

**Coral Springs
Improvement District
Regular Meeting**

Agenda

September 15, 2025

Coral Springs Improvement District

Board of Supervisors
 Mark Ritter, President
 Ben Groenevelt, Vice President
 Travis McEwen, Secretary
 Michael Kraus, Assistant Secretary
 Robert Rafaneli, Assistant Secretary

Kenneth Cassel, District Manager
 Seth Behn, District Counsel
 David McIntosh, Director of Operations
 Joe Stephens, Director of Utilities

Meeting Agenda

Monday, September 15, 2025 at 3:00 p.m.

1. **Call to Order**
2. **Audience Comments**
3. **Approval of the Minutes of August 18, 2025 Meeting**
4. **Financials for August 2025**
5. **Resolution 2025-11, Amending Resolution 2025-07 to Change the Date of the Public Hearing to August 18, 2025**
6. **Budget Public Hearing to Adopt the Fiscal Year 2026 General Fund Budget**
 - A. Motion to Open Public Hearing
 - B. Public Comments
 - C. Motion to Close Public Hearing
 - D. Resolution 2025-12, Adopting the Fiscal Year 2026 General Fund Budget
 - E. Resolution 2025-13, Levying Non-Ad Valorem Assessments
7. **Budget Public Hearing to Adopt the Fiscal Year 2026 Water and Sewer Budget**
 - A. Motion to Open Public Hearing
 - B. Public Comments
 - C. Motion to Close Public Hearing
 - D. Resolution 2025-14, Adopting the Fiscal Year 2026 Water and Sewer Budget
8. **Consideration of Change Order from Insituform to Perform a Lateral Sewer Line Repair at 9877 Ramblewood Drive (*The Change Order reduces the original contract amount of \$62,284 by \$40,554 for a final contract price of \$21,730*) - Joe/Kingston**
9. **Staff Requests Board Consideration of Entering into a Contract with Rostan Solutions for RFP #2025-05 Disaster Debris Monitoring and Reimbursement Management (*Formal solicitation was issued on July 14, 2025 with bid submittals due on August 13, 2025. Two (2) vendors; Rostan Solutions, LLC and Debris Tech, LLC responded to the solicitation. Rostan Solutions, LLC was ranked as the number one firm by the Evaluation Committee at the meeting held on August 19, 2025 – Joe/Danielle*)**
10. **Consideration of Kimley-Horn Work Authorization #243 for CSID Biosolids Feasibility Study at a Total Cost of \$90,320**

- 11. Ratification of Procedures for Sewer and Leakage Testing of Private Systems – Ken/Glen**
- 12. Engineer’s Report**
- 13. Staff Reports**
 - A. Manager – Ken Cassel
 - Consideration of Meeting Schedule for Fiscal Year 2026
 - B. Department Reports
 - Operations – David McIntosh
 - Utilities Update – Joe Stephens
 - Utility Billing Customer Service Report – Brian Klien (Report Provided)
 - Water – Christian McShea (Report Provided)
 - Wastewater – Mike Hosein (Report Provided)
 - Stormwater – Shawn Frankenhauser (Report Provided)
 - Field – Kingston Maloi (Report Provided)
 - Maintenance Report – Jovan Selvon (Report Provided)
 - Procurement Report – Danielle Keira-Cancel (Report Provided)
 - Finance and Accounting – Sue Beyer
 - Human Resources – Jimmy Harness
 - Engineering – Glen Hanks (Report Provided)
 - Motion to Accept Department Reports
 - C. Attorney
- 14. Supervisors’ Requests/Comments**
- 15. Adjournment**

***Next regular meeting scheduled for October 20, 2025 at 3:00 p.m.**

Third Order of Business

**MINUTES OF MEETING
CORAL SPRINGS
IMPROVEMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Coral Springs Improvement District was held Monday, August 18, 2025 at 3:00 p.m. at the District Offices, 10300 NW 11th Manor, Coral Springs, Florida.

Present and constituting a quorum were:

Mark Ritter	President
Ben Groenevelt	Vice President
Travis McEwen	Secretary
Michael Kraus	Assistant Secretary
Robert Rafaneli	Assistant Secretary

Also present were:

Ken Cassel	District Manager
Bill Capko	District Attorney (Via Teams)
Rick Olson	District Engineer
David McIntosh	Executive Director
Joe Stephens	Director of Utilities (Via Teams)
Sue Beyer	Director of Finance and Accounting
Glen Hanks	Director of Engineering
Danielle Keira-Cancel	Procurement
Shawn Frankenhauser	Stormwater Department
Kingston Maloi	Field Department
Christian McShea	Water Department
Mike Hosein	Wastewater Department
Brian Klein	Utility Billing and Customer Service
Jovan Selvon	Maintenance Department
Julie Beyer	IT Manager
Kevin Gerszuny	Kimley-Horn
Chris Tarase	Inframark, President of CMS
SFWMD Representative	
Curt Tiefenbrun	Resident

The following is a summary of the discussions and actions taken.

FIRST ORDER OF BUSINESS

Call to Order

Mr. Cassel called the meeting to order and called the roll. A quorum was established.

SECOND ORDER OF BUSINESS

Audience Comments

- A representative from SFWMD introduced himself to the Board. He is the intergovernmental contact for Broward County.
- Mr. Tiefenbrun addressed the Board regarding stormwater management. He also addressed how the non-ad valorem assessments for stormwater are spent.

THIRD ORDER OF BUSINESS

Approval of the Minutes of the July 21, 2025 Meeting

On MOTION by Mr. McEwan seconded by Mr. Groenevelt with all in favor the minutes of the July 21, 2025 meeting were approved as presented.

FOURTH ORDER OF BUSINESS

Financials for July 2025

On MOTION by Mr. McEwan seconded by Mr. Ritter with all in favor the financials for July 2025 were approved as presented.

FIFTH ORDER OF BUSINESS

Consideration of Resolution 2025-10, Approving the Exchange of Deeds with Cypress Run Villas Association, Inc. to Clear Title Over Lift Station Expansion Area

Mr. Cassel and Mr. Hanks reviewed the exchange of deeds with Cypress Run Villas Association, Inc. to clear title over the lift station expansion area. It is basically accepting the deed from them to convey the property to the District. There may potentially be more of these to come before the Board.

On MOTION by Mr. Rafaneli seconded by Mr. McEwan with all in favor Resolution 2025-10, approving the exchange of deeds with Cypress Run Villas Association, Inc. to clear title over lift station expansion area, was adopted.

SIXTH ORDER OF BUSINESS

Consideration of Encroachment Agreement for 1196 NW 117 Avenue

Mr. Frankenhauser reported the neighbor pulled a permit and was approved by the City in February of 2022. Subsequently, the District Board of Supervisors approved an encroachment agreement. Their fence encroaches into the right-of-way a couple of feet.

The applicant wants to match that neighbor’s fence and encroach a couple of feet. It allows 20 feet to remain from the fence and the waterline as required by City Ordinance.

Mr. Cassel noted the encroachment agreement states if the District ever needs to remove the fence for access, it can do so, and reinstalment would be at the owners’ expense.

On MOTION by Mr. Groenevelt seconded by Mr. Ritter with all in favor an encroachment agreement for 1196 NW 117th Avenue was approved.

SEVENTH ORDER OF BUSINESS

Staff Request Board Approval to Piggyback on a Contract, Including any Extensions, between The Cobb County Board of Commissioners and HD Supply Facilities Maintenance, Ltd. DBA USABlueBook. *The contract is for Water/Wastewater MRO (Maintenance, Repair, Operating Supplies, Industrial Supplies, and Related Products). They entered the contract on November 26, 2024. The terms are for a period of four (4) years beginning on November 13, 2024. This contract may be renewed for three (3) additional twelve (12) month periods. This agreement shall terminate absolutely on November 12, 2031. GOVMVMT adopted this contract by reference into the cooperative’s master agreement portfolio.*

Mr. Stephens reviewed the request. The District will get better pricing by being on this contract and having it tied to the District’s account. Over a period, the District will exceed the \$35,000 procurement threshold so by having this contract, the District will not violate the threshold requirements. The District has purchased from this vendor for a long time.

On MOTION by Mr. McEwan seconded by Mr. Groenevelt with all in favor piggybacking on a contract, including any extensions between the Cobb County Board of commissioners and HD Supply Facilities Maintenance, Ltd. DBA USABluebook, was approved.

EIGHTH ORDER OF BUSINESS

Staff Requests Board Approval to Piggyback on a Co-Op Contract for Water Meter Fittings and Water Line Accessories with the Lead Entity as the City of Deerfield Beach, ITB 25-017. *The Co-Op Contract that CSID is Currently Utilizing with Core & Main, Empire Pump & Supply, and Ferguson Waterworks expired on March 5, 2025. The lead entity issued a 90-day extension to complete the formal solicitation process for the contracts to expire on June 5, 2025. The new ITB 25-017 was issued on March 17, 2025 with the bid due on April 9, 2025. The City of Deerfield Beach entered three new Co-Op contracts with Consolidated Pipe and Supply; Ferguson Enterprises; and Fortiline, Inc. on June 6, 2025 on behalf of the Southeast Florida Chapter of NIGP. Staff requests the piggyback approval including any extensions of the contract.*

Ms. Keira-Cancel reviewed the co-op contract they are currently piggybacking on. It has been extended so they issued a new solicitation for three different companies. The two companies the District will be utilizing under this are Ferguson Enterprises and Fortiline, Inc.

Mr. Stephens added most of the purchases for these vendors will come from the Field Department. This is where they get all the fittings for water breaks and things of that nature.

On MOTION by Mr. Kraus seconded by Mr. Groenevelt with all in favor piggybacking on the co-op contract for water meter fittings and water line accessories with the lead entity as the City of Deerfield beach was approved.

NINTH ORDER OF BUSINESS

Staff Requests Board Approval to have Gray Matter Systems, LLC Perform the Additional Work Outlined in their Proposal. *During the water plant's scada system upgrade additional items were identified as needing to be*

updated. The total cost to complete the remaining work is \$16,740.

Ms. Julie Beyer reported they are 95% finished with the SCADA upgrade. They must get through some minor licensing issues, and it will be finished. All the work, upgrades and system are running. There are a few items that are older and need refining.

On MOTION by Mr. Groenevelt seconded by Mr. Ritter with all in favor Gray Matter Systems, LLC performing additional work outlined in their proposal at an amount of \$16,740 was approved.

TENTH ORDER OF BUSINESS

Staff Requests Board Approval of Work Authorization #242 with Kimley-Horn to Update the District’s Stormwater Hydrologic Model, Originally Prepared by CH2M Hill in 2006. Included in the work authorization is an investigation into the feasibility and potential benefits of interconnecting the two basins.

Mr. Gerszuny reviewed the work associated with Work Authorization #242.

On MOTION by Mr. Kraus seconded by Mr. Ritter with all in favor Work Authorization #242 with Kimley-Horn was approved at a total cost not to exceed \$88,660.

Mr. Gerszuny also provided an update on the current work authorization they are working on.

ELEVENTH ORDER OF BUSINESS

Engineer’s Report

Mr. Olson reviewed his report; a copy of which is attached hereto as part of the public record. He also provided pictures of the Atlantic Boulevard pavement restoration project.

- WA #222 – they are addressing several warranty issues on filter press #2. They will also begin modifications on filter press #1.
- WA #226 – they were notified by the manufacturer that the engine was shipped out but has not been received yet. He has reached out to them and is waiting for a response. Once received it will take approximately a week to install.
- WA #229 – they noticed several O-rings had issues during the final check of the project. They located the manufacturer of the O-rings, and it took about three

weeks for them to arrive. They were being installed today, and the plant should be back in service by the end of the week.

- WA #232 – there was money leftover from the allowance of that project. Staff requested they make some revisions to the wiring of the well.
- WA #234 – they requested bringing in a private firm to do locates in several locations. That work will be done this week, and they will be doing exploratory excavations next week.
- WA #235 – Mr. Hanks was investigating the loop system that goes around the plant site, and they determined the waterline downsizes from six inches to four inches, which is not in code compliance for fire hydrants. They are requesting staff do testing of hydrant fluids and if it is adequate, they will take it to the City of Coral Springs' Building and Fire Departments to see if they can petition to do a break in that bind.
- WA #236 – the driller has mobilized. They did video surveys. The work should be completed in a week and a half. At that point they will do a pumping test of the well to gauge the performance of the well and what percent of capacity they recovered.
- WA #238 – they have completed all the administrative work. They are hoping to begin work on this project in the middle of September.
- WA #239 – they ordered the equipment and anticipate it will arrive in two weeks.
- WA #240 – they had a kickoff meeting with ATL to map out sequencing the work. Once they receive the permit for tree removal, they will begin reaching out to the impacted homeowners.
- They are currently working on four work authorizations to bring to the Board.
- He provided an update on the paving project on Atlantic Boulevard.

TWELFTH ORDER OF BUSINESS

Staff Reports

A. Manager – Ken Cassel

- Mr. Cassel reported he had a conversation with the principal of Riverside Elementary School. She is fine with the removal of the trees. She said those trees drop junk on their property. They are going to try to do most of the work when school is not in session.

- Mr. Ritter asked Mr. Tarase if he had anything to inform them regarding the notice they received last week about Mr. Cassel's departure as the District Manager in September. Mr. Tarase responded they are in the process of recruiting. They feel confident they will find someone qualified. In the meantime, the immediate contingency plan is Ms. Demarco and Ms. Montagna will assume the responsibilities should they not find a replacement for Mr. Cassel in time, but they anticipate they will. He is also happy to provide support. Mr. Cassel is participating in the interview process to find the right candidate.
- Mr. McIntosh noted the new contract states if Mr. Cassel is not available, Inframark will identify a District Manager, and not a combination of District Managers. Mr. Tarase stated it will be one main person but typically, for large clients, they have a tag team of District Managers. There will be a primary.

B. Department Reports

• Operations – David McIntosh

- Mr. McIntosh reported they received the permit from the City for the tree removal. They heard from the arborist, and her fee is \$41,108. He requested the Board approve the expenditure at an amount not to exceed \$50,000 in case there are a few more trees that need to be removed.
- Mr. Stephens stated ATL just sent them a change order for six additional pieces of vegetation. They are not all trees. He wants to speak with Mr. Frankenhauser about it because some are little shrubs staff may be able to take out. He agreed with Mr. McIntosh they may need a little more money for the project.
- Mr. Ritter asked who the price came from. Mr. McIntosh responded it came from the City Arborist. She had the list of trees and all the information as well as the pictures. She evaluated the trees, and it took her approximately four to five days to get back to them.
- Mr. Ritter asked how many of those trees are at risk and how many are non-native. Mr. Stephens responded none of the invasive species have mitigation dollars tied to them. All the trees are level one concern. Some are because of the conditions; some are because of the size and others are because of the proximity to water.

- Mr. Ritter expressed concern that the City is not assisting with paying for this project. Mr. McIntosh noted he and Mr. Cassel met with the City Attorney. They were not budging on it. They can meet again with the City, but he doubts they will budge on it. Mr. Ritter thinks it may be worth having another conversation with the City since the project has significantly shifted back from the original project.
- Mr. Stephens noted ATL's concern about beginning the project is they have availability now because there are no active storms, but if a storm comes it will be difficult for them to break away from emergency work.

On MOTION by Mr. Groenevelt seconded by Mr. Ritter with all in favor the Board approved an amount not to exceed \$50,000 for tree mitigation contingent on a conversation with the City.

- Mr. McIntosh discussed canal bank stabilization and how they looked at funding. The previous Board gave the directive to start canal bank restoration as funds are available. They will not spend money they do not have budgeted.
- Mr. McIntosh mentioned the fees they are receiving from the permitting processes. In the past they would receive \$10,000 to \$20,000 in permit fees per year. This past year they received \$70,000 for water and sewer permits and \$40,000 in the general fund. He thanked Mr. Hanks.
 - **Utilities Update – Joe Stephens**
- Mr. Stephens provided updates on grants. They got two new applications submitted: another five generators and lift stations for a little over \$1 Million. It was successfully submitted and supported by the County's HMGP program. Also, facility hardening, they call it Phase 2. There are six additional buildings to strengthen them for wind resistance. It was successfully submitted and is for \$2.3 Million. Both grants are 75/25 splits so the District would be responsible for 25% if awarded and if the Board decides to move forward with them.
- There are two more grants they will be submitting for next month. One is to line basin three for \$1.1 Million and a septic to sewer conversion for the ten homes at the end of Ramblewood Boulevard and Coral Springs Drive for \$2.7 Million.

- They have been working on PFAS. Mr. McShea has been spending a lot of time on it as well as Mr. McIntosh. They received confirmation from the class action suit with 3M. They expect to receive \$3.8 Million just from that company. There are three other companies: Dupont, Tyco and BASF. They do not expect the dollars to be as high from those three. They have not heard figures yet.
- They have been looking at Senate Bill 683. Mr. McIntosh requested Ms. Ruskin look into it. Ms. Keira-Cancel has also been looking into it with him because it affects change orders from contractors. It speaks to the District having to respond within 35 days or the change orders are automatically approved. They are making sure they have language in the contracts that protect the District and specify how change orders need to be submitted.

- **Utility Billing Customer Service Report – Brian Klien (Report Provided)**

Mr. Klein reviewed his report; a copy of which is attached hereto as part of the public record. There was discussion of changing the water meters next year.

- **Water – Christian McShea (Report Provided)**

Mr. McShea reviewed his report and provided updates; a copy of which is attached hereto as part of the public record.

- **Wastewater – Mike Hosein (Report Provided)**

Mr. Hosein reviewed his report; a copy of which is attached hereto as part of the public record.

- **Stormwater – Shawn Frankenhauser (Report Provided)**

Mr. Frankenhauser reviewed his report; a copy of which is attached hereto as part of the public record. He provided an update on water elevation levels and issues with algae because of the low levels.

- **Field –Kingston Maloi (Report Provided)**

Mr. Maloi reviewed his report; a copy of which is attached hereto as part of the public record.

- **Maintenance Report – Jovan Selvon (Report Provided)**

Mr. Selvon reviewed his report; a copy of which is attached hereto as part of the public record. Work on the lift stations has started.

- **Procurement Report – Danielle Keira-Cancel (Report Provided)**

Ms. Kiera-Cancel reviewed her report; a copy of which is attached hereto as part of the public record. The disaster debris monitoring and removal management committee rescheduled their meeting to August 19, 2025 at 7:00 a.m. The surplus truck sales were all sold. The electric motor and pump repair company contract was renewed until July of 2026. H&H Liquid Sludge’s unit price is going to change from \$41.45 to \$42.40. That contract was also renewed until August of 2026

- **Financing and Accounting – Sue Beyer**

Ms. Sue Beyer did not have anything additional to report.

- **Human Resources**

Mr. McIntosh reported they are closer to moving the pension funds from Nationwide to Empower.

- **Engineering – Glen Hanks**

Mr. Hanks reported the following:

- AT&T has reboarded the damaged culvert. They are in the process of relocating the fiberoptic cables to the new alignment.
- Lift Station 30, the Board just approved the deed today.
- There are three or four generators installed at some of the lift stations. They will identify any potential easements that may be in the District’s favor for the other lift stations, as well as any potential pitfalls in advance.
- The hydrologic study is ongoing on west Atlantic Boulevard.

- **Motion to Accept Department Reports**

On MOTION by Mr. McEwan seconded by Mr. Ritter with all in favor the Department Reports were accepted.

- o Mr. McIntosh expressed appreciation for the District’s representative from SFWMD taking the time to come to the meeting. He looks forward to working with him.

C. Attorney

Mr. Capko did not have anything additional to report.

THIRTEENTH ORDER OF BUSINESS Supervisors’ Requests/Comments

Mr. Ritter reported he will be attending the September 15, 2025 meeting remotely. He thanked Mr. Cassel for his guidance over the last few years. He requested Mr. McIntosh develop a proposed plan for Board review that would potentially bring the District Management function in-house. The proposal should include a specific task in the current District Manager position description, identify who would be responsible for each of those tasks, which of those tasks may need to remain outsourced, and what potential changes to the organizational structure would be desired. The Board can review it at one of the upcoming staff meetings.

FOURTEENTH ORDER OF BUSINESS Adjournment

There being no further business, the meeting was adjourned.

Assistant Secretary

President

Fourth Order of Business



CORAL SPRINGS IMPROVEMENT DISTRICT

**SUMMARY FINANCIAL REPORTING
BOARD MEETING SEPTEMBER 15, 2025**

**CORAL SPRINGS IMPROVEMENT DISTRICT
WATER & SEWER FUND
SUMMARY REPORT**

For Period Ending 8/31/25

	Actual ENDING 08/2025	BUDGET THRU 08/2025	VARIANCE Actual to Budget (UNDERBUDGET)	ADOPTED BUDGET FY 2024-2025
REVENUES				
TOTAL REVENUES	\$ 16,849,898	* \$ 15,377,333	* \$ 1,472,565	\$ 16,775,272
CARRY FORWARD	\$ -	\$ 4,262,500	\$ (4,262,500)	\$ 4,650,000
TOTAL REVENUE WITH CARRY FORWARD	\$ 16,849,898	\$ 19,639,833	\$ (2,789,935)	\$ 21,425,272
EXPENDITURES				
TOTAL ADMINISTRATIVE	\$ 2,226,707	\$ 2,762,232	\$ (535,525)	\$ 3,013,344
TOTAL PLANT	\$ 6,479,353	\$ 9,916,364	\$ (3,437,011)	\$ 10,817,852
TOTAL FIELD	\$ 2,167,455	\$ 4,107,900	\$ (1,940,445)	\$ 4,481,345
TOTAL EXPENDITURES	\$ 10,873,515	\$ 16,786,496	\$ (5,912,981)	\$ 18,312,541
AVAILABLE FOR DEBT SERVICE	\$ 5,976,383			\$ 3,112,731
Total Debt Service	\$ 2,558,324			\$ 2,821,645
Excess Revenues (Expenses) After Debt Service	\$ 3,418,059			\$ 291,086
Debt Service Coverage - Current 2.34				Debt Service-Budget 1.10
Debt Service Requirement 1.10				

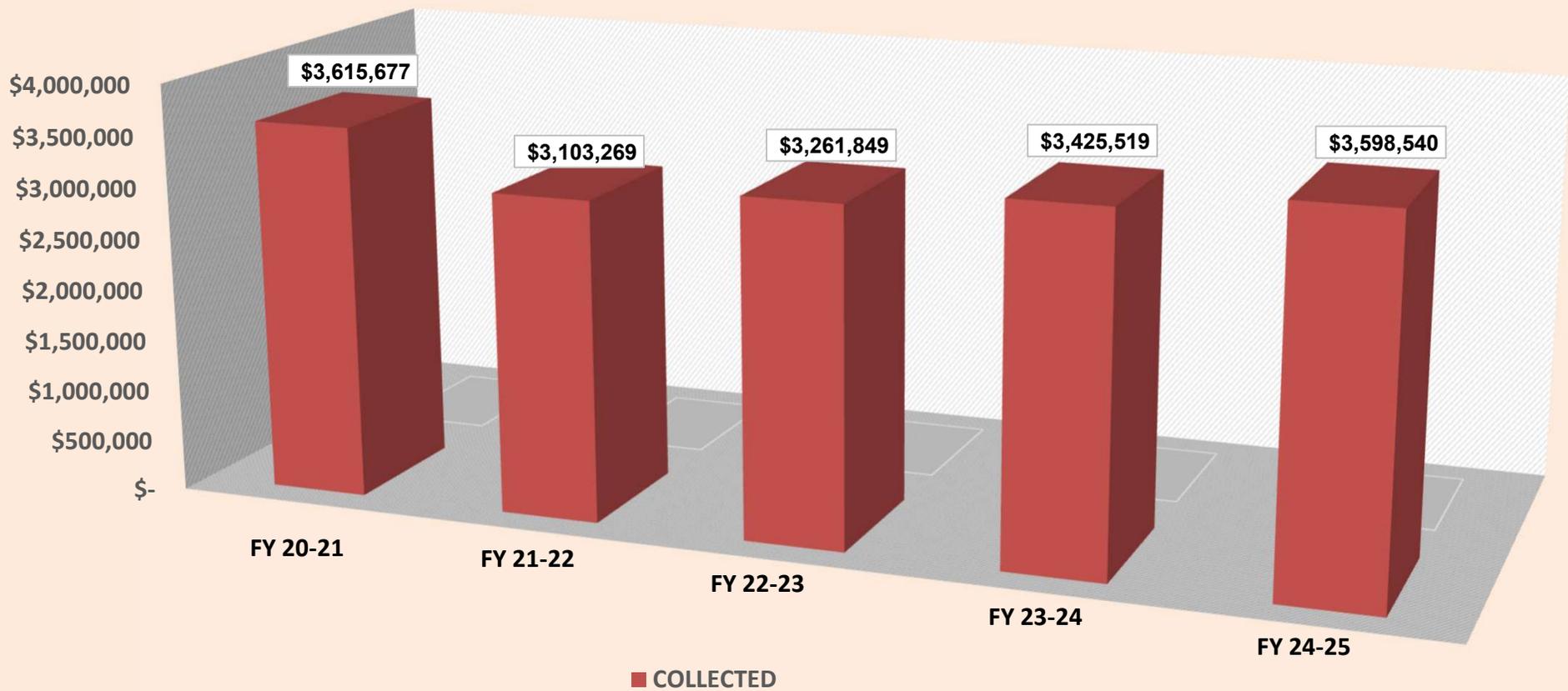
* Year end adjustments to W&S Revenue
\$1,098,860 accrued back to Sept 2024

General Fund
SUMMARY REPORT

For Period Ending 8/31/25

	Actual ENDING 08/2025	BUDGET THRU 08/2025	VARIANCE Actual to Budget (UNDERBUDGET)	ADOPTED BUDGET FY 2024-2025
REVENUES				
TOTAL REVENUES	\$ 4,357,757	\$ 3,609,742	\$ 748,016	\$ 3,937,900
CARRY FORWARD	\$ -	\$ 1,925,875	\$ (1,925,875)	\$ 2,100,955
TOTAL REVENUE WITH CARRY FORWARD	\$ 4,357,757	\$ 5,535,617	\$ (1,177,860)	\$ 6,038,855
EXPENDITURES & RESERVES				
TOTAL ADMINISTRATIVE	\$ 445,684	\$ 840,756	\$ (395,072)	\$ 917,188
TOTAL STORMWATER	\$ 638,479	\$ 1,096,945	\$ (458,466)	\$ 1,196,667
TOTAL CAPITAL EXPENSES	\$ 179,218	\$ 2,956,250	\$ (2,777,032)	\$ 3,225,000
TOTAL EXPENDITURES	\$ 1,263,381	\$ 4,893,950	\$ (3,630,569)	\$ 5,338,855
RESERVES				
RESERVED FOR OPERATING	-	412,500	(412,500)	450,000
RESERVED FOR PROJECTS AND EMERGENCIES	-	229,167	(229,167)	250,000
TOTAL OPERATIONAL EXPENDITURES & RESERVES	\$ 1,263,381	\$ 5,535,617	(4,272,236)	\$ 6,038,855

NON AD VALOREM ASSESSMENTS COLLECTED COMPARED TO **AUGUST** PRIOR FISCAL YEARS



Fifth Order of Business

RESOLUTION 2025-11

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE CORAL SPRINGS IMPROVEMENT DISTRICT AMENDING RESOLUTION 2025-07 TO CHANGE THE DATE OF THE GENERAL FUND PUBLIC HEARING TO CONSIDER THE FINAL BUDGET FOR FISCAL YEAR 2026 FROM AUGUST 18, 2025 TO SEPTEMBER 15, 2025

WHEREAS, the District Manager has heretofore prepared and submitted to the Board of Supervisors (the "Board") of the Coral Springs Improvement District (the District") a proposed General Fund budget for Fiscal Year 2026; and

WHEREAS, the Board considered said proposed budget for Fiscal Year 2026 at a meeting held on May 20, 2025, and adopted Resolution 2025-07 approving the proposed budget for the District and setting the public hearing thereon for August 18, 2025 at 3:00 p.m. at the District Offices located at 10300 NW 11th Manor, Coral Springs, Florida 33071; and

WHEREAS, the District Manager has rescheduled the date of the public hearing to September 15, 2025, at 3:00 p.m. at the same location, and caused notice thereof to be provided pursuant to Florida law; and

WHEREAS, it is the desire of the Board to reschedule the public hearing.

NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE CORAL SPRINGS IMPROVEMENT DISTRICT, THAT:

SECTION 1. Resolution 2025-07 is hereby amended to reflect the changed date of the public hearing and the consideration of the adoption of the Fiscal Year 2026 annual budget. All other provisions of Resolution 2025-07 not specifically amended by this Resolution shall remain unchanged.

SECTION 2. It is the desire of the Board to reschedule the public hearing to consider the adoption of the final budget for Fiscal Year 2026 to the following, date, hour and location:

Date: Monday, September 15, 2025

Hour: 3:00 p.m.

Location: 10300 NW 11th Manor, Coral Springs, Florida
33071

SECTION 3. In accordance with applicable Florida law and the policies of the District, the District Manager has published the notice of the public hearing on the Fiscal

Year 2026 General Fund Budget to be held on the date, time, and location described in Section 2 above. The action of the District Manager in re-setting, publishing, and re-noticing the public hearing provided for herein is hereby ratified and approved.

PASSED, ADOPTED, AND EFFECTIVE THIS 15TH DAY OF SEPTEMBER 2025.

CORAL SPRINGS IMPROVEMENT DISTRICT

Chairperson/Vice Chairperson

ATTEST:

Secretary/Assistant Secretary

Sixth Order of Business



CORAL SPRINGS IMPROVEMENT DISTRICT

GENERAL FUND

**APPROVED
TENTATIVE
BUDGET**

FY 2025 / 2026

Table of Contents

BUDGET HIGHLIGHTS

Proposed Tentative Budget..... 3-4

Budget Narrative..... 5-12

**CORAL SPRINGS IMPROVEMENT DISTRICT
GENERAL FUND
Proposed Tentative Budget
Fiscal Year 2025 - 2026**

DESCRIPTION	ACTUAL FY 9/2024	Approved BUDGET 2024-2025	ACTUAL thru 3/31/2025	TOTAL Projected thru 9/30/2025	Proposed BUDGET 2025-2026
Revenue					
Non Ad-Valorem Taxes	3,425,526	3,577,436	3,410,021	3,244,840	3,756,308
Permit Fees	44,247	20,000	56,473	112,946	50,000
Miscellaneous. Revenues	500	-	3,092	6,184	-
Interest Inc - SBA FI Prime	108,312	50,000	47,727	95,455	50,000
Interest Inc - FI Class	106,013	50,000	46,908	93,815	50,000
Interest Inc - FI Fit	102,718	50,000	44,657	89,314	50,000
Interest Inc - MM Account	483,183	150,000	223,542	447,085	100,000
Shared Personnel Revenue	39,251	40,464	20,237	40,474	41,688
Carry Forward Assigned Funds		2,100,955	-	-	2,707,782
Total Revenues	4,309,750	6,038,855	3,852,657	4,130,113	6,805,778

Expenses

Administrative Personnel					
Supervisor Fees	7,108	12,000	5,800	11,600	6,000
Salaries and Wages	209,329	249,653	106,519	213,038	276,743
FICA Expense	15,375	19,996	7,705	15,409	21,631
401A Pension	11,938	14,962	5,539	11,079	19,791
457B Match	11,650	14,962	5,732	11,465	16,604
Health Insurance	51,376	130,373	23,942	47,884	92,928
Payroll Processing Fees	4,058	2,500	2,029	4,059	4,500
Tuition Reimbursement	-	9,560	-	-	5,000
Total Administrative Personnel	310,833	454,006	157,267	314,534	443,197

Administrative Non-Personnel					
Engineering Fees	3,425	18,600	7,238	14,476	18,600
Attorney Fees	80,181	96,000	18,046	36,092	100,800
Special Consulting Services	69,444	155,000	3,817	7,633	155,000
Newsletter	4,853	4,800	3,979	7,958	8,000
Cybersecurity & IT Support	29,215	32,300	16,483	32,966	18,000
Annual Audit	11,200	11,400	9,706	8,200	15,000
Gasb Valuation Fee	780	400	-	-	1,000
Management Fees	64,506	68,437	33,222	66,444	70,490
Telephone	4,067	3,950	720	1,439	3,960
Postage	735	760	-	-	600
Printing & Binding	1,476	1,530	-	-	500
Paver Driveway Incentive Program	-	12,500	-	-	12,500
Rentals And Leases	13,980	14,400	7,440	14,881	38,400
Insurance	2,361	3,000	504	1,007	3,000
Legal Advertising	2,650	5,000	291	582	5,000
Bank Fees	20	250	20	40	250
Monitoring Fees	243	500	162	324	500
Employment Screening	495	1,000	70	140	1,000
Office Supplies	9,551	8,520	355	711	2,500
Dues, Licenses, Subscrip.	4,675	4,675	275	275	4,675
Promotional Expenses	-	1,000	500	1,000	1,000
Open House	6,217	6,960	-	-	8,500
Conferences/Workshops	3,762	12,200	-	-	12,200
Total Administrative Non-Personnel	313,835	463,182	102,827	194,168	481,475

Total Administrative Expenses	624,668	917,188	260,094	508,702	924,672
--------------------------------------	----------------	----------------	----------------	----------------	----------------

DESCRIPTION	ACTUAL FY 9/2024	Approved BUDGET 2024-2025	ACTUAL thru 3/31/2025	TOTAL Projected thru 9/30/2025	Proposed BUDGET 2025-2026
Stormwater Personnel					
Salaries and Wages	304,835	339,175	150,589	301,177	356,134
Special Pay	-	866	-	-	866
FICA Expense	22,955	25,947	11,286	22,572	27,244
401A Pension	16,456	20,351	7,360	14,720	26,693
457B Match	15,867	20,351	6,265	12,530	21,368
Health Insurance	86,257	112,966	36,528	73,056	103,590
Worker's Comp. Insurance	8,473	17,162	4,200	8,400	10,590
Payroll Processing Fees	1,179	2,900	602	1,205	2,000
Tuition Reimbursement	-	12,200	-	-	10,000
Total Stormwater Personnel	456,021	551,917	216,830	433,659	558,486
Stormwater Operations					
Water Quality Testing	2,712	4,000	678	1,356	3,000
Telephone	361	1,000	179	359	3,600
Electric	1,110	1,800	414	828	2,040
Rentals and Leases	-	2,700	-	-	1,000
Insurance	27,732	35,000	9,170	18,341	35,000
R&M-General	4,033	30,200	5,623	11,246	13,200
R&M-Fencing	-	1,000	-	-	1,000
R&M-Culvert Inspect/Clean	298,731	139,500	41,315	82,629	100,000
R&M-Canal Dredging	-	-	-	-	75,000
R&M-Vegetation Mgt.	3,040	15,000	795	1,590	15,000
R&M-Vehicles	5,178	5,500	6,638	13,276	14,000
R&M-Marine Equipment	-	-	-	-	10,500
R&M-Trash Pick-Up	7,244	7,500	3,445	6,890	8,700
R&M-Facility Maint	18,302	50,000	507	1,013	17,000
R&M-Pump Stations	7,062	97,100	3,775	7,549	72,100
Computer Equip & Supplies	-	-	897	1,794	2,700
Computer Software & Subscription	20	-	56	112	2,980
Other Operating Supplies	1,570	22,100	3,534	7,069	30,000
GIS Services	-	10,000	-	-	10,000
Herbicides	107,672	160,000	46,131	92,262	160,000
Uniform Rental	1,645	2,000	882	1,764	2,200
Gas & Diesel Fuel	6,120	9,300	2,349	4,698	9,300
Propane Fuel	23,866	42,000	5,210	10,420	42,000
Dues, Licenses, Subscrip.	1,061	2,550	-	-	2,800
Staff Development	188	6,500	-	-	7,500
Total Stormwater Operations	517,646	644,750	131,597	263,194	640,620
Total Stormwater Operations & Personnel	973,668	1,196,667	348,427	696,854	1,199,106
Total Administrative & Stormwater	1,598,336	2,113,855	608,521	1,205,555	2,123,778
Stormwater Capital Expenditures					
Capital Outlay	432,536	-	2,809	5,618	725,000
Capital Improvements	195,630	125,000	-	-	250,000
Windstorm Mitigation Project	264,901	1,800,000	108,537	217,075	2,000,000
R&M-Canal Stabilization/Repair	-	1,300,000	-	-	1,007,000
Total Capital Expenses	893,067	3,225,000	111,346	222,693	3,982,000
Total Stormwater & Capital Expenses	2,491,403	5,338,855	719,867	1,428,248	6,105,778
Reserves					
Reserved for 1st Qtr Operating	-	450,000	-	-	450,000
Reserved for Designated Projects/Emergency	-	250,000	-	-	250,000
Total Reserves	-	700,000	-	-	700,000
Total Expenses & Reserves	2,491,403	6,038,855	719,867	1,428,248	6,805,778
Excess Reserves over Expenses & Reserves	1,818,347	-	3,132,790	2,701,865	-

REVENUES:

Assessments

The District levies a Non-Ad Valorem Assessment on all taxable property within the Coral Springs Improvement District to fund operating and maintenance expenditures, and future reserves.

Permit Review Fees

The budget for permit review fees is based on the previous year's earnings. The amount budgeted for this line item is \$50,000.

Interest Income

The District earns interest on funds deposited in various money markets and pools of investment accounts. Interest rates have leveled off but are holding above 4% as of the printing of this budget.

Shared Personnel Revenue

The District has an interlocal agreement with Pinetree Water Control District. Under the provisions of that agreement the District provides the services of an appropriately licensed field supervisor to Pinetree. Budgeted revenue from this source is \$41,688.

EXPENDITURES

ADMINISTRATIVE

Supervisor Fees

The members of the Board of Supervisors receive \$200 per meeting, not to exceed \$2,400 each per year. Based on five supervisors and twelve meetings per year, the General Fund Share of Supervisor fees should not exceed \$6,000 when split between the Proprietary and General funds.

Salaries and Wages - Administration

The total amount of budgeted wages for this Fiscal Year is \$276,743

FICA Taxes - Administration

Governmental FICA tax is 7.65% of employee gross pay. Based on Administration salaries of and Supervisors Fees the budget for FICA taxes is \$21,631.

Pension Expense

The District provides 401a and 457B pension plans whereby the employer contributes on a percentage basis for each employee. Based on administration salaries the total pension expense budget is \$36,395.

Health Insurance

The District offers each employee Health, Life, Dental and Disability Insurance. In addition, the board members can choose to receive Health and Dental Insurance only. The projected cost paid by the District for this fiscal year is \$92,928.

Education

The District values continued learning and encourages employees to further their education. The District will pay for classes taken by employees when the subject is related to the employee's job. The total budget is \$5,000.

Payroll Processing Fees

The projected amount for payroll fees for this fiscal year is \$4,500.

Engineering Fees

The District uses outside engineering services for certain projects during the year. The budget for engineering services for this fiscal year is \$18,600.

Legal Fees

The District currently has a contract with Lewis Longman & Walker, P.A. as legal counsel for the District. This contract includes preparation for monthly board meetings, contract review, and other consultations. Based on prior year spending the projected amount for this Fiscal Year is \$100,800.

Special Consulting Services

At times, the District needs additional consulting to conduct workshop sessions involving staff and department managers. The total amount budgeted is \$155,000.

Annual Audit

The District is required by Florida Statutes to arrange for an independent audit of its financial records on an annual basis. The budget for the next audit is approximately \$15,000

Actuarial Computation - OPEB

Florida Statutes require the employer to make health coverage available to retirees at the employer's group rate. The Governmental Accounting Standards Board requires a periodic actuarial assessment of the cost and liability associated with these benefits. In June 2017 GASB 75 replaced and expanded GASB 45 reporting requirements. The District is budgeting \$1,000 for this assessment.

Management Fees

This service includes \$70,490 in management and financial advisory services provided to the District under the Management Contract with Inframark.

Telephone

Telephone expenses budgeted for this Fiscal Year at \$3,960.

Postage

Mailing of agenda packages, overnight deliveries, correspondence. Budgeted amount for this Fiscal Year is \$600.

Printing and Binding

Checks, stationery, envelopes, photocopies, and other informational mailings. The budgeted amount for this Fiscal Year is \$500.

Paver Driveway Incentive Program

An incentive of \$250 payment each year to the first fifty District residents to replace a concrete or other impervious surface driveway with a pervious paver type driveway. The total budget is \$12,500.

Rentals and Leases

This expense represents the costs of rent for office space and equipment. In addition to storing marine equipment and supplies needed for canal management operations. The projected amount for this cost is \$38,400.

Insurance - Administration

The District retains Egis Insurance & Risk Advisors as our Insurance Agent, who on a yearly basis arranges the placement of the District insurance for property, general liability, and inland marine coverage. The expected amount for this Fiscal Year should not exceed \$3,000

Legal Advertising

The District does its legal advertising in the Sun-Sentinel. Expenses include monthly meetings, special meetings, public hearings, and informational notices. Based on prior years' spending the amount should not exceed \$5,000.

Other Charges / Contingencies

The District has minimal budgeting for various bank charges, monitoring fees and employment screening as needed. The budgeted amount for these items totals \$1,750.

Technology / Cybersecurity

All the District's financial records, accounts payable, customer accounts are on a secure main frame computer owned by Coral Springs Improvement District. Cybersecurity has become an increased need to protect the information of CSID and its customers. The budgeted amount for technology is \$18,000.

Office Supplies

Accounting and Administrative Supplies. Projected expense for this year is \$2,500.

Dues, Subscriptions, & Licenses

The District participates in various associations in line with State Requirements. The total projected cost for this fiscal year is \$4,675

Newsletters

The District circulates periodic newsletters for the purpose of keeping its residents informed of issues affecting them and may sponsor other events for residents to obtain information about the services provided. The annual budget for this item is \$8,000.

Open House

The District feels it is important for the residents to experience CSID. To give our residents the opportunity to gain knowledge about the work done by our Stormwater crews, we have a yearly Open House. The General Fund share budgeted amount for this line item is \$8,500.

Capital Purchases

There are no budgeted expenditures for Administration.

STORMWATER OPERATIONS

Salaries and Wages - Stormwater

The total amount of budgeted wages for this Fiscal Year is \$356,134.

Special Pay

Special pay is a holiday gift to employees based on the number of years of service. The amount budgeted for this fiscal year is \$866.

FICA Taxes - Stormwater

Government FICA tax is currently 7.65% of employee gross pay. The budget for FICA taxes is \$27,244.

Pension Expense - Stormwater

The District provides 401a and 457B pension plans whereby the employer contributes on a percentage basis for each employee. Based on administration salaries the total pension expense budget is \$48,061.

Health Insurance

The District offers the employees' Health, Life, Dental and Disability Insurance. The projected cost to the District for this fiscal year is \$103,590.

Education

The District values continued learning and encourages employees to further their education. The District will pay for classes / seminars taken by employees when the subject is related to the employee's job. The total budget is \$10,000.

Worker's Compensation Insurance

The District's budget for Worker's Compensation Insurance premiums is 10,590.

Payroll Processing Fees

The projected amount for payroll fees for this fiscal year is \$2,000.

Water Quality Testing

The District does Water Quality Testing to provide a guide for planning the aquatic plant control program, which provides indications of dangerous or threatening conditions. Based on last year's quarterly evaluations the budget is set at \$3,000.

Telephone Service

The District provide cellphones and tablets for use by the Stormwater Manager. The projected cost for this fiscal year is \$3,600.

Electric

The District has separate utility accounts with Florida Power and Light for purposes of providing electricity to two pump stations. The projected cost for this fiscal year is \$2,040

Rentals and Leases

Payments related to a lease on a copy machine. The projected cost for this fiscal year is \$1,000.

Insurance

The District retains Egis Insurance & Risk Advisors as our Insurance Agent, who on a yearly basis arranges the placement of the District insurance for property, general liability, and inland marine coverage. The expected amount for this Fiscal Year should not exceed \$35,000.

Repair & Maintenance - General

The following is a listing of the different repairs and maintenance needed for operations.

	<u>Yearly</u>
Vehicle Maintenance	14,000
Marine Equipment Maintenance	10,500
Pump Station Repairs/Maintenance	72,100
Trash Pick-up Service	8,700
General, GIS Service & Misc	<u>24,200</u>
Total	\$129,500

Repair & Maintenance - Facility

Estimated costs for facility maintenance are \$17,000.

Culverts

Culvert inspection and cleaning budget for this year is \$100,000. As well as \$75,000 for culvert dredging.

General Fund
Proposed Tentative Budget
Fiscal Year 2025 / 2026

Vegetation Management

Prevention of growth of invasive vegetation in canal rights-of-way, with associated bank repair. This should not exceed \$15,000.

Operating Supplies

The following is a listing of the different operating supplies needed for operations.

	<u>Yearly</u>
Safety equipment	4,500
Annual Waterway Cleanup Donation	500
Grass eating triploid carp	<u>25,000</u>
Total	\$30,000

Herbicides / Chemicals

Estimated costs for chemicals for the budget year are \$160,000.

Uniform Rental / Purchase

Estimated costs for uniform rental/purchase including employee safety boot allowances for this fiscal year are \$2,200.

Motor Fuels & Propane

Estimated costs for motor fuels are \$9,300 and propane \$42,000 for at total budget of \$51,300.

Dues, Licenses, Staff Development

Stormwater employees must have an Aquatic License. This expense includes the classes, licenses and all fees related to the employee obtaining an Aquatic License. This year’s projected amount should not exceed \$10,300.

Capital Outlay-Equipment

Capital outlay budget for equipment is \$725,000, for replacement of pump discharge flange, gear head and spare motor for one pump station.

Capital Improvements

The budget for capital improvement this fiscal year is \$250,000 for culvert and headwall repairs.

Coral Springs Improvement District
General Fund
Proposed Tentative Budget
Fiscal Year 2025 / 2026

Capital Projects

Capital projects budgeted in the amount of \$3,007,000 for the following:

- Canal bank restoration - \$1,007,000
- Windstorm Mitigation Project - \$2,000,000.

Reserves for 1st Quarter Operating

First quarter reserves budget for operating expenses is \$450,000.

Reserves for Assigned Projects and Emergencies

The reserve fund is set aside for projects designed to maintain the District's drainage assets and to provide for unexpected events/natural disasters that may occur other than those related to Hurricanes. This fiscal year the amount projected to be set aside is \$250,000.

6D.

RESOLUTION 2025-12

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE CORAL SPRINGS IMPROVEMENT DISTRICT, ADOPTING THE FINAL GENERAL FUND BUDGET FOR FISCAL YEAR 2026

WHEREAS, pursuant to Section 12 of Chapter 2004-249, Laws of Florida, the District Manager has heretofore prepared and submitted to the Board of Supervisors, for approval, the District's proposed General Fund Budget for the ensuing fiscal year, said proposed budget having been previously approved by the Board of Supervisors; and

WHEREAS, a public hearing was held on this 15th day of September, 2025, at which hearing members of the general public were given the opportunity to speak and the Board was able to hear any objections to the final budget prior to the adoption of the same; and

WHEREAS, notice of the public hearing on the adoption of the final budget was duly published as required by law; and

WHEREAS, the Board, having conducted said public hearing and having heard any objections and suggestions pertaining to the budget, has determined that it is in the best interests of the District and those residing within the District to adopt the Final General Fund Budget for Fiscal Year 2026.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE CORAL SPRINGS IMPROVEMENT DISTRICT, THAT:

Section 1. The recitals above are true and correct and are hereby made a part of this Resolution.

Section 2. The General Fund Budget heretofore submitted to and approved by the Board is hereby adopted as the final General Fund Budget of the District for Fiscal Year 2026.

Section 3. A verified copy of said final General Fund Budget shall be attached as an exhibit to this Resolution as Exhibit A and shall be included as part of the District's "Official Record of Proceedings."

Section 4. The District Manager shall transmit a copy of this Resolution to the proper public officials so that its purpose and effect may be carried out in accordance with the law.

Section 5. This Resolution shall become effective immediately upon adoption.

PASSED AND ADOPTED by the Board of Supervisors of the Coral Springs Improvement District, this 15th day of September, 2025.

Mark Ritter, President

Kenneth Cassel, Assistant Secretary

Exhibit A

Fiscal Year 2026 Final Budget

6E.

RESOLUTION 2025-13

A RESOLUTION OF THE CORAL SPRINGS IMPROVEMENT DISTRICT, LEVYING AND IMPOSING A NON AD VALOREM MAINTENANCE AND OPERATIONS SPECIAL ASSESSMENT FOR FISCAL YEAR 2026

WHEREAS, certain improvements existing within the Coral Springs Improvement District (the “District”) and certain costs of operation, repairs and maintenance are being incurred by the District; and

WHEREAS, the District Board of Supervisors (the “Board”) finds and has determined that the District's total General Fund maintenance and operations budget, taking into consideration other revenue sources during Fiscal Year 2026, will amount to approximately \$ _____; and

WHEREAS, the Board further finds and has determined that the District’s total maintenance and operations during Fiscal Year 2026 will amount to \$ _____; and

WHEREAS, the Board further finds that the non-ad valorem special assessments it levies and imposes by this Resolution for maintenance and operations on the parcels of property involved will reimburse and fund the District for certain special and peculiar benefits received by the benefitted properties flowing from the maintenance, operation and repair of the systems, facilities and services apportioned in a manner that is fair and reasonable, in accordance with the applicable assessment methodology; and

WHEREAS, the Board understands that this Resolution levies only the maintenance and operations assessments for Fiscal Year 2026, and that the President of the District, the District Manager or the designee of the District Manager, shall certify a total non-ad valorem assessment roll in a timely manner to the Tax Collector in and for Broward County for collection to include all assessments levied and approved by the District on the property for maintenance and operation special assessments; and

WHEREAS, the Board finds that there are, as provided in Exhibit A, attached hereto and made a part hereof, assessable units which are responsible for the aforesaid costs of operation, repairs and maintenance as indicated therein.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE CORAL SPRINGS IMPROVEMENT DISTRICT OF BROWARD COUNTY, FLORIDA, THAT:

Section 1. The recitals above are true and correct and are hereby made a part of this Resolution.

Section 2. A special assessment for maintenance and operations as provided for in Chapter 2004-489, Laws of Florida is hereby levied upon the platted lots within the District, and each benefitted property shall pay its proportionate share of the maintenance and operations assessments so levied, as identified in Exhibit A.

Section 3. That the collection and enforcement of the aforesaid maintenance and operations assessments on platted lots shall be by the County Tax Collector serving as agent of the State of Florida in Broward County (“Tax Collector”) and shall be at the same time and in like manner as ad valorem taxes and subject to all ad valorem tax collection and enforcement procedures which attend the use of the official annual tax notice. All assessments levied by the District shall be subject to the same discounts as Broward County taxes.

Section 4. The levy and imposition of the maintenance and operations special assessments on platted lots included in the District, all of which shall be levied and certified as a total amount on the non-ad valorem assessment roll to the Broward County Property Appraiser and Tax Collector by the designee of the President of the Board on compatible medium no later than the 15th day of September 2026, which shall then be collected by the Tax Collector on the tax notice along with other non-ad valorem assessments from other local governments and with all applicable property taxes to each platted parcel of property.

Section 5. The President of the Board of the Coral Springs Improvement District hereby designates the District Manager to perform the certification duties with respect to the list of lands included in the District that must pay the maintenance and operations assessment levy. Said assessments shall be extended by the Broward County Property Appraiser on the Broward County tax roll and shall be collected by the Broward County Tax Collector in the same manner and time as the Broward County taxes. The proceeds therefrom shall be paid to the Coral Springs Improvement District.

Section 6. The District Manager shall transmit a copy of this Resolution to the proper public officials so that its purpose and effect may be carried out in accordance with law.

PASSED AND ADOPTED this 15^h day of September 2025, by the Board of Supervisors of the Coral Springs Improvement District, Broward County, Florida.

