

PROPOSAL STATEMENT



RFP NUMBER: RFP-EM2023-001
Emergency Planning, Disaster
Recovery, & Mitigation Grant
Program Services



E.L. ROBINSON
ENGINEERING

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Project Contact:

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Franklin County Clerk of Courts
ATTN: Michelle Maxwell
Franklin County Emergency Management
33 Market Street, Suite 203
Apalachicola, FL 32320

Re: RFP #- RFP-EM2023-001 - EMERGENCY PLANNING, DISASTER RECOVERY, AND MITIGATION GRANT PROGRAM SERVICES

Dear Ms. Maxwell:

E. L. Robinson Engineering Co. (ELR) is pleased to submit our proposal to provide the above-referenced services to the Franklin County Board of Commissioners (the County). By submitting the response to the County's RFP, ELR expresses its interest in the work and the desire to be selected by the County.

ELR, will draw from our collective, extensive experience providing FEMA Program Cost Recovery Services, including but not limited to FEMA Public Assistance, Hazard Mitigation Grant Program, grant management advice and assistance program oversight, project management, and other general professional services to the County as needed to advance successful, expedited recovery program. ELR has assembled a team of skilled and experienced staff dedicated to the County for the cost recovery project.

Dean Hatfield, PE, is ELR's Vice President of the Mid-Atlantic Region and will serve as the program and contract manager while Amy Lynn ELR's Emergency Management Program Director will serve as the designated project manager. The services the ELR Team is providing are listed below but not intended to be all inclusive:

- Provide the County from inception until closeout with the preparation and submittal of grants.
- Provide our expertise with development and ongoing activities with the County employees in the management of the FEMA Public Assistance process, in accordance with the most recent FEMA Public Assistance Program and Policy Guide (PAPPG) and other eligible FEMA programs as needed by the County
- Manage meeting deadlines imposed by FEMA and the State of FL for documentation, appeals, completion of work, etc.
- Review current County policies and assistance with development and documentation of new County policies to ensure compliance with FEMA and State of FL requirements and guidelines
- Provide expertise to the County regarding with hazard mitigation proposals, alternate projects, and improved projects and potential Section 428 projects to ensure the County's strategies are realized.
- Assistance with preparation of large and small project worksheets, so that the scope of work is accurate and comprehensive, estimates are accurate, expenses are eligible and documented, and that projects are categorized as small or large in a manner that ensures prompt and sufficient reimbursement to the County
- Provide our expertise to the County with regard to dispute resolution, the preparation and responses to appeals
- Periodic reports to the County as to status of FEMA Public Assistance process and progress and status and progress of other FEMA programs that the County may become eligible for post disaster

- Provide our expertise with project final inspections and audits
- Provide our assistance to the County with other related activities such as emergency planning, preparedness, response, recovery, resilience, and mitigation needs; training, policy analysis, audits, reporting, and other needs as requested by the County.

This team's leadership primary goals are to be responsive to the County's needs and provide quality services that lead to the execution of a quality cost recovery program.

The following sections summarize the information requested in the RFP. We look forward to your favorable review of the ELR Team's qualifications. If you should have any questions or require additional information, please contact me at (919) 302-1178 (mobile) or by email at dhatfield@elrobinson.com.

Sincerely,

E.L. Robinson Engineering Co.



Dean Hatfield, PE
VP of the Mid-Atlantic Region/Contract Manager



QUALIFICATIONS & HISTORY

Founded in 1978 by Edward L. Robinson who is a registered Professional Engineer (PE) and a Professional Surveyor (PS). We come from humble beginnings. The company began as a small surveying firm with four employees and has grown to a highly- diversified engineering, planning and design and surveying firm with more than 200 employees.

E. L. Robinson Engineering Co. (ELR) provides a full range of top-quality engineering services, from planning and analysis to design build and implementation. We are committed to providing clients with the expertise and innovation to create effective solutions.

Our firm only produces projects that are top quality, on time, and within budget. ELR has expanded into disaster preparedness, response, mitigation, and recovery and offers a range of services and solutions that strengthen our client's critical infrastructure and make their communities more resilient.

ELR's work includes the landmark events such as Hurricane Katrina, Hurricane Ike, Superstorm Sandy, Hurricane Matthew, Hurricane Michael, Hurricane Florence, Hurricane Sally, the more recent Hurricane Ida and COVID-19. We are a client centric firm, recognizing the individual personality of each client and the unique circumstances they face during the preparedness, response, and recovery from a disaster.

ELR provides grant management strategies and tactics throughout the recovery process. The ELR team works closely with you to determine the full extent of the damages and the eligibility of those damages; of which insurance is vital component. In concert with you, we will implement a cost tracking strategy designed to maximize eligible funds and track each project through the development, revision and ultimately closeout of your disaster projects.

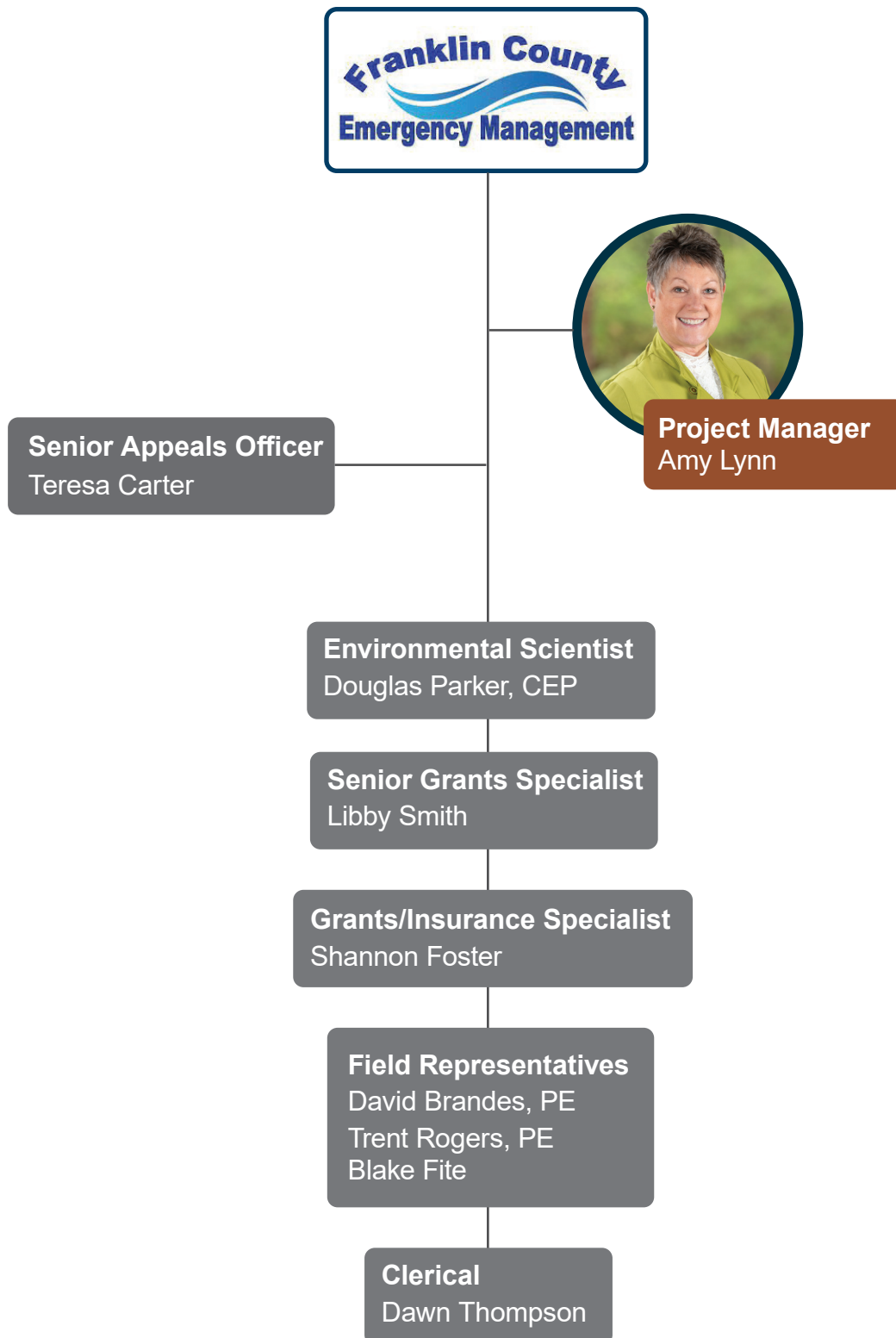
ELR is built on integrity. Every project we tackle embodies the hard work and commitment that have formed the well respected and reputable company that is seen today. ELR holds a continuous commitment to superior client service. We will always have our client's best interest in mind and are determined to exceed every client's expectation through ongoing collaboration with clients on every project, listening to and understanding the client's needs.

ELR has the resources to ensure the successful completion of assignments in an efficient and cost-effective manner within the PNPs overall requirements and in the timeframes agreed to by the agency and ELR. This proposal is valid for at least 90 days from the date of submission.

Proposer Contact Name and Phone Number:

Amy Lynn- Emergency Management Program Director- Project Principal
(919) 604-4565 • alynn@elrobinson.com





The proposed ELR team consists of key personnel who under an existing contract, work directly with the Franklin County Board of County Commissioners (County).

Key members of the ELR Team, Amy Lynn, Shannon Foster, previously worked together under Louis Berger for multiple years performing disaster recovery services for impacted counties, townships, and cities throughout the State of New Jersey in the tasks below.

Tasks included:

FEMA Public Assistance (PA), project worksheet (PW) formulation, alternate and improved projects, requests for reimbursement, project closeouts for grant funding, and Office of Inspector General (OIG) project audit support.

Together, key members of the ELR team supported the county and municipalities, managing their loss claims with FEMA, and their insurance policies in County-owned and/or managed sites, prepared site-specific version packages to expedite recovery and to obtain the maximum eligible recovery funding. The team reviewed actual insurance proceeds for multiple municipalities across multiple project scopes of work to reconcile actual insurance received against FEMA anticipated insurance proceeds for maximum grant funding as part of the project closeout process. The team provided technical consulting for FEMA PA Program, insurance recovery and appeals activities associated with Hurricane Sandy. The impacts from Hurricane Sandy to counties and municipalities generated multiple large and small projects with scopes of work including parks, facilities, police vehicles, beaches and dune crossovers, roadways and bridges, utilities, sewer systems, libraries and even caused alternative voting procedures for the 2012 election.

This legacy team also supported Ocean County and 15 municipalities within Ocean County by providing disaster recovery support under the FEMA PA Program, including grant eligibility, project development, grant management, insurance recovery, development of appeals and program management. Additionally, this team assisted the County and municipalities with assessing impacts and initiating project development versions for their recovery, restoration, and mitigation actions, made recommendations on the methods of repair or replacement pursuant to FEMA's laws, regulations, and policies on eligibility.

The proposed ELR Team consisted of staff who, under APTIM, worked directly for Commonwealth of Puerto Rico, post Hurricanes Irma and Maria. APTIM team members in Puerto Rico were Amy Lynn. This team provided strategic and tactical advice in grant administration, policy, organization, compliance, and risk management to many of the Government of Puerto Rico Agencies. Faced with the challenges of improper procurement, procurement of goods to an island, outdated building codes, loss of population to the US and other counties, and unstable power grid, the APTIM team met the challenges, delivered work products (complaint, reimbursable and audit ready) to the Agencies and their citizen's, while realizing that recovery of the Commonwealth would be years in the making.

Currently, Members of the ELR team are providing FEMA Public Assistance Grant Management Services to (3) PNPs in the Florida Panhandle as they recover from Hurricane Michael and Hurricane Sally as well as recover costs associated with Category B COVID-19. Two of these clients have active, obligated 428 project worksheets totalling over \$20M.

ELR can pull in additional subject matter experts for consultation in person or remotely at the request of the Park Board. These SMEs are experienced in multiple disciplines of engineering including coastal engineering and the special challenges engineering in coastal communities presents. These experts will also be standing by to assist the proposed ELR team. These positions are not included in this proposal.

PROJECT TEAM AND KEY STAFF

AMY LYNN, PROJECT MANAGER, has served as a Program Manager in the emergency management field for over 39 years. Her work spans response, recovery, hazard mitigation and preparedness, FEMA Public Assistance (PA) Program, program assessment, project management, health physics, scenario development, dose assessment, exercise development and execution, and technical training. Ms. Lynn advised and coordinated with government organizations, securing federal grants following presidentially declared disasters, including funding for municipal infrastructure systems, parks and recreation, roads and bridges, buildings and contents, emergency protective measures, emergency operations center costs and shelter reimbursement, among others. Ms. Lynn is actively supporting the City of Galveston Park Board of Trustees for recovery from Hurricane Ike.

TERESA CARTER, SENIOR APPEALS OFFICER, has over 32 years of experience in emergency management (EM) planning, response, recovery, including debris operations and demolition, home inspection services and construction garnered through increasingly responsible positions with state, local, and federal agency assignments.

She is highly skilled in the interpretation of federal, state, and county legal issues and laws as they apply to all phases of emergency management, FEMA Public Assistance (PA), hazard mitigation, CBDG-DR and compliance requirements, as well as Homeland Security Planning for critical infrastructure, response/recovery operations, PNP foundations, housing authorities, utilities, schools and universities and FHWA/FHWA-ER programs.

DOUGLAS PARKER, ENVIRONMENTAL SCIENTIST, is an experienced Senior Environmental Scientist with a career spanning over 26 years. He holds a Master of Science (MS) degree in Forestry and Bachelor of Science (BS) degrees in Botany and General Horticulture, all obtained from North Carolina State University. In 2011, he achieved certification as a Certified Environmental Professional (CEP) in Environmental Assessments. Throughout his career, Mr. Parker has been involved in a wide range of environmental assessments and studies, including soil and groundwater assessments, surface water quality studies, wetland delineations, and botanical inventories. He has also conducted Phase I & II environmental site assessments and environmental compliance audits. Mr. Parker's expertise extends to the human and natural environment aspects of feasibility studies conducted. He has played a key role in preparing Natural Resources Technical Reports, conducting threatened and endangered species surveys, and assessing wetland and stream reports. His work has involved discovering previously unknown populations of endangered plant species and providing valuable information for the Natural Heritage Program. Additionally, Mr. Parker has been involved in various environmental review services for transportation projects, including reviewing reports, permits, and impact statements, ensuring compliance with environmental regulations.

LIBBY SMITH, SENIOR GRANTS SPECIALIST, possesses 30 years of experience with the State of North Carolina, primarily in the areas of policy development, economic and community development, and emergency management. Ms. Smith has direct experience managing the grant funding and federal and state compliance requirements for the HUD Community Development Block Grant (CDBG) Economic Development and the Appalachian Regional Commission (ARC) Construction and POWER projects. Ms. Smith holds a Bachelor of Arts degree in Political Science from the University of North Carolina at Chapel Hill and an Associate of Arts degree from Peace College in Raleigh, NC.

SHANNON FOSTER, GRANTS/INSURANCE SPECIALIST, has over a decade of experience in emergency management (EM) planning and disaster response and recovery garnered through increasingly responsible positions with state, local, and federal agency assignments. This experience is on top of decades of project management. She is highly skilled in the interpretation of federal, state, and county legal issues and laws applicable to all phases of public assistance (PA) programs, hazard mitigation programs and compliance requirements. Mrs. Foster has worked on FEMA PA projects on multiple declared disasters for applicants and State clients. Selected applicants include NCDOT, NJDOT, AFI Puerto Rico Department of Housing, NJOEM, GPB, Ocean County NJ, and Cal Recycle/ CalOES. Mrs. Foster is actively supporting Galveston Park Board of Trustees of the City of Galveston for FEMA Public Assistance Recovery.

DAVID BRANDES, PE, FIELD REPRESENTATIVE, is a principal engineer with more than 33 years of experience in engineering, land planning, and economic development. He has developed initiatives for community redevelopments/revitalizations, commercial and industrial/business parks, transportation/maintenance facilities, manufacturing facilities, recreational facilities, educational facilities, office complexes, retail/wholesale facilities, and residential/mixed-use housing developments, and has been responsible for more than \$100 million in capital investment in both small and large communities. Currently, he is focusing on Benefit Cost Analysis (BCA) for infrastructure hardening using mitigation grants. Mr. Brandes holds a Bachelor of Science (BS) degree in Mechanical Engineering from Clemson University, earned in 1987. He is a registered Professional Engineer in South Carolina, Georgia, North Carolina, and Virginia. Mr. Brandes has undergone specialized training, including the HEC-2 Flood Plain Hydraulics School at Penn State University, along with comprehensive courses in Asphalt Pavement, Construction, and Inspection, as well as Stormwater Drainage Design.

TRENT ROGERS, FIELD REPRESENTATIVE, is Civil Designer/Manager with an impressive 37 years of experience in design and management, including coastal planning and engineering, encompassing various projects for private, public, and DOD clients. With expertise in site layout, grading, road design, stormwater, sewer, and water layout, he possesses a comprehensive skill set crucial for coastal engineering projects. Proficient in Autodesk Civil 3D, Mr. Rogers is results-oriented and a proven effective leader, consistently maintaining financially sound operations. He excels in problem-solving, cost control, and maximizing productivity, delivering profitable increases. Alongside his impressive professional experience, Mr. Rogers holds a bachelor's degree from Appalachian State University and has completed various technical advancement and certification programs, including Autodesk Civil 3D Training and Certification, making him an asset for any firm seeking expert guidance in coastal engineering design and management.

