

# CITY OF SANTA CRUZ

RFP NO. FN-0125  
DISASTER COST RECOVERY



GRANTCITY CONSULTING, LLC.  
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(518) 330-8526





## COVER LETTER





**DATE:** May 13, 2023  
**ATTENTION:** Denise Reid, Principal Management Analyst  
323 Church Street  
Santa Cruz, CA 95060  
**SUBJECT:** Request for Proposals – RFP No. FN-0125 – Disaster Cost Recovery Services

**GrantCity Consulting, LLC (GCC)** is delighted to present our proposal for **Disaster Cost Recovery Services** in response to **RFP No. FN-0125**. Our proposal encapsulates a comprehensive suite of experience in disaster recovery and grants management, particularly in navigating the intricate reimbursement programs vital for recouping expended emergency and disaster-related funds. GCC is uniquely poised to augment the City of Santa Cruz's efforts in managing the aftermath of disaster events, ensuring a meticulous and compliant recovery process.

With over fifteen years at the forefront of disaster recovery, the GCC Team has spearheaded efforts across the nation, particularly in regions severely affected by natural calamities. We have effectively managed over \$10 billion in disaster assistance grant funding, maintaining a flawless record with no audit discrepancies—a testament to our stringent compliance and financial management prowess. Our recent engagements, including significant roles in managing responses to DR-4683 and DR-4699 for Merced County, underscore our practical experience and capability to handle complex disaster scenarios in collaboration with FEMA and Cal OES.

GCC has assembled a cadre of seasoned professionals tailored to meet Santa Cruz's distinctive needs. Led by Jeff Abraham, our team's extensive background across California enriches our operational strategy, ensuring readiness and adaptability. Supported by Eric Zabukovec, whose 20 years in emergency management exemplify our deep bench of expertise, our team is a formidable force in disaster recovery.

Our holistic approach covers essential facets of disaster recovery management:

-  **Technical Advisory Services:** We offer nuanced guidance on debris removal, permanent repairs, and comprehensive recovery, expertly navigating the labyrinth of FEMA and Cal OES regulations.
-  **Strategic Project Management:** Our plans include meticulous project scheduling and insightful financial and policy advising, all tailored to enhance disaster recovery operations.
-  **Advanced Compliance and Auditing:** Utilizing state-of-the-art project management tools like QuickBase®, we conduct thorough audits to ensure smooth closeout phases free of financial de-obligations.
-  **Effective Coordination and Representation:** We are adept at orchestrating critical stakeholder meetings, providing robust documentation and support necessary for successful grant applications and cost recovery.

Our integration strategy aligns seamlessly with the City's objectives, employing advanced tools and proven methodologies to manage documentation, assure compliance, and comprehensively support Santa Cruz throughout all disaster recovery phases. GCC is committed to delivering unmatched professional expertise and extensive management services, navigating the complexities of disaster recovery with precision.





As a nimble small business, GCC takes immense pride in our ability to outperform larger competitors by eliminating unnecessary costs and bureaucratic red tape, focusing instead on efficiency and client satisfaction. Our team is eager to discuss our proposal further and explore collaboration terms upon selection, reinforcing our dedication to align with the City of Santa Cruz's recovery goals.

We are enthusiastic about the opportunity to demonstrate our in-depth understanding of the project's objectives and scope during our interview and presentation. Our commitment to crafting a detailed work plan that ensures the achievement of the Scope of Services within budgetary and temporal guidelines is unwavering.

For any inquiries or additional information, please feel free to contact me directly at **(518) 330-8526** or via email at [jeff.abraham@grantcityllc.com](mailto:jeff.abraham@grantcityllc.com). We are excited about the prospect of becoming your trusted partner and advocate in this crucial endeavor.

Sincerely,



**JEFF ABRAHAM, MBA, CCRP**

PRESIDENT & PRINCIPAL ADVISOR  
GRANTCITY CONSULTING, LLC.



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Outlook



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## SECTION 1: ADHERENCE TO RFP REQUIREMENTS

GrantCity Consulting, LLC has meticulously read, reviewed, and adhered to the detailed requirements outlined in the RFP. We are committed to full compliance and transparency in our proposal submission, ensuring that all requested information is thoroughly addressed and easily accessible. The following sections specifically respond to the key elements required:

### **COST PROPOSAL:**

The comprehensive cost proposal for GrantCity Consulting, LLC is detailed in **Section 6** of this proposal. It adheres to the template provided in the Appendices and has been uploaded separately from the proposal submission in the Procurement Portal for ease of review.

### **WRITTEN TECHNICAL PROPOSAL:**

Our detailed technical approach and methodologies are outlined in **Section 5** of this proposal, where you will also find our proposed workplan. This section comprehensively covers our strategies and the techniques we will employ to ensure project success.

### **OPTIONAL APPENDICES OR EXHIBITS:**

For additional insights into our capabilities and past performance, please refer to **Section 8** of this proposal. This section includes optional appendices and exhibits such as sample project information, reports, peer reviews, and letters of recommendation, as applicable, to assist in the evaluation of our proposal.

## SECTION 2: FIRM BACKGROUND INFORMATION

The requested information regarding GrantCity Consulting, LLC's background as specified in the RFP is detailed in the sections below. This summary provides comprehensive insights into our firm's legal standing, operational history, and our commitment to contractual integrity and environmental and social responsibilities, aligning with the requirements outlined in the RFP. Additional company information can be found in **Figure 1**, below.

### LEGAL NAME AND ADDRESSES:

- **Legal Name:** GrantCity Consulting, LLC.
- **Business Address:** 11 Avenue at Port Imperial, 916
- **Telephone #:** (518) 330-8526

### YEAR ESTABLISHED AND HISTORY:

- **Year Established:** 2019
- **History:** GrantCity Consulting, LLC (GCC) was established with a mission to offer unparalleled expertise in disaster recovery and grants management. Over its four years of operation, GCC has quickly become a leader in its field, providing essential support to communities and government entities affected by natural disasters across the United States and particularly in California. The company's founder and president, Jeff Abraham, brings over a decade of specialized experience in federal, state, and local disaster recovery and mitigation programs. Under his leadership, GCC has supported numerous counties and municipalities in navigating the complex landscape of disaster recovery, particularly following significant events like the severe winter storms, flooding, landslides, and mudslides that have impacted California.

### BUSINESS ENTITY STATUS: E.G., PARTNERSHIP, CORPORATION, LLC.

- **Business Entity Status:** Limited Liability Company (LLC)

### CONTRACTUAL HISTORY:

- **Performance Defaults or Terminations:** GrantCity Consulting, LLC has maintained a pristine record in its contractual engagements and is proud to confirm that there have been zero defaults or terminations in its performance history over the past five years. Our commitment to excellence and rigorous compliance with contractual terms have ensured a successful completion of all projects without disputes or penalties.

### LEGAL STANDING:

- **Pending Litigations/Liens/Claims/Bankruptcy Status:** GrantCity Consulting, LLC is in clean legal standing and has not been involved in or associated with any pending litigation, liens, or claims. Furthermore, our organization has not filed for bankruptcy in the last ten years. We maintain a robust compliance framework which ensures that all our operations and financial dealings are conducted with the highest level of integrity and adherence to legal and regulatory requirements. This commitment to ethical business practices underpins our strong reputation in the industry.

### ENVIRONMENTAL AND SOCIAL RESPONSIBILITY:

- **Practices/Policies:** GrantCity Consulting, LLC is in the early stages of developing our environmental and social responsibility initiatives. We are committed to integrating sustainable practices as we grow and are exploring ways to enhance our operations responsibly. While we currently do not have formal certifications or a fleet of



alternative fuel vehicles, we comply with all environmental regulations and prioritize decisions that positively impact our community and environment. As our capabilities expand, we aim to implement more robust practices and improve our employee benefits to support our dedicated team.

GRANTCITY CONSULTING, LLC - COMPANY FORMATION DETAILS	
BUSINESS NAME	GrantCity Consulting, LLC
ENTITY ID	0450386492
EIN NUMBER	###-###-088/000
D-U-N-S NUMBER	N000597637
FILING DATE	December 16, 2021
AUTHORIZED REPRESENTATIVE	Jeff E Abraham
OWNERSHIP TYPE	Limited Liability Company - Single Member
BUSINESS LOCATION	11 Ave at Port Imperial, Suite 916, West New York, NJ 07093
MAILING ADDRESS	11 Ave at Port Imperial, Suite 916, West New York, NJ 07093
TELEPHONE	(518) 330-8526
CONTACT	Mr. Jeff Abraham
BEGINNING DATE IN NJ	June 03, 2019
OPEN ALL YEAR	Yes

Figure 1: GrantCity Consulting Company Formation Details



### SECTION 3: FIRM QUALIFICATIONS, EXPERTISE, AND EXPERIENCE

**GRANTCITY CONSULTING, LLC (GCC)** stands out as a specialized disaster recovery consulting firm in California, combining deep industry insight with the distinct advantages of a small business. As your partner, GCC brings exceptional customer service, reduced costs, and streamlined operations without the unnecessary billing and bureaucratic delays often encountered with larger firms.

While we may not have the vast resources of transnational corporations, our nimble structure allows us to respond swiftly and effectively to your needs. GCC prides itself on its ability to offer personalized attention and tailored solutions that larger firms can't match. Our team is comprised of dedicated specialists who bring targeted expertise and a wealth of experience to each project.

GCC's advantage lies in our deep understanding of the regulatory and disaster recovery landscapes despite a slightly smaller scale compared to some of our larger competitors. We have cultivated strong relationships and have access to a broad network of resources and specialists, ready to be leveraged in support of the City of Santa Cruz. Our team-oriented approach ensures that we work closely with our clients, understanding their unique challenges and providing effective, efficient solutions that drive recovery and resilience. Trust GCC to deliver professionalism, expertise, and the personalized service that your community deserves.

#### RELEVANT PROJECT EXPERIENCE:

GrantCity Consulting, LLC (GCC) has over a decade of experience providing critical post-disaster services that align seamlessly with the detailed scope of services required by the City of Santa Cruz. Our team is adept at performing detailed damage assessments, overseeing emergency repairs, and managing the entire lifecycle of design and construction services for permanent work projects. This expertise extends to meticulous grants management, crucial for navigating the complex funding landscapes associated with federal agencies, local municipalities, and applicable authorities. We ensure comprehensive documentation compliance, develop and maintain critical contract lists, and provide technical advisory to optimize funding utilization under the strict guidelines of the FEMA PAPPG and supplemental disaster-specific documentation.

Our proven track record includes supporting entities through various stages of disaster response and recovery, as illustrated below in **Figure 2**. GCC is well-versed in managing applicant briefings, fostering essential relationships, and providing operational support that enhances the capacity of city, county, and special districts in navigating cost recovery processes. Whether it's hosting meetings, coordinating with mutual aid agencies, or ensuring the strategic management of documentation and audits, GCC brings advanced operational knowledge and technological proficiency, ensuring efficient project management and communication.

Further, our role extends to representing and advocating for cities during critical negotiations with federal and state agencies, managing project tracking mechanisms, and preparing necessary documentation such as ICS Activity Logs and project worksheets. We assist with grant closeouts, audit preparations, and the final reconciliation of obligations and payments, ensuring each step adheres to compliance standards and maximizes potential funding without overburdening staff or creating inefficiencies.

By selecting GrantCity Consulting, LLC, you are choosing a partner that is not only experienced but also deeply committed to the detailed and strategic recovery of communities affected by disasters. Our approach is tailored to meet the specific needs of the City of Santa Cruz, ensuring that every phase of the disaster recovery process is handled with utmost professionalism and expertise.







