





## CITY OF NORTH PORT CHANGE ORDER/CONTRACT AMENDMENT FORM

WA #: 2022-18PW.02

CO#: \_\_\_\_\_ Amendment #: 1

City's Contract No.: 2019-49.01

Project Manager/Engineer: GARRETT WOODS

Project Name: Hurricane Ian – Long Term Recovery Plan

### Description:

Rostan Solutions, LLC is to provide services in the City of North Port for assistance with the Hurricane Long Term Recovery Plan Project after Hurricane Ian. Services are defined by a scope of services including:

- 1) Discovery – Assessment, Community Outreach, and Gap Analysis
- 2) Plan Development
- 3) Plan Initiation

### Purpose of Change Order:

Rostan Solutions, LLC has requested an amendment increase in the amount of \$58,715.96 based upon updated consulting services related to the delivery method for the Long-Term Recovery Plan activities. The Olsen Group identified various factors unbeknownst at the onset of this project that have come into play which has resulted in delays in the outreach approach. This amendment includes updates to the total amount of services based upon updating estimates of services. The original amount for the work assignment 2022-18PW.02 was a preliminary estimate of services.

### Attachments (list documents supporting change):

Email with attachment from Rostan Solutions, LLC dated June 14, 2023

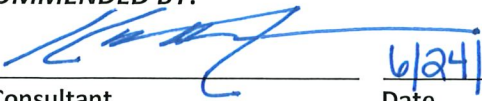
Executed Work Assignment 2022-18PW.02

CHANGE IN CONTRACT PRICE					CONTINGENCY FUNDS		
Original Contract Amount:		\$153,172.70			Use of Contingency Funds?		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
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		\$0				
Current Contract Price:		\$153,172.70			Increase/(Decrease):		
This Change Add/(Deduct):		\$58,715.96					
Total Contract Amount w/this change (pending approval):		\$211,888.66			Contingency Balance:		

Enter number of days in Yellow Cell			Add Action and Description in Yell Cells	
11/7/22	11/7/23	365 days	Original	Initial Execution
11/8/23	11/7/23			
11/8/23	11/7/23			
11/8/23	11/7/23			
11/8/23	11/7/23			
Total		365 days		
* Calendar days (not working days)				

SIGNATURES ON NEXT PAGE

**RECOMMENDED BY:**

By:  6/24/22  
Consultant Date

By: \_\_\_\_\_  
City POC/Project Manager Date

**APPROVED BY:**

By: \_\_\_\_\_  
Department Director Date

By: \_\_\_\_\_  
Budget Administrator Date

By: \_\_\_\_\_  
Purchasing Date

By: \_\_\_\_\_  
Finance Director Date

By: \_\_\_\_\_  
Assistant City Manager Date

By: \_\_\_\_\_  
City Manager Date

By: \_\_\_\_\_  
City Clerk (If applicable) Date

By: \_\_\_\_\_  
City Attorney (If applicable) Date



## Garrett Woods

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**From:** Valerie Malingowski  
**Sent:** Wednesday, June 14, 2023 1:02 PM  
**To:** Kyle Jones; PWFinance; Tricia Wisner  
**Cc:** Keithan Williams; Adam Ferguson; Stefani Muscat  
**Subject:** RE: [EXTERNAL] Amendment Request - WA 2022-18PW.02 - HURRICANE IAN - LONG TERM RECOVERY PLAN

Hi Kyle,

I am sending this request on to Public Works for their consideration.

Thanks!

Val



### VALERIE MALINGOWSKI

#### Grant Division Manager

4970 City Hall Blvd, North Port, FL 34286

O: 941.429.7001 C: 941.356.7540



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**From:** Kyle Jones <kjones@rostan.com>  
**Sent:** Wednesday, June 14, 2023 11:56 AM  
**To:** Valerie Malingowski <vmalingowski@northportfl.gov>  
**Cc:** Keithan Williams <kwilliams@rostan.com>; Adam Ferguson <aferguson@rostan.com>; Stefani Muscat <smuscat@rostan.com>  
**Subject:** [EXTERNAL] Amendment Request - WA 2022-18PW.02 - HURRICANE IAN - LONG TERM RECOVERY PLAN

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

Morning again Val,

In discussion with our teaming partner re: the Long Term Recovery Plan Project, the Olson Group has requested a slight budget amendment to this Work Authorization based primarily on several modifications to the original outreach delivery method for the Long-Term Recovery Plan. Various factors unbeknownst at the onset of this project have come into play which has resulted in delays in the outreach approach. The Olson Group is asking for an Amendment increase of \$58,715.96 to the current WA for WA 2022-18PW.02, which would bring the total amount to \$211,888.66.