BLAKE FITE, FIELD REPRESENTATIVE, is an engineer with 19 years of expertise in land development and coastal design. He holds an A.S. in Architectural Technology from Durham Technical College and has experience with various software platforms, including AutoCAD and AutoCAD Civil 3D. During his tenure at Erickson Consulting Engineers, Blake

excelled as a CAD Designer, preparing permits and construction plans for beach nourishment, seawall, and geotextile container projects. His coastal engineering work extended to drafting, conducting fieldwork, and utilizing GPS software for surveys. With a strong knowledge of state and local design standards, Blake is an asset for any firm seeking top-notch expertise in land development and coastal design.

AMY LYNN

Project Manager

PROFESSIONAL EXPERIENCE

Amy Lynn has experience, as Program Manager, in the emergency management field for over 39 years. Her work spans response, recovery, hazard mitigation and preparedness, FEMA Public Assistance (PA) Program, program assessment, project management, health physics, scenario development, dose assessment, exercise development and execution, and technical training. Ms. Lynn, with the nuclear utility, began as a health physics technician on-site, conducting radiological analysis in the plants. Later moving to development and conduct of radiological training of plant staff and then to the Licensee's Emergency Management Program overseeing radiological dose assessment, writing radiological exercise components for drills and exercises, managing the Emergency Operations Plan and supporting Standard Operating Procedures, developing and conducting training for the Emergency Response Organization and as well as acted as system engineer of the siren system surrounding the plant. After leaving the utility, Ms. Lynn advised and coordinated with government organizations, securing federal grants following presidentially declared disasters, including funding for municipal infrastructure systems, parks and recreation, roads and bridges, buildings and contents, emergency protective measures, emergency operations center costs and shelter reimbursement, among others.

SELECTED EXPERIENCE

First Presbyterian Church of Wewahitchka (Wewa) Public Assistance. Grant Specialist

May 2022 – Current. Ms. Lynn is the Grant Specialist assisting the church with the FEMA Public Assistance Program for Hurricane Michael DR 4399 October 2018. Tasks include program management expertise in disaster recovery grant management and financial cost recovery. She is also assisting with applicant requests for reimbursement, cost estimations, scope alignment, improved projects, submissions to the State and FEMA, and documentation within FEMA Grants Portal, ensuring compliance with 44 CFR and all applicable policies.

The Port Theatre Art and Cultural Center (PTACC) Public Assistance. Project

Management and Grant Management - June 2022 – Current. Ms. Lynn is the Grant Specialist assisting PTACC assisting them with the FEMA Public Assistance Program for Hurricane Michael DR 4399 October 2018. Ms. Lynn provides program management expertise in disaster recovery grant management and financial cost recovery for the historic theatre's 428 projects. She is also assisting with applicant requests for reimbursement, cost estimations, scope alignment, submissions to the State and FEMA, and documentation within FEMA Grants Portal, ensuring compliance with 44 CFR and all applicable policies.

Policy and Program Advisor, post Hurricane Florence, North Carolina 2019 - with T Carter Consulting, LLC- 919-291-6808

- Ms. Lynn assisted Brunswick County, NC with policy guidance, project support, and grants management; scoping of FEMA PA damages inventories and damage descriptions, developing scopes of work and preparing projects for submittal including hazard mitigation, preparing requests for reimbursements, amendments, and closeout. She reviewed County's HMGP projects for submittal to the State of North Carolina, advising the County of the submittal.

Policy and Program Advisor, post Hurricane Harvey, Texas 2018 - with T Carter Consulting, LLC- 919-291-6808

- Ms. Lynn assisted Texas Department of Emergency Management subgrantees with scoping of FEMA PA damages inventories and damage descriptions, developing scopes of work and preparing projects for submittal including hazard mitigation, preparing requests for reimbursements, amendments, and closeout.

Policy and Program Advisor, post Hurricane Maria, Puerto Rico, 2017-2018- with T CARTER CONSULTING, LLC- 919-291-6808

Ms. Lynn provided with policy guidance, project support, and grants management, scoping of FEMA PA damages inventories and damage descriptions, developing scopes of work and preparing projects for submittal including



E.L. ROBINSON
ENGINEERING

Education

Bachelor of Arts, Earth Science, UNC Wilmington, Wilmington, NC, 1978

Community Preparedness and Disaster Management

Program UNC Gilling's School of Global Public Health Department of Public Health

Certifications

ANSI 3.1 Certified Health Physics Technician

NRRT (National Registry of Radiation Protection Technologists)

INPO (Institute of Nuclear Power Operations) Emergency Management Course

Memberships

NC Emergency Management Association

National Emergency Management Association (NEMA)

Experience since
1982

hazard mitigation, preparing requests for reimbursements, to the Department of Education, Puerto Rico for their more than 1,000 school and administrative facilities over seen by the department.

Ocean County Recovery, Julie Tarrant (732) 929-2148 - 2012 – 2017 - Ms. Lynn provided policy and program guidance to numerous New Jersey municipalities and the County of Ocean with damage assessments, scoping, and submittal of project work sheets, requests for reimbursement and amendments and closeout.

Policy and Program Advisor, post Hurricane Ike 2008 - Ms. Lynn assisted the City of Houston Parks and Recreation with scoping of FEMA PA damages inventories and damage descriptions, developing scopes of work and preparing projects for submittal including hazard mitigation, preparing requests for reimbursements, amendments, and closeout.

Emergency Management Consultant, New Orleans, Louisiana, 2009-2010 - Ms. Lynn provided policy guidance, project support, and grants management, scoping of FEMA PA damages inventories and damage descriptions, developing scopes of work and preparing projects for submittal including hazard mitigation, preparing requests for reimbursements.

Policy and Program Advisor, post Hurricane Ike 2008 - Ms. Lynn assisted the City of Houston Parks and Recreation with scoping of FEMA PA damages inventories and damage descriptions, developing scopes of work and preparing projects for submittal including hazard mitigation, preparing requests for reimbursements, amendments, and closeout.

Grants Manager: North Carolina Emergency Management's Public Assistance Section 2004-2005 - Tracked, dispersed, and audited FEMA disaster recovery assistance for qualified applicants for reimbursement of as per 44 CFR, The Stafford Act, and the NC Disaster Act of 2000. Deployed to coordinate field recovery efforts with the potential applicants and with FEMA staff. Deployed at the request of the State of Louisiana to perform PA work for the state and its eligible applicants post Hurricane Katrina Represented the applicants as a Project Officer in formulating project worksheets and managing grants for reimbursement of the applicant thru FEMA's Public Assistance Program for the State of Louisiana, after Hurricane Katrina in 2005, at the request of the state.

Debris Inspector: PBS&J 2003 - Implemented FEMA, OSHA and NCDOT contract requirements for storm debris cleanup. Performed pre-contract assessments for storm cleanup. Performed digital camera work and GPS work to meet requirements of contract.

TERESA CARTER

Senior Appeals Officer

PROFESSIONAL EXPERIENCE

Ms. Carter has over 32 years of experience in emergency management (EM) planning, response, recovery, including debris operations and demolition, home inspection services and construction garnered through increasingly responsible positions with state, local, and federal agency assignments. She is highly skilled in the interpretation of federal, state, and county legal issues and laws as they apply to all phases of emergency management, FEMA Public Assistance (PA), hazard mitigation, CBDG-DR and compliance requirements, as well as Homeland Security Planning for critical infrastructure, response/recovery operations, PNP foundations, housing authorities, utilities, schools and universities and FHWA/FHWA-ER programs. Ms. Carter has demonstrated a strong ability to generate community commitment (public and private) and to work effectively with that community, and their partners; the state and federal government. as well as a comprehensive knowledge of budgeting, finance and project planning from a business point of view. She is experienced in the effective training of emergency management personnel and community citizens involved in related disaster recovery fields.

Ms. Carter served as Chair of the Recovery Committee for the National Hurricane Conference, which she has held for over 23 years. She has served as an Instructor for The Emergency Management Institute's (EMI's) offering of the Debris Management Course, March/April 2001, 2002, 2003, 2004, and 2005. She has conducted training for North Carolina Emergency Management, FEMA, NCDOT, VDOT, Washington DC government agencies and FLDOT District 4. She has trained at EMI, state, federal and local groups, both private and public, in the areas of Planning, Recovery, Public Assistance, PPDR and Demolition, Debris Management and Debris Field Operations, throughout the US including North Carolina, Florida, Louisiana, Michigan, Texas, New Jersey, New York, Puerto Rico, Guam, the Marianna Islands, and the Country of Barbados and Haiti.

SELECTED EXPERIENCE

Production Manager, Program Design and SME Consultant, Capital Access Inc. April 2021 – Present. Serve as a Program Designer for the CAPGEMS HI system developed to integrate all types of federal grants and to streamline the construction and payment processes of low-income homes nationally. She also serves as the Production Manager for the Delaware County, PA Emergency Rental Assistance Program under the US Treasury. Manage a staff of 65, that has processed over 12,000+ grants with over 80 million dollars in grant funds from the US Treasury and the State of Pennsylvania met and exceeded all requirements that allowed the county to receive additional funding from the state and US Treasury. Duties include day to day collaboration with the county staff, several PNP's, landlords of varying size complexes and homes, property management companies and applicants, make policy determinations, and ensure financial and regulatory compliance, including state and federal audits, work with the OIG and county law enforcement dealing with fraud. SME consultant on HUD technical assistance contract with task orders in several states, to include CDBG-DR funding for housing and mitigation.



E.L. ROBINSON
ENGINEERING

Education

General Studies,
Fullerton College,
Fullerton, CA

Certifications:

HSEEP

PA OPS 1&@

Debris Management and
Operation

FEMA Master Trainer

State Managed Disaster

Animals in Disasters

Contingency Planning 101

ICS-100-400, 700-800

Master in Leadership

Training, Dewberry,
Arlington, VA 2003-2004

Years of Experience 37

SME Consultant, Coastal Protection Engineering. January 2020 – Present SME for all projects that are utilizing FEMA Public Assistance, Mitigation and CDBG-DR funds, assisting in project development, regulation compliance and grant management. At present, the Town of Kitty Hawk, NC and the Mattamuskeet Drainage Association, Hyde County, NC.

Vice President, EXCEL. January 2020 – March 2021. Ms. Carter is serving as Vice President for Excel's Government Services Division specializing in Emergency Management, Disaster Response and Recovery Services as well as CDBG-DR Programs and Construction. Managed a staff of 20, in all aspects of FEMA and CDBG-DR funded projects, and COVID 19 hospital and sheltering operations, utilizing funds from the federal government to include the American Rescue Act.

DOUGLAS PARKER, CEP

Environmental Scientist

PROFESSIONAL EXPERIENCE

Mr. Parker is a Certified Environmental Professional (CEP) in Environmental Assessment with 30 years of experience. He has completed numerous natural resources studies including botanical inventories, vegetation surveys, wetland delineations, stream classifications, threatened and endangered species surveys, invasive plant species surveys, and surface water quality studies. He has completed many Phase I & II Environmental Site Assessments and Department of Defense Environmental Condition of Property Reports which entail the identification and evaluation of environmental resources and hazards. In addition, he has conducted hundreds of environmental remediation projects including aboveground storage tanks, underground storage tanks, hazardous waste facility closures, soil and groundwater cleanup, wastewater treatment facilities closures, and industrial landfill stabilization. He is now applying his 25 years of “in the trenches” environmental experience to transportation and municipal planning including Natural Resources Technical Reports, Community Impact Assessments, Indirect and Cumulative Effects studies, Categorical Exclusions, and Environmental Impact Statements. These planning documents entail significant public involvement including identifying and engaging stakeholders, holding public meetings, and engaging with underserved and historic environmental justice communities. Per NC Governor’s Executive Order 80, these planning documents also evaluate climate change, hazard avoidance, and community resiliency (especially flooding).

SELECTED EXPERIENCE

NCDOT, Feasibility Studies, Various Locations, North Carolina. Senior Environmental Planner. Mr. Parker has conducted GIS-based assessments for human and natural environment features within a 1,000-foot either side of the right-of-way along road corridors for 13 different NCDOT projects. 2017-2019. Derrick Lewis, PE; Manager NCDOT Feasibility Studies Unit; (919) 707-4663; dlewis@ncdot.gov.

Department of Defense, Environmental Condition of Property Reports, Army Reserve Centers, Various Locations. Lead scientist. The Department of Defense divested itself of older/outdated army reserve centers. Prior to divestment, federal regulations required an intensive environmental condition of property report assessment be conducted. The assessment included historical usage; current human and natural resource features (utilities, floodplains, wetlands, coastal zones, threatened and endangered species, cultural and historic resources); hazardous substances; petroleum; spills and releases; asbestos; lead paint; indoor air quality (vapor intrusion); mold; and lead. As the lead scientist, Mr. Parker conducted and wrote the 31 environmental condition of property reports. David Brewster, Montrose Environmental, (609) 838-9424, dbrewster@montrose-env.com.

The Pantry Inc. Phase I & II Environmental Site Assessments, Various Sites, North Carolina and Virginia Between 2000 and 2007, Mr. Parker conducted the Phase I & II Environmental Site Assessments for The Pantry, Inc.’s acquisition of over 63 gas stations. Renee Thomas, renee.thomas@normannfinancialgroup.com.

Confidential Insurance Company, Environmental Audit, Fertilizer Distribution Facilities, Various Locations. Lead scientist. Mr. Parker conducted environmental compliance audits on 60 fertilizer distribution facilities throughout the United States. The audits included evaluating potential impacts to surrounding natural resources and recommendations for how those potential impacts could be mitigated or eliminated.



E.L. ROBINSON
ENGINEERING

Education

MS - Forestry, NC State University, 1998
BS Botany, NC State University, 1994

BS - General Horticulture, NC State University, 1994

Certifications

Certified Environmental Professional (CEP) in Environmental Assessment #12030582, Since 2011

Experience since
1994

HAZARD MITIGATION

The Pantry, Inc., UST Closures, Multiple Facilities. Environmental Scientist to Senior Project Manager. Mr. Parker conducted all the necessary field work, paperwork, and reports for over 28 gas station facilities. Closures included gasoline, diesel, and kerosene USTs ranging in size from 8,000-gallon to 30,000-gallon. 2000-2007. Renee Thomas, renee.thomas@normannfinancialgroup.com.

The Pantry, Inc., UST Assessment, Multiple Facilities. Environmental Scientist to Senior Project Manager. Mr. Parker conducted and/or managed all the necessary field work, paperwork, and reports for over 100 UST assessment sites throughout North Carolina, southeastern Virginia, and northern South Carolina. Field work including installation and sampling of multiple soil borings, groundwater monitoring wells, and receptor surveys for potential environmental impacts. Reports included 20-Day, Site Checks, Limited Site Assessments, Initial Abatement Reports, Site Characterization Reports, Comprehensive Site Assessments, Corrective Action Plans, Soil Assessment, UST Closure, Free Product Removal, Aggressive Fluid Vapor Recovery, and Mobile Multi-Phase Extraction. Renee Thomas, renee.thomas@normannfinancialgroup.com.

Worsley Oil Company, UST Assessment, Multiple Scotchman Gas Stations. Environmental Scientist to Senior Project Manager. Mr. Parker conducted and/or managed all the necessary field work, paperwork, and reports for over 20 UST assessment sites throughout coastal North Carolina. Field work including installation and sampling of multiple soil borings, groundwater monitoring wells, and receptor surveys for potential environmental impacts. Reports included Site Checks, Limited Site Assessments, Comprehensive Site Assessments, Aggressive Fluid Vapor Recovery, and Mobile Multi-Phase Extraction. 2003-2004.

The Pantry, Inc., Groundwater and Remediation System Monitoring, Multiple Facilities. Between 2000-2008, Mr. Parker managed the routine quarterly and/or biannual groundwater monitoring events – including all trust fund reimbursement paperwork, routinely sampling adjacent water supply wells, NPDES permitting, and writing all reports – for over 80 gas stations throughout North Carolina and Virginia. Renee Thomas, renee.thomas@normannfinancialgroup.com.

Kinder Morgan Exxon Terminal Petroleum Spill Cleanup, Richmond, VA. Environmental Scientist. In September 2006, an eight-thousand-gallon Oil Transport, Inc. tanker truck overturned in the Kinder Morgan Exxon Terminal's main driveway. Approximately 1,400-gallons of jet fuel spilled onto soil, into the stormwater drainage system, and into the stormwater retention pond. Mr. Parker oversaw the safe drainage of the stormwater retention pond, and the extraction and disposal of 3,360-gallons of contaminated surface water, eleven 55-gallon drums of booms and pads, and 600 tons of contaminated soil. Seventeen confirmatory soil samples were collected, and laboratory analytical results indicated that jet fuel was not detected above reportable concentrations all seventeen soil samples. Upon completion of activities, the Virginia Department of Environmental Quality issued a clean closure letter. Tom Hoy, Oil Transport, Inc., (757) 545-8474.

ALCOA, Stormwater Fluoride Assessment and Remediation, Badin, North Carolina. Field Scientist. Mr. Parker conducted onsite stormwater sampling to locate sources of fluoride at an ALCOA closed aluminum smelter plant in Badin. The fluoride source areas were then thoroughly assessed with soil (soil borings) and groundwater (monitoring well installation) samples. Assessed how the fluoride was leaching from the sources and mapped surface stormwater runoff. The source areas were remediated through a combination of soil removal and stormwater redirection. Mr. Parker oversaw the remediation contractors, documenting all field activities. 2015-2016. Michael Worden, PG; (865) 977-9997; mworden@cecinc.com.