TEAM GCC - DISASTER RECOVERY EXPERIENCE SINCE 2004				
STATE	DR	CLIENT	PORTFOLIO \$	FUNDING SOURCE
CA	DR-4683	Merced County	\$20M	FEMA, CDAA
CA	DR-4699	Merced County	\$10M	FEMA, CDAA
CA	DR-4301	Merced County	\$5M	FEMA, CDAA, FHWA-ER
CA	DR-4308	Merced County	\$5M	FEMA, CDAA, FHWA-ER
CA	DR-4301	Monterey County	\$10M	FEMA, CDAA
CA	DR-4308	Monterey County	\$10M	FEMA, CDAA
CA	DR-4193	Napa County	\$50M	FEMA
CA	DR-4193	City of Napa	\$25M	FEMA
CA	DR-4308	California Dept. of Water Resources	\$500M	FEMA
CA	DR-4482	City of Grover Beach	\$1M	FEMA
CA	DR-4482	City of Oceanside	\$5M	FEMA
CA	DR-4407	City of Chico	\$3M	FEMA
MA	DR-4496	State of Massachusetts	\$1B	FEMA
NY	DR-4020	Montgomery County	\$1M	FEMA
NY	DR-4031	Montgomery County	\$1M	FEMA
NY	DR-4020	Schoharie County	\$5M	FEMA
NY	DR-4031	Schoharie County	\$5M	FEMA
NY	DR-4020	City of Amsterdam	500,000	FEMA
NY	DR-4031	City of Amsterdam	500,000	FEMA
NY	DR-4020	Walter Elmwood Museum	\$700,000	FEMA
NY	DR-4031	Walter Elmwood Museum	\$300,000	FEMA
NY	DR-4020	NYS State DOT	\$10M	FEMA, FHWA-ER
NY	DR-4031	NYS State DOT	\$15M	FEMA, FHWA-ER
NY	DR-4020	Town of New City	\$12M	FEMA
NY	DR-4085	Catholic Health Services	\$7M	FEMA
NY	DR-4085	New York City OMB	\$100B	FEMA, FHWA-ER, FTA-ER, NYCHA
NY	DR-4085	New York City DOT	\$10B	FEMA, FHWA-ER, FTA-ER
NY	DR-4085	New York City DEP	\$30B	FEMA
NY	DR-4085	New York City DOC	\$10M	FEMA
NY	DR-4085	Staten Island Ferry (SIF)	\$350M	FEMA, FTA-ER
NY	DR-4085	Governor's Office of Storm Recovery	\$100M	CDBG-DR, FEMA PA Match
NY	DR-4085	Nassau County	\$1.6B	FEMA, CDBG-DR
NY	DR-4085	FEMA - Hurricane Sandy	\$13.5B	FEMA
NY	DR-1710	FEMA – Severe Storms & Coastal Flooding	\$12M	FEMA
NY	DR-1692	FEMA – Severe Storms & Inland Flooding	\$83M	FEMA
NY	DR-4480	Rensselaer County - COVID-19	\$60M	FEMA, HHS
NY	DR-4085	PANYNJ	\$5B	FEMA, FTA, FHWA
NJ	DR-4086	PANYNJ	\$5B	FEMA, FTA, FHWA
NJ	DR-4614	Weehawken Township	\$4M	FEMA
NJ	DR-4086	Weehawken Township	\$10M	FEMA
NJ	DR-4614	West New York Township	\$10M	FEMA
NJ	DR-4488	West New York Township	\$30M	FEMA, CARES
NJ	DR-4086	NJ DEP	\$3M	EPA, FEMA
NJ	DR-4086	Town of North Brunswick	\$2M	FEMA
NJ	DR-4086	Lincoln Harbor Fire Department	\$500,000	FEMA
NJ	DR-4086	Middlesex County	\$2M	FEMA
NJ	DR-4086	Hoboken BOE	\$1M	FEMA



TEAM GCC - DISASTER RECOVERY EXPERIENCE SINCE 2004				
STATE	DR	CLIENT	PORTFOLIO \$	FUNDING SOURCE
NJ	DR-4086	Town of Secaucus	\$750,000	FEMA
FL	DR-4283	University of Florida	\$10M	FEMA
FL	DR-4283	St. John's City Airport	\$5M	FEMA
FL	DR-4283	St. John's County	\$500M	FEMA
FL	DR-4673	Gasparilla Island Water Authority	\$25MM	FEMA
SC	DR-4241	City of Sumter	\$6M	FEMA
SC	DR-4286	East Richland City PSD	\$12M	FEMA
MS	DR-1604	Jackson County	\$250M	FEMA

Figure 2: A snapshot of GCC's disaster recovery experience

## ORGANIZATIONAL STRUCTURE:

Our proposed project team is meticulously structured to address the comprehensive scope of services requested by the City in the RFP for disaster cost recovery services. Led by **Jeff Abraham, MBA, CCRP**, our Principal-in-Charge, the team is tailored to oversee disaster recovery projects from inception to execution, manage key stakeholder engagements, and ensure efficient mentorship and direction of project staff. Jeff, along with designated Project Manager/FEMA SME **Eric Zabukovec**, will serve as the main points of contact, facilitating essential communication and coordination between the City of Santa Cruz, FEMA, Cal OES, and all other project stakeholders.

Supporting this leadership, **Jon Berquist, MBA**, our Disaster Recovery SME, will provide specialized disaster recovery support, focusing on FEMA 404 expertise when needed. **Josh Milner, MA**, our Debris SME, will contribute his deep knowledge in debris-related operations, ensuring compliance and advising on best practices for debris removal and permanent repairs. **Pat Geelan, PE**, as the Technical Advisor, will oversee all technical aspects related to disaster management and recovery processes. Furthermore, our team has access to an extensive network of professionals, allowing us to swiftly mobilize additional specialized skills and certifications whenever required, ensuring robust support for the recovery efforts of Santa Cruz. This ensemble of experts is equipped to handle everything from project tracking, critical documentation, virtual and on-site meetings, to the creation of FEMA required worksheets and grant management, ensuring all project requirements are meticulously met and documented for audit purposes, as outlined in the scope of services. For detailed information regarding our proposed organizational chart, team member resumes, availability, and other team-related details, please refer to Section 4.

## SUBCONSULTANTS AND SUBCONTRACTORS:

Since 2015, **GrantCity Consulting, LLC (Prime Contractor)** and **Berquist Recovery Consulting (Subcontractor)** have been teaming together on various projects, working collaboratively to leverage our unique strengths. This strategic partnership enhances our collective ability to offer clients unparalleled service, support, and competitive rates. By combining our expertise and resources, we ensure that our clients receive the most comprehensive and effective solutions available in the market, distinctly positioning us ahead of the competition. This collaboration underscores our commitment to excellence and our dedication to delivering superior outcomes for all stakeholders involved in the disaster recovery process.



**GRANTCITY CONSULTING, LLC.** GrantCity Consulting, LLC is a distinguished professional services firm specializing in disaster-related project, program, and grants management services across public and private sectors. Jeff Abraham, President and Operator, is a masterful project manager renowned for his adeptness in planning, executing, and concluding projects of varied scale and complexity. With a career marked by leadership in numerous federal, state, and local government engagements, as well as significant construction projects in the private sector, Mr. Abraham brings a wealth of experience to the table.

His extensive background in construction management, disaster recovery, emergency management, finance, and compliance management uniquely qualifies him to lead and innovate in the grants management arena. Having worked on over 30 presidentially declared disasters, Mr. Abraham has demonstrated unparalleled expertise in assisting applicants to navigate, secure, and manage grants from a myriad of federal, state, and local entities. His proactive approach and deep commitment to community recovery have been instrumental in helping clients overcome complex challenges and achieve substantial recovery milestones.

As we extend our services to the City of Santa Cruz, we are confident that Mr. Abraham's leadership will ensure expedited program management, reduced delivery costs, and consistently high-quality deliverables. His proven track record and passion for aiding community recovery efforts make him the ideal candidate to oversee and manage all aspects of disaster recovery for the City of Santa Cruz. With Mr. Abraham at the helm, GrantCity Consulting, LLC is committed to delivering exceptional service and support, driving recovery efforts that rebuild and strengthen communities.



**BERQUIST RECOVERY CONSULTING LLC. (BRC)** is a professional services firm providing project and program management, and disaster management services to public agencies and private sector clients.

Since its founding in 2012, Berquist Recovery Consulting (BRC) has been a committed partner to a diverse range of clients including state, local, tribal, and territorial governments, healthcare facilities, educational institutions, and non-profits, among others. Specializing in disaster preparation, response, recovery, mitigation, and appeals, BRC ensures communities are well-prepared and supported throughout every phase of disaster management.

BRC's approach combines best practices in disaster operations with grant funding expertise, facilitating efficient recovery and mitigating the potential loss of life and property damage. The firm's services are comprehensive, covering everything from debris management plans and direct administrative cost recovery to complex appeals and arbitration processes. Notably, BRC has proven success in navigating the intricate FEMA Public Assistance funding and reimbursement processes, reducing frustration and maximizing financial recovery for public entities impacted by disasters.

With a record of securing essential funding across the United States, BRC's disaster recovery teams help communities overcome the physical, emotional, and financial challenges posed by unexpected events. Their support extends beyond immediate disaster response to include long-term recovery planning and policy advice, ensuring communities are not only restored but also better prepared for future risks. Whether dealing with pandemic response, natural disasters, or infrastructure recovery, BRC stands as a trusted advisor and an effective advocate for its clients, promising more funding with less frustration.





### CITY SERVICES HISTORY:

GrantCity Consulting, LLC has not performed services for the City within the last three years. As such, there are no past engagements or projects to list that involve the City during this period. However, we are eager to begin our relationship with the City and demonstrate our commitment and expertise in disaster recovery and management, building a new history of successful collaborations.





## SECTION 4: TEAM QUALIFICATIONS, EXPERTISE, AND EXPERIENCE

In Section 4, we present the qualifications, expertise, and experience of our dedicated team assembled for this project. This section includes detailed profiles outlining the names, qualifications, certifications, and relevant technical experience of all personnel and subcontractors involved. We have also included comprehensive resumes for the proposed project staff as a separate attachment in Section 8, Appendix 1. Furthermore, we provide a firm commitment to the availability of all identified resources, ensuring that our team is ready and able to meet the project's demands from inception through completion. This structured approach underscores our dedication to delivering the highest standards of service and expertise required for successful project execution.

### TEAM DETAILS:

GrantCity Consulting, LLC. prides itself on assembling a compact team of exceptionally skilled professionals who possess the precise combination of skills, experience, and knowledge required to meet and surpass the expectations of the City of Santa Cruz as detailed in your Request for Proposal (RFP). Our team consists of industry leaders with a proven track record in managing complex disaster recovery projects effectively. Each member has been carefully selected to ensure that we can address every aspect of your project with the utmost expertise and meticulous attention to detail. We are committed to delivering a comprehensive and effective disaster recovery effort that aligns with the unique needs and objectives of Santa Cruz. We are fully confident in our team's capability to achieve outstanding results and are dedicated to ensuring that every phase of the project receives the highest level of attention and care. Our excitement about contributing to Santa Cruz's resilience is profound, and we eagerly anticipate the opportunity to demonstrate our expertise. Given our extensive experience, we are confident that we can deliver a disaster recovery effort that not only meets but exceeds your expectations. We are dedicated to providing Santa Cruz with the highest level of service and expertise, ensuring that the recovery process is as seamless and successful as possible. Following this introduction, you will find detailed bios of our proposed project team, along with a staffing matrix that maps our staff against the requirements and specifics outlined in your RFP. This matrix will illustrate how each team member's unique qualifications and experience are perfectly suited to meet the specific challenges and opportunities presented by your project, guaranteeing a targeted and successful approach to disaster recovery.

### JEFF ABRAHAM, MBA, CCRP – PRINCIPAL DISASTER RECOVERY CONSULTANT

Jeff Abraham is an exceptional leader with a wealth of experience in managing complex government projects and ensuring compliance with federal, state, and local regulations. With his expertise in managing grants for large-scale projects, Mr. Abraham is well-suited to lead the entire project. His role will primarily involve overseeing high-level tasks such as representing the city in critical meetings, navigating complex disputes, and ensuring that all project phases meet stringent audit and compliance standards. Mr. Abraham's vast experience with FEMA and other related agencies makes him an invaluable asset in strategizing and executing seamless recovery efforts. He has a deep understanding of the nuances of government regulations, which allows him to navigate the complex maze of compliance requirements with ease. With his exceptional project management skills, Mr. Abraham can effectively manage the project's budget, timeline, and resources while ensuring that all stakeholders are kept informed and engaged throughout the process. In summary, Jeff Abraham's extensive experience in project management, compliance, and government engagements make him the ideal candidate to oversee this project. With his leadership and expertise, the project is sure to be completed seamlessly and to the highest standards of quality and compliance.



#### **ERIC ZABUKOVEC – SENIOR PROJECT MANAGER/FEMA LIAISON**

Eric Zabukovec is an experienced project manager with a focus on disaster-related projects. His extensive knowledge of FEMA processes and procedures make him an ideal candidate to lead support and coordination efforts for the city. In his role, Eric will be responsible for facilitating applicant briefings with both FEMA and Cal OES, ensuring that all necessary program details are understood and complied with. In addition to his coordination efforts, Eric will also be responsible for maintaining accurate project tracking systems. His deep understanding of federal regulations and compliance requirements will help ensure that all necessary paperwork is completed on time and that all necessary documentation is submitted to the appropriate government agencies. Ultimately, Eric's contributions will help ensure that the city is able to effectively manage and respond to any disaster-related events that may occur.

#### **JON BERQUIST – LEAD DISASTER RECOVERY ANALYST**

Jon Berquist is a highly experienced expert in FEMA Public Assistance. He possesses a deep understanding of the complexities of disaster recovery and public infrastructure rehabilitation. As a Lead Disaster Recovery Analyst, Jon's primary responsibility is to ensure strict compliance with federal documentation standards. He maintains ICS Activity Logs and other critical sign-in sheets that are required by disaster management protocols. Jon is well-versed in the complex FEMA worksheet creation process, and his keen attention to detail ensures the creation of accurate and compliant project worksheets. These worksheets are essential for securing and managing federal funds effectively. Jon's expertise in project management and compliance extends to auditing and documentation oversight. This is particularly crucial in meeting federal and state guidelines. His oversight is vital in organizing and compiling a complete suite of documentation to meet audit requirements and ensure comprehensive document retention. Jon's methodical approach to documentation ensures that all project phases are meticulously recorded and managed. This guarantees that the project adheres to stringent audit standards and contributes to a seamless recovery process.