As you are aware, these costs will be submitted for reimbursement under several FEMA funding buckets, including direct costs under Category A and B, some permanent work categories and also a portion under the city's Cat Z project.

Please let me know if you have any questions or need any additional clarification from the Olson Group.

**Kyle Jones** | Vice President  
Rostan Solutions, LLC  
Cell 225.202.3637  
[www.rostan.com](http://www.rostan.com)

PURCHASE REQUISITION NBR: 0000055739

REQUISITION BY: LISA GUERREIRO

STATUS: PURCHASING AGENT

R

REASON: WA 2022-18PW.02 LONG TERM RECOVERY PLAN

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
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1	WA 2022-18PW.02 HURRICANE IAN - LONG TERM RECOVERY PLAN	153172.70	\$\$	1.0000	153172.70	
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PRICING PER AGREEMENT NO. 2019-49.01  
COMMODITY: CONSULTING SERVICES  
SUBCOMMOD: NATURAL DISASTER CONSULTI

REQUISITION TOTAL: 153172.70

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	153172.70
				153172.70

REQUISITION IS IN THE CURRENT FISCAL YEAR.

EVER-WKAS  
WA 2022-18PW.02; 219-49

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: \$0  
New PO Total: \$153,172.70  
YTD Dept Exp (Incl): \$4,610,888.06  
YTD CW Exp (Incl): \$4,610,888.06





**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)

<u>Kyle Jones</u>	<small>Digitally signed by Kyle Jones Date: 2022.11.08 08:37:38 -0600</small>	(Vendor signature)
<u>Kyle Jones</u>		(Vendor's name printed)
<u>Vice President/Principal</u>		(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 \_\_\_\_\_

## CITY OF NORTH PORT, FLORIDA RECOVERY AND RESILIENCY PROJECT

### Background

North Port, Florida is a thriving city rich with culture and history. It's slogan, "Achieve Anything," is reflected in the quality of life enjoyed by the community's nearly 75,000 residents. North Port has experienced tremendous growth relative to the surrounding area and its government has kept pace, providing a full range of services to its residents, businesses and visitors.



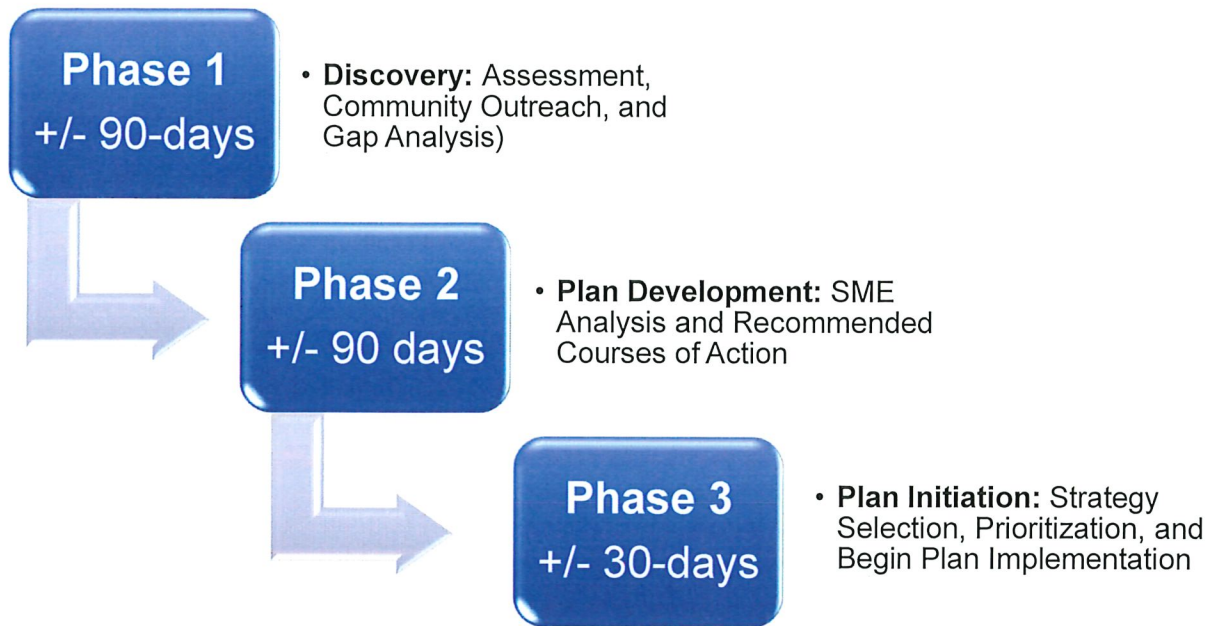
On September 28, 2022, this story of steady growth and progress was disrupted when Hurricane Ian, a Category 4 storm, made landfall in southwest Florida. While Ian eviscerated oceanfront Fort Myers and Sanibel Island, the storm's sustained winds of nearly 150 mph snapped trees, downed power lines, and damaged other infrastructure in North Port, ripping roofs from schools and other buildings and destroying nearly 1000 homes.