Kenneth Cassel
Assistant Secretary

Mark Ritter
President

Exhibit A

(to be completed by Assessment Department)

Seventh Order of Business



Coral Springs
Improvement District

**APPROVED
TENTATIVE
BUDGET
FY 2025-2026**

WATER & SEWER



CORAL SPRINGS IMPROVEMENT DISTRICT

Approved Tentative Budget FY 2025-2026

Table of Contents

A.	Board of Supervisors and Management.....	3
B.	Approved Tentative Budget.....	4 - 8
C.	Budget Narrative	9 - 22



CORAL SPRINGS IMPROVEMENT DISTRICT

Approved Tentative Budget FY 2025-2026

BOARD OF SUPERVISORS

- Mark Ritter, President
- Benjamin E. Groenevelt, Vice President
- Travis McEwen, Secretary
- Michael Kraus, Assistant Secretary
- Robert Rafaneli, Assistant Secretary

MANAGEMENT

- Kenneth Cassel, District Manager
- Seth Behn, Attorney for the District
- Rick Olson, District Engineer
- David McIntosh, Executive Director
- Joe Stephens, Director of Utilities
- Glen Hanks, Director of Engineering
- Sue Beyer, Director of Finance & Accounting
- Jimmy Harness, Director of Human Resources

**Coral Springs Improvement District
Water and Sewer Enterprise Fund
Approved Tentative Budget
Fiscal Year 2025 - 2026**

	Adopted Budget FY 2024-2025	Actual thru 5/31/25	TOTAL Projected thru 9/30/2025	Proposed Budget FY 2025-2026
REVENUE				
Water Revenue	8,253,725	5,513,603	8,270,404	8,666,411
Sewer Revenue	7,470,047	4,854,200	7,281,300	7,843,549
G-4564-023-R FEMA (Wind Hardening Grant)	-	260,673	391,009	-
Standby Revenue	25,000	2,080	3,120	15,000
Processing Fees	22,000	20,700	31,050	30,000
Delinquent Fees	200,000	194,840	292,260	200,000
Meter Fees	17,500	23,705	35,558	30,000
Utility Permits	20,000	1,500	2,250	10,000
Billing Services	79,896	53,264	79,897	83,905
HR & Payroll Services	15,407	2,400	3,600	3,708
Interest	500,000	910,463	1,365,695	700,000
Rent Revenue	146,294	76,097	114,145	140,641
Miscellaneous Revenue	25,403	19,167	28,751	7,500
Carry Forward Balance	4,650,000	-	-	13,375,930
TOTAL REVENUES	21,425,272	11,932,692	17,899,038	31,106,644

EXPENSES

ADMINISTRATION / UTILITY BILLING

Salaries & Wages	940,286	674,271	1,011,407	1,033,936
Special Pay	2,052	2,600	3,900	2,643
FICA Expense	71,934	50,156	75,234	79,099
Pension Expense	56,012	32,879	49,318	75,248
457 Match	56,013	30,615	45,922	62,035
Health Insurance	228,935	193,309	289,963	295,028
Worker's Compensation Insurance	2,162	1,207	1,811	3,371
OPEB Expense	5,000	-	5,000	5,000
Payroll Processing Fees	5,000	3,865	5,798	6,000
Tuition reimbursement	36,000	10,839	16,259	38,000
Engineering Fees	20,000	20,244	30,366	31,000
Arbitrage	600	-	600	600
Attorney Fees	66,000	56,381	84,571	90,000
Special Consulting Services	142,000	3,000	4,500	142,000
Newsletters	19,600	6,842	10,263	13,760
Audit	17,100	13,500	20,250	24,300
GASB Valuation	2,200	-	4,000	4,000
Management Fees	99,666	66,444	99,666	102,700
Telephone/Internet	25,300	15,301	22,951	26,700
Postage	50,400	23,488	35,232	42,000
Printing & Binding	40,925	17,397	26,095	35,975
Electric	15,000	7,585	11,377	17,000
Rentals & Leases	8,200	4,518	6,777	7,900
Insurance	28,000	12,584	18,876	26,000
Repair & Maintenance	54,000	34,640	51,960	58,800

	Adopted Budget FY 2024-2025	Actual thru 5/31/25	TOTAL Projected thru 9/30/2025	Proposed Budget FY 2025-2026
Legal Advertising	2,500	1,216	1,824	5,000
Employment Ads	13,000	623	934	6,500
Other Current Charges	12,250	3,709	5,563	8,250
Monitoring Fees	600	243	365	600
Employment Screening	3,160	184	276	3,160
Employee Enrichment	13,800	6,983	10,475	15,000
De Minimus Benefits	3,000	2,171	3,257	3,500
Merchant Fees (Paymentus)	93,000	51,761	77,642	96,000
Computer Equipment & Supplies	28,500	24,676	37,014	31,000
Computer Software & Subscriptions	16,700	52,600	78,900	50,000
IT Tech Support	165,300	50,221	75,331	92,000
Record Storage Fee	900	600	900	900
Toilet Rebates	14,850	6,190	9,285	14,850
Office Supplies	5,500	8,585	12,878	15,000
Office Equipment	2,500	7,134	10,701	5,000
Uniforms/Shirts	1,000	3,166	4,750	5,000
Motor Fuels	2,500	1,098	1,648	2,500
Dues, Licenses & Permits	4,000	3,089	4,634	19,700
Promotional Expense	4,000	695	1,043	4,000
Open House	27,900	26,339	39,509	32,100
Staff Development	17,000	633	950	17,000
Conferences/Workshops	18,000	7,105	10,658	18,000
Trustee Fees	9,500	9,159	13,738	9,500
Bank Fees	1,500	27	41	1,000
TOTAL ADMIN OPERATING & PERSONNEL	2,453,344	1,549,874	2,334,411	2,678,655
CAPITAL OUTLAY - ADMIN	560,000	-	-	595,000
TOTAL ADMIN EXPENSES WITH CAPTIAL OUTLAY	3,013,344	1,549,874	2,334,411	3,273,655

WATER DEPARTMENT

Salaries & Wages	1,099,989	681,184	1,021,777	1,116,181
Special Pay	1,519	950	1,425	1,352
FICA Expense	84,149	50,270	75,405	85,388
Pension Expense	65,999	31,332	46,998	72,538
457 Match	66,000	30,359	45,539	66,971
Health Insurance	253,033	132,197	198,296	284,587
Worker's Compensation Insurance	28,288	9,257	13,886	22,142
Payroll Processing Fees	5,000	3,038	4,557	5,000
Tuition Reimbursement	24,400	-	-	24,400
Water Quality Testing	32,000	28,680	43,020	59,000
Telephone	2,500	1,139	1,709	2,500
Postage	1,000	-	-	500
Electric	565,000	253,990	380,985	540,000
Rentals & Leases	4,800	1,565	2,348	4,800
Insurance	148,500	88,636	132,954	179,500
Repair & Maintenance	614,870	220,818	331,228	1,045,910
Computer Equipment & Supplies	2,500	40	60	37,500
Computer Software & Subscriptions	6,300	3,742	5,613	17,500
Office Supplies	2,000	2,033	3,049	3,300
Other Operating Supplies	29,850	15,463	23,194	16,000

	Adopted Budget FY 2024-2025	Actual thru 5/31/25	TOTAL Projected thru 9/30/2025	Proposed Budget FY 2025-2026
Chemicals	419,700	343,063	514,594	475,500
Lab Chems/Test Equip	32,680	17,260	25,891	33,580
Uniforms/Boot Allowance	4,125	3,505	5,258	4,800
Motor Fuels	61,105	6,414	9,621	61,105
Dues, Licenses, Permits	17,325	5,213	7,820	19,645
Staff Development	12,690	2,337	3,506	2,690
Conferences/Workshops	-	1,197	1,796	10,400
Regulatory Compliance/ Studies	-	-	-	180,000
TOTAL WATER OPERATING & PERSONNEL	3,585,322	1,933,684	2,900,526	4,372,790
CAPTIAL OUTLAY - WATER	1,138,020	107,105	160,657	2,741,000
TOTAL WATER EXPENSES & CAPTIAL OUTLAY	4,723,342	2,040,789	3,061,183	7,113,790

WASTEWATER DEPARTMENT

Salaries & Wages	1,130,210	698,607	1,068,458	1,159,060
Special Pay	1,738	1,200	1,800	1,776
FICA Expense	86,461	52,605	80,454	88,668
Pension Expense	67,813	35,281	53,960	77,923
457 Match	67,813	29,752	45,503	69,543
Health Insurance	278,523	110,431	165,647	289,685
Worker's Compensation Insurance	29,239	9,744	14,616	24,464
Payroll Processing Fees	4,500	3,148	4,815	5,000
Tuition Reimbursement	21,100	-	-	21,100
Water Quality Testing	45,000	33,437	50,155	70,000
Telephone	5,200	1,707	2,560	3,500
Postage	1,500	92	138	1,000
Electric	270,000	153,366	230,049	324,000
Rentals & Leases	1,500	-	-	1,500
Insurance	125,100	96,735	145,102	195,900
Repair & Maintenance	544,037	216,432	324,648	642,070
Sludge Management-Sewer	259,000	171,106	256,658	315,000
Computer Equipment & Supplies	1,500	1,863	2,794	37,500
Computer Software & Subscriptions	7,500	-	-	17,500
Office Supplies	1,000	1,067	1,600	2,500
Other Operating Supplies	12,000	3,867	5,801	12,000
Chemicals	158,680	103,685	155,528	260,000
Lab Chems/Test Equipment	4,000	2,342	3,513	4,000
Uniforms/Boot Allowance	4,270	2,667	4,000	5,000
Motor Fuels	50,620	7,500	11,250	50,700
Dues, Licenses, Permits	20,206	30,836	46,254	11,000
Staff Development	2,250	1,637	2,456	2,050
Conferences/Workshops	9,000	371	557	9,000
TOTAL WASTEWATER OPERATING & PERSONNEL	3,209,761	1,769,477	2,678,316	3,701,441
CAPITAL OUTLAY - WASTEWATER	1,710,000	29,470	44,205	2,114,131
TOTAL WASTEWATER EXPENSES & CAPITAL OUTLAY	4,919,761	1,798,947	2,722,521	5,815,572

Adopted Budget FY 2024-2025	Actual thru 5/31/25	TOTAL Projected thru 9/30/2025	Proposed Budget FY 2025-2026
--------------------------------	------------------------	--------------------------------------	------------------------------------

MAINTENANCE DEPARTMENT

Salaries & Wages	563,184	349,220	523,830	592,180
Special Pay	866	750	1,125	812
FICA Expense	43,085	26,390	39,584	45,304
Pension Expense	33,791	17,177	25,766	39,892
457 Match	33,791	15,950	23,925	35,530
Health Insurance	165,422	77,307	115,961	178,243
Worker's Compensation Insurance	17,741	5,359	8,039	14,805
Payroll Processing Fees	2,200	1,555	2,333	3,100
Tuition Reimbursement	15,200	-	-	15,200
Telephone	2,500	1,158	1,737	2,750
Postage	1,500	-	-	1,000
Rentals & Leases	8,300	-	-	8,300
Insurance	7,500	4,162	6,244	8,800
Repair & Maintenance	153,100	55,946	83,918	188,900
Computer Equipment & Supplies	2,000	610	916	2,500
Computer Software & Subscriptions	5,000	-	-	7,000
Office Supplies	1,200	390	585	1,500
Other Operating Supplies	23,000	7,180	10,771	25,000
Tool & Equipment Maintenance	10,000	5,184	7,776	10,000
Uniforms/Boot Allowance	3,662	2,479	3,719	4,100
Motor Fuels	4,507	1,509	2,264	4,500
Dues, Licenses, Permits	2,200	842	1,263	7,000
Staff Development	-	800	1,200	7,000
Conferences/Workshops	5,000	-	-	5,500
TOTAL MAINTENANCE OPERATING & PERSONNEL	1,104,749	573,970	860,955	1,208,916
CAPITAL OUTLAY - MAINTENANCE	70,000	42,344	63,517	255,500
TOTAL MAINTENANCE EXPENSES & CAPITAL OUTLAY	1,174,749	616,314	924,472	1,464,416
TOTAL PLANT (DEPT #321 - #323)	10,817,852	4,456,050	6,708,176	14,393,777

FIELD DEPARTMENT

Salaries & Wages	1,103,270	676,058	1,014,087	1,108,437
Special Pay	2,009	1,600	2,400	1,843
FICA Expense	84,404	50,296	75,444	84,797
Pension Expense	66,197	33,063	49,594	74,564
457 Match	66,197	30,696	46,045	66,506
Health Insurance	278,828	138,958	208,438	291,324
Worker's Compensation Insurance	42,026	9,174	13,762	25,519
Payroll Processing Fees	5,000	3,145	4,718	5,300
Tuition Reimbursement	24,300	-	-	23,200
Water Quality Testing	1,000	-	-	1,000
Naturescape IRR Service	3,400	-	-	3,500
Telephone	8,500	5,034	7,551	8,500
Postage	5,000	1,122	1,684	5,000
Electric	145,000	59,922	89,883	124,000
Rentals & Leases	8,000	1,758	2,637	8,000
Rent Expense SCADA	56,040	32,690	49,035	56,040
Insurance	41,000	12,089	18,134	25,000

	Adopted Budget FY 2024-2025	Actual thru 5/31/25	TOTAL Projected thru 9/30/2025	Proposed Budget FY 2025-2026
Repair & Maintenance	482,070	143,295	214,942	486,130
Meter Supplies	42,150	25,177	37,766	76,736
Meter Register Replacements	-	41,345	62,018	70,000
Computer Equipment & Supplies	2,500	1,854	2,780	4,300
Computer Software & Subscriptions	3,730	-	-	3,730
Office Supplies	2,500	474	711	2,000
Other Operating Supplies	45,100	22,920	34,379	52,000
Tool & Equipment Maintenance	17,000	5,765	8,648	17,000
Uniforms/Boot Allowance	6,175	3,730	5,595	6,000
Motor Fuels	24,500	15,259	22,889	25,000
Dues, Licenses, Permits	600	1,006	1,510	600
Staff Development	9,850	800	1,200	15,750
Conferences/Workshops	5,000	-	-	5,000
Regulatory Compliance	40,000	15,219	22,828	-
TOTAL FIELD OPERATING & PERSONNEL	2,621,345	1,332,451	1,998,676	2,676,777
CAPITAL OUTLAY - FIELD	1,860,000	210,168	315,253	7,660,000
TOTAL FIELD EXPENSES & CAPITAL OULAY	4,481,345	1,542,619	2,313,929	10,336,777
TOTAL EXPENSES w/CAPITAL ALL DEPARTMENTS	18,312,541	7,548,544	11,356,516	28,004,209
AVAILABLE FOR DEBT SERVICE	3,112,731	4,384,148	6,542,522	3,102,435
DEBT SERVICE				
PRINCIPAL EXP-2016	1,910,000	-	1,910,000	1,965,000
INTEREST EXP-2016	911,645	598,660	911,645	853,390
TOTAL DEBT PAYMENTS	2,821,645	598,660	2,821,645	2,818,390
Excess Revenues After Debt Service	291,086		3,720,877	284,045
Debt Service Ratio	1.10		2.32	1.10



CORAL SPRINGS IMPROVEMENT DISTRICT

Approved Tentative Budget FY 2025-2026

BUDGET

The District will use reserve funds in the amount of \$13,375,930 to help offset infrastructure projects required by Plant & Field departments, which the majority was carried forward from unused reserve funds from the prior Fiscal Year.

CSID is executing the Financial Management Plan rate increases of 5% to water (including irrigation) and sewer rates as a result of the Rate Study Analysis completed during FY 2024 by Stantec, an independent consulting firm.

REVENUES

Water Revenue

The estimated amount that will be billed to users of the water system of the District is determined by the utility rate agreement. Based on the prior year's revenues the water revenues are projected to be \$8,666,411.

Sewer Revenue

The estimated amount that will be billed to users of the wastewater system of the District is determined by the utility rate agreement. Based on the previous year's revenue the sewer revenues are projected to be \$7,843,549.

Standby Revenue

The standby charge is applied to each lot, parcel, or tract, which has been reserved for water and sewer capacity. The amount projected for this Fiscal Year is \$15,000.

Processing Fees

A processing fee of \$20 is charged to each new utility account. Based on the District's history of new accounts, the projected amount for this Fiscal Year is \$30,000.

Delinquent Fees

The District levies a \$25 charge for each month the account is delinquent until the account is current. The projected amount for this Fiscal Year is \$200,000.



CORAL SPRINGS IMPROVEMENT DISTRICT

Approved Tentative Budget FY 2025-2026

REVENUES (Continued)

Meter / Connection fees

The District collects meter fees for turning on service and meter connections during the year. The amount projected for these fees is budgeted at \$30,000.

Utility Permits

During FY 2023-2024 the Board of Supervisors passed a schedule of permit fees for the district. The amount projected for permit fees is estimated at \$10,000.

Billing Services

The District provides utility billing services for other districts for the benefit of cost sharing. This Fiscal Year the District expects to receive \$83,905.

Contract HR & Payroll Services

The District provides human resources and payroll services to other Districts based on fees established under interlocal agreements. Budget estimate is \$3,708.

Rent Revenue

This line item represents the lease space within the plant. The total budgeted revenue from this source is \$140,641.

Miscellaneous Revenues

Represents income from unexpected activities during the year. At times the District participates in rebate events, or surplus sales to dispose of unrepairable equipment. The projected amount for this revenue source is \$7,500.



CORAL SPRINGS IMPROVEMENT DISTRICT

Approved Tentative Budget FY 2025-2026

ADMINISTRATION & UTILITY BILLING EXPENDITURES

Salaries and Wages

The total amount of budgeted wages for this Fiscal Year is \$1,033,936

Special Pay

Special pay is a holiday bonus based on the employee's number of years of service. This year's expense is \$2,643.

FICA Taxes

FICA tax is established by law and the current rate is 7.65%. Based on salaries of is \$1,033,936, the amount projected for FICA tax is \$79,099.

Pension Expense

The pension plan was established whereby the District makes contributions on behalf of each employee with other funds available to match contributions made by the employee to the deferred compensation plan. Based on salaries of \$1,033,936, the amount projected for pension expense is \$137,283.

Health Insurance

The District offers each employee Health, Life, Dental and Disability Insurance. The budgeted amount is \$295,028.

Worker's Compensation Insurance

Worker's compensation insurance is being budgeted for \$3,371.

Tuition Reimbursement

The budgeted amount is estimated to be \$38,000.

Payroll Processing Fees

In April of 2023, the District contracted with a payroll company to process employees and board payrolls, including the filing of taxes. The projected year's cost is \$6,000.



CORAL SPRINGS IMPROVEMENT DISTRICT

Approved Tentative Budget FY 2025-2026

ADMINISTRATION & UTILITY BILLING EXPENDITURES (Continued)

Engineering Fees

The District currently has a contract with Globaltech, Inc., to provide general engineering services not related to or associated with any specific capital improvement project. The contract includes preparation for monthly meetings, monthly reporting, and responses to requests from the Board. Based on anticipated general engineering work, the fees are not expected to exceed \$31,000.

Trustee Fees/Other Debt Expense

This expense includes charges associated with the current outstanding bond issues. Trustee Fees (2016 Series) total \$9,500, and arbitrage \$600.

Legal Fees

The District currently has a contract with Lewis, Longman and Walker, PA as legal counsel for the District. This contract includes preparation for monthly board meetings, contract review, etc. This year's budget is not expected to exceed \$90,000.

Special Consulting Services

The District may need to engage a consultant that specializes in legislative codification matters that would amend the current charter. Included in those matters are bidding threshold requirements, efficiencies, gains, and benefits inherent in contract administration. Other consulting services may be incurred for special projects as needed. The anticipated cost for all these services is \$142,000.

Information & Technology Services

The District contracts with two IT firms, one specializing in technology & networking and one for cybersecurity. The projected amount for these services is estimated to be \$92,000.

Conferences & Workshops

This expense represents expenses for the Board of Supervisors, Directors and Managers to attend Conferences during the year (FASD, SEDA, etc.). The budgeted amount for this fiscal year is \$18,000.



CORAL SPRINGS IMPROVEMENT DISTRICT

Approved Tentative Budget FY 2025-2026

ADMINISTRATION & UTILITY BILLING EXPENDITURES (Continued)

Annual Audit

The District's auditing firm is Keefe, McCullough & Co., LLP. Based on the current activity level this amount should not exceed \$24,300.

Actuarial Computation - OPEB

Florida state statutes require the employer to make health coverage available to retirees at the employer's group rate. GASB 75 requires a periodic actuarial assessment of the cost and liability associated with these benefits. The budgeted amount for this Fiscal Year is \$5,000.

Management Fees

This service includes management and financial advisory services provided to the District under the Management Contract with Inframark, LLC. This Fiscal Year the expense is \$102,700.

Telephone Expense

Telephone Service, fax machine and long-distance calls are included under this expense. Based on the prior years' experience, the amount should not exceed \$26,700.

Postage

Overnight deliveries, general, utility bills, etc. - \$42,000.

Printing and Binding

Stationary, utility billing forms, personnel forms, envelopes, photocopies, etc. - \$35,975

Electric Expense

This expense includes the electrical service for the Administrative Building. Based on prior years' expenses the projected amount for this Fiscal Year is \$17,000.

Rentals and Leases

The following charges are being budgeted in the Fiscal Year for copiers and postage machines at \$7,900.



CORAL SPRINGS IMPROVEMENT DISTRICT

Approved Tentative Budget FY 2025-2026

ADMINISTRATION & UTILITY BILLING EXPENDITURES (Continued)

Insurance

The District retains Egis Insurance & Risk Advisors as our Insurance Agent, who on a yearly basis arranges the placement of the District insurance for property, general liability, and inland marine coverage. The expected amount for this Fiscal Year should not exceed \$26,000.

Repair and Maintenance

The following repair & maintenance for the upcoming Fiscal Year is budgeted for \$58,800. This amount will cover general maintenance, pest control, vehicle maintenance and a/c maintenance.

Legal Advertising

The District posts most of its legal advertising in the Sun-Sentinel. Expenses include monthly meetings, special meetings, public hearings, requests for bids, etc. The estimated amount should not exceed \$5,000.

Other Current Charges

Bank charges, employee appreciation and any other miscellaneous expenses that occur during the year are estimated at \$8,250.

Merchant Fees

The District pays monthly administrative fees as well as individual transaction fees on all credit card payments we receive. Based on last year's spending the projected amount should not exceed \$96,000.

Computer/Technology Software & Supplies

This represents software, anti-virus, web hosting, tech services & additional computer project systems and support for this Fiscal Year which amount should not exceed \$81,000.



CORAL SPRINGS IMPROVEMENT DISTRICT

Approved Tentative Budget FY 2025-2026

ADMINISTRATION & UTILITY BILLING EXPENDITURES (Continued)

Employment Ads

Recruiting Expenses for qualified candidates for Plant Operators, Field, and Administration Personnel. Based on prior years' experience the amount should not exceed \$6,500.

Toilet Rebates

Utility bills are credited up to \$99 for those customers who install a qualifying toilet under the rebate program established by the District. Budgeted rebates reflect a total of 150 toilets for \$14,850.

Office Supplies and Equipment

Accounting, Utility Billing and Administrative Supplies such as printer cartridges, file cabinets, computer supplies, file folders, pens, pencils, cleaning supplies, paper products, etc. Based on historical experience the amount should not exceed \$20,000.

Dues, Licenses, Staff Development & Permits

This item includes professional publications such as GASB Guide and Florida Statutes. This expense also covers the cost for CPA continuing education requirements and license renewal, management training, and training related to human resources. The amount should not exceed \$36,700.

Promotional Expenses, Newsletters and Open Houses

The District is budgeting \$49,860 for customer relations and promotions through newsletters, open houses and general promotions for the budget year.

Capital Outlay

The budgeted amount of \$535,000 is being provided for the hardening of the Administration Building as part of a grant opportunity. The amount represents the Districts' share toward the cost of updates to the building. Also, \$50,000 is included for a roof replacement on the Admin Building.



CORAL SPRINGS IMPROVEMENT DISTRICT

Approved Tentative Budget FY 2025-2026

EXPENDITURES - PLANT OPERATIONS

Salaries and Wages

The total amount of budgeted wages for this Fiscal Year is \$2,867,421.

Special Pay

Special pay is a holiday bonus based on the employee's number of years of service. This year's expense is \$3,940.

FICA Taxes

FICA tax is established by law and the current rate is 7.65%. Based on salaries of \$2,867,421, the amount projected for FICA tax is \$219,360.

Pension Expense

The pension plan was established whereby the District makes contributions on behalf of each employee with other funds available to match contributions made by the employee to the deferred compensation plan. Based on salaries of \$2,867,421, the amount projected for pension expense is \$362,397.

Health Insurance

The District offers each employee Health, Life, Dental and Disability Insurance. The budgeted amount is \$752,515.

Worker's Compensation Insurance

Worker's compensation insurance is budgeted for \$61,411.

Payroll Processing Fees

In April of 2023, the District contracted with a payroll company to process employees and board payrolls, including the filing of taxes. The projected years cost is \$13,100.

Tuition Reimbursement

The budgeted amount is \$60,700.

Rentals and Leases

The District is budgeting \$14,600 for miscellaneous equipment rentals.



CORAL SPRINGS IMPROVEMENT DISTRICT

Approved Tentative Budget FY 2025-2026

EXPENDITURES - PLANT OPERATIONS (Continued)

Computer/Technology Software & Supplies

Computer needs include equipment and software needed to maintain plant operations. This Fiscal Year the projected amount for computers is \$119,500.

Water Quality Testing

Water Quality Testing is provided by Florida Spectrum Environmental Services, Inc. This Fiscal Year the projected amount for water quality testing is \$129,000.

Telephone Expense

Telephone charges for this Fiscal Year include Bellsouth phone service for Water and Wastewater offices and Sprint phone services. The projected amount for this Fiscal Year is \$8,750.

Electric Expense

The electric requirements for the plant facility and wells are based upon the operating history. Based on the previous year's expenses the projected amount for this Fiscal Year is \$864,000.

Insurance

The District retains Egis Insurance & Risk Advisors as our Insurance Agent, who on a yearly basis arranges the placement of the District insurance for property, general liability, and inland marine coverage. The expense should not exceed \$384,200.

Repairs & Maintenance

Repair and maintenance expenses anticipated to be spent in the Fiscal Year are as follows:

Water Department - \$1,045,910

Wastewater Department - \$642,070

Maintenance Department - \$188,900

TOTAL REPAIRS & MAINTENANCE - PLANT \$1,876,880

Sludge Management - Sewer

Sludge removal costs are budgeted for \$315,000.



CORAL SPRINGS IMPROVEMENT DISTRICT

Approved Tentative Budget FY 2025-2026

EXPENDITURES - PLANT OPERATIONS (Continued)

Chemicals & Lab Supplies

Products used in the process of Water & Wastewater treatments. The amount projected to be spent in this Fiscal Year is \$773,080.

Office Supplies/Postage

Paper, pens, folders, and other office supplies. The projected amount for this Fiscal Year is \$9,800.

Operating Supplies/Tools

General operating supplies include laboratory chemicals and miscellaneous tools and equipment. The projected amount is \$63,000.

Uniforms

Uniform purchases, rentals and safety boot allowances are budgeted at \$13,900.

Motor Fuels

Motor fuels include gasoline and diesel fuel needed for the operation of auxiliary generators. The projected amount is \$116,305.

Dues, Licenses, Staff Development & Permits

This expense represents costs for license renewals, subscriptions, books and schooling required to maintain licenses to operate for plant employees. The projected amount for this Fiscal Year is \$74,285.

Regulatory Compliance & Studies

The District will contract with an agency to do a study in relation to PFAS compliance to ensure CSID is in line with the most up-to-date processes in controlling PFAS. Budgeted amount is \$180,000.

Capital Outlay

The District is budgeting for plant projects such as replacing sand strainers, reline ¾ MG tank, Digester #1 blower replacement, Plant F improvements, HSP upgrades, Well upgrades, 3 trucks, camera system upgrades, rehab of 2 lift station within the plant and street light replacements around the plant. In addition, to large projects money is also allocated to update and maintain equipment around the plant. The total amount budgeted for Plant Capital Outlay is \$5,110,631.



CORAL SPRINGS IMPROVEMENT DISTRICT

Approved Tentative Budget FY 2025-2026

EXPENDITURES - FIELD OPERATIONS

Salaries and Wages

The total amount of budgeted wages for this Fiscal Year is \$1,108,437.

Special Pay

Special pay is a holiday bonus based on the employee's number of years of service. This year's expense is \$1,843.

FICA Taxes

FICA tax is established by law and currently is 7.65%. Based on salaries of \$1,108,437 the amount projected for FICA tax is \$84,797.

Pension Expense

The pension plan was established whereby the District makes contributions on behalf of each employee with other funds available to match contributions made by the employee to the deferred compensation plan. Based on salaries of \$1,108,437, the amount projected for pension expense is \$141,070.

Health Insurance

The District offers each employee Health, Life, Dental and Disability Insurance. The budgeted amount is \$291,324.

Worker's Compensation Insurance

Worker's compensation insurance is budgeted for \$25,519.

Payroll Processing Fees

In April of 2023, the District contracted with a payroll company to process employees and board payrolls, including the filing of taxes. The projected cost is \$5,300.

Tuition Reimbursement

The projected amount is \$23,300.



CORAL SPRINGS IMPROVEMENT DISTRICT

Approved Tentative Budget FY 2025-2026

EXPENDITURES - FIELD OPERATIONS (Continued)

Water Quality Testing

Water Quality Testing is provided by Florida Spectrum Environmental Services, Inc. This Fiscal Year the projected amount for water quality testing is \$1,000.

Naturescape Irrigation Service

An annual fee of \$3,500 is paid to Broward County for the operation of the Naturescape irrigation service.

Telephone Expense

Telephones and fax machines are budgeted annually. Based on previous years' experience the amount should not exceed \$8,500.

Electric Expense

The electrical requirements (for Lift Stations) are based upon the operating history. Based on prior years' expenses the projected amount for this Fiscal Year is \$124,000.

Rentals & Leases

Equipment and SCADA rentals are budgeted for \$64,040.

Insurance

The District retains Egis Insurance & Risk Advisors as our Insurance Agent, who on a yearly basis arranges the placement of the District insurance for property, general liability, and inland marine coverage. The expected amount for this Fiscal Year should not exceed \$25,000.

Repairs and Maintenance

Repair and maintenance expenses anticipated to be spent in the Fiscal Year are \$486,130.

Dues, Licenses, Staff Development & Permits

This expense represents the cost for license renewals, subscriptions, books, and schooling required to maintain their license to operate. The projected amount is \$21,350.



CORAL SPRINGS IMPROVEMENT DISTRICT

Approved Tentative Budget FY 2025-2026

EXPENDITURES - FIELD OPERATIONS (Continued)

Meters & Registers

This includes repairs and maintenance of meters and installations of unrepairable meters. The projected amount for this fiscal year includes new connections and supplies costs. Each meter requires a register to send read. At times these registers need to be replaced. The amount budgeted for meter maintenance is \$146,736.

Office Supplies/Postage

Paper, pens, folders, and other office supplies. The projected amount for this Fiscal Year is \$7,000.

Operating Supplies/Tools

General operating supplies include laboratory chemicals and miscellaneous tools and equipment. The projected amount is \$69,000.

Uniforms

Uniform purchases and rentals and safety boot allowances are budgeted at \$6,000.

Motor Fuels

Motor fuels include gasoline and diesel fuel needed for the operation of portable generators. The projected amount is \$25,000.

Computer/Technology Software & Supplies

Computer needs include equipment and software needed to maintain field operations. This Fiscal the projected amount for computers is \$8,030.

Capital Outlay

The District is budgeting for projects such as the rehab of a lift station and sewer basin, relining LS #4 basin, storage building for portable generators, 2 trucks, rehab LS #36 carried over and meter replacement across the District. The expected amount for this Fiscal Year should not exceed \$7,660,000.



CORAL SPRINGS IMPROVEMENT DISTRICT

Approved Tentative Budget FY 2025-2026

DEBT SERVICE

During FY 2015/2016, Coral Springs Improvement District refinanced the Series 2007 Bonds with Refunded Revenue Bonds Series 2016 in the amount of \$42,830,000 with a rate of 3.05%.

\$38 million was used for the construction project of the water plant and \$4 million has been set aside to take care of interest during the capitalized period, and to ensure those payments are available to the bondholders.

Debt service schedule represents the amount of money required to make payments on the principal and interest on the outstanding loan. The schedule below reflects the remaining Debt Service requirement through 2031 of \$32,163,532. The 2025/2026 Budget includes a principal payment of \$1,965,000 and \$853,390 for interest.

Coral Springs Improvement District 2016 Water and Sewer Refunding Revenue Bonds Debt Service Schedule

Debt Service Due	Principal Amount	Interest Amount	Total Payment
2026	1,965,000	853,390	2,818,390
2027	2,025,000	793,457	2,818,457
2028	2,090,000	731,695	2,821,695
2029	2,150,000	667,950	2,817,950
2030	2,220,000	602,375	2,822,375
2031	17,530,000	534,665	18,064,665
Totals	27,980,000	4,183,532	32,163,532

7D.

RESOLUTION 2025-14

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE CORAL SPRINGS IMPROVEMENT DISTRICT ADOPTING THE WATER AND SEWER BUDGET FOR FISCAL YEAR 2026

WHEREAS, Chapter 2004-469, Laws of Florida, recodifying Chapters 70-617 and 89-419, Laws of Florida, authorizes the Coral Springs Improvement District (“District”) to construct, maintain, and operate a water treatment and wastewater treatment and collection system to serve the residents of the Coral Springs Improvement District; and

WHEREAS, pursuant to said authority, the District has constructed a water and wastewater facility from the proceeds of a General Obligation, Water and Sewer Revenue Bond Issue; and

WHEREAS, pursuant to the requirements of the Bond Resolution for said issue, the Board of Supervisors caused a budget to be prepared for the operation and maintenance of said system for Fiscal Year 2026, which by reference is made a part hereof; and

WHEREAS, notice of public hearing concerning the proposed budget was duly published as required by law; and

WHEREAS, the District Board of Supervisors (“Board”) has conducted said public hearing in accordance with applicable law.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE CORAL SPRINGS IMPROVEMENT DISTRICT, THAT:

Section 1. The recitals above are true and correct and are hereby made a part of this Resolution.

Section 2. The District Water and Sewer System Operating and Maintenance Budget (“Budget”), showing expected revenues of \$ _____; debt service requirement of \$ _____; expected operation and maintenance expenses of \$ _____; such that said Budget shows a surplus of \$ _____ prior to subordinate lien debt expense of \$ _____; and the operation and maintenance thereof can continue through Fiscal Year 2026; said Budget is hereby adopted and certified by the Board of Supervisors of the Coral Springs Improvement District.

Section 3. A verified copy of the Budget shall be attached to this Resolution as Exhibit A and shall be included as part of the District’s “Official Record of Proceedings.”

Section 4. This Resolution shall become effective immediately upon adoption.

PASSED AND ADOPTED by the Board of Supervisors of the Coral Springs Improvement District, this 15th day of September 2025.

Kenneth Cassel
Assistant Secretary

Curt Tiefenbrun
President

Exhibit A

FY 2026 Water and Sewer Budget

Eighth Order of Business



September 3rd, 2025

TO: Coral Springs Improvement District
10300 NW 11th Manor
Coral Springs, FL 33071

RE: Coral Springs Improvement District: Sanitary Sewer Lining-2025 WO 2 Lateral Replacement (9877
Ramblewood, Coral Springs FL)

All elements of lateral work located at 9877 Ramblewood, Coral Springs FL. Have been completed. No additional invoices will be submitted for this project. Please close out the purchase order at CSID's discretion.

Please find the following cost summary:

Original Approval for Lateral Replacement:

\$62,284.00

Final Pay App:

\$21,730.00

Deductive Change Order

\$40,554.00

We thank you for the opportunity to offer and look forward to providing this service. If you need anything else, please contact me at 305-887-5007 or fkendrix@azuria.com.

Sincerely,

Frank A. Kendrix
Senior Project Manager | Insituform Technologies
9001 NW 97th Terrace Suite F | Medley, Florida 33178
Office: 305.887.5007 | Mobile: 813.299.6320 |

Approved By.:

Print Name, Title, Date.

Ninth Order of Business

PROFESSIONAL SERVICES AGREEMENT - RFP# 2025-05

Between Coral Springs Improvement District and Rostan Solution, LLC

Task Order Contract

Professional Services Agreement

This Professional Services Agreement (Agreement) is entered into this 22 day of September, 2025 between CORAL SPRINGS IMPROVEMENT DISTRICT (OWNER), having its principal office at 10300 NW 11th Manor Coral Springs, FL 33071 and ROSTAN SOLUTIONS, LLC (CONTRACTOR), a company licensed to conduct business in the State of Florida, having its principal place of business at 3433 Lithia Pinecrest Road, Suite 287, Valrico, FL 33596.

RECITALS

The OWNER intends to engage the CONTRACTOR to provide professional services related to Disaster Debris Monitoring and Reimbursement Management Services.

The scope of work under this agreement will have the following characteristics: On an as-needed basis, the OWNER will issue Task Orders to the CONTRACTOR describing the work required under this Agreement, containing a mutually-agreed upon "Not to Exceed" cost, with all required work being directly related to those services originally sought by the OWNER. In response, CONTRACTOR will prepare a scope of work and cost estimate which shall become part of the Task Order upon execution by both parties.

This services agreement incorporates all substantive provisions of that certain RFP issued by the Coral Springs Improvement District dated July 14, 2025 including Section 5 regarding all FEMA requirements.

In consideration of the mutual promises herein, CONTRACTOR and the OWNER agree that the terms and conditions of this Agreement are as follows:

1. BASIC SERVICES

- 1.1. **Scope.** CONTRACTOR shall provide the Basic Services as described in individual Task Orders authorized in writing by the OWNER. A sample Task Order form is provided in Schedule A. The Task Order format may be modified from time to time. CONTRACTOR's obligations under this Agreement are solely for the benefit of the OWNER and no other party is intended to benefit or have rights hereunder.
- 1.2. **Standard of Care.** CONTRACTOR shall perform the professional services under this Agreement at the level customary for competent and prudent professionals performing such services at the time and place where the services are provided. These services will be provided by CONTRACTOR's professionals and individuals skilled in other technical disciplines, as appropriate.
- 1.3. **Instruments of Service.** CONTRACTOR is responsible for the professional quality, technical accuracy, timely completion, and the coordination of all instruments of its services including designs, drawings, specifications, reports [collectively called **Service Instruments**] and other services provided under this Agreement.
- 1.4. **End-Users Software License.** RESERVED

- 1.5. **Applicable Codes.** The Service Instruments will conform to the generally accepted codes and regulations applicable to the Project at the time of performance.
- 1.6. **Subcontractors.** Any subcontractors and outside associates of CONTRACTOR to be engaged by CONTRACTOR under this Agreement are limited to those identified in executed Task Orders or as the OWNER specifically approves during the performance of a Task Order.
- 1.7. **Title to Hazardous Materials.** The OWNER and CONTRACTOR agree that title to all types of hazardous or toxic wastes, materials, or substances originating at or removed from the Site will remain with the OWNER.
- 1.8. **Transportation or Disposal of Hazardous Materials.** The OWNER further agrees that, if this Agreement requires the containerization, transportation, or disposal of any hazardous or toxic wastes, materials or substances, CONTRACTOR is not, and has no authority to act as a generator, arranger, transporter, or disposer of any hazardous or toxic wastes, materials or substances that may be found or identified on, at, or around OWNER's premises. In this regard, the OWNER and CONTRACTOR agree as follows:
 - 1.8.1. CONTRACTOR may assist the OWNER in obtaining the services of licensed hazardous materials contractors for the transportation and disposal of all hazardous or toxic wastes, materials, or substances. CONTRACTOR shall not contract directly for these services.
 - 1.8.2. It is understood by both the OWNER and CONTRACTOR that the OWNER will provide all required hazardous or toxic wastes, materials or substance generator numbers, signed manifests, storage and treatment permits, and any permits or licenses required by local, state, or federal laws or regulations for the generation, transportation, storage, treatment and/or disposal of any hazardous or toxic wastes, materials or substances.

2. THE OWNER'S RESPONSIBILITIES

Unless stated otherwise in Section 7 or in individual Task Orders, the OWNER shall do the following in a timely manner:

- 2.1. **The OWNER's Representative.** The OWNER will designate a representative having authority to give instructions, receive information, define the OWNER's policies, and make decisions with respect to individual Task Orders.
- 2.2. **Project Criteria.** Provide criteria and information as to the OWNER's requirements for a Task Order, including design objectives and constraints, space, capacity, scope of work, task assignments, and performance requirements, and any budgetary limitations to the extent known to the OWNER.
- 2.3. **Data.** Provide all available information, including previous reports and any other data in the possession of the OWNER relevant to a Task Order.
- 2.4. **Access.** Arrange for CONTRACTOR to enter upon public property as mandated by the OWNER.
- 2.5. **Review.** Respond to CONTRACTOR's request for decisions or determinations.
- 2.6. **Meetings.** Hold or arrange to hold meetings required to assist in the work required by a Task Order.
- 2.7. **Project Developments.** Give prompt written notice to CONTRACTOR whenever the OWNER observes or otherwise becomes aware of any development that affects the scope or timing of CONTRACTOR's services.

3. PERIODS OF SERVICE

- 3.1. **Time of Performance.** Sections 3 and 4 anticipate the orderly and continuous progress of Task Orders through completion of each Task Order's scope of work.
- 3.2. **Start of Performance.** CONTRACTOR will start the Services described in each Task Order upon authorization by the OWNER. If the OWNER gives authorization before signing a Task Order, CONTRACTOR shall be paid as if the services had been performed after both parties signed the Task Order. Task orders will only be valid if signed by the OWNER's authorized representative.
- 3.3. **Force Majeure.** If a force, event, or circumstance beyond CONTRACTOR's or the OWNER'S control interrupts or delays CONTRACTOR's performance, the time of performance shall be equitably adjusted.
- 3.4. **Term.** This Agreement shall be in effect for three (3) years and (58) days from September 22, 2025, with two (2), one (1) year extensions beginning January 1, 2029, and January 1, 2030, respectively available upon mutual consent of the parties. The end date will be January 1, 2031.

4. COMPENSATION

- 4.1. **CONTRACTOR Services.** Based upon the Scope of Services provided for in each Task Order issued pursuant to the Agreement and Fee Schedule (Schedule B), the OWNER shall pay CONTRACTOR the amount stated in invoices issued for and in accordance with each Task Order for actual work performed during the period covered by the invoice, subject to the funding limits established in each task order. Invoices are payable by the OWNER within 30 days after receipt of approved invoice.

5. OPINIONS OF CONSTRUCTION COST

- 5.1. **Construction Cost.** If required by this Agreement, opinions related to cost given by CONTRACTOR are subject to the following. CONTRACTOR has no control over the cost of labor, materials, equipment, services furnished by others, over a contractor's or facility's methods of determining prices, or over competitive bidding or market conditions. CONTRACTOR's opinion of probable cost is made on the basis of CONTRACTOR's experience and qualifications and represents CONTRACTOR's judgment as an experienced and qualified professional firm, familiar with the disaster recovery industry. CONTRACTOR does not guarantee that proposals, bids, or actual project cost will not vary from CONTRACTOR's opinions of probable cost.

6. GENERAL CONSIDERATIONS

- 6.1. **Changes.** By written and/or electronic notice at any time, the OWNER may change services required by a Task Order, provided such changes are within the general scope of the services contemplated by this Agreement, subject to validation under any applicable cost or price analysis required by federal, state, or local law. In such event, an equitable adjustment both in the compensation for and time of performance of the adjusted Task Order shall be made in writing prior to CONTRACTOR performing the changed services. Such changes can only be required by the OWNER's authorized representative.

- 6.2. **Access to Records.** The following access to records requirements apply to CONTRACTOR, which includes its successors, transferees, assignees, and subcontractors (a) CONTRACTOR agrees to provide the OWNER, the State of Florida, the FEMA Administrator, the Comptroller General of the United States, or any of their authorized representatives access to any books, documents, papers, and records which are directly pertinent to this Agreement for the purpose of making audits, examinations, excerpts, and transcriptions; (b) CONTRACTOR agrees to permit any of the foregoing parties to reproduce by any means whatsoever or to copy excerpts and transcriptions as reasonably needed; and (c) 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 this Agreement.
- 6.3. **Confidentiality and Proprietary Information.** CONTRACTOR will hold secret and confidential all information designated by the OWNER as confidential (Confidential Information). CONTRACTOR will not reveal Confidential Information to a third party unless: (a) the OWNER consents in writing; (b) the information is or becomes part of the public domain; (c) applicable law, regulation, court order or an agency of competent jurisdiction requires its disclosure; or (d) failure to disclose the information would pose an imminent and substantial threat to human health or the environment. All drawings, specifications, technical information, and other information furnished to OWNER by CONTRACTOR or developed by CONTRACTOR in connection with the work are, and will remain, the property the OWNER.
- 6.4. **Disputes.** If a dispute or complaint (collectively referred to as a "Dispute") arises concerning this Agreement, the OWNER and CONTRACTOR will negotiate a resolution of the Dispute. Should negotiation be unsuccessful, mediation of the Dispute by a third party shall follow. Any time which elapses in attempting to resolve the Dispute through either or both negotiation or mediation shall extend day-for-day any applicable statute(s) of repose or limitation of actions.
- 6.4.1. **Negotiation.** Following written notice of a Dispute, a minimum of one face-to-face meeting (or less if the Dispute is resolved) shall be held.
- 6.4.2. **Mediation.** If negotiation is unsuccessful, a mutually acceptable third party [**Facilitator**] having expertise in the subject of the Dispute shall be engaged to mediate the Dispute. The fee and expenses of the Facilitator shall be shared equally by the parties to the Dispute. The parties may present evidence and arguments to the Facilitator. Unless the Facilitator and the parties agree otherwise, a minimum of one face-to-face meeting shall be held within the sixty-day period beginning on the date of the Facilitator's engagement. Following the meeting or earlier if appropriate, the Facilitator shall report to the parties whether he believes the Dispute is resolvable through mediation. At that point the parties shall elect (a) to continue mediation, (b) replace the Facilitator and continue mediation, or (c) end mediation. If the mediation is ended, the parties may litigate the Dispute.
- 6.5. **Remedies.** Nothing in this Agreement otherwise prevents the OWNER from utilizing any available remedies, administrative, contractual, or legal, where CONTRACTOR has been found to have violated or breached the terms of this Agreement, subject to the Limitation of Liability provision below.

- 6.6. **Insurance.** CONTRACTOR will maintain **insurance** against the following risks during the term of the Agreement: (a) workers compensation in statutory amounts and employer's liability for CONTRACTOR's employees' project-related injuries or disease; (b) general liability and automobile liability each in the amount of \$1,000,000 for personal injury or property damage to third parties which arises from CONTRACTOR's performance under this Agreement; and (c) professional liability in the amount of \$1,000,000 for legal obligations arising out of CONTRACTOR's failure to meet the Standard of Care.
- 6.7. **Indemnification.**
- 6.7.1. CONTRACTOR hereby agrees to indemnify and hold the OWNER harmless from and against any and all losses, damages, settlements, costs, charges, or other expenses or liabilities of every kind and character arising out of or relating to any and all claims, liens, demands, obligations, actions, proceedings, or causes of action of every kind and character arising out of the negligent acts, errors, or omissions of CONTRACTOR or others for whose acts CONTRACTOR is responsible under this Agreement. Nothing contained herein is intended to nor shall be construed a waiver of the Owner's rights and immunities under Section 768.28, Florida Statutes, as amended from time to time
- 6.8. **Limitation of Liability.** Notwithstanding any other provision of this Agreement and to the fullest extent permitted by law the parties agree that neither the OWNER nor CONTRACTOR shall be liable to each other for any special, indirect or consequential damages, whether caused or alleged to be caused by negligence, strict liability, breach of contract or warranty under this Agreement. Except for amounts for which indemnification is given by CONTRACTOR hereunder, in no event will CONTRACTOR's liability to the OWNER, whether in contract, tort or any other theory of liability, exceed CONTRACTOR's fees for services from which the liability arises.
- 6.9. **Assignment Rights.** OWNER may offer adoption of this agreement in whole to other local governing agencies with the express written approval of the CONTRACTOR. The OWNER makes no guarantee of assignment and the CONTRACTOR maintains the right to refuse services to other local governing agencies.
- 6.10. **Interpretation.** This Agreement shall be interpreted in accordance with the laws of the State of Florida. Venue for any disputes requiring resolution by a court of competent jurisdiction shall be Broward County.
- 6.11. **Successors.** This Agreement is binding on the successors and assignees of the OWNER and CONTRACTOR. The Agreement may not be assigned in whole or in part to any third parties without the written consent of the OWNER.
- 6.12. **Independent Contractor.** CONTRACTOR represents that it is an independent contractor and is not an employee of the OWNER.
- 6.13. **Notices.** Written notices may be delivered in person or by certified mail, or by facsimile, or by courier or by email. All notices shall be effective upon the date of receipt by the party.

- 6.14. **Entire Agreement.** This Agreement encompasses all procurement and contract documents to include the RFP and addenda, CONTRACTOR Proposal, Contract, Schedules, Attachments, and Task Orders executed pursuant to this Agreement. Any prior or contemporaneous agreements, promises, negotiations or representations not expressly stated herein are of no force and effect. Any modifications to this Agreement shall be in writing and signed by the OWNER and CONTRACTOR.
- 6.15. **Waivers and Severability.** A waiver or breach of any term, condition, or covenant by a party shall not constitute a waiver or breach of any other term, condition or covenant. If any court of competent jurisdiction declares a provision of this Agreement invalid, illegal, or otherwise unenforceable, the remaining provisions of the Agreement shall remain in full force and effect.
- 6.16. **Termination.** This Agreement may be terminated by either party at will and without cause, at any time upon three (3) days prior written notice to the other party and shall remain in force until so terminated. All information, data, materials, software and any other materials provided to either party must be returned upon termination of the Agreement.
- 6.17. **Effective Date.** This Agreement is effective on the date shown on the cover page.

7. SPECIAL PROVISIONS, EXHIBITS, and SCHEDULES.

Special Provisions. This Agreement is subject to the following special provisions: **Duties and Responsibilities of CONTRACTOR.** CONTRACTOR or its representatives may be on site during various stages of the work to observe the progress and quality of the work and to determine, in general, if the work is proceeding in accordance with the intent of the Agreement. Visits and observations made by CONTRACTOR will not relieve other contractors of their obligation to conduct comprehensive inspections of the work, to furnish materials, to perform acceptable work, and to provide adequate safety precautions.

- 7.1 **Limitations of CONTRACTOR's Responsibilities.** CONTRACTOR will not be responsible for other contractors' means, methods, techniques, sequences or procedures of the work, or the safety precautions, including compliance with the program's incident thereto. CONTRACTOR will not be responsible for contractors' or their subcontractor's failure to perform the work in accordance with their contract with the OWNER or any other agreement. CONTRACTOR will not be responsible for the acts or omissions of contractors, their subcontractors or any other contractors, or any of its or their agents or employees or any other persons at the site or otherwise performing any of the work.
- 7.2 **Schedules.** The following **Schedules** are attached to and made a part of this Agreement:
- 7.2.1 **Schedule A:** *Sample Task Order*
 - 7.2.2 **Schedule B:** *Fee Schedule*
 - 7.2.3 **Schedule C:** *Request for Proposals*

7.3 Required Contract Provisions for Non-Federal Entity Contracts Under Federal Awards.

In addition to the terms and conditions expressed within this Agreement, the Code of Federal Regulation (“CFR”) Part 200.326 requires that contracts made by non-Federal entities under a Federal award must contain certain provisions and/or clauses, as applicable, to the contract. These clauses are identified in 2 CFR Part 200 Appendix II, and by their inclusion in the RFP are incorporated into this Agreement, as applicable, and any Task Orders issued by the OWNER.

7.4 IF THE CONTRACTOR HAS ANY QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES TO THE CONTRACTORS DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, THE CONTRACTOR SHOULD CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT

Sandra Demarco

210 N. University Drive, Suite 702 Coral Springs, FL 33071

(O) 954.603.0033, Ext. 40532

Email: Sandra.demarco@inframark.com

Execution Authority. This Agreement is a valid and authorized undertaking of the OWNER and CONTRACTOR. The representatives of the OWNER and CONTRACTOR who have signed below have been authorized to do so.

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement as of the day and year shown on the cover page.

CORAL SPRINGS IMPROVEMENT DISTRICT

ROSTAN SOLUTIONS, LLC

By: _____

By:  _____

Title: _____

Title: Principal/Vice President

Date: _____

Date: 08/21/2025

Schedule A

TASK ORDER

Task Order Number: _____

Task Order Date: _____

Subject to the Agreement between the OWNER and CONTRACTOR, effective September 22, 2025, the OWNER hereby authorizes CONTRACTOR to perform services as specified in this Task Order and in accordance with the above-referenced Agreement.