#### **JOSH MILNER, MA – DEBRIS MANAGEMENT SPECIALIST**

Josh Milner is a highly experienced professional who has extensive knowledge and expertise in the field of debris operations and hazard mitigation. As part of his role, he will be responsible for providing technical advisory services related to debris removal and repairs. This will involve making critical recommendations on cost-allowability and ensuring that all activities adhere to the latest PAPPG guidelines. Josh's contributions will be vital in supporting the city's recovery efforts comprehensively. Through his direct involvement in these areas, he will be able to provide valuable insights and guidance that will help streamline the debris management process and ensure that the city can recover from any disaster quickly and efficiently. Overall, Josh's expertise will be an asset to the city, and his ability to provide specialized technical support will play a critical role in minimizing the impact of any future disasters. His dedication and commitment to ensuring the safety and wellbeing of the community are truly commendable, and we are confident that he will make a significant contribution to the city's recovery efforts.

#### **PATRICK GEELAN, MS, EIT – TECHNICAL ADVISOR**

Patrick Geelan is an experienced professional with expertise in construction and grant management. He will play a critical role in coordinating with aid agencies to ensure that reimbursement requests are processed accurately and efficiently. Patrick's technical and organizational skills will be put to good use as he manages financial transactions and physical aspects of the recovery effort. With his help, the team can be confident that all aspects of the recovery effort will be handled with precision, care, and an unwavering commitment to excellence. Each team member's role has been carefully defined to ensure a comprehensive approach to disaster recovery and

compliance with all project requirements. Their combined expertise will address the critical areas outlined in the scope of services, from initial assessments and technical advisories to final audits and project closeouts.

## ORGANIZATIONAL CHART AND STAFFING MATRIX

GCC is highly experienced when it comes to building collaborative, integrated, and multi-faceted teams across our portfolio of projects. We are dedicated to sharing knowledge and resources, and we have a proven track record of successfully resolving issues as a team. We are an adaptive, agile, and diverse firm that thrives on innovation and is continually learning. Our unwavering commitment to our mission drives us to deliver exceptional preparedness, response, recovery, and resiliency capabilities to communities of all sizes. As illustrated below in our Organizational Chart (**Figure 3**) and our Staffing Matrix (**Figure 4**), we have proposed a team of highly skilled disaster recovery and technical specialists to support the City's current and future disaster recovery needs. Our team comprises staff with substantive experience in project management, grant administration, disaster recovery policy and program compliance, hazard mitigation, strategic and operational planning, and training delivery. We are confident that our team's expertise and experience will help the City achieve its disaster recovery goals.

**Figure 3:** Proposed Org Chart for the City of Santa Cruz





NAME/ POSITION/ CONTACT INFO	AVAILABILITY	FEDERAL PUBLIC ASSISTANCE ADVISORY SERVICES	FINANCIAL, GRANT & DOCUMENT MANAGEMENT	EMERGENCY MANAGEMENT AND REMEDIATION SUPPORT	PROGRAM COMPLIANCE AND POLICY ADVISORY SERVICES	CLOSEOUT MANAGEMENT SUPPORT	AUDIT AND APPEAL SUPPORT	STRATEGY AND PLAN DEVELOPMENT	COST ESTIMATING AND DOCUMENTATION	SPECIAL CONSIDERATIONS ANALYSIS	PROGRESS REPORTS AND REPORTING REQUIREMENTS
		REQUESTED SCOPE OF SERVICE CATEGORIES									
<b>Jeff Abraham, MBA, CCRP</b> Principal DR Consultant 518-330-8526 <a href="mailto:Jeff.abraham@grantcityllc.com">Jeff.abraham@grantcityllc.com</a>	Remote or On-Site (As Needed - 100%)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Eric Zabukovec</b> Senior PM/FEMA Liaison 352-408-9277 <a href="mailto:Eric.zabukovec@grantcityllc.com">Eric.zabukovec@grantcityllc.com</a>	Remote or On-Site (As Needed - 100%)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Jon Berquist, MBA</b> Lead DR Analyst 518-229-4367 <a href="mailto:jberquist@berquistrecoveryconsulting.com">jberquist@berquistrecoveryconsulting.com</a>	Remote or On-Site (As Needed - 100%)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Josh Milner, MA</b> Debris Mgmt. Specialist 302-344-6200 <a href="mailto:josh.milner@grantcityllc.com">josh.milner@grantcityllc.com</a>	Remote or On-Site (As Needed - 100%)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Pat Geelan, EIT</b> Technical Advisor 516-382-2801 <a href="mailto:pat.geelan@grantcityllc.com">pat.geelan@grantcityllc.com</a>	Remote or On-Site (As Needed - 100%)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Figure 4: Proposed Staffing Matrix

## RESUMES:

Section 8, Appendix 1 contains the resumes of the proposed project team, as requested in the RFP.





## SECTION 5: TECHNICAL APPROACH AND WORK PLAN

### PROJECT UNDERSTANDING: UNDERSTANDING THE IMPACT OF DR-4769 ON SANTA CRUZ

In early February 2024, Santa Cruz was devastated by a severe winter storm, causing unprecedented flooding, landslides, and mudslides. This event led to extensive damage to homes, businesses, and critical infrastructure. The storm, influenced by El Niño, resulted in toppled trees, damaged vehicles, and widespread power outages, significantly disrupting daily life. Despite these challenges, the community has shown remarkable resilience.

#### AVAILABLE ASSISTANCE

Santa Cruz is eligible for federal funding under FEMA's Public Assistance (PA) program, which covers categories A through G, including debris removal, emergency protective measures, and permanent work on roads, bridges, and utilities. The PA program will cover 75% of eligible costs, with the State of California covering 75% of the non-federal share. This significant support highlights the importance of expert management to navigate the complex grant processes and ensure maximum recovery funding.

#### WHY SANTA CRUZ SHOULD CHOOSE GRANTCITY CONSULTING (GCC)

Choosing GCC means partnering with a dedicated ally committed to Santa Cruz's full recovery and future resilience.

#### PROVEN EXPERTISE AND EXPERIENCE

GCC has a strong track record of managing complex disaster recovery projects. Our extensive experience with federal and state aid programs ensures compliance with all regulations and maximizes cost recovery for our clients.

#### PERSONAL COMMITMENT




Our team's deep personal investment in Santa Cruz's well-being drives us to deliver compassionate, community-focused recovery solutions. We understand the unique challenges faced by the city and are dedicated to addressing them with empathy and precision.

#### STRATEGIC COLLABORATION

We prioritize collaboration with local authorities, community organizations, and residents. Our approach involves tailoring recovery efforts to meet Santa Cruz's specific needs and aspirations, fostering a sense of unity and shared purpose in rebuilding efforts.

#### GCC'S COMMITMENT

At GCC, we believe in a recovery process that is efficient, effective, and profoundly empathetic. Our commitments include:

-  **Supporting Community Resilience:** Through strategic planning and resource allocation, we help build stronger foundations for the future.
-  **Ensuring Transparency and Accountability:** Our rigorous approach to documentation and compliance ensures clear, accountable processes.
-  **Providing Ongoing Support:** We offer technical assistance and support to ensure a seamless transition from recovery to long-term sustainability.

By choosing GrantCity Consulting, Santa Cruz gains a partner committed to efficient, effective, and compassionate recovery. Our expertise, dedication, and heartfelt commitment will ensure that the city not only recovers but also becomes more resilient and prepared for future challenges. We are eager to bring our experience and commitment to help Santa Cruz emerge stronger and more unified.












## TECHNICAL APPROACH:


GrantCity Consulting (GCC) offers a comprehensive and strategic approach to disaster recovery for the City of Santa Cruz, leveraging unparalleled expertise and a bespoke methodology. Our plan aligns with FEMA's Public Assistance (PA) program to ensure efficient post-disaster recovery while enhancing long-term resilience and preparedness. This approach integrates rigorous coordination, meticulous documentation, and expert advisory services across all recovery stages. Our dedicated team and robust Grants Management System ensure transparency, compliance, and effective partnership, positioning GCC as a pivotal partner in transforming Santa Cruz's disaster readiness and recovery.

### STEPS TO MAXIMIZE AND RETAIN FUNDING


-  **Detailed Damage Assessment:** Conduct thorough assessments to document all damage comprehensively.
-  **Strategic Planning:** Develop a detailed work plan prioritizing essential recovery tasks.
-  **Rigorous Documentation:** Ensure meticulous documentation of all activities, expenses, and communications.
-  **Compliance Management:** Adhere strictly to FEMA and state guidelines to avoid any disallowances.
-  **Timely Reporting:** Submit all required reports and documentation promptly to maintain funding eligibility.
-  **Stakeholder Collaboration:** Work closely with all stakeholders to ensure a unified approach to recovery efforts.
-  **Technical Expertise:** Utilize our in-depth knowledge of FEMA's PA program to guide the city through each phase of the recovery process.

Our specialized method is purposefully designed to align with FEMA's PA program, ensuring prompt and efficient post-disaster recovery while simultaneously enhancing the city's long-term resilience and preparedness. Our comprehensive approach to disaster recovery is divided into seven phases, each of which is meticulously crafted to address the unique requirements of the disaster recovery process.


### PHASE 1: APPLICANT COORDINATION AND EVALUATION

-  In the first phase, we offer robust support and coordination, working closely with the City, County, and Special Districts to assist in initial briefings, master FEMA's Grants Portal, and ensure that all essential deadlines for requests for Public Assistance are met.


### PHASE 2: IMPACTS AND ELIGIBILITY

-  The second phase focuses on building essential relationships and gathering detailed programmatic information to streamline the grant process. During Applicant Briefings with FEMA and Cal OES, our team ensures comprehensive documentation and accurate reporting of all eligible damages.

### PHASE 3: SCOPING AND COSTING


-  In the third phase, GCC offers advisory services for debris removal, permanent repairs, and broader disaster recovery efforts. Our team works directly with FEMA to create precise damage descriptions and cost estimates, ensuring compliance with the PAPPG and specific disaster documentation.

### PHASE 4: FINAL REVIEWS


-  In the fourth phase, we ensure that all necessary documentation, including ICS Activity Logs and sign-in sheets, is meticulously completed, and reviewed. Our team ensures that compliance and eligibility criteria are met before FEMA approves project applications, maximizing potential funding.




## PHASE 5: OBLIGATION AND RECOVERY TRANSITION

-  In the fifth phase, GCC represents the city in meetings with FEMA and other relevant agencies, overseeing the financial disbursement and organizing Recovery Transition Meetings to ensure coordinated and efficient recovery management after FEMA obligates funds.

## PHASE 6: POST-AWARD MONITORING AND AMENDMENTS

-  In the sixth phase, our team assists in the reconciliation of obligations and payments throughout the disaster lifecycle, providing ongoing support, including regular updates on project status and assistance with necessary amendments or time extensions.

## PHASE 7: FINAL RECONCILIATION AND CLOSEOUT

-  Finally, in the seventh phase, as projects conclude, GCC ensures a thorough review of all project documentation and the achievement of financial and project metrics, facilitating a smooth closeout process with FEMA.

GrantCity Consulting (GCC) works to integrate core recovery functions and additional services throughout each phase. This approach reinforces the disaster resilience of the City of Santa Cruz. Our strategic alignment ensures that while primary recovery efforts are underway, we are continually enhancing the city's preparedness and capability to handle future challenges.

To do this, we integrate core recovery functions, which include creating and maintaining critical contract lists and project tracking mechanisms. We also coordinate with mutual aid agencies to ensure comprehensive compliance and meticulous documentation and manage potential audits. Our tailored Grants Management System (GMS) utilizes QuickBase to ensure compliance with federal documentation and archiving requirements, promote transparency, and strengthen recovery partnerships.

Using innovative strategies, we prioritize projects and apply for immediate needs funding, integrating sustainable practices into recovery operations to enhance resilience. Our extensive experience with FEMA REGION IX, CAL OES, and other agencies is crucial in resolving issues, speeding up funding, and ensuring efficient and effective fund utilization. We also educate and train City staff on grants and document management, improving internal emergency management capabilities, and reducing reliance on external advisory services.

We assess the City's policies, procedures, contracts, plans, and financial systems, aligning them with grantor rules and best practices. We strategically recommend improvements to enhance recovery efforts. Our comprehensive strategy, backed by a team of FEMA subject matter experts, makes GCC an irreplaceable strategic and highly capable disaster recovery consultant. We are dedicated to ensuring the safety and resilience of the City of Santa Cruz. To further elaborate on this approach, the following Work Plan section provides additional, more granular details about our methods, specifying the who, what, when, and where of each task and activity.

## WORK PLAN:

The Work Plan section meticulously details a matrix of personnel tasks, estimated efforts in hours, and delineates the specific roles and responsibilities aligned with the project's requirements, as illustrated in **Figure 5**. It includes the proposed staff, their titles, duty statements, and the specific scope of work items they will address as requested in the RFP, along with the annual allocation of hours per task. This work plan is designed to cover one year of services from the Notice to Proceed (NTP). Given the dynamic nature of the FEMA PA program, which often



encounters changes and requires adaptability—commonly referred to as being "FEMA flexible"—a project schedule specifying exact months and dates has not been included. The inherent uncertainties and potential modifications in the program make it impractical to define the approach and work plan with specific dates and times. Below the described tasks, you will find the assumptions used in calculating the hours and durations, providing clarity and context to our flexible planning approach.