City departments responded quickly to the threat, mitigating the loss of life and beginning short-term recovery operations as soon as it was safe to do so. As part of that effort, the City Manager directed activation of North Port's contract with Rostan Solutions for debris management and public assistance support.

In conversations City leaders, Rostan was asked to support the development of a long-term recovery and resilience strategy for the City. Rostan, in turn, brought in its recovery partner and subcontractor, The Olson Group, Ltd. (OGL).

In an initial meeting with the City Manager and key staff, OGL was provided with the City's broad vision for long-term recovery, including consideration of the City's Strategic Plan and leadership's desire to make the City of North Port more resilient in the process.

In a subsequent meeting held on October 17, 2022, OGL presented its proposed approach to achieve these goals through a three-phased Long-Term Recovery and Resilience Project:



The following sections describe the project elements in more detail.

## Project Goals and Objectives

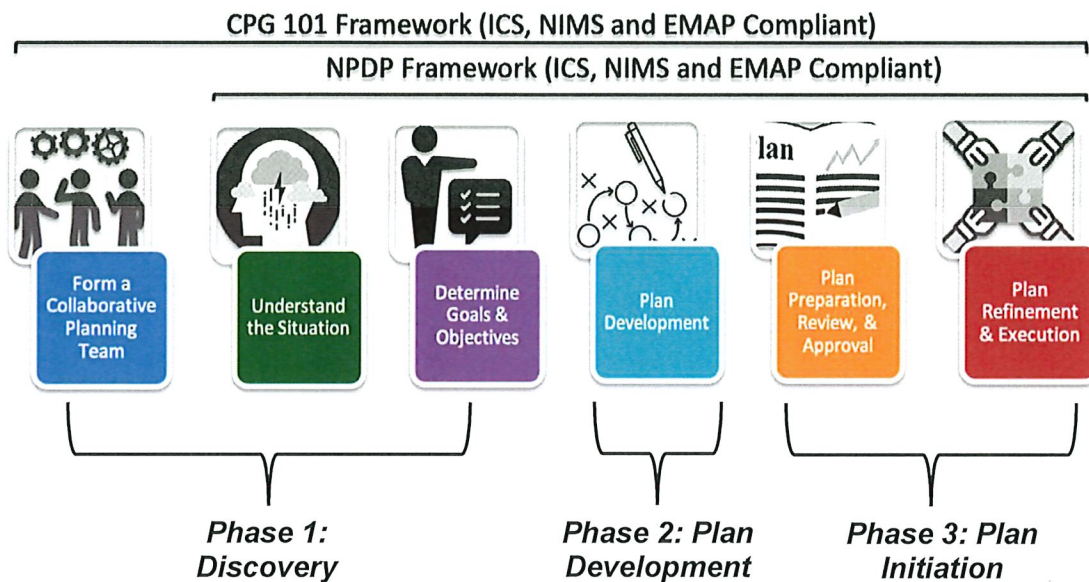
The Goals and Objectives of the Long-Term Recovery Project are:

