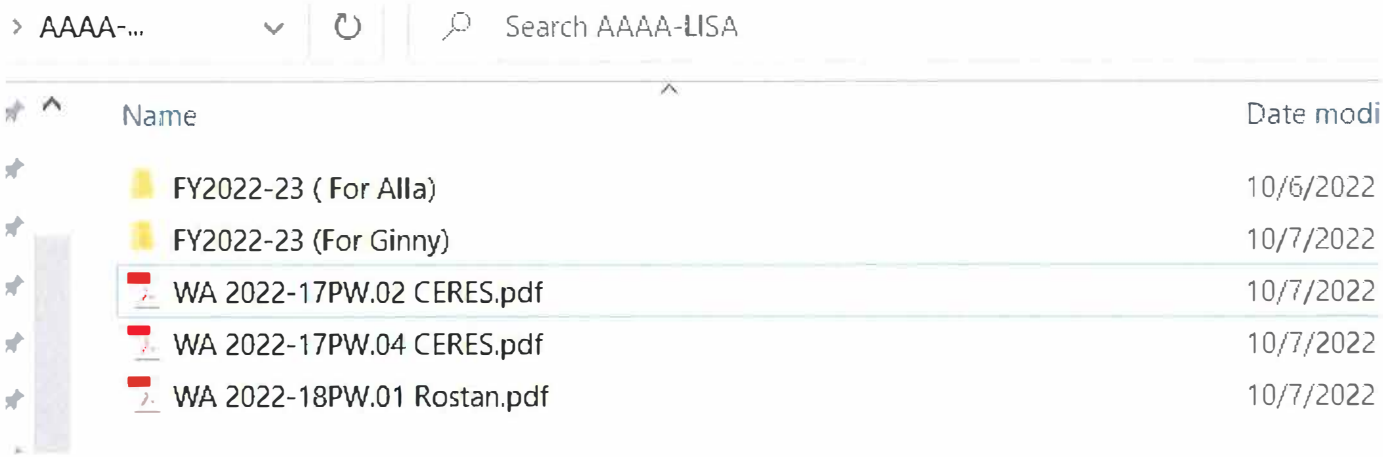
The first two are done.

The third has a bad account number.

From: Bernice Moen <bmoen@northportfl.gov>
Sent: Friday, October 7, 2022 9:41 AM
To: Lisa Herrmann <lherrmann@northportfl.gov>
Cc: Purchasing <Purchasing@cityofnorthport.com>
Subject: Approval Requested - Budget and Finance Manager

Hi Lisa.

Please review/approve both Budget and FM and advise when done. Thank you.



Very Respectfully,

Bernie Moen

VENDOR'S CERTIFICATION FOR E-VERIFY SYSTEM

STATE OF _____
COUNTY OF _____

The undersigned Vendor/Consultant/Contractor (Vendor), after being duly sworn, states the following:

1. Vendor is a person or entity that has entered into or is attempting to enter into a contract with the City of North Port (City) to provide labor, supplies, or services to the City in exchange for salary, wages or other renumeration.

2. Vendor has registered with and will use the E-Verify System of the United States Department of Homeland Security to verify the employment eligibility of:

   a. All persons newly hired by the Vendor to perform employment duties within Florida during the term of the contract; and

   b. All persons, including sub-contractors, sub-vendors or sub-consultants, assigned by the Vendor to perform work pursuant to the contract with the City.

3. If the Vendor becomes the successful Contractor who enters into a contract with the City, then the Vendor will comply with the requirements of Section 448.095, Fla. Stat. "Employment Eligibility", as amended from time to time.

4. Vendor will obtain an affidavit from all subcontractors attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien as defined in 8 United States Code, Section 1324A(H)(3).

5. Vendor will maintain the original affidavit of all subcontractors for the duration of the contract.

6. Vendor affirms that failure to comply with the state law requirements can result in the City's termination of the contract and other penalties as provided by law.

VENDOR: Rostan Solutions LLC (Vendor's Company Name)

_____ (Vendor signature)
Travis Mays (Vendor's name printed)
Vice President (Title)

Sworn to and subscribed before me by means of ☐ physical presence or ☐ online notarization, this ___ day of _____, 2021 by _____, as _____.

_____
Notary Public

Personally Known ☐ OR Produced Identification ☐
Type of Identification Produced _____

Append to Work Assignment # 2022-18PW Authorization

Scheduled Start: October 3, 2022

Performance Period – 180 days from scheduled start date

Not to exceed budget: $500,000

Scope of Services From the City's Contract

ix) Project worksheet and other pertinent report preparation required for reimbursement by FEMA, FHWA and any other applicable agency for disaster recovery efforts by City staff and designated debris removal contractors.
ix) Final report and appeal preparation and assistance
x) Reimbursement preparation and recovery management of funds from Federal, State, local sources. May also include insurance sources.
xi) Other work assignments relating to disaster recovery services as requested by the City.