LIBBY SMITH

Senior Grants Specialist

PROFESSIONAL EXPERIENCE

Ms. Smith possesses 30 years of experience with the State of North Carolina, primarily in the areas of policy development, public relations, emergency management, and economic and community development. Ms. Smith has over eleven years of direct experience in the emergency management field, at both the state and federal levels and within the private sector.

SELECTED EXPERIENCE

North Carolina Department of Commerce. Economic Development Specialist. January 2019 – 2020. Provided assistance to local governments, private representatives, not for profit organizations, economic development groups, and multistate agencies by analyzing financial data and business history relating to grant/loan applications, and technical recommendations for project structuring. Serves as the grant representative for funded HUD Community Development Block Grant (CDBG) and Appalachian Regional Commission (ARC) construction projects. Advises local governments on federal and state compliance requirements relating to the CDBG and ARC programs. Conducts onsite CDBG and ARC monitoring and manages correspondence and other issues dealing with CDBG and ARC development program administration. Responsible for the management and oversight of the CDBG infrastructure program with an emphasis on job creation in the most distressed counties in the state. Provides direct assistance and customer service to municipal governments and private non-profit agencies as it relates to project payments, programmatic policy questions, eligibility determinations, and infrastructure repair.

North Carolina Department of Commerce. ARC POWER Grant Specialist. 2018 – 2019. Provides oversight of the congressionally awarded POWER (Partnerships for Opportunity and Workforce and Economic Revitalization) funding. Duties include assisting communities located within the 29 ARC counties in North Carolina with management of projects eligible for POWER funding. Beginning with the award of funding to project closeout, this position oversees project development, application assistance, and project management.

North Carolina Division of Emergency Management (NCEM), North Carolina Department of Public Safety. Business Officer for Recovery Operations 2017 – 2018. Duties include budgetary tracking and reconciliation of the State Disaster Recovery Act 2016 and 2017 funding, which was appropriated to the NC Division of Emergency Management in support of Hurricane Matthew recovery efforts.

Federal Emergency Management Agency (FEMA), U.S. Department of Homeland Security Congressional Liaison Served as a Congressional Affairs Specialist in the FEMA External Affairs, Congressional Affairs Section - which is the Federal Emergency Management Agency's primary liaison with the United States Congress. 2016 – 2017.

Proactively engaged and communicated with Members of Congress and their staffs to build strong working relationships that advanced the agency's legislative and emergency management priorities.



E.L. ROBINSON
ENGINEERING

Education

Bachelor of Arts, Political Science, University of North Carolina at Chapel Hill Associate of Arts, Peace College, Raleigh, NC

Experience since

1993

SHANNON FOSTER

Grants/Insurance Specialist

PROFESSIONAL EXPERIENCE

Mrs. Foster has a decade of experience in emergency management (EM) planning and disaster response and recovery garnered through increasingly responsible positions with state, local, and federal agency assignments. This experience is on top of decades of project management. She is highly skilled in the interpretation of federal, state, and county legal issues and laws as applicable to all phases of public assistance (PA) programs, hazard mitigation programs and compliance requirements. Experience Includes FEMA Public Assistance Grant Funding, 404 and 406 Mitigation, project cost reconciliations, project worksheet formulations, alternate and improved projects, insurance review and allocations to FEMA project worksheets, grant cost recovery, state and Department of Homeland Security Office of Inspector General (DHS-OIG) Audit Support, request for reimbursement, direct administrative cost tracking, procurement and compliance, FEMA eligibility determinations Extremely proficient in Microsoft office including excel, pivot reporting, pivot graphs and displays. Before transitioning into emergency management, Mrs. Foster spent 25 years as a manager in the Casino Industry ensuring State compliance.

SELECTED EXPERIENCE

First United Methodist Church of Port St. Joe FEMA Public Assistance SWOT Analysis and Grant Management Support- March 2022 - Current. Shannon Foster is supporting the First United Methodist Church of Port St. Joe, (FUMCPSJ) during on-going recovery efforts due to DR-4399-FL- Hurricane Michael. Tasks include: participating in meetings scheduled weekly for the FUMCPSJ, review of FEMA Projects Worksheets (PWs) written (whether obligated, unobligated or in appeal) and the supporting documentation/records for these PWs, understanding the record retention abilities of the church records and making recommendations on record retention methods, review of RFPs that the church had issued, review awarded contracts that the church has entered, interview church staff, walked down the church grounds (site) to gain an understanding of the damage and rebuild plans, review project amendments and scopes of work, discuss and review the finances of the church solely in the context of the FEMA Public Assistance Program, formulate and provided to FUMCPSJ an assessment SWOT report. The conclusions of this assessment were captured in a SWOT report provided to FUMCPSJ on 3/28/2022.

Ms. Foster continues to support the church with its 428 projects and standard lane projects, including the \$16M dollar CAT E 428 project for rebuilding the church's main campus. Tasks include assisting with tracking of force account labor (FAL), donated resources, procurement, requests for advances and request for reimbursement (RFR), responding to Request for Information, (RFI) and coordination with FEMA, FDEM, FUMC-PSJ re-build team and stakeholders on proper federal and state procurement and contracting practices.

First Presbyterian Church of Wewahitchka (Wewa) Public Assistance Project Management and Grant Management - May 2022 – Current. Shannon Foster is the Project Manager assisting the church with the FEMA Public Assistance Program for Hurricane Michael DR 4399 October 2018. Tasks include program management expertise in disaster recovery grant management and financial cost recovery. Ms. Foster is also assisting with applicant requests for reimbursement, cost estimations, scope alignment, improved projects, submissions to the State and FEMA, and documentation within FEMA Grants Portal, ensuring compliance with 44 CFR and all applicable policies.



E.L. ROBINSON
ENGINEERING

Education

Ocean County
College, NJ
Interpersonal
Communication

Certifications

HAZWOPER 29 CFR
1910.120 (e) (q)
FEMA's IS:
-633
-005.a
-630
-632
-632.a
-100
-393.a
-253
-00120.a
-00005.a
-00922.a
-01002
-01000
-00634

Awards

Louis Berger Global Value
Ward - President's Award
for USACE Temporary
Power Mission in Puerto
Rico & USVI

Experience since
1998

The Port Theatre Art and Cultural Center (PTACC) Public Assistance Project Management and Grant Management - June 2022 – Current. Shannon Foster is the Project Manager PTACC to assist them with the FEMA Public Assistance Program for Hurricane Michael DR 4399 October 2018. Ms. Foster provides program management expertise in disaster recovery grant management and financial cost recovery for the historic theatre's 428 projects. She is also assisting with applicant requests for reimbursement, cost estimations, scope alignment, submissions to the State and FEMA, and documentation within FEMA Grants Portal, ensuring compliance with 44 CFR and all applicable policies.

Project Manager/ FEMA Subject Matter Expert (SME), Post Hurricane Ike, The City of Galveston Park Board of trustees, TX, 2018-current. Mrs. Foster is currently the Project Manager/FEMA PA SME working with Galveston Parks Board Texas on formulation of alternate projects and closeout of completed projects for submittal to the State and FEMA. Tasks include reconciling procurement, project costs, Requests for Reimbursement submittals and closeout of historic FEMA grant funded projects.

State of New Jersey Office of Emergency Management Public Assistance Recovery Team - Aug 2021 – Current. Ms. Foster is a Subject Matter Expert providing support to the NJOEM and State Agencies for Historic Disaster Declarations as well as COVID -19 DR-4488 and newly declared DR-4614 Ida. Responsibilities include facilitating meetings between state agencies, FEMA and stakeholders, reviewing cost recovery claims for over 26 state entities with five open federal declarations, assisting applicants to maximize eligible cost recovery through the FEMA Public Assistance Program, assisting with applicant submissions and documentation within FEMA Grants Portal, ensuring compliance with 44 CFR and all applicable policies as well as assisting applicants in revising their COVID cost recovery claims to capture costs for newly eligible costs under FEMA's new Safe Re-Opening COVID guidance policy.

Project Manager/ FEMA Subject Matter Expert (SME), Post Super Storm Sandy, Ocean County, NJ, 2012-2019. Mrs. Foster completed projects associated with and in response to Hurricane Sandy. Mrs. Foster was responsible for PA support and Data Management for Ocean County, NJ, contractor invoice validation, debris monitoring, QA/QC of monitoring tickets and files and meeting with and preparing weekly invoice reports for the client. Coordinate and manage final reconciliation with applicant, contractors and monitoring firms for Ocean County Debris Removal efforts totaling over \$96,000,000.00. Assisted with and completed Ocean County Debris Super Storm Sandy OIG audit for over \$96,000,000.00 for debris removal and monitoring shared services agreement with seventeen municipalities within the county for a formal favorable OIG final report outcome for the Client. Worked directly with FEMA and stakeholders on debris project worksheets and RFRs for client reimbursement. Compiled data and back up for PW's all categories. QA/ QC force account labor and equipment for multiple clients. Prepared back up for FEMA and State audit of project. Ensured reconciliation reimbursement credits from contractor to client. Located back up and explanations for maximum client reimbursement. Formulated and submitted PWs, PW amendments, PW alternate and improved projects, RFRs and all back up documentation into NJEM Grants. Worked with clients to submit amendments to re-obligate previously de-obligated projects. Worked with (10) applicants to prepare all project closeout packages including allocating actual received insurance proceeds to specific project worksheets obligated by FEMA. Review of proposed Debris management plans for Stafford Township. Responsible for closeout formulation for multiple clients including project cost reconciliations, cost overrun/ underrun and appropriate closeout request amounts based on final project actuals.

State Level 2 Detailed Review FEMA Public Assistance, Post Colorado Floods and Mudslides Colorado PA-08-CO-4145, (DR-4145) 2013-2016. Performed detailed review of RFR submittals by sub grantees for the State of Colorado as well as QA/QC of RFR submittals by sub-grantees for the State of Colorado, reviewed of sub grantee procurement procedures, contracts, and expense eligibility as well as review of all back up documentation submitted with requests. Consulted with the Colorado Fish Creek Corridor shared services projects which included determining eligibility for joint effort projects with multiple applicants, managed and reviewed eligibility determinations for each Alternate and Improved Projects for Colorado PA-08-CO-4145, led a team of reviewers responsible for determining eligibility and compliance of sub-grantee applications under DR-4145 for the State of Colorado.

DAVID BRANDES, PE

Field Representative

PROFESSIONAL EXPERIENCE

Mr. Brandes is a principal engineer and possesses more than 33 years of experience in a wide variety of engineering projects. Mr. Brandes has technical experience in transportation infrastructure including highways, access roads, sidewalks and pathways, rail lines, and rail spurs. He is also experienced in the planning and design of utility infrastructure (including water, sewer, and other facilities), as well as designs for site development, parks and recreation, and community development initiatives. These initiatives have included services for community redevelopments/ revitalizations, industrial/business parks, transportation/ maintenance facilities, manufacturing facilities, recreational facilities (including pedestrian/ bikeway trails), educational facilities, office complexes, retail/wholesale facilities, and residential/mixed-use housing developments.

SELECTED EXPERIENCE

FEMA Hazard Mitigation Grant Program (HMGP) Knollwood and Planters Drainage Improvements (Richland County, SC) 2020-ongoing – Project Engineer – ELR, as a sub-contractor to a small local business enterprise, was selected to design rehabilitations to and existing concrete lined channel to stabilize and alleviate flooding for the FEMA-regulated. The goal of the project is to reduce flooding risks to the surrounding community from the existing channel during routine storm events and meet the 10-year level of service. The design met all the Richland County design standards for water quantity and quality. Improvement included These improvements are to serve as an innovative example of stormwater best management including eight homeowner buy-outs and replacement with low impact pocket parks that will serve as flood storage during high events. A Conditional Letter of Map Revision (CLOMR) and Letter of Map Revision (LOMR) may be required as part of the project. The final design will be low maintenance, fit in with the aesthetics of the neighborhood, and meet all hazard mitigation requirements. The project was funded by a FEMA Hazardous Mitigation Grant.

FEMA Hazard Mitigation Grant Program (HMGP) SCEMD Drainage Study – Phase I (City of Hartsville, SC) 2020-ongoing – Project Engineer - ELR is providing engineering design, surveying, feasibility and H&H study as part of a FEMA Hazard Mitigation grant to reduce flooding in three separate communities. The Phase I of the project includes meeting with stakeholders and benefit/cost analysis to comply with the Office of Environmental Planning and Historic Preservations (EHP) requirements. Phase II will consist of construction and closeout of the grant program.

Granby Park Drainage Repairs – City of Columbia, SC – 2020 - Project Manager for the civil improvements to repair heavy erosion in the existing historic canal located adjacent to the Granby Park. Improvements include channel stabilization, a new headworks to allow for a nearly seven-foot hydraulic drop in the system, and full permitting under nationwide maintenance permits.

Bridge Inspection – Disaster Relief – Irmo-Chapin Recreation Commission – Richland County, SC – 2015 – Project Manager - Provided emergency response to the October 2015 flooding disaster in central South Carolina and Richland County, SC. Inspected and cleared six (6) bridges in an emergency services contract.



Education

BS, Mechanical
Engineering
Clemson University, 1987

Certifications:

PE:

South Carolina
Georgia
North Carolina
Virginia

Training:

HEC-2 Flood Plain
Hydraulics School
Penn State University
Asphalt Pavement,
Construction and
Inspection
Stormwater Drainage
Design

Years of Experience 33

Asbury Hills Dam Repair – Cleveland, SC – 2015 – While employed with a different company, completed inspection and design services for repair of a high-hazard dam in the mountains of South Carolina. Included replacement of primary spillway, dam repairs, emergency spillway repair, and all permitting through SCDHEC.

Woodcreek Dam – Richland County, SC – 2015 – While employed with a different company, performed periodic dam inspections for the Woodcreek Dam near Spears Creek Church Road and I-20 in Richland County, SC. The dam withstood the October 1,000-yr rain event in South Carolina and subsequent emergency inspections required by South Carolina DHEC revealed no structural damage. Upgrades to the primary spillway and outfall will be completed as preventative measures.

Eight Mile Creek Emergency Bank Stabilization – Project Engineer - 2013 – Prepared a detail design and associate permitting to assist the City of Forest for an emergency streambank repair. The repair was due in part due to an unusually wet period following several years of drought conditions, the root structure of a number of very large hardwoods along the banks of Eight Mile Branch became very loose. An approximately 50-year storm broke the root system loose cause several trees to fall in the bank, destabilizing the bank and causing severe erosion. The damage threatened a 1963 30" major sewer trunk line, owned by East Richland Public Sewer District, located within a few feet of this eroded streambank. The bank was reestablished using mechanically reinforced matting and a special flexterra hydroseed to repair the slope under emergency conditions.

Lake Katherine Emergency Spillway Improvement Design (Columbia, SC) 2007 – 2008
– Project engineer for spillway improvements for urban lake.

Inspection and Maintenance Plan for Levee I at the Congaree River and Gills Creek (Columbia, SC) 2011-12– Project engineer for levee inspection services to provide a plan for maintenance.

FEMA Flood Study Updates – Charleston, Horry, York, and Berkeley County, SC – 1995-2003 – Project Engineer – Through a direct contract with Region IV FEMA, Mr. Brandes worked on a team to update the Flood Insurance Mapping for four counties in South Carolina. In addition to detailed HEC-1 and HEC-2 hydrological and hydraulic analysis, Mr. Brandes was directly responsible for all community outreach. As part of each update, Mr. Brandes led a community outreach team responsible for public information regarding the map updates.

TRENT ROGERS

Field Representative

PROFESSIONAL EXPERIENCE

Mr. Rogers is a Civil Designer/Manager with 37 years of design and management experience covering many aspects of design for private, public, and DOD clients. Career started with a Civil firm, through highway design to site and subdivision design. Experience with site layout, grading, road design, stormwater, sewer, and water layout. Extensive expertise in Autodesk Civil 3D. Results-oriented and effective leader with proven ability to maintain financially sound operations. Ability to proactively identify and resolve problems, reverse negative trends, control cost, maximize productivity, and deliver profitable increases. Professional appearance and advanced interpersonal communication. Highly motivated with a strong work ethic.

SELECTED EXPERIENCE

Clark Nexsen - Senior Civil Designer - 2010-Present. Duties include project management and project design for many different client/project types. Responsible for managing my workload and meeting critical deadlines. Responsible for implementing and maintaining Civil 3D and drawing standards in the Raleigh office. Experience includes creating surfaces, cross-sections and earthwork computations, typical sections, profiles, all utility layout, permits, and construction plans. Served as lead designer on numerous project types. Help with developing project scopes, hours, and workplans.

McKim & Creed - Senior Civil Designer/CAD Manager – 2006-2010. Responsible for managing the workload of the CAD department and meeting critical deadlines. Responsible for implementing and maintaining drawing standards. Experience includes creating surfaces, cross-sections and earthwork computations, typical sections, profiles, all utility layout, permits, and construction plans. Served as lead designer on numerous projects around North Carolina.

Coastal Planning and Engineering - Senior Civil Designer – 2003-2006. Responsible for managing the workload of the CAD department and meeting critical deadlines. Responsible for implementing and maintaining drawing standards. Experience includes creating surfaces, cross-sections and earthwork computations, typical sections, profiles, permits, and construction plans. Served as lead designer on numerous Louisiana and Florida beach nourishments, beach renourishments, dune design, and marsh projects.

Avatech Solutions - Sales and Technical Support Civil 3D - 2001-2003. Actively recruited by Avatech Solutions because of direct involvement and dedication to the company and its product after securing \$120,000 contract for the entire national staff of Kimley-Horn and Associates, Inc., some 1286 employees in 36 offices. Challenged to turnaround history of lagging South Florida market due to strong competitive ties in industry. Directly responsible for developing Southeastern Florida Market which covers the Daytona to Florida Keys region.



