

REQUISITION BY: LISA GUERREIRO

STATUS: PURCHASING AGENT

R

DATE: 10/09/22

REASON: WA 2022-18PW.01 DEBRIS MONITORING SVCS

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	WA2022-18PW.01 FOR ASSISTANCE WITH FEMA REIMBURSEMENT AND OTHER GRANTS MANGEMENT SERVICES AFTER HURRICANE IAN PER SCOPE OF SERVICES IN AGREEMENT 2019-49.01 COMMODITY: SECURITY & FIRE SAFE SERV SUBCOMMOD: DISASTER RELIEF SERVICES	500000.00	\$\$	1.0000	500000.00	
REQUISITION TOTAL:					500000.00	

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	500000.00
				500000.00

REQUISITION IS IN THE CURRENT FISCAL YEAR.

REQUISITION COMMENTS:

Please issue a separate PO for this Rostan
Solutions requisition. Thank you.

EVER-WKAS

WA 2022-18PW.01; RFP 2019-49

PURCHASING DEPARTMENT

VENDOR TRACKING

Prior PO Total: \$0

New PO Total: \$500,000.00

YTD Dept Exp (Incl): \$1,000,000.00

YTD CW Exp (Incl): \$1,000,000.00

APPROVAL

Purchasing:

Ginny Duyn

Digitally signed by Ginny Duyn
Date: 2022.10.13 17:28:40
-04'00'

Finance Director: SEE ATTACHED.

Asst. City Mgr.: SEE ATTACHED.

City Manager: SEE ATTACHED.



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 20²³

	DEPARTMENT	CITYWIDE (completed by Purchasing)	GD-10/7/22
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'

10/04/2022

CONSULTANT

DATE

APPROVED BY:

Chuck Speake

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

DEPARTMENT DIRECTOR

DATE

Ginny Duyn

Digitally signed by Ginny Duyn
Date: 2022.10.07 09:18:55
-04'00'

PURCHASING

DATE

ASSISTANT CITY MANAGER

DATE

Lisa Herrmann

Digitally signed by Lisa Herrmann
Date: 2022.10.07 11:43:37 -04'00'

BUDGET ADMINISTRATOR

DATE

Lisa Herrmann

Digitally signed by Lisa Herrmann
Date: 2022.10.07 11:43:56 -04'00'

FINANCE DIRECTOR

DATE

Jerome Fletcher

Digitally signed by Jerome Fletcher
DN: DC=northport, DC=city, OU=Departments, OU=CityManager,
CN=Jerome Fletcher, E=fletcher@cityofnorthport.com
Reason: I am the author of this document
Location: your signing location here
Date: 2022.10.07 16:09:21 -04'00'
Print PDF Reader Version: 11.1.0

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.

> AAAA-...		Search AAAA-LISA
Name		Date modified
★	FY2022-23 (For Alla)	10/6/2022
★	FY2022-23 (For Ginny)	10/7/2022
★	WA 2022-17PW.02 CERES.pdf	10/7/2022
★	WA 2022-17PW.04 CERES.pdf	10/7/2022
★	WA 2022-18PW.01 Rostan.pdf	10/7/2022

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 remuneration.
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)

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