Expanded upon to encompass the following:

GRANTS MANAGEMENT SERVICES

Contractor shall work closely and collaborate with the City to ensure the proper use and application of federal and state funds. Contractor shall focus on maximizing eligible, allocable federal dollars. Contractor shall conduct efficient processes that reduce the timeline for eligibility determinations that support project cash flow sources and uses. Contractor will provide technical knowledge and experience, proven business processes, and policy strategies. In order to develop and implement the framework of grant activities, Contractor shall perform services and work necessary to complete the following objectives and tasks:

- Prepare and coordinate the development of Project Worksheets (PW's) and versions as required with the City, and Federal and State agencies. This includes project development, formulation, and processing as required for small and large projects.
- Assist the City with formulation of projects in accordance with the FEMA Delivery Model:
    - Develop Damage Inventory (DI) Line Items
    - Develop Detailed Damage Dimensions (DDD)
    - Complete required Essential Elements of Information (EEI)
    - Complete Cost Estimate using RsMeans
    - Identify, track and present required Consensus based Codes and Standards
- Work with the City to obtain all costs and necessary backup documentation to develop, revise and submit PW's and grant applications to the Federal agencies and State agencies to be approved, obligated, and reimbursed.
- Review eligibility issues for the City and develop justifications for presentation to the Federal agencies, State agencies, and other agencies involved in providing disaster recovery funds.
- Ensure that all eligible damages have been identified, quantified, and presented to the City, Federal agencies, and State agencies. All eligible damages shall be incorporated into PW' s and grant applications with supporting documentation and proper cost estimates, using the FEMA Cost Estimating Factor (CEF) when necessary.
- Provide, or as needed retain the services of, professional experts to prepare damage assessments and technical reviews and oversight in the furtherance of program objectives.
- Review contracts, bid documentation, change orders, and other records to support the

proper preparation and presentation of PW's, grant applications and eligible activities.

- Compile and summarize/justify costs for presentation to Federal agencies and State agencies for reimbursement of eligible costs, ensuring compliance with applicable regulations.
- Attend meetings with the City, Federal agencies, and State agencies to negotiate and represent PWs and the obligation of eligible amounts.
- Provide grant management advice to maximize reimbursements of disaster recovery expenses.
- Provide advice to City personnel and attend and participate in meetings as required.
- Prepare draft correspondence to local, Federal and State officials as necessary.
- Provide the City with any changes in policies, procedures, processes, or deadlines throughout the financial disaster recovery process.
- Prepare and conduct the close-out process, ensuring maximum recovery and retention of all eligible funding, satisfactory disposition of appeals and availability of supporting documents for future audits.
- Prepare for and respond to inspections and audits for on-going and completed projects.
- Prepare formal audit responses and justifications; attend associated meetings and hearings as needed.
- Assist the City with Section 1206 Substantial Damage Assessments and Determinations, if applicable.
- Monitor Contractor 's own time and activities by project, or as allowable under the provisions of Federal guidance for direct administrative, indirect, and project management costs (reference Federal regulations and policy guidance for these topics).
- Provide written performance and status reports to the City on the status of the FEMA Public Assistance program and other grant programs as requested. The performance and status report should include, but is not limited to, the following:
    - Hours billed and amount invoiced by personnel
    - PW and grant application development and revisions
    - PW and grant application submissions and approvals
    - Obligated amounts versus eligible estimates
    - Issues with PW and grant application submissions and resolutions
    - Issues requiring assistance
    - Amounts awarded to the City per PW and grant application
    - Requests for Reimbursement submitted
    - Estimated and actual costs
    - Reimbursements received by the City
    - Insurance deductions
    - PW and grant application closeouts

Project Management

- Manage, report, and monitor projects for Debris, Emergency Protective Measures, Roads, Water Control Facilities, Buildings and Contents, Utilities, and Parks, Recreational and Other Facilities to ensure delivery within the established schedule and cost parameters and in compliance with quality assurance requirements.
- Provide timely project communications; develop and implement appropriate recovery strategies when management objectives are at risk.
- Determine the status of all ongoing projects.
- Assist the City in obtaining FEMA reimbursement as well as any other federal/state/local capital funding source, including State and Federal Tax Credits. Attend meetings with related State/Federal and other agencies as necessary and provide project information

to them as required. Assist the City in liquidating FEMA/CDBG grants to cover program implementation cost.

- Provide audit and funding compliance reviews on all projects as required based on the funding source.
- Develop RFP's for professional or contractor services and participate in the negotiations of contracts as requested by the City.
- Assist the City and coordinate with engineers, designers, planners and contractors in properly incorporating program standards and master specifications/requirements in each project.
- Develop and maintain a document management system for construction documents and record drawings.
- Assist as needed in the evaluation and selection of contractors.
- Manage Contractors contracts and implement projects to budget requirements in all RFP's and contracts for services.
- Monitor and report on compliance to budget requirements.
- Validate cost estimates from professionals and contractors and provide value engineering and constructability reviews.
- Provide document quality assurance/quality control reviews.