1. Basic Project Information:

Project Name: _____

Agreement Number: _____

OWNER Representative: _____

CONTRACTOR Representative: _____

2. **Scope of Services:** CONTRACTOR shall perform services described in Attachment 1, Scope of Services, attached and incorporated into this Task Order.

3. **Period of Service:** The period of service shall be _____ days from Task Order effective date.

4. **Compensation:** CONTRACTOR's compensation under this Task Order, which shall not be exceeded without prior written authorization of the OWNER, is \$_____.

5. This Task Order's Pricing Schedule is incorporated and provided as Attachment 2.

6. **Special Conditions:** This Task Order is subject to the special terms and conditions as described in Section 7.0 of the Agreement.

7. **Amendment:** This Task Order amends Task Order

No. _____

Date: _____

ISSUED AND AUTHORIZED BY:
CORAL SPRINGS IMPROVEMENT DISTRICT

ACCEPTED AND AGREED TO BY:
ROSTAN SOLUTIONS, LLC

By: _____

By: _____

Title: _____

Title: _____

PROFESSIONAL SERVICES TASK ORDER

Task Order Number: _____

Attachment 1

Scope of Services

Section 4.0 – Fee Schedule B

The Fee Schedule contains roles the District has identified as necessary to fully perform the scope of services required. Should the Contractor believe additional roles are necessary they are encouraged to include them in the space provided in the following table. Additional roles require the Contractor to define the tasks associated with those roles.

Rates provided are understood to be fully burdened, to encompass all costs associated with providing the required services including operating costs, overhead, and profit. The District reserves the right to amend the compensation schedule to meet project requirements that may not be evident at the time of this solicitation.

Role	Rate (\$)
Project Manager	\$95.00
Operations Manager	\$85.00
Field Supervisor	\$52.00
Field Monitor	\$39.00
DMS/Disposal Site Monitor	\$39.00
Data Manager	\$80.00
GIS Analyst	\$65.00
Environmental Specialist	\$90.00
Invoice Analyst	\$50.00
Clerical/Administrative	\$35.00
Grant Specialist	\$135.00
Senior Grant Consultant	\$155.00
Additional Required Roles (must define each role)	
FEMA Debris Specialist	\$120.00
Technical Programs Consultant	\$175.00

FEMA DEBRIS SPECIALIST

Responsible for providing technical guidance as it pertains to debris collection activities and the associated federal policy that guide the reimbursement programs. FEMA Debris Specialists are required for projects under the FEMA PA program but are only engaged intermittently on an as needed basis. This is not a full-time project position.

TECHNICAL PROGRAMS CONSULTANT

Technical analyst that develops damaged inventory, project costing, scopes of services, and project damage descriptions. Knowledgeable and understands regulations and procedures related to permanent work projects. Responsible for field evaluations and collecting relevant project site data. Sufficient written and verbal communication skills for complex reports. Consulting or government background with 5 years minimum experience.

Schedule C

Request for Proposals (RFP# 2025-05)



CORAL SPRINGS IMPROVEMENT DISTRICT

Request for Proposals (RFP) # 2025-05

FOR

**Disaster Debris Monitoring and Reimbursement
Management Services**

Advertisement Dates:
Sun-Sentinel – JULY 14 & 21, 2025

Responses Due: AUGUST 13, 2025 @ 10:00 AM Eastern Time (ET)

Proposal Opening / Evaluation Committee Meeting Location:

**Coral Springs Improvement District
Board Room
10300 NW 11th Manor
Coral Springs, FL 33071
Phone: 954-753-0380**

Table of Contents

Section 1.0 – Introduction	5
1.1 Overview.....	5
1.2 Minimum Qualifications	6
1.3 Schedule.....	6
1.4 Point of Contact	7
1.5 Contract of Award	7
1.6 Right of Assignment	7
1.7 Irrevocable Offer	7
1.8 Conflict of Interest	8
1.9 Disadvantaged and Small Business Enterprises	8
1.10 Provisions for Federally Assisted Projects	8
Section 2.0 – Procurement Process and Proposal Requirements	9
2.1 Question Submission	9
2.2 Addenda	9
2.3 Reserved Rights	9
2.4 Contract.....	9
2.5 Evaluation Criteria.....	9
2.6 Submission Requirements.....	11
2.7 Preparation Costs	11
2.8 Proposal Layout.....	11
2.9 Assertion of Contractor Confidentiality	12
Section 3.0 – Scope of Services	13
3.1 General.....	13
3.2 Contractor Personnel	14
3.3 Planning.....	15
3.4 Response Requirements.....	15
3.5 Debris Surveys and Damage Evaluations	16
3.6 Project Management and Administration	16
3.7 Debris Collection Monitoring.....	17
3.8 Disposal Site Monitoring.....	17
3.9 Debris Vehicle and Equipment Certifications.....	18

3.10	Public Information Assistance.....	19
3.11	Payment Monitoring Processes	20
3.12	ADMS and Database Systems	20
3.13	Grant Consulting Services.....	21
3.14	Documentation and Deliverables	21
Section 4.0 – Fee Schedule		22
Section 5.0 – Required FEMA Provisions		23
5.1	Equal Employment Opportunity	23
5.2	Contract Work Hours and Safety Standards Act	23
5.3	Clean Air Act.....	24
5.4	Federal Water Pollution Control Act.....	24
5.5	Suspension and Debarment	25
5.6	Byrd Anti-Lobbying Amendment	25
5.7	Procurement of Recovered Materials.....	26
5.9	DHS Seal, Logo, and Flags.....	26
5.10	Compliance with Federal Law, Regulations, and Executive Orders	27
5.11	No Obligation by Federal Government.....	27
5.12	Program and False or Fraudulent Statements or Related Acts	27
5.13	Rights to Inventions Made Under a Contract or Agreement.....	27
5.14	Prohibition on Contracting for Covered Telecommunications Equipment or Services ...	27
5.15	No Obligation by Federal Government.....	29
Section 6.0 – Required Forms		30
	BYRD ANTI-LOBBYING AMENDMENT CERTIFICATION	31
	E-VERIFY FORM UNDER SECTION 448.095, FLORIDA STATUTES.....	32
	E-VERIFY FORM UNDER SECTION 448.095, FLORIDA STATUTES.....	33
	E-VERIFY FORM UNDER SECTION 448.095, FLORIDA STATUTES.....	34
	DRUG-FREE WORKPLACE CERTIFICATION	35
	PUBLIC ENTITY CRIMES	36
	PUBLIC ENTITY CRIMES	37
	PUBLIC ENTITY CRIMES	38
	NON-COLLUSION OATH	39
	GOOD FAITH AFFIDAVIT.....	40
	ANTI-HUMAN TRAFFICKING AFFIDAVIT	41

ANTI-HUMAN TRAFFICKING AFFIDAVIT 42

SCRUTINIZED VENDOR CERTIFICATION 43

SCRUTINIZED VENDOR CERTIFICATION 44

CLIENT REFERENCES 45

BID SUBMITTAL FORM FOR RFP NO. 2025-05 46

BID SUBMITTAL FORM FOR RFP NO. 2025-05 47

BID SUBMITTAL FORM FOR RFP NO. 2025-05 48

BID SUBMITTAL FORM FOR RFP NO. 2025-05 49

QUALIFICATIONS STATEMENT 50

QUALIFICATIONS STATEMENT 51

QUALIFICATIONS STATEMENT 52

QUALIFICATIONS STATEMENT 53

QUALIFICATIONS STATEMENT 54

QUALIFICATIONS STATEMENT 55

QUALIFICATIONS STATEMENT 56

QUALIFICATIONS STATEMENT 57

QUALIFICATIONS STATEMENT 58

QUALIFICATIONS STATEMENT 59

Section 7.0 – Sample Contract 60

Professional Services Agreement..... 61

Schedule A 69

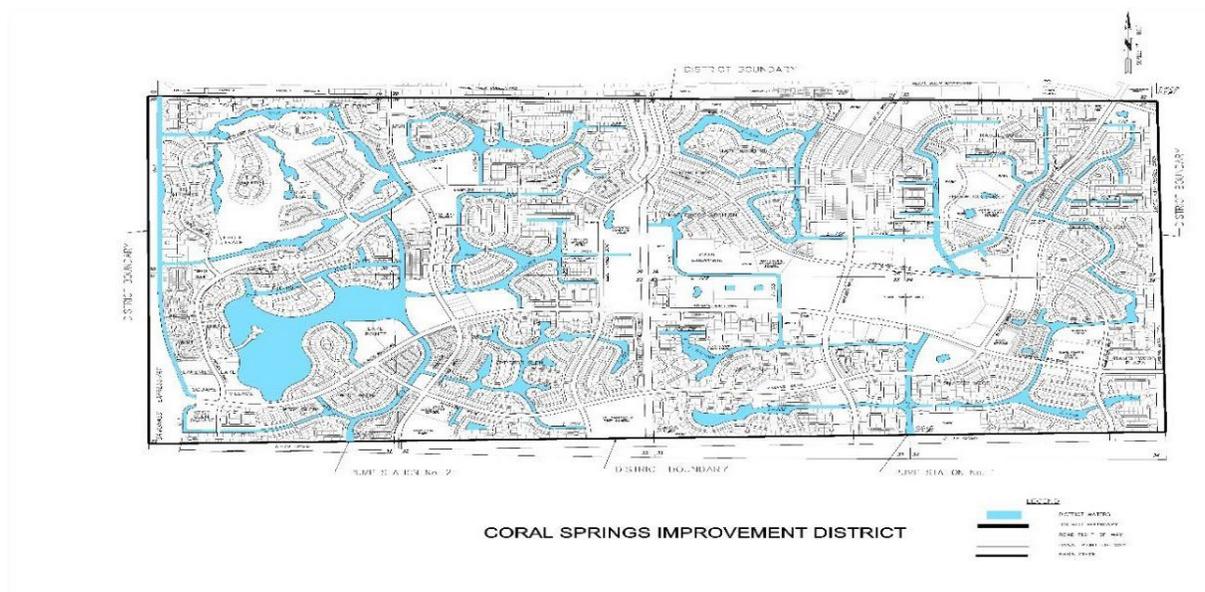
Schedule B 72

Schedule C 73

Section 1.0 – Introduction

1.1 Overview

Coral Springs Improvement District (District) is a special-purpose local government serving an area of north-central Broward County, FL. The District has 20 miles of canals and right-of-way property providing drainage and flood protection to residential businesses and governmental landowners in the southern portion of Coral Springs, FL.



The District invites qualified contractors (Contractor) to respond to this Request for Proposals (RFP) to provide Disaster Debris Monitoring and Reimbursement Management Services. The District desires to enter into a long-term standby agreement with a qualified, responsive firm, price and other factors to be considered, that represents the best overall value to the District.

Services contemplated include:

- Damage Surveys and Inventory Evaluations
- Debris Monitoring Services
- Payment Reconciliation and Reimbursement Support
- Claims Resolutions

The Contractor will be required to provide on-call support to the District in preparation of and in response to disaster events. Contractor must be knowledgeable of Federal Emergency Management Agency (FEMA), Natural Resource Conservation Service (NRCS), US Army Corps of Engineers (USACE), and any other governmental agency's regulations and guidelines pertinent to post-disaster recovery, debris monitoring, and Stafford Act Public Assistance claims.

1.2 Minimum Qualifications

Contractor must meet the minimum requirements outlined below to be considered a responsive vendor:

- Contractor must be licensed and registered to do business in the State of Florida.
- Demonstrated knowledge and experience with FEMA and NRCS requirements relating to waterway debris removal.
- Demonstrated minimum five (5) years' experience in debris monitoring and post-disaster recovery activities.
- Contractor must be able to provide at least three (3) references for municipal projects of similar scope and services.
- Demonstrated ability to provide an Automated Debris Management System (ADMS) to capture debris removal and disposal efforts.
- Contractor must maintain minimum insurance requirements.

1.3 Schedule

While it is the District's intent to strictly adhere to the following schedule modifications may be required. Adjustments will be communicated in an addendum if necessary. All times listed below are in Eastern Time (ET).

Public Event	Date	Time
Public Advertisement	July 14 & 21, 2025	
Release Date/Time	July 14, 2025	12:00 PM
Mandatory Pre-Bid Meeting Date/Time (n/a)		
Written Questions and Inquires are Due on or Before:	July 23, 2025	3:00 PM
Addenda as Responses to Questions Shall be Issued on or Before:	July 30, 2025	
Public Bid Opening Date/Time	August 13, 2025	10:00 AM
Evaluation Committee Meeting	August 20, 2025	10:00 AM
Presentation Meeting (n/a)		
Notice Intent to Award	August 26, 2025	
Recommendation for Award	September 15, 2025	

1.4 Point of Contact

All communication concerning this RFP should be issued in writing, contain the RFP number (RFP # 2025-05) in the subject line, and be directed to the point of contact at the email address below. To ensure Contractors receive all relevant communications pertaining to this RFP, Contractors are encouraged to submit a request of inclusion on the interested parties list.

Name: Danielle Keira-Cancel

Title: Procurement Manager

Email: daniellec@csidfl.org

This solicitation is subject to the Florida Cone of Silence Laws, specifically Broward County Code ARTICLE XIII – LOBBY ACTIVITIES Sec. 1-266.- Cone of Silence. Communication outside of authorized avenues is prohibited and may be subject to legal remedies.

This would include communications with any District Board Member, all other District employees, and any non-employee appointed to evaluate or recommend selection in such a procurement process.

The Cone of Silence shall terminate at the time the District awards or approves a contract, votes to reject all bids or responses, or otherwise acts which ends the solicitation or other procurement process.

1.5 Contract of Award

It is the intent of the District to secure a contract for an initial three (3) years and (58) days from September 22, 2025, with two (2), one (1) year extensions beginning January 1, 2029, and January 1, 2030, respectively available upon mutual consent of the parties. The end date will be January 1, 2031. Extensions, if agreed upon, will incorporate the same terms and conditions of the original contract plus amendments. Contracts with active task orders may be extended beyond the 60-month term to allow for the completion of designated tasks.

1.6 Right of Assignment

For the term of the contract, and any mutually agreed extensions pursuant to this RFP, the Contractor permits the District to authorize use of this procurement by other local agencies that may otherwise be adversely affected without access to the services contracted. The District reserves the right to ensure all District needs are satisfied before extending use of the contract to other agencies.

1.7 Irrevocable Offer

Contractor commits that a proposal offered in response to this solicitation guarantees a firm and irrevocable offer for a period of ninety (90) days from date of submission deadline. This period may be extended by the District as necessary to facilitate contract award. Contractors may submit a written request to withdraw their proposals prior to the submission deadline or after the ninety (90) day irrevocable offer period expires otherwise the proposal shall remain firm until an award is announced.

1.8 Conflict of Interest

Contractor confirms that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of the services required to be performed under the contract.

1.9 Disadvantaged and Small Business Enterprises

The District is committed to fostering the continued development and economic growth of small and disadvantaged business enterprises. To this end, the participation by small and disadvantaged business enterprises in this solicitation as both prime contractors and subcontractors is encouraged. Contractors are encouraged to review the flow through requirements for incentivizing the participation disadvantaged and small business enterprises found at 2 CFR Part 200.321.

1.10 Provisions for Federally Assisted Projects

FEMA and other Federal agencies provide disaster-related assistance through various financial assistance programs. These programs generally require compliance with one or more applicable laws, including laws that govern procurement procedures. Section 5.0 of this RFP includes the required provisions pertaining to this solicitation.

Section 2.0 – Procurement Process and Proposal Requirements

This section includes general instructions designed to ensure all Contractors understand the procurement process for this RFP and develop proposals in a format acceptable to the District.

2.1 Question Submission

Contractors are encouraged to submit questions or requests for clarification to ensure a full understanding of the proposal requirements and the scope of services requested. Questions must be directed to the point of contact identified in Section 1.4 and in adherence with the schedule outlined in Section 1.3.

2.2 Addenda

If the District finds it necessary to supplement, clarify, or modify any portion of this RFP, a written addendum will be issued to interested parties and incorporated into the bidding docs. Contractors will be required to acknowledge receipt of any addenda on the included addenda acknowledgment form.

2.3 Reserved Rights

The District reserves the right to accept or reject all proposals, with or without cause, when doing so is perceived in the best interest of the District. The District reserves the right to waive technicalities or request additional information or clarification from Contractors. The District reserves the right to accept the proposal which, in its sole judgement, best serves the interest of the District.

This RFP does not constitute a guarantee from the District.

2.4 Contract

It is the intent of the District to award a contract to the Contractor that is deemed responsive and best serves the interest of the district. A sample contract has been included as a supplement to this RFP. Contractors must be willing to accept the terms and conditions contained within. Contractors are not permitted to modify terms or conditions of this contract and any effort to suggest or otherwise do so may be grounds for disqualification.

2.5 Evaluation Criteria

Contractors will be evaluated by a review panel and scored against weighted criterion. Contractors will be evaluated on their past project experience, assigned project personnel, their demonstrated understanding of the project scope of services to include providing an ADMS, references, and the costs associated with their proposed effort. The table below provides factors for each of the scoring criteria:

Criteria	Weight
Firm Qualifications and References	25
Past Project Experience	15
Key Personnel	10
Project Understanding and Approach	20
ADMS	15
Fee Schedule (weighted score)	15
TOTAL	100

Scoring for Fee Schedule –

Lowest Total Fee Schedule divided by Proposer “X” Lowest total fee schedule times maximum available cost points = Proposer “X” Cost Score

Example: Firm “A” total cost is \$10,000 and is the lowest total cost proposal

Firm “B” total cost is \$15,000

Firm “C” total cost is \$20,000

Cost Points Available: 15

Calculation: Firm “A”: Lowest proposal and receives 15 points

Firm “B”: $(\$10,000 / \$15,000) \times 15$ points = 10 points

Firm “C”: $(\$10,000 / \$20,000) \times 15$ points = 7.5 points

Pursuant to Resolution 2018-20 Section 1(1.03) Services, In the event of tied bidders for services, the District Board of Supervisors may determine to reject the bids or divide the award for services equally if the services are divisible. If the services are not divisible but will be recurring, the Board may reject the bids or rotate the service award between the tied service providers.

The District shall not request documentation of or consider a proposer's social, political, or ideological interests when determining if the proposer is a responsible vendor, nor will the selection committee or District Board of Supervisors give preference to a vendor based on the proposer's social, political, or ideological interests.

2.6 Submission Requirements

Contractors are required to follow the submission requirements including proper adherence to proposal quantities, page limitations, and formatting. Deviation from these requirements may cause proposals to be deemed nonresponsive.

- **Quantity** – Contractor must submit one (1) original proposal including original signatures and one (1) digital copy (USB drive). A redacted digital copy may also be included if the Contractor’s proposal contains information that may be exempt from applicable Florida Public Records Law.
- **Page Limits** – Contractor proposals are limited to no more than seventy-five (75) pages excluding the required forms. Each sections’ page limits are further defined in Section 2.8 Proposal Layout.
- **Text and Page Format** – A page is defined as one (1) 8 ½” by 11” piece of paper with text on one side. Contractor may choose to print double-sided but should be aware that each printed side constitutes a page. Text must be in a font size no smaller than 10.
- **Production** – Proposals must be bound in a manner that permits the proposal to lie flat when open. Staples or paperclips are not permitted.
- **Packaging** – Proposals are to be enclosed in a box or properly sized envelope to ensure delivery in an undisturbed state. Each package should include a label on the exterior that identifies the package as a response to **RFP# 2025-05 DISASTER DEBRIS MONITORING & REIMBURSEMENT MANAGEMENT SERVICES**.
- **Delivery** – **THE DISTRICT DOES NOT PARTICIPATE IN ONLINE BIDDING OR E-BIDDING. BIDS ARE TO BE MAILED OR HAND-DELIVERED TO CORAL SPRING SPRINGS IMPROVEMENT DISTRICT OFFICES located at 10300 NW 11th Manor, Coral Springs, FL 33071 Attn: Procurement Manager. ALL BIDS MUST BE RECEIVED BY THE DATE AND TIME INDICATED IN THE SCHEDULE OF SECTION 1.3. Late, faxed and/or emailed bids to any other DISTRICT employee will not be accepted.**

2.7 Preparation Costs

All costs associated with the development, production, and delivery of Contractor proposals are solely those of the Contractor. The District will not reimburse any Contractor for expenses incurred during this procurement process. The Contractor also agrees that the District bears no responsibility for any costs associated with administrative or judicial proceedings resulting from this solicitation process.

2.8 Proposal Layout

Contractors are required to follow the proposal layout defined below to enable ease of review and evaluation consistency. Deviation from this format may cause proposals to be deemed nonresponsive.

- **Executive Summary** – Provide a brief introduction to the Contractor, a summary of their proposal, and the Contractor’s primary point of contact and authorized signatory. (2-page limit)

- **Table of Contents** – Provide a table of contents that identifies each section of the proposal and the corresponding page numbers. (1-page limit)
- **Section 1. Firm Qualifications and References** – Provide evidence that the Contractor meets the minimum qualifications identified in Section 1.2 and include a minimum of three (3) references from clients whom the Contractor has provided similar services in the past five (5) years. Include the name of the client, contact information, contract term and value, services provided, and the amount of debris monitored. References from Florida clients are preferable. (10-page limit)
- **Section 2. Past Project Experience** – Provide a detailed summary of similar projects performed in the past five (5) years. Include the name of the client, the event/FEMA declaration, and a detailed description of the services provided. (10-page limit)
- **Section 3. Key Personnel** – Provide an organization chart and brief one (1) page resumes for all key project personnel. This should include at a minimum the Senior Grant Consultant, Grant Specialist, Project Manager, Operations Manager(s), Data Manager, GIS Analyst, and Environmental Specialist. (20-page limit)
- **Section 4. Project Understanding and Approach** – Provide a comprehensive understanding of the services required and the Contractor’s means and methods for providing these services. (20-page limit)
- **Section 5. Automated Debris Management System (ADMS)** – Provide a comprehensive overview of the Contractor’s proposed ADMS that will be utilized for tracking debris collection and disposal operations. (10-page limit)
- **Section 6. Fee Schedule** – Complete fee schedule. If additional roles/rates are included Contractor must provide a description of the roles responsibilities. (2-page limit)
- **Section 7. Required Forms** – Complete and include each of the required forms:
 - Byrd Anti-Lobbying Amendment Certification
 - Proof of Insurability
 - Anti-Human Trafficking Affidavit
 - E-Verify Affidavit
 - Valid Business License
 - Public Entity Crimes
 - Scrutinized Vendor Certification
 - Drug Free Workplace Certification
 - Qualification Statement
 - Non-Collusion Oath
 - Client References
 - Bid Submittal Form for RFP No. 2025-05
 - Good Faith Affidavit

2.9 Assertion of Contractor Confidentiality

Contractors that desire to keep supplied information confidential must assert proprietary, trade secret, intellectual property, or otherwise confidential claims specific to those sections or subsections of their proposal. Contractors must provide statutory citation(s) supporting their claim of confidentiality. Simply identifying the entire proposal as confidential may be grounds for disqualification.

To facilitate public record requests required by Florida Public Records Law, the District may be required to disclose parts of or entire documents associated with this solicitation. Contractors that wish to keep confidential information private must provide the District with a redacted digital copy of their proposal. Failure to do so will constitute a waiver of claim and authorize the District to reproduce the entire unredacted proposal as required.

Section 3.0 – Scope of Services

The purpose of this RFP is to engage a Contractor to provide Disaster Debris Monitoring and Reimbursement Management Services pertaining to disasters that may be eligible for Federal assistance. The scope of services is not specific to Federally declared disasters and may be utilized to support the District's efforts in response to local or regional events that may not meet Federal funding thresholds.

3.1 General

Contractor shall provide disaster management, debris monitoring, and Public Assistance program support services in order to assist the District with disaster recovery operations, including monitoring the operations of the disaster debris removal and disposal company, and applicable reimbursement and financial recovery services for eligible projects. The District shall appoint a Recovery Manager to work directly with the debris removal company and the Contractor. The District and/or its debris removal and disposal company shall provide debris management site(s) (DMS) for temporary storage and processing of disaster-generated debris.

The Contractor is knowledgeable in FEMA, NRCS, and other agencies regulations, guidelines and operating policies that govern the work required. The Contractor shall support the District during a disaster recovery effort and shall be responsible for all aspects of the debris monitoring process. The Contractor shall coordinate with the disaster debris removal company and the District to ensure a compliant, well-managed and organized approach to debris collection and disposal that conforms to federal guidelines.

3.2 Contractor Personnel

All Contractor personnel shall at a minimum have an accredited high school diploma or GED and have proficient communication skills to include legible handwriting. Contractor personnel are also required to have a valid driver's license if operating a vehicle and wear appropriate work attire while engaged on the project. Contractors must provide adequate job-specific training to ensure field personnel are proficient and capable of performing their assigned duties. Contractor personnel must be certified to work on the project and provided with a verifiable form of Contractor identification. Proposed Contractor roles are defined below:

- **Project Manager** – Responsible for the overall management of the project. Tasked with defining the scope of the project and identifying required resources to manage required tasks. This role is ultimately responsible for the overall efficiency and effectiveness of project team members. Project Managers are expected to be engaged full time for the duration of the project.
- **Operations Manager** – Responsible for day-to-day field operations. The Operations Manager reports directly to the project manager and is responsible for the assignment of resources, logistics, and ensuring that daily operations are conducted in a safe and efficient manner. Operation Managers are expected to be engaged full-time for the duration of the project.
- **Field Supervisor** – Responsible for dedicated operations tasks. Supervisors ensure assigned monitors are performing their assigned tasks effectively and efficiently. Field Supervisors may also be responsible for planning and conducting debris surveys and evaluations. Field Supervisors are expected to be engaged full time for the duration of the project at levels commensurate with project and personnel requirements.
- **Field Monitor** – Responsible for monitoring the collection of debris from authorized locations. Field monitors are assigned to monitor debris collection equipment as it collects debris from authorized areas. Field Monitors are responsible for observing and documenting the collection effort to include times/dates of collection, location, and the work crews responsible. A Field Monitor is dedicated to each work crew or truck if self-loading. Field Monitors are expected to be engaged full-time for the duration of the project and at levels commensurate with available work crews.
- **DMS/ Disposal Site Monitor** – Responsible for monitoring incoming debris at temporary debris management or final disposal sites. Disposal Site Monitors generally work in pairs unless the volume of incoming material is sufficiently low to allow for a single monitor to perform assigned responsibilities in an efficient manner. Disposal Site Monitors observe and document incoming debris, evaluate quantities, and identify applicable debris types. Disposal Site Monitors are expected to be engaged full time while disposal sites are in operation.
- **Data Manager** – Responsible for project data accuracy, quality, and integrity. The Data Manager serves as the project's quality control specialist related to data collected while documenting the debris removal effort. Data Managers are expected to be engaged daily but not full-time for the duration of the project.

- **GIS Analyst** - Responsible for project geographic data development and administration. GIS Analysts mine project data to develop documentation to support operational planning, public information releases, and status updates. GIS Analysts are expected to be engaged daily but not full time for the duration of the project.
- **Environmental Specialist** – Responsible for ensuring operational compliance with governing environmental policy and laws applicable to debris collection efforts. This includes permitting support for debris management sites and compliance with Federal laws including the Endangered Species Act, The Clean Air Act, and the Clean Water Act. The Environmental Compliance Specialist is expected to be engaged as needed during the project.
- **Invoice Analyst** – Responsible for reviewing and developing project invoice documentation that supports payment and reimbursement efforts. The Invoice Analyst is expected to be engaged as needed during the project.
- **Clerical/Administrative** – Responsible for providing administrative support to management and technical support staff. Large projects may require more than one Administrative Specialist. Administrative Specialists are expected to be engaged daily but not full time for the duration of the project.
- **Grant Specialist** – Responsible for ensuring that projects are conducted in compliance with governing policy and that project documentation is developed and organized to meet base standards necessary to pursue federal reimbursement. Grant Specialists are responsible to the Senior Grant Consultants. Grant Specialists are expected to be engaged as needed during the project.
- **Senior Grant Consultant** – Responsible for providing technical expertise pertaining to project identification, grant development and management, and other reimbursement related tasks. Senior Grant Consultants review and authorize documentation developed and organized by Grant Specialists. Senior Grant Consultants are expected to be engaged as needed during the project.

3.3 Planning

The Firm at the request of and at no cost to the District, shall be available seasonally to attend a planning meeting prior to each hurricane season. Planning meetings are intended to establish operating procedures and to review applicable policies. Planning might require the identification of DMS locations, and priority collection areas.

Firm will be required to provide a list of key personnel and subcontractors that may be involved in the project to include names, titles, phone numbers, and email addresses.

3.4 Response Requirements

Firm must be prepared to provide a management team in response to District needs within twenty-four (24) hours of request. District will issue a notice to proceed in concert with a task order for required services. The District expects the Contractor to be fully mobilized to facilitate all project tasks within seventy-two (72) hours of operation commencement.

3.5 Debris Surveys and Damage Evaluations

Firm may be required to assist the District evaluate debris generated by a disaster event. This includes debris by type, general quantities, and locations. Firm may also be required to assist the District in evaluating impacts to owned facilities. Evaluations should be supported by GIS and other digital platforms and organize in a format applicable to FEMA Preliminary Damage Assessments (PDA).

3.6 Project Management and Administration

The Contractor shall appoint a qualified and experienced Project Manager for overall coordination and communication with the District. The Project Manager shall remain local and available to the District during the operational phases of the debris collection and disposal project. Firm shall supply enough trained debris monitors and trained field supervisors to accommodate the volume of debris and trees to be removed from waterways, at loading sites, debris management sites and/or final disposal sites. Contractor shall remove and replace employees immediately upon notice from the District Recovery Manager for conduct or actions not in keeping with the Agreement.

The Contractor must operate and document the work performed in a manner consistent with federal reimbursement policies, especially FEMA.

Project Management and Administration responsibilities include:

- Train and supervise field monitoring staff.
- Coordinate daily briefings or meetings to provide project status updates and to formulate or modify debris removal strategies.
- Coordinate daily scheduling of field staff and resource logistics.
- Conduct debris surveys and develop debris estimates.
- Provide training to District staff in essential debris management and collection functions.
- Manage citizen complaints/concerns related to debris removal activities to include complaint resolution.
- Prepare and issue daily progress reports
- Prepare and issue special reports as required by the District.
- Provide permitting and environmental support to ensure DMS locations and debris removal activities comply with applicable environmental regulations.
- Develop forms, databases, etc. for tracking field activities in a format consistent with federal policies.
- Implement a Quality Control (QC) program to ensure project documentation and data is accurate and complete, and stored in a secure manner that will be accessible to the District as required.
- Ensure the debris removal company is operating in compliance with their agreement with the District.

3.7 Debris Collection Monitoring

To maximize potential reimbursement opportunities, the Contractor shall monitor all debris removal activities and document the work as it is performed. Since the District's authority is specific to surface water, drainage, flood protection, and the associated infrastructure, debris monitors must be able to document work performed in drainage channels, water impoundment facilities, eligible rights-of-way, water and wastewater utilities and other areas designated by the District's Recovery Manager.

The Contractor shall provide one (1) debris monitor for each field collection crew and debris management site or final disposal location, and one supervisor for every six (6) monitors unless otherwise approved by the District. Monitoring personnel are responsible for ensuring compliance with debris removal requirements and documenting the work as it is performed.

Debris Collection Monitor responsibilities include:

- Identifying eligible loose debris, stumps, hazardous trees, and limbs for removal.
- Verifying all debris removed is a direct result of the applicable disaster and removed from authorized locations.
- Ensuring that debris removal crews are working within their assigned areas and within the District's jurisdiction.
- Documenting debris loads and tree removal activities performed by the debris removal company to include GPS coordinates, photographs, crew identification, date and time.
- Make all reasonable efforts to ensure the debris removal company is working in compliance with their contract and applicable environmental regulations.
- Maintain a daily field log to document monitor assignments, tasks, and responsibilities.
- Proficiency with the Contractor provided ADMS.
- Maintain STOP WORK authority when work is not conducted in a compliant or safe manner.

3.8 Disposal Site Monitoring

Firm should prepare disposal site reports for each temporary disposal facility to include soil sampling pre- and post-use if necessary. Contractor should document the condition of each DMS prior to use by the debris removal company. Pre-use site documentation will be utilized to ensure each site is returned to pre-use conditions upon completion of operations. The debris removal company will be responsible for applicable remedies.

DMS and Final Disposal Site monitors are required at material receiving facilities to verify receipt of collected materials. Contractors should be prepared to provide disposal site monitors twenty-four (24) hours per day, seven (7) days per week if necessary. Each receiving facility is required to have at least one (1) monitor present during operating hours, and two (2) monitors are preferred during congested operating windows.

Disposal Site Monitor responsibilities include:

- Verify the receipt of debris at respective receiving facilities.
- Observe the offloading of debris.
- Coordinate with debris removal company to ensure efficient flow of traffic at the receiving facility.
- Document materials received to include debris type, quantity, time and location of receipt, and crew responsible.
- Maintain a daily field log to document monitor assignments, tasks, and responsibilities.
- Proficiency with the Contractor provided ADMS.
- Reconcile daily debris quantities received at each disposal site to include number of load tickets, debris type, and total quantities.
- Maintain STOP WORK authority when work is not conducted in a compliant or safe manner.

3.9 Debris Vehicle and Equipment Certifications

The Contractor will be responsible for ensuring that all debris removal equipment is certified for project use prior to performing debris removal activities. Each certification includes the completion of a certification form, photographs, and a signature of the Contractor's certification representative and the debris removal company.

Certified equipment requires a license plate, valid registration, proof of insurance, and a licensed operator. Equipment must be designated fit for operation to include secured tailgates and fabricated walls, minimal non-metal structural components, tires, warning systems to include lights, and tarps or other coverings to secure debris.

Each piece of certified equipment will require a placard to be placed on the operator and passenger side of the equipment. Placards are to be provided by the debris removal company and contain the Districts name, the debris removal company name, the certified capacity, and the vehicle certification number. Placards must be a minimum of 12" by 12" and contain an adhesive backing.

The Contractor shall measure the carrying capacity of each haul truck to the tenth of a cubic yard. Each certification record should be retained and reproducible to support District needs. The equipment certification process should capture the following data points at a minimum:

- Date of Certification
- Vehicle Type, Make, and Model
- Primary Measurements (Length, Width, Height)
- Modifying Measurements (Additions and Subtractions)
- Capacity (Volume in Cubic Yards)
- Weight if applicable (Tons)
- License Plate Number
- Operator Name and License Information
- Vehicle Registration Expiration
- Insurance Provider, Policy Number, and Expiration
- Contractor Hierarchy
- Certification ID Number
- Photographs
- Certifying Representative's Credentials

The Contractor warrants the completeness and accuracy of each equipment certification by signing the completed certification form. Certification records are to be retained by the Contractor for a period consistent with the records retention policy defined in Section 3.14 Documentation and Deliverables.

3.10 Public Information Assistance

Contractor will provide regular status updates, frequency determined by the District's Recovery Manager for public information use. Contract may be required to provide infographics, fliers, or other publishable documentation to support the District's public information campaign.

Contractor shall provide appropriate staff to assist with the distribution of notices, engage with residents to obtain access rights when necessary, and to manage and resolve damage complaints arising from debris removal activities.

3.11 Payment Monitoring Processes

The Contractor shall review, validate, and reconcile debris removal company invoices prior to submission to the District for processing and payment. The Contractor shall conduct a meeting at the beginning of the debris management operation to fully explain the process to project stakeholders. All invoices from the debris removal company shall be directed to the Contractor copying the District Recovery Manager. Within seven (7) calendar days of receipt, each invoice shall be reviewed by the Contractor and accepted in full or rejected with justification to the debris removal company to amend. The debris removal company will submit invoices amended per the Contractor's recommendations. Once an accepted invoice is reconciled the Contractor shall submit a payment recommendation to the District.

3.12 ADMS and Database Systems

Contractor shall provide an ADMS capable of fully digitizing the certification process and replacing the need for traditional hand-written debris tickets.

The system features shall include the following:

- Paperless electronic data collection and distribution. Field data should be collected on a tablet, phone, or other digital hardware capable of processing digital transactions and storing project data.
- ADMS should not require cellular or data connectivity to process ticket transactions. Critical transaction data should be transferrable on external media and transported between collection and disposal locations if required. Systems that require cellular or data connectivity may also be utilized but must have an operating mode that allows them to work offline in the event of service disruptions or outages.
- ADMS data should be stored indefinitely on secured servers that are backed up on regularly intervals. Data should be immediately retrievable if necessary.
- ADMS data capture should be automated to the greatest extent possible requiring minimal input from the user.
- Collection and disposal locations should be generated automatically and captured through GPS technologies integrated into the ADMS hardware.
- ADMS should provide a web-based interface accessible to project stakeholder. Access should be restricted by user credentials.
- Web interface should include a GIS interface and downloadable documents/reports at a minimum.
- Project data should be captured and organized in a manner that enables efficient payment reconciliation, conforms to FEMA documentation requirements, and supports the District's reimbursement efforts.

- The Contractor must be capable of establishing an Access Point Interface (API) between Contractor databases and District platforms if requested.
- Data entry errors and necessary data modifications must be captured in an exportable audit log.

3.13 Grant Consulting Services

If authorized by the District, Contractor shall provide applicable documentation, technical assistance, and guidance required to identify activities that may be eligible for funding through available federal grant programs. This includes FEMA PA and HMGP Programs, the NRCS EWP Program, and other state and federal funding sources.

Grant Consulting Services shall include the following:

- Development of Damage Inventory
- Funding Source Identification and Expedited Funding Assistance
- Loss Measurement and Categorization
- Insurance Evaluation and Settlement Support Services.
- Project Formulation and Costing
- Grant Development and Management
- Reimbursement Support Services
- Appeals and Audit Support

3.14 Documentation and Deliverables

All project records including logs, invoices, contracts, paperwork, ADMS, and GIS data should be digitized and stored in a secure digital storage system for up to five (5) years or such time the District notifies the Contractor they are no longer needed.

Contractor will be required to produce deliverable intended to inform the operational progress of the project. Deliverables may include daily, weekly, or as requested reports, public information notices and postings, payment recommendations, and invoices. Contractor will also be required to prepare and organize supporting documentation that may be necessary to pursue federal grant funding. This may include scopes of work, damage descriptions, cost estimates or actual cost documentation, and grant applications.

Section 4.0 – Fee Schedule

The Fee Schedule contains roles the District has identified as necessary to fully perform the scope of services required. Should the Contractor believe additional roles are necessary they are encouraged to include them in the space provided in the following table. Additional roles require the Contractor to define the tasks associated with those roles.

Rates provided are understood to be fully burdened, to encompass all costs associated with providing the required services including operating costs, overhead, and profit. The District reserves the right to amend the compensation schedule to meet project requirements that may not be evident at the time of this solicitation.

Role	Rate (\$)
Project Manager	
Operations Manager	
Field Supervisor	
Field Monitor	
DMS/Disposal Site Monitor	
Data Manager	
GIS Analyst	
Environmental Specialist	
Invoice Analyst	
Clerical/Administrative	
Grant Specialist	
Senior Grant Consultant	
Additional Required Roles (must define each role)	

Section 5.0 – Required FEMA Provisions

This section includes provisions required for FEMA related projects and is included in the contract documents through incorporation in this RFP.

5.1 Equal Employment Opportunity

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.

5.2 Contract Work Hours and Safety Standards Act

To ensure compliance with the Contract Work Hours and Safety Standards Act, the Contractor agrees as follows:

- (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 (in the case of work done under contract for the District of Columbia or a territory, to such District or to such territory), 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 \$27 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.
- (4) **Subcontracts.** The Contractor or subcontractor shall insert in any subcontracts the clauses set forth in paragraph (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."

5.3 Clean Air Act

- (1) The 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.
- (2) 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 Florida, Federal Emergency Management Agency, and the appropriate Environmental Protection Agency Regional Office.
- (3) The Contractor agrees to include these requirements in each subcontract exceeding \$150,000 financed in whole or in part with Federal assistance provided by FEMA.

5.4 Federal Water Pollution Control Act

- (1) The 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.

- (2) 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 Florida, Federal Emergency Management Agency, and the appropriate Environmental Protection Agency Regional Office.
- (3) The Contractor agrees to include these requirements in each subcontract exceeding \$150,000 financed in whole or in part with Federal assistance provided by FEMA.

5.5 Suspension and Debarment

- (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's, 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.
- (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 Contractor 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.

5.6 Byrd Anti-Lobbying Amendment

- (1) The Contractor certifies to the Owner that it has not and will not use 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. *The Certification is provided as a required signature form if applicable.*
- (2) Contractor will also ensure that each tier of subcontractor(s) shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures will be forwarded from tier-to-tier up to the Owner.

5.7 Procurement of Recovered Materials

(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 timeframe 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 website.

(3) The Contractor also agrees to comply with all other applicable requirements of Section 6002 of the Solid Waste Disposal Act.

5.8 Access to Records

- (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."

5.9 DHS 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.

5.10 Compliance with Federal Law, Regulations, and Executive Orders

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

5.11 No Obligation by Federal Government

The Federal Government is not a party to this contract and is not subject to any obligations or liabilities to the non-Federal entity, Contractor, or any other party pertaining to any matter resulting from the contract.

5.12 Program and False or Fraudulent Statements or Related Acts

The Contractor acknowledges that 31 U.S.C. Chap. 38 (Administrative Remedies for False Claims and Statements) applies to the Contractor's actions pertaining to this contract.

5.13 Rights to Inventions Made Under a Contract or Agreement

As required by Federal program legislation, Contractor agrees to comply with the requirements of 37 C.F.R. Part 401 (Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements), and any implementing regulations issued by FEMA.

5.14 Prohibition on Contracting for Covered Telecommunications Equipment or Services

(a) Definitions

As used in this clause, the terms backhaul; covered foreign country; covered telecommunications equipment or services; interconnection arrangements; roaming; substantial or essential component; and telecommunications equipment or services have the meaning as defined in FEMA Policy 405-143-1, Prohibitions on Expending FEMA Award Funds for Covered Telecommunications Equipment or Services (Interim), as used in this clause—

(b) Prohibitions

- (1) Section 889(b) of the John S. McCain National Defense Authorization Act for Fiscal Year 2019, Pub. L. No. 115-232, and 2 C.F.R. § 200.216 prohibit the head of an executive agency on or after Aug. 13, 2020, from obligating or expending grant, cooperative agreement, loan, or loan guarantee funds on certain telecommunications products or from certain entities for national security reasons.
- (2) Unless an exception in paragraph (c) of this clause applies, the contractor and its subcontractors may not use grant, cooperative agreement, loan, or loan guarantee funds from the Federal Emergency Management Agency to:
 - (i) Procure or obtain any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology of any system;

- (ii) Enter into, extend, or renew a contract to procure or obtain any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology of any system;
- (iii) Enter into, extend, or renew contracts with entities that use covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system; or
- (iv) Provide, as part of its performance of this contract, subcontract, or other contractual instrument, any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system

(c) Exceptions

- (1) This clause does not prohibit contractors from providing— (i) A service that connects to the facilities of a third-party, such as backhaul, roaming, or interconnection arrangements; or (ii) Telecommunications equipment that cannot route or redirect user data traffic or permit visibility into any user data or packets that such equipment transmits or otherwise handles.
- (2) By necessary implication and regulation, the prohibitions also do not apply to: (i) Covered telecommunications equipment or services that: i. Are not used as a substantial or essential component of any system; and ii. Are not used as critical technology of any system. (ii) Other telecommunications equipment or services that are not considered covered telecommunications equipment or service.

(d) Reporting Requirement

- a. In the event the contractor identifies covered telecommunications equipment or services used as a substantial or essential component of any system, or as critical technology as part of any system, during contract performance, or the contractor is notified of such by a subcontractor at any tier or by any other source, the contractor shall report the information in paragraph (d)(2) of this clause to the recipient or subrecipient, unless elsewhere in this contract are established procedures for reporting the information.
- b. The Contractor shall report the following information pursuant to paragraph (d)(1) of this clause:
 - i. Within one business day from the date of such identification or notification: The contract number; the order number(s), if applicable; supplier name; supplier unique entity identifier (if known); supplier Commercial and Government Entity (CAGE) code (if known); brand; model number (original equipment manufacturer number, manufacturer part number, or wholesaler number); item description; and any readily available information about mitigation actions undertaken or recommended.
 - ii. Within 10 business days of submitting the information in paragraph (d)(2)(i) of this clause: Any further available information about mitigation actions undertaken or recommended. In addition, the contractor shall describe the efforts it undertook to prevent use or submission of covered telecommunications equipment or services, and any additional efforts that will

be incorporated to prevent future use or submission of covered telecommunications equipment or services.

- (e) Subcontracts. The Contractor shall insert the substance of this clause, including this paragraph (e), in all subcontracts and other contractual instruments.

5.15 No Obligation by Federal Government

As appropriate, and to the extent consistent with law, the contractor should, to the greatest extent practicable, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States. This includes, but is not limited to iron, aluminum, steel, cement, and other manufactured products. For purposes of this clause: Produced in the United States means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States.

Manufactured products mean items and construction materials composed in whole or in part of non-ferrous metals such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber.”

Section 6.0 – Required Forms

This section includes forms that must be completed and submitted with the Contractor's proposal. Each form should be completed accurately and in its entirety. Contractors that require clarification may submit a written request to the POC identified in Section 1.4.

<Remainder of page intentionally left blank>

BYRD ANTI-LOBBYING AMENDMENT CERTIFICATION

(To be submitted with each total cost contract or offer exceeding \$100,000)

The undersigned, [Company] _____ 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 subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

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. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file 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, [Company] _____, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. § 3801 *et seq.*, apply to this certification and disclosure, if any.

Type text here

Signature of Contractor's Authorized Official

Name and Title of Contractor's Authorized Official

Date

E-VERIFY FORM UNDER SECTION 448.095, FLORIDA STATUTES

Page 1 of 3

Project Name: DISASTER DEBRIS MONITORING AND REIMBURSEMENT MANAGEMENT SERVICESProject No.: RFP# 2025-05

DEFINITIONS:

“Contractor” means a person or entity that has entered or is attempting to enter into a contract with a public employer to provide labor, supplies, or services to such employer in exchange for salary, wages, or other remuneration. “Contractor” includes, but is not limited to, a vendor or consultant.

“Subcontractor” means a person or entity that provides labor, supplies, or services to or for a contractor or another subcontractor in exchange for salary, wages, or other remuneration.

“E-Verify system” means an Internet-based system operated by the United States Department of Homeland Security that allows participating employers to electronically verify the employment eligibility of newly hired employees.

Effective January 1, 2021, Contractors shall register with and use the E-Verify system in order to verify the work authorization status of all newly hired employees. Contractor shall register for and utilize the U.S. Department of Homeland Security’s E-Verify System to verify the employment eligibility of:

- a) All persons employed by a Contractor to perform employment duties within Florida during the term of the contract; and
- b) All persons (including sub vendors/subconsultants/subcontractors) assigned by Contractor to perform work pursuant to the contract with the Coral Springs Improvement District. The Contractor acknowledges and agrees that registration and use of the U.S. Department of Homeland Security’s E-Verify System during the term of the contract is a condition of the contract with the Coral Springs Improvement District; and
- c) Should vendor become the successful Contractor awarded for the above-named project, by entering into the contract, the Contractor shall comply with the provisions of Section 448.095, Fla. Stat., "Employment Eligibility," as amended from time to time. This includes but is not limited to registration and utilization of the E-Verify System to verify the work authorization status of all newly hired employees. The contractor shall also require all subcontractors to provide an affidavit attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien. The Contractor shall maintain a copy of such affidavit for the duration of the contract

E-VERIFY FORM UNDER SECTION 448.095, FLORIDA STATUTES

Page 2 of 3

CONTRACT TERMINATION:

- a) If the District has a good faith belief that a person or entity with which it is contracting has knowingly violated s. 448.09 (1) Fla. Stat., the contract shall be terminated.
- b) If the District has a good faith belief that a subcontractor knowingly violated s. 448.095 (2), but the Contractor otherwise complied with s. 448.095 (2) Fla. Stat., shall promptly notify the Contractor and order the Contractor to immediately terminate the contract with the subcontractor.
- c) A contract terminated under subparagraph a) or b) is not a breach of contract and may not be considered as such.
- d) Any challenge to termination under this provision must be filed in the Circuit Court no later than 20 calendar days after the date of termination.
- e) If the contract is terminated for a violation of the statute by the Contractor, the Contractor may not be awarded a public contract for a period of 1 year after the date of termination.

Name of Company

Type text here
Signature of Contractor's Authorized Official

Print Name of Contractor's Authorized Official

Print Title of Contractor's Authorized Official

Date

E-VERIFY FORM UNDER SECTION 448.095, FLORIDA STATUTES

Page 3 of 3

STATE OF _____

COUNTY OF _____

Sworn to (or affirmed) and subscribed before me this _____ day of _____,

20_____, by _____.

Physical presence _____ OR Online notarization _____

Signature of Notary Public

[STAMP HERE] State of _____

Personally Known _____ OR Produced Identification _____

Type of Identification Produced: _____

DRUG-FREE WORKPLACE CERTIFICATION

THE BELOW SIGNED Contractor CERTIFIES that it has implemented a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violation of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under quote a copy of the statement specified in subsection 1.
4. In the statement specified in subsection 1, notify the employees that, as a condition of working on the commodities or contractual services that are under quote, the employee will abide by the terms of the statement and will notify the employer of any conviction or plea of guilty or nolo contendere to any violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in, drug abuse assistance or rehabilitation program if such is available in the employee's community, by an employee who is convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign this statement, I certify the Contractor complies fully with the above requirements.

Signature of Contractor's Authorized Official

Name and Title of Contractor's Authorized Official

Date

PUBLIC ENTITY CRIMES

Page 1 of 3

Section 287.132-133(3)(a), Florida Statutes, effective July 1, 1989, require that no public entity shall enter into a contract, award of ITB, or transact business in excess of \$10,000.00 with any person or affiliate who has been convicted of a public entity crime. Prior to entering into a sworn statement with the Purchasing Department on form 7088.

A copy of the form is reproduced below. This completed form must be on file prior to the issuing of a Purchasing Order.

**Sworn Statement Under Section 287.133(3)(a),
Florida Statutes on Public Entity Crimes**

THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIER AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted with RFP# 2025-05 Disaster Debris Monitoring and Reimbursement Management Services
2. This sworn statement is submitted by _____ whose business address is _____ and (if applicable) it's Federal Employer Identification No. (FEIN) is _____ (If the entity has no FEIN, include the Social Security Number of the individual signing the sworn statement.
3. My name is _____ and my relationship to the entity name above is _____.
4. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including but not limited to, any ITB or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
5. I understand that "convicted or conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding or fault or a conviction of a public entity crime, with or without adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.

PUBLIC ENTITY CRIMES

Page 2 of 3

6. I understand that an “affiliate” as defined in Paragraph 287.133(1)(a), Florida Statutes, means:

- A. A predecessor or successor of a person convicted of a public entity crime; or
- B. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term “affiliate” includes those officers, directors, executives, partners, shareholders, employees, members and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm’s length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

7. I understand that a “person” as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of the state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term “person” includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

8. Based on information and belief, the statement, which I have marked below, is true in relation to the entity submitting this sworn statement. **(Please indicate which one of the two statements applies.)**

_____ Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor the affiliate of the entity have been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____ The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, have been charged with and convicted of a public entity crime subsequent to July 1, 1989, AND **(Please indicate which of the three additional statement applies below.)**

PUBLIC ENTITY CRIMES

Page 3 of 3

- _____ There have been proceedings concerning the conviction before a hearing officer of the State of Florida, Division of Administration Hearings. The final order entered by the hearing officer did not place the person or affiliate on the convicted vendor list. **(Please attach a copy of the Final Order)**

- _____ The person or affiliate was placed on the convicted vendor list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administration Hearings. The final order entered by the hearing officer determined that it was in the public interest to remove the person or affiliate from the convicted vendor list. **(Please attach a copy of the Final Order)**

- _____ The person or affiliate has not been placed on the convicted vendor list. **(Please describe any action taken by or pending with the Department of General Services)**

Signature of Contractor's Authorized Official

Name and Title of Contractor's Authorized Official

Date

STATE OF _____

COUNTY OF _____

Sworn to (or affirmed) and subscribed before me this _____ day of _____,
20_____, by _____.