PROPOSED STAFF	PROPOSED TITLE	PROPOSED DUTY STATEMENT	SPECIFIC SOW ITEM PERFORMED BY RELEVANT STAFF (AS REQUESTED IN THE RFP)	ANNUAL ALLOCATION OF HOURS PER TASK
Jeff Abraham	Principal DR Consultant	As the Principal-in-Charge, Jeff Abraham is responsible for overarching project oversight and strategic decision-making. He will represent the City in crucial meetings with FEMA, Cal OES, and other agencies, ensuring robust advocacy and support for the city's interests. He will manage complex disputes and facilitate resolutions with these agencies, applying his in-depth knowledge of government regulations and compliance. Jeff will also oversee the tracking, reconciliation, and retention of all financial obligations and payments throughout the project, ensuring financial accuracy and accountability in line with disaster recovery goals.	Represent the City by attending or hosting meetings with FEMA, Cal OES or other agencies as needed.	300.00
			Work with the City to resolve disputes with FEMA, Cal OES, or other agencies as may be necessary.	300.00
			Track and assist in the reconciliation of notice of obligations, payments, and retention throughout the life of the disaster.	400.00
Eric Zabukovec	Senior PM/FEMA Liaison	Eric Zabukovec, as the Senior Project Manager/FEMA Liaison, will coordinate and support all recovery efforts between the city, county, and special districts, enhancing the effectiveness of cost recovery processes. He will facilitate applicant briefings with FEMA and Cal OES, playing a pivotal role in developing relationships and clarifying programmatic details that assist the city in navigating the grant process. Eric is also tasked with managing project tracking systems and providing monthly status reports on all active disasters, ensuring all stakeholders are well-informed and that project timelines and deliverables are on track.	Provide support and coordination in conjunction with the City, County and Special Districts navigating cost recovery.	400.00
			Assist the City during Applicant Briefings with FEMA and Cal OES, assisting with relationship development.	500.00
			Contractor may be required to work remotely and/or at the City when needed.	300.00
			Provide written monthly status report on all active disasters.	300.00
Jon Berquist	Lead DR Analyst	Jon Berquist, as the Disaster Recovery SME, will ensure strict compliance with federal documentation standards necessary for disaster management. He will maintain critical documentation such as ICS Activity Logs and sign-in sheets. His role includes assisting in the creation and review of FEMA project worksheets, ensuring they meet compliance standards and are effective for securing federal funds. Jon will also oversee the compilation and organization of all project documentation to ensure readiness for audits and retain essential records in electronic format.	Ensure all proper documentation including (ICS Activity Log 214's, ICS 213's and sign-in sheets, etc.) have been completed.	10.00
			Assist the City in the creation of project worksheets required by FEMA and/or Cal OES, collect and review contracts for FEMA and/or Cal OES compliance.	10.00
			Ensure that project completion includes an organized compilation of documentation in electronic format for audit purposes and document retention requirements.	10.00




PROPOSED STAFF	PROPOSED TITLE	PROPOSED DUTY STATEMENT	SPECIFIC SOW ITEM PERFORMED BY RELEVANT STAFF (AS REQUESTED IN THE RFP)	ANNUAL ALLOCATION OF HOURS PER TASK
Josh Milner	Debris Mgmt. Specialist	Josh Milner will provide specialized technical advisory services on debris removal, permanent repairs, and disaster recovery. He is responsible for making critical recommendations on cost-allowability based on the latest PAPPG guidelines and supplemental disaster-specific documentation. Additionally, Josh will manage the generation of time extension requests to FEMA and other Federal grants and conduct audits for missing documents, ensuring that the city has all necessary documentation to support disaster recovery efforts.	Provide technical advisory services related to debris removal, permanent repairs, and recovery from disasters.	50.00
			Generate time extension requests to FEMA and/or other Federal grants and Cal OES when necessary.	50.00
			Audit for missing documents and work with the appropriate departments to obtain any documents.	50.00
Pat Geelan	Technical Advisor	As the Technical Advisor, Pat Geelan will create and maintain critical contract lists and project tracking mechanisms, incorporating detailed timelines and deadlines to ensure project coherence and compliance. He will coordinate with mutual aid agencies regarding reimbursement requests and assist in the grant closeout and final inspection processes. Pat is also responsible for managing potential audits in relation to the disaster, coordinating with the City, State Controller’s Office, and Federal Office of Inspector General to ensure all financial and regulatory compliance is maintained.	Create and maintain critical contract lists and project tracking mechanisms to include timelines and deadlines.	10.00
			Coordinate with mutual aid agencies that may respond regarding their request for reimbursement packets.	10.00
			Assist with grant closeout and Final Inspection.	20.00
			Manage potential audits with the City, State Controller’s Office, and Federal Office of Inspector General in relation to the disasters.	10.00
TOTAL ESTIMATED HOURS (1 YEAR)				2730.00


Figure 5: Proposed Work Plan

#### ASSUMPTIONS/EXCEPTIONS:

-  **Active Disaster Declaration(s) Assumption:** The allocation of hours per task and the total annual hours outlined for the project team members are based on the assumption that the consultants are engaged in response to active disaster declaration(s). The team's involvement and the hours dedicated are contingent upon the activation and requirements of these disaster declarations throughout the year.
-  **One Year of Services:** The hours assigned to each task and the cumulative total of 2730 hours for Year 1 are based on a contractual agreement to provide services for one full year. This duration is critical to understanding the scope and limits of the resources committed to the City of Santa Cruz.
-  **Historical Data Modeling:** The total hours for Year 1, particularly the sum of 2730 hours, have been modeled on actual consultant hours expended with our current client in Merced County, CA, for disasters DR-4683 and DR-4699. This historical data is used to estimate and justify the workload and resource allocation for similar disaster recovery efforts in Santa Cruz. This modeling assumes that the nature and scale of the activities in Santa Cruz will closely resemble those experienced in Merced County.
-  **Scope of Work Dependence:** The hours allocated per task are based on the activities listed in the disaster recovery effort's scope of work. If there are any changes or extensions in the scope of work, it may require a reevaluation and adjustment of the hours allocated per task and overall resource commitment.



 **Efficiency and Unforeseen Delays:** While the allocation of hours is based on previous experiences and established efficiency standards, it is important to note that actual hours may vary due to unforeseen complexities or delays in disaster recovery operations. The consultancy is prepared to adapt to these changes, potentially affecting the total hours.

 **Continuity and Availability of Staff:** The assignment of hours assumes that all designated staff members will be available throughout the duration of the contract to fulfill their roles without interruption. Changes in staff availability due to unforeseen circumstances (e.g., illness, resignation) could impact the fulfillment of these hours and necessitate adjustments.

In sum, GrantCity Consulting (GCC) presents a superior, strategically designed Technical Approach and Work Plan that expertly aligns with the City of Santa Cruz's requirements as outlined in the RFP. Our methodology is not only structured to efficiently manage the immediate aftermath of disasters but also to enhance the city's long-term resilience through detailed phase-wise recovery management and meticulous planning. With our rich experience in working with other California applicants, GCC has refined a set of practices that are both FEMA-compliant and uniquely adapted to the unpredictable nature of disaster recovery—often referred to as being "FEMA flexible." This flexibility, combined with our proven track record in places like Merced County, allows us to tailor our approach to meet and anticipate the evolving needs of Santa Cruz, ensuring that recovery efforts are not just reactive but proactive.

Our Work Plan is designed to cover a full year from the Notice to Proceed, focusing on specific, measurable, and relevant tasks assigned to our highly skilled team members, each bringing specialized expertise that enhances our collective ability to support Santa Cruz. The assumptions underpinning our scheduling and resource allocation reflect a realistic and informed approach to disaster management, acknowledging the potential for unforeseen changes while maintaining commitment to our objectives. By choosing GCC, Santa Cruz secures a partnership that values transparency, efficiency, and adaptability, ensuring the city is not only restored but is stronger and more resilient for the future.



## SECTION 6: COST PROPOSAL

Proposers must complete and submit a **Cost Proposal** with their Proposal submittal by the Proposal Submittal Due date. It is the Proposer's responsibility to state all costs required to provide the services outlined in **Section 5 Preliminary Scope of Services**. Costs shall include, but not be limited to, direct labor, overhead, fringe benefits, profit, subcontractor costs, and other direct costs (ODC) such as materials, supplies, taxes, and travel. A Proposer's failure to submit a Cost Proposal will deem the Proposal non-responsive.

### Key Personnel Fully Burdened Rate

Use the table below to provide a breakdown of the fully burdened hourly rates for personnel performing tasks as detailed in the Scope of Services. Include any additional positions in a separate attachment if needed.

Proposed Personnel	Position Title	Direct Labor Rate (Based on a normal 8-hour, 40 hours per week schedule)	Indirect Labor Costs	Professional Fee (Profit)	Other Direct Costs (ODC)	Fully Burdened Hourly Rate
Jeff Abraham	Principal DR Consultant	\$160.00	\$24.00	\$16.00	\$0.00	\$200.00
Eric Zabukovec	Senior PM/ FEMA Liaison	\$144.00	\$21.60	\$14.40	\$0.00	\$180.00
Jon Berquist	Lead DR Analyst	\$136.00	\$20.40	\$13.60	\$0.00	\$170.00
Josh Milner	Debris Management Specialist	\$136.00	\$20.40	\$13.60	\$0.00	\$170.00
Pat Geelan	Technical Advisor	\$136.00	\$20.40	\$13.60	\$0.00	\$170.00

### Cost Proposal

Please provide a total proposed not-to-exceed (NTE) amount for the annual cost of providing services as specified in Section 5.

	Total Annual Not to Exceed Amount
Year 1 through 3 (Initial Contract Period)	\$ 510,000

## SECTION 7: REFERENCES

GCC has provided descriptions and client references for projects of similar scope and size to the City's project performed within the past three years. The City of Santa Cruz may contact any one of our client references during the evaluation phase. GCC manages more than 4,000 projects each year and has an extensive list of satisfied clients and award-winning performance on a wide range of diverse engineering, program management, and construction management assignments, including disaster recovery projects across the County. **Figure 6** and **Figure 7** provide a summary of our references and their similarity in scope, size, and complexity to Santa Cruz.

REFERENCE #	CLIENT AND PROJECT NAME	FEDERAL PUBLIC ASSISTANCE ADVISORY SERVICES	FINANCIAL, GRANT & DOCUMENT MANAGEMENT	EMERGENCY MANAGEMENT AND REMEDIATION SUPPORT	PROGRAM COMPLIANCE AND POLICY ADVISORY SERVICES	CLOSEOUT MANAGEMENT SUPPORT	AUDIT AND APPEAL SUPPORT	STRATEGY AND PLAN DEVELOPMENT	COST ESTIMATING AND DOCUMENTATION	SPECIAL CONSIDERATIONS ANALYSIS	PROGRESS REPORTS AND REPORTING REQUIREMENTS
		REQUESTED SCOPE OF SERVICES PER RFP									
1	<b>CLIENT:</b> Merced County <b>PROJECT:</b> DR Consulting Services <b>PROCUREMENT:</b> Exigent and Competitive Bid <b>CONTRACT VALUE:</b> ~ \$850,000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2	<b>CLIENT:</b> Weehawken Township, NJ <b>PROJECT:</b> Hurricane Ida Disaster Recovery Support Services <b>CONTRACT VALUE:</b> ~ \$80,000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3	<b>CLIENT:</b> West New York <b>PROJECT:</b> COVID-19 and Hurricane Ida Recovery Services <b>CONTRACT VALUE:</b> ~ \$250,000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

**Figure 6:** GCC's three (3) project references for Santa Cruz





## REFERENCE #1 – SUMMARY TABLE

### PROJECT BRIEF:

<b>PROJECT TITLE:</b>	Merced County, California
<b>RELEVANT STAFF:</b>	Jeff Abraham, Eric Zabukovec
<b>CLIENT NAME/ADDRESS:</b>	Merced County, 2222 M Street Merced, CA 95340
<b>CLIENT CONTACT INFO:</b>	Lisa Cardella-Presto, <a href="mailto:Lisa.Cardella-Presto@countyofmerced.com">Lisa.Cardella-Presto@countyofmerced.com</a> , 209-201-7130
<b>SERVICES PROVIDED:</b>	Disaster Recovery Consulting Services – Winter Storm Events
<b>PROJECT DURATION:</b>	Exigent/Emergency 90-Day Contract
<b>CONTRACT VALUE:</b>	\$850,000

## REFERENCE #2 – SUMMARY TABLE

### PROJECT BRIEF:

<b>PROJECT TITLE:</b>	Weehawken, NJ – Hurricane Ida Disaster Recovery Support Services
<b>RELEVANT STAFF:</b>	Jeff Abraham, Jon Berquist
<b>CLIENT NAME/ADDRESS:</b>	Weehawken Town Hall, 400 Park Ave, Weehawken, NJ 07086
<b>CLIENT CONTACT INFO:</b>	Gio Ahmad, Township Manager, (201) 319-6005, <a href="mailto:Gahmad@tow-nj.net">Gahmad@tow-nj.net</a>
<b>SERVICES PROVIDED:</b>	FEMA Public Assistance – Grant Management Consultant Services - Ida
<b>PROJECT DURATION:</b>	October 2021 - Present
<b>CONTRACT VALUE:</b>	\$80,000