- Enhance the City's preparedness by prioritizing limited funding streams and formulating innovative and resilient solutions to meet community goals and serve as a national model.
- Analyze the strengths innovations, gaps and areas for improvement in the City's emergency plans policies and procedures to develop strategies for improvement in four critical areas:
  - **pre-event planning:** ensuring that the City of North Port has the necessary plans and stakeholders in place to better protect and prepare their citizens;
  - **municipal operations:** ensure the City of North Port employs leading and resilient processes and policies to address the community's needs;
  - **recovery:** ensuring the City of North Port is positioned for short-, mid-, and long-term recovery by engaging the "whole community" in identifying needs, developing recovery strategies, and clearly identifying roles and responsibilities; and
  - **mitigation:** ensuring the City of North Port considers innovative and resilient strategies to lessen the impacts of disasters, adopting low or no-cost strategies whenever possible.



## Project Methodology

Our team employs FEMA's Comprehensive Planning Guide (CPG) 101 and the National Plan Development Process (NPDP) as the basis to organize and execute all-hazards planning efforts to include recovery and resilience planning. By grounding our planning efforts in best-practice solutions and in proven methodology, CPG 101 provides a basis for organizing the effort into a sound, sequential process; the NPDP provides the framework for the development of courses of action, analysis, selection, and prioritization of plan strategies.



## Project Phases

### *Phase 1: Discovery – Assessment, Community Outreach, and Gap Analysis (approximately 90 days)*

The Discovery phase of the project consists of conducting an in-progress review of the City's response and recovery activities, capabilities and needs assessment, plan, policy, and procedure review and gap analysis, community outreach and whole community engagement through surveys, interviews and a community forum to frame what long-term recovery and resilience looks like for the City of North Port and its citizens. The detailed elements of this phase include:

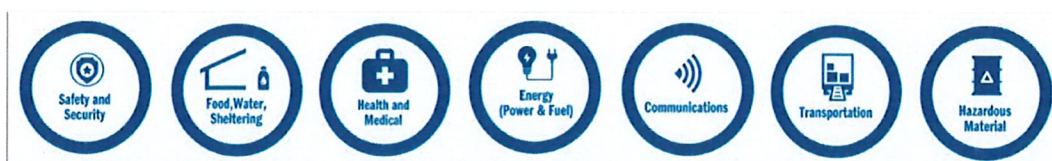
- Project Kickoff Meeting
- Set project expectations, goals, and objectives
- Overview of the project phases and notional timeline
- Identify stakeholders for input and community outreach
- In-Progress Review (AAR) and Community Outreach
  - Data call for response and recovery documentation (SITREPS, IAPs, Logs, Executive Orders, Briefings, Emergency Ordinances, Major Events and Decisions, etc.)

- Develop and distribute a single survey/interview questions to stakeholders with general questions with additional specific questions based on role (e.g., elected officials, citizens, etc.).
- Multiple platforms for feedback (web based, social media, and printed surveys, one-on-one and group interviews/hot wash listening sessions).
- Assess the City's response and provide an analysis of strengths, innovations, and areas for improvement by POETE Areas (Planning, Organization, Equipment/Resources, Training and Exercises). *(All stakeholders: elected and senior leadership, City staff, citizens, businesses, and community partners such as VOAD organizations, churches, and civic and cultural organizations).*
- Assess the viability of and gaps in existing plans, policies, and procedures *(City Stakeholders).*
- Define, assess, and prioritize recovery needs relating to FEMA's Community Lifelines and applicability to the City's Strategic Plan *(All Stakeholders).*
- Assess financial management/tracking, procurement, and grant management protocols. *(City Stakeholders).*
- Assess viability of contracts and mutual aid agreements to support response and recovery activities. *(City stakeholders).*
- Conduct **Community Forum Workshop #1** for Elected Officials, City Leadership, Representative Staff, Citizens, Businesses, and Community Partners. The purpose of this two-day workshop is to present OGL's initial findings from the Discovery Phase for discussion, prioritization, and consensus formation.

### *Phase 2: Plan Development (Approximately 90 days)*

The Plan Development Phase consists of development of courses of action (COA) recommendations for long-term-recovery and resilience supported by SWOT and cost/benefit analysis. The following represents the detailed elements of this phase.