Physical presence _____ OR Online notarization _____

Signature of Notary Public

[STAMP HERE] State of _____

Personally Known _____ OR Produced Identification _____

Type of Identification Produced: _____

NON-COLLUSION OATH

Before me, the Undersigned, a Notary Public, for and in the County and State aforesaid, personally appeared: _____ and made oath that the Contractor herein, its agents, servants, and/or employees, to the best of its knowledge and belief, have not in any way colluded with anyone for and on behalf of the Contractor, or themselves, to obtain information that would give the Contractor an unfair advantage over others, nor have they colluded with anyone for and on behalf of the Contractor, or themselves, to gain any favoritism in the award of the contract.

Affiant Signature

STATE OF _____

COUNTY OF _____

Sworn to (or affirmed) and subscribed before me this _____ day of _____, 20____, by _____.

Signature of Notary Public

[STAMP HERE]

State of

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

GOOD FAITH AFFIDAVIT

I hereby propose to provide the services requested in the District's RFP and, if awarded, enter into a contract with the District. I agree that the terms and conditions of the District's RFP shall take precedence over any conflicting terms and conditions submitted with my proposal and agree to abide by all conditions of the RFP. I acknowledge that the District may not accept the proposal due to any exceptions.

I certify that all information contained in my proposal is truthful to the best of my knowledge and belief. I further certify that I am duly authorized to submit this proposal on behalf of the company as its agent and that the company is ready, willing, and able to perform if awarded a contract.

I further certify, under oath, that this proposal is made without prior understanding, agreement, connection, discussion or collusion with any other person, company or corporation submitting a proposal for the same product or service; no gratuities, gifts or kick-backs were offered or given by the Contractor or anyone on its behalf to gain favorable treatment concerning this procurement; no elected official, employee or agent of the District or of any other company is interested in said proposal; and that the undersigned executed this affidavit with full knowledge and understanding of the matters therein contained and was duly authorized to do so.

Affiant Signature

STATE OF _____

COUNTY OF _____

Sworn to (or affirmed) and subscribed before me this _____ day of _____,
20____, by _____.

Signature of Notary Public

[STAMP HERE]

State of _____

Personally Known _____ OR Produced Identification _____

Type of Identification Produced: _____



ANTI-HUMAN TRAFFICKING AFFIDAVIT

Page 1 of 2

I _____ (name) as _____ (title) on behalf of _____ (“Consultant”) under penalty of perjury hereby attest as follows:

1. I am over 18 years of age and have personal knowledge of the matters set forth in this affidavit.
2. Consultant does not use coercion for labor or services as defined in s. 787.06(2)(a), Florida Statutes.
3. More particularly, Consultant does not engage in any of the following actions in connection with providing labor or services:
 - a. Using or threatening to use physical force against any person;
 - b. Restraining, isolating or confining or threatening to restrain, isolate or confine any person without lawful authority and against her or his will;
 - c. Using lending or other credit methods to establish a debt by any person when labor or services are pledged as a security for the debt, if the value of the labor or services as reasonably assessed is not applied toward the liquidation of the debtor the length and nature of the labor or services are not respectively limited and defined;
 - d. Destroying, concealing, removing, confiscating, withholding, or possessing any actual or purported passport, visa, or other immigration document, or any other actual or purported government identification document, of any person;
 - e. Causing or threatening to cause financial harm to any person;
 - f. Enticing or luring any person by fraud or deceit; or
 - g. Providing a controlled substance as outlined in Schedule I or Schedule II of s. 893.03, Florida Statutes to any person for the purpose of exploitation of that person.

FURTHER AFFIANT SAYETH NAUGHT

By: _____

Print Name: _____

Title: _____

Date: _____



ANTI-HUMAN TRAFFICKING AFFIDAVIT

Page 2 of 2

STATE OF _____

COUNTY OF _____

Sworn to (or affirmed) and subscribed before me this _____ day of _____,

20_____, by _____ via

Physical presence _____ OR Online notarization _____

Signature of Notary Public

[STAMP HERE]

State of _____

Personally Known _____ OR Produced Identification _____

Type of Identification Produced: _____



SCRUTINIZED VENDOR CERTIFICATION

Page 1 of 2

Certification Pursuant to Florida Statute § 287.135

I, _____, on behalf of _____,
Print Name and Title Contractor Name

Certify that _____ does not:
Contractor Name

1. Participate in a boycott of Israel; and
2. Is not on the Scrutinized Companies that Boycott Israel List; and
3. Is not on the Scrutinized Companies with Activities in Sudan List; and
4. Is not on the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List; and
5. Has not engaged in business operations in Syria.

Submitting a false certification shall be deemed a material breach of contract. The District shall provide notice, in writing, to the Contractor of the District's determination concerning the false certification. The Contractor shall have ninety (90) days following receipt of the notice to respond in writing and demonstrate that the determination of false certification was made in error. If the Contractor does not demonstrate that the District's determination of false, certification was made in error then the District shall have the right to terminate the contract and seek civil remedies pursuant to Florida Statute § 287.135.

Section 287.135, Florida Statutes, prohibits the District from: 1) Contracting with companies for goods or services in any amount if at the time of bidding on, submitting a proposal for, or entering into or renewing a contract if the company is on the Scrutinized Companies that Boycott Israel List, created pursuant to Section 215.4725, F.S. or is engaged in a boycott of Israel; and 2) Contracting with companies, for goods or services over \$1,000,000.00 that re on either the Scrutinized Companies with activities in the Iran Petroleum Energy Sector List, created pursuant to s. 215.473, or are engaged in business operations in Syria



SCRUTINIZED VENDOR CERTIFICATION

Page 2 of 2

As the person authorized to sign on behalf of the Contractor, I hereby certify that the company identified above in the section entitled "Contractor Name" does not participate in any boycott of Israel, is not listed on the Scrutinized Companies that Boycott Israel List, is not listed on either the Scrutinized Companies with activities in the Iran Petroleum Energy Sector List, and is not engaged in business operations in Syria. I understand that pursuant to section 287.135, Florida Statutes, the submission of a false certification may subject the company to civil penalties, attorney's fees, and/or costs. I further understand that any contract with the District for goods or services may be terminated at the option of the District if the company is found to have submitted a false certification or has been placed on the Scrutinized Companies with Activities in Sudan list or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List.

Name of Company

Signature of Contractor's Authorized Official

Print Name of Contractor's Authorized Official

Print Title of Contractor's Authorized Official

Date



CLIENT REFERENCES

Contractor's Name: _____

The contractor must provide the following information for three (3) previous clients in which similar scope of services were performed within the last five (5) years. Contractor is responsible for verifying correct phone numbers, email address, and contact information. Public Entities are preferred as references. Failure to provide all three (3) references may deem your submittal non-responsive.

Reference No. 1

Company Name:	
Location (City, State):	
Date of Service:	
Contact Person:	
Contact Number:	
Email Address:	

Reference No. 2

Company Name:	
Location (City, State):	
Date of Service:	
Contact Person:	
Contact Number:	
Email Address:	

Reference No. 3

Company Name:	
Location (City, State):	
Date of Service:	
Contact Person:	
Contact Number:	
Email Address:	



BID SUBMITTAL FORM FOR RFP NO. 2025-05

Page 1 of 4

SUBMITTED TO:

Coral Springs Improvement District
10300 N.W. 11th Manor
Coral Springs, Florida 33071

1. The undersigned Proposer proposes and agrees, if this Proposal is accepted, to enter into an agreement with DISTRICT to perform all service as specified in the Request for Proposals No. 2025-05 Documents for the price(s) and within the time indicated in this Request for Proposals No. 2025-05, and in accordance with the terms and conditions of the Request for Proposals No. 2025-05 Documents.

2. Proposer accepts and hereby incorporates by reference in this Bid Submittal Form all of the terms and conditions of the Request for Proposals and Instructions to Proposers.

3. The Proposer has examined the site of the project and has become fully informed concerning local conditions, and the nature and extent of the deliveries. Proposer has examined the indemnification and liquidated damages provisions, if any, and the bond and insurance requirements of the bid submittal. Accepts and agrees to abide by those terms and conditions without exception or limitation of any kind.

4. Proposer has given the DISTRICT written notice of all conflicts, errors or discrepancies that it has discovered in the RFP No 2025-05 and/or Contract documents and the written resolution thereof by the DISTRICT is acceptable to Proposer.

5. Will you subcontract any part of these deliveries? If so, give details including a list of each subcontractor(s) that will perform deliveries of more than ten percent (10%) of the contract amount and the deliveries that will be performed by each subcontractor(s).



BID SUBMITTAL FORM FOR RFP NO. 2025-05

Page 2 of 4

- 6. Proposer proposes to furnish all labor, materials, equipment, machinery, tools, transportation, supplies, services, and supervision for the deliveries described as follows:

The Contractor will be required to provide on-call support to the District in preparation of and in response to disaster events. Contractor must be knowledgeable of Federal Emergency Management Agency (FEMA), Natural Resource Conservation Service (NRCS), US Army Corps of Engineers (USACE), and any other governmental agency’s regulations and guidelines pertinent to post-disaster recovery, debris monitoring, and Stafford Act Public Assistance claims.

- 7. The proposer will adhere to the awarded Fee Schedule listed on their submitted FEE SCHEDULE in US Dollars
- 8. The proposer agrees that the deliverables will be ready for deliveries within sixty (60) calendar days from the date of Contract Commencement as specified in the Notice to Proceed.
- 9. Acknowledgment is hereby made of the following addenda (identified by number) received since issuance of the Request for Proposals:

Addendum No. ____ Dated _____



BID SUBMITTAL FORM FOR RFP NO. 2025-05

Page 3 of 4

10. PLEASE HAVE YOUR INSURANCE REPRESENTATIVE CAREFULLY REVIEW THE INSURANCE REQUIREMENTS CONTAINED IN THE QUALIFICATIONS STATEMENT PRIOR TO SUBMITTING YOUR PROPOSAL PACKAGE TO ENSURE COMPLIANCE WITH ALL INSURANCE REQUIREMENTS.

11. The DISTRICT reserves the right to award this contract on the basis of any combination or all items, in which the DISTRICT deems in its best interests.

12. All communications concerning this RFP shall be emailed to:

Danielle Keira-Cancel, Procurement Manager

Coral Springs Improvement District

10300 N.W. 11th Manor

Coral Springs, Florida 33071

Tel. 954-796-6620

Email daniellec@csidfl.org

13. The following documents are attached to and made as a condition to this RFP:

- a. Drug-Free Workplace Certification
- b. Proof of Insurance
- c. State of Florida Business License
- d. E-Verify Affidavit: **3 pages**
- e. Non-Collusion Oath
- f. Qualification Statement: **9 pages**
- g. Client References
- h. Bid Submittal Form for RFP No. 2025-05: **2 pages**
- i. Bid Submittal Security, if required
- j. Public Entity Crimes: **3 pages**
- k. Scrutinized Vendor Certification: **2 pages**
- l. Good Faith Affidavit
- m. Fee Schedule



BID SUBMITTAL FORM FOR RFP NO. 2025-05

Page 4 of 4

BIDDER'S CERTIFICATION

In witness whereof, the Proposer has executed this Bid Submittal Form for RFP# 2025-05
this ___ day of _____, 2025.

Signature of Individual/Title

Witness

Printed Name of Individual

ACKNOWLEDGMENT

STATE OF _____

COUNTY OF _____

Sworn to (or affirmed) and subscribed before me this _____ day of _____,
20_____, by _____.

Physical presence _____ OR Online notarization _____

Signature of Notary Public

[STAMP HERE]

State of _____

Personally Known _____ OR Produced Identification _____

Type of Identification Produced: _____



QUALIFICATIONS STATEMENT

Page 1 of 10

The undersigned certifies under oath the truth and correctness of all statements and of all answers to questions made hereinafter:

Submitted To: Coral Springs Improvement District
10300 N.W. 11th Manor
Coral Springs, Florida 33071

Doing Business As

(If applicable):

Bidder's Name:

Bidder's Address:

City, State, Zip Code:

Telephone No:

Email:

If payment(s) is/are to be mailed to address other than stated above, please complete section below:

Contact Name:

"Remit to" Address:

City, State, Zip Code:

Telephone No:

Email:



QUALIFICATIONS STATEMENT

Page 2 of 10

1. State the true, exact, correct and complete name of the partnership, corporation, trade, or fictitious name under which you do business and the address of the place of business.

Legal Name of Proposer: _____

Address of principal place of
business: _____

Contact Person's Name and Title: _____

Proposer's Telephone _____

Email _____

Proposer's Business License
Number _____

If the Proposer is a corporation, answer the following:

a. Date of Incorporation: _____

b. State of Incorporation: _____

c. President's name: _____

d. Vice President's name: _____

e. Secretary's name: _____

f. Treasurer's name: _____

g. Name and address of
Registered Agent: _____



QUALIFICATIONS STATEMENT

Page 3 of 10

3. If Proposer is an individual, corporation, or partnership answer the following:

Articles of Incorporation Date	Indicate if Bidder is Individual, Corporation, or Partnership	Name of Individual or Partnership	Address of Individual or Partnership	Ownership of Units for Partner (If applicable)

4. If Proposer is other than an individual, corporation or partnership, describe the organization and give the name and address of principals:

5. If Proposer is operating under a fictitious name, submit evidence of compliance with the Florida Fictitious Name Statute.

6. How many years has your organization been in business under its present business name?

--



QUALIFICATIONS STATEMENT

Page 4 of 10

Under what other former names has your organization operated?

7. Indicate registration, license numbers or certificate numbers for the businesses or professions which are the subject of this RFP. Please attach certificate of competency and/or state registration.

8. Have you or an individual representing your firm inspected the site for the proposed scope of service?

(Y)____(N)____

9. Do you have a complete set of documents, including drawings and addenda?

(Y)____(N)____

11. Have you ever failed to service any entity in the disaster debris monitoring and reimbursement management services awarded to you?

(Y)____(N)____

If so, state when, where and why?



QUALIFICATIONS STATEMENT

Page 6 of 10

THE PROPOSER ACKNOWLEDGES AND UNDERSTANDS THAT THE INFORMATION CONTAINED IN RESPONSE TO THIS QUALIFICATIONS STATEMENT SHALL BE RELIED UPON BY DISTRICT IN AWARDING THE CONTRACT AND SUCH INFORMATION IS WARRANTED BY BIDDER TO BE TRUE. THE DISCOVERY OF ANY OMISSION OR MISSTATEMENT THAT MATERIALLY AFFECTS THE PROPOSER'S QUALIFICATIONS TO PERFORM UNDER THE CONTRACT SHALL CAUSE THE DISTRICT TO REJECT THE PROPOSAL SUBMITTAL, AND, IF AFTER THE AWARD, TO CANCEL AND TERMINATE THE AWARD AND/OR CONTRACT.

Signature

STATE OF _____

COUNTY OF _____

Sworn to (or affirmed) and subscribed before me this _____ day of _____,
20_____, by _____.

Physical presence _____ OR Online notarization_____

Signature of Notary Public

[STAMP HERE] State of _____

Personally Known _____ OR Produced Identification _____

Type of Identification Produced: _____

WITNESS my hand and official seal.



QUALIFICATIONS STATEMENT

Page 7 of 10

The undersigned further agrees to the following stipulations of the RFP requirements.

1.LIABILITY

- A. District personnel shall be contacted a minimum of 24 hours prior to any deliveries with the time and location the deliveries are to be made. In addition, District personnel will/may observe but will not participate in any operations.
- B. CONTRACTOR shall not commence any deliveries under this Agreement until it has obtained all insurance required under this paragraph and such insurance has been approved by the DISTRICT nor shall the CONTRACTOR allow any subcontractor to commence any deliveries on any subcontract until all similar such insurance required of the subcontractor has been obtained and similarly approved. It shall be the responsibility of the Contractor to comply with all Federal, State, and Local Water Management District Environmental Rules and/or Regulations.
- C. General Liability Insurance written on an occurrence basis including, but not limited to coverage for bodily injury and property damage, personal & advertising injury, products & completed operations, and contractual liability. Coverage must be written on an occurrence basis, with limits of liability no less than:
 - 1. Each Occurrence Limit - \$1,000,000
 - 2. Personal & Advertising Injury Limit - \$1,000,000
 - 3. General Aggregate Limit - \$2,000,000
 - 4. Products & Completed Operations Aggregate Limit - \$2,000,000
- D. Workers' Compensation and Employers' Liability Insurance covering all employees, and/or volunteers of the CONTRACTOR engaged in the performance of the Scope of Service associated with this Agreement. In the event any service is sublet, the CONTRACTOR shall require the subcontractors similarly to provide Workers' Compensation Insurance for all the latter's employees unless such employees are covered by the protection afforded by the CONTRACTOR. Coverage for the CONTRACTOR and its subcontractors shall be in accordance with applicable state and/or federal laws that may apply to Workers' Compensation Insurance with limits of liability no less than:
 - 1. Workers' Compensation: Coverage A – Statutory
 - 2. Employers Liability: Coverage B \$1,000,000 - Each Accident
\$1,000,000 Disease – Policy Limit
\$1,000,000 Disease – Each Employee

If CONTRACTOR claims to be exempt from this requirement, CONTRACTOR shall provide CITY proof of such exemption along with a written request for CITY to exempt CONTRACTOR, written on CONTRACTOR letterhead.



QUALIFICATIONS STATEMENT

Page 8 of 10

- E. Comprehensive Auto Liability Insurance covering all owned, non-owned and hired vehicles used in connection with the performance of service under this Agreement, with a combined single limit of liability for bodily injury and property damage no less than:
- Any Auto (Symbol 1) Combined Single Limit (Each Accident) - \$1,000,000
Hired Autos (Symbol 8) Combined Single Limit (Each Accident) - \$1,000,000
Non-Owned Autos (Symbol 9) Combined Single Limit (Each Accident) - \$1,000,000
- F. Professional Liability and Pollution Insurance no less than:
- Each Claim/Act: \$1,000,000
Aggregate: \$1,000,000
- G. CONTRACTOR shall name the DISTRICT, as an additional insured on each of the General Liability policies required herein and shall hold the DISTRICT, its elected and appointed officers, agents, employees, and instrumentalities harmless on account of claims for damages to persons, property or premises arising out of the services provided hereunder.
- H. The Coral Springs Improvement District shall be named as an Additional Insured on each of the General Liability policies required herein.
- I. CONTRACTOR shall name the DISTRICT, as an additional insured on each of the General Liability policies required herein and shall hold the DISTRICT, its elected and appointed officers, agents, employees, and instrumentalities harmless on account of claims for damages to persons, property or premises arising out of the services provided hereunder.
- J. Any insurance required of the CONTRACTOR pursuant to this Agreement must also be required of any subcontractor in the same limits and with all requirements as provided herein, including naming the DISTRICT as an additional insured, in any service that is subcontracted unless such subcontractor is covered by the protection afforded by the CONTRACTOR and provided proof of such coverage is provided to DISTRICT. The CONTRACTOR and any subcontractors shall maintain such policies during the term of this Agreement.
- K. The DISTRICT reserves the right to require any other additional types of insurance coverage and/or higher limits of liability it deems necessary based on the nature of service being performed under this Agreement.
- L. The insurance requirements specified in this Agreement are minimum requirements and in no way reduce any liability the CONTRACTOR has assumed in the indemnification/hold harmless section(s) of this Agreement.



QUALIFICATIONS STATEMENT

Page 9 of 10

2. COMPLETION OF DELIVERIES

- A. The District reserves the right to inspect the contractor's delivery to verify completion of the contract and withhold partial payment for deliveries deemed incomplete.

Signed By:

Title:

Dated:



QUALIFICATIONS STATEMENT

Page 10 of 10

BOARD/CONTRACTOR SIGNED SHEET

Coral Springs Improvement District ITB # 2025-05 approved on _____

CORAL SPRINGS IMPROVEMENT DISTRICT

Signature of CSID Witness

Signature of CSID President

Printed Name of CSID Witness

Printed Name of CSID President

Date

CONTRACTOR

Company

Signature

Name and Title (Printed)



Section 7.0 – Sample Contract

The enclosed sample contract is intended to represent the agreement between the District and the Contractor. Contractors are encouraged to review all terms and conditions to ensure compliance and acceptance. The District does not intend to modify this agreement unless one or more parts conflicts with preceding law.

<Remainder of page intentionally left blank>



PROFESSIONAL SERVICES AGREEMENT - RFP# 2025-05

Between Coral Springs Improvement District and [CONTRACTOR]

Task Order Contract

Professional Services Agreement

This Professional Services Agreement (Agreement) is entered into this ___ day of _____, 2025 between CORAL SPRINGS IMPROVEMENT DISTRICT (OWNER), having its principal office at 10300 NW 11th Manor Coral Springs, FL 33071 and [CONTRACTOR] (CONTRACTOR), a company licensed to conduct business in the State of Florida, having its principal place of business at [CONTRACTOR ADDRESS].

RECITALS

The OWNER intends to engage the CONTRACTOR to provide professional services related to Disaster Debris Monitoring and Reimbursement Management Services.

The scope of work under this agreement will have the following characteristics: On an as-needed basis, the OWNER will issue Task Orders to the CONTRACTOR describing the work required under this Agreement, containing a mutually-agreed upon "Not to Exceed" cost, with all required work being directly related to those services originally sought by the OWNER. In response, CONTRACTOR will prepare a scope of work and cost estimate which shall become part of the Task Order upon execution by both parties.

This services agreement incorporates all substantive provisions of that certain RFP issued by the Coral Springs Improvement District dated July 14, 2025 including Section 5 regarding all FEMA requirements.

In consideration of the mutual promises herein, CONTRACTOR and the OWNER agree that the terms and conditions of this Agreement are as follows:

1. BASIC SERVICES

- 1.1. **Scope.** CONTRACTOR shall provide the Basic Services as described in individual Task Orders authorized in writing by the OWNER. A sample Task Order form is provided in Schedule A. The Task Order format may be modified from time to time. CONTRACTOR's obligations under this Agreement are solely for the benefit of the OWNER and no other party is intended to benefit or have rights hereunder.
- 1.2. **Standard of Care.** CONTRACTOR shall perform the professional services under this Agreement at the level customary for competent and prudent professionals performing such services at the time and place where the services are provided. These services will be provided by CONTRACTOR's professionals and individuals skilled in other technical disciplines, as appropriate.



- 1.3. **Instruments of Service.** CONTRACTOR is responsible for the professional quality, technical accuracy, timely completion, and the coordination of all instruments of its services including designs, drawings, specifications, reports [collectively called **Service Instruments**] and other services provided under this Agreement.
- 1.4. **End-Users Software License.** RESERVED
- 1.5. **Applicable Codes.** The Service Instruments will conform to the generally accepted codes and regulations applicable to the Project at the time of performance.
- 1.6. **Subcontractors.** Any subcontractors and outside associates of CONTRACTOR to be engaged by CONTRACTOR under this Agreement are limited to those identified in executed Task Orders or as the OWNER specifically approves during the performance of a Task Order.
- 1.7. **Title to Hazardous Materials.** The OWNER and CONTRACTOR agree that title to all types of hazardous or toxic wastes, materials, or substances originating at or removed from the Site will remain with the OWNER.
- 1.8. **Transportation or Disposal of Hazardous Materials.** The OWNER further agrees that, if this Agreement requires the containerization, transportation, or disposal of any hazardous or toxic wastes, materials or substances, CONTRACTOR is not, and has no authority to act as a generator, arranger, transporter, or disposer of any hazardous or toxic wastes, materials or substances that may be found or identified on, at, or around OWNER's premises. In this regard, the OWNER and CONTRACTOR agree as follows:
 - 1.8.1. CONTRACTOR may assist the OWNER in obtaining the services of licensed hazardous materials contractors for the transportation and disposal of all hazardous or toxic wastes, materials, or substances. CONTRACTOR shall not contract directly for these services.
 - 1.8.2. It is understood by both the OWNER and CONTRACTOR that the OWNER will provide all required hazardous or toxic wastes, materials or substance generator numbers, signed manifests, storage and treatment permits, and any permits or licenses required by local, state, or federal laws or regulations for the generation, transportation, storage, treatment and/or disposal of any hazardous or toxic wastes, materials or substances.

2. THE OWNER'S RESPONSIBILITIES

Unless stated otherwise in Section 7 or in individual Task Orders, the OWNER shall do the following in a timely manner:

- 2.1. **The OWNER's Representative.** The OWNER will designate a representative having authority to give instructions, receive information, define the OWNER's policies, and make decisions with respect to individual Task Orders.



- 2.2. **Project Criteria.** Provide criteria and information as to the OWNER's requirements for a Task Order, including design objectives and constraints, space, capacity, scope of work, task assignments, and performance requirements, and any budgetary limitations to the extent known to the OWNER.
- 2.3. **Data.** Provide all available information, including previous reports and any other data in the possession of the OWNER relevant to a Task Order.
- 2.4. **Access.** Arrange for CONTRACTOR to enter upon public property as mandated by the OWNER.
- 2.5. **Review.** Respond to CONTRACTOR's request for decisions or determinations.
- 2.6. **Meetings.** Hold or arrange to hold meetings required to assist in the work required by a Task Order.
- 2.7. **Project Developments.** Give prompt written notice to CONTRACTOR whenever the OWNER observes or otherwise becomes aware of any development that affects the scope or timing of CONTRACTOR's services.

3. PERIODS OF SERVICE

- 3.1. **Time of Performance.** Sections 3 and 4 anticipate the orderly and continuous progress of Task Orders through completion of each Task Order's scope of work.
- 3.2. **Start of Performance.** CONTRACTOR will start the Services described in each Task Order upon authorization by the OWNER. If the OWNER gives authorization before signing a Task Order, CONTRACTOR shall be paid as if the services had been performed after both parties signed the Task Order. Task orders will only be valid if signed by the OWNER's authorized representative.
- 3.3. **Force Majeure.** If a force, event, or circumstance beyond CONTRACTOR's or the OWNER'S control interrupts or delays CONTRACTOR's performance, the time of performance shall be equitably adjusted.
- 3.4. **Term.** This Agreement shall be in effect for three (3) years and (58) days from September 22, 2025, with two (2), one (1) year extensions beginning January 1, 2029, and January 1, 2030, respectively available upon mutual consent of the parties. The end date will be January 1, 2031.

4. COMPENSATION

- 4.1. **CONTRACTOR Services.** Based upon the Scope of Services provided for in each Task Order issued pursuant to the Agreement and Fee Schedule (Schedule B), the OWNER shall pay CONTRACTOR the amount stated in invoices issued for and in accordance with each Task Order for actual work performed during the period covered by the invoice, subject to the funding limits established in each task order. Invoices are payable by the OWNER within 30 days after receipt of approved invoice.



5. OPINIONS OF CONSTRUCTION COST

- 5.1. **Construction Cost.** If required by this Agreement, opinions related to cost given by CONTRACTOR are subject to the following. CONTRACTOR has no control over the cost of labor, materials, equipment, services furnished by others, over a contractor's or facility's methods of determining prices, or over competitive bidding or market conditions. CONTRACTOR's opinion of probable cost is made on the basis of CONTRACTOR's experience and qualifications and represents CONTRACTOR's judgment as an experienced and qualified professional firm, familiar with the disaster recovery industry. CONTRACTOR does not guarantee that proposals, bids, or actual project cost will not vary from CONTRACTOR's opinions of probable cost.

6. GENERAL CONSIDERATIONS

- 6.1. **Changes.** By written and/or electronic notice at any time, the OWNER may change services required by a Task Order, provided such changes are within the general scope of the services contemplated by this Agreement, subject to validation under any applicable cost or price analysis required by federal, state, or local law. In such event, an equitable adjustment both in the compensation for and time of performance of the adjusted Task Order shall be made in writing prior to CONTRACTOR performing the changed services. Such changes can only be required by the OWNER's authorized representative.
- 6.2. **Access to Records.** The following access to records requirements apply to CONTRACTOR, which includes its successors, transferees, assignees, and subcontractors (a) CONTRACTOR agrees to provide the OWNER, the State of Florida, the FEMA Administrator, the Comptroller General of the United States, or any of their authorized representatives access to any books, documents, papers, and records which are directly pertinent to this Agreement for the purpose of making audits, examinations, excerpts, and transcriptions; (b) CONTRACTOR agrees to permit any of the foregoing parties to reproduce by any means whatsoever or to copy excerpts and transcriptions as reasonably needed; and (c) 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 this Agreement.
- 6.3. **Confidentiality and Proprietary Information.** CONTRACTOR will hold secret and confidential all information designated by the OWNER as confidential (Confidential Information). CONTRACTOR will not reveal Confidential Information to a third party unless: (a) the OWNER consents in writing; (b) the information is or becomes part of the public domain; (c) applicable law, regulation, court order or an agency of competent jurisdiction requires its disclosure; or (d) failure to disclose the information would pose an imminent and substantial threat to human health or the environment. All drawings, specifications, technical information, and other information furnished to OWNER by CONTRACTOR or developed by CONTRACTOR in connection with the work are, and will remain, the property the OWNER.



6.4. **Disputes.** If a dispute or complaint (collectively referred to as a “Dispute”) arises concerning this Agreement, the OWNER and CONTRACTOR will negotiate a resolution of the Dispute. Should negotiation be unsuccessful, mediation of the Dispute by a third party shall follow. Any time which elapses in attempting to resolve the Dispute through either or both negotiation or mediation shall extend day-for-day any applicable statute(s) of repose or limitation of actions.

6.4.1. **Negotiation.** Following written notice of a Dispute, a minimum of one face-to-face meeting (or less if the Dispute is resolved) shall be held.

6.4.2. **Mediation.** If negotiation is unsuccessful, a mutually acceptable third party [**Facilitator**] having expertise in the subject of the Dispute shall be engaged to mediate the Dispute. The fee and expenses of the Facilitator shall be shared equally by the parties to the Dispute. The parties may present evidence and arguments to the Facilitator. Unless the Facilitator and the parties agree otherwise, a minimum of one face-to-face meeting shall be held within the sixty-day period beginning on the date of the Facilitator's engagement. Following the meeting or earlier if appropriate, the Facilitator shall report to the parties whether he believes the Dispute is resolvable through mediation. At that point the parties shall elect (a) to continue mediation, (b) replace the Facilitator and continue mediation, or (c) end mediation. If the mediation is ended, the parties may litigate the Dispute.

6.5. **Remedies.** Nothing in this Agreement otherwise prevents the OWNER from utilizing any available remedies, administrative, contractual, or legal, where CONTRACTOR has been found to have violated or breached the terms of this Agreement, subject to the Limitation of Liability provision below.

6.6. **Insurance.** CONTRACTOR will maintain **insurance** against the following risks during the term of the Agreement: (a) workers compensation in statutory amounts and employer's liability for CONTRACTOR's employees' project-related injuries or disease; (b) general liability and automobile liability each in the amount of \$1,000,000 for personal injury or property damage to third parties which arises from CONTRACTOR's performance under this Agreement; and (c) professional liability in the amount of \$1,000,000 for legal obligations arising out of CONTRACTOR's failure to meet the Standard of Care.

6.7. **Indemnification.**

6.7.1. CONTRACTOR hereby agrees to indemnify and hold the OWNER harmless from and against any and all losses, damages, settlements, costs, charges, or other expenses or liabilities of every kind and character arising out of or relating to any and all claims, liens, demands, obligations, actions, proceedings, or causes of action of every kind and character arising out of the negligent acts, errors, or omissions of CONTRACTOR or others for whose acts CONTRACTOR is responsible under this Agreement. Nothing contained herein is intended to nor shall be construed a waiver of the Owner's rights and immunities under Section 768.28, Florida Statutes, as amended from time to time



- 6.8. **Limitation of Liability.** Notwithstanding any other provision of this Agreement and to the fullest extent permitted by law the parties agree that neither the OWNER nor CONTRACTOR shall be liable to each other for any special, indirect or consequential damages, whether caused or alleged to be caused by negligence, strict liability, breach of contract or warranty under this Agreement. Except for amounts for which indemnification is given by CONTRACTOR hereunder, in no event will CONTRACTOR's liability to the OWNER, whether in contract, tort or any other theory of liability, exceed CONTRACTOR's fees for services from which the liability arises.
- 6.9. **Assignment Rights.** OWNER may offer adoption of this agreement in whole to other local governing agencies with the express written approval of the CONTRACTOR. The OWNER makes no guarantee of assignment and the CONTRACTOR maintains the right to refuse services to other local governing agencies.
- 6.10. **Interpretation.** This Agreement shall be interpreted in accordance with the laws of the State of Florida. Venue for any disputes requiring resolution by a court of competent jurisdiction shall be Broward County.
- 6.11. **Successors.** This Agreement is binding on the successors and assignees of the OWNER and CONTRACTOR. The Agreement may not be assigned in whole or in part to any third parties without the written consent of the OWNER.
- 6.12. **Independent Contractor.** CONTRACTOR represents that it is an independent contractor and is not an employee of the OWNER.
- 6.13. **Notices.** Written notices may be delivered in person or by certified mail, or by facsimile, or by courier or by email. All notices shall be effective upon the date of receipt by the party.
- 6.14. **Entire Agreement.** This Agreement encompasses all procurement and contract documents to include the RFP and addenda, CONTRACTOR Proposal, Contract, Schedules, Attachments, and Task Orders executed pursuant to this Agreement. Any prior or contemporaneous agreements, promises, negotiations or representations not expressly stated herein are of no force and effect. Any modifications to this Agreement shall be in writing and signed by the OWNER and CONTRACTOR.
- 6.15. **Waivers and Severability.** A waiver or breach of any term, condition, or covenant by a party shall not constitute a waiver or breach of any other term, condition or covenant. If any court of competent jurisdiction declares a provision of this Agreement invalid, illegal, or otherwise unenforceable, the remaining provisions of the Agreement shall remain in full force and effect.



6.16. **Termination.** This Agreement may be terminated by either party at will and without cause, at any time upon three (3) days prior written notice to the other party and shall remain in force until so terminated. All information, data, materials, software and any other materials provided to either party must be returned upon termination of the Agreement.

6.17. **Effective Date.** This Agreement is effective on the date shown on the cover page.

7. SPECIAL PROVISIONS, EXHIBITS, and SCHEDULES.

Special Provisions. This Agreement is subject to the following special provisions: **Duties and Responsibilities of CONTRACTOR.** CONTRACTOR or its representatives may be on site during various stages of the work to observe the progress and quality of the work and to determine, in general, if the work is proceeding in accordance with the intent of the Agreement. Visits and observations made by CONTRACTOR will not relieve other contractors of their obligation to conduct comprehensive inspections of the work, to furnish materials, to perform acceptable work, and to provide adequate safety precautions.

7.1 **Limitations of CONTRACTOR's Responsibilities.** CONTRACTOR will not be responsible for other contractors' means, methods, techniques, sequences or procedures of the work, or the safety precautions, including compliance with the program's incident thereto. CONTRACTOR will not be responsible for contractors' or their subcontractor's failure to perform the work in accordance with their contract with the OWNER or any other agreement. CONTRACTOR will not be responsible for the acts or omissions of contractors, their subcontractors or any other contractors, or any of its or their agents or employees or any other persons at the site or otherwise performing any of the work.

7.2 **Schedules.** The following **Schedules** are attached to and made a part of this Agreement:

7.2.1 **Schedule A:** *Sample Task Order*

7.2.2 **Schedule B:** *Fee Schedule*

7.2.3 **Schedule C:** *Request for Proposals*

7.3 **Required Contract Provisions for Non-Federal Entity Contracts Under Federal Awards.** In addition to the terms and conditions expressed within this Agreement, the Code of Federal Regulation ("CFR") Part 200.326 requires that contracts made by non-Federal entities under a Federal award must contain certain provisions and/or clauses, as applicable, to the contract. These clauses are identified in 2 CFR Part 200 Appendix II, and by their inclusion in the RFP are incorporated into this Agreement, as applicable, and any Task Orders issued by the OWNER.



7.4 IF THE CONTRACTOR HAS ANY QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES TO THE CONTRACTORS DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, THE CONTRACTOR SHOULD CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT

Sandra Demarco

210 N. University Drive, Suite 702 Coral Springs, FL 33071

(O) 954.603.0033, Ext. 40532

Email: Sandra.demarco@inframark.com

Execution Authority. This Agreement is a valid and authorized undertaking of the OWNER and CONTRACTOR. The representatives of the OWNER and CONTRACTOR who have signed below have been authorized to do so.

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement as of the day and year shown on the cover page.

CORAL SPRINGS IMPROVEMENT DISTRICT

[CONTRACTOR]

By: _____

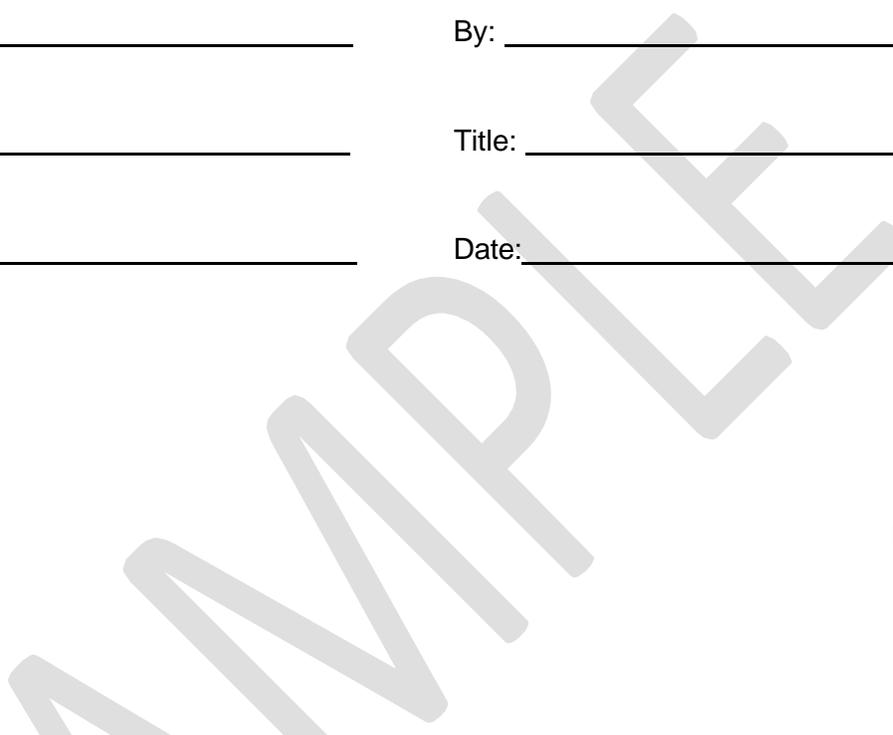
By: _____

Title: _____

Title: _____

Date: _____

Date: _____





PROFESSIONAL SERVICES AGREEMENT - RFP# 2025-05

Between Coral Springs Improvement District and [CONTRACTOR]

Task Order Contract

Schedule A

TASK ORDER

Task Order Number: _____

Task Order Date: _____

Subject to the Agreement between the OWNER and CONTRACTOR, effective [DATE], the OWNER hereby authorizes CONTRACTOR to perform services as specified in this Task Order and in accordance with the above-referenced Agreement.

1. Basic Project Information:

Project Name: _____

Agreement Number: _____

OWNER Representative: _____

CONTRACTOR Representative: _____

2. Scope of Services: CONTRACTOR shall perform services described in Attachment 1, Scope of Services, attached and incorporated into this Task Order.

3. Period of Service: The period of service shall be _____ days from Task Order effective date.

4. Compensation: CONTRACTOR's compensation under this Task Order, which shall not be exceeded without prior written authorization of the OWNER, is \$_____.

5. This Task Order's Pricing Schedule is incorporated and provided as Attachment 2.

6. Special Conditions: This Task Order is subject to the special terms and conditions as described in Section 7.0 of the Agreement.

7. Amendment: This Task Order amends Task Order

No. _____

Date: _____



ISSUED AND AUTHORIZED BY:
CORAL SPRINGS IMPROVEMENT DISTRICT

ACCEPTED AND AGREED TO BY:
[CONTRACTOR]

By: _____

By: _____

Title: _____

Title: _____



PROFESSIONAL SERVICES AGREEMENT - RFP# 2025-05

Between Coral Springs Improvement District and [CONTRACTOR]

Task Order Contract

PROFESSIONAL SERVICES TASK ORDER

Task Order Number: _____

Attachment 1

Scope of Services

SAMPLE



PROFESSIONAL SERVICES AGREEMENT - RFP# 2025-05

Between Coral Springs Improvement District and [CONTRACTOR]

Task Order Contract

Schedule B

Fee Schedule

Role	Rate (\$)
Project Manager	
Operations Manager	
Field Supervisor	
Field Monitor	
DMS/Disposal Site Monitor	
Data Manager	
GIS Analyst	
Environmental Specialist	
Invoice Analyst	
Clerical/Administrative	
Grant Specialist	
Senior Grant Consultant	
Additional Required Roles (must define each role)	



PROFESSIONAL SERVICES AGREEMENT - RFP# 2025-05

Between Coral Springs Improvement District and [CONTRACTOR]

Task Order Contract

Schedule C

Request for Proposals (RFP# 2025-05)

SAMPLE



DOCUMENT
COPY

DISASTER DEBRIS MONITORING AND REIMBURSEMENT MANAGEMENT SERVICES

RFP # 2025-05 | AUGUST 13, 2025

DISASTER DEBRIS MONITORING AND REIMBURSEMENT MANAGEMENT SERVICES FOR CORAL SPRINGS IMPROVEMENT DISTRICT

SUBMITTED BY:

ROSTAN SOLUTIONS, LLC
3433 Lithia Pinecrest Road
Suite 287
Valrico, Florida 33596

Travis Mays, Vice President
Office: 813.333.7042
Mobile: 713.823.2002
Fax: 813.333.7330
Email: tmays@rostan.com
Website: www.rostan.com



August 13, 2025

Coral Springs Improvement District
 Attn: Danielle Keira-Cancel, Procurement Manager
 10300 NW 11th Manor
 Coral Springs, FL 33071

Re: RFP # 2025-05— Disaster Debris Monitoring and Reimbursement Management Services

Dear Ms. Keira-Cancel and Selection Committee Members,

It is with sincere gratitude that Rostan Solutions, LLC (hereinafter, Rostan) submits our proposal in response to Coral Springs Improvement District's (hereinafter, District) request for proposals for disaster debris monitoring and reimbursement management services. Rostan has held the humbling responsibility of serving as the District's provider for the abovementioned services for more than a decade, to include a contract activation and recover project following Hurricane Irma in 2017. As the District is aware, we take our responsibility seriously. This means prioritizing responsiveness and understanding that attentiveness to detail, open and honest communication, and efficiency in our work efforts are paramount to supporting the District's recovery efforts and achieving successful outcomes.

***Our mission is to promote and implement responsible solutions
 to ensure communities are better prepared to respond to,
 and expeditiously recover from, disaster events.***

Some of the attributes that differentiate Rostan from our competitors include:

SELECTIVE ENGAGEMENTS

Rostan maintains a principled and responsible approach to pursuing contracts and work opportunities. **So, what does this mean for the District?** It means that we selectively pursue opportunities based on our known commitments in the area, and our ability to provide resources to multiple clients in these areas concurrently. The District has always been an important client in our southeast Florida portfolio and will remain as such if afforded the opportunity to continue representing the District. We can assure the District will always have priority access to our owned and managed resources, and that we will limit the pursuit of neighboring work opportunities that may present a resource conflict following large events.

FLORIDA PRESENCE

Simply put, Rostan is a Florida company. Our roots were established in the late 90's in the Ybor City area of Tampa Bay, and formalized in 2006 when Rostan became its own brand, as an owned subsidiary of Malcolm Pirnie, Inc. Today Rostan is a privately held firm entering our 20th year in business. We are well established and a known quantity in Florida having served clients in more than 23 counties. Our most recent work in Florida followed the back-to-back impacts of Hurricanes Helene and Milton during the fall of 2024, resulting in 15 contract activations in the state.

CUTTING EDGE TECHNOLOGY



For nearly 20 years, HaulPass® has been recognized as the original and most trusted name in automated debris management systems (ADMS). Developed by Rostan following Hurricane Katrina, HaulPass® led the digital wave, replacing traditional 5-ply carbon ticketing methods. In 2018, HaulPass® began an extensive redevelopment process to capitalize on emerging technologies and to move to a new operating platform. The new HaulPass® went live in 2019 in

response to Hurricane Dorian and has been utilized on more than 60 projects since that time. Rostan has invested millions in HaulPass® since 2018 and is continually innovating and developing new features to remain at the forefront of the ADMS industry. **Since HaulPass® was developed, we have never delayed a recovery effort, stopped work, or been forced to use another data collection method.**

COST INTEGRITY

We recognize that cost ultimately plays a factor in deciding who the District contracts with but understand true cost is difficult to conceptualize based off a fee schedule or a model scenario alone. To contextualize, Rostan prides itself on efficiency by optimizing staffing levels to provide only necessary but appropriate oversight with a focus on maintaining a cost-effective project. We understand as stewards public funding that our responsibility is to maximize the utilization of every dollar spent. As a result, we employ highly capable people in our management structure and overall savings occur versus our competitors due to our management principles and focus on efficiency.

POINTS OF CONTACT

Travis Mays, Vice President of Debris Programs, will serve as the administrative contact for the District including contractual requirements and technical clarifications specific to this proposal. Jeff Cousins, our Director of Debris Programs, will serve as the primary operational contact including seasonal preparation and deployment following contract activation.

	ADMINISTRATIVE CONTACT	OPERATIONAL CONTACT
NAME	Travis Mays	Jeff Cousins
TITLE	Principal/Vice President	Director—Debris Programs
ADDRESS	3433 Lithia Pinecrest Road, Suite 287 Valrico, FL 33596	3433 Lithia Pinecrest Road, Suite 287 Valrico, FL 33596
TELEPHONE	713-823-2002	954-707-8637
FAX	813-333-7330	813-333-7330
EMAIL	tmays@rostan.com	jcousins@rostan.com

In closing, we are grateful to have had the opportunity to support the District’s recovery efforts and remain prepared to partner with the District in the future, should the need arise. Should the District have any questions or require any additional information, please do not hesitate to contact us. We appreciate your fair consideration and believe our proposal offers a personalized, innovative, and cost-reasonable approach to the services requested.

Very truly yours,



Sam Rosania
Principal/Executive Vice President
Rostan Solutions, LLC

TABLE OF CONTENTS

SECTION 1	FIRM QUALIFICATIONS AND REFERENCES	5
	1.1 Rostan Team Profile	6
	1.2 Experience Overview	11
	1.3 References	14
SECTION 2	PAST PROJECT EXPERIENCE	15
	2.1 Past Five Years' Similar Projects.	16
SECTION 3	KEY PERSONNEL	25
	3.1 Firm and Project Organizational Structure	26
	3.2 Key Personnel	27
	3.3 Rostan Team Resumes	30
SECTION 4	PROJECT UNDERSTANDING AND APPROACH	41
	4.1 Debris Monitoring Approach	42
	4.1.1 Overview	42
	4.1.2 Understanding the Project	42
	4.1.3 Resources and Capacity	43
	4.1.4 Debris Monitoring Operations and Management	44
	4.2 Consulting Services Approach	53
	4.2.1 Overview	53
	4.2.2 Customized Approach for the District	55
	4.2.3 Leverage Available Funding	56
	4.2.4 Protocols	58
SECTION 5	AUTOMATED DEBRIS MANAGEMENT SYSTEM (ADMS)	61
SECTION 6	COST PROPOSAL	72
SECTION 7	REQUIRED FORMS	74



SECTION 1 – FIRM QUALIFICATIONS AND REFERENCES

- 1.1 Rostan Team Profile
- 1.2 Experience Overview
- 1.3 References



1.1 ROSTAN TEAM PROFILE

ROSTAN SOLUTIONS, LLC



Rostan is dedicated to providing expert guidance, resolute standards of care, and attentive focus in support of municipal and private sector clients throughout the United States. With a business practice built around the core elements of the disaster life cycle, Rostan employs high-character professionals with a broad range of experience and expertise.

OUR AREAS OF EXPERTISE

Rostan’s business was formed with an initial focus on debris monitoring services and has grown over the past 20 years to encompass several related service lines including planning and mitigation, long-term recovery, post-disaster construction management, and specialized technical support services.

OUR PERSONNEL

With more than 50 professionals dedicated to their practice year-round, Rostan maintains firsthand knowledge of federal and state-level laws, policy and compliance, and disaster recovery guidance that governs the services that we provide to our clients.

Rostan’s team has assisted state and local governments throughout all disaster recovery phases contemplated by the District’s RFP. Rostan’s key disaster debris management team members have more than 150 years of combined experience in disaster debris management operations and Public Assistance support services resulting from earthquakes, floods, tornadoes, snow/ice storms, fires, and hurricanes.

Our team is intimately familiar with the policies and procedures of the Federal Emergency Management Administration, National Resource Conservation Service (NRCS), Florida Department of Environmental Protection (FDEP), Florida Department of Transportation (FDOT), Florida Division of Emergency Management (FDEM), U.S. Department of Housing and Urban Development (HUD), and the Federal Highway Administration (FHWA). We have proven success in meeting document and record requirements for FEMA (HMGP and PA), HHS, HUD (CDBG), and NRCS grant programs. Our core personnel have remained consistent through the years enabling us to harness our collective experience as we grow and develop new talented resources to support our growing client base.



ROSTAN SOLUTIONS 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)

State of Florida Department of State

I certify from the records of this office that ROSTAN SOLUTIONS, LLC is a limited liability company organized under the laws of the State of Florida, filed on October 30, 2014, effective November 1, 2014.

The document number of this limited liability company is L14000169270.

I further certify that said limited liability company has paid all fees due this office through December 31, 2025 and that its status is active.

*Given under my hand and the
Great Seal of the State of Florida
at Tallahassee, the Capital, this
the Third day of January, 2025*




Secretary of State

Tracking Number: 1731534341CC

To authenticate this certificate, visit the following site, enter this number, and then follow the instructions displayed.

<https://services.sunbiz.org/Filings/CertificateOfStatus/CertificateAuthentication>

1.2 EXPERIENCE OVERVIEW

Rostan has a proven track record of providing debris monitoring services throughout the United States. The projects depicted below, all of which have been completed successfully or are ongoing, summarize our team’s experience performing similar services over the past five years.