## REFERENCE #3 – SUMMARY TABLE




### PROJECT BRIEF:

<b>PROJECT TITLE:</b>	West New York, NJ – COVID-19 and Hurricane Ida Recovery Services
<b>RELEVANT STAFF:</b>	Jeff Abraham, Jon Berquist
<b>CLIENT NAME/ADDRESS:</b>	Town of West New York, 428-60th Street, Room 10, West New York, NJ 07093
<b>CLIENT CONTACT INFO:</b>	Jonathan M. DeJoseph, CMFO, CCFO, QPA Certified Municipal Finance Officer and Temporary Purchasing Agent <b>Office:</b> (201) 295-5280 / <b>Direct:</b> (201) 295-4551 <a href="mailto:jdejoseph@westnewyorknj.org">jdejoseph@westnewyorknj.org</a>
<b>SERVICES PROVIDED:</b>	West New York, NJ
<b>PROJECT DURATION:</b>	FEMA Public Assistance – COVID-19 and Hurricane Ida Recovery Services
<b>CONTRACT VALUE:</b>	January 2023 - Present
<b>PROJECT TITLE:</b>	\$250,000

Figure 7: Additional information regarding GCC's three (3) project references for Santa Cruz



## SECTION 8: APPENDICES

-  **APPENDIX 1:** Resumes of Proposed Staff
-  **APPENDIX 2:** Cost Proposal Calculations and Assumptions
-  **APPENDIX 3:** Proposal Submittal Requirements (RFP Section 7)



## APPENDIX 1: RESUMES

The resumes of our proposed project team are contained within this appendix, ordered as follows:

-  Jeff Abraham
-  Eric Zabukovec
-  Jon Berquist
-  Josh Milner
-  Patrick Geelan



## JEFF ABRAHAM, MBA, CCRP PRINCIPAL DR CONSULTANT

### PROFESSIONAL QUALIFICATIONS

Jeff Abraham is a highly skilled project manager with experience in planning, executing, and completing projects of all sizes and complexities. Throughout his career, he has led teams that support federal, state, and local government engagements. He has also managed large-scale construction projects for the private sector. Mr. Abraham has a robust construction management, finance, and compliance management background. He has applied these skills to serve his clients in the grants management arena. Mr. Abraham has worked on eight presidentially declared disasters and has helped dozens of applicants apply for, author, and manage grants from the following federal agencies:

- Federal Emergency Management Agency (FEMA)
- Federal Highway Administration (FHWA)
- Federal Transit Administration (FTA)
- U.S. Department of Housing and Urban Development (HUD)
- U.S. Department of Homeland Security

Mr. Abraham has a successful record helping clients solve complex problems and is enthusiastic about contributing to the recovery efforts of communities following disaster-related events.

### RELEVANT EXPERIENCE

#### DEPUTY PROGRAM DIRECTOR

**WINSOR CONSULT GROUP CORP., DEC 2019 – OCTOBER 2023**

**New York State Governors Office of Storm Recovery (GOSR)**

As the Deputy Program Director for NYS GOSR, Mr. Abraham manages a team of construction project managers who are responsible for overseeing 87 federally funded construction projects throughout the State of New York, totaling \$236MM. In this role, Mr. Abraham performs the following functions:

- Reports regularly on progress against goals to the Executive Program Director and raises any issues, concerns, and updates as needed.
- Delivers high-priority requests with a sense of urgency as needed.
- Discusses the need for amendments with Project Managers and identifies other action items triggered by change (e.g., environmental review; reallocation of funds); supports Project Managers in drafting complex approval memos (e.g., obtaining budget info for projects with SR's portfolio).
- Reviews Project Approval Review Guide and provides Project Approval on all projects.
- Reviews bid documents and Bid Checklists and provides Bid Authorization.
- Attends pre-bid meetings with Project Managers for more complex/high profile construction projects.
- Provides 1st and 2nd level invoice review for all projects within their respective portfolio.
- Ensures that Project Managers are regularly and accurately updating project Financial Management Trackers (FMTs), reviews project budgets and costs with Project Managers.



- Supports Project Managers in drafting and reviewing resiliency performance memos, LMI memos, tie to the storm memos, subrecipient selection memos, and 4-Part test memos.
- Coordinates with the Policy team to identify areas where their staff need training or support and set training schedules.
- Addresses contentious issues with subrecipients or vendors related to project scope, schedule, budget, or compliance.
- Attends project status update meetings for projects within their portfolio (as needed).
- Ensures that Project Managers are capturing the needed documentation per GOSR policy and applicable State and Federal regulations from subrecipient and vendors throughout the project lifecycle.

#### **PROJECT MANAGER**

##### **APTIM ENVIRONMENTAL & INFRASTRUCTURE, INC., NEW YORK, NEW YORK, OCTOBER 2016 – OCTOBER 2019**

##### **Project Manager, Monterey City Disaster Recovery Services, Monterey City, California, 2017 – Present**

Monterey City engaged APTIM to provide a wide array of consultant services related to storm recovery from DR-4301 and DR-4308. Services include general program support and guidance comprising of identifying eligible costs/damages, categorizing losses, identifying possible alternate and/or improved projects, assisting with project worksheet formulation, performing special reviews, seeking, and applying for hazard mitigation opportunities, providing advice on procurement and documentation requirements, providing general policy advice and problem resolution with all stakeholders. As the Project Manager, Mr. Abraham is responsible for the overall execution of the project, providing oversight, strategic policy advice, and leading a team of qualified subject matter experts and disaster recovery professionals. Furthermore, Mr. Abraham:

- Provides oversight on a +/- \$24M portfolio of federally funded grant projects following the severe winter storms of 2017.
- Provides strategic policy advice and grants management support for federal grant programs, including the FEMA Public Assistance Program (PA) and the FHWA-ER Program (FHWA-ER).
- Formulates project worksheets and associated documentation to support the repair and restoration of damages being claimed by the city.
- Manages and coordinates the workload of other APTIM Disaster Recovery Specialists.
- Coordinates with the subcontractors utilized on technical projects throughout the city.
- Presents technical information and advises the client on best practices.
- Manages contract metrics and client expectations.
- Collaborates and coordinates with Monterey City staff to effectively collect and compile the information needed to formulate project worksheets.

##### **Project Manager, Merced City Disaster Recovery Services, Merced City, California, 2017 – Present**

Merced City engaged APTIM to provide a wide array of consultant services related to storm recovery from DR-4301 and DR-4308. Services include general program support and guidance comprising of identifying eligible costs/damages, categorizing losses, identifying possible alternate and/or improved projects, assisting with project worksheet formulation, performing special reviews, seeking, and applying for hazard mitigation opportunities, providing advice on procurement and documentation requirements, providing general policy advice and problem resolution with all stakeholders. As the Project Manager, Mr. Abraham is responsible for the overall execution of





the project, providing oversight, strategic policy advice, and leading a team of qualified subject matter experts and disaster recovery professionals. Furthermore, Mr. Abraham:

- Provides oversight on a +/- \$15M portfolio of federally funded grant projects following the severe winter storms of 2017.
- Provides strategic policy advice and grants management support for federal grant programs, including the FEMA Public Assistance Program (PA) and the FHWA-ER Program (FHWA-ER).
- Formulates project worksheets and associated documentation to support the repair and restoration of damages being claimed by the city.
- Manages and coordinates the workload of other APTIM Disaster Recovery Specialists.
- Coordinates with the subcontractors utilized on technical projects throughout the city.
- Presents technical information and advises the client on best practices.
- Manages contract metrics and client expectations.
- Collaborates and coordinates with Merced City staff to effectively collect and compile the information needed to formulate project worksheets.

**Project Manager, Port Authority of New York and New Jersey (PANYNJ), New York, New York, October 2016 – 2017**

The Port Authority of New York and New Jersey engaged APTIM to provide a wide array of consultant services related to storm recovery from Hurricane Sandy. Services include general program support and guidance comprising of identifying eligible costs/damages, categorizing losses, identifying possible alternate and/or improved projects, assisting with project worksheet formulation, performing special reviews, seeking, and applying for hazard mitigation opportunities, providing advice on procurement and documentation requirements, providing general policy advice and problem resolution with all stakeholders. As the Project Manager, Mr. Abraham is responsible for the overall execution of the project, providing oversight, strategic policy advice, and leading a team of qualified subject matter experts and disaster recovery professionals. Furthermore, Mr. Abraham:

- Provided emergency management and resiliency services to PANYNJ.
- Provided strategic policy advice and grants management support for federal grant programs, including the FEMA Public Assistance Program (PA), the FEMA Hazard Mitigation Grant Program (HMGP) and the US DOT FTA ER Program (FTA-ER).
- Educated and advocated for PANYNJ while working collaboratively with federal, state, and other local agencies to support community recovery and resiliency.
- Prepared grant documents and project worksheet amendments/versions that support the repair or replacement of damaged facilities.
- Supervised and managed other APTIM Disaster Recovery Specialists and subcontractors/consultants working on the Port Authority project.
- Presented technical information during meetings and advised senior leadership staff on best practices.
- Managed contract metrics and internal and external reporting.
- Collaborated and coordinated with all PANYNJ staff and other consultants to effectively manage projects throughout the grant lifecycle.

**SENIOR MANAGEMENT CONSULTANT (PROGRAM COMPLIANCE TEAM)**

**HAGERTY CONSULTING, NEW YORK, NEW YORK, JUNE 2015 – OCTOBER 2016**



The New York City Office of Management and Budget engaged Hagerty Consulting to provide strategic and tactical grants management services for more than \$9 billion in funding through the FEMA PA Program for Hurricane Sandy recovery. As a Senior Management Consultant serving as the Team Lead for the NYC Department of Corrections and Conformance Liaison for NYC DOC, NYCDEP, and NYCDOT, Mr. Abraham:

- Collaborated with client and client agencies to understand the overall needs and requirements of the organization.
- Organized, supervised, and participated in contract compliance and closeout activities for capital construction projects.
- Developed plans to seamlessly integrate new processes with existing processes.
- Performed audits and investigations to ensure that all federal policies and other regulations are followed.
- Assisted in business process improvements, process re-engineering, and process design to achieve client expectations and goals.
- Reviewed and evaluated contractor documentation for adherence to established regulations and standards.
- Prepared project proposal presentations, RFP responses, and pricing metrics.
- Coordinated internal client databases, project schedules, and meetings.
- Recommended and implemented changes to policies and procedures when necessitated by new legislation.
- Participated in pre-bid and/or pre-construction conferences.
- Assisted in the development and implementation of the client's overall plan and initiatives.
- Prepared various correspondence, records, and reports.
- Identified technical problems and developed solutions to support client objectives.
- Provided strategic advisory services on regulatory and compliance-related issues.

#### **SENIOR GRANT MANAGER**

##### **NEW YORK CITY DEPARTMENT OF TRANSPORTATION (NYCDOT), NEW YORK, NEW YORK, AUGUST 2014 – JUNE 2015**

- Managed and administered grants from numerous sources, including but not limited to the FTA, FHWA, FBD, and DHS/FEMA.
- Ensured compliance with Federal, State, and Local regulations (CFR & NYCRR).
- Planned for and executed compliance reviews according to the established review schedule and ad hoc regulatory/business commitments.
- Validated compliance against established policies and procedures and applicable regulations.
- Provided guidance on compliance and supervisory findings related to review areas.
- Performed in-depth research, interpretation, and analysis of grant requirements.
- Drafted grant applications and proposals, including the creation of all required documentation.
- Tracked grant expenditures and prepared grant claims related to the use of non-City funds for personnel and non-personnel expenditures.
- Developed reports on the status of claims, monies spent, and actual reimbursements.
- Coordinated, prepared, and performed monthly, quarterly, and annual reporting of grant-funded projects.
- Combined and reported information from divergent sources, such as from contracts and in-house staff, to assess and analyze funds used for certain projects and programs.
- Prepared and reviewed procurement documents in accordance with Federal, State, and Local regulations.



- Coordinated with project managers and associated staff to track and monitor projects.
- Prepared summary reports and recommendations to continue funding, provide additional funding, or defund contracted projects and services.

**SENIOR MANAGEMENT CONSULTANT - PROJECT MANAGEMENT TEAM (PMT)**  
**HAGERTY CONSULTING, NEW YORK, NEW YORK, OCTOBER 2013 – AUGUST 2014**

The New York City Office of Management and Budget engaged Hagerty Consulting to provide strategic and tactical grants management services for more than \$9 billion in funding through the FEMA PA Program for Hurricane Sandy recovery. As a Senior Management Consultant serving as a Project Manager for the NYC Department of Transportation, Mr. Abraham:

- Developed projects, initiatives, and grants for the Federal Transit Authority (FTA), Federal Highway Administration (FHWA), and Federal Emergency Management Agency (FEMA).
- Managed all grant activity from preliminary development through final closeout/reconciliation.
- Developed, maintained, and implemented compliance policies and procedures in response to project deliverables.
- Monitored costs and spending to align with the fiscal budget established by the Office of Management and Budget (OMB).
- Worked with the New York City Department of Transportation to formulate projects/grants for the HMGP and FTA Resiliency Grant initiative.
- Coordinated efforts with State and Federal counterparts to capture damages, scopes of work, and costs sustained during Hurricane Sandy.
- Participated in the formulation of permanent mitigation proposals (404 & 406 Mitigation).
- Provided oversight and support for all emergency relief activities.
- Managed a group of professional engineers and architects engaged in developing a Citywide global conduit project worksheet.
- Performed ad hoc assignments as directed by upper management.