E.L. ROBINSON
ENGINEERING

Education

Appalachian State
University, North Carolina
1985

Auto LISP Programming,
New England Technical
1990

Certified SOFTDESK
Trainer 1991

Autodesk Map Guide
Certification, Avatech
Solutions 2001

Autodesk Civil 3D Training
and Certification 2005

Experience since
1984

BLAKE FITE

Field Representative

PROFESSIONAL EXPERIENCE

Blake Fite brings an impressive 19 years of expertise in land development and coastal design to the table. With a strong working knowledge of state and local municipality design standards, he is well-versed in the latest software and platforms essential for these fields. Blake holds an A.S. in Architectural Technology from Durham Technical College and completed coursework at North Carolina State University. His computer skills encompass a wide range of software, including AutoCAD, AutoCAD Civil 3D, MS Word, Excel, PowerPoint, and more.

Throughout his career, Blake's focus has been on coastal engineering work. As a CAD Designer at Erickson Consulting Engineers in Sarasota, FL, from February 2009 to June 2010, he showcased his capabilities by preparing permit and construction plans for significant projects like beach nourishment, seawall, and geotextile containers. His responsibilities included drafting, formulating design computations, and collaborating closely with the design team. Blake's expertise extended beyond design work, as he prepared marketing packages for municipalities and private clients. Furthermore, he conducted fieldwork, such as jet probes and core borings, and leveraged current GPS software to handle coastal vegetation, escarpment, and monitoring surveys. With his extensive coastal engineering experience, remarkable skills, and educational background, Blake is a highly valuable asset for any firm seeking exceptional expertise in land development and coastal design.

RELEVANT EXPERIENCE

Casey Key and Siesta Key Emergency Dune Reconstruction (2008-2010 – Sarasota, FL) (Civil Designer): Assisted over 10 private homeowners on Casey Key and Siesta Key with emergency dune reconstruction to increase storm damage protection, facilitate beach access and enhance aesthetics. The project included sand placement, grading, re-vegetation and construction of dune walkovers.

East Grace Bay Nourishment (2008 – Turks and Caicos Islands) (Civil Designer): Implemented a beach restoration program consisting of a one-mile beach nourishment project and five T-head groins. The project's design maximized project longevity and economic benefits to the upland properties while minimizing adverse impacts to biological resources. This beach served to protect upland properties during Hurricanes Hanna and Ike in 2008.

Dellis Cay Beach Nourishment (2009 – Turks and Caicos Islands) (Civil Designer): Implemented a beach restoration program to support the development of a 250-unit mixed-use development. The project's design utilized 130,000 CY of high-quality sand dredged from a nearby channel and bypassed to the highly eroded oceanfront shoreline along Dellis Cay.

Casey Key Steel Sheetpile Seawall (2008 – Sarasota, FL) (Civil Designer): A 500 LF oceanfront steel sheetpile seawall was designed and permitted to protect three private, upland properties from storm damage. Due to very limited site access and close proximity of residential structures to the seawall, a non-percussive hydraulic press-in system was used to install the 40 ft steel sheet piles.

Casey Key Geotextile Container System (2008-2010 – Sarasota, FL) (Civil Designer): Designed and permitted an 800 foot long sloped geotextile container system with beach fill placement and re-vegetation to provide a semi-soft erosion control solution to protect upland property from storm damage.



E.L. ROBINSON
ENGINEERING

Education

NC State University, North Carolina 2000

AS - Durham Technical 2002

Auto CADD

Experience since 2002

DAWN THOMPSON

Clerical

PROFESSIONAL EXPERIENCE

Ms. Thompson has over twenty years of experience as an Administrative Assistant. She has an eye for detail and is an honest and loyal employee. She is an Administrative Professional with extensive skills and a positive and professional demeanor. Highly capable of multi-tasking in a busy office – including accounts receivable, document review, and scheduling everything from appointments to travel. Excellent interpersonal, organizational and time management skills. Strong commitment to performing tasks required to achieve an effective and efficient office operation.

RELEVANT EXPERIENCE

E. L. Robinson Engineering Co. August 2022 to Present: Ms. Thompson serves as the Mid Atlantic Administrative Assistant. She does the on boarding of the new employees. Making appointments and reservations (classes, hotel, vehicles) for her coworkers. Reconciling credit cards for a couple project managers every month. Ordering supplies for anyone in the office. One of her main jobs was doing monthly invoicing for a couple project managers. Ms. Thompson is a Notary and is FEMA Badged. Ms. Thompson participated in the VDOT hurricane evacuation gate monitoring in Hampton VA Roads District which provided support for closure drill and training in case of hurricane emergency.

Louis Berger/WSP December 2015 to August 2022 - Administrative Assistant for Engineering Company/Office Manage: Ms. Thompson is responsible for on-boarding all new employees, corresponding to emails, faxes, and reports in a professional manner. Ms. Thompson schedules hotels, rental cars, conference rooms, and lunches. She is in charge of fleet vehicles for the state of Virginia, approving expense reports. She orders office supplies and kitchen supplies and handle invoices. Ms. Thompson organizes events/lunches for the office, is the time sheet administrator. She is a notary and is FEMA badged.

Dominion Power August 2014 to December 2015 - Administrative Assistant III for Electric Transmission System Operations Center : Ms. Thompson was responsible for answering the phone for the Manning Line, corresponding to emails, faxes, and reports in a professional manner. She schedule trips, rental cars, conference rooms, and lunches. Ms. Thompson approved expense reports and distributed construction information. She was responsible for document imaging and accurate filing. She ordered work supplies and kitchen supplies, reconciled SAP flex cards and expense reports.

Harris, Hardy and Johnstone, P.C. - October 2008 to May 2014 Administrative Assistant / Receptionist - Ms. Thompson was the first line of contact for a busy CPA firm and handle and screen incoming calls, correspondence, faxes, and reports in a professional manner. She maintained and prepare correspondence for partners, CPAs, and accountants - emails, letters, etc. Ms. Thompson scheduled conference rooms, meetings, trips, and lunches for partners. She updated group mailing lists, telephone lists, and contact information. She was responsible for the mail, courier service, making deposits, and taking payments from clients both in person and via telephone. Ms. Thompson was responsible for document imaging and accurate filing. Additionally, she has experience with Quick Books.



E.L. ROBINSON
ENGINEERING

Education

Associates Degree

Registrations & Certifications

Notary for Virginia

FEMA Badged

Experience since
2000

Availability, Experience and Training

We, at ELR, are committed to providing top-notch services during both normal business operations and times of emergency or disaster.

Staff Availability

Our team in Florida is composed of a robust workforce that is available to serve the County during normal day-to-day business. This consists of ten available local ELR professionals. These individuals collectively have over 175 years of work experience which includes strong program management, project development, mission delivery, extensive professional networking, and business-to-business experience with both private and public clients. The skill sets include the following:

- Multiple years of experience exclusively in regional management, office management and territory collaboration management for stakeholders, governmental agencies (local, State and Federal) along with other consulting firms.
- Dedicated, reliable and responsible professional with strong work ethics and drive to succeed.
- Highly motivated, self-starting and quick learners who strive for continual self-improvement and that can work with little to no supervision in a highly demanding work environment.
- Experienced in networking and with a strong ability to easily form new and long term professional relationships by listening to, anticipating and quickly responding to client's needs and requirements.
- Capacity to work independently and or as a team member contributor with outstanding interpersonal skills.
- Proven ability to multi-task, adapt quickly to change, implement time management skills and conduct timely key decision making under critical schedules.
- Years of experience in preparing strategic plans, setting target goals and schedules, executing strategies, documenting progress and preparing periodic reports.
- Willing to work hard to achieve and surpass set goals and expectations.
- Possessing strong seasoned presentation skills, persuasive communication, and assertive negotiator.
- Ability to work within an established budget while achieving goals.
- MS Office software, MicroStation, GEOPAK and AutoCAD, Civil3D experience. Dean add here

During times of emergency or disaster, we have a dedicated emergency response team that is on standby to provide immediate assistance. Our team of professional SMEs are available to deploy ahead of an event, or within 48 hours of notice to proceed, (NTP). This staff is fully scalable and flexible dependent on applicant mission needs and can also support local staff remotely. This gives ELR the unique ability to “right size” a mission with the correct SME staff and scale back the mission when directed to present our clients with cost savings.

Experience and Training

Our employees have extensive experience and training in dealing with FEMA and Florida Highway Administration (FHWA) grant rules and guidelines. They are well-versed in the State of Florida pass-through grant rules for reimbursement and debris recovery reimbursement. We, at ELR, are uniquely positioned to handle grant

SECTION 3.4.4: QUALIFICATIONS & EXPERIENCE

management for these two programs, FEMA PA and FHWA funding due to our experience with Department of Transportation (DOT) state agencies and counties under the FEMA Public Assistance (PA) program, as well as the Federal Highway Administration (FHWA) program. Our staff members have extensive experience in Debris Monitoring and Management from a cradle to grave perspective. Many of our current and previous clients, both DOT and counties, are responsible for roadways that are eligible for either FEMA or FHWA funding or both. Our team is well-versed in the audit process and compliance requirements of these grants. We ensure that all activities are in line with grant requirements, thereby minimizing the risk of non-compliance and preventing duplication of benefits.

Our team has a deep understanding of the **grant guidelines** of both FEMA PA and FHWA programs. We have successfully navigated the application process, eligibility criteria, and specific requirements of each grant for numerous clients. We believe in continuous learning. Our team regularly undergoes training to stay updated on changes in grant guidelines and requirements.

ELR staff are experienced with both FDOT and FHWA guidelines, policies and procedures in conjunction with emergency management preparation, deployment, and recovery. Our engineers and technicians are recognized for their dedication and delivery of professional services in challenging times and situations. As in past responses, our versatile engineering staff stands ready to support the mission with flexibility in roles and critical abilities to handle most any assignment as the result of an event. Dean add to this with some of our experience.

Our team has a strong track record of working with FEMA and the State of Florida in handling documentation required for receiving reimbursement, such as Project Worksheets. We continue to successfully resolve numerous reimbursement issues and have experience in dealing with FEMA and State of Florida appeals and audits. Specifically, the ELR team has experience and current experience working with FDEM state staff as well as FDEM formulation ops staff and FDEM contracted validation staff. Currently the ELR team is working with FEMA Region IV for project amendments, 406 Hazard Mitigation, 428 capped projects, alternate and improved projects. The ELT team also has a good and productive relationship with FDEM working to successfully foster recovery efforts with request for advances, request for reimbursements, Requests for Information and FEMA/Grantee deliverables. Currently, the ELT team is assisting four Florida Panhandle PNPs with FEMA project worksheets in all categories of work for both standard lane project worksheets as well as 428 capped projects. Additionally, the ELR team is exploring the F-ROC program for potential participation for some of our PNP applicants.

RECENT SIMILAR PROJECTS

WSP USA Solutions (WSP)- The City of Galveston Park Board of Trustees – Disaster Recovery Assistance - SME staffing (2018-current)

Contact: Galveston Parks Board - Sheryl Rozier - 409-797-5138

Shannon Foster, ELR's Project Manager and SME, is providing support to the Park Board of Trustees for Historic Hurricane Ike Closeout and Cost Recovery. Responsibilities include meetings and correspondence with FEMA and the Texas Department of Emergency Management, (TDEM), Request for Reimbursement, project cost reconciliations, Direct Administrative Cost tracking and submittal for reimbursement, Alternate and Improved projects, and final disaster closure. Before transitioning to ELR, Mrs. Foster worked with the prime consultant as the FEMA SME and Project Manager since 2018. After the transition to ELR, prime consultant requested ELR allow Mrs. Foster to continue to service the client under a secondment agreement between prime consultant and ELR.

First United Methodist Church of Port St. Joe , FL. FEMA Public Assistance Strength, Weakness, Opportunities, and Threat (SWOT) Analysis and Grant Management Support (March 2022- Current)

Contact: FUMC-PSJ - Boyd Bulger, Rebuild Chair - 817-773-2742

ELR is supporting the First United Methodist Church of Port St. Joe, (FUMCPSJ) during on-going recovery efforts due to DR-4399-FL- Hurricane Michael. Tasks include: participating in meetings scheduled weekly for the FUMCPSJ, review of FEMA Projects Worksheets (PWs) written (whether obligated, unobligated or in appeal) and the supporting documentation/records for these PWs., understanding the record retention abilities of the church records and making recommendations on record retention methods, review of RFPs that the church had issued, review awarded contracts that the church has entered, interview church staff, walked down the church grounds (site) to gain an understanding of the damage and rebuild plans, review project amendments and scopes of work, discuss and review the finances of the church solely in the context of the FEMA Public Assistance Program, formulate and provided to FUMCPSJ an assessment SWOT report. The conclusions of this assessment were captured in a SWOT report provided to FUMCPSJ on 3/28/2022. ELR continues to support the church with its 428 projects and standard lane projects, including the \$16M dollar CAT E 428 project for rebuild of the church's main campus. Tasks include assisting with tracking of force account labor (FAL), donated resources, procurement, requests for advances and request for reimbursement (RFR), responding to Request for Information, (RFI) and coordination with FEMA, FDEM, FUMC-PSJ re-build team and stakeholders on proper federal and state procurement and contracting practices.

NCDOT CEI Disaster Assistance Recovery and Grant Management Support (2022- Current)

Contact: NCDOT - Emily McGraw, P.E., CPM - 919-835-8445

The ELR Team was selected to provide Maintenance Operations and Fleet Management with capable resources to complete contracted assignments. The ELR Team is acting as an extension of staff to verify validate, and communicate disaster recovery efforts including: Ability to review and verify Survey123 submissions: GPS coordinates, FEMA/FHWA configuration, route name and number, representativeness of pictures. Review Engineer's Estimates: Verify and validate the completeness and comprehensiveness of the requests for reimbursement, (RFRs), verify the RFRs conform with the provided SOW, verify eligibility of work according to FEMA/FHWA policies. Tracking and Reporting Disaster Statuses: Communicate with Counties/Divisions/Central Units regarding questions, corrections, missing documentation, Track and Report on events documentation requirements/needs, determine reimbursement amounts associated with documentation.

First Presbyterian Church of Wewahitchka (Wewa, FL) Public Assistance Project Management and Grant Management (May 2022 – Current)

Contact: Wewa - Carol Wood - 850-866-9850

ELR is providing Subject Matter Experts to Wewa to assist them with the FEMA Public Assistance Program for Hurricane Michael DR 4399 October 2018. ELR is providing program management expertise in disaster recovery grant management and financial cost recovery. ELR is also assisting with applicant requests for reimbursement, cost estimations, scope alignment, improved projects, submissions to the State and FEMA, and documentation within FEMA Grants Portal, ensuring compliance with 44 CFR and all applicable policies.





**The Port Theatre Art and Cultural Center (PTACC) Port St. Joe , FL -
Public Assistance Project Management and Grant Management (June 2022 – Current)**

Contact: PTACC - David Warriner - 850-227-6889

ELR is providing Subject Matter Experts to PTACC to assist them with the FEMA Public Assistance Program for Hurricane Michael DR 4399 October 2018. ELR is providing program management expertise in disaster recovery grant management and financial cost recovery for the historic theatre's 428 projects. ELR is also assisting with applicant requests for reimbursement, cost estimations, scope alignment, submissions to the State and FEMA, and documentation within FEMA Grants Portal, ensuring compliance with 44 CFR and all applicable policies.

NJOEM- STATE OF NJ Public Assistance RECOVERY TEAM (Aug 2021 – December 2022)

Contact: COG - Mike Murphy - 703-651-6199

ELR provided Subject Matter Experts to COG, LLC for the client New Jersey Office of Emergency Management. ELR provided support to the NJOEM and State Agencies for Historic Disaster Declarations as well as COVID -19 DR4488 and newly declared DR-4614 Ida. Responsibilities included facilitating meetings between state agencies, FEMA and stakeholders, reviewed cost recovery claims for over 26 state entities with five open federal declarations, assisting applicants to maximize eligible cost recovery through the FEMA Public Assistance Program, assisted with applicant submissions and documentation within FEMA Grants Portal, ensured compliance with 44 CFR and all applicable policies as well as assisted applicants in revising their COVID cost recovery claims to capture costs for newly eligible costs under FEMA's new Safe Re-Opening COVID guidance policy.

**FEMA Public Assistance Program Assessment (Strengths, Weaknesses, Opportunities and Threats) for
FUMC Pensacola, FL for DR-4564-FL (August 2022)**

Contact: FUMC Pensacola - Rev. Dr. Geoffrey Lentz - 850-324-6431

ELR provided an assessment of FEMA Public Assistance to the FUMC of Pensacola. ELR reviewed FEMA Projects Worksheets (PWs) that have been written and the supporting documentation/records for these PWs and review work completed, comparing this work to the FEMA obligated scopes of work. ELR review obligated projects for potential for amendments, alternate/improved project potentials, reviewed Requests for Proposal (RFPs) that the church has issued, the proposals submitted, and the selection process that the Church utilized. ELR reviewed awarded contracts that the church has entered with vendors, interviewed church staff regarding their participation, understanding, and decisions that the Church made regarding the FEMA PA Program, discussed and reviewed the finances of the church solely in the context of the FEMA Public Assistance Program, assessing the Church's understanding of their fiduciary responsibilities of the FEMA PA Program, Church's responsibility for cost share for example, reviewed the church's insurance policy(s) schedule, equipment, and contents, and funds paid out to the Church in an insurance settlement to date.