EVENT YEAR	CLIENT	STATE	EVENT NAME	FEMA-DR	DURATION	PRIME	ADMS USED	DEBRIS TYPE / QUANTITY
2025	City of Pharr	TX	Flooding	N/A	Apr.. 2025	✓	HaulPass®	1,283.50 CY C&D
2024	Empath Health	FL	Hurricane Milton	4834	Dec. 2024		HaulPass®	1 Hanger / 2 Stumps / 945.1 CY Vegetative
2024	City of Kenneth City	FL	Hurricane Milton	4834	Oct. 2024 - Feb. 2025	✓	HaulPass®	614.1 CY C&D / 413.0 CY Compacted C&D / 2,420.2 CY Mulch / 8,068.4 CY Vegetative
2024	City of Leesburg	FL	Hurricane Milton	4834	Oct. 2024 - Nov. 2024	✓	HaulPass®	46,359.1 CY Vegetative
2024	Town of North Redington Beach	FL	Hurricane Milton	4834	Oct. 2024 - Dec. 2024	✓	HaulPass®	18,899.6 CY C&D / 11,213.8 CY Compacted C&D / 251.5 CY Sand / 39.2 CY Vegetative
2024	City of Minneola	FL	Hurricane Milton	4834	Oct. 2024 - Nov. 2024	✓	HaulPass®	1,684.6 CY C&D / 4,587.5 CY Vegetative
2024	City of North Port	FL	Hurricane Milton	4834	Nov. 2024 - Feb. 2025	✓	HaulPass®	31,478.8 CY Mulch / 11,699.5 CY Vegetative
2024	City of Pinellas Park	FL	Hurricane Milton	4834	Oct. 2024 - Nov. 2024	✓	HaulPass®	11,591.1 CY C&D / 2,239 Hangers / 13 Leaners / 25,184.2 CY Mulch / 157,365.5 CY Vegetative
2024	Town of Windermere	FL	Hurricane Helene	4828	Oct. 2024	✓	HaulPass®	12,302.4 CY Vegetative
2024	City of Belleair Beach	FL	Hurricane Helene	4828	Oct. 2024 - Nov. 2024	✓	HaulPass®	653.5 CY C&D / 3,599.3 CY Sand / 1,634.6 CY Sediment / 250.6 CY Vegetative
2024	Town of Indian Shores	FL	Hurricane Helene	4828	Oct. 2024 - Jan. 2025	✓	HaulPass®	2,555.3 CY C&D / 706.2 CY Compacted C&D / 4,228.0 CY Sand / 880.0 CY Sediment / 433.7 CY Vegetative
2024	Town of Redington Beach	FL	Hurricane Helene	4828	Dec. 2024	✓	HaulPass®	2,468.5 CY C&D / 668.0 CY Sand
2024	Town of Redington Shores	FL	Hurricane Helene	4828	Oct. 2024 - Jan. 2025	✓	HaulPass®	2,9442.8 CY C&D / 15,188.5 CY Compacted C&D / 16,267.7 CY Sand / 418.0 CY Sediment / 54.5 CY Vegetative
2024	City of Safety Harbor	FL	Hurricane Helene	4828	Oct. 2024 - Jan. 2025	✓	HaulPass®	3,417.9 CY C&D / 38,141.4 CY Vegetative
2024	City of St. Pete Beach	FL	Hurricane Helene	4828	Sep. 2024 - Dec. 2024	✓	HaulPass®	206,646.5 CY C&D / 63,114.1 CY & 3,203.09 Tons Compacted C&D / 7,080 lbs. HHW / 4,229.5 CY Mixed Debris / 1,985.4 CY Mulch / 1,042.3 CY Sand / 13,483.8 CY Vegetative
2024	City of Treasure Island	FL	Hurricane Helene	4828	Oct. 2024 - Dec. 2024	✓	HaulPass®	68,655.3 CY C&D / 13,421.4 CY Sand / 17.9 CY Sediment / 6,894.1 CY Vegetative
2024	Glascok County	GA	Hurricane Helene	4830	Oct. 2024 - Mar. 2025	✓	HaulPass®	5,461 Hangers / 10,917 Leaners / 55,615.7 CY Mulch / 437 Stumps / 265,267.1 CY Vegetative
2024	Irwin County	GA	Hurricane Helene	4830	Oct. 2024 - Apr. 2025	✓	HaulPass®	7,579 Hangers / 202 Leaners 66,523.5 CY Mulch / 271,232.0 Vegetative
2024	Lanier County	GA	Hurricane Helene	4830	Oct. 2024 - Jan. 2025	✓	HaulPass®	8,235 Hangers / 6,156 Leaners / 1,695,662.8 CY Vegetative
2024	Lincoln County	GA	Hurricane Helene	4830	Oct. 2024 - Jan. 2025	✓	HaulPass®	1,175 Hangers / 58 Leaners / 79,160.6 CY Mulch / 112,842.8 CY Vegetative
2024	McDuffie County	GA	Hurricane Helene	4830	Oct. 2024 - Apr. 2025	✓	HaulPass®	132.3 CY C&D / 9,823 Hangers / 1,930 Leaners / 228,748.0 CY Mulch / 865,876.9 CY Vegetative

EVENT YEAR	CLIENT	STATE	EVENT NAME	FEMA-DR	DURATION	PRIME	ADMS USED	DEBRIS TYPE / QUANTITY
2024	City of Ocilla	GA	Hurricane Helene	4830	Oct. 2024 - Dec. 2024	✓	HaulPass®	335 Hangers / 9 Leaners / 42,838.3 CY Vegetative
2024	Warren County	GA	Hurricane Helene	4830	Oct. 2024 - Feb. 2025	✓	HaulPass®	4,993 Hangers / 1,791 Leaners / 10,821.2 CY Mulch / 133,180.4 CY Vegetative
2024	City of Garden City	GA	Hurricane Helene	4830	Oct. 2024 - Nov. 2024	✓	HaulPass®	287 Hangers / 4,169.6 CY Mulch / 18,873.7 CY Vegetative
2024	Lyon County	KY	Severe Storms, Straight-line Winds, Tornadoes, Landslides, and Mudslides	4804	Jun. 2024 - Jul. 2024	✓	HaulPass®	1,185 Hangers / 12 Leaners / 10,309.00 CY Vegetative
2024	West Feliciana Parish	LA	Severe Storms	N/A	Apr. 2024 - May 2024	✓	HaulPass®	114,343.20 CY Vegetative
2024	City of Slidell	LA	Severe Storms	N/A	Apr. 2024 - May 2024	✓	HaulPass®	8,627.00 CY C&D / 19.72 Tons C&D / 57,008.20 CY Vegetative
2024	Assumption Parish	LA	Hurricane Francine	4817	Sep. 2024 - Nov. 2024	✓	HaulPass®	1,726.8 CY C&D / 10,792.2 CY Vegetative
2024	St. James Parish	LA	Hurricane Francine	4817	Sep. 2024	✓	HaulPass®	2,186.4 CY Vegetative
2024	Town of Carolina Beach	NC	PTC-8	4837	Sep. 2024 - Oct. 2024	✓	HaulPass®	2,963.2 CY C&D / 1,180 LBS HHW / 1,331.6 CY Vegetative
2024	Town of Kure Beach	NC	PTC-8	4837	Sep. 2024 - Oct. 2024	✓	HaulPass®	3,327.8 CY C&D / 1,320 LBS HHW / 627.7 CY / Vegetative
2024	City of Freeport	TX	Hurricane Beryl	4798	Jul. 2024 - Aug. 2024	✓	HaulPass®	4,970.3 CY C&D / 1,024 Hangers / 51 Leaners / 62,954.50 CY Vegetative
2024	City of West Columbia	TX	Hurricane Beryl	4798	Jul. 2024 - Aug. 2024	✓	HaulPass®	329.40 CY C&D / 30,126.80 CY Vegetative
2024	City of Richardson	TX	Severe Storms, Straight-line Winds, Tornadoes, and Flooding	4781	Jun. 2024 - Jul. 2024	✓	HaulPass®	42,781.80 CY Mulch / 261,467.70 CY Vegetative
2023	City of St. Pete Beach	FL	Hurricane Idalia	4734	Sep. 2023	✓	HaulPass®	357.10 CY C&D / 920.00 LBS HHW / 1,401.40 CY Vegetative
2023	Suwannee Valley Electric Coop	FL	Hurricane Idalia	4734	Oct. 2023 - Feb. 2024		HaulPass®	38,130 Hangers / 33,274 Leaners / 195,994.80 CY Mulch / 53,463.14 Linear Feet Power Line / 21,337.84 Linear Feet Power Poles / 528 Units Power Pole Hardware / 201 Units Transformers / 802,192.50 CY Vegetative
2022	City of North Port	FL	Hurricane Ian	4673	Oct. 2022 - Feb. 2023	✓	HaulPass®	232,204.80 CY C&D / 81,845.70 CY Compacted C&D / 20,712 Hangers / 2,979.00 LBS. HHW / 8,543 Leaners / 325,889.00 CY Mulch / 591.70 CY Stumps / 2,132,314.10 CY Vegetative
2022	City of Pinellas Park	FL	Hurricane Ian	4673	Oct. 2022	✓	HaulPass®	5,197.00 CY Vegetative
2022	City of Sarasota	FL	Hurricane Ian	4673	Oct. 2022 - Jan. 2023		HaulPass®	3,664.70 CY C&D / 3,794 Hangers / 257 Leaners / 31,205.00 CY Mulch / 28.30 CY Stumps / 3 Units Stumps / 110,683.50 CY Vegetative
2022	City of St. Pete Beach	FL	Hurricane Ian	4673	Oct. 2022	✓	HaulPass®	997.9 CY Mulch / 3,629.7 CY Vegetative
2022	Town of Windermere	FL	Hurricane Ian	4673	Sep. 2022 - Oct. 2022	✓	HaulPass®	13,926.10 CY Vegetative
2022	Village of Estero	FL	Hurricane Ian	4673	Oct. 2022 - Jan. 2023	✓	HaulPass®	110,514.60 CY C&D / 36,882.90 CY Compacted C&D / 1,110 Units E-Waste / 1,377 Hangers / 7,712.00 LBS. HHW / 47 Leaners / 1,976.40 CY Mixed Debris / 34,726.20 CY Mulch / 190,546.30 CY Vegetative / 660 Units White Goods

EVENT YEAR	CLIENT	STATE	EVENT NAME	FEMA-DR	DURATION	PRIME	ADMS USED	DEBRIS TYPE / QUANTITY
2022	Westport CDD	FL	Hurricane Ian	4673	Feb. 2023 - Mar. 2023	✓	HaulPass®	3897.80 CY Vegetative
2021	Lyon County	KY	Severe Storms, Tornadoes, and Straight-Line Winds	4630	Dec. 2021 - Mar. 2022	✓	HaulPass®	54,957.90 CY C&D / 36 Hangers / 122 Leaners / 248.00 CY Stumps / 3 Units Stumps / 73,242.50 CY Vegetative
2021	City of Gretna	LA	Hurricane Ida	4611	Sep. 2021 - Oct. 2021	✓	HaulPass®	7,830.10 CY C&D / 54.91 Tons C&D / 27,187.90 CY Vegetative
2021	City of Slidell	LA	Hurricane Ida	4611	Sep. 2021 - Feb. 2022	✓	HaulPass®	19,896.50 CY C&D / 80.69 Tons C&D / 501 Hangers / 67 Leaners / 48.02 CY Stumps / 4 Units Stumps / 109,195.30 CY Vegetative
2021	New Orleans City Park	LA	Hurricane Ida	4611	Sep. 2021 - Dec. 2021	✓	HaulPass®	1,250 Hangers / 133 Leaners / 3,781.50 CY Mulch / 48,574.10 CY Vegetative
2021	Town of Pearl River	LA	Hurricane Ida	4611	Sep. 2021 - Oct. 2021	✓	HaulPass®	278.10 CY C&D / 4,035.60 CY Vegetative
2021	St. James Parish	LA	Hurricane Ida	4611	Apr. 2022 - Dec. 2023	✓	HaulPass®	6,158.90 CY Vegetative
2021	Brazoria County	TX	Hurricane Nicholas	N/A	Sep. 2021 - Oct. 2021	✓	HaulPass®	58,197.60 CY Vegetative
2020	City of Gladbrook	IA	Severe Storms, Tornadoes, and Straight-Line Winds	4557	Sep. 2020	✓	HaulPass®	266 Hangers / 138 Leaners / 15,521.10 CY Vegetative
2020	City of State Center	IA	Severe Storms, Tornadoes, and Straight-Line Winds	4557	Sep. 2020 - Oct. 2020	✓	HaulPass®	402 Hangers / 50 Leaners / 8,091.50 CY Vegetative
2020	City of Tama	IA	Severe Storms, Tornadoes, and Straight-Line Winds	4557	Aug. 2020 - Sep. 2020	✓	HaulPass®	1,224.50 CY C&D / 1,162 Hangers / 257 Leaners / 85,644.40 CY Vegetative
2020	City of Toledo	IA	Severe Storms, Tornadoes, and Straight-Line Winds	4557	Aug. 2020 - Oct. 2020	✓	HaulPass®	710 Hangers / 141 Leaners / 45,312.20 CY Vegetative
2020	Tama Conservation Center	IA	Severe Storms, Tornadoes, and Straight-Line Winds	4557	Sep. 2020 - Oct. 2020	✓	HaulPass®	306 Hangers / 280 Leaners / 2,565.10 CY Vegetative
2020	New Orleans City Park	LA	Hurricane Zeta	4577	Nov. 2020	✓	HaulPass®	506 Hangers / 52 Leaners / 11,007.70 CY Vegetative
2020	West Feliciana Parish	LA	Hurricane Delta	4570	Nov. 2020 - Dec. 2020	✓	HaulPass®	8,222.10 CY Vegetative
2020	Cameron Parish	LA	Hurricane Laura	4559	Sep. 2020 - July 2023	✓	HaulPass®	800,493.10 CY C&D / 361.00 CY Concrete / 3,058 Units E-Waste / 1,528 Hangers / 46,180.00 LBS. HHW / 901 Leaners / 3 Units Large Metal Tanks / 252,551.10 CY Marsh Grass / 15,646.00 CY Mixed Waste / 577.89 Tons Regulated Asbestos Containing Material / 306 Units Small Engines / 928 CY Stumps / 11 Units Stumps / 1,978 Units Tires / 350,565.30 CY Vegetative / 4 Units Vehicles / 6 Units Vessels / 4,158 Units White Goods
2020	Town of Carolina Beach	NC	Hurricane Isaias	4568	Aug. 2020 - Sep. 2020	✓	HaulPass®	676.59 Tons Mulch / 32,139.80 CY Vegetative

1.3 REFERENCES

Rostan has extensive experience providing debris monitoring and consulting services and 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 PINELLAS PARK, FL HURRICANE MILTON (DR-4834)

Kyle Arrison, Construction Services Director
 Tel: 727-647-0170
 Email: karrison@pinellas-park.com
 6250 82nd Ave., Pinellas Park, FL 33781

**OCT. 2024 – NOV. 2024
 VALUE: \$285,000**



CITY OF SAFETY HARBOR, FL HURRICANE HELENE (DR-4828)

Renee Cooper, Public Works Director
 Tel: 727-724-1550
 Email: rcooper@cityofsafetyharbor.com
 1200 Railroad Avenue, Safety Harbor, FL 34695

**OCT. 2024 – JAN. 2025
 VALUE: \$200,000**



TOWN OF NORTH REDINGTON BEACH, FL HURRICANE HELENE (DR-4828)

Mari Campbell, Town Clerk
 190 173rd Avenue, North Redington Beach, FL 33708
 Tel: 727-391-4848
 Email: townclerk@townofnorthredingtonbeach.com

**OCT. 2024 – DEC. 2024
 VALUE: \$80,000**



SECTION 2 – PAST PROJECT EXPERIENCE

2.1 Past Five Years' Similar Projects



2.1 PAST FIVE YEARS' SIMILAR PROJECTS



CITY OF NORTH PORT, FL PUBLIC ASSISTANCE, GRANTS FUNDING, DEBRIS MANAGEMENT SERVICES MULTIPLE PROJECTS | 2017 – ONGOING

HURRICANE MILTON | FEMA DR-4834 | 43,000 CY | COST: \$165,000

In October of 2024, Hurricane Milton swept through the state of Florida causing significant damage and impacting thousands of people. The city of North Port, home to nearly 75,000 people, was one of the many areas affected by this damaging storm. Tree damage was significant through the city and needed to be cleaned up. Rostan was contracted to provide debris monitoring services for the city of North Port. Rostan monitored the removal of over 650 truckloads of debris collected from the ROW. This amounted to over 11,000 cubic yards of vegetative debris.



HURRICANE IAN | FEMA DR-4673 | 2.8 MILLION CY | COST: \$4.1 MILLION

North Port, FL is a city of more than 60,000 people and 100 square miles, located on the Southeastern border of Sarasota County. On September 28, 2022, Hurricane Ian made landfall in southwest Florida just below peak intensity as a category 4 hurricane. It was the third-costliest weather disaster on record, and the deadliest hurricane to strike the state of Florida since 1935. The City of North Port was one of the many municipalities affected by this major storm. The impacts were devastating. Many trees were down and many homes experienced flooding and wind damage. Rostan was contracted to provide debris monitoring and public assistance support services for the City of North Port. Within hours of the storm, Rostan personnel were on the ground hiring local monitors and meeting with the City and contractors to begin work. Rostan monitored nearly 43,000 truck loads of debris totaling approximately 2.4 million cubic yards (CY) collected from the Right-of-Way (ROW) and hauled to three local disposal facilities and 3,500 truck loads totaling approximately 400,000 CY of reduced debris hauled to two final disposal facilities. In addition, Rostan has monitored the removal of over 8,500 hazardous trees and 20,000 hazardous tree limbs from the ROW.

Additionally, Rostan has served as the program management consulting firm to City of North Port for all City mitigation and public assistance recovery projects. Rostan is responsible for coordinating all programmatic activities and serves as the City liaison to FEMA and FDEM 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 Florida for record keeping, including state-required requests for reimbursement and quarterly reporting.

GRANT NAME	AWARD AMOUNT	SCOPE OF WORK	DATE
DR4673 (lan) – Grants Management	\$46,157,284.82	Grant and Program Management for CAT A-G projects	2022–Present

HURRICANE IRMA | FEMA DR-4337 | 48,000 CY | COST: \$470,000

Following Hurricane Irma, North Port was left with hundreds of damaged, hazardous trees and nearly 50,000 cubic yards of vegetative debris littering their roadways. Awarded the City’s standby debris monitoring contract in 2014, Rostan served as the debris monitoring firm for the City—coordinating daily with both the hauling contractor and key City personnel to complete debris cleanup in 73 days. Following the cessation of debris operations, Rostan supported the City through the organization and submission project worksheets (PWs) for both “emergency” and “permanent” work under FEMA’s Public Assistance (PA) program. In addition, though outside the scope of Rostan’s engagement with the City, Rostan staff provided support to the City to help it secure an \$800,000.00 Hazard Mitigation Grant Program (HMGP) grant to purchase and install a backup emergency generator at its City Hall/Emergency Operations Center.

Client Contact: Frank Lama, Solid Waste Manager, 1100 North Chamberlain Blvd, North Port, FL 34286, 941-240-8074, flama@northportfl.gov



**CITY OF PINELLAS PARK, FL
DEBRIS MANAGEMENT AND PUBLIC ASSISTANCE SUPPORT SERVICES
MULTIPLE PROJECTS | 2022 • 2025**

HURRICANE MILTON | FEMA DR-4834 | 194,000 CY | 2024 | COST: \$285,000

In October of 2024, Hurricane Milton swept through the state of Florida causing significant damage and impacting thousands of people. The city of Pinellas Park, home to over 53,000 people, was one of the many areas affected by this damaging storm. Tree damage was significant through the city and needed to be cleaned up. Rostan was contracted to provide debris monitoring services for the city of Pinellas Park. Rostan monitored the removal of over 4,300 truckloads of debris collected from the ROW. This amounted to over 157,000 cubic yards of vegetative debris and over 11,500 cubic yards of construction and demolition debris. In addition, over 2,200 hazardous hanging limbs were removed from the ROW.

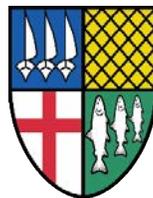


HURRICANE IAN | FEMA DR-4673 | 5,200 CY | 2022 | COST: \$12,000

Hurricane Ian was one of the most destructive hurricanes to ever make landfall in the state of Florida. It devastated southwest and central Florida in many different places. Pinellas Park is a city located within Pinellas County that has a population of approximately 50,000 people. Rostan was ready to work as soon as the City requested our services to track the debris removal effort. Although this area was not hit as hard as some other areas, there was widespread damage throughout the City. This resulted in the collection of more than 5,000 cubic yards of debris which was eventually mulched and hauled to a final disposal landfill. Additionally, since 2019, Rostan has served as the program management consulting firm to the City of Pinellas Park for all city mitigation, CDBG, ARPA, and public assistance recovery projects. Rostan is responsible for coordinating all programmatic activities and serves as the city liaison to FEMA and FDEM for all correspondence and meetings. Further responsibilities include data collection and dissemination for all tasks involved in the project as well as reporting to the state of Florida for record keeping, including state-required requests for reimbursement and quarterly reporting.

GRANT NAME	AWARD AMOUNT	SCOPE OF WORK	DATE
FY19 AFG GM	\$3M+	Grant and Program Management	2021-2022
DR-4673 (Ian) Debris	\$124,739	Debris Management and Monitoring	2022-2023
DR-4673 - Public Assistance	\$100K+	Grant and Program Management	2022-Present
DR-4337 HMGP	\$3M+	HMGP-Grant Management	2021-Present
ARPA GM	\$12M+	ARPA-Grant and Program Management	2022-Present
DR-4673 (Ian) HMGP	\$2.5M+	HMGP-Garnett Subdivision Drainage	2022-Present
FY19-FY22 CDBG - Harmony Heights Transportation Improvements	\$2.5M+	CDBG-Grant and Program Management	2022-Present
Youth Park Grant Management	\$24M+	Grant and Program Management	2022-Present

**Client Contact: Kyle Arrison, Construction Services Director, 6250 82nd Ave, Pinellas Park, FL 33781
727-647-0170, karrison@pinellas-park.com**



**TOWN OF WINDERMERE, FL
DEBRIS MANAGEMENT AND PUBLIC ASSISTANCE SUPPORT SERVICES
MULTIPLE PROJECTS | 2017 • 2022 - PRESENT**

HURRICANE MILTON | FEMA DR-4834 | 12,300 CY | COST: \$60,000

Hurricane Milton was a severe category 3 storm that made landfall along the coast of Florida. The town of Windermere, home to over 3,000 residents, was one of the many areas that was affected by this hurricane. The tree damage was significant and created public hazards that needed to be cleaned up throughout the town. Rostan was contracted to provide debris monitoring services for the town of Windermere. Rostan monitored the removal of nearly 500 truckloads of debris collected from the ROW. This amounted to over 12,000 cubic yards of vegetative debris.

HURRICANE IAN | FEMA DR-4673 | 13,900 CY | COST: \$90,000

The Town of Windermere, FL is a beautiful enclave in the suburbs of Orlando that is home to a small population of approximately 3,000 people. Though small in geography, Windermere maintains an old-world feel with grand oaks lining many of the Town’s original sand and shell streets. Unfortunately, this Town was one of the many impacted by the devastating Hurricane Ian. Within a day of the storm making landfall, Rostan personnel were on the ground ready to work. Rostan was able to quickly hire the necessary local staff and commence the tracking of the debris removal process throughout Windermere. The high winds caused many trees to be impacted, resulting in the collection of nearly 14,000 cubic yards of debris from the public Right-of-Way.



Additionally, Rostan has served as the program management consulting firm to the Town of Windermere for all public assistance recovery projects. Rostan is responsible for coordinating all programmatic activities and serves as the town liaison to FEMA and FDEM 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 Florida for record keeping, including state-required requests for reimbursement and quarterly reporting.

GRANT NAME	AWARD AMOUNT	SCOPE OF WORK	DATE
DR-4673 FHWA	\$3M+	Grant and Program Management	2022–Present
DR-4673 (Ian) Debris	\$447,000+	Debris Management and Monitoring	2022–Present
DR-4673–Public Assistance	\$100K+	Grant and Program Management for CAT A-G projects	2022–Present

HURRICANE IRMA | FEMA DR-4337 | 16,400 CY | COST: \$40,000

In the wake of Hurricane Irma, Rostan was contacted by the Town of Windermere, which did not have a standby debris monitoring contract. Hurricane Irma’s winds caused extensive damage to the old-growth trees throughout the Town. Rostan was able to identify resources and respond to the Town’s needs immediately. Our team monitored the removal of more than 16,000 cubic yards over the course of one month.

Client Contact: Tonya Elliott Moore, Director of Public Works, 614 Main Street, Windermere, FL 34786, 407-876-2563 ext. 5325, tmoore@town.windermere.fl.us



CITY OF LEESBURG, FL | DEBRIS MONITORING SERVICES HURRICANE HELENE | FEMA DR-4828 | 2024 | COST: \$165,000

Hurricane Milton, a category 3 hurricane at landfall, caused catastrophic damage to the Florida coast in October 2024. The city of Leesburg, home to 27,000 residents, felt these impacts greatly. Debris was scattered throughout that consisted of significant tree damage.

Rostan was contracted to provide debris monitoring services for the city of Leesburg. Rostan monitored the removal of over 1,100 truckloads of debris collected from the ROW. This amounted to over 46,000 cubic yards of vegetative debris.



**Client Contact: Neil Gaines, Deputy Director of Public Works, 932 E Main St, Leesburg, FL 34748
352-435-9442, Neil.Gaines@leesburgflorida.gov**



CITY OF ST. PETE BEACH, FL | DEBRIS MANAGEMENT SERVICES MULTIPLE PROJECTS | 2022 • 2023 • 2024

HURRICANE HELENE | FEMA DR-4828 290,000 CY | COST: \$430,000

Hurricane Helene was a devastating category 4 storm that made landfall in the big bend region of Florida. The city of St. Pete Beach, home to nearly 9,000 residents, was one of the many areas that was affected by this hurricane with catastrophic flooding. Rostan was contracted to provide debris monitoring services for the city of St. Pete Beach. Rostan monitored the removal of over 4,600 truckloads of debris collected from the ROW. This amounted to over 1,000 cubic yards of sand debris, over 200,000 cubic yards of construction and demolition debris, and over 13,000 cubic yards of vegetative debris.



HURRICANE IDALIA | FEMA DR-4734 | 1,750 CY | COST: \$30,000

Hurricane Idalia was a powerful and destructive Category 4 hurricane that caused significant damage across the southeastern United States, especially Florida. The City of St. Pete Beach was one of the many municipalities affected by the storm. St. Pete Beach is home to approximately 10,000 full-time residents within Pinellas County and is one of the most popular tourist destinations on the west coast of Florida. Rostan was on the ground and ready to work within days of the storm making landfall. Rostan hired local monitors and immediately commenced work in tracking debris removal efforts. This resulted in over 1,400 cubic yards of vegetative debris, 350 cubic yards of construction and demolition debris, and 920 pounds of household hazardous waste being collected from the public right-of-way and hauled to a final disposal landfill.

HURRICANE IAN | FEMA DR-4673 | 3,630 CY | COST: \$32,000

Hurricane Ian cast devastation upon a large majority of Florida and the city of St. Pete Beach happened to fall victim to some of the damage. Rostan was on the ground and ready to work within days of the storm making landfall. Rostan hired local monitors and immediately commenced work in tracking debris removal efforts. This resulted in nearly 4,000 cubic yards of vegetative debris being collected from the public right-of-way and hauled to a temporary disposal site. The debris was then mulched and hauled to a final disposal landfill.

**Client Contact: Camden Mills, Director of Public Services, 7581 Boca Ciega Dr, St Pete Beach, FL 33706
727-363-9243, cmills@stpetebeach.org**



VILLAGE OF ESTERO, FL DEBRIS MANAGEMENT AND PUBLIC ASSISTANCE SUPPORT SERVICES HURRICANE IAN | FEMA DR-4673 | 375,000 CY 2022 – 2023 | COST: \$640,000

Rostan's work with the Village of Estero is representative of the services we provided to our clients throughout the state following Hurricane Ian. The Village of Estero is a community that covers an area of approximately 25 square miles with a population of 37,000 people. It is located in Lee County, FL just south of Fort Myers. Rostan has served as the Village's on-call debris monitoring consultant since 2017. Rostan was in communication with the Village's Department of Public Works before Hurricane Ian had made landfall in preparation for an imminent deployment. Rostan staff was on the ground October 2, 2022, with debris monitoring activities commencing on October 4. Rostan hired over 30 local employees to serve as debris monitors. Debris monitoring efforts were completed in 91 days and a total of 375,000 cubic yards of storm-generated debris was collected and properly disposed. Over



1,350 hazardous limbs and 47 damaged or uprooted trees were also removed. Additionally, 660 white goods, 555 electronic waste items, and just over 7,700 pounds of household hazardous waste was properly disposed.

**Contact: David Willems, P.E., Public Works Director, 9401 Corkscrew Palms Circle, Estero, FL 33928
239-221-5035, willems@estero-fl.gov**



**CITY OF RICHARDSON, TX | DEBRIS MONITORING SERVICES
MULTIPLE PROJECTS | 2019 • 2024**

**SEVERE STORMS AND TORNADOES | FEMA DR- 4781
260,000 CY | 2024 | COST: \$289,000**

In late May of 2024, straight-line winds and severe storms impacted the City of Richardson, Texas, causing widespread damage and debris. The City of Richardson is located directly adjacent to Dallas, TX., and is a densely populated urban area with a population of 118,000 residents. The storms damaged thousands of trees and generated a significant amount of vegetative debris.

Rostan was contracted to provide debris monitoring services for the City of Richardson. Rostan monitored the removal of over 4,750 truckloads of debris totaling over 261,000 cubic yards collected from the ROW.

2019 TORNADOES | 71,000 CY | 2019 | COST: \$100,000

In September 2019, a series of tornadoes impacted the Dallas/Fort Worth area causing significant destruction. The event was the most devastating natural disaster to impact the Dallas/Fort-Worth area in recent record. A substantial portion of the City of Richardson was severely impacted by the tornadoes. Entire houses were destroyed in multiple neighborhoods and municipal forces were overwhelmed with debris.



Rostan was contracted to provide debris monitoring services for the City. The City is in the Dallas metroplex, and is comprised of over 28 square miles with a population of over 120,000 residents. The affected area was located primarily in the southwestern portion of the city. A total of 918 truckloads of debris amounting to over 59,000 cubic yards was collected and hauled to disposal facilities. Additionally, 145 truckloads of reduced vegetative debris totaling over 11,000 cubic yards was hauled to disposal facilities.

**Client Contact: Eric Robison, Director, Public Services Department
1260 Columbia Drive, Richardson, TX 75081, 972-744-4224, eric.robison@cor.gov**



CITY OF FREEPORT, TX | DEBRIS MONITORING SERVICES HURRICANE BERYL | FEMA DR-4798 68,000 CY | 2024 | COST: \$131,000

Hurricane Beryl was a category 1 storm that came through the southeast side of Texas in July of 2024. The city of Freeport, home to over 10,000 residents, was one of the many cities that was affected by this hurricane with both tree damage and house damage.

Rostan was contracted to provide debris monitoring services for the City of Freeport. Rostan monitored the removal of over 1,000 truck loads of debris collected from the ROW. This amounted to nearly 63,000 cubic yards of vegetative debris and nearly 5,000 cubic yards of construction and demolition debris. Additionally, Rostan monitored the removal of over 1,000 hazardous hanging limbs and over 50 hazardous leaning trees located in the ROW.



**Client Contact: Christopher Motley, Fire Chief/EMC, 131 East Fourth Street, Freeport, TX 77541
979-236-4910, cmotley@freeport.tx.us**



CITY OF SLIDELL, LA | DEBRIS MONITORING SERVICES | HURRICANE IDA FEMA DR-4611 | 130,000 CY | 2021-2022 | COST: \$325,000

Hurricane Ida was a destructive Category 4 storm that tore through Louisiana in August of 2021. The City of Slidell which is home to nearly 30,000 people was one of the places that was unfortunately affected by this major storm. Many trees were down, and houses saw some flooding throughout the city. Rostan was contracted to provide the debris monitoring services for the City of Slidell. Within days of the storm hitting, Rostan personnel were on the ground hiring local monitors and meeting with the City and contractors

to begin work. Nearly 110,000 cubic yards of vegetative debris and nearly 20,000 cubic yards of construction and demolition debris were collected from the right of way and hauled to a disposal site. In addition to the debris collected from the right of way, over 500 hazardous hanging limbs and more than 60 hazardous leaning trees were removed from the ROW.

Client Contact: Blaine Clancy, P.E., Slidell City Engineer
250 Bouscaren St., Slidell, LA 70458
985-646-4270, bclancy@cityofslidell.org



CITY OF GRETNLA, LA
DEBRIS MONITORING SERVICES | HURRICANE IDA
FEMA DR-4611 | 35,000 CY | 2021 | COST: \$225,000

In August of 2021, Hurricane Ida struck the City of Gretna as a Category 4. The entire New Orleans greater area was affected, with over 1.2 million households losing power for days and in many cases weeks. The City of Gretna is located directly adjacent to The City of New Orleans and is an urban, densely populated area. Hurricane Ida had a significant impact on The City of Gretna, causing substantial destruction and debris throughout the city limits. Rostan was contracted to provide debris monitoring services for The City of Gretna. In total, Rostan monitored the removal of more than 800 truckloads of debris totaling over 35,000 cubic yards collected from the ROW.



Client Contact: Raylyn Stevens, CPA, Director of Finance, 740 2nd Street, Gretna, LA 70053
Tel: 504-363-1570, Email: rstevens@gretnala.com

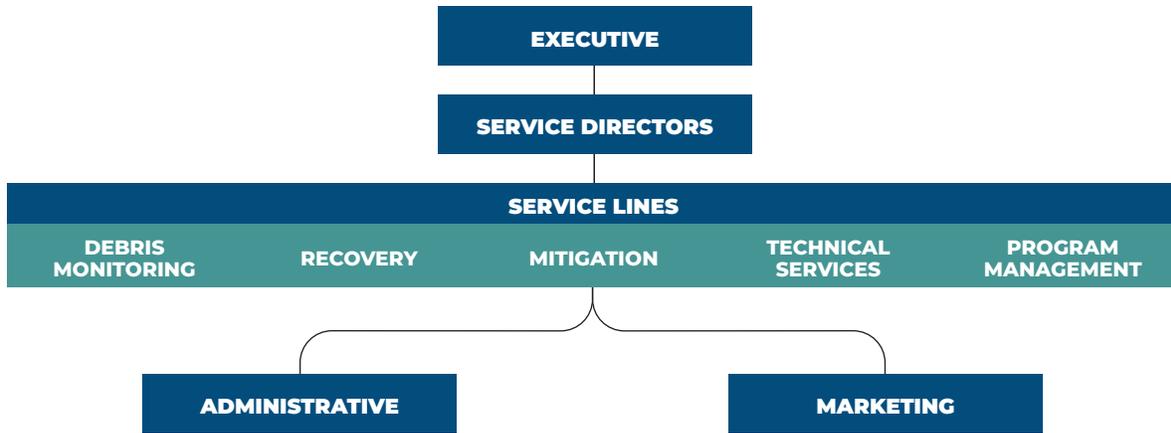


SECTION 3 – KEY PERSONNEL

- 3.1 Firm and Project Organizational Structure
- 3.2 Key Personnel
- 3.3 Rostan Team Resumes

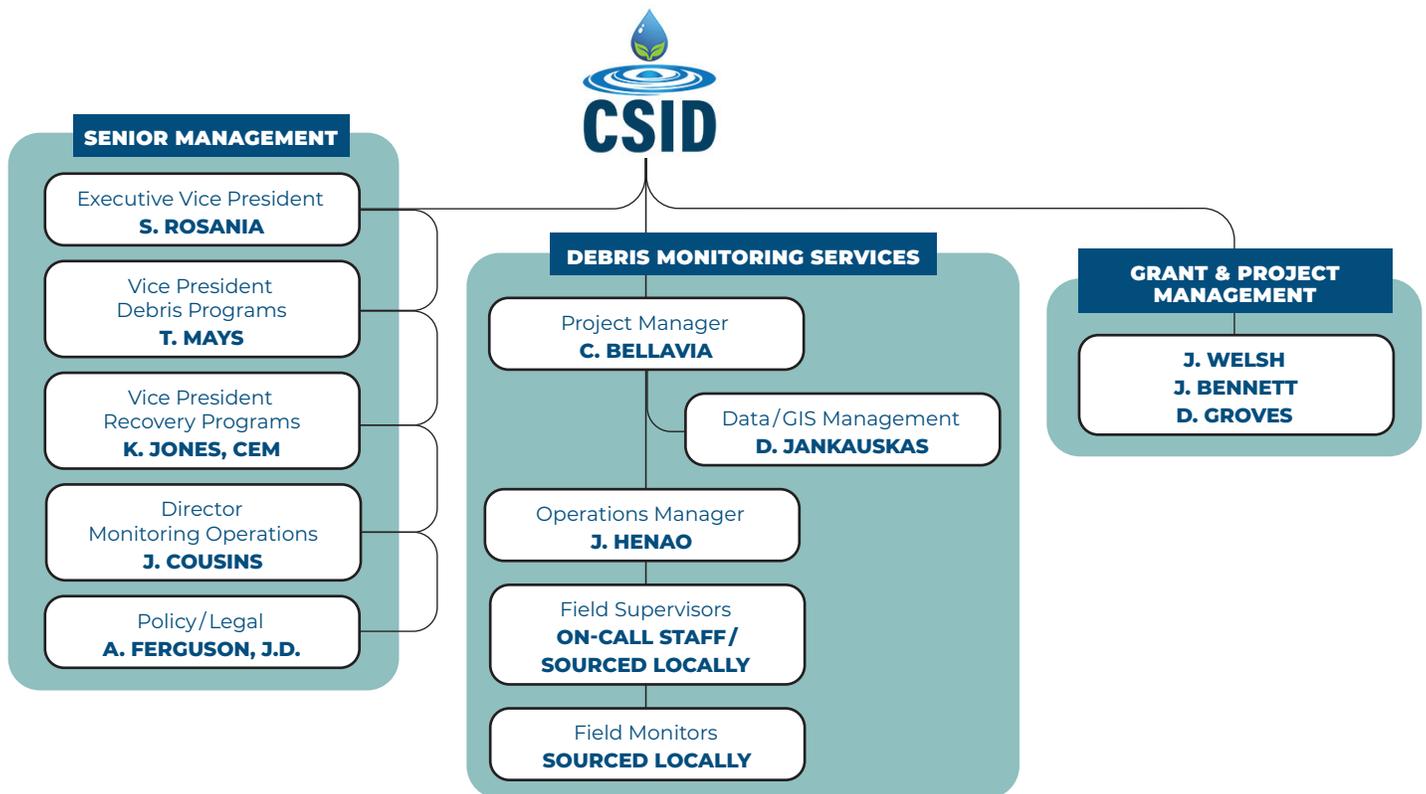
3.1 FIRM AND PROJECT ORGANIZATIONAL STRUCTURE

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 seasoned professionals with the qualifications and experience needed for this project. This organizational structure provides the District with a defined leadership and communication structure.



3.2 KEY PERSONNEL



Rostan has reviewed the scope of services for this project and assembled a project team consisting of highly competent professional staff with the experience and technical capabilities necessary to implement a project of this scope and manage it to successful completion. Our experience is that the key to an expeditious recovery includes careful planning 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.

Rostan believes that maintaining close communications with the District, contractors, and state/federal stakeholders provides for efficient recovery management. Our team has been organized to best meet the needs of the District, so that we can quickly, efficiently, and cost effectively execute the project tasks that the District requires. All key Rostan personnel assigned to this project are full-time staff and have considerable experience managing and supporting large-scale projects. Some of these projects are mentioned briefly below.

SAM ROSANIA

PRINCIPAL • EXECUTIVE VICE PRESIDENT

ROSTAN

Mr. Rosania is the Co-Founder and Executive Vice President of Rostan and has more than 40 years of experience working for the public and the private sector. Mr. Rosania's areas of expertise include disaster management and recovery, integrated solid waste management, and hazardous waste management. He is a co-founder of Rostan and has fulfilled an advisory and support role on every debris monitoring project since Rostan was founded.

TRAVIS MAYS

PRINCIPAL • VICE PRESIDENT

ROSTAN

Mr. Mays serves as Rostan's Vice President of Debris Programs. He has 16 years of experience and has personally led the management of some of Rostan's largest debris removal monitoring projects including multiple USACE projects and has had an oversight role on every debris monitoring project since 2011. He has been on staff with Rostan since 2008.

KYLE JONES, CEM

PRINCIPAL • VICE PRESIDENT

ROSTAN

Mr. Jones is a Certified Emergency Manager (CEM) with emergency management and hazard mitigation experience. He is regarded as a subject matter expert in the HMGP and FEMA Public Assistance Programs through the International Association of Emergency Managers (IAEM) and has worked with recovery and mitigation projects since 2004. He also specializes in development of PWs, the FEMA appeal process, Code

of Federal Regulation (CFR) analysis, and identification of Federal funding sources for clients. Mr. Jones has extensive programmatic knowledge of the 404 and 406 Grant Programs and has over a decade of hands-on experience in managing major Federal disaster declarations and program funding. Mr. Jones has been on staff with Rostan since 2018.

JEFF COUSINS

DIRECTOR – DEBRIS PROGRAMS



Mr. Cousins has 20 years of experience managing debris monitoring and disaster recovery projects for clients at the local, state, and federal level. He serves as Rostan's Director of Monitoring Operations. Mr. Cousins is intimately familiar with the scope of services anticipated for this project. In addition to numerous other clients, he has managed large-scale projects for clients including New Jersey Department of Environmental Protection, Cumberland County, TN, and Liberty County, FL. Mr. Cousins has an array of experience managing ROW debris removal; leaner, hanger, and hazardous stump removal; waterways debris removal, demolition, and PPDR operations from startup to closeout. He has been on staff with Rostan since 2004.

ADAM FERGUSON

POLICY / LEGAL



Mr. Ferguson has 19 years of experience in disaster recovery, mitigation, and grants management. He acts as a Senior Programmatic Specialist and Project Manager for Disaster Recovery Operations supporting states, local governments, and utilities in the identification, pursuit, and securing of state and federal aid. He is skilled in providing technical guidance and assistance in demonstrating programmatic eligibility. Mr. Ferguson also directs programmatic and administrative appeals processes for clients facing adverse agency determinations. He has been on staff with Rostan since 2017.

CHRIS BELLAVIA

PROJECT MANAGER



Mr. Bellavia has 13 years of experience and has served in debris monitoring operations management supporting disaster recovery efforts throughout the country. He led kick-off of debris monitoring and management operations for the City of North Port following Hurricane Irma and more recently, Hurricane Ian. Additionally, he served as Technical Services Manager for the 5.9 million cubic yard debris monitoring project for the U.S. Army Corps mission throughout Puerto Rico following Hurricane Maria. Mr. Bellavia has been involved in additional large-scale projects including Liberty County, FL, Charleston County, SC, Township of Brick, NJ, and New Jersey Department of Environmental Protection. He has been on staff with Rostan since 2012.

JHON HENAO

OPERATIONS MANAGER



Originally hired as a field supervisor, Mr. Henao has served as both operations and project manager on several Rostan projects in the past 7 years. He is extremely proficient in the use and deployment of HaulPass® and has led the deployment of the platform on a number of debris monitoring projects. Mr. Henao is an excellent personnel manager and thrives managing daily operation activities including personnel scheduling, equipment disbursement, and communication with different project stakeholders such as contractors

and clients. Mr. Henao's dual language (English/Spanish) skills are extremely beneficial when hiring and training local employees. Before his involvement in the disaster recovery industry, Mr. Henao worked in the international logistics and transportation industry. He has been with Rostan since 2017.

DENISE JANKAUSKAS

DATA MANAGEMENT



Ms. Jankauskas has 12 years of experience managing data collection and quality control of data elements for debris monitoring projects. Her strict attention to detail, coupled with a comprehensive background in graphics and design, enables her project teams to meet all project reporting requirements in a timely manner while maintaining the highest data integrity standards. She has been on staff with Rostan since 2012.

JAMIE WELSH

GRANT AND PROGRAM MANAGEMENT CONSULTING



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

GRANT AND PROGRAM MANAGEMENT CONSULTING



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.

DINA GROVES

GRANT AND PROGRAM MANAGEMENT CONSULTING



Ms. Groves has expertise in cost analysis, analytics, and database creation. She has translated her previous experience with data collection/ analytics and management to the disaster recovery industry. Ms. Groves is very detail oriented and will ensure that the margin of error is little to none when reviewing documentation that needs to be sent to FEMA. She has been on staff with Rostan since 2021.

For more detailed information, resumes of these key individuals anticipated to serve the District can be found in Section 3.3.

SAMUEL M. ROSANIA



Principal | Executive Vice President

YEARS OF EXPERIENCE	
43	
EDUCATION	
University of Florida, Bachelor of Science, Plant Pathology, 1978	
CERTIFICATIONS & TRAINING	
IS-100: Introduction to Incident Command Systems	
IS-200: ICS for Single Resources and Initial Action Incidents	
IS-700: National Incident Management System	
RECOVERY EVENTS	
2024	Hurricane Milton Hurricane Helene
2023	Hurricane Idalia
2022	Hurricane Ian
2021	Tornado, KY Wildfires, CA Hurricane Ida Hurricane Nicholas
2020	Wildfires, CA/OR Hurricane Zeta Hurricane Delta Hurricane Laura Severe Storms, IA Hurricane Isaias
2019	Hurricane Dorian Flooding, LA Tornado, TX
2018	Hurricane Michael Hurricane Florence
2017	Hurricane Maria Hurricane Irma Hurricane Harvey
2016	Hurricane Matthew Flooding, LA
2015	Flooding, SC Avian Flu, IA Ice Storms, TN
2014	Ice Storm, GA
2012	Hurricane Sandy
2011	Hurricane Irene Tornado, MO Tornado, AL
2010	Earthquake, Haiti Earthquake, Chile
2008	Hurricane Ike
2006	Ice Storm, NY
2005	Hurricane Katrina Hurricane Rita Hurricane Wilma
2004	Hurricane Jeanne Hurricane Frances

Mr. Rosania has more than 43 years of experience working for the public and the private sector related to disaster management and recovery, Public Assistance funding, emergency management, public health, integrated solid waste management and hazardous waste management. Mr. Rosania has been extensively involved with hazard mitigation, emergency management and disaster management and recovery operations since 1998. He is recognized as an expert in Integrated Solid Waste Management Planning and pre- and post-incident disaster planning and recovery. Mr. Rosania has managed numerous disaster recovery projects both at the regional and local level. .

PROFESSIONAL EXPERIENCE

PRINCIPAL / EXECUTIVE VICE PRESIDENT MULTIPLE PROJECTS || 1998 – PRESENT

DEBRIS MONITORING AND PUBLIC ASSISTANCE SERVICES

Mr. Rosania is involved in the management of Rostan's service lines including debris monitoring services. Responsibilities include strategic initiatives, business development, client relations, contracting, and project and operation support.

RECENT RELEVANT PROJECTS

HURRICANE MILTON [FEMA DR-4834] 7 Florida Municipalities	
HURRICANE HELENE [FEMA DR-4828] 8 Florida Municipalities	
HURRICANE IDALIA [FEMA DR-4734-FL] Suwannee Valley Electric Cooperative City of St. Pete Beach	
HURRICANE IAN [FEMA DR-4673-FL] City of Sarasota Town of Windermere City of Pinellas Park Village of Estero City of North Port City of St. Pete Beach	
HURRICANE IDA [FEMA DR-4611-LA] City of Slidell New Orleans City Park Plaquemines Parish Town of Lutchter City of Gretna Town of Pearl River St. James Parish Town of Gramercy	
CALIFORNIA WILDFIRES [FM-5400/5419] Pacific Gas & Electric (Dixie and Fawn Fires)	
SEVERE STORMS [FEMA DR-4630] Lyon County, KY	HURRICANE NICHOLAS [NON-DECLARED] Brazoria County, TX
CALIFORNIA/OREGON WILDFIRES [FM-5365/5369] PacifiCorp (Slater and Archie Creek Fires)	
HURRICANE ZETA [FEMA DR-4577] New Orleans City Park, LA	HURRICANE DELTA [FEMA DR-4570] West Feliciana Parish, LA
HURRICANE LAURA [FEMA DR-4559-LA] Cameron Parish City of Westlake	SEVERE STORMS (DERECHO) [FEMA DR-4557-IA] 5 Municipalities
HURRICANE ISAIAS [FEMA DR-4568] Town of Carolina Beach, NC	FLOODING [FEMA DR-4462] West Feliciana Parish, LA
HURRICANE DORIAN [FEMA DR-4464] Charleston County, SC	HURRICANE MICHAEL [FEMA DR-4399] Liberty County, FL
HURRICANE FLORENCE [FEMA DR-4393] City of Lumberton, NC Town of Carolina Beach, NC	
HURRICANE MARIA [FEMA DR-4339] USACE/ Xpert's Inc. – Puerto Rico Puerto Rico Department of Transportation and Public Works (DTOP)	
HURRICANE IRMA [FEMA DR-4337/4346] 21 Municipalities	HURRICANE HARVEY [FEMA DR-4332] 7 Municipalities

TRAVIS MAYS



Principal | Vice President

Mr. Mays joined the Rostan team in 2008 following a brief stint in the insurance industry after graduating from the University of Houston in 2006. He serves as a Principal and Rostan's Vice President of Debris Programs. Mr. Mays prefers a hands-on approach to projects and is regularly involved in the day-to-day activities of Rostan projects large and small. During his 16 years with Rostan, he has served in every operational debris monitoring role and utilizes this experience, and knowledge gained working on behalf of more than 100 clients, to inform his team's continued development.

YEARS OF EXPERIENCE	
17	
EDUCATION	
Bachelor of Business Administration, University of Houston, 2006	
CERTIFICATIONS & TRAINING	
Construction Quality Management (CQM) – USACE/NAVFAC	
Hazardous Waste Operations and Emergency Response Training (40HR Initial/8 HR Refresher)	
IS-100: Introduction to Incident Command Systems	
RECOVERY EVENTS	
2025	Flooding, TX
2024	Hurricane Milton Hurricane Helene Hurricane Francine Potential Tropical Cyclone 8 Hurricane Beryl Severe Storms, TX Severe Storms, KY Severe Storms, LA
2023	Hurricane Idalia
2022	Hurricane Ian
2021	Tornado, KY Wildfires, CA Hurricane Ida Hurricane Nicholas
2020	Wildfires, CA/OR Hurricane Zeta Hurricane Delta Hurricane Laura Severe Storms, IA Hurricane Isaias
2019	Hurricane Dorian Flooding, LA Tornado, TX
2018	Hurricane Michael Hurricane Florence
2017	Hurricane Maria Hurricane Irma Hurricane Harvey
2016	Hurricane Matthew Flooding, LA
2015	Flooding, SC Avian Flu, IA Ice Storms, TN
2012	Hurricane Sandy
2011	Hurricane Irene Tornado, MO Tornado, AL
2010	Earthquake, Haiti
2008	Hurricane Ike

PROFESSIONAL EXPERIENCE

VICE PRESIDENT – DEBRIS PROGRAMS

2008 – PRESENT

DEBRIS MONITORING AND PUBLIC ASSISTANCE SERVICES

Mr. Mays is integrally involved in the day-to-day management of Rostan's debris monitoring services line. Responsibilities include mobilization and logistics, resource management, procurement and contracting, budgeting, invoicing and accounts receivable, technical program and policy support, HaulPass® development and integration, and client development and management.

RECENT RELEVANT PROJECTS

HURRICANE MILTON [FEMA DR-4834] 7 Florida Municipalities	
HURRICANE HELENE [FEMA DR-4828 / DR-4830] 8 Florida Municipalities / 7 Georgia Municipalities	
HURRICANE IDALIA [FEMA DR-4734-FL] Suwannee Valley Electric Cooperative City of St. Pete Beach	
HURRICANE IAN [FEMA DR-4673-FL] City of Sarasota Town of Windermere City of Pinellas Park Village of Estero City of North Port City of St. Pete Beach	
HURRICANE IDA [FEMA DR-4611-LA] City of Slidell New Orleans City Park Plaquemines Parish Town of Lutchter City of Gretna Town of Pearl River St. James Parish Town of Gramercy	
CALIFORNIA WILDFIRES [FM-5400/5419] Pacific Gas & Electric (Dixie and Fawn Fires)	
SEVERE STORMS [FEMA DR-4630] Lyon County, KY	HURRICANE NICHOLAS [NON-DECLARED] Brazoria County, TX
CALIFORNIA/OREGON WILDFIRES [FM-5365/5369] PacifiCorp (Slater and Archie Creek Fires)	
HURRICANE ZETA [FEMA DR-4577] New Orleans City Park, LA	HURRICANE DELTA [FEMA DR-4570] West Feliciana Parish, LA
HURRICANE LAURA [FEMA DR-4559-LA] Cameron Parish City of Westlake	SEVERE STORMS (DERECHO) [FEMA DR-4557-IA] 5 Municipalities
HURRICANE ISAIAS [FEMA DR-4568] Town of Carolina Beach, NC	FLOODING [FEMA DR-4462] West Feliciana Parish, LA
HURRICANE DORIAN [FEMA DR-4464] Charleston County, SC	HURRICANE MICHAEL [FEMA DR-4399] Liberty County, FL
HURRICANE FLORENCE [FEMA DR-4393] City of Lumberton, NC Town of Carolina Beach, NC	
HURRICANE MARIA [FEMA DR-4339] USACE/ Xpert's Inc. – Puerto Rico Puerto Rico Department of Transportation and Public Works (DTOP)	
HURRICANE IRMA [FEMA DR-4337 / 4346] 21 Municipalities	HURRICANE HARVEY [FEMA DR-4332] 7 Municipalities

KYLE A. JONES, CEM

ROSTAN



Principal | Vice President

YEARS OF EXPERIENCE
21
EDUCATION
BA, Business Administration, Louisiana State University, 2007
PROFESSIONAL REGISTRATION
Certified Emergency Manager (CEM)
QUALIFICATIONS
<ul style="list-style-type: none"> • 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

Mr. Jones is a Certified Emergency Manager with a tenured background in emergency management, public assistance, hazard mitigation, and other federal cost recovery programs. He 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/HUD 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.

PROJECT AND PROGRAMS EXPERIENCE

PROGRAM MANAGEMENT || 2014–PRESENT FEMA PUBLIC ASSISTANCE PROGRAMS

Served as the Program Executive for Public Assistance Programs on behalf of clients that are impacted by a disaster totaling over \$5B in program management since 2014. Responsible for the operation and management of the program and representing client interests from the initial damage assessment phase, through the project scoping meeting, to costing and reimbursements until closeout and if applicable, appeals and/or arbitration across numerous sectors of Applicants and Sub-Applicants. Client Sectors include State Agency, Local County/Parish Government, Municipal Governments, Water Districts, Utilities, Houses of Worship, Private Non-Profits, Hospital Systems, School Systems, Housing Authorities, Drainage Districts and Airports.