**CONSTRUCTION MANAGER II**  
**CH2M HILL (CCPRS), SECAUCUS, NEW JERSEY, DECEMBER 2012 – OCTOBER 2013**

- Developed cost estimates and written reports for damaged facilities ranging from \$30,000 – \$5,000,000, using FEMA cost codes and RS Means CostWorks.
- Managed subgrant applications and projects exceeding \$1,000,000.
- Provided customer service and technical assistance to applicants regarding damaged facilities, scope of work feasibility, and eligibility claims.
- Interpreted and applied federal regulations and policies to all projects.
- Scheduled meetings with community officials and performed site visits to inspect damaged facilities.
- Updated the Case Management Files (CMF), Dashboard tracking system, and entered project worksheets into the Emergency Management Mission Integrated Environment (EMMIE).

**FEMA PROJECT SPECIALIST**  
**FEDERAL EMERGENCY MANAGEMENT AGENCY (DHS/FEMA), ALBANY, NEW YORK, OCTOBER 2011 – AUGUST 2012**

- Developed project worksheets and cost estimates using FEMA cost codes and RS Means CostWorks.



- Managed subgrant applications and projects exceeding \$1,000,000.
- Provided customer service and technical assistance to each applicant regarding project worksheets through direct communication and frequent meetings.
- Scheduled meetings with community officials and performed site visits to inspect damaged facilities.
- Updated the Case Management Files (CMF) and project worksheet tracking spreadsheets, prepared statistical reports, responded to data requests from FEMA management, and entered project worksheets into the Emergency Management Mission Integrated Environment (EMMIE).

#### **PROJECT MANAGER**

##### **G.E. ABRAHAM CONSTRUCTION, INC., COLONIE, NEW YORK, JANUARY 2004 – OCTOBER 2011**

- Coordinated all construction activities from conceptual development through project completion.
- Supervised the construction of complex luxury home developments exceeding \$5,000,000.
- Supervised on-site subcontractors and employees in charge of managing, administering, expediting, engineering, and coordinating various aspects of complex construction projects.
- Managed the implementation of capital projects through the scope, design, and construction phases.
- Reviewed schedules, reports and orders prepared by consultants, contractors, and agencies to assure conformance with project completion dates.
- Maintained a management information system to provide data for the planning and control for project development.
- Monitored progress and ensured compliance with plans and codes, tracked and controlled costs, negotiated vendor contracts, and managed on-site safety.

#### **EDUCATION**

- Master of Business Administration, Business, College of Saint Rose, Albany, New York, 2010
- Bachelor of Arts, Economics, State University at Albany, Albany, New York, 2008
- Associate of Applied Science, Criminal Justice, Hudson Valley Community College, Troy, New York, 2004

#### **HIGHLIGHTS**

- Recovery efforts for eight Presidential Disaster Declarations
- Team Lead and Compliance Liaison for the NYC Department of Corrections
- Compliance Liaison for NYC Department of Environmental Protection & NYC Department of Transportation
- Experience with FEMA PA, 404 and 406 Hazard Mitigation, HUD CDBG and CDBG-DR, FEMA 428 PAAP, FHWA-ER, FTA-ER, UASI, HSGP, CDAA, Insurance

#### **REGISTRATIONS/CERTIFICATIONS**

- Certified Compliance and Regulatory Professional (CCRP), Lubin School of Business at Pace University, July 2015

#### **VOLUNTEER WORK**

- Big Brother – Big Brothers Big Sisters of Essex, Hudson, & Union Counties, NJ



## ERIC ZABUKOVEC

### SENIOR PROJECT MANAGER / FEMA LIAISON / SME

#### PROFESSIONAL QUALIFICATIONS

Mr. Eric Zabukovec is a highly experienced emergency management specialist with a distinguished career spanning over 15 years in the field. Throughout his professional journey, Mr. Zabukovec has been a key contributor to the Florida Division of Emergency Management (FDEM), engaging in critical roles during significant events in the state since 2004, including the historic Hurricane Michael, the fourth-largest storm to make landfall in the United States.

His expertise extends to diverse emergency situations, such as serving as a SERT Team member during Tropical Storm Fay, Operation Haiti Repatriation, and the Deepwater Horizon incident. Notably, Mr. Zabukovec played a crucial role in the aftermath of Hurricane Sandy in New York City, where he was responsible for processing first and second appeals for the FEMA Region II Administrator related to the Hurricane Irene disaster.

In his recent position as Deputy Project Manager with Hagerty Consulting, Inc., Mr. Zabukovec demonstrated exceptional leadership and dedication in the response and recovery efforts for EM3560-FL, specifically the Surfside (Champlain Tower) building collapse in Miami Beach, FL. His contributions were instrumental in managing Statewide Mutual Aid Agreements (SMAA) and supporting nine assisting entities, earning recognition from the City of Miami, which presented him with a challenge coin for his outstanding efforts in assisting their Police Department.

As a Project Manager for Hurricane Michael, one of Florida's largest hurricanes, Mr. Zabukovec led the facilitation of securing approximately \$140 million in Category A Debris funding within a year of the hurricane's landfall. Managing a team of up to 50 individuals, he successfully oversaw more than \$400 million in Public Assistance obligations and assisted in securing over \$300 million in Hazard Mitigation Grant Program (HMGP) funding, highlighting his effective leadership and financial management skills. During his tenure with the Florida Division of Emergency Management as the EM Grants Pro Administrator, he provided vital support to several states, including the state of Virginia and their Grant Management portal, [vdem.emgrants.com](http://vdem.emgrants.com).

In summary, Mr. Zabukovec's professional journey reflects a rich blend of emergency management expertise, financial acumen, and leadership accomplishments, making him an asset in any organization.

#### RELEVANT EXPERIENCE

##### FEMA SUBJECT MATTER EXPERT – MERCED COUNTY, CALIFORNIA

GrantCity Consulting, LLC | DR-4683/DR-4699 (CA) | 8/2023 to Present.

- Public Assistance Lead and Subject Matter Expert providing policy and program information to Merced County leadership.
- Attend weekly meetings with FEMA, State, and Applicant discussing project formulation and submittal.
- Create projects for all Categories of Work.
- Provide support and guidance to both FEMA PDMG and county designees.
- Overall support for any tasks to promote faster cost recovery.





### **PROGRAM DELIVERY MANAGER – SANTA FE, NM**

DHSEM – New Mexico | Plexos Group/DR-4652(NM) | 7/2022 to 6/2023

- Public Assistance Lead and Subject Matter Expert providing policy and program information to DHSEM leadership and sub-recipients.
- State Recovery Officer, handling Public Assistance projects for State, Local, and PNPs resulting from the Hermits Peak/Calf Canyon (HPCC) Wildfires & Flooding.
- Developed SOPs for the DHSEM Finance Section to manage reimbursements, including the facilitation of sub-grant agreements, process expediency, training to Recovery staff, and research technologies for Grant Management.
- Provide professional consultation to Mora County, covering PA, 404 & 406 Mitigation, and assisted with the development of the HPCC Grant parameters.
- Performed multiple Applicant Briefings to state & local governments, delivering policy and procedural guidance to various cabinet secretaries for state agencies.
- Damage Inventory management for multiple entities, adding more Recovery funding to hard-hit areas resulting from the wildfires and monsoonal flooding event.
- Overall programmatic support provided to all subrecipients & recipients, increasing PA funding from \$10M to over \$140M, given applicable Consensus based Codes & Standards and Hazard Mitigation.

### **PROJECT SPECIALIST – LAFOURCHE PARISH, LA**

Hunt, Guillot & Assoc, LLC | Hurricane Ida (DR4611(LA) | 2/2021 – 8/2021

- Review all insurance adjuster reports and create Damage Descriptions for all Category E, permanent projects.
- Create Site Inspection Reports with photo documentation to support DDD's.
- Create Damage Inventory for all Cat. E and Cat. G projects, obtaining proper damages, GPS coordinates, and dimensions, including but not limited to site visits.
- Provide programmatic and policy guidance to HGA, LLC and Lafourche leadership.
- Collaborate with architects and engineers on scopes of work.
- Attend meetings and collaborate as needed for recovery operations.

### **DEPUTY PROJECT MANAGER – MIAMI-DADE COUNTY**

Hagerty Consulting/EM3560-FL, Surfside Building Collapse | 2021 to 2022

- Assist with the formulation of (15) Category A & B projects given 90-day deadlines from FEMA.
- Attend weekly FEMA meetings with Miami-Dade County's Office of Management & Budget.
- Assist and coach (9) Mutual Aid entities, aiding them with policy and documentation.
- Attend Site Inspections on behalf of Miami-Dade County at several Evidentiary Sites, recording damages and other aspects of the disaster.
- Formulate project narratives and process Essential Elements of Information (EEI).
- Assist with costing and estimating for damages at debris management sites.
- Coach team as needed on Policy and/or project formulation aspects.

### **RECOVERY SPECIALIST – MIAMI-DADE COUNTY**

Hagerty Consulting/DR4486-FL | 2021 to 2022



- Processing of Police & Fire Force Account Labor for COVID Testing and Vaccination sites amounting to ~\$50M in eligible claims.
- Assist Team with FEMA determination memos and writing appeals for contracts and materials.
- QuickBase/GMS Software friendly.
- Client-facing meetings with county and FEMA/State leadership.

#### **PROJECT MANAGER – BAY COUNTY, FL**

CDR|Maguire/DR4399-FL | 2018 to 2021

- Conduct FEMA/State/Applicant meetings on behalf of client: Bay County BOCC, providing Public Assistance Subject Matter Expertise to County leadership.
- Manage staff of up to 30 employees, including hiring/firing and disciplinary actions.
- Coach staff on Project Formulation, Site Inspections, Proper Documentation, Procurement, etc.
- Process over \$300 million in PA funding for the client, in all Categories of work.
- Assist CDR|Maguire corporate management as needed for HR-related matters and LinkedIn Ad postings.
- Coach staff on FloridaPA, and programmatic requirements of Public Assistance as well as processing of Bay County PA Projects via FloridaPA.org/EM Grants Pro platform.
- Manage FEMA PA turnover through 5-FCO's, 4-TFL's, and 9-PDMG's.
- Coach state contractors (KPMG) on PA-related issues through weekly meetings.

#### **EDUCATION**

- BS - Finance/Accounting, University of Central Florida, 2001

#### **HIGHLIGHTS**

- Exceptional Communication skills
- MS Office Products Intermediate
- Government Accounting (GAAP)
- More than 25 Disasters, Federal, State & Local government experience
- Federal Procurement 2 CFR 200
- Internet Research

#### **TRAINING**

- National Incident Management System (NIMS) Certified
- Versed with Incident Command System (ICS) All Hazards
- Emergency Operations
- ESF Support Functions
- IS-2900 National Disaster Recovery Framework
- Grants Portal/Grants Manager
- Project Management
- Cost Estimation / RS Means / Gordian

#### **LIST OF PRESIDENTIALLY DECLARED DISASTERS WORKED**

- 2004: DR1539-FL, DR1545, DR1551, DR1561 (Lake, Orange, Sumter, Seminole, Volusia, Brevard & Osceola Counties)



- 2005: DR1602-FL, DR1609 (Broward, Miami-Dade & Martin Counties)
- 2008: DR1785-FL
- Operation Deepwater Horizon/BP Oil Spill
- 2012: DR4085-NY & DR4020-NY
- 2014: DR4177-FL
- 2016: DR1603-LA
- 2016/17: DR4269-TX
- DR4280-FL
- 2016: DR4283-FL
- 2017: DR4337-FL
- 2018: DR4399-FL
- 2020: DR4486-FL
- 2021: DR4611-LA
- 2022: DR4652-NM
- 2023: DR4683-CA & DR4699-CA



## JON BERQUIST, MBA, BS LEAD DR ANALYST

### PROFESSIONAL QUALIFICATIONS

Mr. Jon Berquist is a highly qualified FEMA Project Management Analyst with extensive experience in the disaster recovery program for public infrastructure, commercial facilities, and residential properties. Jon has worked with multiple clients throughout the United States, assisting them at the state and local levels with assessments and repairs of their damaged infrastructure, project eligibility, payment reviews, and funding disbursements in addition to ensuring complete program compliance. Mr. Berquist has developed over 500 FEMA Projects covering all categories of work (A – G). Mr. Berquist has served as a Deputy Program Manager and Program Manager on several projects from South Carolina to New York to California. He was also instrumental in administering and implementing the 428 Public Assistance Pilot Program and the Sandy Recovery Improvement Act of 2013.

### RELEVANT PROJECT EXPERIENCE

#### **President, Berquist Recovery Consulting LLC: DR-4480-NY, March 2020 - Present**

Mr. Berquist oversees managing more than \$100 million worth of federal grants, which includes funding from the American Rescue Plan, Cares Act, and FEMA, for Rensselaer County in New York. His responsibilities include developing strategies, documenting costs, analyzing special considerations, submitting progress reports, managing project worksheets and claims documentation, preparing for audits during the grant close-out period, providing compliance training, and overseeing grant management, which includes developing grant applications, submitting quarterly reports, requesting time extensions, processing progress payments, and making final payments.

#### **President, Berquist Recovery Consulting LLC: DR-4486-FL, 2020 - Present**

Mr. Berquist has formulated to date over \$1 billion in Covid-19 FEMA public assistance grants for Florida Department of Emergency Management. He assisted in the preparation of documentation packages, validation, and reconciliation of invoices. This also includes the review of scopes of work for eligibility in preparation of submission to FEMA.