- Recovery and Resilience Plan Development
- Incorporating the output and analysis of information from Community Forum Workshop #1, OGL will develop recommended courses of action using SWOT and cost/benefit analysis methodologies for:
  - Recovery Priorities by Community Lifeline and other Recovery Components
- Update the Findings Report and develop presentation briefing and materials for Community Forum #2.





### *Phase 3: Plan Initiation (Approximately 30 days\*)*

*\*Not inclusive of any ongoing support or SME guidance needed to conduct activities and projects relating to agreed upon courses of action*

The Plan Initiation Phase consists of conducting a second Community Forum Workshop to present the recommended courses of action for long-term recovery and resilience recommended changes to the City's Strategic Plan as appropriate, facilitating a discussion with stakeholders to achieve consensus and prioritization of the strategies and action steps, and delivery of the final Long-Term Recovery and Implementation Plan. The following represents the detailed elements of this phase.

- **Community Forum Workshop #2**
- In a one-day Community Forum Workshop, OGL will present the recommended courses of action (COA) and their associated SWOT and Cost/Benefit Analysis foundations. OGL will then facilitate a discussion with City elected and senior officials, department heads, and a representative group of staff, citizens, businesses, and community partners to choose and prioritize COAs and update elements of the City's Strategic Plan to ensure alignment and achieve the stated goal of community resilience.
- Based on outcomes of the Community Forum Workshop, OGL will produce the final City of North Port Long-Term Recovery and Resilience Plan and work with City representatives and Rostan Solutions to amend any related PWs or create new ones for PA applicability.
- As the City requires, OGL expert staff will remain available under additional task orders to provide guidance, technical assistance, and other services that may be requested.

### Phase 1

Task	Staff Required	Estimated Hours	Rostan Bill Rate	Total	Funding Source			Activity
Survey and Interview Development & Data	2	120	\$ 157.91	\$ 18,949.20	P.A. - 5% Mgt Costs			Indirect / Technical Assistance / Planning Coordination
Leadership and Staff Interviews/Hot Wash Sessions	2	140	\$ 157.91	\$ 22,107.40	P.A. - 5% Mgt Costs			Indirect / Technical Assistance / Planning Coordination
Community Outreach and Engagement	4	160	\$ 157.91	\$ 25,265.60	P.A. - Cat A PW	P.A. - Cat B PW	P.A. - Cat C - G	Direct Project Cost - Community Outreach, Engagement and Education
Community Engagement Meeting (Status Update on Recovery Progress/Schedules, Etc.) #1	4	100	\$ 157.91	\$ 15,791.00	P.A. - Cat A PW	P.A. - Cat B PW	P.A. - Cat C - G	Direct Project Cost - Community Outreach, Engagement and Education
SUBTOTAL				\$ 82,113.20				

### Phase 2

Task	Staff Required	Estimated Hours	Rostan Bill Rate	Total	Funding Source			Activity
Long-Term Recovery Plan Development	4	200	\$ 157.91	\$ 31,582.00	P.A. - 5% Mgt Costs			Indirect / Technical Assistance / Planning Coordination
Update Findings and Develop Community Engagement Meeting #2 Materials	3	55	\$ 157.91	\$ 8,685.05	P.A. - 5% Mgt Costs			Indirect / Technical Assistance / Planning Coordination
SUBTOTAL				\$ 40,267.05				

### Phase 3

Task	Staff Required	Estimated Hours	Rostan Bill Rate	Total	Funding Source			Activity
Community Engagement Meeting #2 (Progress, Update on Recovery, Etc.)	4	100	\$ 157.91	\$ 15,791.00	P.A. - Cat A PW	P.A. - Cat B PW	P.A. - Cat C - G	Direct Project Cost - Community Outreach, Engagement and Education
Development of Final Long-Term Recovery Plan	4	95	\$ 157.91	\$ 15,001.45	P.A. - 5% Mgt Costs			Indirect / Technical Assistance / Planning Coordination
SUBTOTAL				\$ 30,792.45				
TOTAL BASE PROJECT COST				\$ 153,172.70				

Proposed Reimbursement Breakdown	Total
5% Mgt Costs	\$ 96,325.10
Direct Project Costs	\$ 56,847.60