FEMA HAZARD MITIGATION PROGRAMS

Served as the Program Executive for Hazard Mitigation Programs on behalf of clients that are allocated or seek to apply for Hazard Mitigation funding through the 404 HMGP Program or through the Non-Disaster Grant Programs. Mr. Jones has managed and overseen over \$500MM in project awards spanning his career in residential mitigation projects for Acquisitions, Elevations, Mitigation Reconstructions, Safe Rooms, Drainage/Infrastructure Projects, Wind Retrofits, Green Infrastructure Design and Generator Initiative projects.

HUD/CDBG PROGRAMS

Served as the Program Executive for HUD and CDBG-DR programs on behalf of clients that are impacted and receive federal funding totaling over \$100MM in program management since 2014. Mr. Jones is responsible for managing the overall project and representing client interests from the initial application development phase to the project award. He also oversees the project implementation and coordinates with project stakeholders on behalf of clients to fast track program implementation.

JEFF COUSINS

ROSTAN

Director of Debris Programs

YEARS OF EXPERIENCE	
20	
CERTIFICATIONS & TRAINING	
IS-5.a: Introduction to Hazardous Materials	
IS-100: Introduction to Incident Command System	
IS-200: ICS for Single Resources and Initial Action Incidents	
IS-300: Intermediate ICS	
IS-400: Advanced ICS	
IS-700: National Incident Management System (NIMS)	
IS-800: National Response Framework	
HAZWOPER (40-Hour)	
OSHA Disaster Training	
RECOVERY EVENTS	
2025	Flooding, TX
2024	Hurricane Milton Hurricane Helene Hurricane Francine Potential Tropical Cyclone 8 Hurricane Beryl Severe Storms, TX Severe Storms, KY Severe Storms, LA
2023	Hurricane Idalia
2022	Hurricane Ian
2021	Tornado, KY Wildfires, CA Hurricane Ida Hurricane Nicholas
2020	Wildfires, CA/OR Hurricane Zeta Hurricane Delta Hurricane Laura Severe Storms, IA Hurricane Isaias
2019	Hurricane Dorian Flooding, LA Tornado, TX
2018	Hurricane Michael Hurricane Florence
2017	Hurricane Irma Hurricane Harvey
2016	Hurricane Matthew Flooding, LA
2015	Flooding, SC Avian Flu, IA Ice Storms, TN
2012	Hurricane Sandy
2011	Hurricane Irene Tornado, MO Tornado, AL
2010	Earthquake, Haiti
2008	Hurricane Ike
2006	Ice Storms, NY
2005	Hurricane Wilma Hurricane Katrina

Mr. Cousins has 20 years of experience with Rostan and serves as our Director of Operations for Debris Monitoring Services. He specializes in disaster management and recovery and has supported debris monitoring and reimbursement projects following some of the world's most devastating disasters, including Hurricane Katrina, the devastating 2010 earthquake in Haiti, Hurricane Sandy, Hurricane Irma, and Hurricane Laura, to name a few. His ascension to senior management results from a tireless work ethic, attention to detail, and dedication to client service.

RECENT PROFESSIONAL EXPERIENCE

DIRECTOR OF DEBRIS OPERATIONS MULTIPLE PROJECTS || 2005 – PRESENT DEBRIS MONITORING AND PUBLIC ASSISTANCE SUPPORT SERVICES

Mr. Cousins is integrally involved in the management of Rostan's day-to-day operations. Responsibilities include mobilization and logistics, staffing and payroll, resource management, senior technical support, program policy, HaulPass® deployment, and business and client development. Clients included:

HURRICANE MILTON [FEMA DR-4834-FL] 7 Clients	HURRICANE HELENE [FEMA DR-4828-FL / DR-4830-GA] 8 Florida Clients 8 Georgia Clients
PTC 8 [FEMA DR-4837-NC] Carolina Beach Kure Beach	HURRICANE BERYL [FEMA DR-4798-TX] 7 Clients
SEVERE STORMS [DR-4781-TX] City of Slidell West Feliciana Parish	SEVERE STORMS/TORNADOES, LA City of Slidell West Feliciana Parish
HURRICANE IDALIA [FEMA DR-4734-FL] Suwannee Valley Electric Co-op City of St. Pete Beach	
HURRICANE IAN [FEMA DR-4673-FL] City of North Port Village of Estero City of Sarasota Town of Windermere City of Pinellas Park City of St. Pete Beach	
HURRICANE IDA [FEMA DR-4611-LA] City of Slidell New Orleans City Park Plaquemines Parish Town of Lutchter City of Gretna Town of Pearl River St. James Parish Town of Gramercy	
TORNADO/SEVERE STORMS [FEMA DR-4630] Lyon County, KY	CALIFORNIA WILDFIRES [FM-5400/5419] Pacific Gas & Electric (Dixie and Fawn Fires)
HURRICANE NICHOLAS [Non-declared] Brazoria County, TX	CALIFORNIA/OREGON WILDFIRES [FM-5365/5369] PacifiCorp (Slater and Archie Creek Fires)
HURRICANE ZETA [FEMA DR-4577] West Feliciana Parish, LA	HURRICANE DELTA [FEMA DR-4570] New Orleans City Park, LA
HURRICANE LAURA [FEMA DR-4559] Cameron Parish, LA	IOWA SEVERE STORMS [DERECHO [FEMA DR-4557] 5 Municipalities
HURRICANE ISAIAS [FEMA DR-4568] Town of Carolina Beach, NC	FLOODING [FEMA DR-4462] West Feliciana Parish, LA
HURRICANE DORIAN [FEMA DR-4464] Charleston County, SC	HURRICANE MICHAEL [FEMA DR-4399] Liberty County, FL
2018 – PRIOR 8 States – 39 Clients	

ADAM T. FERGUSON



Policy / Legal

YEARS OF EXPERIENCE
20

EDUCATION
University of Miami School of Law, J.D., 2012
University of North Carolina at Wilmington, M.P.A., 2004
University of North Carolina at Wilmington, B.A., Psychology, 2002

LICENSES & CERTIFICATIONS
Member – Florida Bar #0100223

PROFESSIONAL EXPERIENCE
ROSTAN SOLUTIONS MIAMI, FL 2018 – PRESENT SENIOR ADVISOR, DISASTER RECOVERY PROGRAMS POLICY/LEGAL
MONROE COUNTY, FL FLORIDA 2017 – 2018 FLOODPLAIN MANAGER
WITT O'BRIEN ASSOCIATES WASHINGTON, DC 2013 – 2017 HAZARD MITIGATION ADVISOR
FEDERAL EMERGENCY MANAGEMENT AGENCY ATLANTA, GA 2005 – 2009 HAZARD MITIGATION PROGRAM SPECIALIST R IV

Mr. Ferguson serves as a Senior Advisor to all of Rostan's Disaster Recovery Program, with a specific focus on Policy Analysis, Appeals, and Hazard Mitigation. He has served prominent roles in FEMA Disaster Declarations dating from Hurricane Katrina in 2005 through to the 2023 Hurricane Season. He oversees and provides direct support with benefit-cost analysis, programmatic appeals, and complex regulatory compliance issues.

PROJECT AND PROGRAMS EXPERIENCE

STATE OF NEW JERSEY || 2022 – PRESENT LEAD BENEFIT-COST ANALYSIS DEVELOPER

Leads a highly specialized team of diverse professionals in providing state-level policy and technical support to local governments, utilities, and state agencies in identifying viable hazard mitigation projects and developing FEMA-compliant Benefit-Cost Analyses for FEMA's BRIC, HMGP, and FMA programs. This team also provides training to state and local officials and staff, as well as works with the State of New Jersey to rehabilitate and improve existing Benefit-Cost Analyses prepared by others.

LOUISIANA [MULTIPLE CLIENTS] || 2020 – PRESENT SENIOR HAZARD MITIGATION ADVISOR

Works with multiple Parishes, jurisdictions, and state agencies within Louisiana to secure FEMA HMA Program funding, specializing in Benefit-Cost Analysis, complex scope of work development, and problem. Provides as-needed programmatic, policy [appeals], and technical support regarding both 404 and 406 Mitigation projects. Coordinates the resolution of complex grant management issues, request for information responses, and scope/budget modifications.

FLORIDA [MULTIPLE CLIENTS] || 2017 – PRESENT SENIOR HAZARD MITIGATION ADVISOR

Following 2017 Hurricane Season, work with multiple applicants to FEMA's HMGP and 406 Mitigation programs to identify eligible activities, develop and document compliant applications, organize and construct Benefit-Cost Analyses, and coordinate with FEMA and State of Florida to secure federal funding. Provides as-needed programmatic and technical support regarding 406 Mitigation applicants on demonstrating cost-effectiveness and ensuring programmatic compliance.

STATE OF NEW JERSEY || 2013 – 2017 SENIOR HAZARD MITIGATION ADVISOR

Served as Senior Hazard Mitigation Advisor to the State of New Jersey's State Hazard Mitigation Office (SHMO) and staff for the HMGP following Hurricane Sandy. Responsible for training state staff, developing and conducting public briefings, providing quality control and oversight of contractor work product, and provide technical support for benefit-cost analysis and programmatic appeals.

JHON HENAO



Operations Manager

Mr. Henao has been with Rostan Solutions since 2017. Originally hired as a field supervisor, he has served as operations and project manager on several Rostan projects in the past 5 years. Mr. Henao is extremely proficient in the use and deployment of HaulPass® and has led the deployment of the platform on many debris monitoring projects. Mr. Henao is an excellent personnel manager and thrives in managing daily operations and coordinating with contractors and clients. Mr. Henao’s dual language (English/Spanish) skills are extremely beneficial when hiring and training local employees. Before his involvement in the disaster recovery industry, Mr. Henao worked in the international logistics and transportation industry.

RECENT PROFESSIONAL EXPERIENCE

SUWANNEE VALLEY, FL || HURRICANE IDALIA || FEMA DR-4734 || 2023–2024 AUTOMATED DEBRIS MANAGEMENT SYSTEM

Served as Operations Manager for HaulPass® operations in support of the Suwannee Valley Electrical Coop. Mr. Henao helped oversee the tracking of over 71,000 hazardous tree and limb removals and over 800,000 CY of debris removal, including electrical components, spanning a 4-county area covering over 4,100 miles.

CITY OF NORTH PORT, FL || FEMA DR-4673 || 2022–2023 DEBRIS MONITORING AND MANAGEMENT

Following Hurricane Ian, Rostan was activated by the City of North Port to provide debris monitoring services. Mr. Henao, following the completion of his project in Windermere, was brought in to augment the supervision of the project, as Rostan had hired nearly 200 people to support the monitoring effort.

TOWN OF WINDERMERE, FL || FEMA DR-4673 || 2022 DEBRIS MONITORING AND MANAGEMENT

Following Hurricane Ian, Rostan’s standby contract with the Town of Windermere was activated requiring immediate deployment to provide debris monitoring services in support of debris removal operations. Mr. Henao was the assigned Project Manager during Rostan’s deployment, responsible for staffing, daily assignments, and reporting.

LIBERTY COUNTY, FL || FEMA DR-4399 || 2018 DEBRIS MONITORING AND PUBLIC ASSISTANCE SUPPORT SERVICES

Following Hurricane Michael, Rostan was contracted by Liberty County/FDOT to monitor debris collection countywide. This project involved the hiring, training, and deployment of more than 100 local staff. Over 500,000 cubic yards of storm-generated debris was removed and processed, and more than 34,000 hazardous trees and limbs were removed.

YEARS OF EXPERIENCE
7

CERTIFICATIONS & TRAINING
C++ Certification, 2000
UX–User Experience Design Certification, 2022

EDUCATION
Florida International University, B.A., Business Administration, Minor Marketing & Entrepreneurship, 2001

RECOVERY EVENTS	
2023	Hurricane Idalia
2022	Hurricane Ian
2021	Hurricane Ida
2020	Severe Storms, IA
	Wildfires, CA/OR
2018	Hurricane Michael
2017	Hurricane Maria

DENISE JANKAUSKAS



Data Manager

Ms. Jankauskas has 13 years of post-disaster experience, joining the Rostan team after the devastation sustained by Hurricane Sandy throughout New York and New Jersey. Prior to Rostan, she was a senior graphic designer at large publishing companies in New York City. She specializes in project data management and quality control, GIS, reporting, and leads Rostan's marketing production efforts. Ms. Jankauskas combines her strict attention to detail, design credentials, data management expertise to administer Rostan's data QC program and deliver integrity-driven deliverables with quality production value.

PROFESSIONAL EXPERIENCE

MULTIPLE PROJECTS || 2015 – PRESENT

DEBRIS MANAGEMENT, DATA MANAGEMENT, AND PUBLIC ASSISTANCE SUPPORT SERVICES

Data Manager. Serving during multiple FEMA-declared debris removal operations. In addition to proposal development for select clients, responsibilities include gathering and dissemination of operational data and visual documentation into a cohesive and concise daily operational report for the client, strict data quality control, maintenance and organization of digital files, and preparing closeout report documentation. Additional responsibilities for select clients include debris contractor invoice reconciliation, FEMA reimbursement assistance, debris removal monitoring, DMS monitoring, vehicle and equipment certification, staff scheduling, invoicing, organization and implementation of Flood Insurance Rate Maps, photo documentation, drainage mapping, as well as development of client progress reports and presentations. Clients include:

YEARS OF EXPERIENCE	
13	
EDUCATION	
BFA, The Cooper Union for the Advancement of Science & Art, 1995	
SOFTWARE PROFICIENCIES	
HaulPass® Adobe Creative Suite Microsoft Office Suite	
CERTIFICATIONS & TRAINING	
IS-100.c: Introduction to Incident Command System IS-0632.a: Introduction to Debris Operations	
RECOVERY EVENTS	
2025	Flooding, TX
2024	Hurricane Milton Hurricane Helene Hurricane Francine Potential Tropical Cyclone 8 Hurricane Beryl Severe Storms, TX Severe Storms, KY Severe Storms, LA
2023	Hurricane Idalia
2022	Hurricane Ian
2021	Tornado, KY Hurricane Ida Hurricane Nicholas
2020	Hurricane Zeta Hurricane Delta
2020	Hurricane Laura Severe Storms, IA Hurricane Isaias
2019	Hurricane Dorian Flooding, LA Tornado, TX
2018	Hurricane Michael Hurricane Florence
2017	Hurricane Maria Hurricane Irma Hurricane Harvey
2016	Hurricane Matthew
2015	Ice Storms, TN
2012	Hurricane Sandy

HURRICANE MILTON [FEMA DR-4834] 7 Florida Municipalities	
HURRICANE HELENE [FEMA DR-4828 / DR-4830] 8 Florida Municipalities / 7 Georgia Municipalities	
HURRICANE IDALIA [FEMA DR-4734-FL] Suwannee Valley Electric Cooperative City of St. Pete Beach	
HURRICANE IAN [FEMA DR-4673-FL] City of Sarasota Town of Windermere City of Pinellas Park Village of Estero City of North Port City of St. Pete Beach	
HURRICANE IDA [FEMA DR-4611-LA] City of Slidell New Orleans City Park Plaquemines Parish Town of Litcher City of Gretna Town of Pearl River St. James Parish Town of Gramercy	
SEVERE STORMS [FEMA DR-4630] Lyon County, KY	HURRICANE NICHOLAS [NON-DECLARED] Brazoria County, TX
HURRICANE ZETA [FEMA DR-4577] New Orleans City Park, LA	HURRICANE DELTA [FEMA DR-4570] West Feliciana Parish, LA
HURRICANE LAURA [FEMA DR-4559-LA] Cameron Parish City of Westlake	SEVERE STORMS (DERECHO) [FEMA DR-4557-IA] 5 Municipalities
HURRICANE ISAIAS [FEMA DR-4568] Town of Carolina Beach, NC	FLOODING [FEMA DR-4462] West Feliciana Parish, LA
HURRICANE DORIAN [FEMA DR-4464] Charleston County, SC	HURRICANE MICHAEL [FEMA DR-4399] Liberty County, FL
HURRICANE MARIA [FEMA DR-4339] USACE/ Xpert's Inc. – Puerto Rico Puerto Rico Department of Transportation and Public Works (DTOP)	
HURRICANE IRMA [FEMA DR-4337 / 4346] 21 Municipalities	

JAMIE WELSH



Grant and Program Management Consulting

YEARS OF EXPERIENCE
12

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

RECOVERY EVENTS	
2022	Hurricane Ian
2021	Hurricane Ida
2020	Hurricane Zeta
	Hurricane Delta
	Hurricane Sally
	Hurricane Laura
	Covid-19 (FEMA DR-4484)
2019	Hurricane Barry
	Flooding, LA
2017	Hurricane Harvey
	Hurricane Irma
	Tropical Storm Nate
2016	Flooding, LA
2012	Hurricane Isaac
2008	Hurricane Gustave
	Hurricane Ike
2005	Hurricane Rita
	Hurricane Katrina

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.

PROFESSIONAL EXPERIENCE

ROSTAN SOLUTIONS || BATON ROUGE, LA 2022 – PRESENT DIRECTOR OF GRANT MANAGEMENT

Currently serves as Director of the Grant Management group for Rostan Solutions, leading a team of 12 Client Managers and overseeing various disaster programs for over 50 clients across six states. Stay abreast of evolving grant regulations, guidelines, and policies, implementing proactive measures to mitigate risks; establish grant compliance processes to ensure adherence to all regulatory requirements; identify, research, and assess potential grant opportunities from diverse sources to support disaster recovery projects; collaborate with cross-functional teams to maintain program effectiveness; collaborate with clients, government agencies, project managers, client managers, and shareholders to ensure seamless integration of grant-funded projects; provide guidance, mentoring, and training to team members; develop accurate and detailed budgets for grant proposals, aligning financial projections with grantor expectations; monitor grant expenditures, collaborating closely with finance teams to maintain fiscal responsibility; represent the company in grant-related forums, enhancing visibility and positioning for future funding opportunities; participate in client board and council meetings to report on recovery.

ROSTAN SOLUTIONS || BATON ROUGE, LA || 2019 – 2022 PROGRAM MANAGER

Served as Program Manager under various disasters to Plaquemines Parish (LA), Plaquemines Parish Medical Center (LA), City of Diamondhead (MS), City of North Port (FL), City of Sulphur (LA), Concordia Parish Police Jury (LA), West Feliciana Parish Sheriff's Office (LA), and Lyon County Fiscal Court (KY). Responsibilities included providing policy guidance and program recommendations to clients; ensuring the meticulous preparation and submission of grant applications; formulating eligible projects and conducting thorough reviews to ascertain compliance and eligibility; facilitating the obligation of grant funds and monitored project progress to guarantee adherence to FEMA's stringent standards; delivering technical expertise in FEMA and client meetings; resolving program-related disputes; requesting and receiving reimbursement of expenditures timely; efficiently processing closeout; and staying current on policy updates, collectively contributing to the efficient and transparent implementation of the Public Assistance program.

JOSHUA BENNETT



Grant and Program Management Consulting

YEARS OF EXPERIENCE

16

EDUCATION

Louisiana Technical College,
Alexandria, LA, 2011

CERTIFICATIONS & SKILLS

Microsoft Word
 Microsoft Excel
 RS Means
 FEMA CEF Training
 OSHA 10
 8-hr. HAZWOPER
 HAZCOM
 Confined Space & Trench Certification
 Multiple FEMA IS Course Certifications

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

Mr. Bennett has 16 years of experience in the construction industry. Throughout this time Mr. Bennett 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.

PROFESSIONAL EXPERIENCE

PROGRAM/PROJECT MANAGEMENT DIRECTOR LOUISIANA || 2019–PRESENT

Responsible for building analysis and damage assessments; repair and mitigation scoping assessments; bidding and cost estimating; DDD Development. Creating and finalizing CEF for large projects. Currently working on projects associated with the 2016 and 2019 Floods as well as Hurricanes Gustav, Ike, Irma, Maria, Harvey, Michael, Barry, Laura, Delta, Ida, and Ian.

PROJECT MANAGER || ALEXANDRIA, LA 2017–2019

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.

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

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.

DINA GROVES



Grant and Program Management Consulting

Ms. Groves has 4 years of experience in the disaster recovery industry in private and public sector with expertise in cost analysis, analytics, and database creation. She has translated her previous experience with data collection/ analytics and management to the disaster recovery industry. Ms. Groves is very detail oriented and will ensure that the margin of error is little to none when reviewing documentation that needs to be sent to FEMA.

PROJECT AND PROGRAMS EXPERIENCE

ROSTAN SOLUTIONS || MULTIPLE LOCATIONS || 2021-PRESENT

Serves as Program Consultant responsible for organizing, summarizing, and presenting client damage documentation to FEMA. Facilitates data collection to establish proper, required documentation for reimbursements. Monitors claims and ensures eligible reimbursements are received. Prepares requests for reimbursements, quarterly reporting, benefit-cost analysis, and programmatic change requests. Clients include:

FLORDIA		
Babcock Ranch CISD	City of North Port	City of Pensacola
City of Pinellas Park	West Port CDD	Town of Windermere
LOUISIANA		
Beauregard Parish	City of Shreveport	City of Sulphur
City of Westlake	St. James Parish	Town of Gramercy
Town of Lutchter	Union General Hospital	West Feliciana Parish
MISSISSIPPI		
Panola Medical Center	Quitman Community Hospital	
TEXAS		
Statewide		
USVI		
Catholic Diocese of St. Thomas		
WISCONSIN		
Group Health Cooperative of South-Central Wisconsin		

YEARS OF EXPERIENCE
4

CERTIFICATIONS & TRAINING
FEMA Damage Assessments Training

SKILLS
<ul style="list-style-type: none"> Microsoft Excel Microsoft Word Adobe Pro Canva Critical Thinking Problem Resolution

EDUCATION
B.S., University of Central Florida, 2008

SECTION 4 – PROJECT UNDERSTANDING AND APPROACH

4.1 Debris Monitoring Approach

4.1.1 Overview

4.1.2 Understanding the Project

4.1.3 Resources and Capacity

4.1.4 Debris Monitoring Operations and Management

4.2 Consulting Services Approach

4.2.1 Overview

4.2.2 Customized Approach for the District

4.2.3 Leverage Available Funding

4.2.4 Protocols

4.1 DEBRIS MONITORING APPROACH

4.1.1 OVERVIEW

Rostan has developed a tried-and-true method for managing debris monitoring projects and the federal programs that financially support recovery efforts. Our work plan is founded on a thorough understanding of the required services and incorporates substantial experience and cutting-edge digital platforms to deliver a responsive and comprehensive effort in support of District recovery goals.

Rostan’ approach is grounded by five key principles. Focusing on these principles ensures a safe, cost-effective, and efficient recovery project. These principles are identified below:

1	SAFETY	Safety is paramount and tops the list of Rostan’s project management principles. Focusing on the public’s safety and wellbeing first ensures that the primary project goal is always in focus. This extends to the recovery effort itself requiring project employees to place personal safety at the forefront.
2	LISTEN	Listening requires a desire to understand each client’s unique situation and project goals. Active communication guards against misinterpretation and makes certain all project stakeholders are working toward the same objectives.
3	REINVEST	One of the key goals of any disaster recovery project is to ensure the economic survivability of the community. Rostan uses locally hired residents, resources, and businesses to support our project efforts. This approach guarantees considerable portions of project revenue are reinvested back into the community either directly or through subcontractor participation.
4	RESPONSIVE	An efficient, focused response is critical when communities are dependent on your efforts to recover from devastating disasters. Confidence in the reliability of project partners provides a sense of ease knowing resources will be available during a time of need.
5	FUNDING	Federal funding programs can be onerous and managing the administrative burden time consuming. Our work product is developed to meet the requirements of the applicable funding agencies that administer available post-disaster grants to ensure reimbursement funding opportunities are maximized.

4.1.2 UNDERSTANDING THE PROJECT

UNDERSTANDING THE REQUEST FOR PROPOSAL

Rostan understands that the purpose of the District’s RFP is to secure services necessary to augment the District’s recovery efforts should a disaster occur. Based on the RFP and the provided scope of services we anticipate the scope of work to include, but not be limited to the following primary components:

- Project/Operations Management
- Debris Evaluations/Damage Assessments
- Coordination with the Debris Removal Contractor and District Representatives
- Debris Removal Vehicle Certification
- Right-of-Way Debris Collection Monitoring
- Debris Management Site and Disposal Site Monitoring
- Providing an Automated Debris Management System
- Data Compilation, Processing, and Document Management
- Operational Progress and Project Reporting
- Administrative Support Services
- Contractor Payment Monitoring and Reconciliation
- Grant Management Services
- Technical Services & Infrastructure Recovery Support
- Mitigation Program Development and Support
- Appeals/Arbitration Support Services

It is anticipated that Rostan employees will perform their dedicated functions on behalf of and at the direction of the District. Tasks will be delineated through task orders and required work will be performed within negotiated not to exceed budgets.

4.1.3 RESOURCES AND CAPACITY

As a nimble, client-focused firm, Rostan understands the importance of resource management. We never over-commit our resources ensuring our clients always have timely access to the valued expertise and support they would expect. Our strategy is to selectively pursue, develop, and maintain client relationships that we believe to be beneficial to both parties. We have always limited the number of pursuits we undertake by both geography and population while considering our current standby obligations in those areas.

We can ensure a technically skilled and seasoned team will always be available to the District without compromise.

RESOURCES

Debris monitoring projects require two primary resources, labor and ADMS hardware/software.

Labor Resources: Rostan employs key resources full-time to ensure we have capacity to support our contractual obligations regionally with experienced management creating a foundational approach to the project. This allows us to add and subtract secondary resources as needed without harming the overall project quality or effort. This is a distinguishing trait of our company. Many competing firms are contractually spread too thin forcing them to utilize hourly resources to fill key positions like Project Manager when large disasters occur.

Additional Labor Resources: An industry standard establishes that several monitoring project positions are staff with hourly employees. Typically, Rostan supports field supervisor positions with on-call resources that work on projects seasonally. We have developed a substantially deep bench in this position and regularly engage known resources to support projects in this role. Additionally, debris monitors are hired locally to support projects. Rostan has developed a substantial and effective digital marketing campaign to identify and secure local resources to support these positions extremely quickly. The quantity is determined based on project demand and fluctuates accordingly. We work closely with debris removal contractors to ensure we have appropriate coverage daily.

ADMS: Rostan owns its ADMS HaulPass®, and the hardware required to support it. We house enough equipment to simultaneously supply all our clients' projects with sufficient ADMS equipment. Our software is supported by a remote development team available 24-hours a day. Our relationships with our key vendors ensure we have access to additional equipment in short order.

SERVICE LOCATION

It is common practice after natural disasters for project resources to mobilize to the project area and lodge near the project for its duration. Other support services may be provided remotely, if possible, to minimize travel and cost. Additionally, several positions, such as debris monitors, will be filled with resources sourced local to the District following a disaster event.

STAFFING

Rostan resources are spread strategically across the Gulf and East Coast from Texas to New York. Rostan's primary resource concentrations are in Florida and Louisiana, ensuring project resources are close enough to respond to clients along the entire Gulf Coast within 24 hours. Rostan currently employs roughly 50 full-time personnel, all focused year round on disaster related disciplines.

Rostan's disciplines and full-time personnel counts include:

POSITION	PERSONNEL COUNT
Executive	4
Attorney	1
Mitigation	4
Project Managers	8
Grant Consultants	13
Technical Specialist	15
Administration	5
Total	50

ADDITIONAL PERSONNEL

Our goal in any disaster recovery effort is to hire locally to the greatest practical extent. We believe that maximizing the use of locally hired personnel not only helps the community recover more quickly, but it also provides for operational efficiencies due to familiarity with roads, traffic patterns, and local culture. Rostan utilizes modern mediums of outreach such as social media and Internet job posting sites, while also employing “old fashioned” techniques, such as “word of mouth”, and accessing potential local candidates through military veterans’ organizations, religious organizations, and local labor surplus offices. We are able to rapidly augment our core personnel, increasing counts to several hundred within a few days if necessary.

4.1.4 DEBRIS MONITORING OPERATIONS AND MANAGEMENT

Working in coordination with the industry’s most prominent debris hauling companies to achieve client goals, Rostan provides a professional, well managed, and responsive operation coupled with quality project deliverables that support funding reimbursement pursuits. This section identifies our role in providing these services, the tasks associated, and the data management and collection platforms we have developed to support these efforts. HaulPass® has become an integral component of nearly every debris monitoring task Rostan performs and as such will be mentioned frequently throughout this section. For greater detail on the HaulPass® system, please refer to *Section 4.1.5 Automated Debris Management Systems (ADMS)*.

Rostan’s approach to providing debris monitoring services has been honed through our response efforts in support of clients following dozens of major disasters and is consistent and compliant with FEMA guidance and program policy (e.g., *Public Assistance Program & Policy Guide FP-104-009-2/January 2025, Public Assistance Debris Monitoring Guide/March 2021*, and supplementals).

PLANNING AND SEASONAL TRAINING

Rostan encourages off-season engagement to prepare and plan for future potential events. Part of this planning process incorporates annual review of operating plans, service contracts, and DMS site availability and permitting. This value-added service is intended to bring project stakeholders together and define recovery strategies.

Disaster Debris Management Plans (DDMP) are typically reviewed during offseason planning sessions, amended as needed, and appended to Comprehensive Emergency Management Plans. Rostan can review the District’s DDMP and would welcome the opportunity to conduct a thorough review and update the components as necessary.

Included in the following Table is a sample Debris Monitoring Plan. Rostan will develop a similar plan through coordination with the District to flesh out details and responsibilities with the goal of ensuring that all support functions have accountable resources.

PRELIMINARY DEBRIS MONITORING PLAN		
DEBRIS MONITORING TASKS	ACTION ITEM	TIMELINE
PRE-EVENT TASKS		
PLANNING AND COORDINATION	Summarize operational and communications plan, DMS locations, and logistics and staging areas	During off-season and 72 hours prior to mobilization
INITIAL PRE-EVENT COORDINATION	Telecommunications and/or in-person contact with client	72 hours prior to mobilization
DEBRIS CONTRACTOR COORDINATION	Place debris contractor on stand-by	72 hours prior to mobilization
OEM AND FEMA COMMUNICATION	Coordinate OEM and FEMA client public assistance conference calls	As requested
LOGISTICS AND OPERATIONS COORDINATION	Implement preliminary mobilization of Rostan Reserves	72 hours prior to field operations launch
	Preliminary staging of field kits	72 hours prior to field operations launch
	Initiate Event Manager/HaulPass® data and GIS database	72 hours prior to field operations launch
PRE-EVENT COMMUNICATION	Prior to a disaster event the Project Manager and/or District Liaison will participate in conference call to discuss event status with staff and contractors	Occurs daily morning and afternoon within 72-hour field operations launch window
	Prior to a disaster event the Project Manager and/or District Liaison will report to the EOC or other designated forward staging area	Report as requested
DEBRIS MONITOR MOBILIZATION	Mobilization of Rostan Reserves	Incident occurrence is imminent
	Implement Rostan staff recruiting plan	72 hours prior to field operations launch
	Remote staging of equipment and personnel	72 hours prior to field operations launch
POST-EVENT TASKS		
ADMINISTRATIVE TASKS	Obtain Presidential Disaster Declaration	6 to 48 hours after mobilization
	Obtain Notice to Proceed/Issue Certificate of Insurance	Incident occurrence to 48 hours after
	Continue with staffing plan implementation and training	6 hours after field operations launch and until the end of the debris mission
OPERATIONS MANAGEMENT TASKS	Perform preliminary damage and debris assessments	2 to 48 hours after incident
	Evaluate Debris Management Sites (DMS)	2 to 48 hours after incident
	Perform preliminary debris cost estimate	2 to 48 hours after incident
	Update GIS Map with debris zones	2 to 48 hours after incident
	Compile and issue Daily Report	Daily beginning 1st day of operations
	Obtain Permit or appropriate approvals for DMS locations	12 hours after incident until all necessary DMS locations are operational
MONITOR DEBRIS CONTRACTOR FIRST PUSH	Monitor equipment and labor hours of debris contractor equipment that is mobilized utilizing T&M daily log forms	70-hour T&M period
MONITOR RIGHT-OF-WAY DEBRIS COLLECTION	1st Pass—Monitor debris contractor crews collecting eligible disaster debris from public ROWs and public property	Week 1 through Week 6
	2nd Pass—Monitor debris contractor crews collecting eligible disaster debris from public ROWs and public property	Week 7 through Week 10
	3rd Pass—Monitor debris contractor crews collecting eligible disaster debris from public ROWs and public property	Week 11 through Week 12
MONITOR SPECIAL WASTE COLLECTION	Monitor debris contractor crews collecting eligible special waste disaster debris such as appliances, stumps, leaning trees, hanging limbs, and HHW etc. from public ROWs	Week 5 through Week 12
DMS OVERSIGHT AND MONITORING	Document pre-DMS conditions with photographs and other means as required by regulatory agencies	1st week until debris mission complete
	Observe debris contractor operations at the site to assure environmental compliance	1st week until debris mission complete
	Perform "load calls" of debris contractor debris loads	Throughout mission
	Monitor debris contractor upon exit of DMS	Throughout mission
	Document post-DMS conditions with photographs and other means as required by regulatory agencies and that site is restored to original condition	Following completion of debris removal activities
MONITOR CITIZEN DROP-OFF SITES	Document pre-site conditions with photographs and other means as required by regulatory agencies	Prior to opening DMS locations
	Document and record residents and debris drop-off	Throughout mission
	Observe debris contractor operations at the site to assure environmental compliance. Document the amount of debris processed	Throughout mission

PRELIMINARY DEBRIS MONITORING PLAN		
DEBRIS MONITORING TASKS	ACTION ITEM	TIMELINE
MONITOR CITIZEN DROP-OFF SITES <i>(continued)</i>	Document post-site conditions with photographs and other means as required by regulatory agencies and that site is restored to original condition	Following completion of debris removal activities
MONITOR FINAL DISPOSAL	Obtain documentation that final disposal location is permitted and approved for the debris material	1st week until debris mission complete
	Monitor final disposal of debris contractor and obtain scale record or load manifest	Throughout mission
DATA MANAGEMENT/HAULPASS EVENT MANAGER	Manage and facilitate roll-based access and use of HaulPass	Throughout mission
	Establish API or system integrations with project stakeholders	As requested
	Perform debris contractor invoice reconciliation	As invoices are submitted by debris contractor
	Issue applications for payment of debris contractor invoices	As invoices are submitted by debris contractor
	Coordinate and facilitate data transfers request from debris contractor, state and federal personnel	Throughout mission
CALL CENTER	Operate and staff call center in coordination with CIC	As requested
WATERWAY DEBRIS REMOVAL MONITORING	Monitor debris collection crews collecting eligible debris from area waterways	If needed
MONITOR PRIVATE PROPERTY DEBRIS REMOVAL	Manage PPDR program	If needed
DEMOLITION OF STRUCTURES ON PRIVATE PROPERTY	Manage Demo program	If needed
PROJECT CLOSEOUT	Provide electronic documents for reimbursement support	Mission completion

STAFFING

Rostan Reserves—Staff reserves consist of cadres of veteran disaster debris monitoring personnel identified and assembled over years of responding to disaster events nationwide. These staff reserves allow us to supplement our deployment efforts while engaging and training locally hired staff. Rostan staff reserves are well versed in FEMA regulations and guidelines, such as *FEMA 325, 327, 329, Public Assistance Debris Monitoring Guide / March 2021*, and *Public Assistance Program & Policy Guide FP-104-009-2 / January 2025*.

Recruiting and Additional Personnel—Due to the increase of disaster events in recent years, Rostan has developed a traveling labor force that responds to debris monitoring job opportunities nationwide. Our goal in any disaster recovery effort is to hire locally to the greatest practical extent. We believe that maximizing the use of locally hired personnel not only helps the community recover more quickly but it also provides for operational efficiencies due to familiarity with neighborhoods, roads and traffic patterns, and local culture. Rostan utilizes modern mediums of outreach such as social media and internet job posting sites, while also employing “old fashioned” techniques, such as “word of mouth,” and accessing potential local candidates through veteran organizations, religious organizations, and local labor surplus offices. We generally refrain from using paid, third-party employment agencies. Our experience leads us to believe that these agencies are not properly invested in the well-being of the candidates nor the community.

HEALTH AND SAFETY

Rostan’s health and safety approach is based upon our lessons learned, near misses, industry best practices, applicable federal, state, local regulations, and contractual requirements. Rostan will designate a health and safety officer for the duration of the project to support field operations with respect to health and safety protocols and procedures established in the Health and Safety Plan (HASP). Rostan will develop a HASP that addresses health and safety procedures for the overall debris monitoring field operation, each DMS, each citizen drop-off site, and final disposal sites.

Each debris monitor is provided with field training, including an emphasis on hazards and vulnerabilities and methods to reduce risk on the job site. These topics are covered in our field training guides. Rostan provides required personal protective equipment that field personnel must wear while working in designated work areas. Each operating day begins with a morning operational and safety meeting attended by all field personnel.

TYPICAL ROSTAN PERSONAL PROTECTIVE EQUIPMENT (PPE) CONSISTS OF:



Additional PPE is available as operational parameters may dictate, e.g., life vests, dust masks, sun screen, insect repellent, work gloves, etc.

QUALITY ASSURANCE AND QUALITY CONTROL (QA/QC)

Rostan personnel at all levels are aware of the importance of providing a quality work product. We will provide a designated QA/QC Officer to oversee Rostan’s operational performance and support the Project Manager, Operations Manager and Field Supervisors in implementing our QA/QC protocols and procedures..

QA/QC TASKS GENERALLY INCLUDE BUT ARE NOT LIMITED TO:
Daily review of HaulPass® ticket data, scale receipts and other manifests DMS permit application review and approvals Reconnaissance of current debris zones for daily progress Random re-certifications of debris contractor vehicles Random health and safety inspections and audits
ADDITIONALLY, THE HAULPASS® SYSTEM PROVIDES SIGNIFICANT QA/QC FUNCTIONS FOR:
ROW Monitor location tracking and performance measurement Damage resolutions GIS-based debris collection progress mapping DMS Monitor performance measurement and audits Debris contractor performance measurement and resource allocation Debris contractor invoice reconciliation Reimbursement support documentation audit

FIELD OPERATIONS AND REPORTING

Operations Management—Includes priority communication with debris removal contractors and community stakeholders on a daily or more frequent basis as needed. Each day begins with a meeting in the field, assigning crews and monitors to areas of operation and establishing the collective operating goals for that day. At the close of each operating day, contractors, Rostan representatives, and community stakeholders will meet to plan for the following operating day. Field monitors are deployed with debris contractor crews to monitor the loading of trucks and to issue load tickets. We provide area field supervisors that are responsible for a defined geographic area in support of monitoring efforts. Our supervisors will work closely with debris contractor supervisors to anticipate, and address changing field conditions, manage communications, deploy field staff, and adjust as necessary to efficiently manage debris collection operations.

In addition, we will coordinate and communicate with the District regarding overall debris recovery status, debris contractor performance and provide daily operations status updates.

Reporting—Rostan provides daily reporting to document each day’s activities and capacity. Reports are typically released by 12:00 PM noon, on the following operating day unless another reporting deadline is required. The HaulPass® website is accessible via a web interface to view current operational information such as:

Debris volumes collected by debris type Debris volumes hauled by type	Debris quantities by DMS Equipment certification totals
--	--

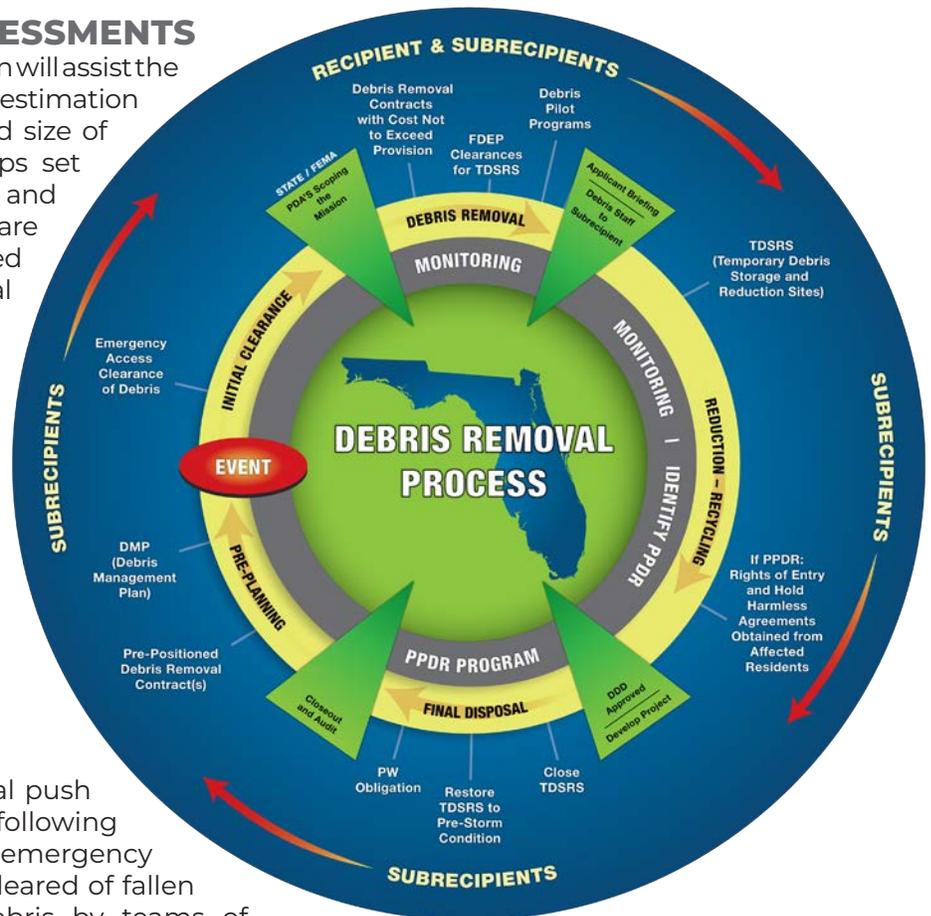
PRELIMINARY DEBRIS ASSESSMENTS

Within 24–48 hours of activation, Rostan will assist the District with debris estimates. Debris estimation is critical to determining the type and size of a debris recovery operation and helps set recovery expectations, timeframes, and goals. Preliminary debris estimates are based on modeling and confirmed by aerial, topographical, and visual reconnaissance of the affected area. Field estimates are typically gathered by surveying a representative sub-set of each community and extrapolated to develop a damage picture for the affected area. Following Hurricanes, this may be District-wide. Following floods or other more localized events like a tornado, the affected area may be isolated to certain neighborhoods or geographic subsets.

MONITORING FIRST PUSH/CUT AND TOSS

Following an extreme event, an initial push may be required as soon as possible following the “all clear”. Critical arteries and emergency response routes are prioritized and cleared of fallen trees, limbs, and other disaster debris by teams of debris contractors, electric company crews, local client crews and Rostan monitors. The debris clearance phase may go beyond the FEMA 70-hour allowable time and materials window under certain scenarios.

If requested, Rostan will provide monitors to document and record time and materials efforts during the debris clearance phase. Rostan can and will facilitate the administration and management of documentation to be provided in support of project worksheet development for Category B reimbursement from FEMA.



RIGHT-OF-WAY (ROW) DISASTER DEBRIS COLLECTION MONITORING



Right-of-Way (ROW) monitors are trained with respect to FEMA *Public Assistance Program & Policy Guide FP-104-009-2/January 2025* and *Public Assistance Debris Monitoring Guide/March 2021* guidance. Our training also includes health and safety components, eligibility requirements specific to the local, state, and federal regulations, and debris contractor monitoring. Rostan’s Operations Manager and Supervisors work closely with the District and debris contractor personnel to provide ROW Monitors for each debris crew mobilized by the debris contractor. Rostan’s Operations Manager and Supervisors are responsible for ROW Monitor training, scheduling, deployment, QA/QC, as well as reacting to daily changes associated with debris contractor crews, monitor issues and FEMA inquiries.

Each Rostan ROW Monitor will be equipped with a HaulPass® handheld unit as well as all necessary field equipment and required health and safety personal protective equipment (PPE). Rostan ROW Monitors are capable of performing any of the tasks listed below:

- Monitor eligible disaster debris collection from ROW and public property
- Initiate a HaulPass® load ticket for each eligible load of disaster debris
- Monitor debris contractor activities
- Report Health & safety concerns
- Report and document property damage or accidents
- Monitor collection of special waste such as appliances, HHW, etc.
- Mobilize and de-mobilize daily

SPECIAL WASTE MONITORING

Special Waste is disaster debris material that is typically collected separately from Vegetative and C&D storm debris. The most common special wastes include:

White Goods Household Hazardous Waste (HHW)	Hazardous Stumps Hanging Limbs Leaning Trees	Abandoned Vehicles Derelict Boats
--	--	--------------------------------------

Rostan Special Waste Monitors are experienced ROW Monitors that have received additional training and experience monitoring special wastes. Rostan assigns a monitor to each debris contractor special waste crew. Rostan’s Operations Manager coordinates closely with the debris contractor to facilitate a safe and efficient operation. Rostan monitors use HaulPass® to document each eligible debris item (e.g., hazardous stump, refrigerator, etc.) with photographs tagged with GPS coordinates and any footnotes.

HAZARDOUS TREES AND STUMPS

Trees are highly susceptible to wind damage especially over prolonged periods of sustained high winds. Saturated ground conditions often exacerbate the situation. It is not uncommon for communities to remove thousands of trees and limbs following even moderate events. As a result, FEMA authorizes the removal of substantially damaged trees, damaged limbs, and stumps from trees that have fallen. As the costs for this type of work can be expensive, it is critical that a debris monitoring provider understand the governing policy and have the wherewithal to effectively document the work as it is being performed. Rostan has monitored the removal of hundreds of thousands of damages trees, limbs, and stumps, and has developed specific modules within HaulPass® to handle the documentation requirements for these unique debris streams.



HaulPass® tree modules are designed to capture the work type, the associated diameter, and photo document the required work prior to and after it is conducted. The tree work module also has built in parameters that reject trees and limbs with diameters below eligibility requirements and includes handy reference language regarding the criteria that qualify trees, limbs, and stumps.

Rostan selects only the most efficient and competent debris monitors to observe and document tree work due to the advanced eligibility and documentation requirements.

CANAL, DRAINAGE, AND WATERWAY DEBRIS MONITORING

Removal and monitoring of debris from canals and waterways increases the complexity and potential danger of a typical ROW debris management event and requires special considerations. Rostan has extensive experience monitoring debris removal from navigable and non-navigable waterways. Given the cost associated with this type of debris removal, it is imperative that debris, along with hazardous limbs and trees, be completed in a “single pass” if possible. To support a single pass effort, Rostan will conduct a comprehensive survey of the area of concern to catalogue debris and tree work. Collection of this type of information allows critical planning to occur prior to mobilizing collection resources. Once completed a drone may be used to video record the area. This information is useful in dealing with concerned residents whose properties abut drainage systems such as canals. It is our policy to provide an experienced monitor for each debris collection crew.



TYPES OF DEBRIS FIELDS INCLUDE:

- Storm drains, catch basins, and flood control ditches
- Canals, streams, rivers, and inland waterways
- Bays, beaches, and channels

TYPES OF DEBRIS MAY INCLUDE:

- Displaced damaged structures such as buildings, docks, pillars, etc.
- Derelict vessels and vehicles
- Vegetative storm debris such as tree trunks, limbs, etc.
- C&D debris
- Displaced sand and soil
- Dredge spoils

Rostan understands the importance of taking additional safety precautions when performing debris monitoring in waterways.

DEBRIS MANAGEMENT SITE (DMS) SELECTION AND APPROVALS

Effective debris management begins with the identification of potential DMS locations. We will assist the District in obtaining necessary approvals and permits from local, state and federal agencies for each site. Initially, our project team coordinates with the District to obtain relevant information such as current site ownership, current site use, right-of-entry considerations for privately owned sites, planned reduction methodologies for each site, and District-specific objectives for each site. We then can collect baseline data on the designated DMS consistent with federal, state and local requirements and in general accordance with FEMA guidelines. Baseline data collection and monitoring activities are focused on achieving successful and timely site closure. Information obtained for each site is compiled into a baseline DMS report, as well as a closure report that we prepare after all debris has been removed from the site. If requested, we conduct both baseline and closure groundwater and soil sampling to document conditions prior to and after debris management activities and establish whether the DMS was adversely affected by these activities.



MONITORING DMS OPERATIONS

We conduct frequent observations throughout the debris management process as debris is stored, reduced, and removed from various DMS sites, and until site restoration to pre-disaster condition is complete. We evaluate



the debris contractor's procedures for proper storage, management, and disposal of all debris types and advise the District of any potential issues that could affect reimbursement funding. We also can provide drone imagery to document overall site activities during debris management operations.

Following debris operations, our project team will prepare a DMS closure report documenting the site conditions upon closure. This report compares baseline and closure environmental conditions that typically includes a comparison of analytical data collected as well as photographic documentation for visual comparison.

TOWER MONITORING AND LOAD CALLS

Rostan provides Tower Monitors that have extensive experience in DMS monitoring activities and have worked with us on previous disaster recovery events. Rostan Tower Monitors understand debris site management and equipment. It has been observed by others that Rostan Tower Monitors are among the most professional and technically competent in the industry. Our monitors are trained to verify the truck volume, identify truck modifications, accurately make the load call, document daily volumes managed, and observe contractor activities.



EQUIPMENT AND VEHICLE CERTIFICATION

Rostan has experienced and fully dedicated and equipped certification teams prepared to deploy immediately following an event in order to identify potential equipment certification site(s), establish the certification site(s), oversee certification operations, certify equipment, and provide accurate record keeping maximizing reimbursement. Certification can be generated cubic yardage and/or tonnage. Rostan certification teams are experienced with volumetric measurement and calculations for all types of debris contractor vehicles and equipment used in the industry. Our certification staff follow Rostan's standard operating procedures which are consistent with FEMA

Public Assistance Program & Policy Guide FP-104-009-2/January 2025 and Public Assistance Debris Monitoring Guide/March 2021 and contain some of the following components:

- HaulPass® System Equipment/Vehicle Certification Form
- HaulPass® Smartcard and Placard Issued for each vehicle or piece of equipment
- Debris contractor Safety Checklist verified
- Random QA/QC Re-Certifications—conduct random audits of contractor equipment to ensure the volume is consistent with the original placard

Rostan utilizes HaulPass® for digitally recording, storing and managing the information associated with each piece of equipment. More on the HaulPass® role is included in the Certifications subsection of *Section 4.1.5 Automated Debris Management Systems (ADMS)*.



Rostan certification teams can certify 24 hours per day, 7 days per week if required.



ADDITIONAL MONITORING RELATED SERVICES

DRONES

Rostan may deploy drones in support of operations, data collection, and reporting objectives. Drones provide an aerial “set of eyes”, generating unique perspectives and the ability to access areas that are otherwise difficult to reach by traditional means. Drones can help locate debris in remote areas, capture baseline, ongoing, and post-event site conditions at DMS locations, and be used as a debris estimating tool. While drones have been around en masse for a number of years now, their utilization to support debris removal projects is just fully being realized.



CALL CENTER

Rostan can establish a call center for residential inquiries, claims reporting, and management of claims resolution if needed. This call center can be established locally or managed from one of our permanent office locations.

PUBLIC INFORMATION ASSISTANCE

Rostan can develop public notices, documents, narratives, and memos to support District public information efforts and can support the District Public Information Officer on an as-needed basis.

CONTRACT INVOICE REVIEW AND PAYMENT APPLICATIONS

Rostan will review, validate and reconcile debris management contractor(s) invoices prior to submission to the District for processing. Rostan will conduct a meeting at the beginning of the debris management operation to fully explain the process to the District and debris contractor(s) representatives. All invoices from the debris contractor(s) shall be directed to Rostan for reconciliation with field data collection databases. Within seven (7) calendar days of receipt, invoices shall be reviewed by Rostan to be accepted or rejected. Rostan will issue in writing to the District and the debris contractor the acceptance or rejection of the invoices and a payment recommendation. If the invoice is rejected, Rostan will clearly state the reasons for rejection and work with the debris contractor to resolve immediately.