Sheryl Rozier – Project Manager

Galveston Park Board of Trustees - Disaster Recovery Assistance- SME staffing
601 Tremont, Suite 201 Galveston, TX 77550
srozier@galvestonparkboard.org • 409-797-5138

Emily McGraw, P.E., CPM State Maintenance Engineer

North Carolina Department of Transportation (NCDOT)
NCDOT CEI Disaster Assistance Recovery and Grant Management Support
4909 Beryl Rd. 1567 MSC Raleigh, NC 27606-1406
emcgraw@ncdot.gov • 919-835-8445

Dane D. Rideout Town Manager

The Town of Elizabethtown, North Carolina - Grant Writing, and Grant Management
805 W Broad St. Elizabethtown, NC 28337
drideout@elizabethtownnc.org • (910) 874-1954

Carol Wood – Pastor

First Presbyterian Church of Wewahitchka (Wewa) - Public Assistance Project Management and Grant Management
317 S 2nd Street Wewahitchka, FL 32465
850-866-9850 • woodrink@gmail.com

Boyd Bulger, Rebuild Chair

First United Methodist Church of Port St. Joe
FEMA Public Assistance SWOT Analysis and Grant Management Support
510 East 4th Street Port St. Joe, FL 32456
bulgerbk@gmail.com • 817-773-2742

Mike Murphy - of COG, LLC

NJOEM- STATE OF NJ Public Assistance RECOVERY TEAM
SME staffing to COG, LLC
703-651-6199 • mike.murphy@cog-llc.com

LEGAL ACTION SUMMARY

While EL Robinson has been involved successfully in thousands of projects for 45 years, in the last 5 yrs we have been named as a defendants of two lawsuits.

1) Marshall County Sewage District - residents became frustrated with late contracts and filed lawsuits against the Contractors with E.L. Robinson being named as third-party defendant. The project is complete and fully operation.

2.) Nathan Tinstman as Administrator for Estate of Marc and Terri Tinstman vs. Shera Express Inc. - a civil lawsuit for damages in a crash.

SECTION 3.4.8: LICENSURE

8. State that the business is licensed, permitted, and/or certified to do business in the State of Florida. All required federal, state, and local licenses and permits shall be kept in force during the term(s) of the contract. Copies of all required licenses are to be provided with Consultant's submittal.

THE OFFICIAL SITE OF THE FLORIDA DEPARTMENT OF BUSINESS & PROFESSIONAL REGULATION



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[AB&T Delinquent Invoice & Activity List Search](#)

LICENSEE DETAILS

8:50:58 AM 9/13/2023

Licensee Information

Name:	E.L. ROBINSON ENGINEERING OF FLORIDA CO. (Primary Name)
Main Address:	5088 WASHINGTON STREET WEST CHARLESTON West Virginia 25313

License Information

License Type:	Engineering Business Registry
Rank:	Registry
License Number:	27323
Status:	Current
Licensure Date:	01/31/2007
Expires:	

Special Qualifications

Qualification Effective

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Alternate Names

--

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2601 Blair Stone Road, Tallahassee FL 32399 :: Email: [Customer Contact Center](#) :: Customer Contact Center: 850.487.1395

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Under Florida law, email addresses are public records. If you do not want your email address released in response to a public-records request, do not send electronic mail to this entity. Instead, contact the office by phone or by traditional mail. If you have any questions, please contact 850.487.1395. *Pursuant to Section 455.275(1), Florida Statutes, effective October 1, 2012, licensees licensed under Chapter 455, F.S. must provide the Department with an email address if they have one. The emails provided may be used for official communication with the licensee. However email addresses are public record. If you do not wish to supply a personal address, please provide the Department with an email address which can be made available to the public. Please see our [Chapter 455](#) page to determine if you are affected by this change.

State of Florida

Department of State

I certify from the records of this office that E.L. ROBINSON ENGINEERING OF FLORIDA CO. is a corporation organized under the laws of the State of Florida, filed on December 4, 2006.

The document number of this corporation is P06000149937.

I further certify that said corporation has paid all fees due this office through December 31, 2023, that its most recent annual report/uniform business report was filed on April 5, 2023, and that its status is active.

I further certify that said corporation has not filed Articles of Dissolution.

*Given under my hand and the
Great Seal of the State of Florida
at Tallahassee, the Capital, this
the Twelfth day of September,
2023*




Secretary of State

Tracking Number: 6043841471CU

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

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

Client#: 1133134

ELROB1

ACORD™**CERTIFICATE OF LIABILITY INSURANCE**

DATE (MM/DD/YYYY)

1/31/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer any rights to the certificate holder in lieu of such endorsement(s).

PRODUCER USI Ins Svcs C/L Charleston 1 Hillcrest Drive East Charleston, WV 25311 304 347-0611		CONTACT NAME: Megan Withrow PHONE (A/C, No, Ext): 304-347-0630 FAX (A/C, No): 304-347-0605 E-MAIL ADDRESS: megan.withrow@usi.com	
		INSURER(S) AFFORDING COVERAGE	
		INSURER A: Phoenix Insurance Company	NAIC # 25623
		INSURER B: Travelers Property Cas. Co. of America	25674
		INSURER C: Travelers Indemnity Co of America	25666
		INSURER D: Continental Casualty Company	20443
		INSURER E: Charter Oak Fire Insurance Company	25615
		INSURER F:	

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	X X	P6307C662365PHX23	02/08/2023	02/08/2024	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$300,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 \$
E	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY	X X	8103L5479862343G	02/08/2023	02/08/2024	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$0	X X	CUP5K1440852343	02/08/2023	02/08/2024	EACH OCCURRENCE \$10,000,000 AGGREGATE \$10,000,000 \$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input checked="" type="checkbox"/> Y/N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	X N/A	UB0K1048002343G EL Broad Form OH Stop Gap	02/08/2023	02/08/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000
D	Professional Liability	X	AEH591889985	07/01/2022	07/01/2023	\$10,000,000 per claim \$10,000,000 annl aggr.

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Evidence of Insurance.

CERTIFICATE HOLDER**CANCELLATION**

Evidence of Insurance

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

James P. Crouse

Services

E.L. Robinson Engineering will provide the following services for the County in response to this Request for Proposal.

Provide expertise to the County with regard to disaster assistance and management of FEMA Public Assistance: response; damage assessments; coordination with State of Florida Division of Emergency Management (FDEM), Federal Emergency Management Agency (FEMA) recovery and mitigation services, and any other federal or state agency as needed.

ELR will provide advisory services to the County, in response to this RFP. The services will include assisting the County obtain and manage disaster assistance and recovery processes, including response and damage assessments, coordination with the FDEM, FEMA recovery and mitigation services, and any other federal or state agency as needed. The services offered by the ELR Team will help the County to access and manage the funding programs including FEMA Public Assistance (PA) and 404-mitigation funding. This includes aiding the County with the developing and submittal applications for emergency relief funding, such as FEMA PA Program grants, as well as managing and monitoring the progress of the projects to ensure that regulations and guidelines are adhered to.

Provide broad-based support services for response, recovery, and administration activities, ensuring the County can accomplish and maximize federal and state grant funding for activities such as debris operations, emergency protective measures and recovery missions, infrastructure, and other activities that serve the public's health and safety.

Our team of experienced engineers and disaster grant management subject matter experts are well versed in assessing and evaluating the readiness of communities for disaster response and recovery. We understand the importance of creating comprehensive, effective plans to properly prepare a community for any emergency.

ELR will provide a wide range of advisory and support services to help the County prepare, respond, recover, and mitigate while administering activities related to grant funding. These services include:

- Assessing grant opportunities and providing guidance on the application process
- Developing and managing a grant tracking system to monitor activities, compliance, and funding

- Coordinating with federal, state, and local agencies to ensure compliance with grant requirements
- Preparing and submitting grant applications
- Assisting with debris operations, emergency protective measures, and other activities related to public health and safety
- Supporting infrastructure and recovery missions
- Analyzing and evaluating data related to grant funding
- Developing and managing a program to track grant funds and expenditures
- Managing the grant close-out process and creating post-award reports
- Providing technical assistance to help the County maximize grant funding.

The ELR Team can perform a comprehensive assessment of the County's current state of readiness in responding to a disaster including but not limited to current policies, procedures, in place contracts for emergency protective measures, debris, utilities and infrastructure and assist the County with identifying internal resources, and staffing. We will then turn to a detailed analysis of the County's current policies and procedures, resources, and staffing, and evaluate their effectiveness in preparing the County for a disaster.

The ELR Team will assist the County in:

- Identifying gaps in the County's current disaster response capabilities
- Conducting a detailed analysis of the County's current grant program
- Evaluating the program effectiveness
- Advising the County regarding streamlining their Emergency Management Program and grant management process.

The ELR Team will advise the County regarding policy, procedure, and resource changes that would maximize the County's response to a disaster and in turn maximize grant funding.

Provide guidance in recovering reimbursement for the repair and potential replacement of damaged critical infrastructure under the FEMA PA Program.

ELR's strategy is to offer comprehensive guidance and support in recovering reimbursement for the repair and potential replacement of critical infrastructure

under the FEMA PA Program. Our team of experienced professionals have extensive experience in navigating the complexities of the program. We will work with the County to ensure that documents and information required for the application process are submitted in a timely manner. We will assist with the preparation of documents for the application and provide guidance on the application process. Additionally, we can aid if needed in developing a Recovery Plan for the County to ensure the restoration of critical infrastructure and to maximize the potential for reimbursement. The ELR Team will also provide guidance on the appropriate cost estimates for repairs and replacement and the necessary documentation to support the application.

Assist and/or represent the County with the implementation of damage assessments to document the impact and magnitude of disasters.

ELR will provide a comprehensive range of services to assist and/or represent the County with the implementation of damage assessments. These services include:

1. Conducting site assessments of damage to the County property.
2. Collecting relevant data, such as photos, GPS data and other evidence, to document the impact and magnitude of disasters.
3. Analyzing the data gathered to create an accurate and detailed accounting of the disaster.
4. Preparing reports and other documents to be used in the claim's submission process to FEMA and other agencies.
5. Representing the County in meetings and negotiations with FEMA, FDEM or other agencies
6. Providing technical advice and assistance to the County throughout the entire damage assessment process.

Collaborate with the County on project formulation of State and Federal grants, including developing scope of work, cost estimates, detailed damage descriptions (field team assessment of damages including damaged structures, contents, etc.) and required backup documentation for submittal of project worksheets and grant applications.

The ELR Team will provide consulting services to the County in the formulation of FEMA projects, State, and other Federal grants. Specifically, we will aid in developing scope of work, cost estimates, detailed damage

descriptions, and required backup documentation for submittal of project worksheets and grant applications. We will also provide field team assessments of damage, which includes damaged structures, contents, and other related items. Our team of experts will provide the necessary support and guidance to ensure that requirements are met, and that projects are formulated correctly. Furthermore, ELR will ensure that documents are accurate and submitted in a timely manner. ELR will further assist with reviewing each damage line item that FEMA formulates. We will attend site inspections and review work orders for FEMA Site Inspections both on site, or virtual or tabletop versions. Further, ELR will work with the County to ensure FEMA Site Inspection Reports (SIR) and damage inventories are accurate before applicant sign-off.

ELR will assist the County with navigating the FEMA Grants Portal and answering the essential elements of information (EELs) in a timely manner during project formulation. We will also assist with applicant review of projects once they pass through recipient review.

Provide support services to the County with documenting damages from disaster events in the FEMA Portal, to include uploading and managing documents.

ELR will provide support services to the County, documenting disaster damage in the FEMA Grants Portal System. We will utilize our experience to ensure that documents are uploaded and managed correctly. Specifically, our services will include the following:

- Uploading documents, such as damage assessment reports, photographs, and supporting documentation.
- Ensuring that documents are uploaded in the correct format and according to FEMA policy relevant to project EELs and required documents.
- Ensuring that documents are properly categorized and labeled for easy retrieval
- Verifying that documents are properly signed and dated
- Tracking and managing documents related to disaster events
- Ensuring that documents are stored securely and in compliance with FEMA policy
- Providing assistance in the preparation of reports for submission
- Assisting in obtaining necessary approvals

- Providing assistance in the management of approved FEMA grants for reimbursements
- Training staff in the use of the FEMA Grants Portal System and FDEM FLPA.org.

Coordinate with FEMA and/or other federal and state agencies and local stakeholders to complete tasks such as arranging for routine status/action plan meetings, establishing priorities, scope changes, updates, quarterly reporting, time extensions, and deliverables.

The ELR Team will provide the following services to assist the County with coordinating with FEMA and/or other federal, state, and local jurisdictions:

1. Scheduling and Coordinating Routine Status/

Action Plan Meetings: ELR will coordinate and schedule these meetings with the appropriate parties, providing agendas, and facilitating the meetings and document meeting notes.

2. Establishing Priorities: Our team will work with the County to determine the priority of each task.

3. Scope Changes: Our team will assist the County in the assessment of changes to the scope of the project and ensuring that the project remains within the approved budget and timeline. We will assist with crafting and submitting amendments to the FEMA Grants Portal and FDEM FLPA.org when required.

4. Updates: Our team will provide regular status updates to the County and other stakeholders on the progress of the projects.

5. Quarterly Reporting: Our team will compile quarterly reports in FDEM's FLPA.org, documenting the project's progress, noting changes that have been made including expenditures to date and percent complete.

6. Time Extensions: Our team will assess potential time extensions needed for the project. We will assist the County obtain the necessary approvals from FDEM and FEMA. We will work with the County to formulate and request the appropriate time extension (State granted and FEMA granted dependent on timeframe). The ELR Team will assist the County with the proper milestones and cover letter as needed for each project time extension as well as requesting time extensions in the appropriate system.

7. Deliverables: Our team will help develop deliverables needed for each project, and ensure

they are submitted to the appropriate agencies. ELR will assist the County in promptly responding to any Verbal Request for Information (VRI) and Request for information (RFI) from the FEMA PDMG, the FEMA Consolidated Resource Center, (CRC) and even the recipient promptly to prevent a FEMA CRC determination memo during project formulation.

Assist with the development of bid packages (to include coordination with A/E) that align with the projects scope of work, damages, performance measures, and the procurement laws in accordance with federal and state regulations.

At E.L. Robinson Engineering Co, we understand the importance of compliance with federal and state procurement regulations when it comes to the development of bid packages. We offer a full range of services to ensure your project is in alignment with the scope of work, damages, performance measures, and procurement laws. We can assist with the development of bid packages to ensure the documentation is complete, uploaded in the correct format, distributed, and is compliant with FEMA and State policies. We can coordinate with the County's architect and engineer to ensure that the bid packages are accurate and up to date. This includes reviewing project documents and bids to ensure they meet local, federal, and state regulations.

Develop improved and/or alternate project requests to include Section 428- Sandy Recovery Improvement Act (SRIA) alternative arrangement projects within the recovery process within established FEMA timelines.

FEMA policy and standards for alternative arrangement projects are outlined in the Sandy Recovery Improvement Act of 2013 (SRIA), which requires that the projects be "cost effective, cost beneficial, and technically feasible." Additionally, the SRIA requires that all alternative arrangements must adhere to the principles of long-term resilience, efficiency, and equity.

ELR has extensive experience in developing and executing alternative and/or improved projects. We are well-versed to assist with this task. Our team has successfully implemented numerous recovery projects in the wake of major disasters, including Hurricanes Katrina, Ike, Sandy, Irene, Maria, Michael, Sally, and Ida. We are also familiar with the FEMA policy and standards outlined in the SRIA and have the technical expertise and resources to develop improved and/

or alternate project requests in accordance with these standards. Furthermore, our team can develop these requests within established FEMA timelines, ensuring that the County can meet their recovery goals in a timely manner.

To comply with FEMA timelines, the County must adhere to the following timeline for Section 428 agreements:

1. Submit Alternative Arrangement (AA) request to FEMA within 30 days of the Federal Register Notice release.
2. FEMA will review the AA request and provide feedback within 30 days.
3. Submit a revised AA request to FEMA within 30 days of receiving feedback.
4. FEMA will review the revised AA request and provide feedback within 30 days.
5. Submit a final AA request to FEMA within 30 days of receiving feedback.
6. FEMA will review the final AA request and provide an approval or denial of the request within 30 days.
7. If approved, the County must sign the 428 agreements with FEMA within 30 days.

ELR is well-equipped to assist in meeting these timelines. Our team of engineers and project managers have extensive experience in developing and executing alternative arrangements projects and are familiar with the FEMA policy and standards outlined in the SRIA.

Develop and implement Section 406 Hazard Mitigation Proposals (HMPs).

ELR will identify opportunities for Section 406 hazard mitigation funding for the County assets that were damaged as a result of the disaster. This funding can be used to fund mitigative measures that will directly reduce the potential of future, similar disaster damages to the facility. The 406-grant funding is managed by the eligible entity and provided for in the Stafford Act. It is limited to declared counties and eligible damaged facilities. To expedite project approvals, the ELR team will identify special considerations involving multiperil and flood insurance claims, environmental laws and acts, flood plain and wetland requirements, historic preservation, and cultural issues. Daily operations will include working with local officials to identify eligible recovery projects and address mitigation/resiliency and special considerations.

Develop and implement Section 404 Hazard Mitigation Grant Proposals (HMGP) including the use of FEMA Benefit Cost Analysis (BCA) tools and methodologies.