Field Inspection Services

- Ensure that all contract drawings, terms and conditions are adhered to during the construction phase.
- Verify that all addendums have been incorporated into the final plan set prior to start of construction.
- Ensure that work by other City departments is coordinated with the on-site construction consultants.
- Manage and facilitate the implementation of all commissioning processes and guidelines through-out the project duration.
- Coordinate the building turn over process with the owner and consultants.

City Responsibilities:

To assist us in completing the various work tasks described, the City may need to assemble and provide the following information and resources:

- Identify a central contact person / key contact.
- Provide a City organization chart, together with a list of names, roles, and phone numbers of personnel involved in FEMA grant management and insurance claim(s).
- Provide access to all relevant insurance and facility-related files.
- Provide access to knowledgeable individuals who can answer questions and assist in obtaining additional information, including engineering staff, finance staff, accounting staff, grant management staff, and operational staff.
- Provide a work area, such as a conference room or large office (this may be negotiated based on operational feasibility).

Garrett Woods

From: Valerie Malingowski
Sent: Thursday, November 10, 2022 8:45 AM
To: Garrett Woods; PWFinance
Subject: RE: Rostan Consulting Services PO Increase
Attachments: PO 049546.pdf

Good morning,

Yes, that is correct.

Thank you!
Val

Valerie Malingowski
Grant Division Manager
City of North Port City Manager's Office
4970 City Hall Boulevard
North Port, FL 34286
(941) 429-7001 office
(941) 356-7540 cell
www.northportfl.gov

-----Original Message-----
From: Garrett Woods <gwoods@northportfl.gov>
Sent: Thursday, November 10, 2022 7:53 AM
To: Valerie Malingowski <vmalingowski@northportfl.gov>; PWFinance <PWFinance@northportfl.gov>
Subject: RE: Rostan Consulting Services PO Increase

Valerie,

Can you please confirm that the request is to do a change order against WA 2022-18PW.01 for Assistance with FEMA Reimbursement and other Grants Management Services After Hurricane Ian for a new total amount of $1,500,000 from the original $500,000 amount?

Thank you.

Garrett Woods
Business Manager – Public Works Department City of North Port
1100 N Chamberlain Blvd
North Port, FL 34286
Phone 941.240.8087
Cell 941.224.7744
Fax 941.240.8063
gwoods@northportfl.gov
https://www.northportfl.gov/

United States national motto: "In God We Trust"

-----Original Message-----
From: Valerie Malingowski <vmalingowski@northportfl.gov>
Sent: Thursday, November 10, 2022 7:11 AM
To: Garrett Woods <gwoods@northportfl.gov>; PWFinance <PWFinance@northportfl.gov>
Subject: Rostan Consulting Services PO Increase

Good morning, Garrett!

Please find below a request for an increase to Rostan PO 049546. If you need any additional information, please let me know.

Thank you!
Val

Valerie Malingowski
Grant Division Manager
City of North Port City Manager's Office
4970 City Hall Boulevard
North Port, FL 34286
(941) 429-7001 office
(941) 356-7540 cell
www.northportfl.gov

-----Original Message-----
From: Kyle Jones <kjones@rostan.com>
Sent: Wednesday, November 9, 2022 11:03 PM
To: Valerie Malingowski <vmalingowski@northportfl.gov>
Cc: Rhonda Roberts <rroberts@rostan.com>; Keithan Williams <kwilliams@rostan.com>; Carlos Arredondo <carredondo@rostan.com>; Joshua Bennett <jbennett@rostan.com>
Subject: [EXTERNAL] Rostan Consulting Services PO Increase

[ALERT]

Hey Val,

As discussed earlier today on our call, I wanted to lay out our proposed PO amount increase and make the formal request to you.

We have made tremendous strides and are covering a lot of ground on numerous fronts as you know. We remain committed to my messaging of being budget neutral for the City when this disaster is all said and done!

Our current PO for grants admin/mgt alone is at $500K and we are at roughly 50% of that initial budget as of today.

I would like to request an increase to $1.5M to allow additional room for the following services:

1) Grant Admin/Mgt Services
2) Project Management Services
3) Consensus Based Codes and Standards Analysis

4) 50/50 Analysis, Detailed Estimating Services, Etc.

As we talked through today, we will create internal job tracking vehicles that will breakout each Job on our invoices for pristine time tracking purposes. This will also make it easier for reimbursement submittals respective to each project.

The debris and emergency work costs alone will warrant close to $2M in mgt costs alone, not to mention the PPDR, possible Waterway assignments and permanent work projects that are also ahead of us. I feel like this is ultra conservative at this juncture for all the moving parts involved in our efforts to assist the City.

Please let me know if you need further breakdown or clarification. Thank you Val!

Kyle Jones
Vice President / Principal
(225) 202-3637

Sent from my iPhone