DAMAGE CLAIMS

Rostan will coordinate with District personnel to respond to any potential property damage claims resulting from the debris removal process. This includes damage to private property and damage observations to public facilities like road surfaces or drainage. Road damages resulting from debris removal efforts can be potentially be pursued as damages claimed as a result of a disaster event through FEMAs PA program. Rostan is pleased to provide our damage complaint tracking service built into the Tag Items feature in the Haulpass® toolbox. More information about Tag Items can be found in *Section 4.1.5 Automated Debris Management System (ADMS)*.

4.2 CONSULTING SERVICES APPROACH

4.2.1 OVERVIEW

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

Rostan will provide personnel resources to the District 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 District 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, is well-equipped to provide continued support to the District 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 District Department and also with the Administration to validate projects immediately following an event through our customized local government Approach.

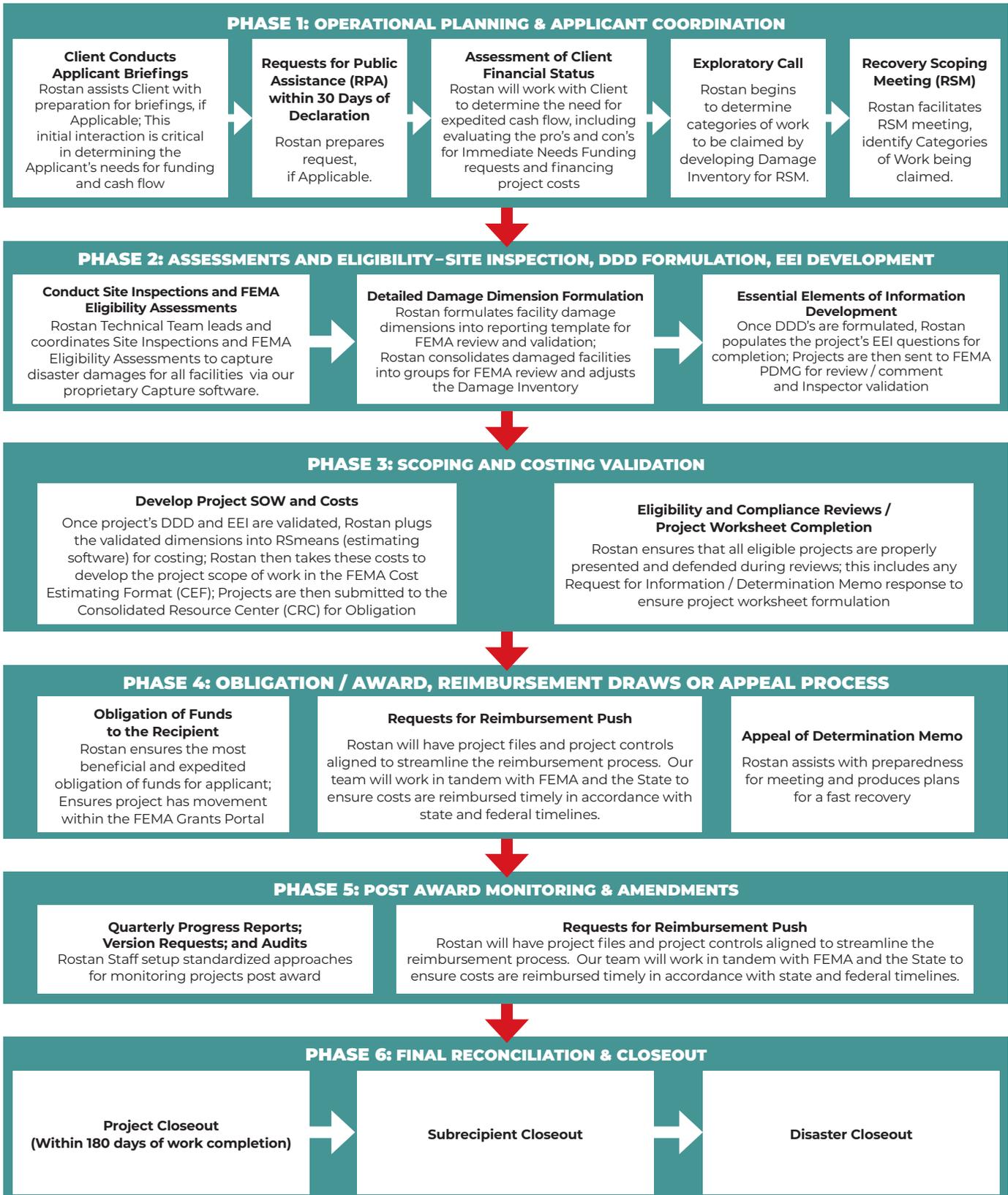
For **Public Assistance Programs**, the 'Rostan Phased Recovery Approach' illustration outlines the various phases of the District' recovery effort in alignment with the new FEMA Delivery Model, and truly showcases our expertise of how the FEMA P.A. Program is managed. Our approach is specifically customized 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 District.

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 District. Our experience with the local government will allow us to expedite the delivery of the Key Service Areas for the District. Our Approach also involves the IMMEDIATE need of a standing meeting with FEMA and the State to keep all stakeholders engaged and to keep projects moving.

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

ROSTAN PHASED RECOVERY APPROACH



4.2.2 CUSTOMIZED APPROACH FOR THE DISTRICT

Our approach to this project is centered around the fact that we understand how local government operates and functions better than our competitors. Our approach is customized to the needs of the District and focuses on speed, sound process delivery, and a well-organized, efficient management team who understand District processes, facilities, and infrastructure.

Our primary objective through this approach is to build continuity and relationships with the staff/administration at the District, and to become familiar with the infrastructure and assets at each District 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 District is fundamentally simplistic. The flow chart illustrated on the following page 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 District 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 District. The District will benefit immediately from our learned experiences, familiarity with your assets, and from our relationships with the State and FEMA to streamline funding for District projects. The ability to utilize our expertise will continue to benefit the District 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 District facilities, we will work closely with the District 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 District to have real-time visibility and access.

Our Team encompasses the ability to streamline field damage assessments and required FEMA reporting. Working closely with District staff and regulatory agencies, the State 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 District 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 District 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.

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 District Officials at the initial kick-off meeting to discuss the best option for the District and the appropriate access the District' 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 District into progress toward project completion and obligation.

Our Team will customize and assist with a framework specific to the District 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.

4.2.3 LEVERAGE AVAILABLE FUNDING

FINANCIAL, ACCOUNTING, REPORTING AND GRANT MANAGEMENT

District 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 District demands. Funding opportunities to meet such needs after a presidentially declared disaster is vital for the immediate and long-term recovery of the District.

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 District' recovery efforts.

NEGOTIATE AND WORK WITH FEMA ON BEHALF OF THE DISTRICT

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 District approval, throughout the development, approval and implementation process to ensure that the grant funding is adequate and maximizes the outcome for the District. Being an effective consultant and representative of the District means maximizing all available funding to the District, 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 to provide qualified and professional staff to negotiate with FEMA and the State on behalf of the District. 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 District in their FEMA needs and are proud of our work performed to date. the District will not find a more trusted partner that can effectively negotiate FEMA claims and damages on its behalf, than Rostan.

***Simply put, our standard of work is respected,
our personnel who will represent the District are respected,
and we will ensure that the District 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 District recover 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 the State, 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 District. Our performance will be measured through the below objectives:

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

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 District.

Our Team consists of experts that can do more than just administer and facilitate the grant process. Our experts will work directly with the District to implement and deliver the solutions that will rebuild District 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.

REGULATORY AND FINANCIAL COMPLIANCE

REGULATORY

One of the most often overlooked elements of a recovery or mitigation project is complying with the applicable regulatory agencies. Our role with the District 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 District to ensure full compliance with all applicable laws, regulations, and other programmatic and financial requirements including all environmental, historic, and public health and 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 District 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:

<p>IMPLEMENTING A CONTROLLED ENVIRONMENT</p> <p>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.</p>
<p>ESTABLISHMENT OF RESPONSIBILITY</p> <p>Training to identify suspected fraud, waste, and abuse will be conducted with appropriate staff and specific roles will be assigned.</p>
<p>REGULAR RISK ASSESSMENT</p> <p>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.</p>
<p>DOCUMENTATION STANDARDS</p> <p>Strict documentation standards will be required and will maximize the use of source documents that can be independently and objectively verified.</p>
<p>MONITORING</p> <p>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.</p>
<p>TRANSPARENCY</p> <p>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.</p>

Rostan sets itself apart from other competitors in our strategy and unique approach to working with the State and delivering recovery, mitigation, and closeout services. We have longstanding relationships with both State and FEMA personnel and will work directly with the State 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 District, 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.

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 District, 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 the State 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 District 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.

4.2.4 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 District 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 District.

SCOPE OF WORK DEVELOPMENT AND ELIGIBILITY

We will assist the District 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:

- ✓ Compliance with all requirements of federal grant eligibility—Damage, impacts, at risk
- ✓ 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
- ✓ Solution of a problem independently
- ✓ Cost-effectiveness and evidence of substantial reduction of the future losses
- ✓ Long-term and technically feasible
- ✓ Conformance with all applicable environmental, historic, or cultural preservation requirements
- ✓ Required non-federal match
- ✓ Leveraging issues for multiple grant sources
- ✓ Conformance with all applicable federal, state and local regulations (e.g., NFIP regulations or state/local building codes)
- ✓ High level technical feasibility

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. Rostan has two (2) licensed attorneys who specialize in FEMA Recovery and Mitigation Policy. The District 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. The Rostan Policy Team offers the following:

- ▶ Provide on-going research for project eligibility determinations to establish precedent case work
- ▶ Develop a multi-tiered QA/QC process to ensure that awards and contracts meet all federal regulations
- ▶ Use quarterly reporting mechanisms to document progress, including any procurement activity
- ▶ In coordination with the State, perform regular desk monitoring through the review of Requests for Reimbursement for front-end audits
- ▶ Provide checklists to be submitted with Requests for Reimbursement

- ▶▶▶▶ Review bid documents, advertisements, addendums if applicable, wage rates, attend bid openings, pre-construction conferences, etc. to ensure compliance with state and federal laws
- ▶▶▶▶ Perform labor compliance reviews, as applicable
- ▶▶▶▶ All costs will be reviewed for eligibility and cost reasonableness (If the project is competitively bid, there will be no need for this review)
- ▶▶▶▶ Assist the District/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
- ▶▶▶▶ If needed, attend and provide assistance at preconstruction conferences, bid opening, tabulation and minutes, bid award and contractor eligibility
- ▶▶▶▶ Assure that corrective action plans are developed, enforced, and implemented, as needed
- ▶▶▶▶ Ensure compliance with Single Audit Act requirements, review audit reports, as necessary

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 District 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 the State—*which we will demonstrate to the District.*

Our Team will work with the District 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 District 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 District for review and acceptance, and we will work with the District 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 the State as the projects are being initially developed. Our approach is centered around State 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 District will have real-time visibility with access to our SharePoint site, where these files will be stored. Prior to submitting reimbursement requests to the State, 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 the State.



SECTION 5 – AUTOMATED DEBRIS MANAGEMENT SYSTEM (ADMS)

ROSTAN

5. AUTOMATED DEBRIS MANAGEMENT SYSTEM (ADMS)

HAULPASS®: BACKGROUND



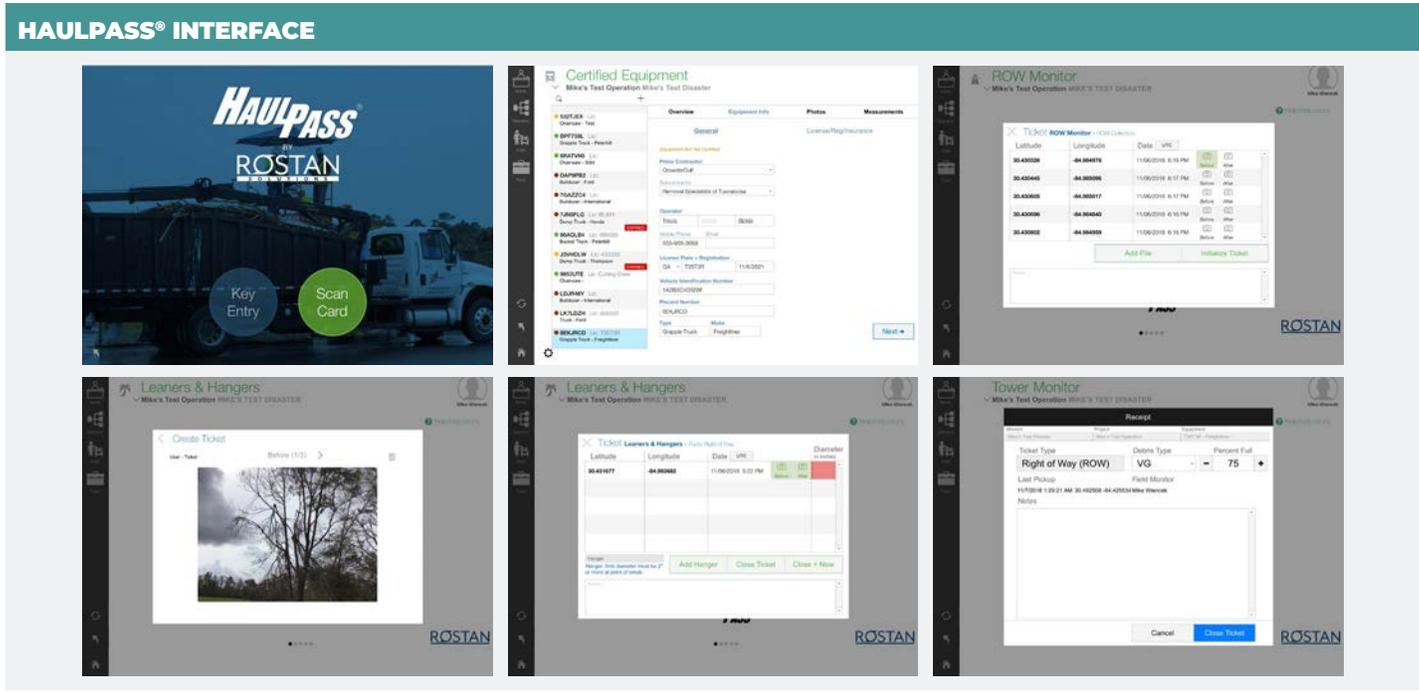
Following Hurricane Katrina in 2005, while on deployment for the US Army Corps of Engineers (USACE), Rostan was responsible for the management, administration, and reconciliation of more than 25 million cubic yards worth of paper load tickets. This experience challenged Rostan to develop a better, more secure, and reliable approach to debris monitoring and the immense administrative burdens that encumbered the industry's traditional approach. HaulPass® was developed and piloted to USACE in early 2006, proving to be a better approach that would become the industry benchmark for years to come.

For nearly 5 years, HaulPass® remained the singular ADMS solution in the debris monitoring services industry as competitors were slow to adapt. As a result, HaulPass® was the only ADMS to have been offered by respondents in all 11 Regions under the USACE Advanced Contracting Initiative (ACI) program and the only ADMS to be validated by the USACE in 2008. Industry competitors were soon forced to adapt or risk remaining uncompetitive in the lucrative federal marketplace.

Rostan is the exclusive provider of our proprietary HaulPass® ADMS—the most proven system in the industry. HaulPass® is so reliable and easy to use that Rostan has not utilized paper load tickets since 2008—for any client, period.

While HaulPass® in its original form remained extremely dependable until its retirement following the 2018 hurricane season, Rostan had begun a strategic rebuild to capitalize on emerging technologies and to move HaulPass® to a new operating platform to ensure its long-term viability.

The updated HaulPass® was successfully deployed on its first assignment in the fall of 2019 marking the beginning of a new era for Rostan and HaulPass®. In the years since, having been deployed on more than a dozen projects to date, the updated HaulPass® has proven to be as reliable as the original while capitalizing on new technologies to develop features maximizing cutting edge hardware and software capabilities.



HAULPASS®: SYSTEM OVERVIEW

HaulPass® combines three primary components, our field application, data systems, and the website, to provide a comprehensive operations and data management platform organized to promote efficiency and minimize administrative burdens associated with federal grant programs. HaulPass® can now operate in two modes, completely connected (live) when data services are available throughout the project area, and in remote mode when connectivity may be limited, especially after a catastrophic event.

FIELD APPLICATION

Designed on the Claris/FileMaker platform, a subsidiary of Apple Inc., the HaulPass® field application includes certification interfaces, ticketing modules, tools, operations and disposal site setup, configuration menus, and administration preferences. Built exclusively for Apple iOS devices, HaulPass® was optimized specifically for iPads. Combining an iPad with an RFID reader/writer enveloped in a custom case, both produced by Infinite Peripherals, results in a hardware outfit that can run the entire field application. To produce paper receipts, HaulPass® integrates a thermal printer into select processes if necessary.

General access to the field application is restricted to authorized users only and application features including ticketing modules are further restricted based on user permission sets. The permissions structure invokes an enhanced level of control and security that was not achievable on older hardware platforms.

The field applications encompass a level of flexibility and customization options that enable HaulPass® to meet data collection demands of even the most unique projects. Supported by a full development team, HaulPass® has transitioned from a data collection and load ticketing application to an operations management platform, complete with multiple ticketing modules, equipment certifications, survey and assessment tools, and contractor damage tracking.

DATA SYSTEMS

HaulPass® is supported by a variety of data platforms that are seamlessly integrated to develop, process, transfer, store, and secure/backup data. Rostan maintains ownership and control of all data systems and storage services ensuring that we will always have access to client data.

AWS S3 AND GLACIER	
	Serves as the foundation for HaulPass® cloud storage needs. S3 is a secure, durable, and scalable object storage infrastructure that supports HaulPass® data storage demands for active and recent projects. Glacier is used for long-term/indefinite storage of past-project data long after it is typically needed.
MYSQL	
	Serves to process and temporarily store data synchronized through MirrorSync. MirrorSync is the sync engine that communicates between the field application and MySQL. MySQL ultimately synchs with the FileMaker Database on standard process schedules.
FILEMAKER	
	Serves as the HaulPass® development and architectural platform and houses the primary database structure.

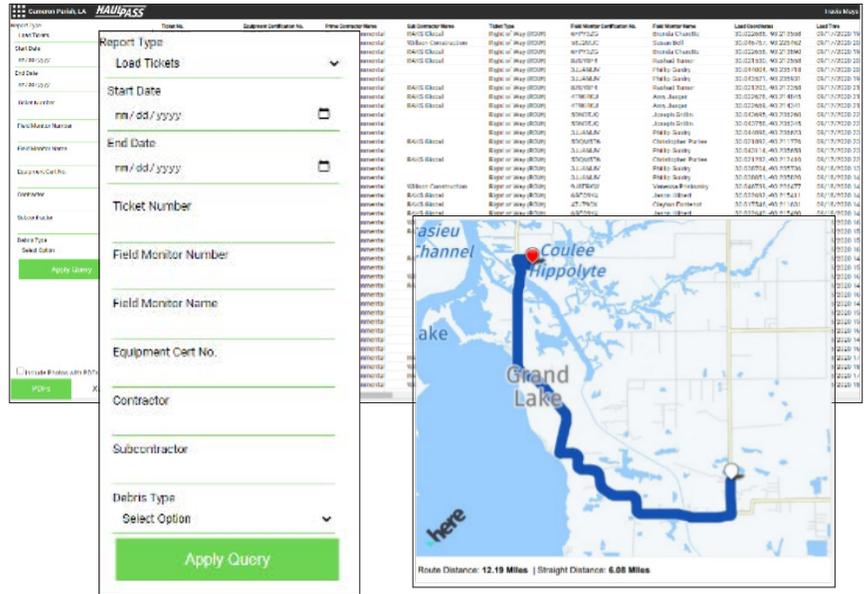
Rostan can integrate an API directly with our data systems if desired.

THE WEBSITE

To complement HaulPass®, Rostan has also undertaken a complete rebuild of our web interface, www.haulpass.com. The website, accessible by credentialed project stakeholders, provides users with the ability to query, export, and review data in multiple format types as well as interact with the HaulPass® GIS interface supported by ESRI/ArcGIS.

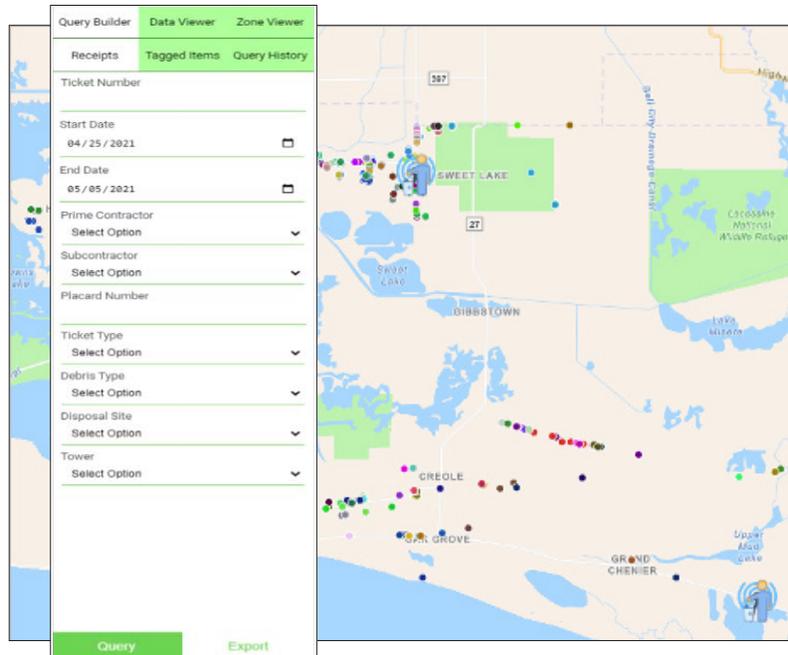
DATA ACCESS

The HaulPass® website is the primary direct access interface for project stakeholders. Project data is used to monitor work progress, review work performed and produce project reports, reconcile contractor invoices, drive operational objectives, and support reimbursement claims. HaulPass® data is arranged in a series of standard reports and can be queried to dissect standard report data before exporting in .xlsx (Excel) or .pdf (PDF) formats. PDF records allow stakeholders to export ticket imagery that is not otherwise available in standard table format. PDF records also include a map reproduction of the pickup and disposal locations. Rostan can easily develop and make available client specific reports upon request.



MAPPING AND GIS

The HaulPass® website has an interactive GIS interface supported by ESRI/ArcGIS that is available to project stakeholders and updated as data points are generated. Queries allow users to dissect geographical data and retrieve ticket records associated with geo-points. Queries are stackable, making it easy to define a particular data subset. The map displays in traditional and satellite view and has the capacity to integrate layers for greater operational awareness.

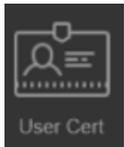


HAULPASS®: CORE MODULES

HaulPass® core modules include two primary categories, ticketing and certifications. Certifications enables user and equipment to interact with the ticketing modules to collect data and track debris removal efforts as they occur.

CERTIFICATIONS

HaulPass® certifications include two certification types, one focused on users, and the other focused on the equipment used to remove debris.



User certifications provide credentialed employees with access to the HaulPass® system. Users are provided with role-based access to the different features, functions, and modules included within HaulPass®. Dedicated user roles enable Rostan to keep tight control over system access minimizing a user's ability to create redundant, unnecessary, or even worse fraudulent records.

Equipment certifications are required FEMA documentation and primarily serve to establish the debris carrying capacity of each truck, container, or trailer. HaulPass® completely digitizes the certification process to include photo documentation, certified measurements, and signature verification of the certifier, contractor representative, and stakeholder witness if necessary. Each piece of certified equipment is issued a HaulPass® card used to transfer load ticket and transactional data between the point of collection and the point of temporary or final disposal.



8VEQW62
 Charleston County, SC
 2019 - HURRICANE DORIAN - SC

Chris Bellavia
HAULPASS

Placard #: 8QQUPEQ VIN: 1FVHC5CV87HX39423

Registration	Insurance	Driver's Side	Rear
License Plate	Passenger Side	Front	

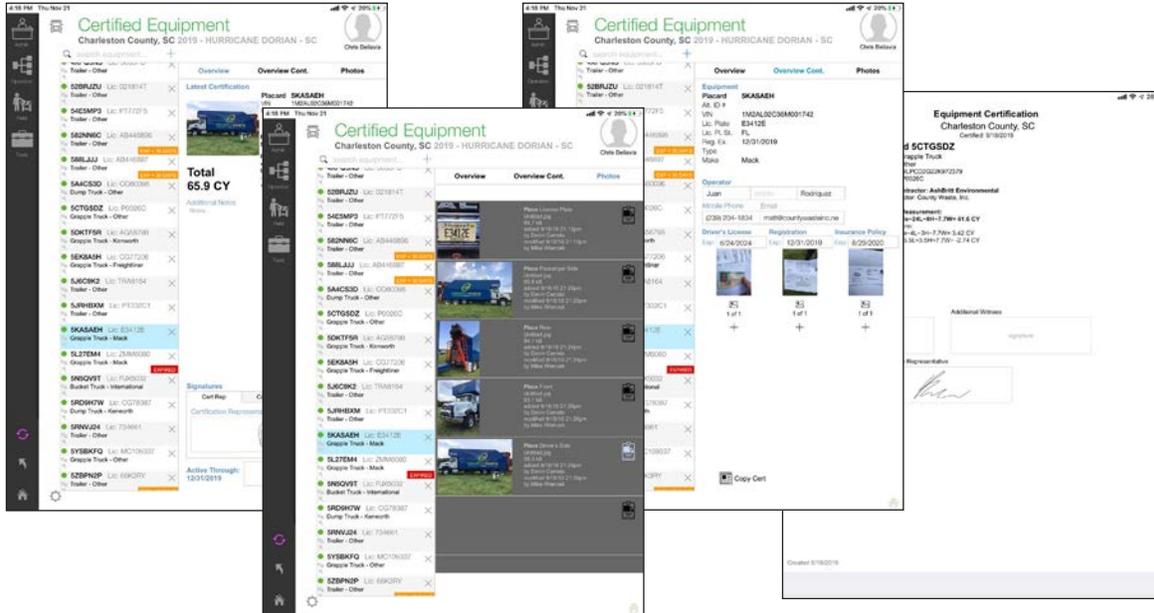
HAULPASS A ROSTAN SOLUTIONS PRODUCT | WWW.ROSTAN.COM

Placard #: 8QQUPEQ VIN: 1FVHC5CV87HX39423

Equipment Certification
 Charleston County, SC - 2019 - HURRICANE DORIAN - SC

Contractor Information		Measurements
PLACARD #	8QQUPEQ	Primary Measurement +Rectangle-23.6L~9.2H~8.4W= 67.55 CY
License Plate #	SC0	Modifications: +Rectangle-7.1L-3.6H-8.4W= 7.95 CY -Trapezoid-2.75-4.8L-4H-8.4W= -4.67 CY
VIN	1FVHC5CV87HX39423	
Type	Grapple Truck	
Make	Freightliner	
Certified Date	9/9/2019	
Contractor Information		CERTIFIED CAPACITY: 70.8 CY
PRIME CONTRACTOR	ASHBRITT ENVIRONMENTAL	
Sub Contractor	Tri-Rivers	
Active	Certified	
Notes		
Signatures		
Contractor Representative	Additional Witness	Certification Representative
Total Images: 8		

HAULPASS® EQUIPMENT CERTIFICATION



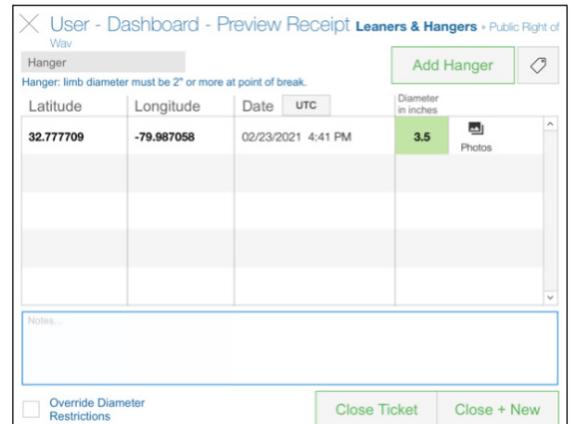
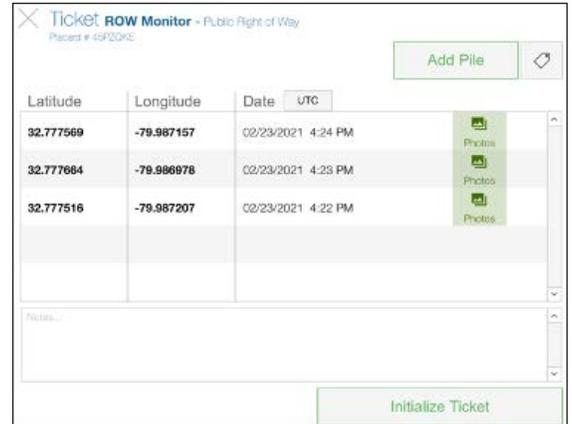
TICKETING



HaulPass® incorporates a series of ticketing modules designed to track typical post-disaster debris streams. Ticketing modules were designed with flexibility in mind to allow for easy on-the-fly adjustment when new debris types are inevitably encountered. Primary ticketing functions include ROW debris removal and disposal, hazardous trees, stumps and limb removal, and specialized debris such as white goods and vehicles and vessels. All ticketing modules require certified users to verify each equipment certification prior to initiating a transaction-based ticket.

RIGHT-OF-WAY (ROW) MODULE

The ROW module is designed to capture equipment specific transactions that involve one or many loading locations and one disposal location. ROW transactions are generated in two parts consisting of load (field) data and disposal (tower) data that when combined create a complete ticket record. The ROW module pairs with the Tower module to complete what are primarily volume or weight-based transactions and incorporates distance and disposal-based fees that may be associated with the hauling transactions.



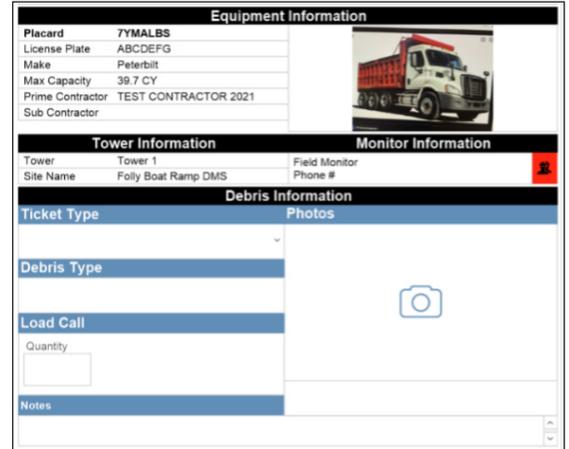
HAZARDOUS TREES MODULE

The Hazardous Trees module is used to document the removal of overhead hazards to include hanging limbs and trees that require complete removal. FEMA has established specific requirements for hazardous

trees to include verifiable measurements and photo documentation to prove the hazards physical relation to the ROW. Hazardous trees are treated as per unit transactions and do not require the use of the Tower module. Each transaction creates a digital ticket record which can include a paper receipt as needed.

SPECIALIZED DEBRIS MODULE

Specialized Debris modules were developed to capture less common debris streams typically produced only by the most severe disaster events. White goods (appliances) and vehicle and vessel removal are two Specialized Debris streams that require the capture of unique data points. This led to the creation of modules specifically designed to capture the necessary elements associated with each debris type.



TOWER MODULE

The Tower module pairs with all ticketing modules that required a disposal location. Authorized system users verify the hauling equipment, authorize acceptance of debris, and assign a quantity to each load received. The Tower module requires disposal site configurations which are established the HaulPass® operations setup menu. Digital ticket records are closed, and a paper receipt can be issued to the equipment operator as needed.

HAULPASS®: TOOLBOX

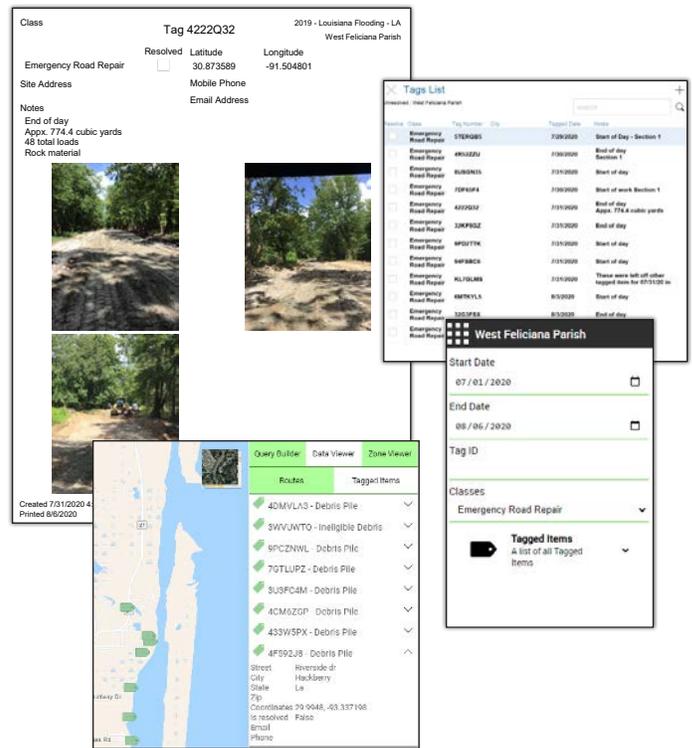
HaulPass® includes a built-in toolbox full of system enhancing features. A few of these integrated tools are discussed in greater depth below:

TAG ITEM – FEATURES

The Tag Item tool was designed to enhance operations management by enabling field users to document project aspects that aren't directly tied to ticketing functions. Each tagged item is assigned a class and requires associated data points like location, point of contact, photos, and notes. Classes include categories like contractor caused damages, missed or ineligible debris piles, and infrastructure damages. This tool has replaced traditional spreadsheets, paper documentation, emails, and has proven itself as an essential component of HaulPass®.

FEE REPORTS

One of the more critical debris removal tasks is the ability to accurately capture project costs in near-real time. This helps prevent cost overruns and ensures communities work within their budget constraints. The HaulPass® Fee Reports tool is an export function that allows Rostan to review debris hauling expenditures as needed and as they occur. Contractor fee schedules can be added to HaulPass® data tables allowing ticket data to query the fee schedule and produce associated



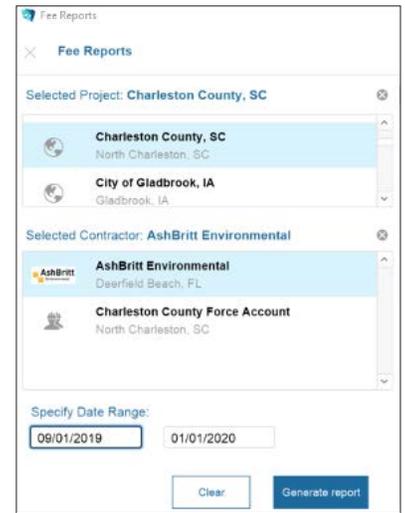
hauling costs. Fee reports are validated and upon approval become the supporting documentation for invoice reconciliation and reimbursement requests.

SURVEYS – TYPES



HaulPass® has two built-in Survey tools each with a distinct function set. The first survey type is utilized to establish debris removal needs and/or to verify debris removal completion. This survey tool creates a bread crumb trail of verified debris locations, debris types, and estimated quantities. Images may also accompany each survey record. This operational tool can be used to support preliminary damage assessments and damaged inventory submittals, as well as verify debris has been removed from remaining areas near the end of a debris collection project. The second survey type focuses on property or parcel surveys and is integrated with the Parcels app to establish a need for debris removal from private property under the FEMA PPDR program.

The HaulPass® toolbox is continually adapting to incorporate new features aimed at expediting recovery through efficient design and simplicity of use.



HAULPASS®: HARDWARE

One of the key considerations made while updating HaulPass® was streamlining the system’s hardware requirements. The new system is a slimmed down version of the original, supported by strong vendor relationships that enable Rostan to procure additional hardware and supplies as needed to support project efforts.



HARDWARE

Rostan maintains on-hand and in a ready state sufficient equipment to supply more than 400 field personnel with HaulPass® equipment. We maintain strong vendor accounts with our major hardware providers and can secure additional hardware in less than 48 hours. In more than 15 years providing ADMS as a service we have never delayed a project or have been unable to properly service a client due to hardware shortages.

CONSUMABLES

While HaulPass® is now capable of running entirely digitally in a connected environment, smart cards remain integral to HaulPass® ability to run in a non-connected environment. We source our smart cards, which are now contactless, factory direct, purchasing them 10,000 at a time. We currently have several years’ worth of smart cards in inventory.

HaulPass® is designed to produce thermal paper receipts for load tickets if necessary. We keep on-hand enough paper products to produce 100,000 load tickets with more available on short notice. HaulPass® is not dependent on paper and can run completely paperless. Rostan has integrated an email function whereby emails are sent to contractors containing PDFs of load ticket receipts.

HAULPASS®: EXPORTS & REPORTS

HaulPass® is the data collection engine that drives all Rostan reporting. From singular ticket exports to daily operational summaries, Rostan utilizes HaulPass® data to develop components of every project deliverable. Sample exports and reports are included below.

HAULPASS® INDIVIDUAL TICKET .PDF EXPORT

Ticket ID: BW74MMY	
Equipment Certification: 8MV85L2	
Ticket Date/Time (UTC): 2/7/2021 8:52:53 PM	
Mission Name	
2020 - Hurricane Laura - LA/Cameron Parish, LA	
TICKET ID BW74MMY	
Contractor Information	
CERTIFICATION ID	8MV85L2
Prime Contractor	Ceres Environmental
Sub Contractor	Wilson Construction
Certified Capacity	35.7 CY
Load Information	
Field Monitor	Lucas Foster
Monitor ID	9UTN35W
Ticket Type	Right of Way (ROW)
Pickup Count	2
Load Coordinates	29.996128, -93.357930
Load Time (UTC)	2/7/2021 9:27:35 PM
Disposal Information	
Tower Monitor	Desiree Williams
Monitor ID	6YNK5JC
Site Name	CWM debris disposal site
Site Coordinates	30.121401, -93.401092
Disposal Time (UTC)	2/8/2021 1:16:41 PM
Debris Type	CAD
Load Call	90 %
QUANTITY	32.1 CY

Ticket ID: BW74MMY	
Equipment Certification: 8MV85L2	
Ticket Date/Time (UTC): 2/7/2021 8:52:53 PM	
1 Pickup Location: 29.991182, -93.359021	
Before	After
2 Pickup Location: 29.996128, -93.357930	
Before	After

No Scale Receipt Images have been added to this Ticket.

HAULPASS A ROSTAN SOLUTIONS PRODUCT | WWW.ROSTAN.COM

HAULPASS® RECEIPT EXPORT

Charleston County... 2019 - Hurricane Dorian -		TICKET ID 8KPHPUF
Contractor Information		
Certification ID	724XEQE	
Prime	AshBritt Environmental	
Sub	Beeghly Tree, LLC	
Load Information		
Monitor ID	6J293F4	
Ticket Type	Right of Way (ROW)	
Load Coordinates	32.741163, -80.241524	
Load Time (UTC)	9/11/2019 14:52	
Disposal Information		
Monitor ID	3ZRBVAX	
Site Name	Hyde Park Road DMS	
Tower Coordinates	32.816010, -80.258294	
Disposal Time (UTC)	9/11/2019 15:21	
Debris Type	VEG	
Certified Capacity	72.4 CY	
Load Call	70%	
Calculated Quantity	50.7 CY	
TICKET COPY		
A ROSTAN SOLUTIONS PRODUCT WWW.HAULPASS.COM WWW.ROSTAN.COM		

Charleston County... 2019 - Hurricane Dorian -		TICKET ID 48H2XWC
Contractor Information		
Certification ID	7DX4FJE	
Prime	AshBritt Environmental	
Sub	Tri-Rivers	
Ticket Information		
Monitor ID	3KDFRM6	
Ticket Type	Hanger	
Load Coordinates	32.745113, -79.935474	
Load Time (UTC)	9/28/2019 21:11	
Unit Quantity	1.0	
Notes		
TICKET COPY		
A ROSTAN SOLUTIONS PRODUCT WWW.HAULPASS.COM WWW.ROSTAN.COM		

Charleston County... 2019 - Hurricane Dorian -		TICKET ID 7YG89V9
Contractor Information		
Certification ID	6Z7SHY7	
Prime	AshBritt Environmental	
Sub	Beeghly Tree, LLC	
Ticket Information		
Monitor ID	FVFFX96	
Ticket Type	Leaner	
Load Coordinates	32.751299, -80.077336	
Load Time (UTC)	10/5/2019 14:41	
Unit Quantity	1.0	
Unit Diameter	17.1 in	
Notes		
TICKET COPY		
A ROSTAN SOLUTIONS PRODUCT WWW.HAULPASS.COM WWW.ROSTAN.COM		

ROSTAN DAILY OPERATIONAL REPORT





CITY OF NORTH PORT, FLORIDA Debris Management Daily Report

NOVEMBER 19, 2022

HURRICANE IAN | FEMA DR-4673

75° F



TODAY'S WEATHER

44,931.0 CY

TODAY'S VOLUME

774

TODAY'S LOADS

45

DAY OF OPERATIONS

DAILY ACTIVITY SUMMARY

Hurricane Ian debris removal operations began at 0600 in the City of North Port today. Representatives from Rostan and Ceres Environmental Services, Inc. (Ceres) mustered prior to commencing field operations to outline the daily operating plan and discuss health and safety best practices. 119 hauling units were utilized throughout the day to remove and properly dispose of debris from designated Rights-of-Way (ROWs). Additionally, 15 bucket trucks were utilized to remove hazardous trees and limbs from designated Rights-of-Way. Each Ceres crew was accompanied by at least 1 Rostan representative ensuring that debris was removed from eligible locations.



There were no incidents to report.

HAULER CREWS

Ceres utilized 119 hauling units and 15 bucket trucks to remove hurricane debris and hazardous trees and limbs from eligible ROWs. Removal efforts consisted of construction and demolition (C&D) and vegetative debris.



ZONES WORKED

Ceres crews cleared hurricane debris from the following locations:

102	207	401	502
103	208	402	503
104	301	403	504
201	302	404	505
202	303	405	506
203	304	406	507
204	305	407	508
205	306	408	508
206	307	501	

NOVEMBER 20, 2022—OPERATIONS PLAN

Debris Removal Operations are expected to commence at approximately 0600 and conclude at or near 1800. Ceres crews will muster with Rostan personnel prior to departing for the field.

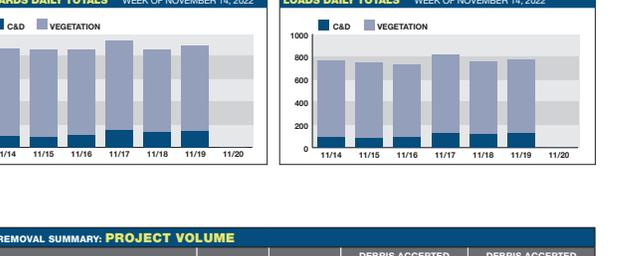
MONITORING

This included field monitors, tower monitors, and supervisory staff.



DEBRIS REMOVAL SUMMARY: C&D

DISPOSAL SITE	LOADS TODAY	TOTAL LOADS	DEBRIS ACCEPTED TODAY [CUBIC YARDS]	DEBRIS ACCEPTED TOTAL [CUBIC YARDS]
ORLANDO BLVD. DMS	124	2,823	7,106.40	156,844.00
PROJECT TOTALS—C&D	124	2,823	7,106.40	156,844.00



DEBRIS REMOVAL SUMMARY: VEGETATIVE

DISPOSAL SITE	LOADS TODAY	TOTAL LOADS	DEBRIS ACCEPTED TODAY [CUBIC YARDS]	DEBRIS ACCEPTED TOTAL [CUBIC YARDS]
TOLEDO BLADE BLVD. DMS	424	1,982		
WILCOX AVENUE DMS	226	24,467		
PROJECT TOTALS—VEGETATIVE	650	26,449		

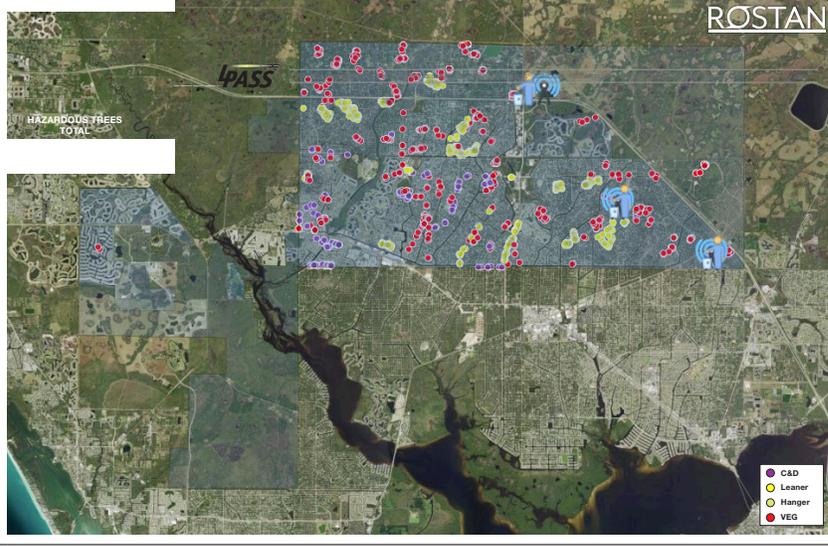
DEBRIS REMOVAL SUMMARY: HANGERS & LEANERS

DEBRIS TYPE	HAZARDOUS TREES TODAY
HANGING LIMBS	467
LEANING TREES	178
PROJECT TOTALS—HANGERS & LEANERS	645

DEBRIS REMOVAL SUMMARY: PROJECT VOLUME

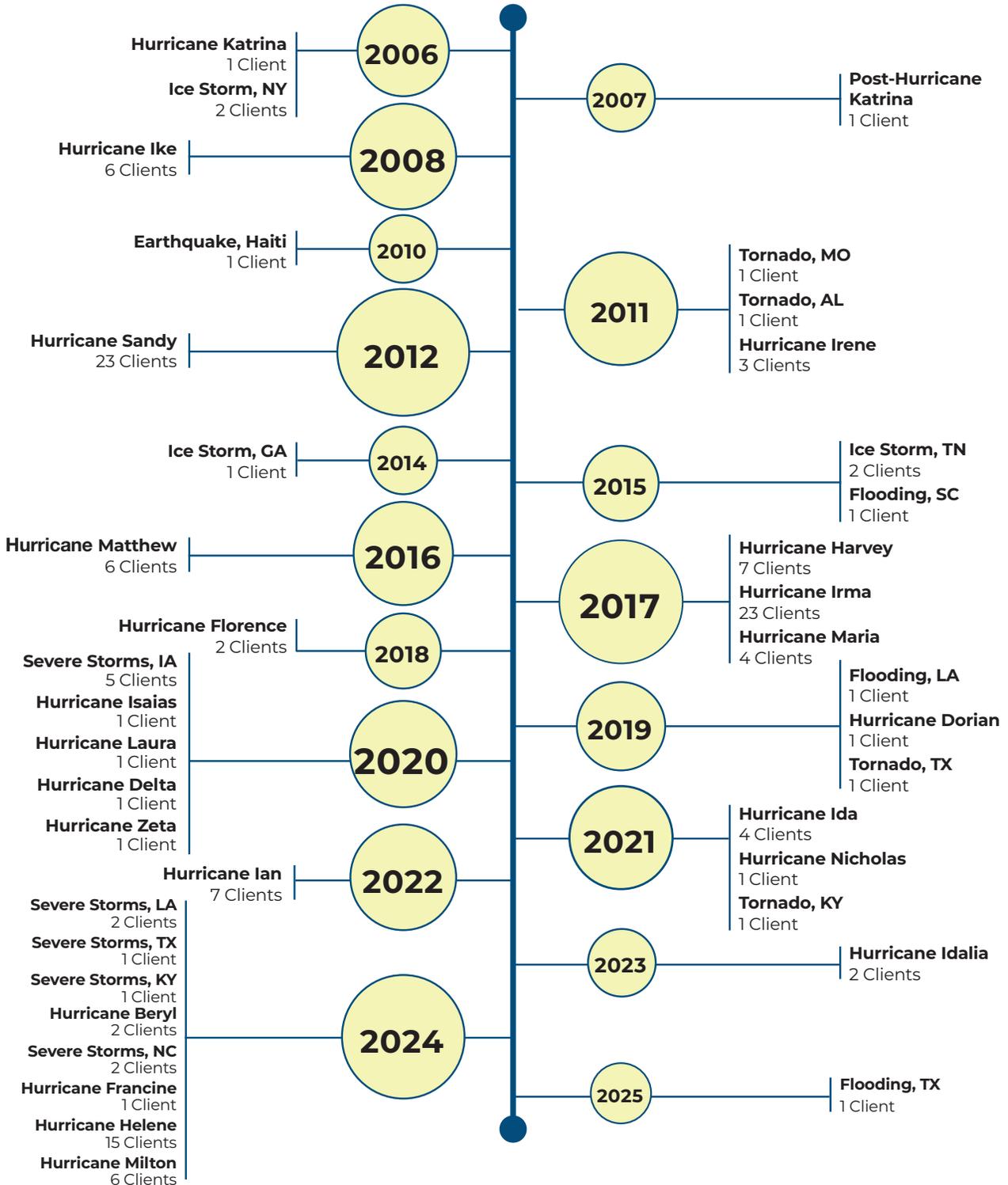
LOADS TODAY	TOTAL LOADS	DEBRIS ACCEPTED TODAY [CUBIC YARDS]	DEBRIS ACCEPTED TOTAL [CUBIC YARDS]
124	2,823	7,106.40	156,844.00

DEBRIS LOADING LOCATIONS NOVEMBER 19, 2022



A PROVEN PRODUCT

HaulPass® has been successfully deployed uninterrupted and without failure since 2006. Deployed in response to some of the most devastating natural disasters in history, the HaulPass®' resume and proven reliability in the hands of a veteran debris removal monitoring team has established it as the industry's most trusted ADMS system. We would welcome the opportunity to provide the District with a thorough demonstration and incorporate any feedback on how we can customize our digital platforms to best meet the needs of the District. We can also pre-certify District force account equipment that may be utilized in response to a future debris recovery project.





SECTION 6 – COST PROPOSAL

Cost
Proposal

Section 4.0 – Fee Schedule

The Fee Schedule contains roles the District has identified as necessary to fully perform the scope of services required. Should the Contractor believe additional roles are necessary they are encouraged to include them in the space provided in the following table. Additional roles require the Contractor to define the tasks associated with those roles.

Rates provided are understood to be fully burdened, to encompass all costs associated with providing the required services including operating costs, overhead, and profit. The District reserves the right to amend the compensation schedule to meet project requirements that may not be evident at the time of this solicitation.

Role	Rate (\$)
Project Manager	\$95.00
Operations Manager	\$85.00
Field Supervisor	\$52.00
Field Monitor	\$39.00
DMS/Disposal Site Monitor	\$39.00
Data Manager	\$80.00
GIS Analyst	\$65.00
Environmental Specialist	\$90.00
Invoice Analyst	\$50.00
Clerical/Administrative	\$35.00
Grant Specialist	\$135.00
Senior Grant Consultant	\$155.00
Additional Required Roles (must define each role)	
FEMA Debris Specialist	\$120.00
Technical Programs Consultant	\$175.00

FEMA DEBRIS SPECIALIST

Responsible for providing technical guidance as it pertains to debris collection activities and the associated federal policy that guide the reimbursement programs. FEMA Debris Specialists are required for projects under the FEMA PA program but are only engaged intermittently on an as needed basis. This is not a full-time project position.

TECHNICAL PROGRAMS CONSULTANT

Technical analyst that develops damaged inventory, project costing, scopes of services, and project damage descriptions. Knowledgeable and understands regulations and procedures related to permanent work projects. Responsible for field evaluations and collecting relevant project site data. Sufficient written and verbal communication skills for complex reports. Consulting or government background with 5 years minimum experience.



SECTION 6 – REQUIRED FORMS

- Byrd Anti-Lobbying Amendment Certification
- E-Verify Form Under Section 448.095, Florida Statutes
- Drug-Free Workplace Certification
- Public Entity Crimes
- Non-Collusion Oath
- Good Faith Affidavit
- Anti-Human Trafficking Affidavit
- Scrutinized Vendor Certification
- Client References
- Bid Submittal Form for RFP No. 2025-05
- Qualifications Statement

BYRD ANTI-LOBBYING AMENDMENT CERTIFICATION
(To be submitted with each total cost contract or offer exceeding \$100,000)

The undersigned, [Company] Rostan Solutions, LLC 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 subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

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. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file 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, [Company] Rostan Solutions, LLC, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. § 3801 *et seq.*, apply to this certification and disclosure, if any.