#### **President, Berquist Recovery Consulting LLC: DR-4399-FL, March 2017 - December 2019**

Mr. Berquist completed over \$25MM in Cost Estimate Formats for Calhoun Liberty Facility, Bay City School Board, City of Panama City, and Bay Haven Charter Academy. He assisted in the preparation of the 50% rule documentation package with A/E firm for replacement of Calhoun Liberty Facility. In addition, he validated over \$6MM of force account labor and equipment for the City of Panama City's Category B project worksheets.

#### **President, Berquist Recovery Consulting LLC: DR-4280-FL, DR-4283-FL, October 2017 - October 2019**

Mr. Berquist effectively validated over \$130MM in requests for reimbursement for the Florida Department of Emergency Management. He audited 100% of FEMA documented labor, equipment, materials, contracts, and procurement to adhere to FEMA policy. Furthermore, he prepared and submitted closeout packages to FEMA on behalf of the Florida Department of Emergency Management. This amounted to over \$6MM in closeouts.

#### **President, Berquist Recovery Consulting LLC: DR-4241-SC, DR-4286-SC, October 2015 - Present**

Since starting in 2015, Mr. Berquist has served as project manager for East Richland City Public Service District



and has facilitated the recovery of \$25MM of FEMA eligible funds. He continues to write and review project worksheets, 404 and 406 mitigation applications, as well as analyze, validate, and organize data for presentation to FEMA. He remains responsible for the review of design RFPs, quarterly reporting, project worksheet tracking, and database administration.

**Senior Public Assistance Consultant, Tetra Tech: DR-4193-CA, January 2015 - June 2015**

Through his time as a Senior Public Assistance Consultant for Tetra Tech, Mr. Berquist created thorough project worksheet review processes. He reviewed and revised \$6.5MM of Category F project worksheets for The City of Napa, California. Additionally, he coordinated with the City of Napa Accounting staff to build data for \$4.5MM of Category B project worksheets and reviewed and revised \$2.2MM of Category B and Category C project worksheets for The City of Napa, California.

**Senior Public Assistance Consultant, Project Specialist, Adjusters International: Hurricane Sandy: DR-4085-NY, November 2012 - October 2015**

Mr. Berquist facilitated the development of Nassau City project worksheet versions totaling \$122MM, FHWA DDIR's totaling \$3.2MM, and the preparation of closeout packages totaling \$15.4MM. He developed key components of the FEMA Public Assistance Grant's for critical infrastructure damage within applicant-owned facilities involved in the Hurricane Sandy disaster declaration. Through his enthusiastic dedication, he performed kickoff meetings, scheduled, and conducted site visits, assessed damages, estimated costs, and performed exit briefings with applicants and state counterparts. He also wrote 45 FEMA Public Assistance Grant's in all categories (A-G), obligating more than \$60MM to applicants. Finally, he developed 12 facility cost estimates totaling more than \$18MM.

**Project Specialist, FEMA: Hurricane Irene: DR-4020-NY, DR-4031-NY, October 2011 - August 2012**

He developed the FEMA Public Assistance Grant's for infrastructure damage within applicant-owned facilities involved in the Hurricane Irene and Tropical Storm Lee disaster declarations. Furthermore, he performed kickoff meetings, scheduled, and conducted site visits, assessed damages, estimated costs, and performed exit briefings with applicants and state counterparts. Finally, he wrote 160 FEMA Public Assistance Grant's in all categories (A-G), obligating more than \$10MM to applicants.

## EDUCATION

- Master of Business Administration, Business, University of Florida, Gainesville, Florida, 2009.
- Bachelor of Science, Building Science, Rensselaer Polytechnic Institute, Troy, New York, 2005.

## HIGHLIGHTS

- FEMA Public Assistance experience for twelve years.
- A total of eighteen years of experience.
- Experience with EMMIE, Grants Portal, Closeouts, 406 Hazard Mitigation, CRC, 404 Hazard Mitigation, Debris Specialist, Benefit-Cost Analysis, QA/QC, Policy, CEF, PAAP, 50% Analysis Repair/Replace, Writing PWs in all categories (A-G); expertise in all categories.

## SPECIALIZED COMPUTER SKILLS

- Microsoft Office
- Microsoft Project



- Suretrak Scheduling
- Prolog
- Adobe
- RS Means
- Xactimate
- FEMA BCA Toolkit
- EM Grants Pro
- FEMA Grants Portal

#### **CERTIFICATES / BADGE STATUS**

- Certificate in FEMA PA operations
- Smart Badge in hand, with expiration date of 12/19/2024





## JOSHUA MILNER, MA

### DEBRIS SME

#### PROFESSIONAL QUALIFICATIONS

Mr. Josh Milner is a Veteran of the United States Army with over 30 years of combined experience in construction management and administration, emergency management, and disaster recovery operations. Throughout his career, he has supported several federal, state, and local government engagements and has worked on 14 separate disaster declarations throughout the United States. Josh is extremely passionate about disaster recovery and has helped several communities maximize their reimbursements following disaster-related events. Having authored over 200 subgrant applications for FEMA, Mr. Milner is well-versed in the FEMA Public Assistance Program and provides high-level policy advice and guidance on policy, procurement, compliance, closeout, and overall grants management activities. Josh has also served on large-scale debris removal operations and has helped clients identify Section 404 and 406 mitigation opportunities, when feasible. Most recently, Josh helped re-author several Section 428 PAAP grants and became certified in the New Public Assistance Delivery Model.

#### RELEVANT PROJECT EXPERIENCE

##### **Simmons Recovery Consulting, Senior Applicant Consultant - TDY, 2017**

- Assigned to Clay City Schools, DR-4273 WV. Worked alongside the school district's engineering firm to not only ensure compliance with federal and state regulations but also to assess, re-write, and resubmit several project worksheets to include additional damages and hazard mitigation measures, increasing the overall value by upwards of \$5 million.
- Assigned to Clay City Business Development Authority. Re-wrote several project worksheets to increase the Authority's portfolio from \$468,000 to nearly \$4 million, to include several hazard mitigation measures.

##### **Federal Emergency Management Agency (FEMA), Public Assistance Project Specialist, 2015 – 2017**

- Assigned as a Site Inspector to DR-4308 California.
- Assigned to Portsmouth Schools, Old Dominion University, and various Applicants for DR-4291, Virginia.
- Assigned to Parish and Local Applicants for DR-4263 and DR-4277, Louisiana. Authored several PWs and HMPs.
- Assigned to various Applicants in South Texas for DR-4245.
- Assigned to State, City and Local Applicants for DR-4229, Colorado.

##### **CCPRS, FEMA Public Assistance Technical Assistance Contractor (TAC), 2012 - 2015**

- Debris Specialist assigned to State, City, and Local Applicants for DR-4176, Alabama. Covered Waterway Debris projects along with Tornado-generated Debris and PAAP Program.
- Assigned to various Private Non-Profits throughout New Jersey for DR-4086, Hurricane Sandy, 6-month deployment.
- Completed a wide range of projects, from docks and piers to facility roofs, damaged churches, and historic buildings. Also wrote several debris and emergency work projects.



### **Federal Emergency Management Agency (FEMA), Public Assistance Project Specialist, 2011 - 2012**

- Assigned to various town and City applicants in Town of West New York, NY, for DR-4020, Hurricane Irene. Wrote over 70 projects worth \$3 million to replace damaged town and City infrastructure and collaborated closely with each applicant to mitigate future damages from similar storm events.
- Completed a wide range of projects, from bridges and culverts to damaged roads, debris, and emergency work.

### **EDUCATION**

- MA, American History, American Military University, 2010
- BS in Liberal Arts/History, Business Minor, Excelsior College, 2006
- AAS, State University of New York at Morrisville, 1993
- Studied Technical Writing at State University of New York at Morrisville, 2000-2001

### **HIGHLIGHTS**

- Over 30 years of combined experience in construction management, emergency management, and disaster recovery.
- Served on 14 Presidential Disaster Declarations.
- Authored over 200 FEMA Public Assistance project worksheets, several of which included in-depth 406 Hazard Mitigation proposals.

### **REGISTRATIONS / CERTIFICATIONS**

- NIMS & ICS Certified
- 406 Hazard Mitigation Certified
- New FEMA PA Delivery Model Certified

### **MILITARY EXPERIENCE**

- U.S. Army Military Police Office, Ft. Leonard Wood, MO., 1994-



## PATRICK GEELAN, PMP, EIT TECHNICAL ADVISOR

### PROFESSIONAL QUALIFICATIONS

Pat Geelan is an accomplished professional with experience in their field. They are known for their expertise and strategic thinking and have a proven record of driving successful outcomes. Pat is highly skilled in collaborating with executive leadership and has a keen ability to implement innovative best practices to achieve organizational goals.

### PROFESSIONAL EXPERIENCE

#### **Winsor Consult Group Corporation, New York, NY**

Director - Project Delivery, Dec 2019 to Present

Governor's Office of Storm Recovery (GOSR) / Resilient Homes and Communities (RHC)

- Oversaw the portfolio of community reconstruction and infrastructure projects for the State of NY. Portfolio encompassed 275 federally funded construction projects throughout the State of New York, totaling \$975M.
- Managed a multidisciplinary team, comprised of project managers, technical assistants, CDBG / HMGP Subject-Matter Experts (SMEs), and environmental consultants.
- Reported regularly on progress against goals to Executive Director and Managing Director and raised any issues, concerns, and updates as needed.
- Completed analysis of monthly metrics reporting and produced corrective schedules with direct reports to ensure projects were completed on time and on budget.
- Attended construction progress meetings on a routine basis to represent the State of New York's interests and concerns.
- Provided subject matter expertise on Construction Management, Design Administration, and Post-construction Deliverables. Provided input for program standard operating procedures (SOPs) and program manuals.
- Reviewed bid documents and Bid Checklists and provided Bid Authorization.
- Reviewed contracts, subcontracts, contract amendments, and change orders. Produced cost reasonableness determinations and oversaw independent cost estimates. Provided contract consent recommendations to Managing Director.
- Attended pre-bid meetings with Project Managers for more complex/high profile construction projects.
- Represented the organization at ground break or ribbon cutting project-related events in local communities.
- Developed plans to seamlessly integrate new processes with existing processes.
- Worked with the Managing Director of External Relations to manage politically sensitive projects and subrecipients (SR). Projects included the Suffolk County Coastal Resiliency Initiative (SCCRI), Nassau County Drainage projects, and State portfolio with DOT, DASNY, and NYC Mayor's Office.

#### **Grant City Consulting, New York, NY**

Senior Management Consultant, Jun 2020 to Present





- Collaborated with client and client agencies to understand the overall needs and requirements of the organization.
- Prepared project proposal presentations, RFP responses, and pricing metrics.
- Recommended and implemented changes to policies and procedures when necessitated by new legislation.
- Hosted pre-bid and pre-construction meetings with clients and relevant parties.
- Assisted in the development and implementation of the client's overall plan and initiatives.
- Tracked project milestones, budgets, and quarterly deliverables.
- Assisted in the development and implementation of the client's overall plan and initiatives.
- Prepared various correspondence, records, and reports.
- Identified technical problems and developed solutions to support client objectives.
- Organized, supervised, and participated in contract compliance and closeout activities for capital construction projects and planning activities.
- Developed plans to seamlessly integrate new processes with existing processes.

**Bolster.us, New York, NY**

Director of Operations, Mar 2018 - Nov 2019

- Managed firm's financial and procurement programs. Oversaw internal estimating and subcontractor contracts.
- Oversaw the company's scheduling mechanisms to ensure proper allocation of resources and personnel. Trained junior employees in scheduling software (Primavera P6).
- Chief of Code Compliance – responsible for ensuring the company was adhering to NYC DOB Building codes in construction, safety, and excavation.
- Head of Safety and site safety training for the company. Responsible for identifying training courses for staff and ensuring code-compliant site safety plans were on site.
- Oversaw the human resources and recruiting departments, responsible for talent acquisition, onboarding, and staffing up for various projects.
- Oversaw internal superintendents, architects, engineers, and expeditors.
- Maintained relationships with property management firms.
- Attended construction progress meetings with the Chief Construction Officer as needed. Provided operational insight to ensure projects were completed on time and on budget.

**RGBS Enterprises, Inc., Richmond, NY**

Senior Project Manager, Apr 2016 - Oct 2017

- Managed 15-20 projects, overseeing a team of 2-4 per project. Portfolio Manager for US government jobs (GSA) and NYS government jobs (DSNY/DDC). Covered GSA Region 1 and Region 4.
- Produced Project Schedules and Gantt charts with weekly and monthly milestones and lookaheads.
- Oversaw Pre-commissioning activities for BAS/BMS systems.
- Onsite resource for subcontractors on engineering documents, demo/removal plans, installation, and network plans.
- Responsible for reviewing and approving engineering drawings and designs for each project.
- Assisted in job estimates and proposals which included energy analysis and buyback periods.



- Built network architecture, panels, and mechanical systems onsite. Responsible for all field engineering and as-built documentation for clients.
- Implemented and commissioned controls for each site. Assisted in the programming and training of client technicians.

**Triad Electric and Controls, Baton Rouge, LA // McPherson, KS // Sergeant Bluff, IA**

Project Controls, Jul 2015 - Mar 2016

- Oversaw electrical and controls installation crews. Directed work in accordance with approved plans.
- Analyzed daily work factors of foreman and general foreman.
- Analyzed engineer drawings and estimator's database to alter estimated hours for completion on certain area drawings.
- Allocated resources for the point-to-point (wiring) testing crew and foreman. Tracked and presented this progress biweekly.
- Assisted in the collaboration of Gantt chart and schedules on P6 based on crew performance and work factors.
- Conducted field audits and weekly progress inspections.
- Responsible for document control, change orders, take-offs/estimations.
- Produced change orders and RFIs for GC and Engineer of Record.