ELR can assist the County in achieving their goals related to the development and implementation of a Section 404 Hazard Mitigation Grant Proposal (HMGP) by providing expertise in the areas of risk assessment and mitigation planning. Specifically, we can provide the following services:

- **Risk Assessment:** Provide a comprehensive risk assessment of the vulnerable assets to identify areas that are most at risk for damage and losses from future disasters.
- **Mitigation Planning:** Develop a detailed mitigation plan based on the findings of the risk assessment. This plan will include a list of recommended activities that can be taken to reduce the risk of damage and losses from future disasters.
- **Benefit Cost Analysis:** Utilize FEMA's Benefit Cost Analysis (BCA) tools and methodologies to evaluate the proposed mitigation activities and ensure that they are cost effective and provide a net benefit to the community.
- **Grant Proposal Development:** Develop a Section 404 Hazard Mitigation Grant Proposal (HMGP) for submission to FEMA. This proposal will include a description of the proposed activities, an estimate of their cost and benefit, and a detailed plan for implementation.

Develop applications and BCAs for the Building Resilient Infrastructure and Communities (BRIC) including the development of required BCA's.

ELR can assist the County by providing expertise in the development and submission of the application package. Our team of experienced engineers and planners will work to identify and develop projects that are eligible for the program. We can also provide guidance on the budgeting and funding requirements for the program and ensure that the application package meets the program's requirements. Once approved for the BRIC program, we can provide assistance in the development and submission of project plans, as well as help manage and monitor the progress of its projects. Our team can also report results to FEMA. With our experience and expertise, ELR can help make the most of the BRIC program and achieve its goals of building resilient

infrastructure and becoming better prepared for future disasters.

FEMA's BRIC program provides funding for communities to build resilient infrastructure and become more prepared for future disasters. It is a competitive grant program that provides funding to state, tribal, and local governments to help them build infrastructure that can better withstand future disasters and hazards. ELR can assist the County through the following steps:

- 1. Gather information on potential projects:** Assist with the identification of potential projects that can be funded through the BRIC program, such as projects to improve flood control infrastructure, strengthen coastal defenses, and enhance emergency preparedness and response capacities.
- 2. Research potential funding sources:** Assist in researching potential sources of funding for its proposed projects, such as the BRIC program.
- 3. Develop an application package:** Assist in developing an application package for the BRIC program, including an application narrative, budget, and supporting documents.
- 4. Submit application:** Assist the County with the submission of the application package to FEMA for consideration.
- 5. Develop and submit project plans:** Once funded, assist the County develop and submit detailed project plans to FEMA for approval.
- 6. Receive and manage funds:** Once plans are approved, assist in the management of the funds provided through the BRIC program.
- 7. Monitor progress and report results:** Assist the County monitor the progress of its projects and report the results to FEMA.

Develop grant applications including, but not limited to, infrastructure grants, as well as other Federal, State, Regional, and local grants as identified and required.

ELR can provide assistance with grant application preparation, grant writing, and grant management. We have the expertise to craft competitive grant applications that will implement the County's needs and objectives. We pay close attention to grant requirements and will work to ensure that grant applications are accurately completed and submitted in a timely manner. Our staff is knowledgeable in the areas of grant writing, grant management and grant evaluation, and can ensure that the County is positioned to be able to successfully

secure funding for its projects. We understand the importance of developing strong relationships with the grant making agencies and can provide regular updates on the status of grant applications. We will also provide feedback and advice on how to best optimize the grant application process. Our team of grant writers and consultants is also available to provide support with grant reporting and grant evaluation. This includes helping to develop and implement strategies to ensure that grant funds are used efficiently and effectively.

Develop amendments requesting changes to scope of work, costs, insurance, or other discrepancy.

ELR is committed to helping the County address discrepancies between the scope of work, costs, insurance, or other issues related to FEMA Public Assistance funded projects or other grant funding sources. Our team can help by:

1. Drafting amendments requesting changes to the scope of work, costs, insurance, or other discrepancy related to the grant or project.
2. Consulting with the County to ensure the amendments are in compliance with the regulations and that the County addresses these issues.
3. Assisting with the submission of the amendments to the appropriate agency or organization.
4. Working to ensure that any necessary follow-up actions are taken, such as the implementation of any changes or adjustments to the project.

Assist with insurance optimization and making recommendations regarding limits, scope, and deductibles for future policy negotiations.

ELR will provide the necessary expertise to optimize insurance claims and payouts relating to the disaster. Our experienced team of professionals will work with the County insurance carriers to identify potential coverage improvements and negotiate terms to ensure the best possible policy for the County. We will make recommendations regarding limits, scope, and deductibles for future policy negotiations to ensure proper protection. Additionally, we can provide guidance on the selection of insurance carriers and risk management solutions that are best suited to the County's specific needs.

Develop first and second level appeals.

FEMA determination memos are documents issued by FEMA that outline the eligibility requirements for federal assistance. This determination is based on the criteria outlined in the Robert T. Stafford Disaster Relief and

Emergency Assistance Act, which governs the provision of federal assistance in times of a declared disaster or emergency. Requests for reconsideration of a FEMA eligibility determination are known as appeals. If the County feels that the determination is incorrect, they may make a first-level appeal to the FEMA Regional Administrator. The appeal must include a detailed explanation of why the determination memo is incorrect, as well as any relevant documents or other evidence that could support the appeal.

The applicant may then make a second-level appeal to the FEMA Disaster Assistance Deputy Director if the appeal is turned down. An alternative to a second level appeal is a request for arbitration. If the Regional Administrator denies the appeal, we can then submit a second-level appeal to the FEMA Disaster Assistance Deputy Director. The appeal must include a detailed explanation of why the Regional Administrator's determination is incorrect, as well as any relevant documents or other evidence that could support the appeal. The County must also provide contact information for any FEMA representatives who can support their appeal. The ELR team can assist by providing guidance and advice on the appeals process, and if needed discuss arbitration as an alternative to second appeals.

Document Control and Retention, Closeout and Audit Readiness

The ELR Team will coordinate the closeout process of projects.

1. Establish Programmatic Document Control:

ELR will ensure that project documents are properly organized, tracked, and stored in an accessible and secure location. We will also create a document control system for the County to ensure that documentation related to the project is easily accessible and up to date.

2. Establish a File Retention System: ELR will set up a system to ensure that documents related to the project are properly stored and tracked. This system will allow for easy retrieval and the organization of important documents and records.

3. Data Management Processes: ELR will create and implement data management processes to ensure that information related to each project is properly tracked and managed. This will include creating systems to track the progress of the project and ensure that information is up to date and accurate.

4. Closeout Process: ELR will coordinate the closeout process of projects to ensure that documents related to the project are properly filed and stored. This will include ensuring that documents are properly signed, dated, and filed in accordance with FEMA policy.

5. Audit Preparation: ELR will ensure that documents related to the project are properly organized and stored in a secure location for audit purposes.

6. Cost Reconciliation: ELR will assist with project cost reconciliation at closeout to ensure that costs associated with the project are accurately reported and accounted for. This will include conducting an audit of all financial records associated with the project and ensuring that costs are properly documented and reported.

7. Audit Preparation: ELR will assist in the preparation of potential DHS OIG audit. This will include creating and implementing an audit plan that outlines necessary steps to ensure that the County is properly prepared for an audit. This plan will include ensuring that documents and records related to the project are properly organized and stored, that financial records are accurate, and that other necessary information is readily available.

SECTION 3.5. PROPOSED TECHNICAL APPROACH

ELR has developed an approach to fit the needs of those services which we understand to be a part of the scope for this solicitation. This approach begins with a detailed analysis of the project needs. This review includes, but is not limited to, meetings with the County to better understand the needs and priorities and a full review of available project documentation. With these goals in mind, the proposed scope of work in this proposal can be scaled to best meet the needs of the County. Our proposal is based as needed task order driven support to the County staff.

The ELR Team approach is founded on the understanding that to be successful, our members must work as one with the County, fully understanding each of the tasks necessary to deliver a project. That includes not only maintaining a scientific and engineering understanding, but also having in place the necessary tools and logistics, such as project cost and schedule tracking, to ensure the appropriate services are available as needs arise through different stages of the project. The ELR Team will assist in the management of FEMA Public Assistance Program along with the most current FEMA Public Assistance Program Policy Guide (PAPPG), while in close coordination with the Florida Division of Emergency Management, (FDEM) and FEMA.

ELR will be responsive to Franklin County regardless of workload. Supporting the County is our #1 priority. That being said, your recovery will go through very busy times and then there will be lulls, waiting on information and decisions, advancing work in FLPA.org and FEMA Grants Portal. So that our time is managed effectively by Franklin County, ELR prefers to work by a task order (TO), setup by quarters. ELR and the County strategizes the workload and makes a plan with costs identified. We then invoice using the task orders, showing you the amount that has been utilized of that task order, this way we both have a roadmap of the directions we are going and the costs. Of course, if changes are needed to the TO, we will agree the revised the TO and then agree upon changes.

The ELR Team will assist with:

- Damage Assessments,
- Requests for Public Assistance (RPA) and Applicant Briefing
- Recovery Scoping Meetings, (RSM)
- Cradle to Grave Debris Monitoring and Management
- Expedited Projects/ Immediate Needs Funding (INF)
- Essential Elements of Information, (EEIs)
- Communications with State, (FDEM), Stake Holders and FEMA PDMGs
- Project Worksheet development/review and formulation, Standard Lane and 428
- FEMA Site Inspections for work that is not 100% complete
- 406 and 404 Mitigation Opportunities
- Small Project App Certs for small projects that are 100% complete
- EHP reviews and Compliance
- Cultural Resources and Special Considerations
- Project Amendments
- Scope Alignment and Project Cost Reconciliations
- Quarterly Reporting
- Time extensions
- Alternate and Improved Projects / 428 projects
- Cradle to Grave Debris Monitoring and Management
- General Grant Management
- Reimbursement Requests
- Closeout
- Dispute Resolution, and Appeals (if needed) - Arbitration
- Insurance Adjustment
- Preparedness, response resiliency, and mitigation. These may be accomplished with training, policy analysis auditing and reporting as requested by the County.

SECTION 3.5. PROPOSED TECHNICAL APPROACH

The ELR will track, report, and invoice time in accordance with FEMA approved methods for sub-grantees. The ELR Team will assist with funding for Category A Debris, Category B temporary repairs and emergency protective measures, donated resources, and Categories C-G the permanent repair/replacement of facilities and damaged contents. Additionally, the ELR team will ensure Category Z project worksheets are properly obligated by FEMA and amended as total recovery costs adjust for each disaster.

The ELR Team knows that the proper way to manage projects is through effective teamwork and in the advance problem-solving capabilities that come from our experience. Only through this joint effort, are we able to ensure safety, quality, and the timely completion of projects. The decision-making process must be sound and swift, and the ELR team will build on the already existing working relationship between our firms, the County, and contractors through open lines of communication, prompt and candid discussion of challenges, and clear leadership for conflict resolution.

Project Management Approach

The ELR Team utilizes a strong management approach on projects. Our project managers are involved in both the management and in the technical issues of a project. This approach provides our clients with the best possible service. ELR will take a proactive approach to the management of this contract to assure proper coordination of activities from the stakeholders involved to accomplish the successful completion of the contract. This contract may require that multiple work orders or authorizations be performed simultaneously and by different team members and discipline compositions. Therefore, a well-defined management plan that monitors progress and coordination is of paramount importance.

Control of Project Budget

Control of the budget by ELR 's project manager is best managed by weekly meetings at the beginning of the project with the County leadership. The purpose of these meetings is to establish and confirm each project's original scope is on track. It is imperative that elements be identified that may cause scope modifications and subsequently impact construction costs. The County leadership will then be able to track these elements that impact the construction costs and with the help of the ELR Team, can proactively react to these impacts and address possible solutions without impacting the original budget.

Monitoring the Program Schedule

Continuous monitoring of each task will be performed. The team is keenly familiar with the process and requirements of each category of project and will focus on the timeframes required to accomplish each task. The team is aware of activities that may not be under the direct control of the County that may cause potential delays. The ELR Team will monitor these activities closely to minimize the unexpected that could lead to possible delays. The responsibility for control of the project schedule progress will be monitored by the project manager.

Coordination

This contract requires coordination with various agencies; subconsultants, the County, FDEM, and FEMA. The ELR Team takes a proactive approach to assure proper coordination of activities to successfully complete projects. The ELR Team will use proven methods to monitor progress and coordination.

Constructability and Biddability Reviews

ELR considers biddability and constructability reviews key to the project to properly gauge construction schedules, additional services requests, and claims, while reducing construction cost. As such, we are both honored and challenged by the opportunity to provide these services to the County. ELR believes a full review of the project requires an interdisciplinary approach that will bring together a group of professionals with diverse background and experience.

Pre-Declaration

Upon task order activation, ELR can deploy teams consisting of specialists such as planners, insurance SMEs, coastal engineers, floodplain managers, engineers, architects, scientists, industrial hygienists, accountants, biologist, coastal engineers, cultural resources, as well as other technical experts and any other requested staff to designated areas to support preliminary damage assessment if requested by the County.

Debris Management and Monitoring

The ELR team has a full understanding of debris monitoring and management from a cradle to grave perspective. The ELR team has supported their clients during debris removal operations, FEMA project worksheet formulation, Request for Reimbursement, closeout of debris operations, debris reconciliation and Office Of Inspector General (OIG) audit. The ELR Team has monitored and/or managed an enormous range of debris types, including tree limbs and hangers; white goods; household hazardous waste; demolition, construction and demolition; marine and waterway; boats and vehicles; sand; animal and bird carcasses from storm-related situations; while managing cultural resource concerns; environmentally sensitive areas; earthquakes; operations in densely populated areas; and urban community sensitivity concerns to “standard” woody and flooding debris. The ELR Team is made up of experts in the field of debris management, operations, and monitoring. Additionally, several members of the team have created standard operating procedures (SOPs) and created the training courses for emergency management personnel.

Assessment

The ELR Team will work with the County to execute damage assessments in the field, and or remotely and perform independent assessments of the recommended projects and the value of the proposed work plan. For each proposed project, the team will perform both damage and funding analysis and a needs assessment. ELR has prepared Environmental Assessments (EAs) and Environmental Impact Statements (EISs) for projects involving public financing, rezoning actions, disposition of public property, special permits, and changes to city/county maps, and other activities that require environmental review.

Recovery and Project Formulation

The ELR Project Manager will report to the client. The ELR Team and client personnel will meet to discuss field operations, make initial assessments, and assignments. Senior staff and SMEs are then assigned to specific projects. They will review eligibility guidelines with the client’s staff, identifying eligible project costs, mitigation, and special considerations. The ELR Team will participate in the preparation of damage descriptions and dimensions, (DDD) and scopes of work (SOW) for the client’s FEMA project worksheets (PWs). Narratives will be developed for each project describing the damages as thoroughly as possible, and PW backup documentation will be maintained in program compliance. The ELR Team will work with the County staff involved in damage assessment and financial record maintenance to gather necessary information for each PW preparation including digital photos and GPS coordinates in support of each PW as needed. These steps will ensure that damages are not overlooked and that essential elements of information, (EIs) are populated accurately to ensure quality project formulation. Once this information is gathered, it will be reviewed by the ELR Team, the County staff and submitted to FDEM and FEMA for review.

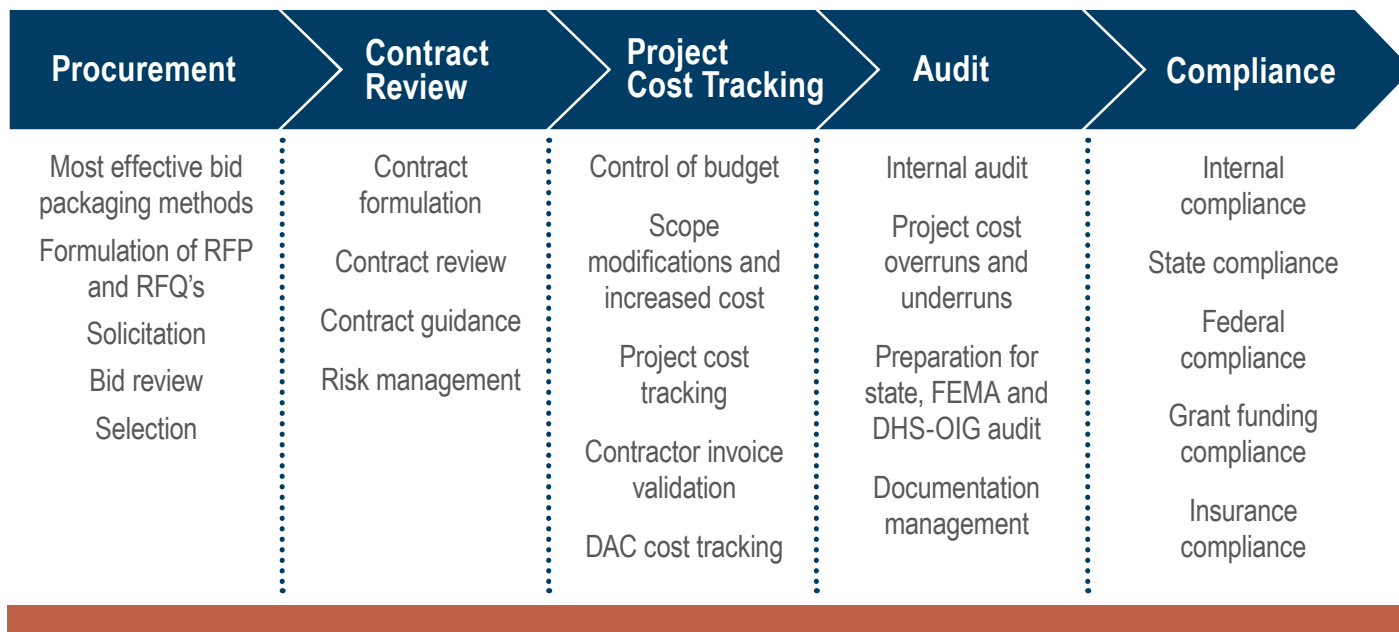
Small Project Threshold and Project Development

FEMA Policy: Public Assistance Simplified Procedures - In August 2022, FEMA published a final rule to increase the established threshold for Small Project maximum for the agency’s Public Assistance (PA) program to \$1 million (Small Project). The increased threshold is designed reduces the administrative burden. The use of simplified procedures, such as submitting self-certified estimates and summary reports, allows applicants to receive funding quickly and promotes rapid recovery of the affected community. The ELR team understands that the Public Assistance Simplified Procedure relieves the traditional administrative burden for projects that now fall into the small project threshold, but this is not without risk. It is more important than ever to have accurate, through estimates for work to be completed as to not underestimate costs when formulating these projects. This is because small projects are only eligible for amendments once obligated if errors and or omissions are discovered or if the scope of work changes. Although the small project threshold has increased, the process for small project cost overruns remains the same. Small projects must be netted together ahead of closeout under policy timelines from the completion of the final small project. Small project netting is a heavy administrative burden and back up documentation is required for all the applicant’s small projects to access global overruns and underruns. The ELR team will assist in the navigation of this process to ensure estimates are adequate on the front end to avoid overruns and potential netting.