Signature of Contractor's Authorized Official

Sam Rosania, Principal/Executive Vice President
Name and Title of Contractor's Authorized Official

8/11/2025

Date

E-VERIFY FORM UNDER SECTION 448.095, FLORIDA STATUTES

Page 1 of 3

Project Name: DISASTER DEBRIS MONITORING AND REIMBURSEMENT MANAGEMENT SERVICESProject No.: RFP# 2025-05

DEFINITIONS:

“Contractor” means a person or entity that has entered or is attempting to enter into a contract with a public employer to provide labor, supplies, or services to such employer in exchange for salary, wages, or other remuneration. “Contractor” includes, but is not limited to, a vendor or consultant.

“Subcontractor” means a person or entity that provides labor, supplies, or services to or for a contractor or another subcontractor in exchange for salary, wages, or other remuneration.

“E-Verify system” means an Internet-based system operated by the United States Department of Homeland Security that allows participating employers to electronically verify the employment eligibility of newly hired employees.

Effective January 1, 2021, Contractors shall register with and use the E-Verify system in order to verify the work authorization status of all newly hired employees. Contractor shall register for and utilize the U.S. Department of Homeland Security’s E-Verify System to verify the employment eligibility of:

- a) All persons employed by a Contractor to perform employment duties within Florida during the term of the contract; and
- b) All persons (including sub vendors/subconsultants/subcontractors) assigned by Contractor to perform work pursuant to the contract with the Coral Springs Improvement District. The Contractor acknowledges and agrees that registration and use of the U.S. Department of Homeland Security’s E-Verify System during the term of the contract is a condition of the contract with the Coral Springs Improvement District; and
- c) Should vendor become the successful Contractor awarded for the above-named project, by entering into the contract, the Contractor shall comply with the provisions of Section 448.095, Fla. Stat., "Employment Eligibility," as amended from time to time. This includes but is not limited to registration and utilization of the E-Verify System to verify the work authorization status of all newly hired employees. The contractor shall also require all subcontractors to provide an affidavit attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien. The Contractor shall maintain a copy of such affidavit for the duration of the contract

E-VERIFY FORM UNDER SECTION 448.095, FLORIDA STATUTES

Page 2 of 3

CONTRACT TERMINATION:

- a) If the District has a good faith belief that a person or entity with which it is contracting has knowingly violated s. 448.09 (1) Fla. Stat., the contract shall be terminated.
- b) If the District has a good faith belief that a subcontractor knowingly violated s. 448.095 (2), but the Contractor otherwise complied with s. 448.095 (2) Fla. Stat., shall promptly notify the Contractor and order the Contractor to immediately terminate the contract with the subcontractor.
- c) A contract terminated under subparagraph a) or b) is not a breach of contract and may not be considered as such.
- d) Any challenge to termination under this provision must be filed in the Circuit Court no later than 20 calendar days after the date of termination.
- e) If the contract is terminated for a violation of the statute by the Contractor, the Contractor may not be awarded a public contract for a period of 1 year after the date of termination.

Rostan Solutions, LLC
 Name of Company


 Signature of Contractor's Authorized Official

Sam Rosania
 Print Name of Contractor's Authorized Official

Principal/Executive Vice President
 Print Title of Contractor's Authorized Official

8/11/2025
 Date

E-VERIFY FORM UNDER SECTION 448.095, FLORIDA STATUTES

Page 3 of 3

STATE OF South Carolina

COUNTY OF Charleston

Sworn to (or affirmed) and subscribed before me this 11th day of August,
2025, by Sam Rosania.

Physical presence OR Online notarization _____

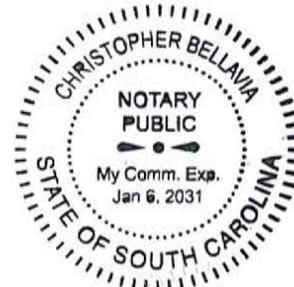

Signature of Notary Public

[STAMP HERE]

State of South Carolina

Personally Known OR Produced Identification _____

Type of Identification Produced: _____



DRUG-FREE WORKPLACE CERTIFICATION

THE BELOW SIGNED Contractor CERTIFIES that it has implemented a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violation of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under quote a copy of the statement specified in subsection 1.
4. In the statement specified in subsection 1, notify the employees that, as a condition of working on the commodities or contractual services that are under quote, the employee will abide by the terms of the statement and will notify the employer of any conviction or plea of guilty or nolo contendere to any violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in, drug abuse assistance or rehabilitation program if such is available in the employee's community, by an employee who is convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign this statement, I certify the Contractor complies fully with the above requirements.



Signature of Contractor's Authorized Official

Sam Rosania, Principal/Executive Vice President
Name and Title of Contractor's Authorized Official

8/11/2025
Date

PUBLIC ENTITY CRIMES

Page 1 of 3

Section 287.132-133(3)(a), Florida Statutes, effective July 1, 1989, require that no public entity shall enter into a contract, award of ITB, or transact business in excess of \$10,000.00 with any person or affiliate who has been convicted of a public entity crime. Prior to entering into a sworn statement with the Purchasing Department on form 7088.

A copy of the form is reproduced below. This completed form must be on file prior to the issuing of a Purchasing Order.

**Sworn Statement Under Section 287.133(3)(a),
Florida Statutes on Public Entity Crimes**

THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIER AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted with RFP# 2025-05 Disaster Debris Monitoring and Reimbursement Management Services
2. This sworn statement is submitted by Rostan Solutions, LLC whose business address is 3433 Lithia Pinecrest Road, Suite 287, Valrico, FL 33596 and (if applicable) it's Federal Employer Identification No. (FEIN) is 20-5425053 (If the entity has no FEIN, include the Social Security Number of the individual signing the sworn statement.
3. My name is Sam Rosania and my relationship to the entity name above is Principal/Executive Vice President.
4. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity of with an agency or political subdivision of any other state or with the United States, including but not limited to, any ITB or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
5. I understand that "convicted or conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding or fault or a conviction of a public entity crime, with or without adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.

PUBLIC ENTITY CRIMES

Page 2 of 3

6. I understand that an “affiliate” as defined in Paragraph 287.133(1)(a), Florida Statutes, means:

- A. A predecessor or successor of a person convicted of a public entity crime; or
- B. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term “affiliate” includes those officers, directors, executives, partners, shareholders, employees, members and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm’s length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

7. I understand that a “person” as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of the state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term “person” includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

8. Based on information and belief, the statement, which I have marked below, is true in relation to the entity submitting this sworn statement. **(Please indicate which one of the two statements applies.)**

X Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor the affiliate of the entity have been charged with and convicted of a public entity crime subsequent to July 1, 1989.

 The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, have been charged with and convicted of a public entity crime subsequent to July 1, 1989, AND **(Please indicate which of the three additional statement applies below.)**

PUBLIC ENTITY CRIMES

Page 3 of 3

- _____ There have been proceedings concerning the conviction before a hearing officer of the State of Florida, Division of Administration Hearings. The final order entered by the hearing officer did not place the person or affiliate on the convicted vendor list. **(Please attach a copy of the Final Order)**

- _____ The person or affiliate was placed on the convicted vendor list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administration Hearings. The final order entered by the hearing officer determined that it was in the public interest to remove the person or affiliate from the convicted vendor list. **(Please attach a copy of the Final Order)**

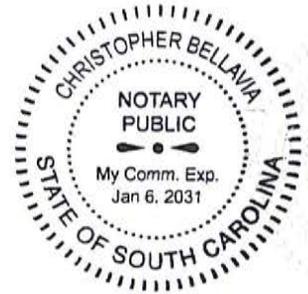
- _____ The person or affiliate has not been placed on the convicted vendor list. **(Please describe any action taken by or pending with the Department of General Services)**



Signature of Contractor's Authorized Official

Sam Rosania, Principal/Executive Vice President
Name and Title of Contractor's Authorized Official

8/11/2025
Date



STATE OF South Carolina

COUNTY OF Charleston

Sworn to (or affirmed) and subscribed before me this 11th day of August,

2025, by Sam Rosania

Physical presence OR Online notarization _____


Signature of Notary Public

[STAMP HERE] State of South Carolina

Personally Known OR Produced Identification _____

Type of Identification Produced: _____

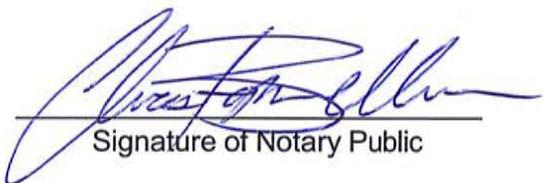
NON-COLLUSION OATH

Before me, the Undersigned, a Notary Public, for and in the County and State aforesaid, personally appeared: Sam Rosania and made oath that the Contractor herein, its agents, servants, and/or employees, to the best of its knowledge and belief, have not in any way colluded with anyone for and on behalf of the Contractor, or themselves, to obtain information that would give the Contractor an unfair advantage over others, nor have they colluded with anyone for and on behalf of the Contractor, or themselves, to gain any favoritism in the award of the contract.


Affiant Signature

STATE OF South Carolina
COUNTY OF Charleston

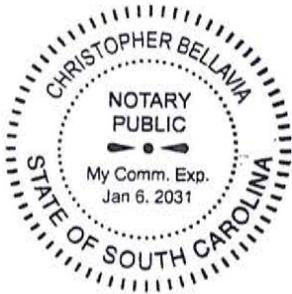
Sworn to (or affirmed) and subscribed before me this 11th day of August, 2025, by Sam Rosania.


Signature of Notary Public

[STAMP HERE] South Carolina

State of

Personally Known X OR Produced Identification _____ Type of Identification Produced: _____



GOOD FAITH AFFIDAVIT

I hereby propose to provide the services requested in the District's RFP and, if awarded, enter into a contract with the District. I agree that the terms and conditions of the District's RFP shall take precedence over any conflicting terms and conditions submitted with my proposal and agree to abide by all conditions of the RFP. I acknowledge that the District may not accept the proposal due to any exceptions.

I certify that all information contained in my proposal is truthful to the best of my knowledge and belief. I further certify that I am duly authorized to submit this proposal on behalf of the company as its agent and that the company is ready, willing, and able to perform if awarded a contract.

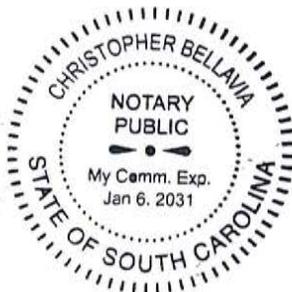
I further certify, under oath, that this proposal is made without prior understanding, agreement, connection, discussion or collusion with any other person, company or corporation submitting a proposal for the same product or service; no gratuities, gifts or kick-backs were offered or given by the Contractor or anyone on its behalf to gain favorable treatment concerning this procurement; no elected official, employee or agent of the District or of any other company is interested in said proposal; and that the undersigned executed this affidavit with full knowledge and understanding of the matters therein contained and was duly authorized to do so.


Affiant Signature

STATE OF South Carolina
COUNTY OF Charleston

Sworn to (or affirmed) and subscribed before me this 11th day of August,
2025, by Sam Rosania.

[STAMP HERE]




Signature of Notary Public
State of South Carolina

Personally Known X OR Produced Identification _____
Type of Identification Produced: _____



ANTI-HUMAN TRAFFICKING AFFIDAVIT

Page 1 of 2

I Sam Rosania (name) as Principal/Executive Vice President (title) on behalf of Rostan Solutions, LLC ("Consultant") under penalty of perjury hereby attest as follows:

1. I am over 18 years of age and have personal knowledge of the matters set forth in this affidavit.
2. Consultant does not use coercion for labor or services as defined in s. 787.06(2)(a), Florida Statutes.
3. More particularly, Consultant does not engage in any of the following actions in connection with providing labor or services:
 - a. Using or threatening to use physical force against any person;
 - b. Restraining, isolating or confining or threatening to restrain, isolate or confine any person without lawful authority and against her or his will;
 - c. Using lending or other credit methods to establish a debt by any person when labor or services are pledged as a security for the debt, if the value of the labor or services as reasonably assessed is not applied toward the liquidation of the debtor the length and nature of the labor or services are not respectively limited and defined;
 - d. Destroying, concealing, removing, confiscating, withholding, or possessing any actual or purported passport, visa, or other immigration document, or any other actual or purported government identification document, of any person;
 - e. Causing or threatening to cause financial harm to any person;
 - f. Enticing or luring any person by fraud or deceit; or
 - g. Providing a controlled substance as outlined in Schedule I or Schedule II of s. 893.03, Florida Statutes to any person for the purpose of exploitation of that person.

FURTHER AFFIANT SAYETH NAUGHT

By: 

Print Name: Sam Rosania

Title: Principal/Executive Vice President

Date: 8/11/2025



ANTI-HUMAN TRAFFICKING AFFIDAVIT

Page 2 of 2

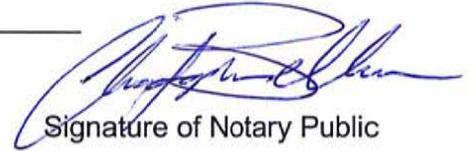
STATE OF South Carolina

COUNTY OF Charleston

Sworn to (or affirmed) and subscribed before me this 11th day of August,

20 25, by Sam Rosania via

Physical presence OR Online notarization _____

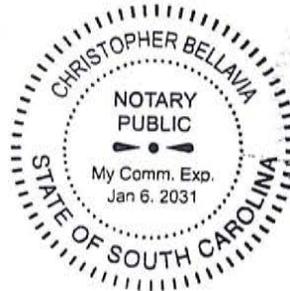

Signature of Notary Public

[STAMP HERE]

State of South Carolina

Personally Known OR Produced Identification _____

Type of Identification Produced: _____





SCRUTINIZED VENDOR CERTIFICATION

Page 1 of 2

Certification Pursuant to Florida Statute § 287.135

I, Sam Rosania, Principal/Executive Vice President, on behalf of Rostan Solutions, LLC,
Print Name and Title Contractor Name

Certify that Rostan Solutions, LLC does not:
Contractor Name

1. Participate in a boycott of Israel; and
2. Is not on the Scrutinized Companies that Boycott Israel List; and
3. Is not on the Scrutinized Companies with Activities in Sudan List; and
4. Is not on the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List; and
5. Has not engaged in business operations in Syria.

Submitting a false certification shall be deemed a material breach of contract. The District shall provide notice, in writing, to the Contractor of the District's determination concerning the false certification. The Contractor shall have ninety (90) days following receipt of the notice to respond in writing and demonstrate that the determination of false certification was made in error. If the Contractor does not demonstrate that the District's determination of false, certification was made in error then the District shall have the right to terminate the contract and seek civil remedies pursuant to Florida Statute § 287.135.

Section 287.135, Florida Statutes, prohibits the District from: 1) Contracting with companies for goods or services in any amount if at the time of bidding on, submitting a proposal for, or entering into or renewing a contract if the company is on the Scrutinized Companies that Boycott Israel List, created pursuant to Section 215.4725, F.S. or is engaged in a boycott of Israel; and 2) Contracting with companies, for goods or services over \$1,000,000.00 that re on either the Scrutinized Companies with activities in the Iran Petroleum Energy Sector List, created pursuant to s. 215.473, or are engaged in business operations in Syria



SCRUTINIZED VENDOR CERTIFICATION

Page 2 of 2

As the person authorized to sign on behalf of the Contractor, I hereby certify that the company identified above in the section entitled "Contractor Name" does not participate in any boycott of Israel, is not listed on the Scrutinized Companies that Boycott Israel List, is not listed on either the Scrutinized Companies with activities in the Iran Petroleum Energy Sector List, and is not engaged in business operations in Syria. I understand that pursuant to section 287.135, Florida Statutes, the submission of a false certification may subject the company to civil penalties, attorney's fees, and/or costs. I further understand that any contract with the District for goods or services may be terminated at the option of the District if the company is found to have submitted a false certification or has been placed on the Scrutinized Companies with Activities in Sudan list or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List.

Rostan Solutions, LLC
Name of Company


Signature of Contractor's Authorized Official

Sam Rosania
Print Name of Contractor's Authorized Official

Principal/Executive Vice President
Print Title of Contractor's Authorized Official

8/11/2025
Date



CLIENT REFERENCES

Contractor’s Name: Rostan Solutions, LLC

The contractor must provide the following information for three (3) previous clients in which similar scope of services were performed within the last five (5) years. Contractor is responsible for verifying correct phone numbers, email address, and contact information. Public Entities are preferred as references. Failure to provide all three (3) references may deem your submittal non-responsive.

Reference No. 1

Company Name:	City of Pinellas Park, Florida
Location (City, State):	City of Pinellas Park, Florida
Date of Service:	Oct. 2024 – Nov. 2024
Contact Person:	Kyle Arrison, Construction Services Director
Contact Number:	727-647-0170
Email Address:	karrison@pinellas-park.com

Reference No. 2

Company Name:	City of Safety Harbor, Florida
Location (City, State):	City of Safety Harbor, Florida
Date of Service:	Oct. 2024 – Jan. 2025
Contact Person:	Renee Cooper, Public Works Director
Contact Number:	727-724-1550
Email Address:	rcooper@cityofsafetyharbor.com

Reference No. 3

Company Name:	Town of North Readington Beach, Florida
Location (City, State):	Town of North Readington Beach, Florida
Date of Service:	Oct. 2024 – Dec. 2024
Contact Person:	Mari Campbell, Town Clerk
Contact Number:	727-391-4848
Email Address:	townclerk@townofnorthreadingtonbeach.com



BID SUBMITTAL FORM FOR RFP NO. 2025-05

Page 1 of 4

SUBMITTED TO:

Coral Springs Improvement District
10300 N.W. 11th Manor
Coral Springs, Florida 33071

1. The undersigned Proposer proposes and agrees, if this Proposal is accepted, to enter into an agreement with DISTRICT to perform all service as specified in the Request for Proposals No. 2025-05 Documents for the price(s) and within the time indicated in this Request for Proposals No. 2025-05, and in accordance with the terms and conditions of the Request for Proposals No. 2025-05 Documents.

2. Proposer accepts and hereby incorporates by reference in this Bid Submittal Form all of the terms and conditions of the Request for Proposals and Instructions to Proposers.

3. The Proposer has examined the site of the project and has become fully informed concerning local conditions, and the nature and extent of the deliveries. Proposer has examined the indemnification and liquidated damages provisions, if any, and the bond and insurance requirements of the bid submittal. Accepts and agrees to abide by those terms and conditions without exception or limitation of any kind.

4. Proposer has given the DISTRICT written notice of all conflicts, errors or discrepancies that it has discovered in the RFP No 2025-05 and/or Contract documents and the written resolution thereof by the DISTRICT is acceptable to Proposer.

5. Will you subcontract any part of these deliveries? If so, give details including a list of each subcontractor(s) that will perform deliveries of more than ten percent (10%) of the contract amount and the deliveries that will be performed by each subcontractor(s).

Rostan does not intend to use any subcontractors for this project.



BID SUBMITTAL FORM FOR RFP NO. 2025-05

Page 2 of 4

- 6. Proposer proposes to furnish all labor, materials, equipment, machinery, tools, transportation, supplies, services, and supervision for the deliveries described as follows:

The Contractor will be required to provide on-call support to the District in preparation of and in response to disaster events. Contractor must be knowledgeable of Federal Emergency Management Agency (FEMA), Natural Resource Conservation Service (NRCS), US Army Corps of Engineers (USACE), and any other governmental agency’s regulations and guidelines pertinent to post-disaster recovery, debris monitoring, and Stafford Act Public Assistance claims.

- 7. The proposer will adhere to the awarded Fee Schedule listed on their submitted FEE SCHEDULE in US Dollars
- 8. The proposer agrees that the deliverables will be ready for deliveries within sixty (60) calendar days from the date of Contract Commencement as specified in the Notice to Proceed.
- 9. Acknowledgment is hereby made of the following addenda (identified by number) received since issuance of the Request for Proposals:

Addendum No. N/A Dated N/A

Addendum No. Dated

Addendum No. Dated

Addendum No. Dated

Addendum No. Dated

Addendum No. Dated



BID SUBMITTAL FORM FOR RFP NO. 2025-05

Page 3 of 4

10. PLEASE HAVE YOUR INSURANCE REPRESENTATIVE CAREFULLY REVIEW THE INSURANCE REQUIREMENTS CONTAINED IN THE QUALIFICATIONS STATEMENT PRIOR TO SUBMITTING YOUR PROPOSAL PACKAGE TO ENSURE COMPLIANCE WITH ALL INSURANCE REQUIREMENTS.

11. The DISTRICT reserves the right to award this contract on the basis of any combination or all items, in which the DISTRICT deems in its best interests.

12. All communications concerning this RFP shall be emailed to:

Danielle Keira-Cancel, Procurement Manager

Coral Springs Improvement District

10300 N.W. 11th Manor

Coral Springs, Florida 33071

Tel. 954-796-6620

Email daniellec@csidfl.org

13. The following documents are attached to and made as a condition to this RFP:

- a. Drug-Free Workplace Certification
- b. Proof of Insurance
- c. State of Florida Business License
- d. E-Verify Affidavit: **3 pages**
- e. Non-Collusion Oath
- f. Qualification Statement: **9 pages**
- g. Client References
- h. Bid Submittal Form for RFP No. 2025-05: **2 pages**
- i. Bid Submittal Security, if required
- j. Public Entity Crimes: **3 pages**
- k. Scrutinized Vendor Certification: **2 pages**
- l. Good Faith Affidavit
- m. Fee Schedule



BID SUBMITTAL FORM FOR RFP NO. 2025-05

Page 4 of 4

BIDDER'S CERTIFICATION

In witness whereof, the Proposer has executed this Bid Submittal Form for RFP# 2025-05
this 11th day of August, 2025.

Signature of Individual/Title

Sam Rosania

Printed Name of Individual

Witness

ACKNOWLEDGMENT

STATE OF South Carolina

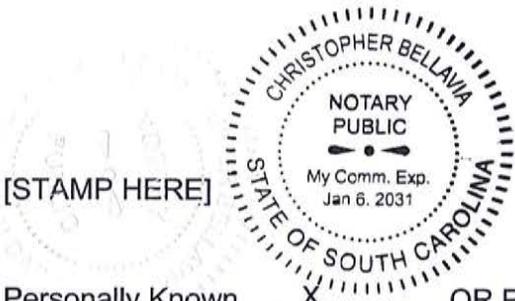
COUNTY OF Charleston

Sworn to (or affirmed) and subscribed before me this 11th day of August,
2025, by Sam Rosania.

Physical presence OR Online notarization _____

Signature of Notary Public

State of South Carolina



[STAMP HERE]

Personally Known OR Produced Identification _____

Type of Identification Produced: _____



QUALIFICATIONS STATEMENT

Page 1 of 10

The undersigned certifies under oath the truth and correctness of all statements and of all answers to questions made hereinafter:

Submitted To: Coral Springs Improvement District
10300 N.W. 11th Manor
Coral Springs, Florida 33071

Doing Business As

(If applicable):

Bidder's Name: Rostan Solutions, LLC

Bidder's Address: 3433 Lithia Pinecrest Road, Suite 287

City, State, Zip Code: Valrico, FL 33596

Telephone No: 813-333-7042

Email: tmays@rostan.com

If payment(s) is/are to be mailed to address other than stated above, please complete section below:

Contact Name: _____

"Remit to" Address: _____

City, State, Zip Code: _____

Telephone No: _____

Email: _____



QUALIFICATIONS STATEMENT

Page 2 of 10

1. State the true, exact, correct and complete name of the partnership, corporation, trade, or fictitious name under which you do business and the address of the place of business.

Legal Name of Proposer:	<u>Rostan Solutions, LLC</u>
Address of principal place of business:	<u>3433 Lithia Pinecrest Road, Suite 287, Valrico, FL 33596</u> <u>Travis Mays, Principal/Vice President</u>
Contact Person's Name and Title:	
Proposer's Telephone	<u>813-333-7042</u>
Email	<u>tmays@rostan.com</u>
Proposer's Business License Number	<u>L14000169270</u>

If the Proposer is a corporation, answer the following:

a. Date of Incorporation:	<u>8/18/2006</u>
b. State of Incorporation:	<u>Florida</u>
c. President's name:	<u>Darius Stankunas</u>
d. Vice President's name:	<u>Sam Rosania (Executive), Travis Mays, Kyle Jones</u>
e. Secretary's name:	<u>N/A</u>
f. Treasurer's name:	<u>N/A</u>
g. Name and address of Registered Agent:	<u>CORPORATION SERVICE COMPANY</u> <u>1201 HAYS STREET</u> <u>TALLAHASSEE, FL 32301-2525</u>



QUALIFICATIONS STATEMENT

Page 3 of 10

3. If Proposer is an individual, corporation, or partnership answer the following:

Articles of Incorporation Date	Indicate if Bidder is Individual, Corporation, or Partnership	Name of Individual or Partnership	Address of Individual or Partnership	Ownership of Units for Partner (If applicable)

4. If Proposer is other than an individual, corporation or partnership, describe the organization and give the name and address of principals: Limited Liability Company

Darius Stankunas, President, 2000 S A1A, Apt 407, Jupiter, FL 33477
Sam Rosania, Executive Vice President, 3204 Fox Squirrel Lane, Valrico, FL 33596
Travis Mays, Vice President, 7394 Verdott Court, New Kent, VA 23124
Kyle Jones, Vice President, 410 Deer Point Drive, Gulf Breeze, FL 32561

5. If Proposer is operating under a fictitious name, submit evidence of compliance with the Florida Fictitious Name Statute.

N/A

6. How many years has your organization been in business under its present business name?

19



QUALIFICATIONS STATEMENT

Page 4 of 10

Under what other former names has your organization operated?

N/A

7. Indicate registration, license numbers or certificate numbers for the businesses or professions which are the subject of this RFP. Please attach certificate of competency and/or state registration.

Florida Business License: L14000169270

Florida Engineering License: 30927

8. Have you or an individual representing your firm inspected the site for the proposed scope of service?

(Y) (N)

9. Do you have a complete set of documents, including drawings and addenda?

(Y) (N)

11. Have you ever failed to service any entity in the disaster debris monitoring and reimbursement management services awarded to you?

(Y) (N)

If so, state when, where and why?

N/A



QUALIFICATIONS STATEMENT

Page 6 of 10

THE PROPOSER ACKNOWLEDGES AND UNDERSTANDS THAT THE INFORMATION CONTAINED IN RESPONSE TO THIS QUALIFICATIONS STATEMENT SHALL BE RELIED UPON BY DISTRICT IN AWARDING THE CONTRACT AND SUCH INFORMATION IS WARRANTED BY BIDDER TO BE TRUE. THE DISCOVERY OF ANY OMISSION OR MISSTATEMENT THAT MATERIALLY AFFECTS THE PROPOSER'S QUALIFICATIONS TO PERFORM UNDER THE CONTRACT SHALL CAUSE THE DISTRICT TO REJECT THE PROPOSAL SUBMITTAL, AND, IF AFTER THE AWARD, TO CANCEL AND TERMINATE THE AWARD AND/OR CONTRACT.

Signature

STATE OF South Carolina

COUNTY OF Charleston

Sworn to (or affirmed) and subscribed before me this 11th day of August,

2025, by Sam Rosania.

Physical presence OR Online notarization _____

Signature of Notary Public

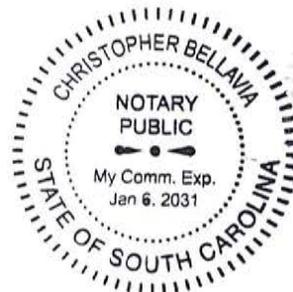
[STAMP HERE]

State of South Carolina

Personally Known OR Produced Identification _____

Type of Identification Produced: _____

WITNESS my hand and official seal.





QUALIFICATIONS STATEMENT

Page 7 of 10

The undersigned further agrees to the following stipulations of the RFP requirements.

1.LIABILITY

- A. District personnel shall be contacted a minimum of 24 hours prior to any deliveries with the time and location the deliveries are to be made. In addition, District personnel will/may observe but will not participate in any operations.
- B. CONTRACTOR shall not commence any deliveries under this Agreement until it has obtained all insurance required under this paragraph and such insurance has been approved by the DISTRICT nor shall the CONTRACTOR allow any subcontractor to commence any deliveries on any subcontract until all similar such insurance required of the subcontractor has been obtained and similarly approved. It shall be the responsibility of the Contractor to comply with all Federal, State, and Local Water Management District Environmental Rules and/or Regulations.
- C. General Liability Insurance written on an occurrence basis including, but not limited to coverage for bodily injury and property damage, personal & advertising injury, products & completed operations, and contractual liability. Coverage must be written on an occurrence basis, with limits of liability no less than:
 - 1. Each Occurrence Limit - \$1,000,000
 - 2. Personal & Advertising Injury Limit - \$1,000,000
 - 3. General Aggregate Limit - \$2,000,000
 - 4. Products & Completed Operations Aggregate Limit - \$2,000,000
- D. Workers' Compensation and Employers' Liability Insurance covering all employees, and/or volunteers of the CONTRACTOR engaged in the performance of the Scope of Service associated with this Agreement. In the event any service is sublet, the CONTRACTOR shall require the subcontractors similarly to provide Workers' Compensation Insurance for all the latter's employees unless such employees are covered by the protection afforded by the CONTRACTOR. Coverage for the CONTRACTOR and its subcontractors shall be in accordance with applicable state and/or federal laws that may apply to Workers' Compensation Insurance with limits of liability no less than:
 - 1. Workers' Compensation: Coverage A – Statutory
 - 2. Employers Liability: Coverage B \$1,000,000 - Each Accident
\$1,000,000 Disease – Policy Limit
\$1,000,000 Disease – Each Employee

If CONTRACTOR claims to be exempt from this requirement, CONTRACTOR shall provide CITY proof of such exemption along with a written request for CITY to exempt CONTRACTOR, written on CONTRACTOR letterhead.



QUALIFICATIONS STATEMENT

Page 8 of 10

- E. Comprehensive Auto Liability Insurance covering all owned, non-owned and hired vehicles used in connection with the performance of service under this Agreement, with a combined single limit of liability for bodily injury and property damage no less than:
- Any Auto (Symbol 1) Combined Single Limit (Each Accident) - \$1,000,000
Hired Autos (Symbol 8) Combined Single Limit (Each Accident) - \$1,000,000
Non-Owned Autos (Symbol 9) Combined Single Limit (Each Accident) - \$1,000,000
- F. Professional Liability and Pollution Insurance no less than:
- Each Claim/Act: \$1,000,000
Aggregate: \$1,000,000
- G. CONTRACTOR shall name the DISTRICT, as an additional insured on each of the General Liability policies required herein and shall hold the DISTRICT, its elected and appointed officers, agents, employees, and instrumentalities harmless on account of claims for damages to persons, property or premises arising out of the services provided hereunder.
- H. The Coral Springs Improvement District shall be named as an Additional Insured on each of the General Liability policies required herein.
- I. CONTRACTOR shall name the DISTRICT, as an additional insured on each of the General Liability policies required herein and shall hold the DISTRICT, its elected and appointed officers, agents, employees, and instrumentalities harmless on account of claims for damages to persons, property or premises arising out of the services provided hereunder.
- J. Any insurance required of the CONTRACTOR pursuant to this Agreement must also be required of any subcontractor in the same limits and with all requirements as provided herein, including naming the DISTRICT as an additional insured, in any service that is subcontracted unless such subcontractor is covered by the protection afforded by the CONTRACTOR and provided proof of such coverage is provided to DISTRICT. The CONTRACTOR and any subcontractors shall maintain such policies during the term of this Agreement.
- K. The DISTRICT reserves the right to require any other additional types of insurance coverage and/or higher limits of liability it deems necessary based on the nature of service being performed under this Agreement.
- L. The insurance requirements specified in this Agreement are minimum requirements and in no way reduce any liability the CONTRACTOR has assumed in the indemnification/hold harmless section(s) of this Agreement.



QUALIFICATIONS STATEMENT

Page 9 of 10

2. COMPLETION OF DELIVERIES

- A. The District reserves the right to inspect the contractor's delivery to verify completion of the contract and withhold partial payment for deliveries deemed incomplete.

Signed By:

A handwritten signature in blue ink, appearing to be a stylized 'e' or similar character, positioned above a horizontal line.

Title:

Principal/Executive Vice President

Dated:

8/11/2025



QUALIFICATIONS STATEMENT

Page 10 of 10

BOARD/CONTRACTOR SIGNED SHEET

Coral Springs Improvement District ITB # 2025-05 approved on _____

CORAL SPRINGS IMPROVEMENT DISTRICT

Signature of CSID Witness

Signature of CSID President

Printed Name of CSID Witness

Printed Name of CSID President

Date

CONTRACTOR

Rostan Solutions, LLC

Company



Signature

Sam Rosania, Principal/Executive Vice President

Name and Title (Printed)

TENTH ORDER OF BUSINESS

Work Authorization CSID WA #243

This Work Authorization, dated September 5th, 2025, describes a specific agreement between Kimley-Horn and Associates, Inc. (“the FIRM”) and CORAL SPRINGS IMPROVEMENT DISTRICT (“the OWNER or CSID”) in accordance with the terms of the Firm Services Agreement for Continuing Professional Services dated May 1st, 2025, which are incorporated herein by reference.

Identification of Project:

Project Name: CSID Biosolids Feasibility Study
FIRM Project Manager: Kevin Gerszuny, PE

Introduction

Coral Springs Improvement District (CSID) owns and operates a 7.72 million gallon day (MGD) annual average daily flow wastewater treatment facility (WWTF) consisting of four separate interconnected wastewater treatment units known as Plant C, D, E, and F. The facility biosolids are thickened in a rotary drum thickener, stabilized via aerobic digestion and dewatered using belt filter press technology. The facility produces Class B biosolids which are hauled offsite by a third-party vendor and land applied. The processing and disposal of Class B biosolids from domestic wastewater has long posed a significant challenge for utilities in South Florida, with current disposal methods trending towards more limited land application and landfill disposal sites.

Under this Work Authorization, the FIRM is to provide professional services focused on the following two (2) primary options for potential implementation as follows:

1. Option 1: Joining the Broward County Regional Biosolids Solutions Facility initiative
2. Option 2: CSID constructing and operating a standalone biosolids facility

The FIRM will develop and evaluate multiple alternatives for Option 2: Standalone Biosolids Facility improvements including, but not limited to, upgrading to Class A/AA treatment, biosolids thickening/decanting improvements, existing aeration system analysis for increased volatile solids reduction (VSR), allowing additional biosolids from other municipalities, and new dewatering systems such as Class A thermal drying. The alternative evaluation will consider new/upgraded treatment system footprints and operating requirements, capital and operating costs, potential energy savings, proven technology, reliability, resiliency, and the ability to meet potential future regulatory requirements such as PFAS reduction.

Additionally, biosolids disposal options will be investigated and summarized including local/regional landfill disposal costs, landfill disposal long-term availability including capacity and regulatory concerns, and potential Class A/AA (unrestricted) land application availability/locations.

Option 1: Joining Broward County Facility and Option 2: Standalone Biosolids Facility will be then evaluated considering economic criteria (capital and 20-year life cycle costs) and non-economic criteria such as compatibility with site, regulatory compliance, risk, and operations/technology.

Specific Scope of FIRM’s Services:

FIRM shall perform the engineering Scope of Services as further described herein:

Task 1 – Project Management and Meetings

- A. The FIRM will conduct a virtual kickoff meeting with appropriate OWNER staff to discuss goals, request information, and review OWNER preferences.

- B. The FIRM will conduct up to two (2) site visits to gather site-specific and equipment information.
- C. The FIRM will conduct up to three (3) report review workshops virtually to discuss report findings and recommendations. The FIRM will document decisions finalized and action items for follow-up.

Task 2 - Data Collection and Review

- A. The FIRM will review operational data on current biosolids production, dewatering, hauling, and disposal.
- B. The FIRM will update and summarize regulatory requirements and compliance trends, building on the information provided by the Broward County Regional Biosolids Solutions Facility Phase I/Phase II studies.
- C. The FIRM will document existing infrastructure and constraints.

Deliverable:

- Baseline System Assessment Memorandum

Task 3 – Facility Sludge Treatment Optimization

- A. The FIRM will develop a wastewater treatment process model simulation using Biowin software to identify potential operational improvements related to aerobic sludge digestion and thickening.
- B. The FIRM will estimate CSID's waste activated sludge processing capacity and evaluate feasibility of CSID accepting other municipality's sludge. The FIRM will perform an analysis of the estimated sludge volume that CSID may accept, and provide recommendations on optimal sludge discharge method and location within the CSID WWTF. Additionally, if the facility has capacity, the additional sludge anticipated will be included in the evaluation under Task 4.

Deliverable:

- Sludge Treatment Optimization Memorandum

Task 4 – Comparative Evaluation Report

- A. The FIRM will identify commercially proven biosolids dewatering including thermal drying and treatment technologies suited to CSID.
- B. The FIRM will screen up to three (3) technologies based on site-specific factors (e.g., space, climate, energy consumption, operational requirements).
- C. The FIRM will conduct a due diligence review of the Countywide Biosolids Solutions Working Group's documents and recommendation for a regional thermal drying facility to produce Class AA biosolid pellets.
- D. The FIRM will evaluate the merits of CSID participating in the regional option when compared to standalone biosolids options.
- E. The FIRM will develop up to three (3) conceptual layouts and process flow diagrams for biosolids treatment and dewatering alternatives.
- F. The FIRM will estimate capital, operational, and maintenance costs and conduct a life cycle cost analysis on a twenty-year horizon.

- G. The FIRM will evaluate energy use, emissions, and potential for resource recovery (e.g., Class AA biosolids, energy generation).
- H. The FIRM will identify key risks (e.g. PFAS treatment, regulatory, operational, market)
- I. The FIRM will summarize findings and rank alternatives.
- J. The FIRM will provide a recommended path forward with implementation considerations.

Deliverable:

- Comparative Evaluation Report with life cycle cost analysis Memorandum

Schedule:

The FIRM has prepared the following schedule for the project components listed herein.

<u>Task Name</u>	<u>Time Elapsed to Task Completion</u>
Task 1 – Project Management and Meetings	-
Task 2 – Data Collection and Review	1 months from NTP
Task 3 – Facility Sludge Treatment Optimization	2 months from NTP
Task 4 – Comparative Evaluation Report	3 months from NTP

Additional Services:

Any other services beyond those specifically stated in Task 1 through 4 above, including but not limited to the following could be provided in a separate scope of services or via an amendment to this scope of services:

- Funding assistance for project including applications for grants, loans or alternative funding sources
- Additional treatment upgrades design outside of the conceptual level and components listed within this scope of services
- Permitting services or permit application fees
- Detailed design drawings, specifications, or specific equipment selection
- Construction engineering, administrative, or observation services

Terms of Compensation:

The services included in Tasks 1 through 4 of this Scope of Services are based on a lump sum value of \$90,320 as broken out in the table below.

<u>Task Name</u>	<u>Fee</u>
Task 1 – Project Management and Meetings	\$10,815
Task 2 – Data Collection and Review	\$16,360
Task 3 – Facility Sludge Treatment Optimization	\$15,860
Task 4 – Comparative Evaluation Report	\$47,285
Total Lump Sum Fee	\$90,320

Invoices will be submitted on a monthly basis and will be based on the percent complete of lump sum tasks. FIRM will manage task assignments, employee classifications, and workload distribution internally, provided that the total compensation for each task does not exceed the authorized amounts and the scope of services is delivered as described.

IN WITNESS WHEREOF, this Work Authorization has been caused fully executed on behalf of the FIRM by its duly authorized officer, and the OWNER has the same to be duly name and in its behalf, effective as of the date herein above written.

CORAL SPRINGS IMPROVEMENT DISTRICT

By: _____
Signature of Witness

By: _____
Signature of President

Print Name of Witness

Print Name of President

Approved as to form and legality

Date

District Counsel

KIMLEY-HORN AND ASSOCIATES, INC

State of Florida
County of Broward

By: _____
Signature

The foregoing instrument was
acknowledged before me on this

____ day of _____, 2025 by

Print Name and Title

Who is personally known to me OR
produced _____
As identification.

Signature of Notary

Date

CSID Biosolids Feasibility Study
Staff Hours Estimate

Task	Hourly Billing Rate	Kimley-Horn and Associates, Inc. Staff									Subconsultants	Total Hours	Labor Cost	Total Cost	
		Principal	Senior Professional Engineer II	Senior Professional Engineer I	Professional Engineer	Project Analyst II	Project Analyst I	Intern	Senior CADD Designer	CADD Designer	Clerical				
		\$325.00	\$265.00	\$230.00	\$200.00	\$175.00	\$150.00	\$95.00	\$190.00	\$135.00	\$90.00				
1	PROJECT MANAGEMENT AND MEETINGS														
	Kickoff Meeting	2	2			2					2		8	\$ 1,710.00	
	Perform up to two (2) Site Visit		6			6							12	\$ 2,640.00	
	Prepare and Attend up to Three (3) Virtual Report Review Workshops	3	6		9	12							30	\$ 6,465.00	
2	DATA COLLECTION AND REVIEW														\$ 16,360.00
	Review Plant Operational Data		4		4	8							16	\$ 3,260.00	
	Review and Update Regulatory Requirements and Compliance Trends		4		6	2							12	\$ 2,610.00	
	Draft Report	2	4		8	40					2		56	\$ 10,490.00	
3	FACILITY SLUDGE TREATMENT OPTIMIZATION													\$ -	\$ 15,860.00
	Blowin Software Model Development		2		8	16							26	\$ 4,930.00	
	Review Optimization Recommendations		4		8	4							16	\$ 3,360.00	
	Sludge Processing Capacity Evaluation		4		6	2							12	\$ 2,610.00	
	Draft Report	2	2		4	16					2		26	\$ 4,960.00	
4	COMPARATIVE EVALUATION REPORT													\$ -	\$ 47,285.00
	Equipment Evaluation (Up to three (3) technologies)		8		12	24							44	\$ 8,720.00	
	Countywide Biosolids Working Group Due Diligence Review	2	4		8								14	\$ 3,310.00	
	CAPEX Projections		6		12	24							42	\$ 8,190.00	
	Conceptual Layout and Process Flow Diagrams		4		2	8							14	\$ 2,860.00	
	Risk Management Strategy	1	4		2	8							15	\$ 3,185.00	
	Draft Report	4	16		24	60					2		106	\$ 21,020.00	
														\$ -	
														\$ -	
	TOTAL HOURS	16	80		113	232					8		449		
	SUB-TOTALS (LUMP SUM)	\$ 5,200	\$ 21,200	\$ -	\$ 22,600	\$ 40,600	\$ -	\$ -	\$ -	\$ -	\$ 720	\$ -		\$ 90,320.00	\$ 90,320.00
															TOTAL SERVICES, NTE \$ 90,320.00

Eleventh Order of Business

Recommended Procedures for Sewer Leakage Testing of Private Systems

(May 3, 2019)

The requirement for sewer leakage testing of existing private systems was incorporated into the standard conditions of approval for storm water management permits to complement the District's efforts to reduce inflow and infiltration in the public system. Leakage testing of existing sewers is not presently mandated by EPA, DEP, or Broward County and is up to the utility service provider.

Applicability

Leakage testing of existing and new components of the sewer system is required by the Coral Springs Improvement District as a standard condition of approval for storm water management licenses. The applicant is to conduct leakage testing of the private sewer systems (laterals and mains) up to the point of connection with the District system and demonstrate leakage (into or out of the system) is less than 100 GPDIDM (20x the allowed leakage for new systems).

Testing protocols – Systems less than 500 ft. total length

For systems less than 500 ft. total length (laterals and mains), compliance may be demonstrated by submitting an engineer's certification (with supporting record of video inspection) that the system was inspected and found to be free of defects or damage that is resulting in leakage. Visible leaks or evidence of root intrusion is grounds for rejection and must be corrected.

Testing protocols – Systems >500 ft.

Systems longer than 500 ft. will need to have flows measured, utilizing industry accepted flow meters at the point of connection to the District's facilities or at an alternate location agreed to by the District. Flow testing is to be performed during periods of minimal sewer flow (water use) by the facility. Sewer meter readings are converted to sewer flow (GPH) by dividing the flow by the elapsed time. Allowable leakage is based on the length diameter of the system. Length and diameter are to be determined from record plans or



Sewage Leakage Testing Procedures

May 3, 2019

Page 2

measured in the field. The difference between measured sewer flow and domestic consumption (if any) is computed. Leakage in excess of the computed allowance must be addressed.

Computation of Domestic Consumption

Domestic meter readings are to coincide with the start and end of sewer flow meter readings to the greatest extent possible. When the interval between initial and final domestic meter readings is less than the duration of sewer metering, then up to 80% of domestic consumption may be deducted from sewer flows before calculating the sewer flow rate. When the interval between initial and final domestic meter readings exceeds the duration of the sewer flow metering, then the domestic consumption is converted to an hourly rate. Of the domestic consumption, up to 80% may be deducted from the sewer flow rate when computing infiltration.

Required Actions

- Sewer leakage that is less than 100 GPDIDM rate requires no additional action. Passing tests are valid for 10 years.
- Tests with leakage rates between 100 and 500 GPDIDM require no immediate action but must be retested within 5 years.
- Leakage greater than 500 GPDIDM (100 times the allowable for new systems) but less than 2,000 GPDIDM requires action. The location(s) of the leak(s) must be tracked down and identified (preferably by televising the system). Visible breaks and significant point source contributions must be corrected. Non-point sources of infiltration will need to be noted and potential repairs evaluated, but not necessarily corrected at this time.
- Leaks in excess of 2,000 GPDIDM require immediate corrective action to bring the system into compliance. We recommend the owner's engineer televise the system, develop and present proposed corrective action to the District for evaluation prior to implementing.
- Following corrective action, the system shall be retested to demonstrate the effectiveness of the repairs and certified by the owner's engineer as complying with District Standards.

Twelfth Order of Business

Globaltech, Inc.
CSID Engineer's Report
September 15, 2025

PROJECTS UNDER CONTRACT

WA#222 – Belt Filter Press Replacement – Substantially Complete

- Approved by Board – 1/22/24
- Belt filter press delivered and installed on March 3rd.
- Startup and training with Andritz (BFP Manufacturer) – 5/09/25
- Andritz on site to address issues – 8/25/25
- Press running well for two weeks
- Working with Andritz regarding processed percent solids
- Installing new pedestals on BFP-1 week of 9/08/25
- Anticipated completion – October 2025

WA#226 – Stormwater Pump Station Spare Engine Procurement – In Progress

- Approved by Board – 4/15/24
- Issued Purchase Order for replacement engine and clutch – 6/07/24
- Engine arrived 9/03/25
- Addressing issues with catalytic converter and vibration absorbers
- Installation to occur week of – 9/15/25
- Anticipated project completion – end of September 2025

WA#229 – WWTP Package Plant E Improvements – Complete

- Approved by Board – 8/19/24
- Review meeting to discuss corrosion report and results of piping inspection – 3/04/25
- Amendment approved for plant repairs identified in the inspection report – 3/17/25
- All repair work within tank completed – 5/23/25
- Leveled air lines and performed startup 7/11/25
- O-Rings replaced week of 8/20/25
- Plant returned to operation and running well
- Anticipated Final Completion – 9/01/25

WA#232 – Well 3 Repower & VFD – Substantially Complete

- Approved by Board – 12/16/24
- Final design completed - 1/31/25
- Startup conducted / Well fully operational - 7/30/25
- Using remaining allowance to install fiber optic home runs – 8/11
- Completed walk through with staff / replacing parts within panel
- Substantial Completion – 7/30/25
- Final Completion anticipated – 9/15/25

Globaltech, Inc.
CSID Engineer's Report
September 15, 2025

PROJECTS UNDER CONTRACT (Continued)

WA#233– Digester 1 Blower Replacement – Preliminary Engineering – In Progress

- Approved by Board – 1/27/25
- Review meeting with staff – week of 5/12/25
- Submitted Technical Memorandum No 1 and cost estimate – 7/10/25
- Conducted review meeting – 7/24/25
- Revising blower calculations based on revised data
- Submitted revised Technical Memorandum – 9/12/25
- Conducted review meeting with CSID staff - week of 9/15/25
- Submit Work Authorization for blower replacement and electrical upgrades – October Agenda

WA#234 – Finished Water Line Valve Replacement – In Progress

- Approved by Board – 4/21/25
- Met with staff to locate valves – 5/28/25
- Public locates inadequate – scheduling with private firm week of 8/14/25
- Exploratory excavations – performed 9/3 – 9/09/25
- Ordered valves through Rangeline – 9/12/25
- Anticipated construction – mid October
- Anticipated completion – November 2025

WA#235 – 6-inch Finished Water Line Relocation – In Progress

- Approved by Board 4/21/25
- Met with staff to locate valves – 5/28/25
- Scheduling utility locates – week of 6/09/25
- Identified water main insufficiency for fire flow. May need to reconsider how project is being implemented.
- Exploratory excavations – on hold
- Anticipated completion – September 2025

WA#236 – Well 6 Redevelopment – In Progress

- Approved by Board – 5/19/25
- Preparing subcontract with Centerline Drilling
- Contractor mobilized to well – 7/31/25
- Conducted video survey – 8/01/25
- Acidized well – 8/06/25
- Air lifting conducted week of 8/11 – 8/29
- Well producing unacceptable levels of sand and will require additional development
- Working with staff to evaluate development plan
- Anticipated project completion – end of October 2025

**Globaltech, Inc.
CSID Engineer's Report
September 15, 2025**

PROJECTS UNDER CONTRACT (Continued)

WA#238 – Site 18 Canal Bank Stabilization – In Progress

- Approved by Board – 7/21/25
- Executed Subcontract with B&Z Construction
- Applied for construction bonds
- Coordinating work with property owner
- Working with City of Coral Springs for tree removal
- Anticipated construction initiation – 9/22/25
- Construction duration – 4 weeks
- Completion anticipated – mid-October

WA#239 – WTP Control System Upgrades

- Approved by Board – 7/21/25
- Filed and recorded construction bond
- Preparing design modifications for generator panel
- All materials have arrived on site with the exception of the generator panel
- Preparing software conversion modifications
- Field work anticipated – mid October (3 weeks)
- Completion Anticipated mid-November

WA#240 – Tree Removal Irrigation System Coordination

- Approved by Board – 7/21/25
- Conducted kick off meeting to discuss responsibilities
- Prepared project notebooks with all impacted properties
- Contacted homeowners for Sites E-10, E-13,
- Will continue with notification and irrigation system checks as ATL completes work

Work Authorizations Under Development

WA#177 – Portable Generator Storage Building – October Agenda

WA#XXX – Digester 1 Blower Replacement – October Agenda

WA#XXX – RO Building Utility Trench Sump Pump Improvements – October Agenda

WA#XXX – Production Well 5 VFD & Flowmeter – October Agenda

Other Issues

- Atlantic Boulevard Pavement Restoration
- Riverside Drive Pavement Issues

13A.

Proposed

Notice of Meetings
Coral Springs Improvement District

The Board of Supervisors of the Coral Springs Improvement District will hold their meetings for Fiscal Year 2026 in the District Offices, 10300 N. W. 11 Manor, Coral Springs, Florida at **3:00 p.m.** on the third Monday of each month unless otherwise specified below:

October 20, 2025
 November 17, 2025
 December 15, 2025
 January 26, 2026 (Fourth Monday)
 February 23, 2026 (Fourth Monday)
 March 16, 2026
 April 20, 2026
 May 18, 2026
 June 15, 2026
 July 20, 2026
 August 17, 2026
 September 21, 2026 – **This is Yom Kippur so may want to change**

In addition to the regular meeting schedule, one or more Supervisors may attend weekly staff meetings/workshops every Tuesday morning at 9:00 a.m. at the District Offices. *

There may be occasions when one or more Supervisors will participate by telephone. The meeting may be continued in progress without additional notice to a time, date, and location stated on the record.

Any interested person can attend the meeting at the above location and be fully informed of the discussions taking place. A scheduled meeting may be cancelled by the BOS based on the business needs of the District.

Any person requiring special accommodations at this meeting because of a disability or physical impairment should contact the management firm, Inframark, at (954) 603-0033 at least two calendar days prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service at 711 for aid in contacting the District Office.

Each person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.

Kenneth Cassel
District Manager