**EDUCATION**

Washington University in Saint Louis, St. Louis, MO

- Bachelors, Mechanical Engineering, Energy Engineering, Conferred 2015

Providence College, Providence, RI

- Bachelors, Engineering-Physics-Systems, Conferred 2013

Columbia University in the City of New York, New York, NY

- Executive Program, Construction Project Management, Conferred 2022

**CERTIFICATIONS**

- Project Management Professional, Conferred February 2024
- Engineering in Training, Missouri, Conferred 2019
- FEMA PA Program (IS-00634)
- OSHA 10/30, NYC Site Safety Manager 40

**ANTICIPATED CERTIFICATIONS**

- Professional Engineer, Anticipated June 2024 (Application Pending, Exam Scheduled)
- LEED AP BD+C, Anticipated May 2024 (Application Approved, Exam Scheduled)
- PMI Risk Management Professional, Anticipated September 2024 (Application Approved, Exam Scheduled)
- Program Management Professional, Anticipated December 2024 (Application Pending)

APPENDIX 2: COST PROPOSAL DETAIL AND CALCULATIONS

PRICING METHODOLOGY AND COST PROPOSAL ASSUMPTIONS

PROPOSED STAFF	PROPOSED TITLE	PROPOSED DUTY STATEMENT	SPECIFIC SOW ITEM PERFORMED BY RELEVANT STAFF (AS REQUESTED IN THE RFP)	ANNUAL ALLOCATION OF HOURS PER TASK	PROPOSED HOURLY RATE	ESTIMATED TOTALS/SOW ITEM	ESTIMATED TOTAL/STAFF
Jeff Abraham	Principal DR Consultant	As the Principal-in-Charge, Jeff Abraham is responsible for overarching project oversight and strategic decision-making. He will represent the City in crucial meetings with FEMA, Cal OES, and other agencies, ensuring robust advocacy and support for the city's interests. He will manage complex disputes and facilitate resolutions with these agencies, applying his in-depth knowledge of government regulations and compliance. Jeff will also oversee the tracking, reconciliation, and retention of all financial obligations and payments throughout the project, ensuring financial accuracy and accountability in line with disaster recovery goals.	Represent the City by attending or hosting meetings with FEMA, Cal OES or other agencies as needed.	300.00	\$200.00	\$60,000.00	\$200,000.00
			Work with the City to resolve disputes with FEMA, Cal OES, or other agencies as may be necessary.	300.00	\$200.00	\$60,000.00	
			Track and assist in the reconciliation of notice of obligations, payments, and retention throughout the life of the disaster.	400.00	\$200.00	\$80,000.00	
Eric Zabukovec	Senior PM/FEMA Liaison	Eric Zabukovec, as the Senior Project Manager/FEMA Liaison, will coordinate and support all recovery efforts between the city, county, and special districts, enhancing the effectiveness of cost recovery processes. He will facilitate applicant briefings with FEMA and Cal OES, playing a pivotal role in developing relationships and clarifying programmatic details that assist the city in navigating the grant process. Eric is also tasked with managing project tracking systems and providing monthly status reports on all active disasters, ensuring all stakeholders are well-informed and that project timelines and deliverables are on track.	Provide support and coordination in conjunction with the City and stakeholders navigating cost recovery.	400.00	\$180.00	\$72,000.00	\$270,000.00
			Assist the City during Applicant Briefings with FEMA and Cal OES, assisting with relationship development.	500.00	\$180.00	\$90,000.00	
			The contractor may be required to work remotely and/or at the City when needed.	300.00	\$180.00	\$54,000.00	
			Provide written monthly status report on all active disasters.	300.00	\$180.00	\$54,000.00	
Jon Berquist	Lead DR Analyst	Jon Berquist, as the Disaster Recovery SME, will ensure strict compliance with federal documentation standards necessary for disaster management. He will maintain critical documentation such as ICS Activity Logs and sign-in sheets. His role includes assisting in the creation and review of FEMA project worksheets, ensuring they meet compliance standards and are effective for securing federal funds. Jon will also oversee the compilation and organization of all project documentation to ensure readiness for audits and retain essential records in electronic format.	Ensure all proper documentation, including (ICS Activity Log 214, ICS 213’s and sign-in sheets, etc.) have been completed.	10.00	\$170.00	\$1,700.00	\$5,100.00
			Assist the City in the creation of project worksheets required by FEMA and/or Cal OES, and collect and review contracts for FEMA and/or Cal OES compliance.	10.00	\$170.00	\$1,700.00	
			Ensure that project completion includes an organized compilation of documentation in electronic format for audit purposes and document retention requirements.	10.00	\$170.00	\$1,700.00	
Josh Milner	Debris Mgmt. Specialist	Josh Milner will provide specialized technical advisory services on debris removal, permanent repairs, and disaster recovery. He is responsible for making critical recommendations on cost-allowability based on the latest PAPPG guidelines and supplemental disaster-specific documentation. Additionally, Josh will manage the generation of time extension requests to FEMA and other Federal grants and conduct audits for missing documents, ensuring that the city has all necessary documentation to support disaster recovery efforts.	Provide technical advisory services related to debris removal, permanent repairs, and recovery from disasters.	50.00	\$170.00	\$8,500.00	\$25,500.00
			Generate time extension requests to FEMA and/or other Federal grants and Cal OES when necessary.	50.00	\$170.00	\$8,500.00	
			Audit for missing documents and work with the appropriate departments to obtain any documents.	50.00	\$170.00	\$8,500.00	
Pat Geelan	Technical Advisor	As the Technical Advisor, Pat Geelan will create and maintain critical contract lists and project tracking mechanisms, incorporating detailed timelines and deadlines to ensure project coherence and compliance. He will coordinate with mutual aid agencies regarding reimbursement requests and assist in the grant closeout and final inspection processes. Pat is also responsible for managing potential audits in relation to the disaster, coordinating with the City, State Controller’s Office, and Federal Office of Inspector General to ensure all financial and regulatory compliance is maintained.	Create and maintain critical contract lists and project tracking mechanisms to include timelines and deadlines.	10.00	\$170.00	\$1,700.00	\$8,500.00
			Coordinate with mutual aid agencies that may respond regarding their request for reimbursement packets.	10.00	\$170.00	\$1,700.00	
			Assist with grant closeout and Final Inspection.	20.00	\$170.00	\$3,400.00	
			Manage potential audits with the City, State Controller’s Office, and Federal Office of Inspector General in relation to the disasters.	10.00	\$170.00	\$1,700.00	
ESTIMATED TOTALS (ONE-YEAR OF SERVICES)				2730.00		\$509,100.00	\$509,100.00
ESTIMATED TOTAL (ONE-YEAR OF SERVICES_ROUNDED)						\$510,000.00	





EXCEPTIONS AND ASSUMPTIONS FOR HOURS ALLOCATION:
<p><b>ACTIVE DISASTER DECLARATION(S) ASSUMPTION:</b> The allocation of hours per task and the total annual hours outlined for the project team members are based on the assumption that the consultants are engaged in response to active disaster declaration(s). The team’s involvement and the hours dedicated are contingent upon the activation and requirements of these disaster declarations throughout the year.</p> <p><b>ONE YEAR OF SERVICES:</b> The hours assigned to each task and the cumulative total of 2730 hours for Year 1 are based on a contractual agreement to provide services for one full year. This duration is critical to understanding the scope and limits of the resources committed to the City of Santa Cruz.</p> <p><b>HISTORICAL DATA MODELING:</b> The total hours for Year 1, particularly the sum of 2730 hours, have been modeled on actual consultant hours expended with our current client in Merced County, CA, for disasters DR-4683 and DR-4699. This historical data is used to estimate and justify the workload and resource allocation for similar disaster recovery efforts in Santa Cruz. This modeling assumes that the nature and scale of the activities in Santa Cruz will closely resemble those experienced in Merced County.</p> <p><b>SCOPE OF WORK DEPENDENCE:</b> It is assumed that the detailed hours per task will cover the activities listed under the scope of work for the disaster recovery effort. Any changes or extensions in the scope of work might necessitate a reevaluation and possible adjustment of the hours allocated per task and the overall resource commitment.</p> <p><b>EFFICIENCY AND UNFORESEEN DELAYS:</b> While the allocation of hours is based on previous experiences and established efficiency standards, it is important to note that actual hours may vary due to unforeseen complexities or delays in disaster recovery operations. The consultancy is prepared to adapt to these changes, potentially affecting the total hours.</p> <p><b>CONTINUITY AND AVAILABILITY OF STAFF:</b> The assignment of hours assumes that all designated staff members will be available throughout the duration of the contract to fulfill their roles without interruption. Changes in staff availability due to unforeseen circumstances (e.g., illness, resignation) could impact the fulfillment of these hours and necessitate adjustments.</p>



## APPENDIX 3: PROPOSAL SUBMITTAL REQUIRED ACKNOWLEDGEMENTS

The three pages that require acknowledgement and confirmation within Section 7 are located within this Appendix, Appendix 3.



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## 7. PROPOSAL SUBMITTALS

### 7.1. Proposal Response\*

By confirming, the proposer is affirming to the following:

The proposer, upon acceptance, agrees to furnish the following in accordance with the specifications and terms and conditions per City of Santa Cruz "Request for Proposals for Disaster Cost Recovery" at the prices indicated herein.

The proposer, under penalty of perjury, declares not to be a party with any other business to an agreement to propose a fixed or uniform price in connection with this proposal.

The proposer declares under penalty of perjury that she/he is authorized to submit this proposal and bind the business or organization to the terms of this Proposal.

The proposer recognizes the right of the City of Santa Cruz to reject any or all proposals received and to waive any informality or minor defects in proposals received.

The proposer declares under penalty of perjury that the information contained in this Proposal and all accompanying documents are true and correct.

☒ Please confirm

\*Response required

### 7.2. Proposal\*

Firm Background

Include the following:

- A. Legal name, addresses, telephone numbers of the principal office (national headquarters) and local office. Include the same information if services will be provided from additional locations.
- B. Year established and history.
- C. Business entity status (i.e., partnership, corporation, LLC).
- D. Indicate if Proposer has defaulted in its performance of an agreement or project during the past five (5) years which has led the other party to terminate the agreement and if so, the identity of the parties involved and the circumstances of the default or termination.
- E. List employee resumes for all staff included in proposal for consulting contract.

\*Response required

☒ Please confirm

### 7.3. Workplan and Technical Approach\*

\*Response required

☒ Please confirm

### 7.4. Cost Proposal\*

Proposers must complete the attached Cost Proposal (in Appendices) with their Proposal submittal by the Proposal Submittal Due date. It is the Proposer's responsibility to state all costs required to provide the services outlined in Section Preliminary Scope of Services. Costs shall include, but not be limited to,

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direct labor, overhead, fringe benefits, profit, subcontractor costs, and other direct costs (ODC) such as materials, supplies, taxes, and travel. A Proposer's failure to submit a Cost Proposal will deem the Proposal non-responsive.

\*Response required ☒ Please confirm 

**7.5. Non-Collusion Declaration\***


By confirming, the proposer, the party making the foregoing proposal declares that the proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the proposal is genuine and not collusive or sham; that the Consultant has not directly or indirectly induced or solicited any other Consultant or Sub-Consultant to put in a false or sham proposal; and has not directly or indirectly colluded, conspired, connived, or agreed with any Consultant, Sub-Consultant or anyone else to put in a sham proposal, or that anyone shall refrain from proposing; that the Consultant has not in any manner directly or indirectly, sought by agreement, communication, or conference with anyone to fix the proposal price of the Consultant or any other Consultant or Sub-Consultant, or to fix any overhead, profit, or cost element of the proposal price, or of that of any other Consultant or Sub-Consultant, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the proposal are true; and, further, that the Consultant has not, directly or indirectly, submitted his or her proposal price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company association, organization, proposal depository, or to any member or agent thereof to effectuate a collusive or sham proposal.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

☒ Please confirm 


\*Response required

**7.6. Is the business current in the payment of all taxes, charges, assessments, or fees owed to the City of Santa Cruz? \***

☒ Yes ☒ Please confirm   
☐ No

\*Response required

**7.7. Does the business hold a valid City of Santa Cruz business license?\***

☐ Yes ☒ Please confirm   
☒ No

\*Response required

When equals "Yes"

**7.7.1. DBA/license number: \***

\*Response required

☒ Please confirm 



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7.8. I understand that by submitting false information or failing to disclose material information in order to qualify for the preference my business will be 1) required to pay the city any difference between the contract amount and what the city's cost would have been if the contract had been properly awarded, and 2) prohibited from bidding on any city contract or receiving any city contract for a period of three years of the discovery of facts supporting the same.\*

☒ Please confirm    ☒ Please confirm    *Ally E. Anderson*

\*Response required

7.9. Acknowledgment of Addenda and Question and Answer\*

In order to submit a proposal, the vendor acknowledges that they have read all addenda, and questions and answers posted for this solicitation.

☒ Please confirm

\*Response required

☒ Please confirm    *Ally E. Anderson*