SECTION 3.5. PROPOSED TECHNICAL APPROACH

Quality Assurance & Quality Control

ELR will conduct QA/QC reviews during each phase of the assigned tasks. The reviews will be conducted to evaluate procedures, staffing, criteria used, and documentation. Special emphasis will be placed to ensure proper coordination and transfer of information is obtained. From the very beginning, the ELR Team is preparing for closure of the disaster, and we are making sure each step is taken to ensure compliance with the grant. Throughout the recovery process, ELR will ensure Quality Control from procurement through compliance as show in Figure 1 below.



Grant Management Systems

The ELR Team has a long history working within state and federal systems such as FEMA EMMIE, EMGrants (MB3), FEMA Grants Portal, and FDEM's Grants Monitoring System, (FLPA.org). We also assist each client with their internal systems for document control and retention, tracking grants as well as your payroll and financial tracking systems. The ELR Team will also review the County's current tracking methodologies and systems, assisting in streamlining these to better align with grant management applications utilized to apply for, manage and seek reimbursement for activities that are grant funded.

FEMA Grants Portal

The Project Manager will work within FEMA Grants Portal on behalf of the County, if requested. Our team will schedule meetings, memorialize meeting notes, FEMA comments, issues, agreements, and document potential appeals. Our team will review, approve, or request revisions to FEMA site inspection reports, DDDs, SOW, Hazard Mitigation Proposals, and Cost Estimates. Our team will develop and enter directly into Grants Portal if requested by the County.

FDEM Grants Management System

Our team has first-hand experience with many of the technology platforms that enable the PA program at both the federal and state level including, FDEM Grants Management System, (FLPA.org), EMMIE, FEMA Grants Portal and FEMA.gov open data repository.

FEMA Grants Outcomes (FEMA GO) is a grants management system that will support FEMA grants programs. The system allows users to apply, track, and manage disaster and non-disaster grants. It also improves oversight and monitoring. Currently, FEMA GO is the system for managing non-disaster Hazard Mitigation Assistance Grant Programs such as the new BRIC program. The ELR Team will guide the County and manage the FEMA GO system on their behalf if requested.

Requests for Reimbursements (RFR)

The ELR Team will work to ensure each cost is tracked accurately so that RFRs can be submitted within FLPA.org in a timely manner and as actual costs for response and recovery are paid. As proof of payments are available, RFRs can be submitted throughout the recovery process to assist in providing needed cash flow for the County. The ELR Team will assist with capturing eligible costs within the PW and gathering required documentation while working with FDEM to ensure they process these RFRs in a timely manner.

Force Account Labor, Force Account Equipment, Donated Resources, and Direct Administrative Cost/Indirect Administrative Costs (DAC Reporting for CAT Z funding)

The ELR Team understands the necessity of tracking your project costs including your force account labor, force account equipment, donated resources, and direct administrative costs (DAC) to maximize client reimbursement through grant funding. The ELR Team will implement accurate, real-time reporting of these costs both direct and indirect for CAT Z under the new FEMA PA delivery model as well as assist with traditional comprehensive DAC tracking for historic disasters. The ELR Team will also track Project Management (PM) costs during the formulation of FEMA project worksheets.

Appeals and Eligibility Determination Memos

The ELR Team will work to decipher the appeals Eligibility Determination Memos received and provide feedback on the validity of these memos. If The Team disagrees with FEMA's assessment, then an appeal may be the best course of action. Appeals are managed by the ELR Team for the County. We will research past appeal precedents, laws, regulations, and policies. An appeals expert will develop the analysis including a letter, for client approval and submission to the FDEM and FEMA. If FEMA disagrees with the eligibility assessment, the ELR Team will assist in evaluating the likelihood of winning an appeal. Upon the County's authorization, our team will evaluate the details, review possible outcomes, and recommend a path forward. If authorized, we will draft the appeal for review and submission, for any determination that is arbitrary or capricious to your organization, or not consistent with recent federal funding reimbursement. Additionally, we will assist with 2nd appeals and /or arbitration.

Public Insurance Adjustment Support

The ELR Team will fully evaluate your insurance schedule and coverage with your Risk Manager. We will determine policy compliance issues review the complete, detailed valuations of building, equipment and inventory and losses to date, evaluate business interruption claims coordinate with FEMA Insurance Specialists and integrate the insurance claim as part of your FEMA recovery.

Hazard Mitigation

The ELR Team will help identify and review 406 hazard mitigation opportunities within each grant for County assets. These mitigation opportunities are damages incurred by the current disaster and mitigation measures that will directly reduce the potential of future, similar disaster damages to your infrastructure. Additionally, the ELR Team will work with the County to look for other potential sources of funding and projects that will assist the County in re-building better while preserving historical integrity to the structures.

404 hazard mitigation funding will be available from the State. It provides funding for the protection of undamaged asset, and to prevent or reduce damages of vulnerable County assets. These 404 grants are managed by the State under funding provided for in the Stafford Act. Section 404 mitigation measures are funded under the Hazard Mitigation Grant Program (HMGP). The State receives a percentage of the total federal share of the declared disaster damage amount (20%). The State utilizes these funds for projects anywhere in the state, regardless of where the declared disaster occurred or the disaster type. The ELR team will investigate if any 404 mitigation funds may be available. We will assist the County in their selection of projects. ELR will perform Benefit Cost Analysis, (BCA) utilizing the FEMA Benefit-Cost Analysis (BCA) Toolkit when necessary to achieve a Benefit-Cost-Ratio (BCR) to discover if the proposed mitigation is feasible.

Emergency Management (EM) Support Services

The ELR Team will have the opportunity to look at many aspects of the County's business and how this relates to an effective EM Program. We have often seen this programmatic crosscutting bring up issues and ideas in ways have not been considered. The ELR Team can assist with Continuity of Operations strategies, exercise development and execution to test aspects of your program, develop and assist with the implementation of new/revised County plans, policies, and standard operating procedures (SOPs). In recent years procurement compliance has been very challenging for applicants/sub-recipients. The ELR Team will advise the County with how to align with the State of Florida Division of State Purchasing as well as federal procurement 2 CFR 200 if needed.

Project Closeout

The ELR Team will work with the County, the State, and FEMA, to ensure current and future disasters are appropriately monitored and closed in accordance with FEMA and the Office of Management and Budget (OMB). The ELR Team will assist with the process of tracking each project and the disbursement of funds to support these project closeouts. The ELR Team will work with the County, FEMA, and the State to prepare for disaster closure. ELR will help prepare files for audit, compile financial disbursements, and prepare the final closure of the FEMA PA grant program. The ELR Team will then assist in developing appropriate memorandum and correspondence to submit for the closure of the applicants grant program.

The ELR Team will ensure:

- Copies of this data are placed within each project file to make sure that proper reporting is conducted.
- Once a quarter, a comprehensive closeout report will be developed. This report will track the status of each large project currently being managed by the State, the status of funds paid and those outstanding, and milestones to be accomplished within the next reporting period.
- These milestones will establish clear objectives that each applicant must meet to continue receiving federal funding in accordance with 44 CFR 13.
- Upon agreement with the County that our team has exhausted avenues to obtain reimbursement for disaster-related damages and ELR Teams services, we will work with state and federal stakeholders to close each project. These includes steps to:
 - Identify any previously unidentified funds that were not reimbursed, and
 - Perform an analysis of whether those funds are now able to be reimbursed
 - Resolve outstanding appeals or any findings for open audits
 - Resolve looming technical issues previously identified, or raised as part of the closeout process
 - Submit final consulting invoices
 - Ensure maximum DAC/CAT Z and PM cost recovery
 - Prepare any project closeout cost alignment required
 - Submit final packets for project closeout to state/federal stakeholders
 - Ensure finalized electronic documentation for each project is readily accessible, including proof of proper procurement, cost reasonableness, and proof of payment for all reimbursed transactions

Other Funding Sources

The ELR Team is poised to advise the County about additional funding sources (CDBG) for example while advising regarding duplication of benefits from other funding sources. The ELR team knows funding is important to the County. No matter how well a project is planned, without funding, the project will never advance to the construction phase. The design remains on a shelf collecting dust. Our track record of seeing projects to completion is evidenced by repeat business from clients. ELR will assist in completing the necessary funding requirements per the client's direction. We are available to meet with funding agencies on a regular basis to discuss and promote the project.

We have a close working relationship with both state and federal agencies that provide funds for mitigative projects. These long- term relationships are based upon several factors; however, the most important is trust and confidence in ELR's commitment to completion. Another way this has been accomplished is by knowing program rules and regulations of various funding agencies. We can combine funds from various agencies, while maintaining each program's integrity. This allows maximum utilization of both grant and loan funds from multiple sources.

Virtual Support Methodology

The ELR Team is ready to support the County with virtual wrap-around support if requested. Some of our virtual support methodology is detailed below:

- **FEMA PA PW Development** - ELR 's Remote PA Program delivery is designed with the focus optimizing PW development. On-site Project Manager and/or Task Managers intake information/ collateral necessary for project development. PWs are developed through a streamlined assembly-line process, using staff that specialize in the unique needs of each type of project. Should a specific project have technically unique requirements, The ELR Team can tap into our cadre of subject matter experts to meet the needs of the project without the costs associated with mobilization or demobilization.
- **Staffing Footprint** – Clients can utilize program experts, technical specialists, and grants management support as needed, remotely in lieu of being physically on site.
- **Cost Savings** – Clients will not incur the associated cost for deployed personnel.
- **Closeout** - Final closeout can review performed remotely via closeout specialist. Projects are reviewed in FEMA's Grants Portal, final documentation is reviewed and substantiated; and final inspection reports are developed, reviewed, and approved by the client, and submitted to the recipient.

SECTION 3.6: PROPOSED FEE SCHEDULE

Proposed Fee Schedule

Position Title	Rate	Average Days/Month	Hours/Day	No. of positions	Cost/Mo.
Project Manager	\$172.50	22	8	1	\$30,360.00
Sr. Appeals Officer or Legal Counsel	\$212.50	0.5	8	1	\$850.00
Engineer or Environmental Scientist	\$153.75	0.5	8	1	\$615.00
Sr. Grant Specialist	\$180.00	22	8	1	\$31,680.00
Grant Specialist or Insurance Specialist	\$138.75	22	8	1	\$24,420.00
Field Representative or Technical Associate	\$106.25	5	8	1	\$4,250.00
Administrative/Clerical Work	\$82.50	5	8	1	\$3,300.00
			8		\$0.00
			8		\$0.00
			8		\$0.00
Month Estimated Total	\$1,046.25				\$95,475.00

This estimate metric is based on a 40 hour work week for a 30 day month with 22 working days per month. The Column E average days per month per full-time and as-needed positions are based on grant development needs experienced in previous activations.

Please indicate your proposed rate for each position in Column D and your proposed count of each of those positions in Column G.

Please indicate additionally needed positions with rate, average days/month and number of positions in the blank lines provided.

When complete, please print this page and add to your Proposed Fee Schedule section of your response. Excel drafts submitted will be considered non-responsive.

SECTION 3.6: PROPOSED FEE SCHEDULE

Project role	Job description	Staff member	Yr. exp.	Hourly rate
Project Manager	The Project Manager for FEMA Public Assistance (PA) will be responsible for managing and coordinating disaster recovery and public assistance efforts. This includes overseeing the development and execution of project plans, ensuring compliance with FEMA regulations, and coordinating with various stakeholders to facilitate the recovery process.	Amy Lynn	15+	\$172.50
Senior Appeals Officer	The Senior Appeals Officer for FEMA Public Assistance (PA) will be responsible for managing and resolving appeals related to disaster recovery and public assistance efforts. This includes reviewing appeal requests, conducting investigations, and making determinations in accordance with FEMA regulations.	Teresa Carter	15+	\$212.50
Environmental Scientist	A Certified Environmental Professional (CEP) in Environmental Assessment completion of numerous natural resources studies including botanical inventories, vegetation surveys, wetland delineations, stream classifications, threatened and endangered species surveys, invasive plant species surveys, and surface water quality studies. Completion of many Phases I & II Environmental Site Assessments Has conducted hundreds of environmental remediation projects including aboveground storage tanks, underground storage tanks, hazardous waste facility closures, soil and groundwater cleanup, wastewater treatment facilities closures, and industrial landfill stabilization.	Douglas Parker, CEP	20+	\$153.75
Sr. Grants Specialist	Over 30 years of experience at the State level, primarily in the areas of policy development, economic and community development, and emergency management including hazard mitigation. Direct experience managing the grant funding and federal and state compliance requirements for the HUD Community Development Block Grant (CDBG) Economic Development and the Appalachian Regional Commission (ARC) Construction and POWER projects.	Libby Smith	30	\$180
Grant Specialist or Insurance Specialist	The Grant Specialist / Insurance Specialist for FEMA Public Assistance (PA) will be responsible for managing and coordinating grant and insurance-related activities in disaster recovery and public assistance efforts. This includes reviewing grant applications, ensuring compliance with FEMA regulations, and coordinating with various stakeholders to facilitate the recovery process. Minimum of 7 years experience.	Shannon Foster	12	\$138.75
Field Representative	Experience in civil engineering design and CADD management with a strong emphasis on water and sewer, utility coordination, stormwater, and roadway. Preparation of final construction documents for utilities along with roadway and erosion control while being involved in the oversight of QA for final plans.	Trent Rogers, PE	30	\$106.25
Field Representative		Blake Fite	19	\$106.25
Field Representative		David Brandes, PE	30+	\$106.25
Clerical	A skilled professional with three years of experience in disaster recovery preferred. Key qualifications include strong administrative and organizational abilities, expertise in audits and quality control, coordination of personnel, and project compliance.	Dawn Thompson	20	\$82.50

Attachment 'F'

RESPONDENT'S CERTIFICATION

I have carefully examined the Invitation to Bid.

I hereby propose to furnish the services specified in the Invitation to Bid. I agree that my submittal will remain firm for a period of at least 90 days in order to allow the County adequate time to award bid.

I certify that all information contained in this submittal is truthful. I further certify that I am duly authorized to provide this submittal on behalf of the firm as its act and deed and that the firm is ready, willing and able to perform if awarded the contract.

I further certify, under oath, that this submittal is made without prior understanding, agreement, connection, discussion, or collusion with any other person, firm or corporation tendering a submittal for the same service, that no officer, employee or agent of the County or any other respondent is interested in said submittal; and that the undersigned executed this Respondent's Certification with full knowledge and understanding of the matters therein contained and was duly authorized to do so.

Addendum Received: # _____ # _____ # _____ # _____ # _____ # _____ # _____

E. L. Robinson Engineering Co.

NAME OF BUSINESS

Dean Hatfield

SIGNATURE

Dean Hatfield, Vice President

NAME & TITLE, TYPED OR PRINTED

MAILING ADDRESS
3362 Six Forks Road

Raleigh, NC 27609

CITY, STATE, ZIP CODE
DHatfield@elrobinson.com

E-MAIL ADDRESS

(919) 302-1178

TELEPHONE NUMBER

STATE OF Virginia

COUNTY OF New Kent

The foregoing instrument was acknowledged before me by means of ☒ physical presence or ☐ online notarization, this 8-28-2023 (date) by Dean Hatfield (name of officer or agent, title of officer or agent) of E. L. Robinson Engineering Co. (name of corporation acknowledging), a West Virginia (state or place of incorporation) corporation, on behalf of the corporation. He/she is personally known to me or has produced Driver's license (type of identification) as identification.

[Notary Seal]



Dawn Davis Thompson

Notary Public
Dawn Davis Thompson

Name typed, printed or stamped

My Commission Expires: 10-31-2024

Attachment 'F'

SWORN STATEMENT PURSUANT TO SECTION 287.133 (3) (a), FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES

THIS FORM MUST BE SIGNED AND SWORN TO IN THE
PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL
AUTHORIZED TO ADMINISTER OATHS

1. This sworn statement is submitted to FRANKLIN COUNTY, FLORIDA by:

Dean Hatfield, Vice President

(print individual's name and title)

for: E. L. Robinson Engineering Co.

(print name of entity submitting sworn statement)

whose business address is: 3362 Six Forks Road Raleigh, NC 27609

and (if applicable) its Federal Employer Identification Number (FEIN) is: 55-0594633

*(If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement:
____ - ____ - ____).*

2. 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 of the United States, including but not limited to, any bid 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 misrepresentations.
3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133 (1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an 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 non contendere.
4. 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.
5. 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 any state or of the United States with 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, and partners. Shareholders, employees, members, and agents who are active in management of an entity.
6. Based on information and belief, the statement, which I have marked below, is true in relations to the entity submitting this sworn statement. (Indicate which statement applies).
- ☐ Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any

SECTION 3.7: ADDITIONAL DATA TO SUPPORT PROPOSAL

affiliate of the entity has 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 its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has 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 its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list (attach a copy of the final order).

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

Dean Hatfield
Signature

STATE OF Virginia
COUNTY OF New Kent

The foregoing instrument was acknowledged before me by means of ☒ physical presence or ☐ online notarization, this 8-28-2023 (date) by Dean Hatfield (name of officer or agent, title of officer or agent) of E.L. Robinson Engineering Co. (name of corporation acknowledging), a West Virginia (state or place of incorporation) corporation, on behalf of the corporation. He/she is personally known to me or has produced Driver's license (type of identification) as identification.

[Notary Seal]

Dawn Davis Thompson
Notary Public

Dawn Davis Thompson
Name typed, printed or stamped

My Commission Expires: 10-31-2024



Attachment 'F'

AMERICANS WITH DISABILITIES ACT (ADA) DISABILITY NONDISCRIMINATION STATEMENT

**THIS FORM MUST BE SIGNED AND SWORN TO IN THE
PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL
AUTHORIZED TO ADMINISTER OATHS**

This sworn statement is submitted to FRANKLIN COUNTY, FLORIDA by:

Dean Hatfield, Vice President

(print individual's name and title)

for: E. L. Robinson Engineering Co.

(print name of entity submitting sworn statement)

whose business address is: 3362 Six Forks Road Raleigh, NC 27609

and (if applicable) its Federal Employer Identification Number (FEIN) is: 55-0594633

(If the entity has no FEIN, include Social Security Number of the individual signing this sworn statement:

____ - ____ - ____.)

I, being duly first sworn state:

That the above named firm, corporation or organization is in compliance with and agreed to continue to comply with, and assure that any subcontractor, or third party contractor under this project complies with all applicable requirements of the laws listed below including, but not limited to, those provision pertaining to employment, provision of programs and services, transportation, communications, access to facilities, renovations, and new construction.

The Americans with Disabilities Act of 1990 (ADA), Pub. L. 101-336, 104 Stat327,42USC1210112213 and 47 USC Sections 225 and 661 including Title I, Employment; Title II, Public Services; Title III, Public Accommodations and Services Operated by Private entities; Title IV, Telecommunications; and Title V, Miscellaneous Provisions.

The Florida Americans with Disabilities Accessibility Implementation Act of 1993, Section 553.501-553.513, Florida Statutes:

The Rehabilitation Act of 1973, 229 USC Section 794;

The Federal Transit Act, as amended 49 USC Section 1612;

The Fair Housing Act as amended 42USC Section 3601-3631.

Dean Hatfield
Signature

STATE OF Virginia

COUNTY OF New Kent

The foregoing instrument was acknowledged before me by means of ☒ physical presence or ☐ online notarization, this 8-28-2023 (date) by Dean Hatfield (name of officer or agent, title of officer or agent) of E. L. Robinson Engineering Co. (name of corporation acknowledging), a West Virginia (state or place of incorporation) corporation, on behalf of the corporation. He/she is personally known to me or has produced Driver's license (type of identification) as identification.

[Notary Seal]



Dawn Davis Thompson
Notary Public

Dawn Davis Thompson

Name typed, printed or stamped

My Commission Expires: 10-31-2024

SECTION 3.7: ADDITIONAL DATA TO SUPPORT PROPOSAL

Attachment 'F'

BUSINESS ENTITY AFFIDAVIT (VENDOR/BIDDER DISCLOSURE)

I, Dean Hatfield, being first duly sworn
state:

The full legal name and business address of the person(s) or entity contracting or transacting business with Franklin County, FL ("County") are (Post Office addresses are not acceptable), as follows:

55-0594633

Federal Employer Identification Number (If none, Social Security Number)

E. L. Robinson Engineering Co.

Name of Entity, Individual, Partners or Corporation

<u>3362 Six Forks Road</u>	<u>Raleigh</u>	<u>NC</u>	<u>27609</u>
<u>Street Address Suite</u>	<u>City</u>	<u>State</u>	<u>Zip Code</u>

OWNERSHIP DISCLOSURE AFFIDAVIT

1. If the contact or business transaction is with a corporation, the full legal name and business address shall be provided for each officer and director and each stockholder who holds directly or indirectly five percent (5%) or more of the corporation's stock. If the contract or business transaction is with a trust, the full legal name and address shall be provided for each trustee and each beneficiary. All such names and addresses are (Post Office addresses are not acceptable), as follows:

Full Legal Name

Address

Ownership

<u>N/A</u>	<u>%</u>
<u></u>	<u>%</u>
<u></u>	<u>%</u>

2. The full legal names and business address of any other individual (other than subcontractors, materialmen, suppliers, laborers, or lenders) who have, or will have, any interest (legal equitable, beneficial or otherwise) in the contract or business transaction with the County are (Post Office addresses are not acceptable), as follows:

N/A

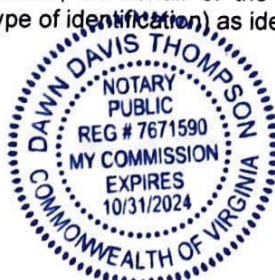
Dean Hatfield
Signature of Affiant

8-28-2023
Date

STATE OF Virginia
COUNTY OF New Kent

The foregoing instrument was acknowledged before me by means of ☒ physical presence or ☐ online notarization, this 8-28-2023 (date) by Dean Hatfield (name of officer or agent, title of officer or agent) of E. L. Robinson Engineering Co. (name of corporation acknowledging), a West Virginia (state or place of incorporation) corporation, on behalf of the corporation. He/she is personally known to me or has produced Driver's license (type of identification) as identification.

[Notary Seal]



Dawn Davis Thompson
Notary Public
Dawn Davis Thompson

Name typed, printed or stamped

My Commission Expires: 10-31-2024

SECTION 3.7: ADDITIONAL DATA TO SUPPORT PROPOSAL

Attachment 'F'

FRANKLIN COUNTY DRUG-FREE WORKPLACE COMPLIANCE FORM

Preference shall be given to businesses with drug-free workplace programs. Whenever two or more bids, which are equal with respect to price, quality, and service, are received by the State or by any political subdivision for the procurement of commodities or contractual services, a bid received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie bids will be followed if none of the tied vendors have a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

(The undersigned vendor in accordance with Florida Statute 287.087 hereby certifies that E. L. Robinson Engineering Co. does):
(Name of Business)

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 violations 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 bid 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 bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 1893 or of any controlled substance law of the United States or any state, for a 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 a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so 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 the statement, I certify that this form complies fully with the above requirements.

Vendor's Signature:

Dean Hatfield

Date August 28, 2023

Print or Type Name/Title Dean Hatfield, Vice President

STATE OF Virginia

COUNTY OF New Kent

The foregoing instrument was acknowledged before me by means of ☒ physical presence or ☐ online notarization, this 8-28-2023 (date) by Dean Hatfield (name of officer or agent, title of officer or agent) of E. L. Robinson Engineering Co. (name of corporation acknowledging), a West Virginia (state or place of incorporation) corporation, on behalf of the corporation. He/she is personally known to me or has produced Driver's license (type of identification) as identification.

X

[Notary Seal]



Dawn Davis Thompson
Notary Public

Dawn Davis Thompson

Name typed, printed or stamped

My Commission Expires: 10-31-2024

SECTION 3.7: ADDITIONAL DATA TO SUPPORT PROPOSAL

Attachment 'F'

NO LOBBYING AFFIDAVIT

STATE OF FLORIDA
COUNTY OF Franklin

This 28 day of August, 20 23,

Dean Hatfield, P.E.

being first duly sworn, deposes and says that he/she is the authorized representative of _____

E. L. Robinson Engineering Co. (Name of contractor, firm or individual), maker of the attached submittal made in response to a request for bid, proposals, qualifications and/or any other solicitation released by Franklin County, FL, and swears that the bidder and any of its agents agrees to abide by the County's no lobbying restrictions in regard to this solicitation.



Affiant

Dean Hatfield, Vice President

Print / Type Name & Title

The foregoing instrument was acknowledged before me by means of ☒ physical presence or ☐ online notarization, this 8-28-2023 (date) by Dean Hatfield (name of officer or agent, title of officer or agent) of E. L. Robinson Engineering Co. (name of corporation acknowledging), a West Virginia (state or place of incorporation) corporation, on behalf of the corporation. He/she is personally known to me or has produced Driver's license (type of identification) as identification.

My commission expires: 10-31-2024



Notary Signature

Dawn Davis Thompson



VENDOR CERTIFICATION REGARDING SCRUTINIZED COMPANIES LISTS

Respondent Vendor Name: E. L. Robinson Engineering Co.
 Vendor FEIN: 55-0594633
 Vendor's Authorized Representative Name and Title: Dean Hatfield, Vice President
 Address: 3362 Six Forks Road
 City: Raleigh State: NC Zip: 27609
 Phone Number: 919-302-1178
 Email Address: DHatfield@elrobinson.com

Section 287.135, Florida Statutes, prohibits agencies from contracting with companies for goods or services of \$1,000,000 or more, that are on either the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector Lists which are created pursuant to s. 215.473, F.S., or the Scrutinized Companies that Boycott Israel List, created pursuant to s. 215.4725, F.S., or companies that are engaged in a boycott of Israel.

As the person authorized to sign on behalf of Respondent, I hereby certify that the company identified above in the section entitled "Respondent Vendor Name" is not listed on either the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or the Scrutinized Companies that Boycott Israel List. I further certify that the company is not engaged in a boycott of Israel. I understand that pursuant to section 287.135, Florida Statutes, the submission of a false certification may subject company to civil penalties, attorney's fees, and/or costs.

Certified By: *Dean Hatfield*
 who is authorized to sign on behalf of the above referenced company.
 Authorized Signature Print Name and Title: Dean Hatfield, Vice President
 Date: August 28, 2023

STATE OF Virginia
 COUNTY OF New Kent

The foregoing instrument was acknowledged before me by means of ☒ physical presence or ☐ online notarization, this 8-28-2023 (date) by Dean Hatfield (name of officer or agent, title of officer or agent) of E. L. Robinson Engineering Co. (name of corporation acknowledging), a West Virginia (state or place of incorporation) corporation, on behalf of the corporation. He/she is personally known to me or has produced Driver's license (type of identification) as identification.

[Notary Seal]



Dawn Davis Thompson
 Notary Public
Dawn Davis Thompson
 Name typed, printed or stamped
 My Commission Expires: 10-31-2024

Attachment 'F'


CERTIFICATION FOR CONTRACTS, GRANTS, LOANS, AND COOPERATIVE AGREEMENTS (for agreements exceeding \$100,000)

The undersigned 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 sub awards at all tiers (including subcontracts, sub grants, and contracts under grants, loans, and cooperative agreements) and that all sub recipients 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 undersigned Contractor hereby certifies and attests to the 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.


AFFIANT

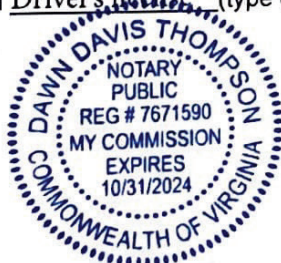
Dean Hatfield, Vice President
Typed Name of AFFIANT / AFFIANT Title

Date 8-28-2023

STATE OF Virginia
COUNTY OF New Kent

The foregoing instrument was acknowledged before me by means of ☒ physical presence or ☐ online notarization, this 8-28-2023 (date) by Dean Hatfield (name of officer or agent, title of officer or agent) of E. L. Robinson Engineering Co. (name of corporation acknowledging), a West Virginia (state or place of incorporation) corporation, on behalf of the corporation. He/she is personally known to me or has produced Driver's license (type of identification) as identification.

[Notary Seal]




Notary Public
Dawn Davis Thompson
Name typed, printed or stamped
My Commission Expires: 10-31-2024

Attachment 'F'

E-VERIFY COMPLIANCE FORM


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.

"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.

Effective January 1, 2021, public and private employers, contractors and subcontractors will begin required registration with, and use of the E-verify system in order to verify the work authorization status of all newly hired employees. Vendor/Consultant/Contractor acknowledges and agrees to utilize the U.S. Department of Homeland Security's E-Verify System to verify the employment eligibility of:

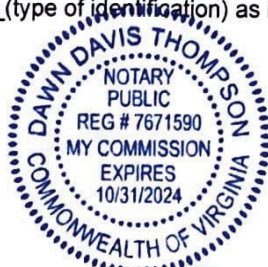
- a) All persons employed by Vendor/Consultant/Contractor to perform employment duties within Florida during the term of the contract; and
- b) All persons (including subvendors/subconsultants/subcontractors) assigned by Vendor/Consultant/Contractor to perform work pursuant to the contract with the Department. The Vendor/Consultant/Contractor acknowledges and agrees that 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 Franklin County, Florida; and
- c) Should vendor become successful Contractor awarded for the above-named project, by entering into this Contract, the Contractor becomes obligated to 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 utilization of the E-Verify System to verify the work authorization status of all newly hired employees, and requiring 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. Failure to comply will lead to termination of this Contract, or if a subcontractor knowingly violates the statute, the subcontract must be terminated immediately. 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. If this 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.

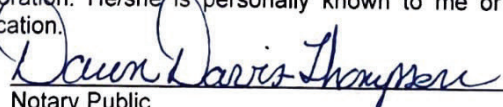
Company Name: E. I. Robinson Engineering Co.	
Authorized Signature: 	Print Name: Dean Hatfield
Title: Vice President	Date: 8-28-2023
Phone: 919-302-1178	Email: DHatfield@elrobinson.com

STATE OF Virginia
COUNTY OF New Kent

The foregoing instrument was acknowledged before me by means of ☒ physical presence or ☐ online notarization, this 8-28-2023 (date) by Dean Hatfield (name of officer or agent, title of officer or agent) of E. I. Robinson Engineering Co. (name of corporation acknowledging), a West Virginia (state or place of incorporation) corporation, on behalf of the corporation. He/she is personally known to me or has produced Driver's license (type of identification) as identification.

[Notary Seal]




Notary Public
Dawn Davis Thompson
Name typed, printed or stamped
My Commission Expires: 10-31-2024

Attachment 'D'



REQUEST FOR PROPOSAL FOR EMERGENCY PLANNING, DISASTER RECOVERY & HAZARD MITIGATION GRANT PROGRAM SERVICES RFP #:

Information Sheet For Transactions and Conveyances Corporate Identification

The Following information will be provided to the Franklin County Legal Services for incorporation in legal documents. It is; therefore, vital all information is accurate and complete. Please be certain all spelling, capitalization, etc. is exactly as registered with the State and Federal Government.

Is this a Florida Corporation: YES (Circle One) or NO

If not a Florida Corporation,
In what State was it created? West Virginia
Name as spelled in that State. E. L. Robinson Engineering Co.

What kind of Corporation is it? For Profit or Not for Profit

Is it in good Standing? YES or NO

Authorized to transact business in Florida? YES or NO

State of Florida, Department of State, Certificate of Authority Document No: _____

Does it use a registered fictitious name? YES or NO

Name of Officers:
 President: Eric Coberly Secretary: _____
 Vice President: Dean Hatfield Treasurer: _____
 Director: _____ Director: _____
 Other: _____ Other: _____

Name of Corporation (As used in Florida): E. L. Robinson Engineering Co.
(Spelled exactly as it is registered with the State or Federal Government)

Corporate Address:
 Post Office Box: _____
 City, State, Zip: _____
 Street Address: 5088 Washington Street, West
 City, State, Zip: Charleston, West VA, 25313
(Please provide Post Office Box and Street Address for mail and/or express delivery; also, for recorded instruments involving land)

Federal Identification Number: 55-0594633
(For all instruments to be recorded, taxpayer's identification is needed)

Name of Individual who will sign the instrument on behalf of the Company: Dean Hatfield
(Upon Certification of Award, the President or Vice-President shall sign Contract. Any other officer shall have permission to sign via a resolution approved by the Board of Directors on behalf of the company. The awarded contractor shall submit a copy of the resolution together with the executed contract to the Contact listed in Section 3.1.)

Title of the individual named above who will sign on behalf of the Company:
Vice President

SECTION 3.7: ADDITIONAL DATA TO SUPPORT PROPOSAL



REQUEST FOR PROPOSAL FOR EMERGENCY PLANNING, DISASTER RECOVERY & HAZARD MITIGATION GRANT PROGRAM SERVICES RFP #:

CONTACT FOR CONTRACT ADMINISTRATION

Designate one person authorized to conduct contract Administration.

NAME: Dean Hatfield

TITLE: Vice President

COMPANY NAME: E. L. Robinson Engineering Co.

ADDRESS: 3362 Six Forks Road

CITY: Raleigh

STATE: North Carolina **ZIP:** 27609

TELEPHONE NUMBER: 919-302-1178

FAX NUMBER: 304-776-6426

EMAIL: DHatfield@elrobinson.com

SIGNATURE: Dean Hatfield